

# Release the Final Calculated Grade

## Objectives

For students to view their current total grade in Grades, instructors need to automatically release the Calculated Final Grade. Currently, there is no “Final Grade Push” built to accommodate sending grades from Brightspace to Banner. Please following the instructions from the Registrar’s office to directly submit grades for students in your courses.

By following the guide, you will be able to

1. Check if the Final Calculated Grade is automatically released
2. Release the Final Calculated Grade to students

## Part 1: Check if the Final Calculated Grade is automatically released

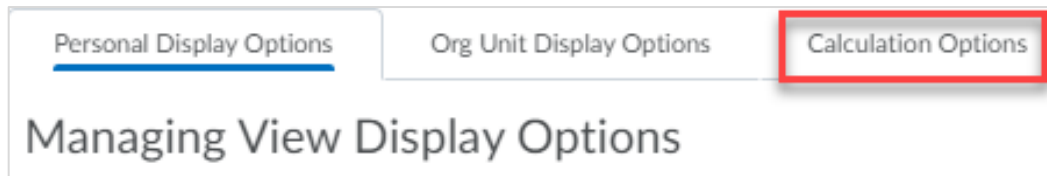
1. Login to Brightspace and enter your course.
2. Click **Grades**.



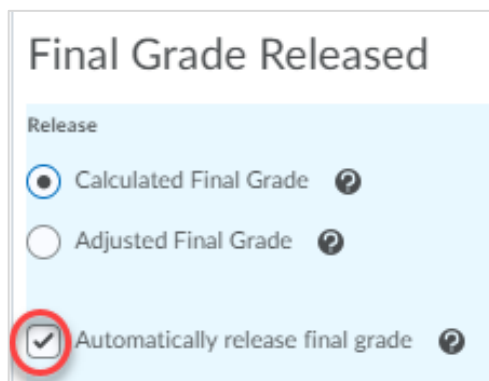
3. Click **Settings** on the top-right corner.



4. Click the **Calculated Options** tab.






5. Scroll down to **Final Grade Released**, check **Calculated Final Grade**. Then check **Automatically release final grade** box.



6. Click **Save**.
7. Click **Yes** to confirm

## Part 2: Release the Final Calculated Grade to students

1. Go to **Grades**.
2. Click **Enter Grades**.
3. Locate the **Final Calculated Grade** column.
4. Check the icon beside each final calculated grade to see if it is released. [Note: A closed eye icon indicates a final calculated grade is not released to the student.]

	Last Name ▲, First Name	Final Grades
		Final Calculated Grade ▼
<input type="checkbox"/>	Al [Progress Bar] on ▼	473 / 800, 59.13 % 
<input type="checkbox"/>	Al [Progress Bar] he ▼	724 / 800, 90.5 % 
<input type="checkbox"/>	By [Progress Bar] ▼	629 / 800, 78.63 % 

5. Click the context arrow beside Final Calculate Grade, and select **Enter Grades**.

Final Grades	Accounts ▼
Final Calculated Grade ▼	
[Progress Bar] 99.3 %	Edit
[Progress Bar] 80.8 %	Enter Grades

- Check the box to the left of Last Name, First Name to select all user rows.

<a href="#">Set Grades</a> <a href="#">Clear Grades</a> <a href="#">Add Feedback</a> <a href="#">Email</a> <a href="#">Release/Unrelease</a>				
<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		
		Grade	Scheme	
<input checked="" type="checkbox"/>	E	794.5 / 800	99.3 %	
<input checked="" type="checkbox"/>	E	646.5 / 800	80.8 %	
<input checked="" type="checkbox"/>	ah	657.5 / 800	82.2 %	

- Click the **Release/Unrelease** button.

<a href="#">Set Grades</a> <a href="#">Clear Grades</a> <a href="#">Add Feedback</a> <a href="#">Email</a> <a href="#">Release/Unrelease</a>				
<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		
		Grade	Scheme	

- Check the last column to see if the Final Calculated Grade is **Released**. [Note: A checked box means the grade is released.]

Released
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

- Click on **Save and Close** to Complete.