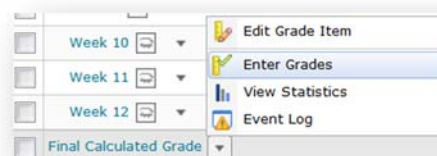
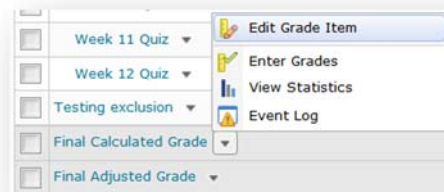
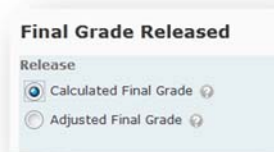


Release internal *Grade* to students

If you have scheduled an examination as the final assessment piece for your unit, you may wish to release students' internal grade; that is, the grade that they have achieved to date. You can do this using the *Final Calculated Grade* tool.

1. In *Grades*, select the *Settings* option.
Select the *Calculation Options* tab.
2. Scroll down until you see the *Final Grade Released* option. Ensure that the *Calculated Final Grade* is selected. Click the *Save* button at the bottom of the screen.
3. Scroll down until you see the *Final Calculated Grade* item. Click on the drop-down arrow next to *Final Calculated Grade* and select the *Edit Grade Item* option.
4. You may wish to change the *Name* to something that students will understand.
5. Scroll down until you see the *Display Options*. Under *Student View*, check that *Grade Scheme Symbol* is selected. If you want students to know their mark out of 100, you will need to check the *Weighted Grade* option. If you need to check this and it is greyed out, check the *Override display options for this item* option first. Scroll down and click the *Save and Close* button.
6. Scroll down until you see the *Final Calculated Grade* item. Click on the drop-down arrow next to *Final Calculated Grade* and select the *Enter Grades* option.



- You should now see a list of your students. To see as many students as possible, select the 200 option from the *per page* drop-down menu (top right). If you still have more than one page of students, you will need to repeat steps 5 & 6 onwards for each page of students.



- Select the checkbox to the top left of the list of names. This should select all students on the page. Now click on the *Release/Unrelease* option.

First Name ▲, Last Name, Org Defined ID	Final Calculated Grade	
	Grade	Scheme
<input checked="" type="checkbox"/> View, Student, u88461	71.35 / 100	DN

- A check should appear in the *Release Final Calculated Grade Column* next to each student's name. Click the *Save* button.

Final Calculated Grade		Final Adjusted Grade		Feedback	Release Final Calculated Grade
Grade	Scheme	Grade	Scheme		
71.35 / 100	DN				<input checked="" type="checkbox"/>

- When your students check their *Grades* tool, they should now see their *Final Calculated Grade* towards the top of the screen (as per the example). Note that the *Points* grade will not display.

Grades

Internal Grade

Weight Achieved
71.35 / 100

Grade
DN

Grade Items

Grade Item
Assessment 1 Presentation