ICCOC Grade Publishing Instructions

You can change, override and publish midterm and final grades for all or part of your course roster. Changes made in the Grade Publish application are **not saved until they are published**.

- 1. Open the course for which you would like to publish grades. A grading scheme must be enabled in your course.
- **2.** In the Course Navigation, click on the **Grade Publish** link.

Groups	People
Calendar	LockDown Browser
æ	Grade Publish
Inbox	Dropout Detective
Help	Bookshelf®
	Library Services
	Settings

3. If you have left the Grade Publish application to make changes in the Gradebook and have returned to the Grade Publish application, then you may need to "sync" the grades upon entering. Please check the grades to be sure they have updated.

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Grade Publish	Sync	ပ္မွာ Grades	Publish
A grading scheme must be enabled for your course. Click Midterm or Final to begin the pr grades or override grades of "U" or "Q," you must enter the last date the student participa tool will pop up. You may select one of the following: any date from the calendar, "Today's course) or "Never Attended" (i.e. never participated in the course). "Never Attended" will s "I," then you need to enter a future completion date. Click Publish to submit grades.	rocess. Grades of "F" will be high ted in the course. Click on the b s Date," "Last Activity Date" (i.e. show a null date of 01/01/1970	nlighted yellow. To ox to enter the da last date student . If you enter an o	o publish "F" ate. A calendar accessed the override grade of

Select **MIDTERM** or **FINAL** for the type of grades that you will be submitting.

Grade Type: MIDT	ERM FINAL
Canvas Grade	Override
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	•
	•

Once you select either Midterm or Final, you will have access to the dropdown box for the **Override** grade field as well as the **Publish** button.

5. Review your Student Roster and select students for which grades will be published. You may select one student, multiple students or all students. The default when you enter the Grade Publish application is that all students are checked to be published.

Student Roster			Grade Type: MIDTE	ERM FINAL
✓ Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
Student Roster Select All Student	 The nigh The stud The Grad 	"Most Recent Sub tly. "Last Activity Date ent accessed the c "Canvas Grade" is debook.	mission" dates v " reflects the las ourse. pulled directly f	will be refreshed at date the from the
Select One	 Instr is pu char grac prac grac grac 	uctors have the op ublished. The "Ove nges to the Gradeb le to the files sent t tice to ensure that	tion to "Override rride" grade doo ook; it only sub o the colleges. the Gradebook	e" the grade that es not make any mits this override It is best reflects the
	Ove Pub "Fin	rride grades will co lish Tool; to see the al" button.	ntinually show i em, select the "I	n the Grade Nidterm" or
	Spe Q = U =	cial Override Grad Fail in Pass/Fail Co Fail in Pass/Fail Co	des for specific ourse - ILCC, N ourse - SWCC	c colleges: IACC, WIT

5. Continued

Dates must be entered for F, U, Q and I grades in order to publish them.

Grades of "F" will be highlighted yellow. To publish "F" grades or publish override grades of "U" or "Q," enter the last date the student participated in the course. Note: If you try to publish all grades and you have students highlighted in yellow, none of the grades will be published.

Click on the "Last Activity Date" box to enter the date; a calendar tool will pop up. Select one of the following:

- Any date from the calendar, •
- "Today's Date," •
- "Last Activity Date" (i.e. last date student accessed the course), or •
- "Never Attended" (i.e. never participated in the course). "Never Attended" will show a null date of 01/01/1970.

If an override grade of "I" is entered, a future completion date must be selected. Once coursework is completed and graded, submit a Grade Change Form.

Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
	06/03/2018	06/03/2018	95.6 (A)	
	06/02/2018	06/03/2018	100.0 (A)	
	06/02/2018	06/04/2018	86.7 (B)	
	06/03/2018	06/04/2018	102.2 (A)	
	06/03/2018	06/03/2018	104.4 (A)	
	06/03/2018	06/03/2018	84.4 (B)	
		Enter Last Date Attended	0.0 (F)	
	06/03/2018	06/04/2018	88.9 (B)	
		Enter Last Date Attended	0.0 (F)	

A grading scheme must be enabled for your course. Click Midterm or Final to begin the process. Grades of "F" will be highlighted yellow. To publish "F"

6.

Click Publish