

## How to Release Grades

Navigate to Admin -> Gradebook

Once in the gradebook select the assessment (the pencil icon)

### Phase 2 - Spring/Summer: Obstetrics and Gynecology

Setup Curriculum Tags Content Enrollment Groups **Gradebook** Reports

Gradebook Assessments Period: Spring/Summer 2021 - March 8th, 2021 to June 25th, 2021

Search Assessments

Type here to begin to search... Add New Assessment

| Assessment  | Points | Weight | Due Date             | Assignment   | Edit |
|---|--------|--------|----------------------|--------------|------|
| <input type="checkbox"/> Exam 1                   |        | 25%    | N/A                  | Add Drop Box |      |
| <input type="checkbox"/> Exam 2                   |        | 30%    | N/A                  | Add Drop Box |      |
| <input type="checkbox"/> Exam 3                   |        | 35%    | N/A                  | Add Drop Box |      |
| <input type="checkbox"/> Quizzes                  |        | 10%    | Mon Apr 19/21 1:30pm |              |      |
| <input checked="" type="checkbox"/> OBGYN Quiz #1 | 10     | -100%  | Mon Apr 19/21 1:30pm | Add Drop Box |      |

Total Weight: 100%

Delete Selected Copy Selected Add To Collection Grading Scale: None Grade Spreadsheet Export Grades

Document Delivery Add New Folder

Search Folders

Once you're in the editing portion of the assessment. Scroll down to the highlighted section. Select the second box: Show this assessment in Learner Gradebook. This will release the grades to the students.

**Exam: OBGYN Quiz #1**  
Post: OBGYN Quiz #1  
Mon Apr 19/21 1:00pm

**Exam Scoring Method:** Show first score

**Characteristic:** Quiz

**Extended Options:**  
 Essay questions  
 Fill-in, short answer questions  
 Multiple-choice, true/false, matching questions  
 Problem-solving written exercises

**Grading Scale:** Default Grading Scale for PA Program

**Marking Scheme:** Numeric

**Maximum Points:** 10  
This field will be automatically calculated with the adjusted points of the exam when saving.

**Assessment Type:** Formative

This is a narrative assessment.  
 This is a self assessment.

Don't Show this Assessment in Learner Gradebook  
 Show this Assessment in Learner Gradebook

Show Start\* 2021-04-21 00:00 (12:00 AM)  
 Show Finish 00:00 (12:00 AM)

**Display Grades to learner based on:**  
 Marking Scheme  
 Grading Scale  
 Percentage