

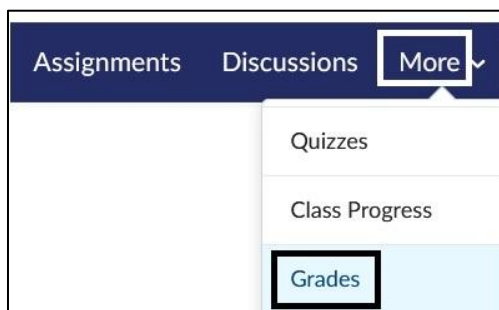


Releasing Final Calculated Grades to Students in Brightspace

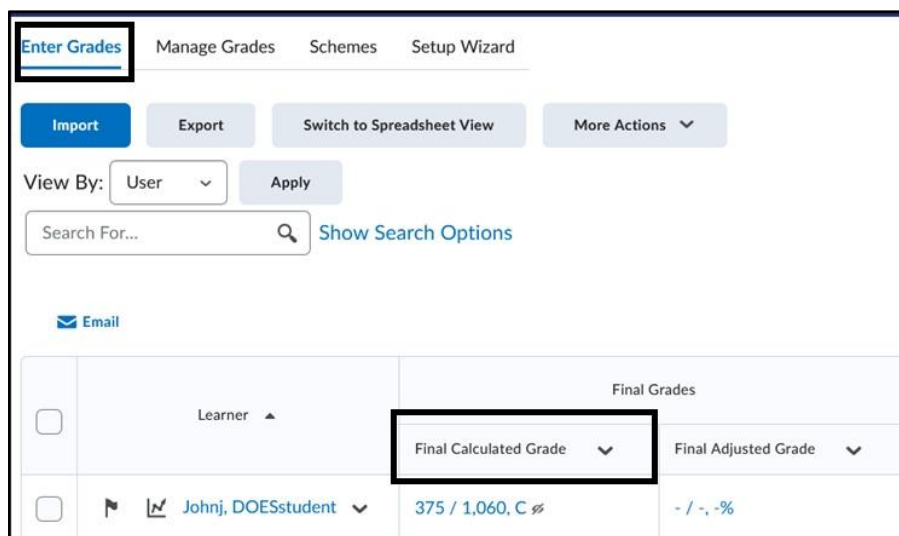
In Brightspace, the Final Calculated Grade item is not automatically visible to learners by default. When you release the Final Calculated Grade, it will become visible to learners on their individual Grades page.

Access Grades

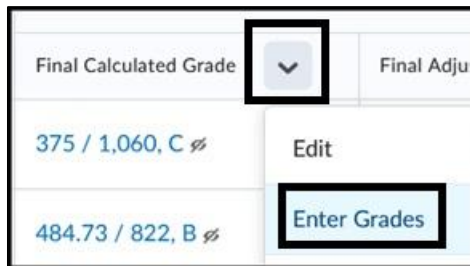
1. In the course, select **More** on the Course Navbar. Select **Grades**.



2. On the **Enter Grades** page, navigate to the **Final Calculated Grade** item.

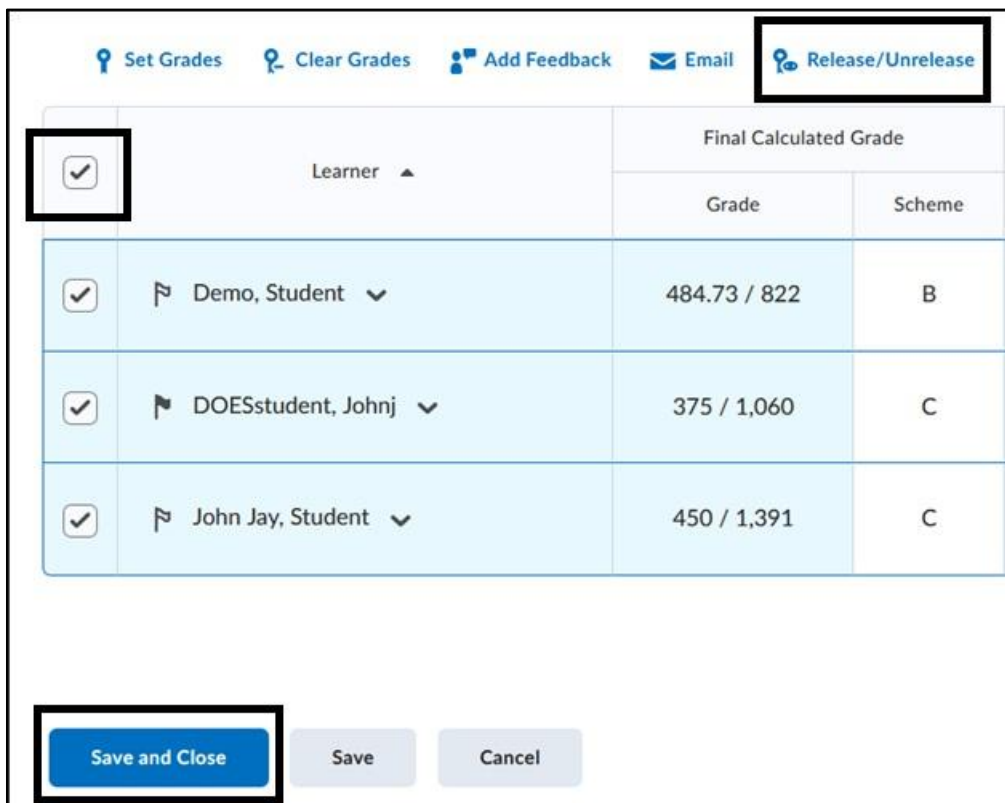


3. Select the drop-down arrow to the right of **Final Calculated Grade**. Select **Enter Grades**.



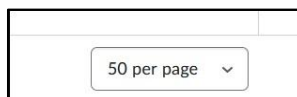
The screenshot shows a table with two columns: 'Final Calculated Grade' and 'Final Adjusted Grade'. The first row contains the text '375 / 1,060, C' with a small 'x' icon. The second row contains '484.73 / 822, B' with a small 'x' icon. A dropdown arrow is highlighted in the first row, and the 'Enter Grades' button is highlighted in the second row.

4. On the Final Grades page, scroll down to the list of users. Check off the **Select All** box and select **Release/Unrelease** button. Select **Save and Close** to hold changes.



The screenshot shows the 'Final Grades' page. At the top, there are buttons: 'Set Grades', 'Clear Grades', 'Add Feedback', 'Email', and 'Release/Unrelease'. Below these is a table with columns: 'Learner', 'Final Calculated Grade', and 'Scheme'. The 'Learner' column has a 'Select All' checkbox checked. The table lists three users: 'Demo, Student', 'DOESstudent, Johnj', and 'John Jay, Student'. Each user has a checkbox checked and a 'Release/Unrelease' button. The 'Final Calculated Grade' column shows scores and grades: '484.73 / 822, B', '375 / 1,060, C', and '450 / 1,391, C'. At the bottom, there are buttons: 'Save and Close', 'Save', and 'Cancel'.

Note: If you have more than 20 students in your course, make sure that the users per page is set to at least 50 per page in the lower right corner so all learners are selected.



The screenshot shows a dropdown menu with the text '50 per page' and a small downward arrow.

- Once grades are released to learners, the hidden icon (eye with slash through it) will change within the Grade item to show as visible. Learners will be able to see their Final Calculated Grade at the top of their **Grades** page.

Final Calculated Grade	
375 / 1,060, C	👁️
484.73 / 822, B	👁️
450 / 1,391, C	👁️

Learner View on Grades page:

Grades	
Final Calculated Grade	
Points	
484.73 / 822	📊 📊
Grade	
B	

For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at LMS.faculty@jjay.cuny.edu