ICCOC Grade Publishing Application
# **INSTRUCTOR**

The Grade Publishing Application created by Instructure for Iowa Community Online Consortium.

How do I override and submit midterm or final grades?

You can change, override, and publish midterm and final grades for the entire course roster. Changes made to the Grade Publish page are not saved until they are published. Overridden grades, however, are saved when switching between midterm and final grades.

Open Courses
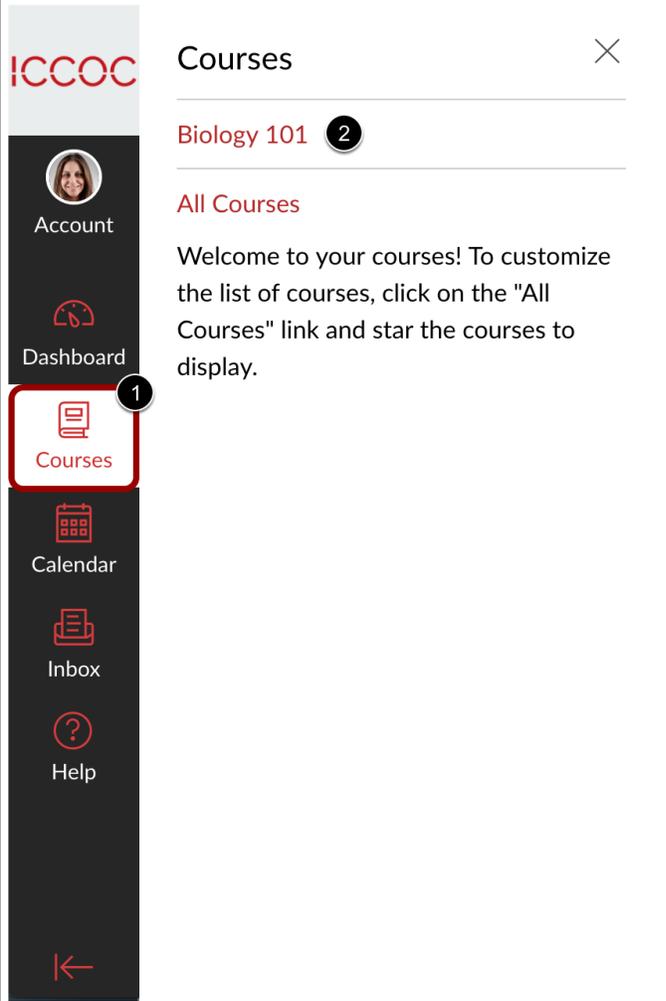
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open Grade Publish App

Class Notebook
Remote Proctor Now
LockDown Browser
Grade Publish
Settings

In Course Navigation, click the **Grade Publish** link.

Confirm Student Grades

In the student roster, you can view each student's name [1], recent submission date [2], last activity date in Canvas [3], and current Canvas grade [4]. Recent submission dates are refreshed nightly.

To resync all data except for the most recent submission date, click the **Refresh Grades** button [5].

Select Students

Student Roster

	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
2 ☐					
☑	Carter Comstock	08/25/2017	08/25/2017	33.3 (F)	
☐	Sara Sanson	08/25/2017	08/25/2017	60.0 (F)	
1 ☑	Lucas Larsen	08/25/2017	08/25/2017	60.0 (F)	
☐	Emileah Lathrop	08/25/2017	08/25/2017	46.7 (F)	

To publish grades for an individual student, click the checkbox next to the student's name [1]. You can select multiple students at a time.

To select all students, click the checkbox next to the Student column heading [2].

Select Grade Type

Grade Type: MIDTERM   FINAL

Select the grade type for the course: Midterm or Final.

Override Grades

Student Roster

Grade Type: **MIDTERM** FINAL

	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
☑	Carter Comstock	08/25/2017	08/25/2017	33.3 (F)	▾ **①**
☐	Sara Sanson	08/25/2017	08/25/2017	60.0 (F)	▾
☑	Lucas Larsen	08/25/2017	08/25/2017	60.0 (F)	▾
☐	Emileah Lathrop	08/25/2017	08/25/2017	46.7 (F)	▾

Student Roster

Grade Type: **MIDTERM** FINAL

	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
☑	Carter Comstock	08/25/2017	08/25/2017	33.3 (F)	✓
☐	Sara Sanson	08/25/2017	08/25/2017	60.0 (F)	
☑	Lucas Larsen	08/25/2017	08/25/2017	60.0 (F)	
☐	Emileah Lathrop	08/25/2017	08/25/2017	46.7 (F)	
☐	Colby Lange			63.3 (D-)	

Dropdown options: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F **②**

In the Override column, click the drop-down menu [1] and select the override grade [2] for each selected student that needs an override. Grade overrides are not visible to students in their Canvas Grades page.

Note: The Pass/Fail option is included in the dropdown menu for all courses but should only be applied to Pass/Fail courses.

Confirm Grade Changes

Student Roster

Grade Type: **MIDTERM** FINAL

	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
☑	Carter Comstock	08/25/2017	08/25/2017	33.3 (F)	B ▾
☐	Sara Sanson	08/25/2017	08/25/2017	60.0 (F)	D+ ▾
☑	Lucas Larsen	08/25/2017	08/25/2017	60.0 (F)	A- ▾
☐	Emileah Lathrop	08/25/2017	08/25/2017	46.7 (F)	A+ ▾
☐	Colby Lange			63.3 (D-)	▾

Confirm all selected students, grade type, and override grades.

Publish Grades
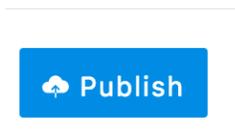
Click the **Publish** button.

Note: Only grades and grade overrides for the selected grading type (midterm or final) are saved when the Publish button is clicked.