

# ICCOC Grade Publishing Application

## INSTRUCTOR

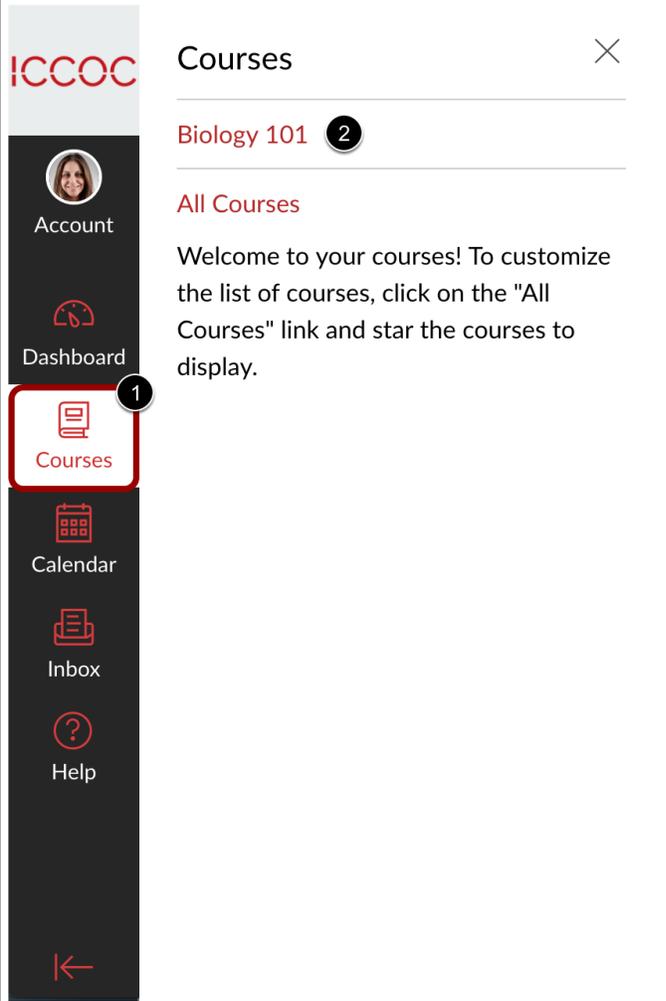
The Grade Publishing Application created by Instructure for Iowa Community Online Consortium.

---

### 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



The screenshot displays the ICCOC Courses application interface. On the left is a dark sidebar with navigation icons and labels: Account, Dashboard, Courses (highlighted with a red box and a '1' in a circle), Calendar, Inbox, and Help. The main content area is titled 'Courses' and features a list of courses, with 'Biology 101' (highlighted with a red box and a '2' in a circle) and an 'All Courses' link. Below the link is a welcome message: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.'

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

ProServ by INSTRUCTURE

### Grade Publish

5 Refresh Grades

Publish

Here are the instructions for submitting your grades. Please pay close attention. Before publishing your grades, please be sure that you have enabled a grading scheme for your course. For instructions on grading schemes, go to <https://community.canvaslms.com/docs/DOC-10261-415257089>. Please click Midterm or Final to begin the process.

**Student Roster** Grade Type: MIDTERM FINAL

<span style="font-size: 0.8em;">1</span> <input checked="" type="checkbox"/> Student	<span style="font-size: 0.8em;">2</span> Most Recent Submission	<span style="font-size: 0.8em;">3</span> Last Activity Date	<span style="font-size: 0.8em;">4</span> Canvas Grade	Override
<input checked="" type="checkbox"/> Carter Comstock	08/25/2017	<input type="text" value="08/25/2017"/>	33.3 (F)	
<input checked="" type="checkbox"/> Sara Sanson	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	
<input checked="" type="checkbox"/> Lucas Larsen	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	

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		Grade Type: MIDTERM FINAL			
<input type="checkbox"/>	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
<input checked="" type="checkbox"/>	Carter Comstock	08/25/2017	<input type="text" value="08/25/2017"/>	33.3 (F)	
<input type="checkbox"/>	Sara Sanson	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	
<input checked="" type="checkbox"/>	Lucas Larsen	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	
<input type="checkbox"/>	Emileah Lathrop	08/25/2017	<input type="text" value="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

<input type="checkbox"/>	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
<input checked="" type="checkbox"/>	Carter Comstock	08/25/2017	<input type="text" value="08/25/2017"/>	33.3 (F)	<input style="border: 1px solid red; border-radius: 50%;" type="button" value="v"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>
<input type="checkbox"/>	Sara Sanson	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	<input type="button" value="v"/>
<input checked="" type="checkbox"/>	Lucas Larsen	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	<input type="button" value="v"/>
<input type="checkbox"/>	Emileah Lathrop	08/25/2017	<input type="text" value="08/25/2017"/>	46.7 (F)	<input type="button" value="v"/>

**Student Roster** Grade Type: MIDTERM FINAL

<input type="checkbox"/>	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
<input checked="" type="checkbox"/>	Carter Comstock	08/25/2017	<input type="text" value="08/25/2017"/>	33.3 (F)	<input checked="" style="border: 1px solid red; border-radius: 50%;" type="button" value="v"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>
<input type="checkbox"/>	Sara Sanson	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	<input type="button" value="v"/>
<input checked="" type="checkbox"/>	Lucas Larsen	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	<input type="button" value="v"/>
<input type="checkbox"/>	Emileah Lathrop	08/25/2017	<input type="text" value="08/25/2017"/>	46.7 (F)	<input type="button" value="v"/>
<input type="checkbox"/>	Colby Lange		<input type="text"/>	63.3 (D-)	<input type="button" value="v"/>

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.

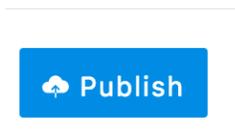
## Confirm Grade Changes

**Student Roster** Grade Type: **MIDTERM** FINAL

<input type="checkbox"/>	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
<input checked="" type="checkbox"/>	Carter Comstock	08/25/2017	<input type="text" value="08/25/2017"/>	33.3 (F)	B ▾
<input type="checkbox"/>	Sara Sanson	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	D+ ▾
<input checked="" type="checkbox"/>	Lucas Larsen	08/25/2017	<input type="text" value="08/25/2017"/>	60.0 (F)	A- ▾
<input type="checkbox"/>	Emileah Lathrop	08/25/2017	<input type="text" value="08/25/2017"/>	46.7 (F)	A+ ▾
<input type="checkbox"/>	Colby Lange		<input type="text"/>	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.