

# ICCOC Grade Publishing Application

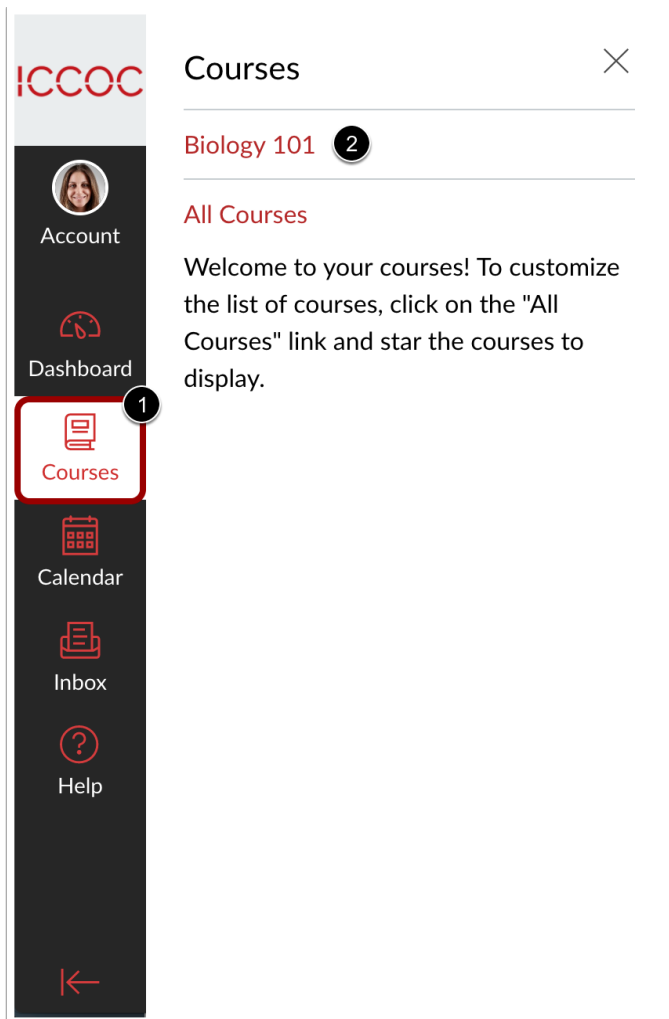
## INSTRUCTOR

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 Grade Publishing Application interface. On the left is a dark sidebar with the ICCOC logo at the top. Below the logo are navigation links: 'Account' (with a profile picture), 'Dashboard' (with a clock icon), 'Courses' (with a book icon and a red circle containing the number 1), 'Calendar' (with a calendar icon), 'Inbox' (with an envelope icon), and 'Help' (with a question mark icon). At the bottom of the sidebar is a back arrow icon. The main panel on the right is titled 'Courses' and has a close button (X) in the top right corner. It lists 'Biology 101' with a red circle containing the number 2 next to it. Below this is a link for 'All Courses' and 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

Grade Publish

5

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

1	2	3	4	
Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
<input checked="" type="checkbox"/> Carter Comstock	08/25/2017	08/25/2017	33.3 (F)	
<input checked="" type="checkbox"/> Sara Sanson	08/25/2017	08/25/2017	60.0 (F)	
<input checked="" type="checkbox"/> Lucas Larsen	08/25/2017	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

<div>2</div> <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)	
<div>1</div> <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	08/25/2017	33.3 (F)	<div>▼</div>
<input type="checkbox"/>	Sara Sanson	08/25/2017	08/25/2017	60.0 (F)	<div>▼</div>
<input checked="" type="checkbox"/>	Lucas Larsen	08/25/2017	08/25/2017	60.0 (F)	<div>▼</div>
<input type="checkbox"/>	Emileah Lathrop	08/25/2017	08/25/2017	46.7 (F)	<div>▼</div>

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	08/25/2017	33.3 (F)	<div> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>A+</li> <li>A</li> <li>A-</li> <li>B+</li> <li>B</li> <li>B-</li> <li>C+</li> <li>C</li> <li>C-</li> <li>D+</li> <li>D</li> <li>D-</li> <li>F</li> <li>'</li> </ul> </div>
<input type="checkbox"/>	Sara Sanson	08/25/2017	08/25/2017	60.0 (F)	
<input checked="" type="checkbox"/>	Lucas Larsen	08/25/2017	08/25/2017	60.0 (F)	
<input type="checkbox"/>	Emileah Lathrop	08/25/2017	08/25/2017	46.7 (F)	
<input type="checkbox"/>	Colby Lange			63.3 (D-)	

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.