

# ICCOC Grading Instructions – Publishing Grades, Incomplete Grades & Grade Changes

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**Section A:** Please read this section for instructions on how to submit your initial midterm and final letter grades.

**Section B:** Please read this section for instructions on how to submit an initial Incomplete Grade to provide the student extended access to the course.

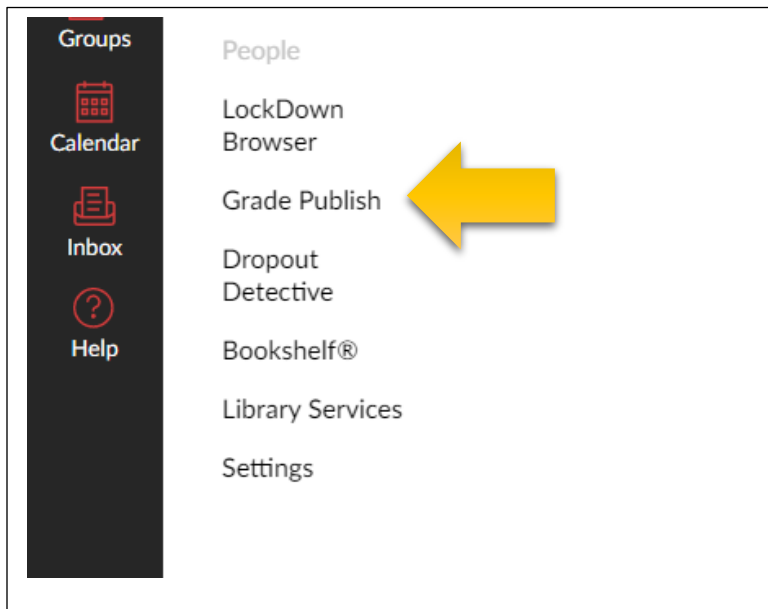
**Section C:** Please read this section if you have already submitted a final letter grade or an Incomplete Grade, and you now need to submit a different grade.



## Section A: Please read this section for instructions on how to submit your initial midterm and final letter grades.

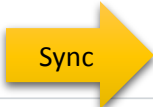
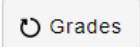

You can change, override and publish midterm and final grades for all or part of your course roster. Changes made in the Grade Publish application are **not saved until they are published**.

1. Open the course for which you would like to publish grades. A [grading scheme](#) must be enabled in your course.
2. In the Course Navigation, click on the **Grade Publish** link.



3. If you have left the Grade Publish application to make changes in the Gradebook and have returned to the Grade Publish application, then you may need to “sync” the grades upon entering. Please check the grades to be sure they have updated.

Grade Publish ProServ by INSTRUCTURE

A grading scheme must be enabled for your course. Click Midterm or Final to begin the process. Grades of "F" will be highlighted yellow. To publish "F" grades or override grades of "U" or "Q," you must enter the last date the student participated in the course. Click on the box to enter the date. A calendar tool will pop up. You may select one of the following: any date from the calendar, "Today's Date," "Last Activity Date" (i.e. last date student accessed the course) or "Never Attended" (i.e. never participated in the course). "Never Attended" will show a null date of 01/01/1970. If you enter an override grade of "I," then you need to enter a future completion date. Click Publish to submit grades.

4. Select **MIDTERM** or **FINAL** for the type of grades that you will be submitting.

Once you select either Midterm or Final, you will have access to the dropdown box for the **Override** grade field as well as the **Publish** button.

5. Review your Student Roster and select students for which grades will be published. You may select one student, multiple students or all students. The default when you enter the Grade Publish application is that all students are checked to be published.

Student Roster Grade Type: MIDTERM **FINAL**

<input checked="" type="checkbox"/>	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
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- The “Most Recent Submission” dates will be refreshed nightly.
- The “Last Activity Date” reflects the last date the student accessed the course.
- The “Canvas Grade” is pulled directly from the Gradebook.
- Instructors have the option to "Override" the grade that is published. The “Override” grade does not make any changes to the Gradebook; it only submits this override grade to the files sent to the colleges. It is best practice to ensure that the Gradebook reflects the grades that are published and sent to the colleges. Override grades will continually show in the Grade Publish Tool; to see them, select the "Midterm" or "Final" button.

**Special Override Grades for specific colleges:**  
**Q** = Fail in Pass/Fail Course - ILCC, NIACC, WIT  
**U** = Fail in Pass/Fail Course - SWCC

Dates must be entered for F, U, Q and I grades in order to publish them.

## 5. Continued

Grades of "F" will be highlighted yellow. To publish "F" grades or to publish override grades of "U" or "Q," enter the last date the student participated in the course. **Note: If you try to publish all grades and you have students highlighted in yellow, none of the grades will be published.**

Click on the "Last Activity Date" box to enter the date; a calendar tool will pop up. Select one of the following:

- Any date from the calendar,
- "Today's Date,"
- "Last Activity Date" (i.e. last date student accessed the course), or
- "Never Attended" (i.e. never participated in the course). "Never Attended" will show a null date of 01/01/1970.

If an override grade of "I" is entered, a **future completion date must be selected**. Once coursework is completed and graded, you must submit a final letter grade via the [Grade Change Form](#).

Student Roster		Grade Type: MIDTERM FINAL			
<input checked="" type="checkbox"/>	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
<input checked="" type="checkbox"/>		06/03/2018	<input type="text" value="06/03/2018"/>	95.6 (A)	
<input checked="" type="checkbox"/>		06/02/2018	<input type="text" value="06/03/2018"/>	100.0 (A)	
<input checked="" type="checkbox"/>		06/02/2018	<input type="text" value="06/04/2018"/>	86.7 (B)	
<input checked="" type="checkbox"/>		06/03/2018	<input type="text" value="06/04/2018"/>	102.2 (A)	
<input checked="" type="checkbox"/>		06/03/2018	<input type="text" value="06/03/2018"/>	104.4 (A)	
<input checked="" type="checkbox"/>		06/03/2018	<input type="text" value="06/03/2018"/>	84.4 (B)	
<input checked="" type="checkbox"/>			<input type="text" value="Enter Last Date Attended"/>	0.0 (F)	
<input checked="" type="checkbox"/>		06/03/2018	<input type="text" value="06/04/2018"/>	88.9 (B)	
<input checked="" type="checkbox"/>			<input type="text" value="Enter Last Date Attended"/>	0.0 (F)	

## 6.

### Grade Publish

ProServ by INSTRUCTURE

A grading scheme must be enabled for your course. Click Midterm or Final to begin the process. Grades of "F" will be highlighted yellow. To publish "F"

## Section B: Please read this section for instructions on how to submit an initial **Incomplete Grade** to provide the student extended access to the course.

If you need to provide a student with access to his/her course **after the term** has ended and you have **not yet submitted a final letter grade**, please follow these instructions.

1. Go to your course before grades are due.
2. Click the Grade Publish link located on your Course Navigation.
3. Select “Final” grades.
4. Go to the student(s) for which you would like to enter a Grade of “I.”
5. Use the Override box to select “I.”
6. Click on the “Last Activity Date” and use the calendar to select the **date in the future** when the student is expected to complete all work.
7. Publish your grades.

The screenshot shows the Canvas LMS interface. At the top left, a 'LockDown Browser' notification is visible. Below it, a 'Grade Publish' button is highlighted with a blue circle labeled '2'. To the right, a 'Publish' button is highlighted with a blue circle labeled '7'. Below these buttons is the 'Student Roster' section. The 'Grade Type' is set to 'MIDTERM' (highlighted with a blue circle labeled '3'). The roster table has columns for 'Student', 'Most Recent Submission', 'Last Activity Date', 'Canvas Grade', and 'Override'. The first row, for 'Carter Comstock', is selected with a blue circle labeled '4'. The 'Last Activity Date' for Carter Comstock is '08/25/2017', which is highlighted with a blue circle labeled '6'. The 'Override' dropdown for Carter Comstock is set to 'B', highlighted with a blue circle labeled '5'. Other students listed are Sara Sanson, Lucas Larsen, Emileah Lathrop, and Colby Lange.

<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)	B
<input type="checkbox"/>	Sara Sanson	08/25/2017	08/25/2017	60.0 (F)	D+
<input checked="" type="checkbox"/>	Lucas Larsen	08/25/2017	08/25/2017	60.0 (F)	A-
<input type="checkbox"/>	Emileah Lathrop	08/25/2017	08/25/2017	46.7 (F)	A+
<input type="checkbox"/>	Colby Lange			63.3 (D-)	

## NOTE:

***Important: Students will not be able to access their courses between the time the term ends and the time that ICCOC Staff members pull final grade reports and manually provide the student (and instructor) access to the course. Please read below.***

After your grades are published, a report is automatically generated overnight showing the student grade of “I” and the future completion date that you entered in the “Last Activity Date.”

**The ICCOC will retrieve the report the day after grades are due.** (If grades are due at 11:59 p.m. on Monday, then reports are pulled Tuesday a.m.)

- 1. If the future completion date is two weeks or less after the term end date,** then an ICCOC staff member will extend the course for two weeks. *All students will have access to the course.* You will need to ensure that only the student(s) with Incomplete Grades can access the assignments/quizzes that need to be completed.

**OR**

- 2. If the completion date is more than two weeks past the end of the term,** an “Incomplete Grade” section will be created in your **current** course and your student(s) will be moved to this section. You will also be added to this section so that you may access and work within the course.

You will receive an email notification from an ICCOC staff member that either the course has been extended or an Incomplete Grade section has been created within your course.

If an Incomplete Grade section has been added to your course, you can see the new section by going to Settings in your course and clicking on the “Sections” tab at the top of the page.

If you have **multiple students** in your course with Incomplete Grades, they will all be moved to the Incomplete Grade section and the **latest date** indicated for completion will be used to set access to the course for all students.

If you need to extend a student or students access to a course beyond the initial date indicate, you must complete a [Grade Change Form](#)(s) for the student(s) with the new date.

Once you have been notified that the course has been extended or an Incomplete Section has been created and your student(s) has been moved to this section, you will need to provide the student access to the assignments that need to be completed.

1. Open up the assignment that the student needs to complete.
2. Edit the assignment.
3. Click on Add below the assignment.
4. Select either the student who needs to complete the work, or the entire “Incomplete Section,” if multiple students need to complete the assignment and are being given the same amount of time to complete the work. **If you cannot see the student or the Incomplete Grade section, type in the box either the student’s name or “incomplete” to find the section.**
5. Assign the dates for completion.
6. Save.
7. Notify your student that he/she can access the course and assignments.

Fall 2017 8 wk 1 Shared eC...

Published Preview Edit Settings

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## Quiz - Chapter 13

2

Quiz Type	Graded Quiz
Points	10
Assignment Group	Quizzes
Shuffle Answers	Yes
Time Limit	12 Minutes
Multiple Attempts	No
View Responses	Always
Show Correct Answers	After Oct 9 at 12am
One Question at a Time	No
Require Respondus LockDown Browser	No
Required to View Quiz Results	No
Webcam Required	No

Due	For	Available from	Until
Oct 8	Everyone	Oct 2 at 12am	Oct 8 at 11:59pm

Preview

Available from: Oct 10 at 12am  
Tue Oct 10, 2017

Until: Oct 13 at 11:59pm  
Fri Oct 13, 2017 11:59pm

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**Assign to**

Everyone Else

**Due**

Oct 13 at 11:59pm  
Fri Oct 13, 2017 11:59pm

**Available from**      **Until**

Oct 10 at 12am      Oct 13 at 11:59pm  
Tue Oct 10, 2017      Fri Oct 13, 2017 11:59pm

+ Add

3

Notify users this quiz has changed

CCOC

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Help

Everyone Else

**Due**

Oct 13 at 11:59pm  
Fri Oct 13, 2017 11:59pm

**Available from**      **Until**

Oct 13 at 11:59pm  
Fri Oct 13, 2017 11:59pm

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**Assign to**

Composition II (section A02) (Incomplete Grade Section)

No results found

**Available from**      **Until**

+ Add

4

5

Notify users that this content has changed

Cancel Save

6



**Section C:** Please read this section if you have already submitted a final letter grade or an Incomplete Grade, and you now need to submit a different grade or different completion date.

If there was an error when submitting a final letter grade and you need to change the grade submitted, please use the Grade Change Form.

If a student was given an Incomplete Grade and has completed all work, you will need to submit a Final Letter grade via the Grade Change Form.

You will also use this form if a student needs to be given additional time to access the course and complete work. **Please use the comments area to let ICCOC staff know what change needs to be made.**

The Grade Change form is available at <http://www.iowaconline.org/iccoc-grading-instructions>.

This link is also available under Help in Canvas.

For additional information or assistance, you may contact the following ICCOC Staff Members.

Course Extensions, Incomplete Section Set-up & Student Enrollment in Section:  
Marni Kelso, [mkelso@scciowa.edu](mailto:mkelso@scciowa.edu)

Grade Publish Tool, Grades and Dates showing in Grade Publishing Tool, Grade Reports sent to the colleges & General Assistance: Tracy Sleep,  
[tsleep@scciowa.edu](mailto:tsleep@scciowa.edu)

Grade Publish Tool, Grading Scheme, Gradebook Issues or Assignment Set-up within Course: Ann Jenkins, [ajenkins@scciowa.edu](mailto:ajenkins@scciowa.edu)

