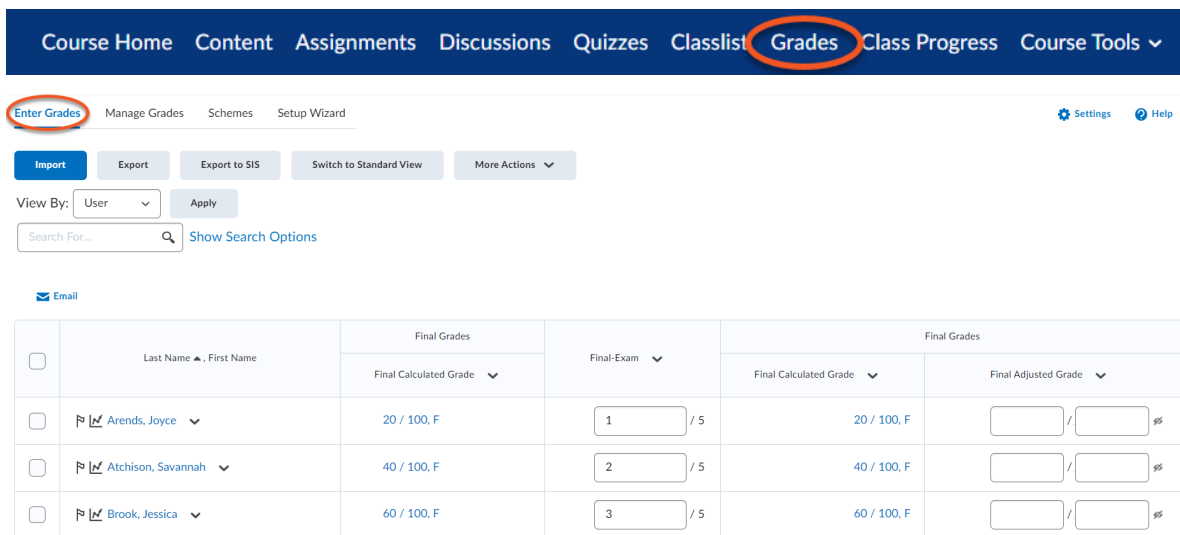


How to Release Final Grades in Brightspace

****PLEASE NOTE**** For your students to see their final grades in Brightspace you must 'Release' the 'Final Adjusted Grade' column. For instructions on how to do this, watch this [video link](#) or follow the steps below. Final grades show up for students in the Grades area and in Class Progress. **DO NOT** release final grades early in the term as it will present an **INACCURATE** picture of student scores due to the inclusion of missing items (not yet marked) in the final grade calculation.

Transferring Grades to 'Final Adjusted Grades' and Releasing Grades to Students

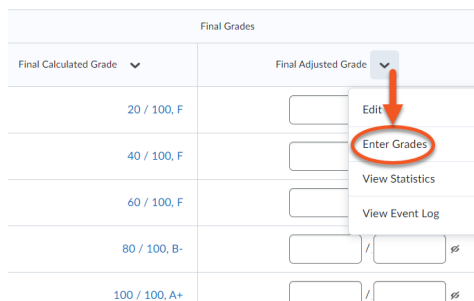
1. Step One: Log in to Brightspace and navigate to **Grades>Enter Grades**



The screenshot shows the Brightspace navigation bar with 'Grades' circled in red. Below it, the 'Enter Grades' sub-menu is also circled in red. The main content area shows a table of student grades with columns for 'Final Calculated Grade' and 'Final Adjusted Grade'. The 'Final Adjusted Grade' column is currently empty for all students.

	Last Name ▲, First Name	Final Grades		Final-Exam ▼	Final Grades	
		Final Calculated Grade ▼			Final Calculated Grade ▼	Final Adjusted Grade ▼
<input type="checkbox"/>	🔗 Arends, Joyce ▼	20 / 100, F		1 / 5	20 / 100, F	<input type="text"/> / <input type="text"/>
<input type="checkbox"/>	🔗 Atchison, Savannah ▼	40 / 100, F		2 / 5	40 / 100, F	<input type="text"/> / <input type="text"/>
<input type="checkbox"/>	🔗 Brook, Jessica ▼	60 / 100, F		3 / 5	60 / 100, F	<input type="text"/> / <input type="text"/>

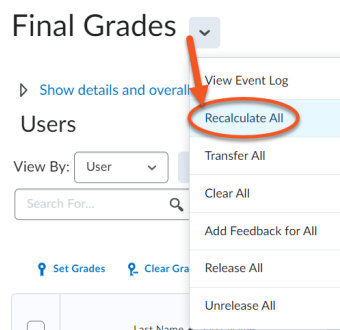
2. Step Two: Click '**Final Adjusted Grade**' context menu and select '**Enter Grades**'. This will take you to the 'Final Grades' window where you will **select all or some students**.



The screenshot shows the 'Final Grades' window with a dropdown menu open over the 'Final Adjusted Grade' column. The 'Enter Grades' option is circled in red.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
20 / 100, F	<input type="text"/>
40 / 100, F	<input type="text"/>
60 / 100, F	<input type="text"/>
80 / 100, B-	<input type="text"/> / <input type="text"/>
100 / 100, A+	<input type="text"/> / <input type="text"/>

3. Step Three: Click the '**Final Grades**' context menu and select '**Recalculate All**'.

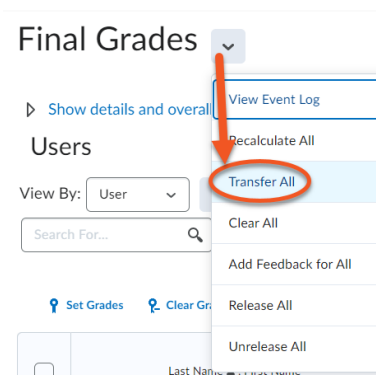


The screenshot shows the 'Final Grades' context menu with the 'Recalculate All' option circled in red.

- Show details and overall
- View Event Log
- Recalculate All**
- Transfer All
- Clear All
- Add Feedback for All
- Release All
- Unrelease All

**This step ensures your 'Final Calculated Grade' is up to date.*

4. Step Four: Click the '**Final Grades**' context menu and select '**Transfer All**'.



The screenshot shows the 'Final Grades' context menu with the 'Transfer All' option circled in red.

- Show details and overall
- View Event Log
- Recalculate All
- Transfer All**
- Clear All
- Add Feedback for All
- Release All
- Unrelease All

How to Release Final Grades in Brightspace

5. Step Five: If needed or desired, manually **adjust grades** and **add feedback**. Click **'Save'**.

Final Calculated Grade		Final Adjusted Grade			Feedback
Grade	Scheme	Grade		Scheme	
20 / 100	F	70	/ 100	C	Great job with extrac...
40 / 100	F	70	/ 100	C	No feedback provided.
60 / 100	F	70	/ 100	C	No feedback provided.

Grade Feedback for Joyce Arends

Feedback

Great job with extracurricular credits, you were able to bump up your grade.

Private Comments

Anyone who can grade this activity can see these comments

Save Cancel

Save and Close **Save** Cancel

6. Step Six: Release the 'Final Adjusted Grades' to students by clicking the box at the top left corner of the spreadsheet to **select all students OR opt to select individual students**. Click **'Release'** - notice check marks will appear under the 'Released' column.

Set Grades Clear Grades Add Feedback Release/Unrelease

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		
<input checked="" type="checkbox"/>	Arends, Joyce	20 / 100	F	70	/ 100	Great job with extrac...	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Atchison, Savannah	40 / 100	F	70	/ 100	No feedback provided.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Brook, Jessica	60 / 100	F	70	/ 100	No feedback provided.	<input checked="" type="checkbox"/>

***Note:** You do not need to release the 'Final Adjusted Grade' to students prior to exporting/pushing grades to Student Records. **Releasing the grades is for your students' benefit, so they can view and access their grades through Brightspace.**