Publish Quiz Grades

Last Modified on 07/27/2023 3:11 pm CDT

There are two options when publishing quiz grades: Automatic and Manual.

Automatically Publish Quiz Grades

1. From the Navbar, click Course Activities, and then select [Quizzes].



2. Click the down arrow next to the title of the quiz you wish to setup publishing, and in the menu that appears, select **[Edit]**.



3. From the **[Edit Quiz]** page, make sure the quiz is associated with a **Grade Item**.

A Back to Manage Quizzes	Syllabus quiz		
Name *			
Syllabus quiz			
Grade Out Of	Grade Book 🗙 🙆		
Description			

4. Select the [Evaluation and Feedback] section on the right to expand it.

Coffee Quiz	
	Availability Dates & Conditions
Due Date ✓ ② M/D/YYYY	Always available
	Timing & Display ▷
	No time limit Header and footer added
Eq. Neview	Attempts & Completion
eate New 🗸 Total Points 5	1 attempt allowed
Add 🗸 Move To 🖌 More Actions 🗸	Evaluation & Feedback
brewing method involves a semi hour-shaped glass? 1 point	Auto-publish results Sync to grade book 1 result display

5. Check the boxes next to [Auto-publish attempt results immediately upon completion] and [Synchronize to grade book on publish].

lame *		Attempts & Completion
Syllabus quiz		
arade Out Of	Due Date ts Ŷ In Grade Book ∽	Unlimited attempts allowed Category: Quizzes
escription		Evaluation & Feedback
Please read attempts to	through the syllabus carefully before taking this qui complete this quiz.	z. You have unlimited Auto-publish attempt results immediately upon completion
uestions		Preview Synchronize to grade book on publish
Add Existing	Create New	Total Points 10 When published, display to learners:
		Attempt grade
		and
Select All	Add 🗸 🛛 N	Inve To V More Actions V All questions, without correct answers
1	Where are weekly assignments due? Multiple Choice	1 point Customize Quiz Results Displays
2	What percentage of your grade are exams? Multiple Choice	1 point Learning Objectives No learning objectives
3	Under what conditions will you be able to make-up an exam	2 1 point Manage Learning Objectives

6. Click [Save and Close].

NOTE: If these options are not enabled prior to receiving student submissions, the current quiz grades will still need to be manually published and these options will take effect from that point forward.

Manually Publish Quiz Grades

1. Go to [Course Activities] -> [Quizzes].

College				
Course Manager	nent 🗸 Contern	Grau	Course Activities 🗸	Collaboration
Manage Quizzes	Question Library	Statisti	Assignments	
			Attendance	
New Quiz	Edit Categories	Mc	Class Progress	
			Quizzes	
🌮 Bulk Edit			Qwickly Attendance	
Current	Quizzes		YuJa Video Platform	

2. Click the [Dropdown arrow] next to the quiz title, select [Grade].

Syllabus quiz Available unti ¹	•	
Lecture Exam Due on Feb 1 Available unti	Edit Hide from Users Preview	D
Lecture Exam Due on Mar 1 Available unti	Delete Copy	D
Lecture Exam Due on May 1 Available unti	Grade Setup Reports	D
Practice Lectu Due on May 1 Available unti	Statistics Attempt Logs	
Copy of Lectu	Publish to LOR	du

3. Select the boxes next to the student or students you wish to publish.

Manage Quizzes > Syllabus quiz							
Grade Quiz - Syllabus quiz							
Export to CSV Export to Excel Expo	Export to CSV Export to Excel Export to Grades Attempt Logs More Actions 🗸						
Users Attempts Questions							
View By: User ~ Apply							
Search For Q Show Search	n Options						
盲 Reset 🧏 Publish 🥍 Retract Feedback							
First Name ▲ , Last Name	Completed	Score	Grade	Status			
attempt 1	Jul 18, 2023 4:07 PM	5.25 / 10	A	Draft (auto-graded): Jul 18, 2023 4:07 PM			
overall grade		-	-				
-							

4. Click [Publish].



5. You can see the date of your published or draft feedback in the status column.

	First Name 🔺 , Last Name	Completed	Score	Grade	Status
	attempt 1	Mar 29, 2022 2:25 PM	0/1	D	Published: Mar 8, 2023 3:38 PM
	overall grade (highest attempt)		0/1	D	