Publish Quizzes Manually if They Do Not Appear in the Gradebook

Last Modified on 07/31/2023 3:29 pm CDT

If your quizzes do not automatically publish to the gradebook, it is likely because the **Evaluation & Feedback** panel for the quiz is not configured correctly.

Configuring a Quiz to Publish Grades

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



2. From the **Manage Quizzes** page, click the drop-down arrow next to the quiz you'd like to edit and select **[Edit]**.

Syllabus quiz Available unti ¹	► 2/ 2022 11:50 PM
Lecture Exam Due on Feb 1 Available unti	Edit Hide from Users Preview
Lecture Exam Due on Mar 1 Available unti	Delete Copy
Lecture Exam Due on May 1 Available unti	Grade
Practice Lectu Due on May 1 Available unti	View Reports Statistics
Copy of Lectu Due on Feb 13,	Attempt Logs Publish to LOR d 2022 11:59 PM

3. Make sure you have linked the quiz to a grade item. You can do this under **Grade Out Of**. See Publish Quiz Grades (https://vtac.lonestar.edu/help/publish-quiz-grades-2) for details.

Grade Out Of					
0 points	Not in Grade Book 💙	0			
Description	Edit or Link to Existing				
Testing	Add to Grade Book				

4. In the **Evaluation & Feedback** panel, make sure the **[Auto-publish attempt results immediately upon completion]** checkbox is selected.



5. Make sure the **[Synchronize to grade book on publish]** checkbox is selected. (If this option is greyed out, that means the quiz is not linked to a grade item, so return to step 3).



 If you check [Auto-publish attempt results immediately upon completion] after students have taken the quiz, those students' grades will not be published. You must publish them manually. See the following steps for details.

NOTE: If you only check the **[Synchronize to grade book on publish]** setting **after** students have taken the quiz, and **[Auto-publish attempt results immediately upon completion]** was **already** checked, then you will **NOT** have to publish grades manually.

Manually Publish Quiz Grades

- 1. Click [Course Activities] > [Quizzes].
- 2. Click the drop-down menu next to the quiz title, and then select Grade.

Current Quizzes		
Ch 1 Quiz P Due on Sep 21 2022 11:50 PM Available c Edit		
Ch 2 Quiz: Hide from Users Due on Sep Available c		
Delete Ch 3 Quiz: Due on Oc Available c Grade		
Setup Reports Due on Oc Available c View Reports		
Statistics Due on Oct 17, 2022 11.37 FM		

3. Check the Select All checkbox at the top of the select column, and then click **[Publish]** above the list of names.



4. Click **[Yes]** on the resulting pop-up window to complete the publication of grades.



5. The grades will now indicate **Published**.

	First Name 🔺 , Last Name	Completed	Score	Grade	Status
	attempt 1	Jul 24, 2023 9:47 AM	0/5		Published: Jul 24, 2023 9:47 AM
	overall grade (highest attempt)		0/5		

6. If you do not wish to publish the grades, click **[Retract Feedback]** to remove **Published** status and return the grade to a **Draft** state.

