

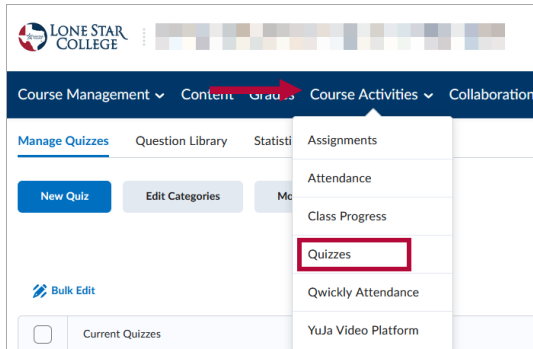
Publish Quiz Grades

Last Modified on 04/07/2026 4:38 pm CDT

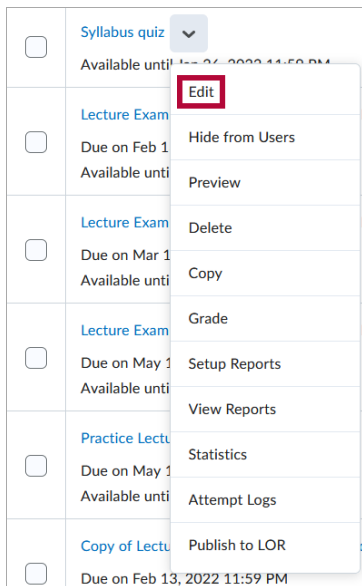
There are two options when publishing quiz grades: **Automatic** and **Manual**.

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**.

← Back to Manage Quizzes
Syllabus quiz

Name *

Syllabus quiz

Grade Out Of

10

points

🔑 In Grade Book
▼
?

Description

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

Coffee Quiz

Due Date

📅

M/D/YYYY

create New ▼
Total Points 5

Add ▼
Move To ▼
More Actions ▼

brewing method involves a semi hour-shaped glass? 1 point

Availability Dates & Conditions ▶

Always available

Timing & Display ▶

No time limit
Header and footer added

Attempts & Completion ▶

1 attempt allowed

Evaluation & Feedback ▶

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]**.

Back to Manage Quizzes | Syllabus quiz

Name *
Syllabus quiz

Grade Out Of
10 points | In Grade Book | Due Date M/D/YYYY

Description
Please read through the syllabus carefully before taking this quiz. You have unlimited attempts to complete this quiz.

Questions [Preview](#)

Add Existing | Create New | Total Points 10

Select All | Add | Move To | More Actions

| Question ID | Question Text | Points |
|-------------|--|---------|
| 1 | Where are weekly assignments due? Multiple Choice | 1 point |
| 2 | What percentage of your grade are exams? Multiple Choice | 1 point |
| 3 | Under what conditions will you be able to make-up an exam? Multi-Select | 1 point |

Save and Close | Save | Cancel | Visible

Attempts & Completion
Unlimited attempts allowed
Category: Quizzes

Evaluation & Feedback

- Auto-publish attempt results immediately upon completion
- Synchronize to grade book on publish

When published, display to learners:
 Attempt grade
and
All questions, without correct answers

Customize Quiz Results Displays

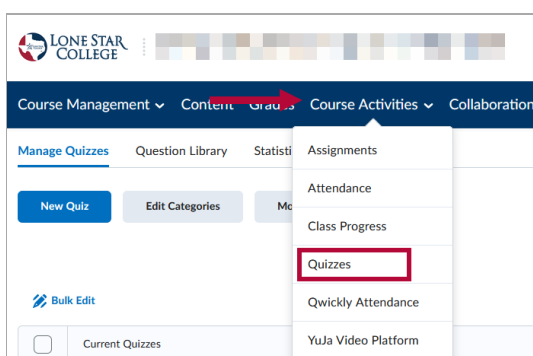
Learning Objectives
No learning objectives
[Manage Learning Objectives](#)

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]**.



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

| | | | |
|--------------------------|------------------|--|---|
| <input type="checkbox"/> | Syllabus quiz | Available until: Jul 26, 2023 11:59 PM | <ul style="list-style-type: none"> Edit Hide from Users Preview Delete Copy Grade Setup Reports View Reports Statistics Attempt Logs Publish to LOR |
| <input type="checkbox"/> | Lecture Exam | Due on Feb 1 | |
| <input type="checkbox"/> | Lecture Exam | Due on Mar 1 | |
| <input type="checkbox"/> | Lecture Exam | Due on May 1 | |
| <input type="checkbox"/> | Practice Lecture | Due on May 1 | |
| <input type="checkbox"/> | Copy of Lecture | | |

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 Export to Grades Attempt Logs More Actions

Users Attempts Questions

View By: User Apply

Search For... Show Search Options

Reset Publish Retract Feedback

| <input type="checkbox"/> | First Name ▲, Last Name | Completed | Score | Grade | Status |
|-------------------------------------|-------------------------|----------------------|-----------|-------|---|
| <input checked="" type="checkbox"/> | [User] | | | | |
| <input checked="" type="checkbox"/> | 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]**.

Reset **Publish** Retract Feedback

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

| <input type="checkbox"/> | First Name ▲, Last Name | Completed | Score | Grade | Status |
|--------------------------|---------------------------------|----------------------|-------|-------|---------------------------------------|
| <input type="checkbox"/> | [User] | | | | |
| <input type="checkbox"/> | 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 | |