

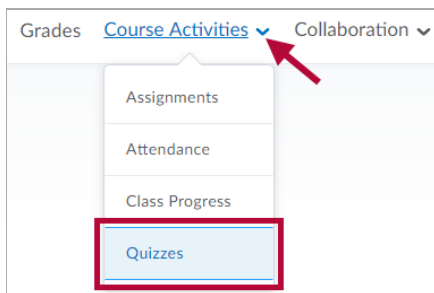
# Publish Quizzes Manually if They Do Not Appear in the Gradebook

Last Modified on 04/25/2026 3:43 pm CDT

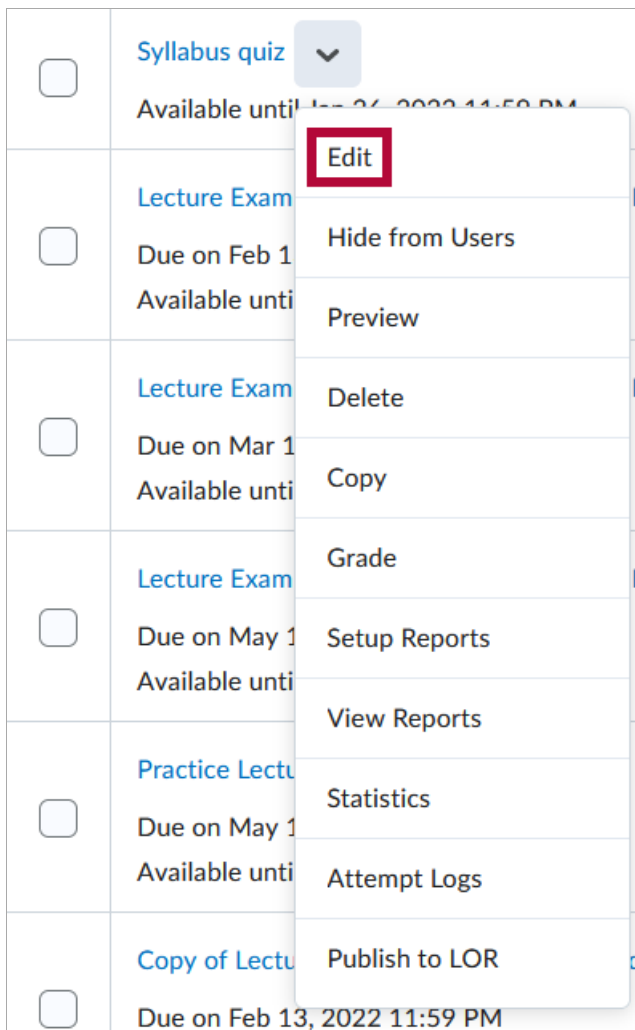
If your quizzes do not automatically publish to the gradebook, it is likely because the **Evaluation & Feedback** panel for the quiz is not configured correctly.

## Configuring a Quiz to Publish Grades

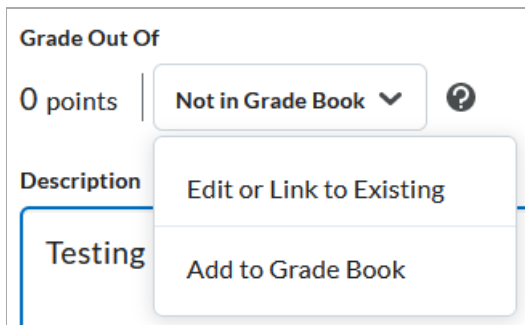
1. In the **Navbar**, select [**Course Activities**], and then select [**Quizzes**].



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

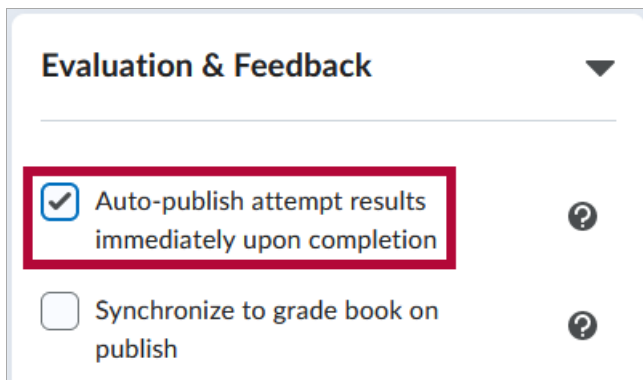


3. Make sure you have linked the quiz to a grade item. You can do this under **Grade Out Of**. See [Publish Quiz Grades \(https://vtac.lonestar.edu/help/publish-quiz-grades-2\)](https://vtac.lonestar.edu/help/publish-quiz-grades-2) for details.



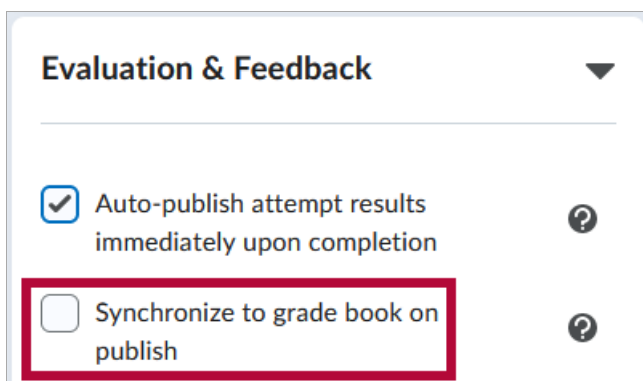
The screenshot shows a 'Grade Out Of' section with a dropdown menu. The dropdown is open, showing two options: 'Edit or Link to Existing' and 'Add to Grade Book'. The 'Add to Grade Book' option is highlighted with a blue border. The 'Grade Out Of' section also shows '0 points' and a 'Not in Grade Book' dropdown menu.

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



The screenshot shows the 'Evaluation & Feedback' panel. The 'Auto-publish attempt results immediately upon completion' checkbox is checked and highlighted with a red border. The 'Synchronize to grade book on publish' checkbox is unchecked.

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).



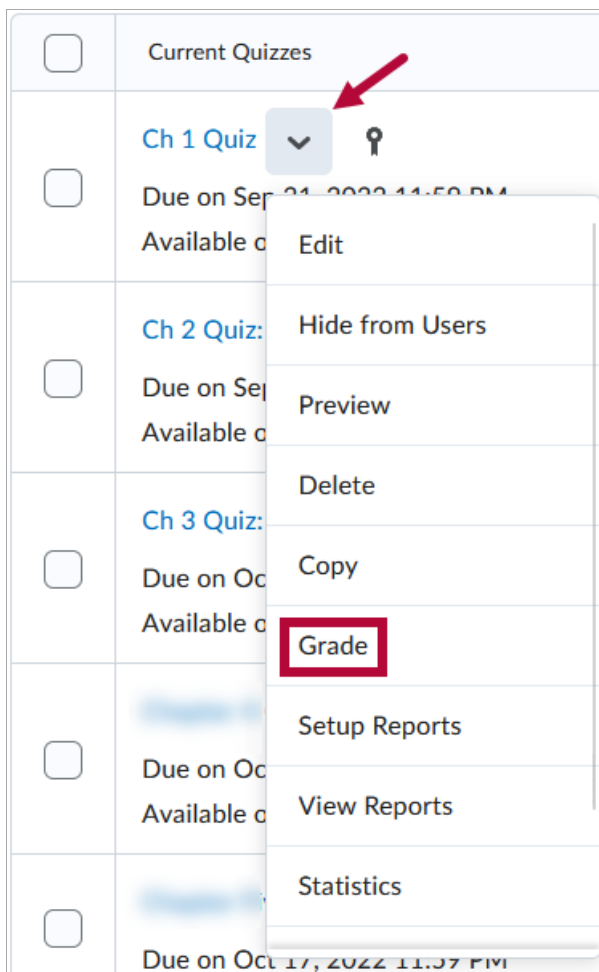
The screenshot shows the 'Evaluation & Feedback' panel. The 'Synchronize to grade book on publish' checkbox is checked and highlighted with a red border. The 'Auto-publish attempt results immediately upon completion' checkbox is also checked.

6. 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**.



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**.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score	Grade	Status
<input type="checkbox"/>	[blurred]				
<input type="checkbox"/>	attempt 1	Jul 24, 2023 9:47 AM	0 / 5	[blurred]	Published: Jul 24, 2023 9:47 AM
	overall grade (highest attempt)		0 / 5	[blurred]	

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.

 Reset

 Publish

 Retract Feedback



First Name ▲ , Last Name



attempt 1

overall grade (highest attempt)



attempt 1