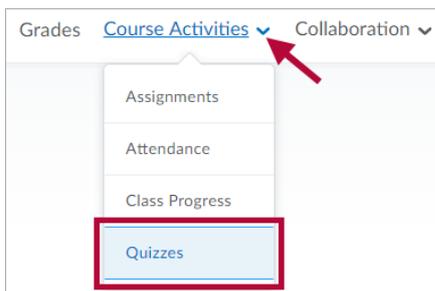# Publish Quizzes Manually if They Do Not Appear in the Gradebook

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]**.

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.

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).

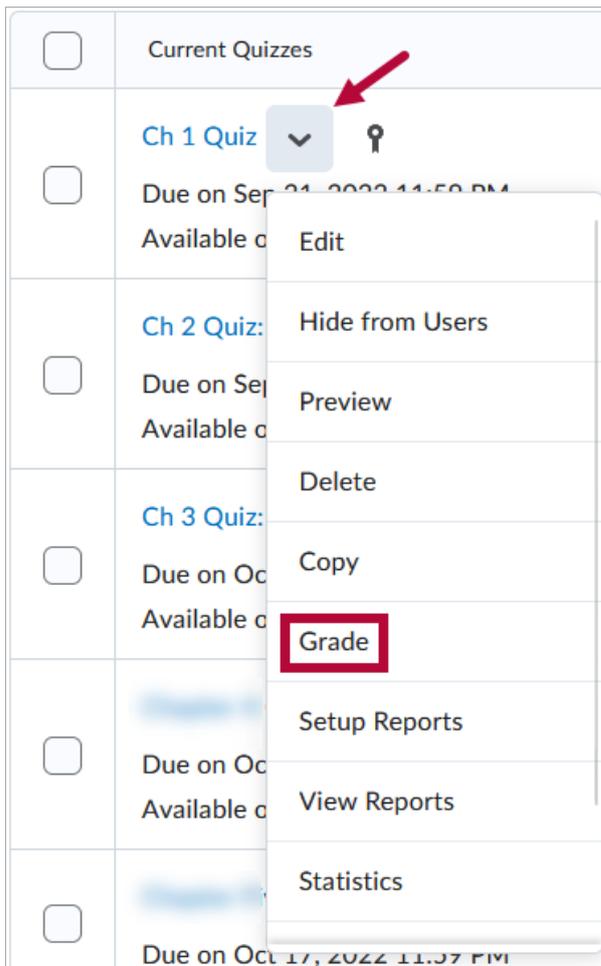6. If you check **[Auto-publish attempt results immediately upon completion]** after students have taken the quiz, those students' grades will not be published. You must publish them manually. See the following steps for details.
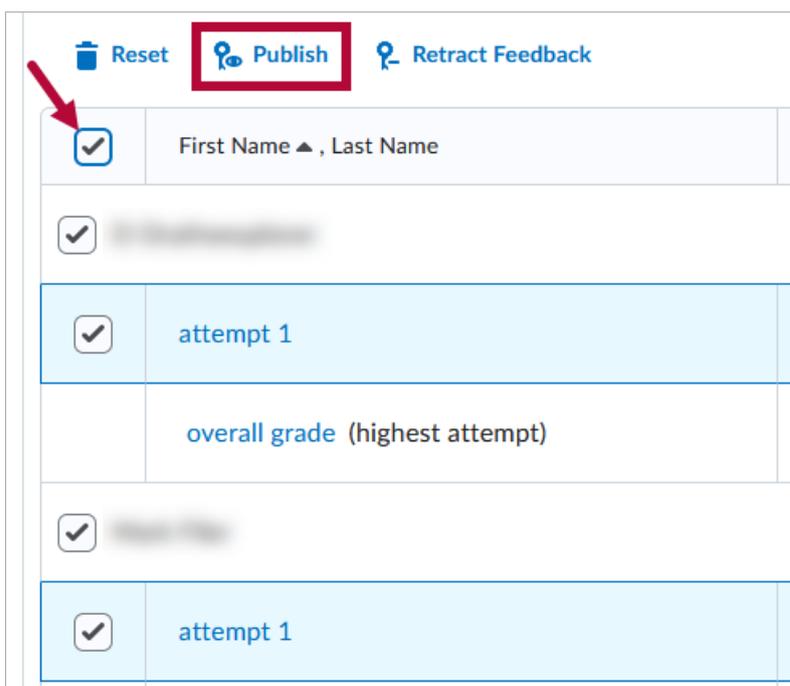
NOTE: If you only check the **[Synchronize to grade book on publish]** setting **after** students have taken the quiz, and **[Auto-publish attempt results immediately upon completion]** was **already** checked, then you will **NOT** have to publish grades manually.

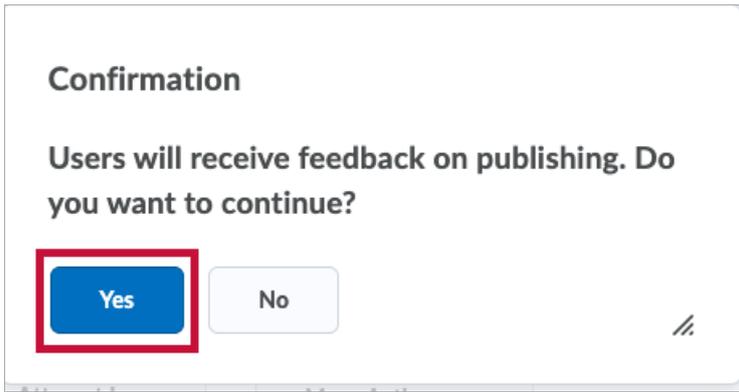## Manually Publish Quiz Grades

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.

Confirmation

Users will receive feedback on publishing. Do you want to continue?

[Yes] [No]

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.