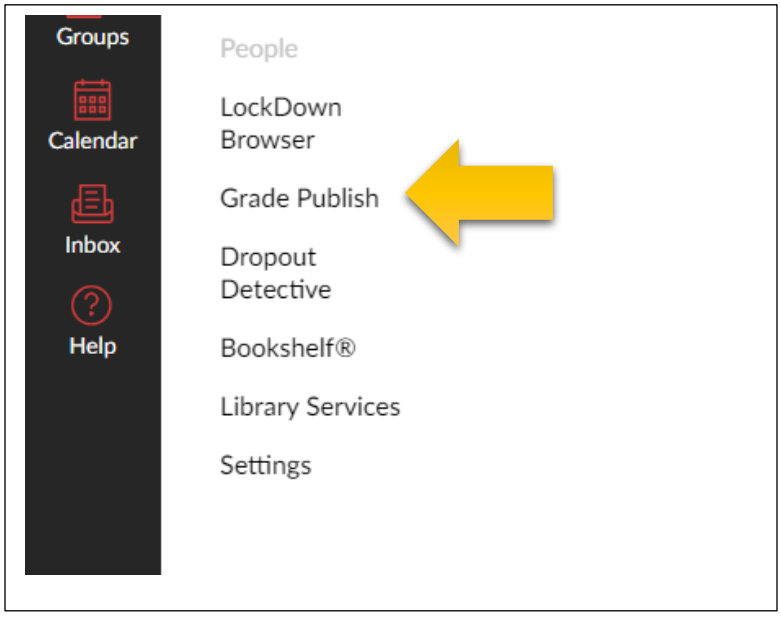
ICCOC Grade Publishing Instructions

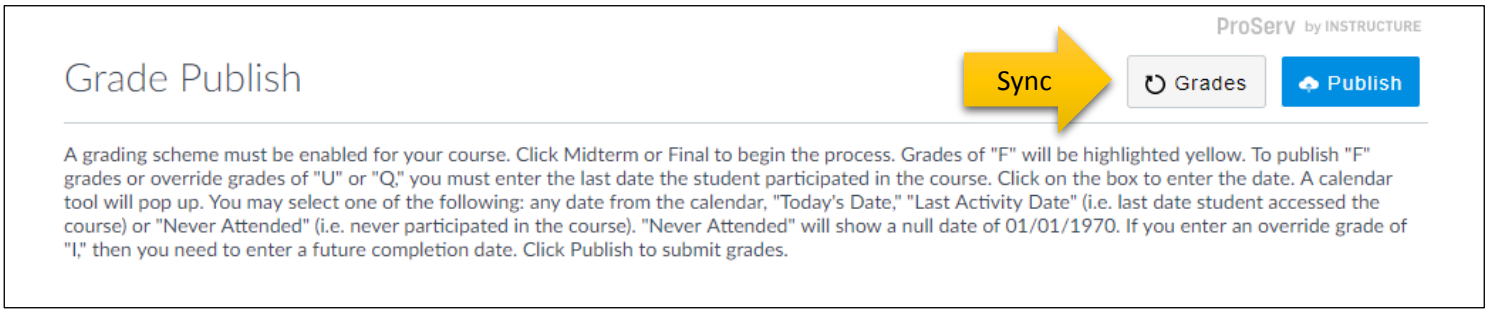
You can change, override and publish midterm and final grades for all or part of your course roster. Changes made in the Grade Publish application are **not saved until they are published**.

1. Open the course for which you would like to publish grades. A grading scheme must be enabled in your course.

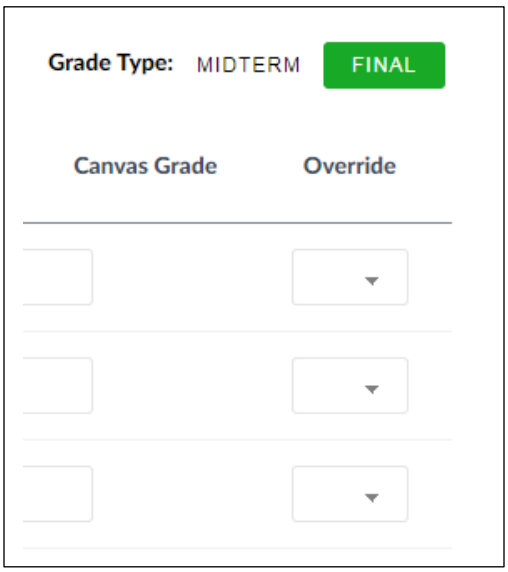
2. In the Course Navigation, click on the **Grade Publish** link.



3. If you have left the Grade Publish application to make changes in the Gradebook and have returned to the Grade Publish application, then you may need to "sync" the grades upon entering. Please check the grades to be sure they have updated.

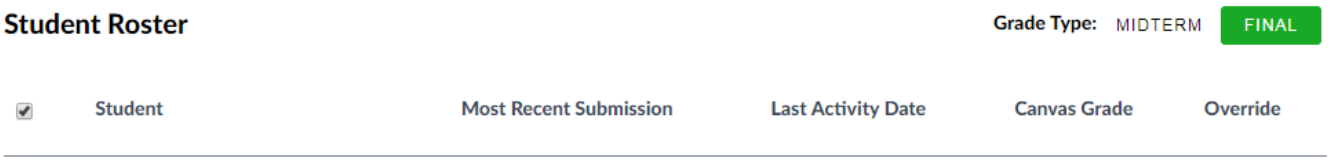


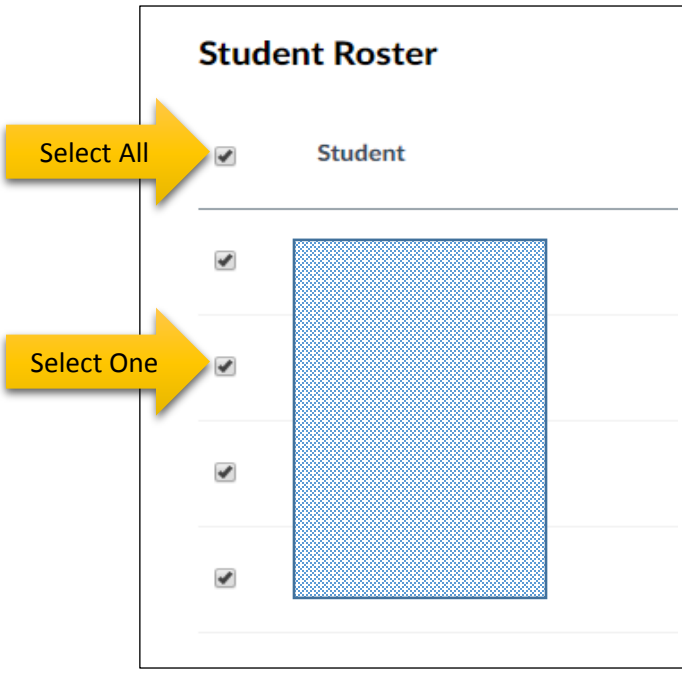
4. Select **MIDTERM** or **FINAL** for the type of grades that you will be submitting.



Once you select either Midterm or Final, you will have access to the dropdown box for the **Override** grade field as well as the **Publish** button.

5. Review your Student Roster and select students for which grades will be published. You may select one student, multiple students or all students. The default when you enter the Grade Publish application is that all students are checked to be published.





- The “Most Recent Submission” dates will be refreshed nightly.
- The “Last Activity Date” reflects the last date the student accessed the course.
- The “Canvas Grade” is pulled directly from the Gradebook.
- Instructors have the option to "Override" the grade that is published. The “Override” grade does not make any changes to the Gradebook; it only submits this override grade to the files sent to the colleges. It is best practice to ensure that the Gradebook reflects the grades that are published and sent to the colleges. Override grades will continually show in the Grade Publish Tool; to see them, select the "Midterm" or "Final" button.

  Special Override Grades for specific colleges:
  Q = Fail in Pass/Fail Course - ILCC, NIACC, WIT
  U = Fail in Pass/Fail Course - SWCC

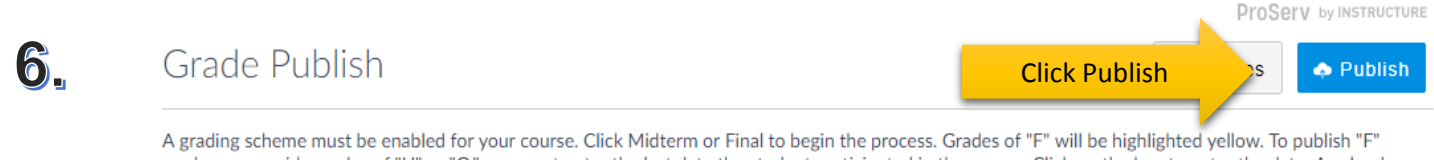
5. Continued

Dates must be entered for F, U, Q and I grades in order to publish them.

Grades of "F" will be highlighted yellow. To publish "F" grades or publish override grades of "U" or "Q," enter the last date the student participated in the course. **Note: If you try to publish <u>all</u> grades and you have students highlighted in yellow, none of the grades will be published.**

Click on the "Last Activity Date" box to enter the date; a calendar tool will pop up. Select one of the following:

- Any date from the calendar,
- "Today's Date,"
- "Last Activity Date" (i.e. last date student accessed the course), or
- "Never Attended" (i.e. never participated in the course). "Never Attended" will show a null date of 01/01/1970.

If an override grade of "I" is entered, a future completion date must be selected. Once coursework is completed and graded, submit a Grade Change Form.

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