

BRIGHTSPACE: MAKE GRADES OF AN ASSIGNMENT VISIBLE



Teaching and Learning Support Services, uOttawa

CONTEXT

Once you have graded an **Assignment**, the grades may still be hidden to your students. This can occur in the following instances:

1. When the grades have not been set to be exported automatically to the **gradebook** after grading the **Assignment** submission.
2. When the **Grade Item** is hidden in the **gradebook**.

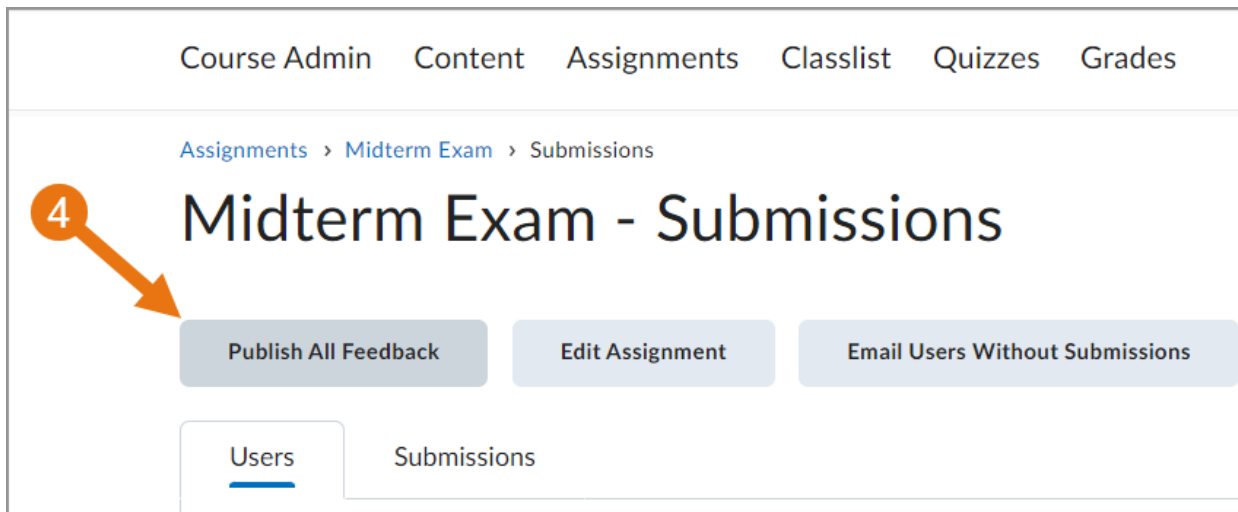
The following guide details how to make grades visible to students.

MAKE THE GRADES OF AN ASSIGNMENT VISIBLE

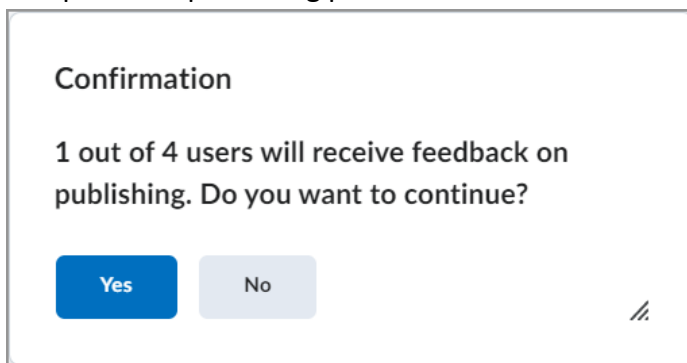
1. Via the Navigation bar in the course, click on “**Assignments**”. **Note:** If you do not see **Assignments** in the navbar, click on “**Course Admin**” and then scroll down and click on “**Assignments**”.
2. Click on the “**downward pointing arrow**” next to the title of the **Assignment**.
3. From the drop-down list, click on “**View Submissions**”.

| | | New Submissions | Completed |
|--------------------------|--------------|-----------------|-----------|
| <input type="checkbox"/> | No Category | | |
| <input type="checkbox"/> | Assignment 1 | | 0/6 |
| <input type="checkbox"/> | Assignment 2 | | 0/6 |
| <input type="checkbox"/> | Assignment 3 | | 1/3 |
| <input type="checkbox"/> | Midterm Exam | 1 | 1/4 |

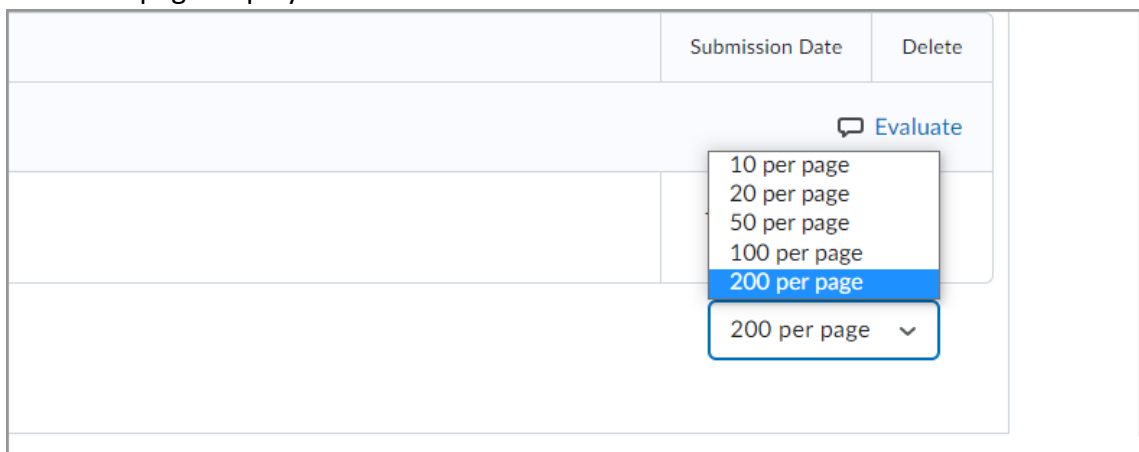
4. On the **Assignment Users** list page, you should see a **Publish All Feedback** button. If this is the case, click on it to publish the grades. If it does not appear or is greyed out (i.e. unavailable), proceed to Step 5.



Important: upon clicking on “**Publish All Feedback**”, a confirmation message may display to flag that certain grades cannot be published. For example: “1 out of 4 users will receive feedback on publishing. Do you want to continue?”. This message indicates that either no submission was made and therefore a grade cannot be published for the user, or that a submission was made, but has not yet been evaluated. In the example here, there are 4 students in the course, two students submitted their work, but only one submission received feedback, and thus only one user can receive feedback upon publishing. At this point, you can go evaluate any remaining submissions before publishing and complete this process again once all submissions have been graded, or you can click on “**Yes**” to proceed with publishing the submission evaluations as they are. This will complete the publishing process. Please refer to our [guide on grading Assignments](#) for further information.

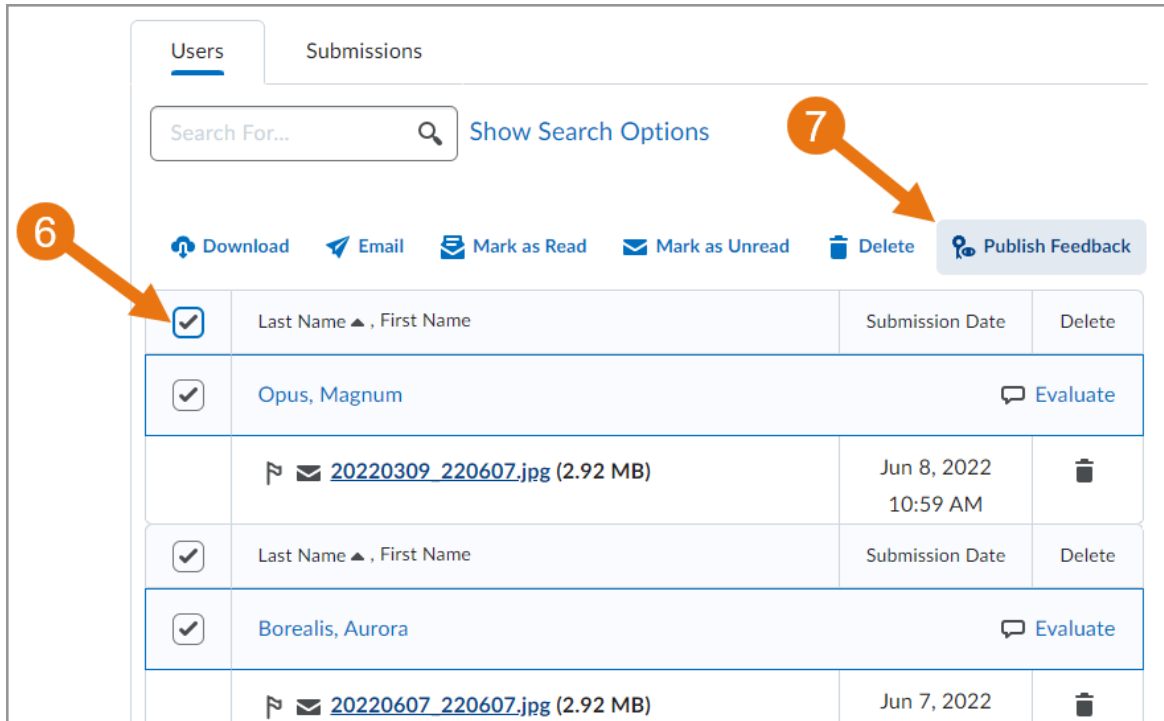


5. Scroll down and adjust the number in the bottom right hand corner of the page to display as many students as possible on one page. **Note:** If your course has more than 200 students, you may need to repeat steps 6-8 for each user page displayed.



6. Next, check off the box within the header of the list to select all the **Users** or alternatively check off the box next to the names of those whose grades you wish to publish.

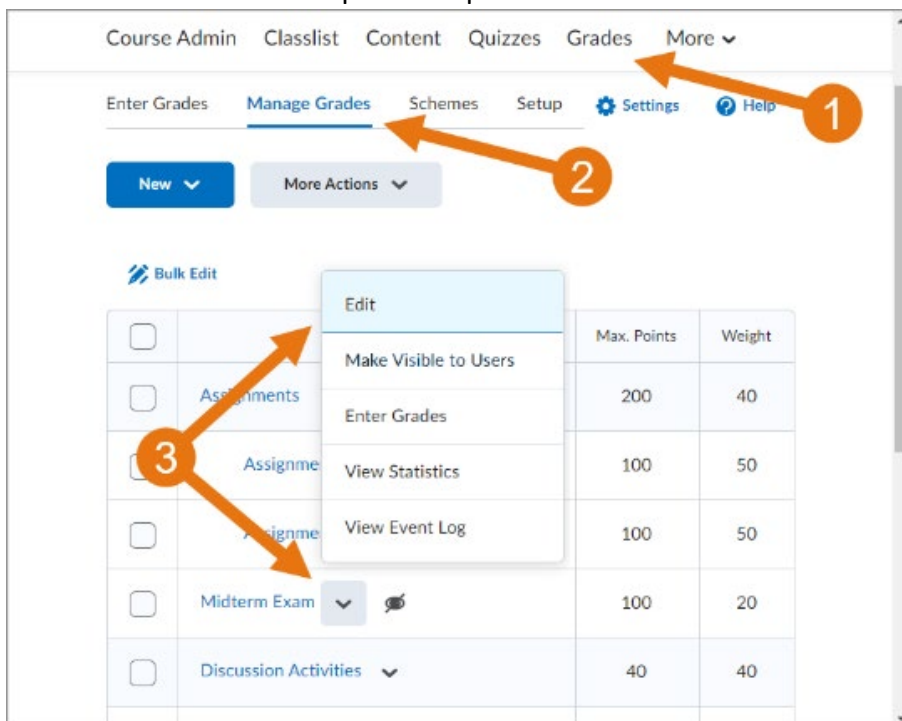
7. Finally click **“Publish Feedback”**. The list will update to show the date and time that feedback was published.



8. To retract published feedback, access the particular student’s **Assignment** by clicking on the assignment on the **Users** page and then click on **“Retract”**.

MAKE A GRADE ITEM VISIBLE

1. Via the Navigation bar in the course, click on **“Grades”**.
2. Click on the **“Manage Grades”** tab.
3. Click on the **“downward pointing arrow”** next to the title of the **Grade Item** that you wish to release and select **“Edit”** from the drop-down options.



- Click on the “**Restrictions**” tab.
- Uncheck the “**Hide from Users**”. **Note:** You can also use this page to set **Grade Item** visibility for a specific date range using the “**Start Date**” and “**End Date**”.

Properties Restrictions Objectives

Hide from Users

Availability


Has Start Date
3/18/2021 11:34 AM Now
Canada - Toronto

Has End Date
3/25/2021 3:34 PM Now
Canada - Toronto

Display In Calendar

- Click “**Save and Close**”.

Note: To check if the **Grade item** is visible, make sure there is no crossed-out eye icon to the right of the **Grade Item** in the list under the **Manage Grades** tab.

| <input type="checkbox"/> | Grade Item |
|--------------------------|--|
| <input type="checkbox"/> | Assignments ▾ |
| <input type="checkbox"/> | Assignment 1 ▾ |
| <input type="checkbox"/> | Assignment 2 ▾ |
| <input type="checkbox"/> | Midterm Exam ▾  |
| <input type="checkbox"/> | Discussion Activities ▾ |