**Students Can Not See Their Grades**

If you enter grades and then receive a message saying that the student cannot view the grades, there are a few things that could be the cause.

- **Gradebook Review Date Set in Future** - In exams, this is the most common reason students can't see their grades. This date automatically defaults to the last day of the term.
  - For an auto-graded exam, it is a good practice to set the Gradebook Review Date for the day following the last day the students can take the exam.
  - If an exam is not auto-graded, the Gradebook Review Date should be set for the day on which you intend to be finished with grading.
  - If you set it for that day and then finish grading early, the Gradebook Review Date should be reset so that the students can see their grade in the Gradebook.

- To reset the Gradebook Review Date, complete the steps below:
  - Click the Week where the Exam is located.
  - Click the Exam Content Item.
  - Click the Toolbox button.
  - Click the Edit Schedule button.
  - Change the Date and Time for the Gradebook Review Date.

- **Share Grade with Student Box is Unchecked** – This box may have been unchecked.
  - This box is accessible in two places.
  - One is the Gradebook Detail box, which is the interface in which you can both review student exams, discussion postings, and Dropbox submissions, and enter the student grade for any gradable item (see illustration below left).
The second location is the screen that appears when the instructor clicks on an exam, discussion or Dropbox item title in the Gradebook (see illustration above right).

- This interface lists all of the students at once and is useful for:
  - Changing everyone's grades on the fly.
  - Granting additional exam time to everyone at once.
- It is possible to inadvertently uncheck this box if you decide you don’t want the students to see the grades until all the grading is complete.

Setting in Toolbox is Unchecked - In an auto-graded exam, one of the toolbox items could be unchecked.
- The setting check box for the Auto-Grade questions is unchecked.
- This box is found under the Grading Options heading in the Toolbox of your exam item (see illustration below).
- When this box is unchecked, the instructor must manually enter the exam results in the Gradebook.

Both of these boxes need to be checked.
- This option is not retroactive. If it is not checked before grades are entered, they will have to be entered manually.

Dropbox Item Return Box Unchecked - You may not have checked the Return box in the Dropbox Inbox area. This Return box functions in the same way as the Share Grade with Student box.

Numeric Grade Entered in Letter Grade Box - You may have entered your numeric grade in the letter grade box in the grading interface which would need to be removed and placed in the correct box.