

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.

Week 1: Week 1 - Quiz/Test

Content | **Toolbox** | Test Banks

Edit Schedule	This item is scheduled from 7/23/2008 - 7/23/2050. Student access is not restricted by these dates. It can be reviewed in the gradebook on 1/16/2038.
Move Quiz/Test	Move this item to another Unit or reorder within this Unit.
Delete Quiz/Test	Delete this item.

- ★ Click the **Edit Schedule** button.
- ★ Change the **Date and Time** for the **Gradebook Review Date**.

Schedule for Week 1 : Quiz/Test

⚠️ Access by date/time is absolute (the same point in time across time zones). Dates and times will be displayed to students in the student's time zone.

Start and End Dates: Gradebook review date:

Use Week 1 start and end dates 1/16/2038 📅 2:00 AM ▼*

- ★ Students will be able to view the **Exam Results** in the Gradebook on the specified date and time.

- 🖥️ **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).


Numeric Grade: / 30 pts




Letter Grade:

Share grade with student

Letter Grade	Share w/ Student?	Achieved Points
<input type="text"/>	<input checked="" type="checkbox"/>	28

- ★ 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.

Grading and Results

Auto-Grade questions (except Short Answer and Essay questions).

Display an Auto-Graded Quick Summary to students upon submit.

Display Auto-Graded Score in the Gradebook upon submit. (Score will not include Short Answer or Essay points until the Instructor has manually graded the questions.)

On the Review Date, display to students:

Exam Grade in the Gradebook


Exam Grade and missed questions


with answers

Exam Grade and all questions

with answers

- ★ 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.