The default setting of the Gradebook for courses is ‘Automatically Post Grades’. This means that grades and feedback will be visible to students as soon as they are entered, for every assignment.

Many instructors will prefer to set Gradebook ‘Grade Posting Policy’ to ‘Manually Post Grades’. In manual mode grading staff can choose when to post grades for each assignment in each column of the Gradebook, and release each assignment’s grades all at once rather than as grading occurs.

To adjust the ‘Automatically Post Grades’ policy to ‘Manually Post Grades’ select “Grades” from the course menu.

From the Gradebook, select the gear icon on the far right of the screen.

‘Late Policies’ displays by default. Select the ‘Grade Posting Policy’ tab.
Grade and Feedback Visibility

1a Course-wide Assignment Grade Visibility Policy  
1b Individual Assignment Grade Visibility Policy  
2 Posting Grades for an Assignment  
3 Hiding Grades for an Assignment

d Select ‘Manually Post Grades’ to alter the default assignment grade policy for the course. Then select the ‘Update’ button at the bottom to confirm.

<table>
<thead>
<tr>
<th>Late Policies</th>
<th>Grade Posting Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Individual Assignment Grade Posting**

- **Automatically Post Grades**  
  Assignment grades will be visible to students as soon as they are entered.

- **Manually Post Grades**  
  Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment column in the gradebook.

<table>
<thead>
<tr>
<th>Cancel</th>
<th>Update</th>
</tr>
</thead>
</table>

Grading column headers now have a black icon of an eye with an oblique line on the left, indicating a manual policy is being applied. When grades are entered into the column, the icon will turn orange, indicating the grades are hidden.
1a Course-wide Assignment Grade Visibility Policy

1b Individual Assignment Grade Visibility Policy

2 Posting Grades for an Assignment 3 Hiding Grades for an Assignment

a To set a grade release policy exception for an individual assignment, access ‘Grades’ from the course menu.

b Hover over the header of the assignment item column so three vertical dots appear. Select this link to show the drop down, and then select ‘Grade Posting Policy’.

c Set the policy for the assignment item to ‘Automatically’ or ‘Manually’. Automatically means the grades are immediately visible to students once entered. Manually means grades are withheld until you elect to release them. Select ‘Save’ to confirm your choice.

d Grading column headers now have a black icon of an eye with an oblique line on the left, indicating a manual policy is being applied. When grades are entered into the column, the icon will turn orange, indicating the grades are hidden.
Instructors can toggle the posting and hiding of grades via the context menu, accessed from three vertical dots in the assignment header. In this example, entering the first student’s grade toggles ‘All grades posted’ status to a ‘Post grades’ selection.

**NOTE:** The black eye icon indicates a manual policy is set. When the eye icon becomes orange, this indicates that grades exist which have not been made visible to student(s) yet.

Select ‘Post Grades’ to show the grades to students.
Grade and Feedback Visibility

1a Course-wide Assignment Grade Visibility Policy

1b Individual Assignment Grade Visibility Policy

2 Posting Grades for an Assignment

3 Hiding Grades for an Assignment

Review the ‘Post Grades’ options. ‘Everyone’ is the simplest option; however, it is possible to post grades to some sections and not others, or automatically as assignments are graded, which is useful for accommodating late assignments. Students whose grades are hidden show with small orange dots next to the grade. Select ‘Post’ to confirm.
Grade and Feedback Visibility

1a Course-wide Assignment Grade Visibility Policy
1b Individual Assignment Grade Visibility Policy
2 Posting Grades for an Assignment 3 Hiding Grades for an Assignment

To hide the grades of an assignment, hover over the assignment column and select the three vertical dots. Then from the context menu select ‘Hide grades’.

A confirmation screen with options displays on the right. Select ‘Hide’ to confirm this assignment’s grades should be hidden from students.