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.
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

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

Assignment headers will display the 'Manual' label. The label indicates that a manual posting policy is currently in place and future grades are hidden from student view.

Once a submission has been graded, the assignment header displays the visibility icon. This indicates that there are grades within the assignment that must be posted before they can be viewed by students.

For more information, please contact us at quercus@utsc.utoronto.ca
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 set a grade release policy exception for an individual assignment, access ‘Grades’ from the course menu.

Hover over the header of the assignment item column and click the three vertical dots. From the context menu select ‘Grade Posting Policy’.

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.
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 If a manual policy has been applied to an assignment, the assignment header will display the 'Manual' label. The label indicates that a manual posting policy is currently in place and future grades are hidden from student view.

![Assignment #2 Manual]

Once a submission has been graded, the assignment header displays the visibility icon. This indicates that there are grades within the assignment that must be posted before they can be viewed by students.

![Assignment #2 Manual Grades]

For more information, please contact us at quercus@utsc.utoronto.ca
1a Course-wide Assignment Grade Visibility Policy

1b Individual Assignment Grade Visibility Policy

2 Posting Grades for an Assignment

You can manually post grades for an assignment where student grades have been hidden. Any assignment with hidden grades is indicated by the visibility icon.

To post grades, hover over the assignment column and click the three vertical dots. From the context menu select 'Post grades'.

The Post Grades tray includes a numbered indicator that displays the total number of hidden grades for the assignment. When the Post Grades tray is open, hidden grades are indicated by a Dot icon.

To post grades to all students, click the 'Everyone' option. When the Everyone option is selected, the Visibility icon will be removed from the grades page for all students, including students with ungraded submissions. An assignment notification will also be sent to all students.

To post grades to students with graded submissions, click the 'Graded' option. When the Graded option is selected, the Visibility icon will only be removed from the grades page for students with graded submissions. Assignment notifications will only be sent to students with graded submissions.

Click 'Post' to confirm your choice.

Note: If grades are posted to everyone in an assignment with a manual posting policy, the manual posting policy will become inactive and future grades (for that assignment) will be posted automatically.
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. 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.

Assignments with hidden grades display the Visibility icon.