

# Quick Guide – MyAberdeen: Releasing Grades and Feedback to Students

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This Quick Guide will take you through the process of releasing grades to students including posting grades, showing hidden items to students, and setting up the Overall Grade to Date and Course Grade Point to Date.

Grades for coursework on MyAberdeen should be released to students from the Gradebook, using **Post grades**, as soon as the grading has been completed.



Figure 1 Shows the Gradebook with Post Grades highlighted.

Please ensure that the item is visible to students, otherwise they will not be able to see their grade and feedback.

Clicking on **Post grades** will release grades and feedback for any students that have grades ready to be posted. You can post individual grades by clicking on the item name, navigating to an individual student and clicking on **Post** to the right of their grade.

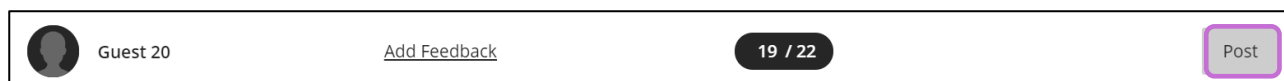


Figure 2 Shows the Gradebook with Post option highlighted to post grade for individual student.

**Suggestion:** Students will not see their correct Overall Grade to Date and Course Grade Point to Date unless all course elements that contribute to the calculation have been POSTED.

For Turnitin assignments you need to post grades once the feedback release date in Turnitin has passed.

### Showing Hidden Items to Students

In the Gradebook, the items hidden from students can be quickly identified as they have a line through the icon.



Figure 3 Shows the Course Grade Point to Date as a hidden gradebook item.

To make an item visible to students, click the item's title to open it in a new layer. In the upper right-hand corner click **Hidden from students** to open the drop-down menu and choose **Visible to students**.

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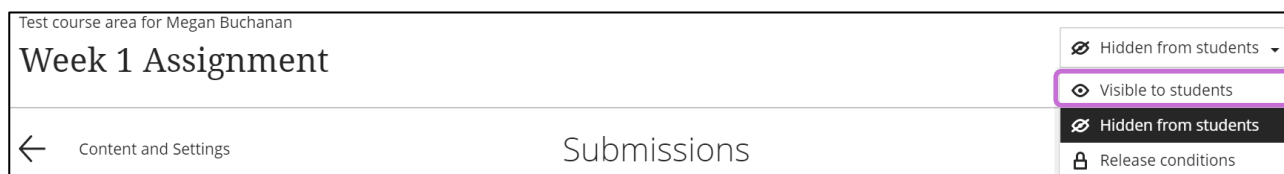


Figure 4 Shows the visibility options for Gradebook item with 'Visible to students' highlighted.

**Warning:** The visibility setting controls both the gradebook column visibility for students and the visibility of the test or assignment on the course content page.

## Set up the Overall Grade to Date and the Course Grade Point to Date calculation

Follow the guidance in the [Overall Grade & Course Grade Point to Date in Ultra guide](#) on how to set up the overall grade to date and the course grade point to date calculation. You can also [watch this video explanation on how to set up the calculation](#).

### Posting exam grades

In some courses the exam grade is a calculated item consisting of the exam questions that students selected to do in the exam. In order for students to see their overall exam grade, the grades associated with individual questions need to be posted. We also recommend that these grades are made visible to students, as this is the type of good practice expected by the University, as per item 1 in the [Institutional Framework for the Provision of Feedback on Assessment](#):

*Students have the right to receive feedback on all their work, including coursework and exam answers, so that they understand clearly how well they have done and how to enhance their future achievement.*

## An example of troubleshooting with Student Preview

You can use student preview mode to see the grades as a student would and to check if your *Overall Grade To Date* is displaying correctly.

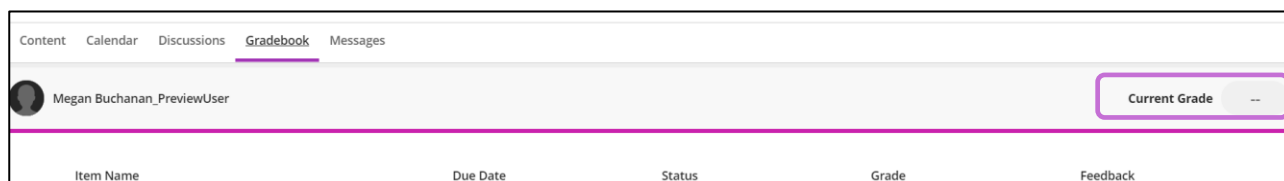


Figure 14 Shows an example Grade Point to Date calculation.

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By clicking on the grade pill next to *Current Grade*, students can see the components that contribute to the *Overall Grade to Date*, as well as their percentage of the contribution.

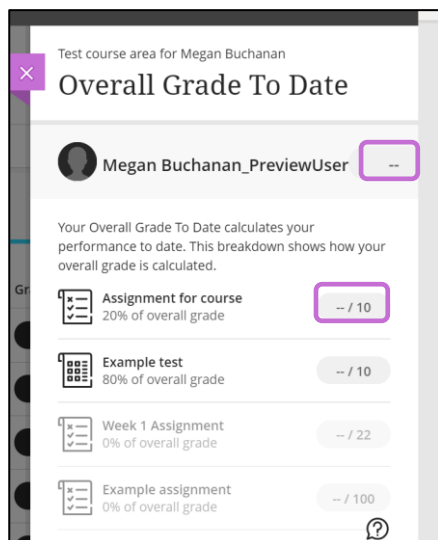


Figure 15 Shows the components that make up the *Overall Grade to Date* calculation without grades.

In the image above:

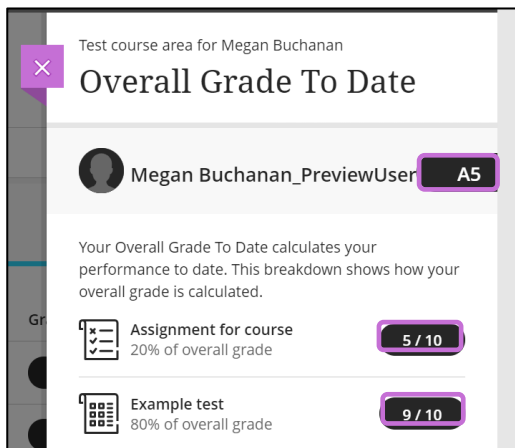
- All the individual contributing items, as well as the *Overall Grade To Date*, are both visible to students (their icons are not crossed out).
- BUT no grades are visible for the students.

In this case this is due to the grades of the individual components contributing to the overall grade having not been posted.

**Please note** the *Overall Grade To Date* information that is visible to staff is different from what students see. The student view will display incorrect information if all the components have not been posted, even if the staff member view displays the correct final grades.

Troubleshooting the example above is straightforward: simply post the grades for the items contributing to the *Overall Grade To Date*. Once this has been done the student view will show the correct information.

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*Figure 16 Shows the components that make up the Overall Grade to Date calculation with grades.*

**Please note**, for this to work with student preview, you will need to enter a grade for your student preview user and post it in the staff view.

## Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- [Institutional Framework for the Provision of Feedback on Assessment](#)