Releasing Final Calculated Grade

The following directions will guide you through the process of releasing the Final CALCULATED Grade to students. Please only follow these directions if you have selected the option to release the Final CALCULATED Grade in your Grades Settings.

To Access the Final Grades Page

1. Click Manage Grades

2. Click the to the right of ‘Final Calculated Grade’ in the Actions column

Final Grades Page

Clicking ‘Release All’ will release the Final Calculated Grade to ALL students.

1. Click Release All button
2. Click Yes

PLEASE SEE THE NEXT PAGE FOR DIRECTIONS ON HOW TO VERIFY THE FINAL CALCULATED GRADE WAS RELEASED TO STUDENTS.
How to Verify Final Calculated Grade was Released to Students

*From the Final Grades page:*

1. Click on
2. Look at the Final Grades column. If you see an eyeball icon next to the Final Calculated Grade then it has been released to those students.

![Final Grades Table](image)

How to Preview What the Student is Seeing in BOLT Grades

*From the User List page:*

1. Click on the name of a student in your Gradebook
2. On the Grade User page, click on
3. A window will pop up showing you what the student sees when they view Grades in BOLT