

## How do I manage the release of Grades in Moodle until after I have finished marking and moderation?

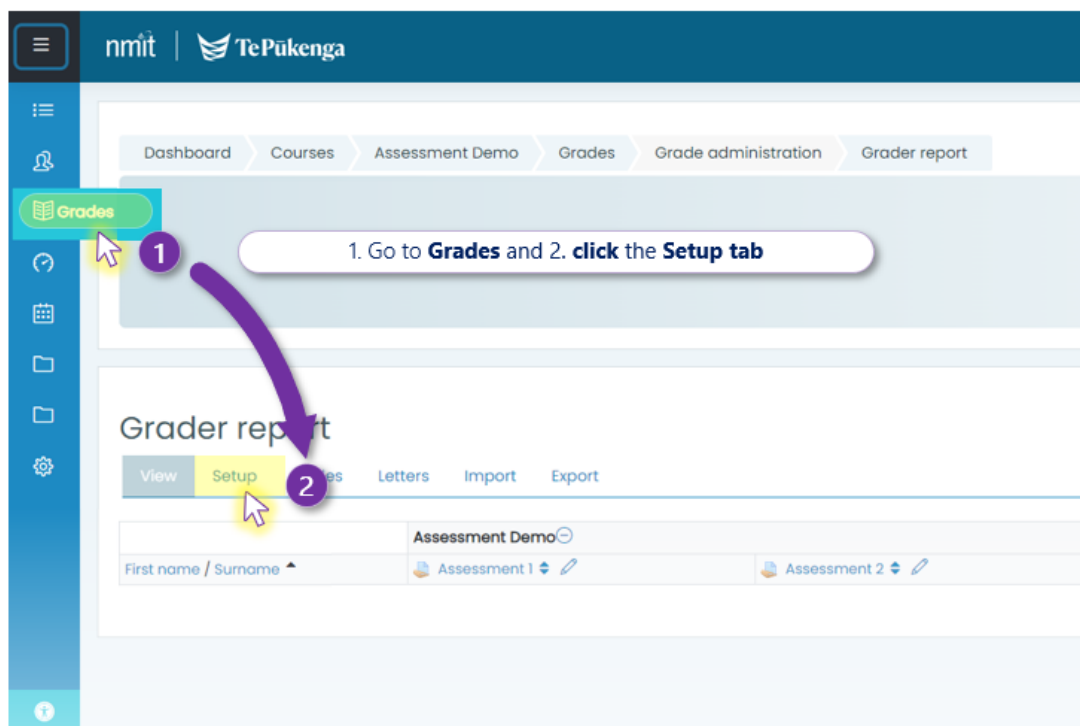
Paul Devine - 2023-11-23 - Moodle

The easiest way to manage the release of grades in Moodle is via the Gradebook of your course. The **"grade" of a given assignment can be hidden** before grading, and then all grades released at the appropriate time, by *unhiding* the grade. If the "Notify student" box is ticked when students are graded, the notification is **not sent** until the grade is unhidden, and all students will be notified at the same time.

Note: Hiding the assignment drop box itself may not prevent the student from seeing their grade. If a grade has been assigned and has not been hidden in the Gradebook, students may be able to access their grade via their Profile page.

### To Hide/Show grades via the Gradebook:

1. From your course, click the **Gradebook** icon in the blue sidebar, and 2. click the **Setup** tab



The Setup tab will show whether the grades are hidden, or available to students.

(In the case below, both Assessment 1 and Assessment 2's grades would be visible to students as soon as they are marked.)

The screenshot shows the nmit Te Pūkenga Gradebook interface. The top navigation bar includes the nmit and Te Pūkenga logos. The left sidebar contains various icons for navigation. The main content area is titled "Gradebook" and has tabs for "View", "Setup", "Scales", "Letters", "Import", and "Export". Below these tabs are sub-tabs for "Gradebook", "Course grade settings", and "Preferences: Grader report". The "Gradebook" sub-tab is active, displaying a table with the following columns: "Name", "Max grade", and "Actions".

Name	Max grade	Actions
Assessment 1 — visible	100.00	Edit
Assessment 2 — visible	100.00	Edit
Course total Simple weighted mean of grades. Include empty grades.	100.00	Edit

A callout box points to the assessment names, stating: "Assessment name in **blue** indicates that **Grade is visible** to students".

To hide the grade for an assignment, click the assignment's **Edit** link, and select **Hide**.

The screenshot shows the nmit Te Pūkenga Gradebook interface with the "Edit" dropdown menu open for "Assessment 1". The menu options are "Edit settings" and "Hide". A callout box points to the "Hide" option, stating: "Click **Edit** > **Hide** to hide the grade".

Name	Max grade	Actions
Assessment Demo	-	Edit
Assessment 1 — visible	100.00	Edit
Assessment 2 — visible	100.00	Edit
Course total Simple weighted mean of grades. Include empty grades.	100.00	Edit

The assignment name will now be grey, instead of blue, indicating that the assignment grade is now hidden.

Note: This does **not** hide the assignment drop box itself.

