

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

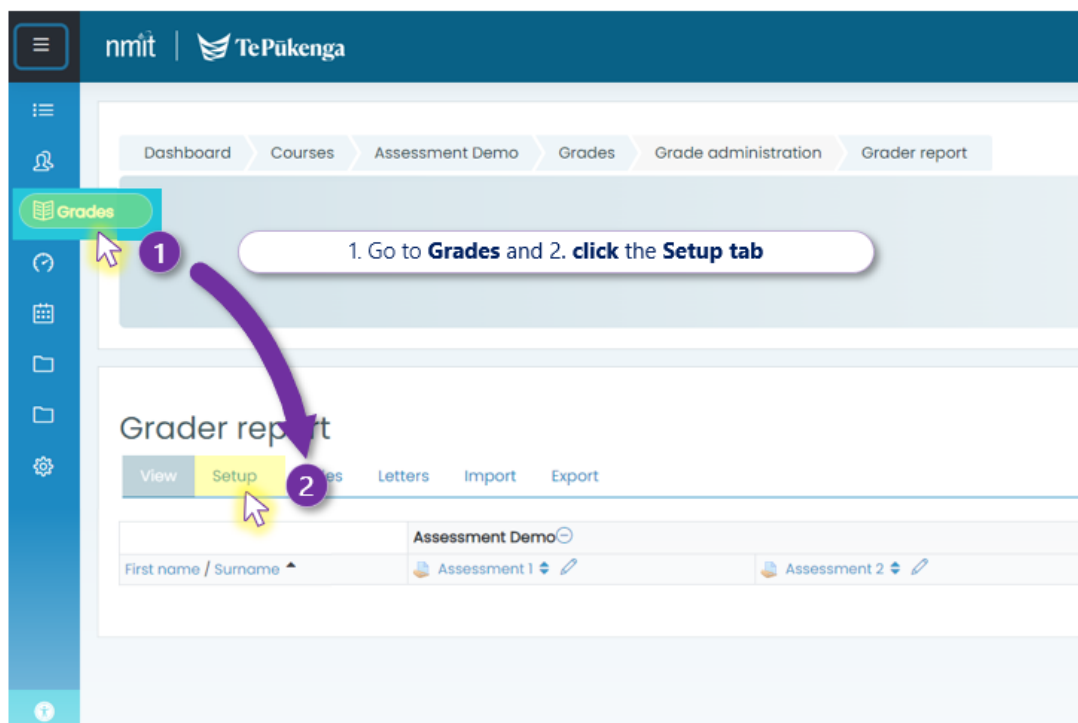
Paul Devine - 2023-11-23 - Moodle

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 *un*hiding 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. Below the header, there are tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. The 'View' tab is active, and sub-tabs for 'Gradebook', 'Course grade settings', and 'Preferences: Grader report' are visible. The main content area displays a table with the following columns: 'Name', 'Max grade', and 'Actions'. The table lists three items: 'Assessment 1' (max grade 100.00), 'Assessment 2' (max grade 100.00), and 'Course total' (max grade 100.00). The names 'Assessment 1' and 'Assessment 2' are in blue text, and a callout bubble points to them with the text: 'Assessment name in blue indicates that Grade is visible to students'. The 'Course total' name is in grey text.

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

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, similar to the previous one. The table now shows 'Assessment 1' and 'Assessment 2' in grey text, indicating their grades are hidden. A callout bubble points to the 'Edit' link for 'Assessment 1' with the text: 'Click Edit > Hide to hide the grade'. The 'Edit' dropdown menu is open, showing two options: 'Edit settings' and 'Hide'. A mouse cursor is clicking on the 'Hide' option.

Name	Max grade	Actions
Assessment 1	100.00	Edit
Assessment 2	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.

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## Gradebook

View Setup Scales Letters Import Export

Gradebook Course grade settings Preferences: Grader report

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

To **release the grade** at the appropriate time, click **Edit**, and select **Show**.

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## Gradebook

View Setup Scales Letters Import Export

Gradebook Course grade settings Preferences: Grader report

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

Click **Edit** > **Show** to release the grade