

Five Things Faculty Should Know about Publishing Final Grades

When preparing to submit grades for a course while in eLion, instructors have the option of pulling in the “published” final grades for their students in their ANGEL course. If you have been using the ANGEL gradebook throughout the semester, this feature could save you having to manually enter a grade in eLion for each student.

Here are five things faculty should be aware of when publishing final grades:

1. Prior to publishing the final grades, it is recommended that you create a grading scale; otherwise, you will have to have to manually enter a grade for each student. There are two ways to set up a grading scale:
 - When you go through the gradebook **Setup Wizard** the first time you enter the gradebook, accessed on the **Manage** tab.
 - By going into the **Grading Scale** tool located under the **Gradebook Management** subheading.
2. eLion provides you with the opportunity to retrieve grades from your ANGEL gradebook; however, this feature only works if you have first published the final grades for the course in ANGEL. To publish course grades from the main **Gradebook** menu page:
 - A. Select the **Publish Course Grades** link located under the **Gradebook Setup** subheading.
 - B. Select **Final** from the **Published Grade Type** pull-down menu.
 - C. Click the **Go** button.
 - D. If you had previously set up a grading scale, the **Grade to Publish** field will automatically be populated. Grades will have to be manually entered if no grading scale was set up.
 - E. Click the **Publish all displayed grades** button at the bottom of the screen. The message **Grades were Published** will appear.
 - F. Click the **Done** button.
3. **Important:** Remember to publish grades for all students prior to going into eLion. By default, the

Publish Grades screen displays 25 students, so when you select the **Publish all displayed grades** button you are, in fact, publishing the grades for only the students whose names you see. Use the **Previous** and **Next** links located at the bottom of the screen to continue publishing or select the **All** option from the **Display** pull-down menu located at the top of the screen. eLion will not display grades for students whose grades were not first published in ANGEL.

4. If you change a published grade in your ANGEL course after pulling grades into eLion, you must go back into eLion and adjust the grade there as well.
5. Published grades are not visible to students. The publishing option only serves to enable the instructor to pull the grades into eLion.

Publish Grades

Published Grade Type: Final

Show: All Users Only Students Display: 25

View: Full Condensed

If you have published this grade type for a student, that will be the initial value in the "grade to publish" field; otherwise the field will be initialized according to your grading scale. (if you have set up a grading scale for this course).

Name	Current Course Average (from gradebook)	Previous Published Grade	Grade to Publish	Comments
asl123 Learner, Aster (asl123)	75(75%) C	none	C <input type="text"/>	
cel123 Learner, Celeste (cel123)	85(85%) B	none	B <input type="text"/>	
thl123 Learner, Thor (thl123)	85(85%) B	none	B <input type="text"/>	

Batch Update

Default value to place in all empty Grade to Publish fields:

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Publish Grades screen

To Find out More about Publishing Final Grades

To learn more about this and other topics related to ANGEL, Penn State’s Course Management System, check out the ANGEL Community Hub at <http://ets.tlt.psu.edu/angel/>.