Gradebook Review Date(s)

Allow your students to view their exam grade in the gradebook after completion.

**Multiple Items**

1. In the online course, click “Course Admin.”

![Course Admin](image)

2. Next, click “Course Scheduler.”

![Course Scheduler](image)
3. Each exam will need to have the Gradebook Review date set. Find the first exam to set the date.

4. Click on the calendar icon.

5. Select the date the grade should become available for students to view.

   *Note: It is recommended that students should be able to view their grade(s) right away.*
6. Once you have set the date(s), click “Save Changes.”

**Individual Exam:**

To set the Gradebook Review date for each individual exam, follow the instructions below.

1. In your course click “Author.”
2. Next, click on the exam that the Gradebook Review date needs to be set.

3. Once the exam opens, click “Toolbox.”

4. Once the “Toolbox” opens, click “Edit Schedule.”
5. The “Gradebook review date” is on the right side of the window.

6. Click on the calendar icon to open the calendar.

7. Select the date the grade should become available for students to view.  
   *Note: It is recommended that students should be able to view their grade(s) right away*

8. Once the date is selected, click “Save & Close.”