

Releasing Grades for the Math Common Exams

Please follow the below directions to release the results of the Math Common Exams to your class. Note: You should first enter the grades into Moodle by following these directions: <http://moodle.njit.edu/moodle/tutorials/faculty/common-exam.pdf>

1. Go to <http://moodle.njit.edu> and log into your course.
2. Click the “**Grades**” link under the “**Administration**” block (see figure 1).

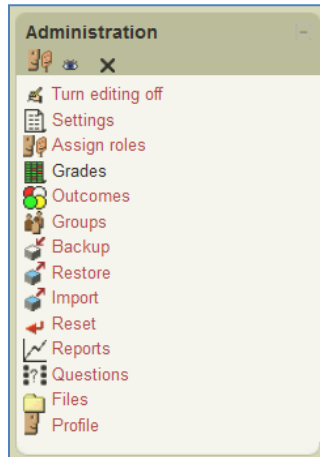


Figure 1: Click on the “**Grades**” link.

3. Click the “**Turn editing on**” button located in the upper right corner (see figure 2).

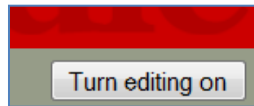


Figure 2: “**Turn editing on**”.

4. By default, each column will be gray indicating that it is hidden. Below each Common Exam item there will be an icon of an eye that is shut (see figure 3). This is the “**Show assignment**” button. Click on the “**Show assignment**” button.

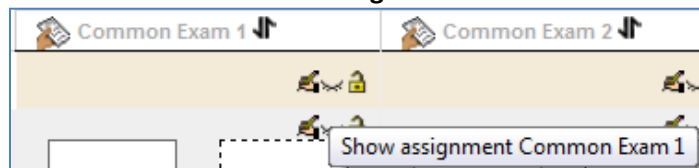


Figure 3: “**Show assignment**” button.

5. After clicking on the “**Show assignment**” button the eye will open (see figure 4) and student will be able to see their grades when they click on the “**Grades**” link from the homepage. **Note:** students will only be able to see their individual grades.

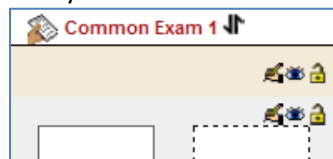


Figure 4: Open eye icon.