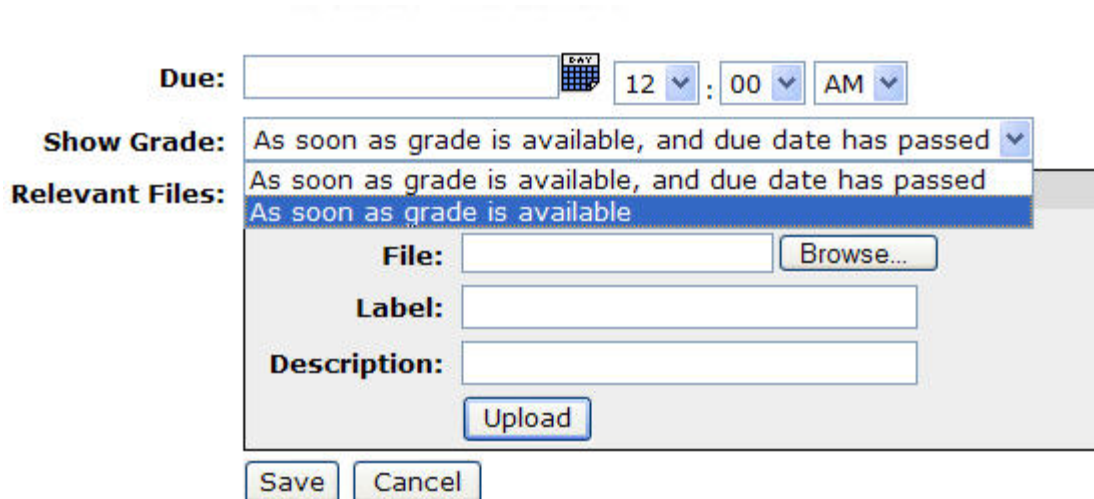


Issue: Students are unable to see their grades for an assignment, but the assignment has been graded.

When you create an assignment in OwlNet, there are 2 settings to choose from in the *Show Grade* field.



The screenshot shows a form for creating an assignment. At the top, there is a 'Due:' field with a date picker icon, a time dropdown set to '12', a minute dropdown set to '00', and an AM/PM dropdown set to 'AM'. Below this is the 'Show Grade:' dropdown menu, which is open and shows three options: 'As soon as grade is available, and due date has passed' (selected), 'As soon as grade is available, and due date has passed', and 'As soon as grade is available'. Below the dropdown is the 'Relevant Files:' section, which includes a 'File:' field with a 'Browse...' button, a 'Label:' field, a 'Description:' field, and an 'Upload' button. At the bottom of the form are 'Save' and 'Cancel' buttons.

By default when you create an assignment, this option is set to *As soon as grade is available, and due date has passed*. This prevents students from viewing their grades until the due date has passed.

In order for students to view their grades immediately, you should select *As soon as grade is available* from the dropdown menu and then choose the Save button to update the settings.

If after using the instructions above, you are still having issues, please contact the UIT Helpdesk by phone at (573) 592-4224 or by email - helpdesk@williamwoods.edu.