

Release Column to Student

Directions

1. From the **Teach** tab,
2. Click on **Grade Book**
3. Click **Grade Book Options**
4. Click on **Column Settings**
5. Select the columns you want to release by checking the box at the top of the column
6. Click **Release** the entry will change to 'yes' in the 'Released to Student' row.

Diagram

The diagram shows the LMS interface with the following elements:

- Build | Teach | Student View** tabs at the top.
- Instructor Tools** menu with options: Manage Course, Assessment Manager, Assignment Dropbox, and **Grade Book**.
- Grade Book Options** dropdown menu with options: Column Settings, Unfreeze Columns, Find Members, Show All Members, Hide Unenrolled Member Data, and View Audit History.
- Column Settings** dialog box with the following fields:
 - Create Column** dropdown
 - Select All/None**
 - Label:** Last Name
 - Type:** Alpha
 - Alignment:** L C R
 - Released to Student:** Yes
 - Grade Column:** No
 - Decimals:**
 - Maximum value:**
 - Source:**
 - Release Statistics:**
- Buttons at the bottom: **Delete** **Release** **Do Not Rel**
- Additional controls: **- Align -** dropdown, **- Decimals -** dropdown.