BRIGHTSPACE: HOW TO BRING DRAFT RESULTS INTO THE GRADEBOOK WITHOUT STUDENTS SEEING THEIR RESULTS

IMPORTANT: When you use the gradebook there are TWO places where students can access their results - the grades tool and also via the individual assessment (quiz or assignment). So, before publishing results you need to hide **BOTH** the **assessment (quiz or assignment) AND** the **corresponding grade item** in the gradebook. Once both are hidden you can go ahead and publish feedback - the students will not be able to see their grades in Brightspace until you UN-hide **either** the assessment or grade item.

How to hide the assessment (quiz or assignment)

- Hide the **assignment** from students (Assessment - Assignments - click dropdown arrow to right of relevant assignment and click "Hide from Users" - Make sure that you get the "Hide from Users" icon next to the assignment name)
- Hide the **quiz** from students (Assessment - Quizzes - click dropdown arrow to right of relevant quiz and click "Hide from Users" - Make sure that you get the "Hide from Users" icon next to the quiz name)

	This is the "Hide from Users" icon. If this appears next to an assignment or quiz then your students **will not** be able to see the assignment or quiz (and therefore will not be able to access results via the assignment / quiz tool, even if you publish the results).

How to hide the grade item

- Assessment - Grades - Manage Grades - click dropdown arrow to right of relevant grade item and click "Hide from Users" - Make sure that you get the "Hide from Users" icon next to the grade item name.

	This is the "Hide from Users" icon. If this appears next to a grade time then your students **will not** be able to see the grade item (and therefore will not be able to access results via the grades tool, even if you publish the results).

Publish feedback in order to get results into the gradebook

After you have hidden the assessment (quiz or assignment) and the corresponding grade item, then you can go ahead and publish feedback. The marks will appear in your gradebook and you can export to Excel if needed.

Note: A setting in Brightspace means that when you Publish Feedback a popup appears on screen saying that "Users will receive feedback on publishing. Do you want to continue?". If you are confident that you have hidden both the assignment/quiz AND the corresponding grade item you can say "Yes" to this message - students will NOT receive feedback until you UN-hide either the assessment or grade item.