

Publish & Retrieve Gradebook Grades

ANGEL → eLion

(updated on Nov. 30, 2009)

The **Publish Course Grades** tool converts student grades to a format that eLion can import directly from ANGEL, therefore the instructor does not have to enter the grade for each student manually. “Publish grades” does *not* make the grades visible to students. It simply converts the file and keeps it hidden in ANGEL.

Before you start, please make sure that you have a **grading scale** in the gradebook (refer to slide 6 and 13 in [ANGEL 7.3 Gradebook labeled screenshots](http://behrend.psu.edu/faculty/teachingcenter/angel/) at <http://behrend.psu.edu/faculty/teachingcenter/angel/>.) Then, follow step A and B below to complete grades transfer from ANGEL to eLion.

Please read the following:

- a) You can override ANGEL’s grades. In other words, simply publish (Step A) what you have in ANGEL and pull them into eLion. Once the grades are populated in eLion, you can make any corrections you want (such as promoting a student from B- to B) before submitting the grades as final records. However, once the grades are pulled into eLion (Step B completed), any changes necessary have to be made in eLion. **Re-publishing grades in ANGEL and re-retrieving from eLion will not work.**
- b) If you have merged multiple sections in ANGEL before, you only need to publish once (Step A) but retrieve separately for each section by repeating Step B. Student grades will be matched up by usernames, therefore the “practice” grades of test accounts will not cause a problem.
- c) If you have a long list of students in one section, you may have to retrieve (Step B) grades a few times to complete grade transfer of the entire section.

Step A. In ANGEL, “publish” course grades

1. Enter the course and then click on the **Manage** tab, followed by **Gradebook**.
2. Click on **Publish Course Grade** link on the bottom left
3. You will see the following screen, select **Final** and click on **Go**.

Publish Grades

Publish final (or other) grades for the course, in records that will persist

Published Grade Type:

4. Next, enter the grade to publish for each student if not already filled in. This field should be automatically populated if you have previously set up a grading scale. Make sure to click on **Display All (*)** and **Update**. The **Condensed** view mode will show you more students on one screen and will not affect how the grades will be published.

Show: Only Students Display:

View: Full Condensed

If you have published this grade type for a student, that will be the initial value in the "grade to publish" field; otherwise the field will be initialized according to your grading scale (if you have set up a grading scale for this course).

Name	Current Course Average (from gradebook)	Previous Published Grade	Grade to Publish
axb5042 BEHREND, ANGEL (axb5042)	201(44.67%)	A-	<input type="text" value="A-"/>
bwt5014 TEACHINGCENTER, BD (bwt5014)	460(102.22%)	B+	<input type="text" value="B+"/>

Batch Update

Default value to place in all empty Grade to Publish fields:

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- Click the **Publish all displayed grades** button at the bottom of the screen. The message *Grades were Published* will appear.
- Click the **Done** button.

***Note:** The *Publish Course Grades* tool must be completed prior to pulling grades into eLion. You can repeat Step A as many times as possible but only the last publishing will be transferred into eLion. Students will *not* be able to see their official grades until you have completed Step B below. **However, once the grades are pulled into eLion (Step B completed), any changes necessary have to be made in eLion. Re-publishing (Step A) and re-pulling (Step B) will not update the changes as intended.**

Step B. In eLion, retrieve grades from ANGEL.

When you reach the grade entry screen similar to the picture below,

- Select the appropriate course/section
- Check the box **Retrieve grades from ANGEL PSU Gradebook**,
- Click on **Continue**.

	Campus	Course	Section	Grading Status	Expected Grades	Students with Grades	Last Activity Date
<input type="radio"/>	UP	ESACT138	101	Active	37	3	09/24/02
<input type="radio"/>	UP	ESACT138	102	Not ready	1	0	
<input type="radio"/>	UP	MATH 021	001	Not ready	2	0	
<input type="radio"/>	UP	MATH 021	002	Active	4	2	09/24/02
<input type="radio"/>	UP	STAT 200	001	Not ready	2	0	
<input checked="" type="radio"/>	UP	STAT 200	002	Ready	3	0	
<input type="radio"/>	UP	STAT 200	003	Not ready	76	0	
<input type="radio"/>	UP	STAT 200	004	Not ready	75	0	

Retrieve grades from ANGEL PSU Gradebook