**Set a Course Grading Policy**

In the New Gradebook, you can apply a selected grade posting policy for all course assignments. Posting policies can be set to automatic or manual.

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**Click Grades**

from the course navigation menu.

1. **Navigate to settings icon.**

2. **Click on Grade Posting Policy tab.**

Select a policy option.

**Automatically:** grades are posted automatically and students are notified and can view grades as soon as they are entered.

**Manually:** *(recommended and set as default by ITG)* grades will be hidden by default and will remain hidden and students will not receive notifications until you have posted grades for each assignment.

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ITG/ Harvard Extension School
Click "Update"

to apply the changes to the grading posting policy.

A pop-up will confirm the update.

Gradebook View of Posting Policy

When a manual posting policy has been applied, all the assignment headings will display an Invisibility icon and the word "Manual".

The word "Manual" indicates that the posting policy is in place and future grades are hidden from student view.

Once grades have been entered, the assignment, you must post grades before they students can view them. To post entered grades, see step 6.

When an automatically posting policy has been applied, no icon and the word "Manual" will not be displayed in the assignment heading.
Navigate to the assignment in which you want to release the grades. Hover over the assignment column header and click the Options icon. Click on "Post Grades".

Select a posting option.

- **Everyone**: post grades to all students, including students with ungraded submissions*

- **Graded**: (recommended) post grades to only students with graded submissions. Canvas indicates which grades are hidden with the orange dot next to the score.

You can also elect to post grades by sections via clicking on the "Specific Sections" slider and then selecting the sections to which you want to release grades to.

*If you elect to post "Everyone's" grade, the icon will disappear, though the word "Manual" will still appear but any new or edited grades will immediately be released to students.