How to release unratified results and feedback.

Once all the work has been marked and uploaded by the academic team, on their say so, the columns and submission area need to be opened so that students can view their work. They can do this either by visiting the submission area again or by clicking on the My Grades area on the front page of LearnUCS.

Click into the module where the work needs to be returned. Click on Assessment on the left hand side.

Find the submission area that needs to be opened and click on the down arrow on the right hand side.

Click edit
Scroll down to **Availability** and un-tick the box indicated next to **Display Until**.

Click **submit**.

The submission portal is now available. This can be checked by clicking the edit mode off (on/off button at the top right of the module page under the ‘LearnUCS’/‘System Admin’ [for CAs] tabs).

Click on **Grade Centre** and then **Full Grade Centre** on the left hand side.

Go to the column that needs to be opened and click on the drop down arrow.

Click on **Edit Column Information**

Scroll down to the **Options** area and select **Yes** for the first two options.

Click **Submit**.

The columns are now open and viewable to students within the My Grades area and the Submission area.