

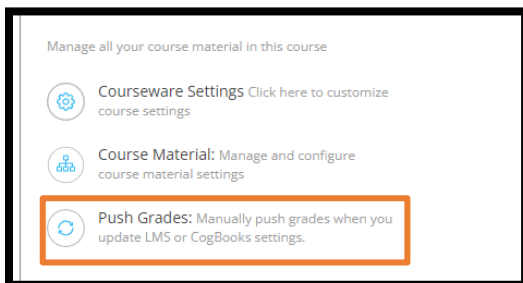
Cambridge courseware (CogBooks) instructor guide

Push Grades

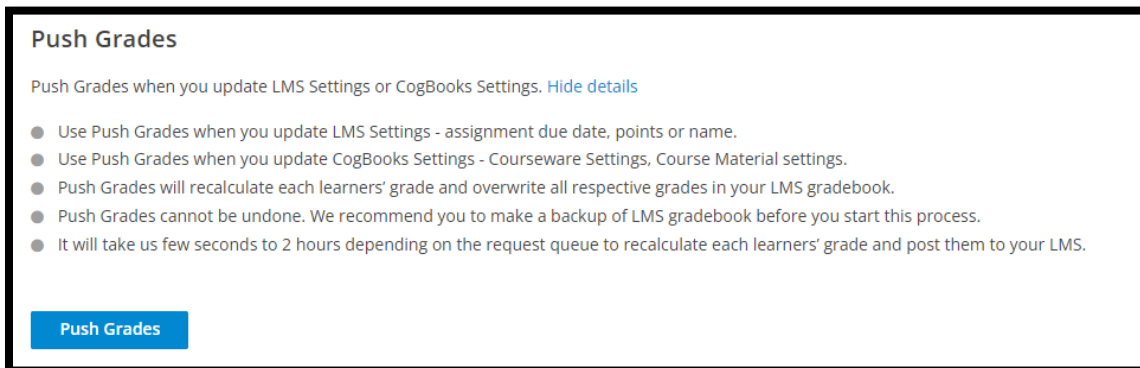
Within the Courseware Tools, there is Push Grades. This tool is used to send out grades and updates made to any assignments or courseware settings. There will be reminders and a link available upon saving any changes, but if you forget, you can always come back to the Push Grades through the Courseware Tools.

Note: If updates are not pushed out, they will not be reflected in the student view.

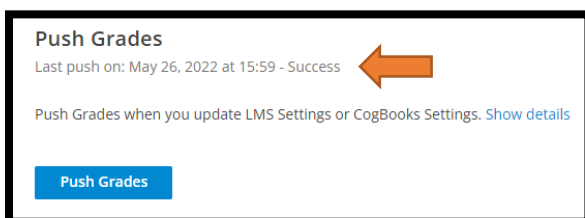
Step 1 - Starting from the Courseware Tools page, select Push Grades.



Step 2 – You will be redirected to the Push Grades page. All you need to do is click the Push Grades button.



Step 3 – Notice that it will show you when the last successful updates were pushed out. Click the Push Grades button to send out updates and the timestamp will update.



NOTE: Course Material Configuration and Grade Settings can be edited at any time. Go to Courseware Tools and select “Course Material” and pick on the assignment you want to edit. Just remember to save changes and Push Grades.