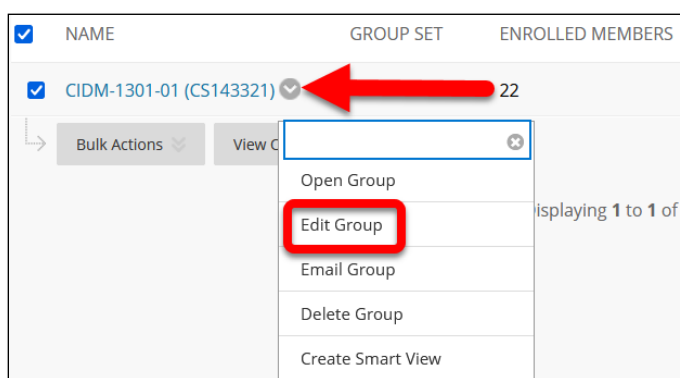
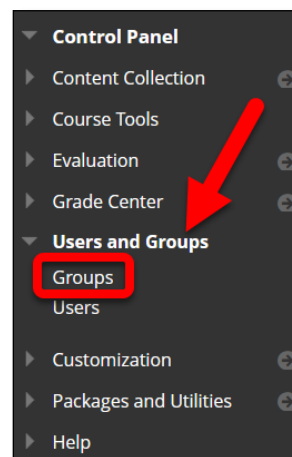


TURNING OFF PUBLISHING GRADES GROUP TOOLS

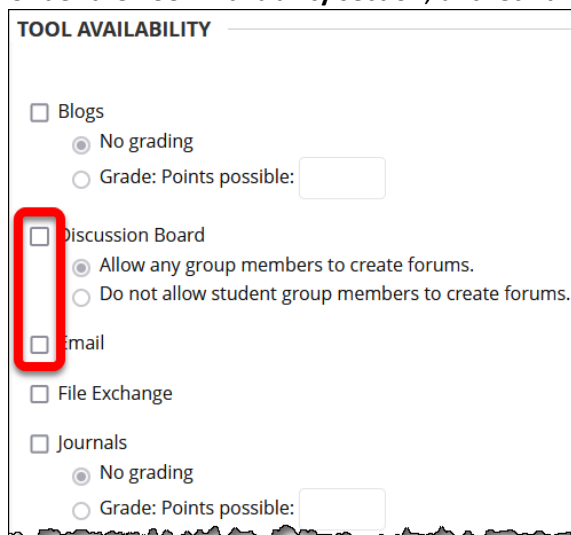
Every course has group automatically created each semester that is used for Publishing Grades (midterm and/or final). During the creation process of this Group, some tools are automatically turned on that you may want to remove access to prevent confusion for your students.

In each WTClass course:

1. Go to **Users and Groups** in the **Control Panel**, and select the **Groups** option.
2. Select the **dropdown** for the group with enrolled members and select **Edit Group**.



3. Under the **Tool Availability** section, uncheck the options for **Discussion Board** and **Email**.



TOOL AVAILABILITY

Blogs

No grading

Grade: Points possible:

Discussion Board

Allow any group members to create forums.

Do not allow student group members to create forums.

Email

File Exchange

Journals

No grading

Grade: Points possible:

4. Click **Submit**.

For cross-listed or stacked courses, this process may need to be repeated for each section.

Please note, this group must be visible to students in order to be able to publish grades.