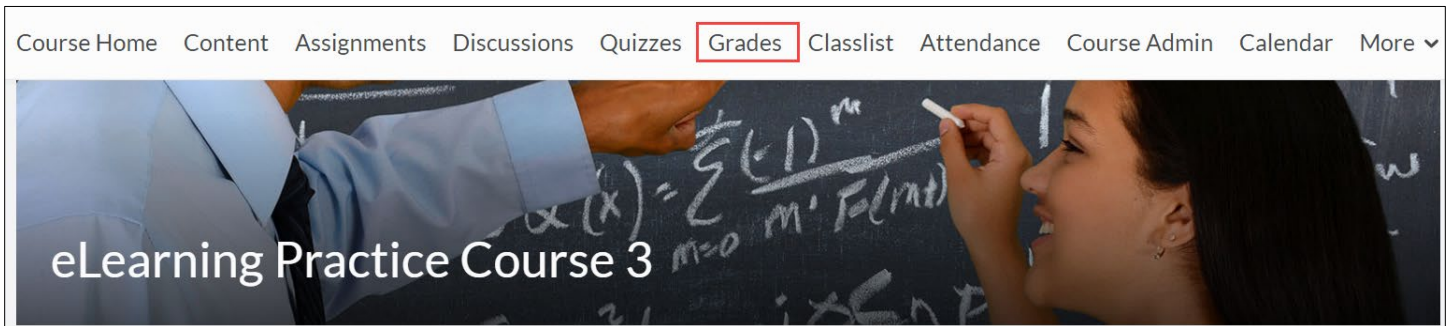




Releasing Final Grade to Students

Step 1: After you log in to your course in D2L, select **Grades** from the navigation bar.






Note: Final grades are not auto released to students. Students do not see the **Final Calculated Grade** until it is released. Before you release Final Grades in D2L, make sure that the Final Calculated Grade is up to date and you have made your Final Adjustments.

If Final Grades are not automatically updating (if you see the calculator icon), you will need to change the Grade Calculation settings.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
39.73 / 50, 79.47 % 	79.47 % 

Step 2: Select **Settings** in the upper right area of the Grades page.

  Settings  Help 			
First Name ▲, Last Name	Assignments ▼	Final Grades	
	Subtotal	Final Calculated Grade ▼	Final Adjusted Grade ▼
ACC Student10	18 / 20, 90 %	54.5 / 100, 54.5 %	-% 


Step 3: Select **Calculation Options**.

Calculation Options

Personal Display Options
Org Unit Display Options
Calculation Options


Grading System

Grading System

Weighted 

Example:
 Assignments Category (20% of final grade)
 - Assignment 1 Item (50% of Assignments)
 - Assignment 2 Item (50% of Assignments)
 Final Exam Item (80% of final grade)

Final Grade: /100%

Points 

Example:
 Assignments Category (40 points)
 - Assignment 1 Item (20 points)
 - Assignment 2 Item (20 points)
 Final Exam Item (200 points)

Final Grade: /240 points

Save
Close

Step 4: Under the **Grade Calculations** section, select **Automatically keep final grades updated** and select **Save** to complete your changes.

Final Grade Released

Release

Calculated Final Grade ?
 Adjusted Final Grade ?

Automatically release final grade ?

Grade Calculations

Ungraded Items

Drop ungraded items ?
 Treat ungraded items as 0 ?

Auto Update

Automatically keep final grades updated ?

Save

Close

Making Final Adjustments and Releasing Final Grades

Step 1: From the **Enter Grades** page, if necessary, scroll over to **Final Calculated Grade**.

Enter Grades | Manage Grades | Schemes | Setup Wizard

View By: User

Search For...

Internal Message

	First Name ▲, Last Name	Final Grades	Exams ▼
		Final Calculated Grade ▼	Midterm Exam ▼
<input type="checkbox"/>	ACC Student10	54.5 / 100, 54.5 %	- / 100, -%
<input type="checkbox"/>	ACC Student21	16 / 50, 32 %	51 / 100, 51 %

Step 2: To make final adjustments before releasing the grades, select **Enter Grades** from the **Final Calculated Grade** dropdown menu.

Final Grades	
Final Calculated Grade	Final Adjusted Grade
190 / 350, 54.29 %	- / - ϕ
132 / 307, 43 %	- / - ϕ
96 / 300, 32 %	- / - ϕ
90 / 300, 30 %	- / - ϕ

Edit

Enter Grades

Statistics

Event Log

Step 3: This will take you to the **Final Grades** page. Transfer the **Final Calculated Grade** to the **Final Adjusted Grade** by using the arrow icons.

<input type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Released	
		Grade	Scheme	Grade	Scheme			
<input type="checkbox"/>	STUDENT, D2L DEMO	190 / 350	54.29 %	190 / 350	>	-%	Thought you deserve...	<input type="checkbox"/>
<input type="checkbox"/>	Student10, ACC	132 / 307	43 %		>	-%	No feedback provided.	<input type="checkbox"/>
<input type="checkbox"/>	Student21, ACC	96 / 300	32 %		>	-%	No feedback provided.	<input type="checkbox"/>

Step 4: Select the top checkbox to select all students' names.

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Released	
		Grade	Scheme	Grade	Scheme			
<input checked="" type="checkbox"/>	STUDENT, D2L DEMO	190 / 350	54.29 %	190 / 350	>	-%	Thought you deserve...	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student10, ACC	132 / 307	43 %	132 / 307	>	-%	No feedback provided.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student21, ACC	96 / 300	32 %	96 / 300	>	-%	No feedback provided.	<input type="checkbox"/>

Step 5: Select Release/Unrelease. This releases final grades to students.

Set Grades Clear Grades Add Feedback Email Release/Unrelease								
<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade			Feedback	Released
		Grade	Scheme	Grade	Scheme			
<input checked="" type="checkbox"/>	STUDENT, D2L DEMO ▼	190 / 350	54.29 %	<input type="text" value="190"/> / <input type="text" value="350"/> >	-%	Thought you deserve...	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Student10, ACC ▼	132 / 307	43 %	<input type="text" value="132"/> / <input type="text" value="307"/> >	-%	No feedback provided.	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Student21, ACC ▼	96 / 300	32 %	<input type="text" value="96"/> / <input type="text" value="300"/> >	-%	No feedback provided.	<input checked="" type="checkbox"/>	

Note: Releasing Final Grades in D2L does **NOT** release the grades in Banner. You will still have to enter grades in Banner separately.