Releasing Final Grade to Students

Step 1: After you log in to your course in D2L, select **Assignments** 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.
Step 2: Select Settings in the upper right area of the Grades page.

Step 3: Select Calculation Options.
Step 4: Under the Final Grade Released section, select **Automatically keep final grades updated** and select **Save** to complete your changes.

Making Final Adjustments and Releasing Final Grades

Step 1: From the **Enter Grades** page, if necessary, scroll over to Final Grades.
Step 2: To make final adjustments before releasing the grades, select **Grade All** from the **Final Calculated Grade** context menu.

![Diagram showing the context menu with Grade All highlighted]

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.

![Diagram showing the Final Grades page with arrow icons highlighted]
**Step 4:** Select the top check box to select all students’ names.

![Step 4 Screen Capture]

**Step 5:** Select Release/Unrelease.

![Step 5 Screen Capture]

This releases final grades to students.

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