

Desire2Learn: Releasing Final Grades in D2L

Students will not be able to see either final calculated or adjusted grades in D2L unless you release them. You only have to do this once for the course during a semester. Bottom line: if there is a check in either the "Release Final Adjusted Grade" or "Release Final Calculated Grade" column in the gradebook, students can see their final grades.

1. In your course, click on "Grades" in the Navbar. If you do not have "Grades" in your Navbar, click "Course Admin" then select "Grades"

Course Administr	ation	
Category Name		
Site Setup		
Course Offering Information	☆ Homepages	O Navigation & Themes
Widgets		
Site Resources		
Book Management	🛗 Calendar	Content
Course Builder	Course Design Accelerator	External Learning Tools
Frequently Asked Questions	Glossary	Import / Export / Copy Components
Instructional Design Wizard	National Activity Library	ee Links
🎄 Manage Dates	💼 Manage Files	
Learner Management		
😜 Attendance	Class Progress	E Classlist
💏 Groups	Locations	Seating Chart
Self-Registration		
Assessment		
Assignments	Awards	E Checklists
Competencies	🖌 Grades	P Quizzes
Rubrics	Self Assessments	📋 Surveys
Communication		
Announcements	🧬 Chat	Discussions
Intelligent Agents		
Administration		
Marken Links	Mobile Brand Administration	System Log
🗙 Tools		

2. Then, click on "Settings" in the upper right-hand corner

Course Home	News (Content	Discussions	Assignments	Quizzes	Classlist	Grades	Class Progress	FAQ	Glossary	More	~
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	Chapter Quizzes 🗸				20

3. Click the "Calculation options" tab, along the top

Course Home	News	Content	Discussions	Assignments	Quizzes	Classlist	Grades	Class Progress	FAQ	Glossary	More ~
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Grade Details				
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10				
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Center for Excellence in Learning & Teaching Updated: 7/28/20

For Technical Support contact the CELT Email: <u>CELT@clayton.edu</u> Phone: 678-466-4190

- 4. Scroll to the bottom of the page, and check the box "Automatically keep final grades updated".
 - You may leave this box unchecked if you wish. However, you will need to manually update the final grade prior to releasing it for the students.
- 5. Click "Save" then "Close"
- 6. Click "Enter Grades" on the upper left-hand side of the screen.

Course Home	News	Content	Discussions	Assignments	Quizzes	Classlist	Grades	Class Progress	FAQ	Glossary	More	~	
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7. Click on the arrow next to "Final Calculated Grade". You may wish to release the "Final Adjusted Grade" instead, this is your preference.

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		Final Calculated Grade	Chapter 1 Quiz 🗸	Chapter 2 Quiz 🗸	Chapter 3 Quiz 🗸	Chapter 4 Qui	z 🗸
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	P M Demo, Student	t2					
	P 🔀 Demo, Student	t3					

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- 8. Choose "Grade All"
- 9. Check the box at the top left to select all

course	Home News Co	ontent	Discussions	Assignments	Quizzes	Classlist	Grades	Class Progress	s FAQ	Glossary	More 🗸
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10. Click "Release/Unrelease". You should see a check mark in the far-right hand column, for either the "Release Final Adjusted Grade" or the "Release Final Calculated Grade" column, depending on what selections you made in the Setup Wizard.

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11. Scroll down and click "Save".