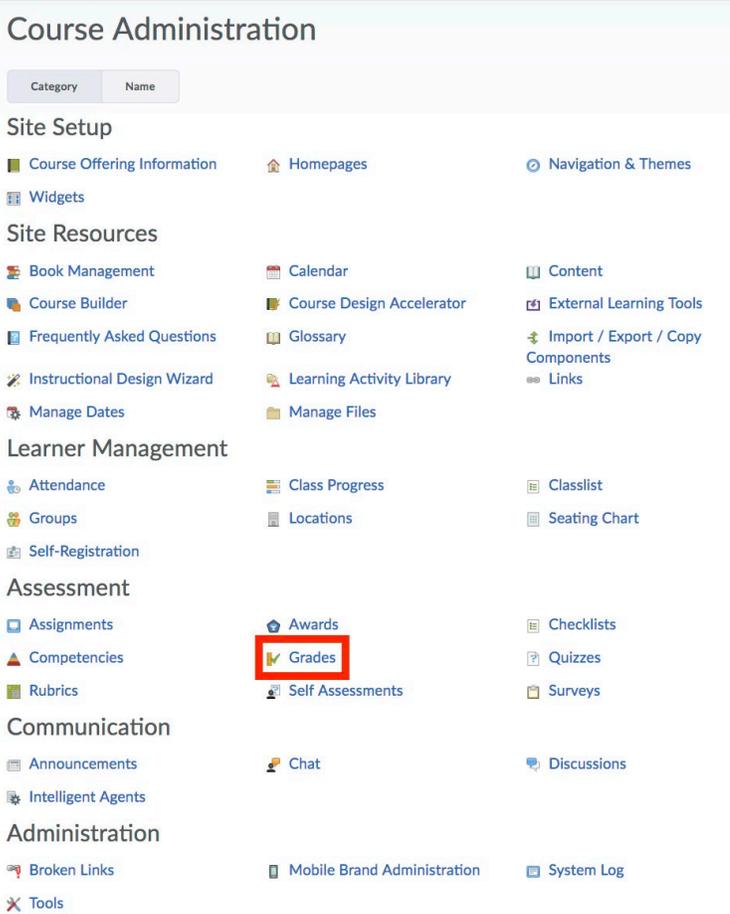


Desire2Learn: Releasing Final Grades in D2L

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 Administration

Category Name

Site Setup

- Course Offering Information
- Homepages
- 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
- Learning Activity Library
- Links
- Manage Dates
- Manage Files

Learner Management

- Attendance
- Class Progress
- Classlist
- Groups
- Locations
- Seating Chart
- Self-Registration

Assessment

- Assignments
- Awards
- Checklists
- Competencies
- Grades
- Quizzes
- Rubrics
- Self Assessments
- Surveys

Communication

- Announcements
- Chat
- Discussions
- Intelligent Agents

Administration

- Broken 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 ▾

Enter Grades **Manage Grades** Schemes Setup Wizard ⚙ Settings ⓘ Help

New ▾ More Actions ▾

Note

- 'Final Calculated Grade' sums to 200%, not 100%. Verify the total weight of all top level categories and items is 100%.

 Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	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 ▾

Personal Display Options

Personal Display Options Org Unit Display Options Calculation Options

Managing View Display Options

User Details

Username ⓘ

Org Defined ID ⓘ

Email ⓘ

Grade Details

Points grade ⓘ

Weighted grade ⓘ

Grade scheme symbol ⓘ

Grade scheme color ⓘ

Number of characters to display for text items *

ⓘ

Number of columns before user details repeat *

ⓘ

Number of users before column header repeats *

ⓘ

Repeat Final Grades

Repeat calculated final grade at the start of the user list ⓘ

Repeat adjusted final grade at the start of the user list ⓘ

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 ▾

Enter Grades Manage Grades Schemes Setup Wizard Settings Help

New ▾ More Actions ▾

Note

- 'Final Calculated Grade' sums to 200%, not 100%. Verify the total weight of all top level categories and items is 100%.

Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Chapter Quizzes ▾				20

7. Click on the arrow next to “Final Calculated Grade”. You may wish to release the “Final Adjusted Grade” instead, this is your preference.

Course Home News Content Discussions Assignments Quizzes Classlist Grades Class Progress FAQ Glossa

Enter Grades Manage Grades Schemes Setup Wizard

Import Export More Actions ▾

Note

- 'Final Calculated Grade' sums to 200%, not 100%. Verify the total weight of all top level categories and items is 100%.

View By: User ▾ Apply

Search For... Show Search Options

Email

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades	Chapter Quizzes ▾			
		Final Calculated Grade ▾	Chapter 1 Quiz ▾	Chapter 2 Quiz ▾	Chapter 3 Quiz ▾	Chapter 4 Quiz ▾
<input type="checkbox"/>	Demo, Student1					
<input type="checkbox"/>	Demo, Student2					
<input type="checkbox"/>	Demo, Student3					

8. Choose “Grade All”
9. Check the box at the top left to select all

Course Home News Content Discussions Assignments Quizzes Classlist Grades Class Progress FAQ Glossary More ▾

Final Grades ▾

▸ Show details and overall feedback

Users

View By: User ▾ Apply

Search For... 🔍 Show Search Options

🏆 Grade ✖ Clear ✉ Email 🗑 Release/Unrelease

<input type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Release Final Adjusted Gra
		Grade	Scheme	Grade	Scheme		
<input type="checkbox"/>	🚩 Demo, Student1	10 / 10	100 %	<input type="text"/> / <input type="text"/> > 📊	-%	🗨	<input type="checkbox"/>
<input type="checkbox"/>	🚩 Demo, Student2	10 / 10	100 %	<input type="text"/> / <input type="text"/> > 📊	-%	🗨	<input type="checkbox"/>

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.

Course Home News Content Discussions Assignments Quizzes Classlist Grades Class Progress FAQ Glossary More ▾

Final Grades ▾

▸ Show details and overall feedback

Users

View By: User ▾ Apply

Search For... 🔍 Show Search Options

🏆 Grade ✖ Clear ✉ Email 🗑 Release/Unrelease

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Release Final Adjusted Gra
		Grade	Scheme	Grade	Scheme		
<input checked="" type="checkbox"/>	🚩 Demo, Student1	10 / 10	100 %	<input type="text"/> / <input type="text"/> > 📊	-%	🗨	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	🚩 Demo, Student2	10 / 10	100 %	<input type="text"/> / <input type="text"/> > 📊	-%	🗨	<input checked="" type="checkbox"/>

11. Scroll down and click “Save”.