



Releasing Final Grades

Why Do I Need This Workflow?

Depending on your course, you may choose to release the final grade early so students can see it update, or keep it hidden until the end of the term. Here's how it works:

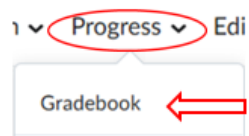
Types of Final Grades in D2L:

1. **Final Calculated Grade:** Automatically calculated based on entered grades.
2. **Final Adjusted Grade:** Allows you to manually adjust a student's final grade without changing individual grade items.
 - o *Example:* If a student earns extra credit outside of a tracked assignment, you can add those points to the adjusted final grade.

Workflow Steps:

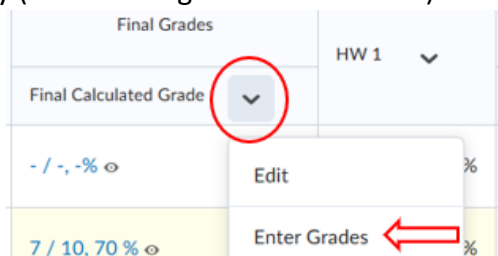
Step one:

Click **Progress** in the navbar, then select **Gradebook**.



Step two:

Next to **Final Calculated Grade**, open the dropdown and select **Enter Grades**. ***Note:** The eye icon indicates visibility (a line through it means hidden).



Step three:

This will take you to the **Final Grades** menu, enter adjusted grades if needed. Select all students using the checkbox at the top. Choose **Release/Unrelease**. Checkmarks in the **Released** column indicate visibility. Click **Save and Close**.

Final Grades

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Users

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<input checked="" type="checkbox"/>	Learner <input type="button" value="▲"/>	Final Calculated Grade		Final Adjusted Grade		Feedback	Released <input checked="" type="checkbox"/>
		Grade	Scheme	Grade	Scheme		
<input checked="" type="checkbox"/>	<input type="button" value="⚙"/> <input type="button" value="🔍"/> Ellerkamp, Michael <input type="button" value="▼"/>	- / -	-%	<input type="text"/> / <input type="text"/> <input type="button" value=">"/> <input type="button" value="📊"/>	-%	No feedback provided. <input type="button" value="✎"/>	<input checked="" type="checkbox"/>

Step four:

You will be asked to confirm, click **Yes**.

Confirmation

You are about to save changes. Are you sure you want to continue?

Step five:

The grade is now released. The eye indicator next to the student's grade will no longer have a line through it.

<input type="checkbox"/>	Learner <input type="button" value="▲"/>	Final Grades		HW 1 <input type="button" value="▼"/>
		Final Calculated Grade <input type="button" value="▼"/>		
<input type="checkbox"/>	<input type="button" value="⚙"/> <input type="button" value="🔍"/> Ellerkamp, Michael <input type="button" value="▼"/>	- / -, -%	<input type="button" value="👁"/> <input type="button" value="📊"/>	- / 10, -%
<input type="checkbox"/>	<input type="button" value="⚙"/> <input type="button" value="🔍"/> Ellerkamp, Student <input type="button" value="▼"/>	7 / 10, 70%	<input type="button" value="👁"/> <input type="button" value="📊"/>	7 / 10, 70%