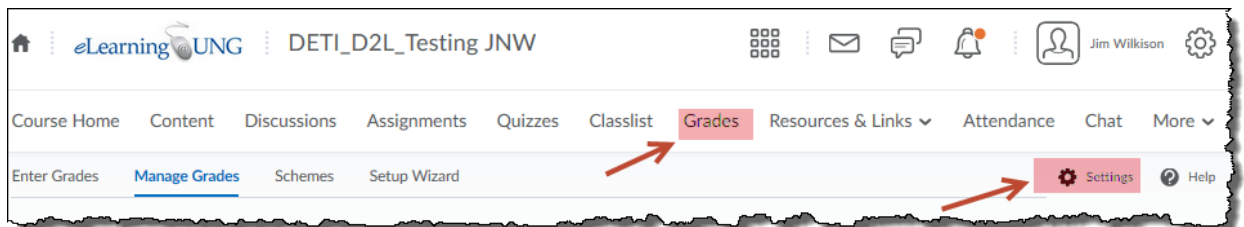


Final Grades – Release/Unrelease

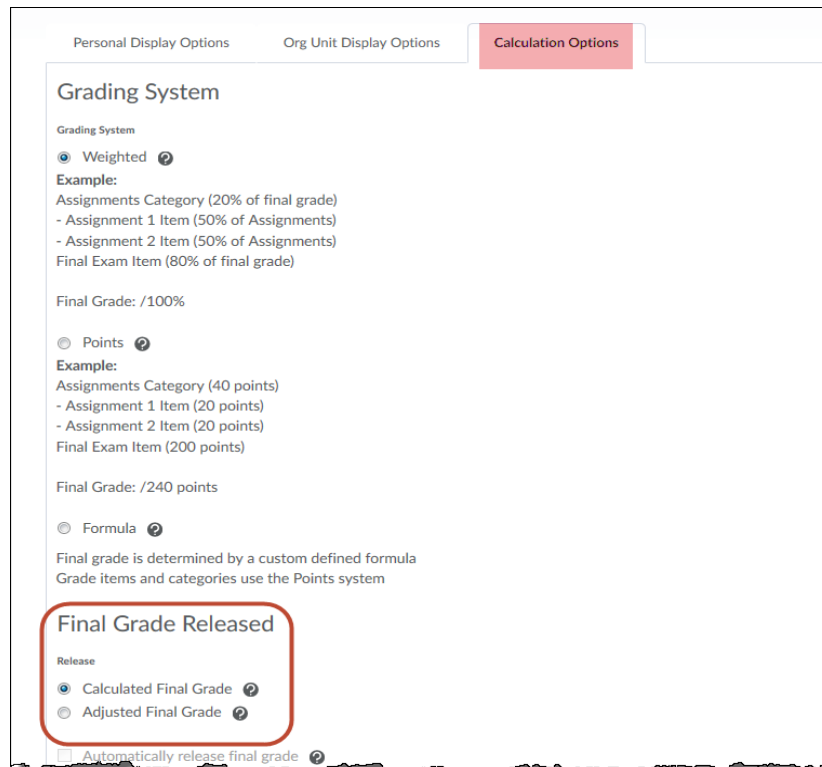
eLearning (D2L) Grades has two columns for Final Grades: **Calculated** and **Adjusted**. The Final Calculated Grade automatically adds all the numeric grade items in the Grades to a grand total. As an instructor, you can copy (transfer) the Final Calculated Grade scores to the Final Adjusted Grade fields to make further adjustments if desired.

By default, neither Final Calculated nor Final Adjusted is released to the students. To release the Final Grade, first you will need to check a few settings.

1. Click on **Grades** in the Navbar and click on **Settings** as shown here:



2. In the Grades Settings page, select the Calculation Options tab. Select either *Calculated Final Grade* or *Adjusted Final Grade* under **Final Grade Released**.

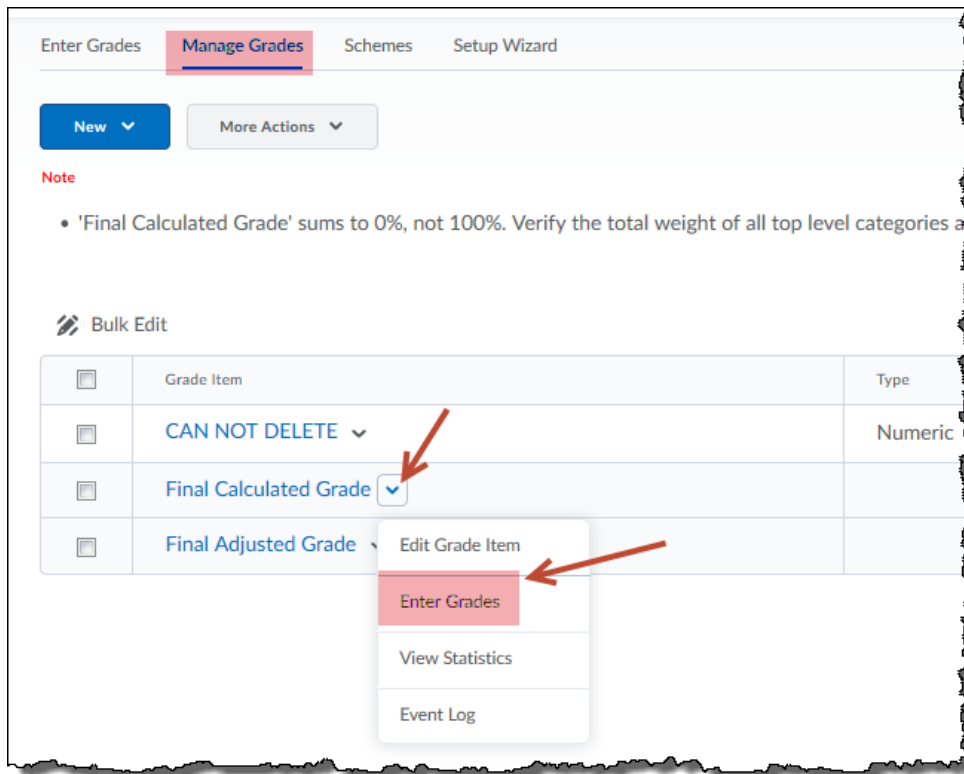


Click the **Save** button at the bottom of the screen.

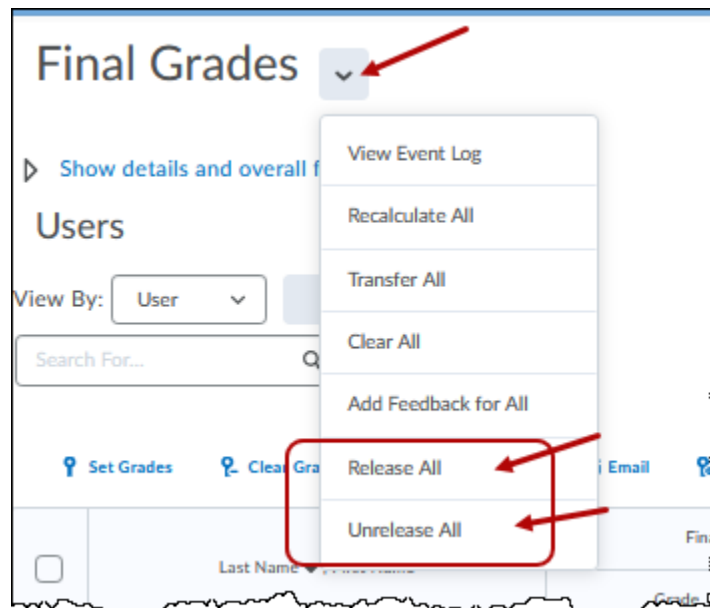
3. Return to the Grades tool by clicking on **Grades** in the Navbar.

Select the **Manage Grades** tab.

Click the menu dropdown arrow beside either the Final Calculated grade item or Final Adjusted grade item:



4. Near the top of the following screen, click to expand the dropdown menu of Final Grades (screenshot below):



- **Release All** will release the Final Grade (selected in step 2 above) to all students.
- **Unrelease All** reverses the above.

When Final Grades are released, the boxes in the **Release** column will be checked:

The screenshot shows the 'Users' page with a table of student records. The table has columns for 'Last Name, First Name', 'Final Calculated Grade' (with sub-columns for 'Grade' and 'Scheme'), 'Final Grade' (with sub-columns for 'Grade' and 'Scheme'), 'Feedback', and 'Released'. The 'Released' column contains checkboxes. A red box highlights the 'Released' column, and a red arrow points to a checked checkbox in the first row.

	Last Name ▾, First Name	Final Calculated Grade		Final Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		
<input type="checkbox"/>	Wilkison, Jim ▾	72 / 104	69.2 %	<input type="text"/> / <input type="text"/> > <input type="text"/>	-%	No feedback provided.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Student4, Test ▾	0 / 4	0 %	<input type="text"/> / <input type="text"/> > <input type="text"/>	-%	No feedback provided.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Student3, Test ▾	0 / 4	0 %	<input type="text"/> / <input type="text"/> > <input type="text"/>	-%	No feedback provided.	<input checked="" type="checkbox"/>

If you want to release the final grade to *individual* students, click the box next to the students' names and then click the Release/Unrelease button, as shown here:

The screenshot shows the 'Final Grades' page with a table of student records. The table has columns for 'Last Name, First Name', 'Final Calculated Grade' (with sub-columns for 'Grade' and 'Scheme'), 'Final Adjusted Grade' (with sub-columns for 'Grade' and 'Scheme'), and 'Release/Unrelease'. The 'Release/Unrelease' column contains checkboxes. Red callouts point to the 'Release/Unrelease' button and a checkbox in the first row.

	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Release/Unrelease
		Grade	Scheme	Grade	Scheme	
<input type="checkbox"/>	Jeanette, Student	39 / 40	97.5 %	<input type="text"/> / <input type="text"/> > <input type="text"/>	-%	<input type="checkbox"/>
<input type="checkbox"/>	jim, student	82.275 / 90	91.417 %	520 / 635 > <input type="text"/>	81.89 %	<input type="checkbox"/>

Click the **Save** button to save changes.

5. To verify that the Final Grade has been released to the students:

Click on **Grades** on the navbar, click on the **Enter Grades** tab. You should see an open "eyeball" beside their grade if it is released:

The screenshot shows the 'Enter Grades' interface with a table of student grades. The table has columns for 'Last Name, First Name', 'Final Grades', and 'Quizzes'. The 'Final Grades' column is expanded to show 'Final Calculated Grade'. Three rows are highlighted with red arrows pointing to the 'Final Calculated Grade' values: 97.5%, 91.417%, and 100%.

	Last Name ▲, First Name	Final Grades	Quizzes
		Final Calculated Grade ▼	RanAnwTestQu
<input type="checkbox"/>	▶ <input type="checkbox"/> Jeanette, Student	97.5 % <input type="checkbox"/>	5 / 5, 100 %
<input type="checkbox"/>	▶ <input type="checkbox"/> jim, student	91.417 % <input type="checkbox"/>	? 6.25 /
<input type="checkbox"/>	▶ <input type="checkbox"/> Shelley, Daniel	0 % <input type="checkbox"/>	- / 5, -%
<input type="checkbox"/>	▶ <input type="checkbox"/> Student1, test	100 % <input type="checkbox"/>	- / 5, -%

Another way to verify is to look at what an individual student sees by clicking on the student drop down menu icon and select "Preview:"


The screenshot shows a close-up of the student dropdown menu. The 'Preview' option is highlighted with a red box and a red arrow. The dropdown menu is open for the student 'jim, student'.


	Last Name ▲, First Name	Final Grades	Module
		Culm Grade ▼	
<input type="checkbox"/>	▶ <input type="checkbox"/> jim, student	126.7 / 245, 51.7 % <input type="checkbox"/>	3.2
<input type="checkbox"/>	▶ <input type="checkbox"/> Student1, te		2
<input type="checkbox"/>	▶ <input type="checkbox"/> Student2, Te		
<input type="checkbox"/>	▶ <input type="checkbox"/> Student3, Te		0
<input type="checkbox"/>	▶ <input type="checkbox"/> Student4 Test		0

The Final Grade is displayed in the upper left corner of this screen above the itemized grades:

Grades

Final Calculated Grade

Points
127 / 245 

Grade
52 % 

Grade Item	Points	Grade	Feedback
Quiz		80 %	
Module 3 BM Quiz	3 / 4	80 %	Overall Feedback This is the quiz feedback.
Test Quiz	- / 100	-%	