



Showing and Releasing Grades

Keeping track of your course's grades in D2L is a great way for students to check how they are doing in your course. The calculated current overall grade is not automatically seen, however.

First, verify which final grade column you have released. There are two possibilities: **Final Calculated** and **Final Adjusted**.

1. **Click on Settings** in the upper right corner of the Grades screen.
2. **Personal Display Options** is your view of Grades, **Org Unit Display Options** is the student view, and **Calculation Options** is what you want to click on to see which column has been chosen to be released.
3. **Click on Calculation Options** and scroll down to **Final Grade Released**.

A screenshot of the "Final Grade Released" settings panel. The panel has a title "Final Grade Released" and a "Release" section. Under "Release", there are two radio button options: "Calculated Final Grade" (which is selected) and "Adjusted Final Grade". Each radio button option has a help icon (a question mark in a circle) to its right. Below these options is a checked checkbox labeled "Automatically release final grade" with a help icon to its right. Red boxes highlight the "Calculated Final Grade" radio button and the help icons for both radio buttons.

4. Now, you can release the grades for the column that is selected.

5. **Click on Grades**

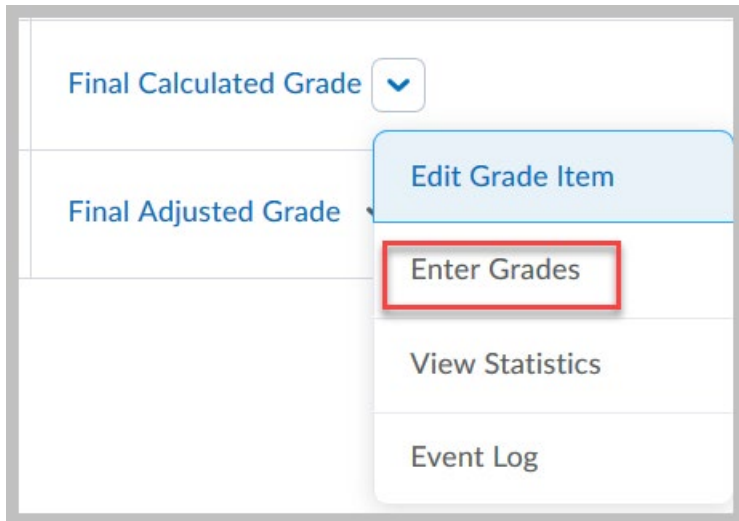
A screenshot of the course navigation menu. The menu items are "Quizzes", "Grades", "ePortfolio", "YuJa", "Extras" (with a dropdown arrow), and "Course Admin". The "Grades" item is highlighted with a red box.

6. **Manage Grades**

A screenshot of the "Manage Grades" sub-menu. The menu items are "Enter Grades", "Manage Grades", "Schemes", and "Setup Wizard". The "Manage Grades" item is highlighted with a red box.



7. Select **drop-down menu for Final Calculated Grade**
8. Select **Enter Grades**







9. Scroll down on the screen. Select **top box to choose all students' names**.
10. If **Final Adjusted Grade** is selected as your default, **grades will need to be updated every single time there is a change made to the grades** and/or transferred from Final Calculated column by clicking on the arrow to the right of each student's grades in the Final Calculated column.
 - a. Best practice recommendation is to **release the Final Calculated, also known as Current grade column during the semester**, and then **change** this to **Final Adjusted** at the **end** of the semester, if there are grades that need slight adjustment for extra credit, etc.
11. Select **Release/Unrelease**

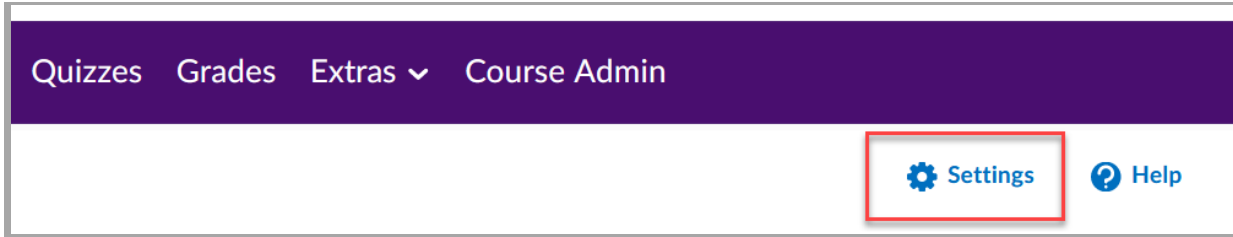
Set Grades		Clear Grades		Add Feedback		Internal Messaging		Release/Unrelease	
Last Name ▲, First Name		Final Calculated Grade		Final Adjusted Grade					
		Grade	Scheme	Grade					
<input type="checkbox"/>		- / -	-%	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	>	⊞		
<input type="checkbox"/>		- / -	-%	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	>	⊞		

12. Click on **Save and Close** and **Yes**.

The screen will revert back to Manage Grades and the symbol that was  will now change to . The **unrelease symbol** looks like a **circle with a line through** it. The **release symbol** looks like a **circle with a dot in the middle of it**.

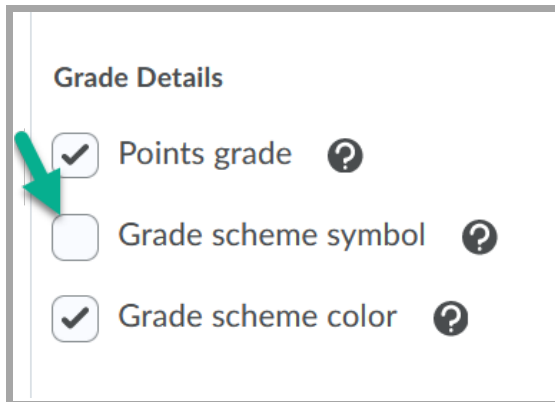
Click on Grades again in the navigation above. **Are you only seeing a color in the Final Calculated Grade column?**

13. Click on **Settings** in the upper right of your Grades screen.



14. The default tab is **Personal Display Options**. This is your view of the gradebook. The second tab, Org Unit Display Options shows how your students see the gradebook.

15. Scroll down to **Grade Details** and make sure the **Grade Scheme Symbol box is selected**. Save.



Need assistance?

Contact **Teaching Learning Center** at tlc@ccd.edu or 303-352-3201.