

## How to Release Final Grades to the Students

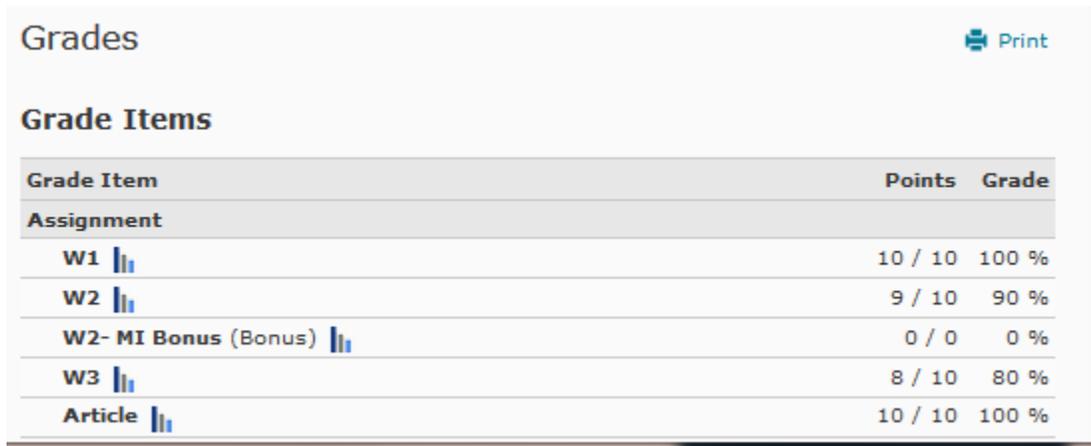
### Supporting Video Link:

<http://cupmediasite.passhe.edu/Mediasite/Play/79c4bf7084c54c789611f01e0b6e66d91d?catalog=c8be6a77-8a01-424f-8810-c48b44462750>

By default, students will be able to see individual grade items when they go to the Grades area, but NOT the Final Grade column average. It is up to the instructor to "release" the Final Grade (typically the Final Calculated Grade) column. This can be done for the whole class (release all) or for individual students.

### Final calculated grades NOT visible to student (D2L default)

This is what students see when the Final calculated grades are NOT released to students.

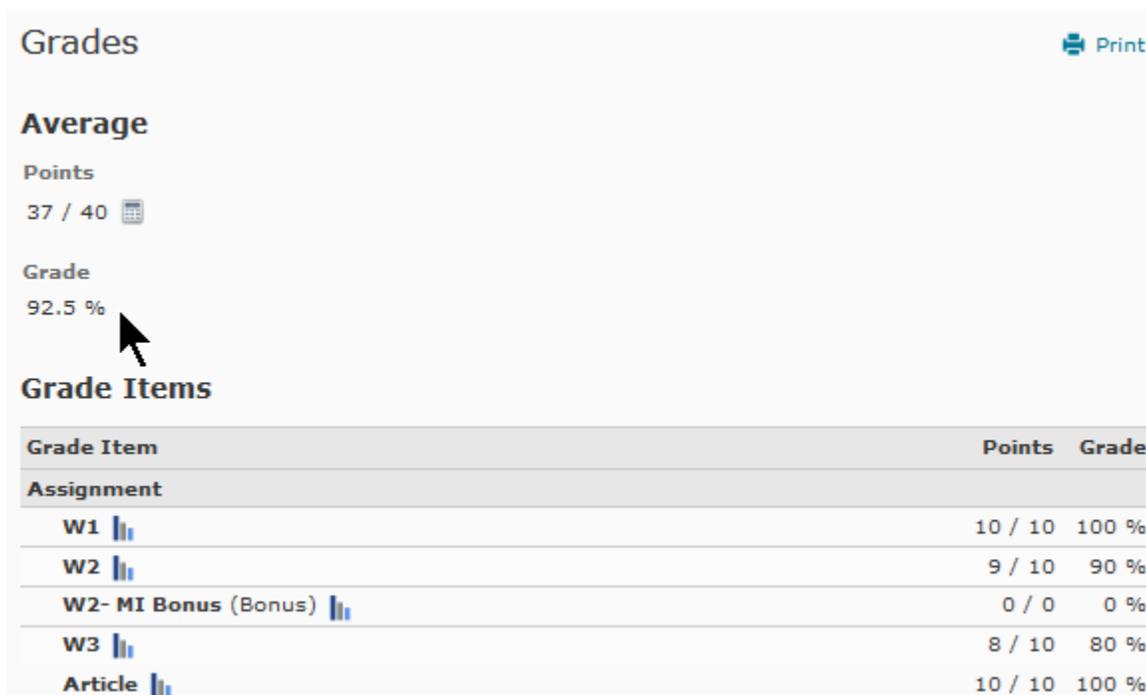


The screenshot shows the 'Grades' page in D2L. At the top right, there is a 'Print' button. Below the title, there is a section for 'Grade Items'. A table lists the following items:

Grade Item	Points	Grade
<b>Assignment</b>		
W1	10 / 10	100 %
W2	9 / 10	90 %
W2- MI Bonus (Bonus)	0 / 0	0 %
W3	8 / 10	80 %
Article	10 / 10	100 %

### Final calculated grades visible to student (needs to be released by instructor)

This is what students see when the Final calculated grades are released to students. Help keep your students up-to-date with their grades by releasing their calculated average.



The screenshot shows the 'Grades' page in D2L with the overall average visible. At the top right, there is a 'Print' button. Below the title, there is a section for 'Average' showing:

Points: 37 / 40

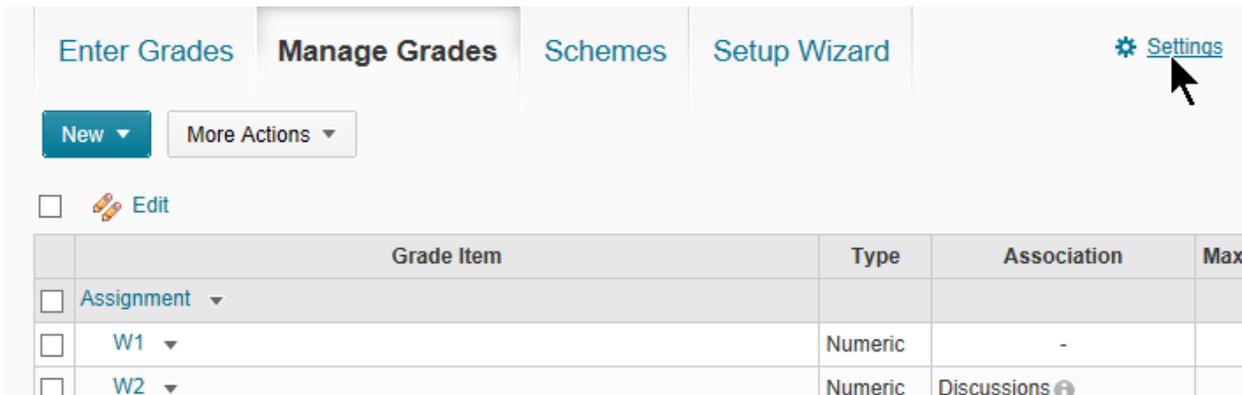
Grade: 92.5 %

Below the average, there is a section for 'Grade Items' with the following table:

Grade Item	Points	Grade
<b>Assignment</b>		
W1	10 / 10	100 %
W2	9 / 10	90 %
W2- MI Bonus (Bonus)	0 / 0	0 %
W3	8 / 10	80 %
Article	10 / 10	100 %

## Steps to Change final grade release type settings

In the Manage Grades area, select the Settings" tab.

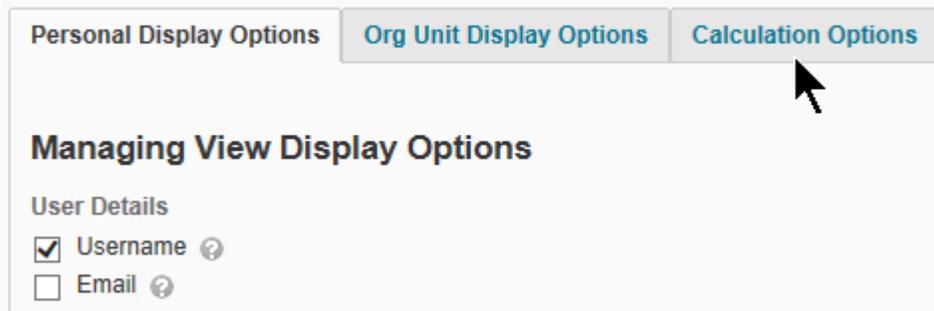


The screenshot shows the 'Manage Grades' section of a learning management system. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. A 'Settings' link with a gear icon is located to the right. Below the tabs are buttons for 'New' and 'More Actions'. A table lists grade items with columns for 'Grade Item', 'Type', 'Association', and 'Max'. The table contains three rows: 'Assignment', 'W1', and 'W2'. A mouse cursor is pointing at the 'Settings' link.

	Grade Item	Type	Association	Max
<input type="checkbox"/>	Assignment			
<input type="checkbox"/>	W1	Numeric	-	
<input type="checkbox"/>	W2	Numeric	Discussions	

In the Grades Settings area, select the "Calculation Options" tab to make it active.

### Personal Display Options



The screenshot shows the 'Personal Display Options' page. At the top, there are three tabs: 'Personal Display Options', 'Org Unit Display Options', and 'Calculation Options'. The 'Calculation Options' tab is highlighted and has a mouse cursor pointing at it. Below the tabs is a section titled 'Managing View Display Options' with a sub-section 'User Details' containing two checkboxes: 'Username' (checked) and 'Email' (unchecked).

On the "Calculation Options" page, instructors should choose the final grade release type that will be used in the course and select "Save" when done.

Note that instructors may also elect to change parameters associated with "Grade Calculations" in this same area (as outlined in the image below).

## Calculation Options

**Personal Display Options**   **Org Unit Display Options**   **Calculation Options**

### Grading System

Grading System

Weighted ?

**Example:**  
Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)

Final Grade: /100%

Points ?

**Example:**  
Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)

Final Grade: /240 points

Formula ?

Final grade is determined by a custom defined formula  
Grade items and categories use the Points system

### Final Grade Released

Release

Calculated Final Grade ?   ← **select the radio button specific to the type of final grade you wish to release**

Adjusted Final Grade ?

### Grade Calculations

Ungraded Items   ←

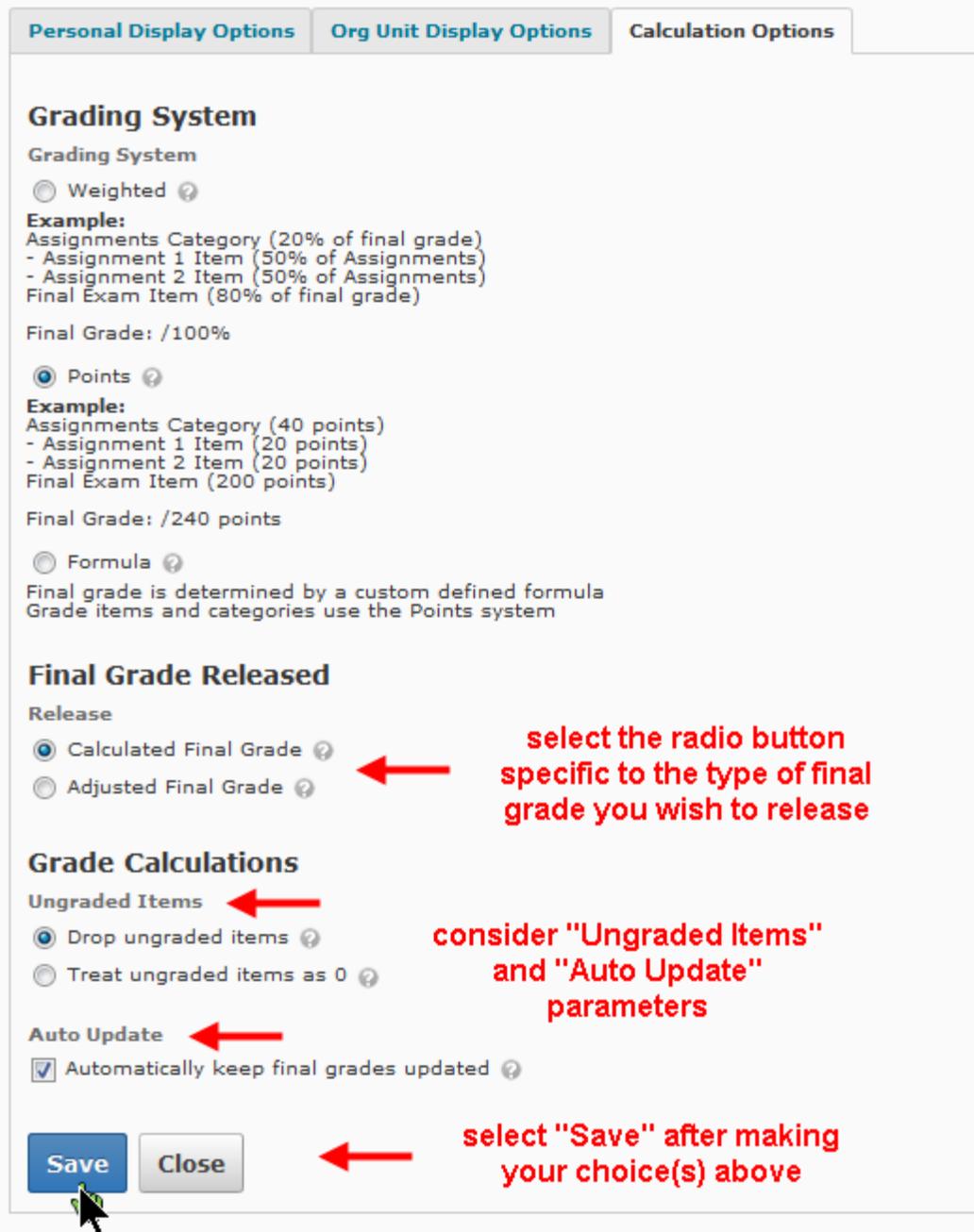
Drop ungraded items ?   **consider "Ungraded Items" and "Auto Update" parameters**

Treat ungraded items as 0 ?

Auto Update   ←

Automatically keep final grades updated ?

**Save**   **Close**   ← **select "Save" after making your choice(s) above**



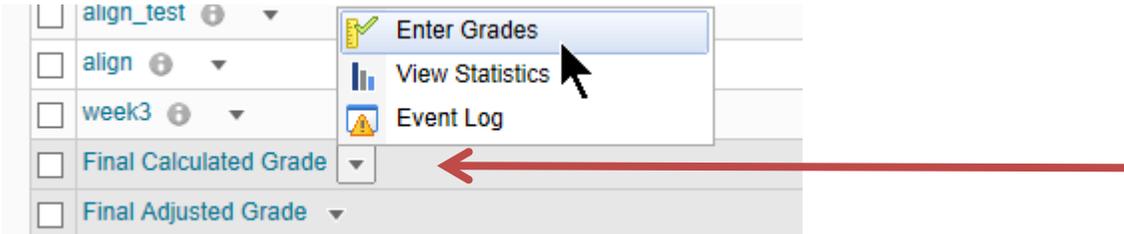
### Release the grades:

To release the "Final Calculated Grade" go into the Grades area.

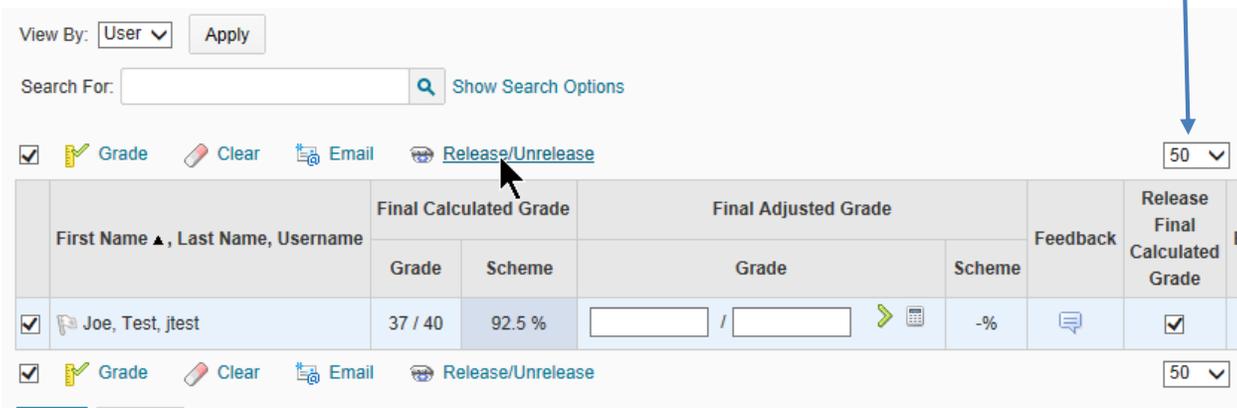
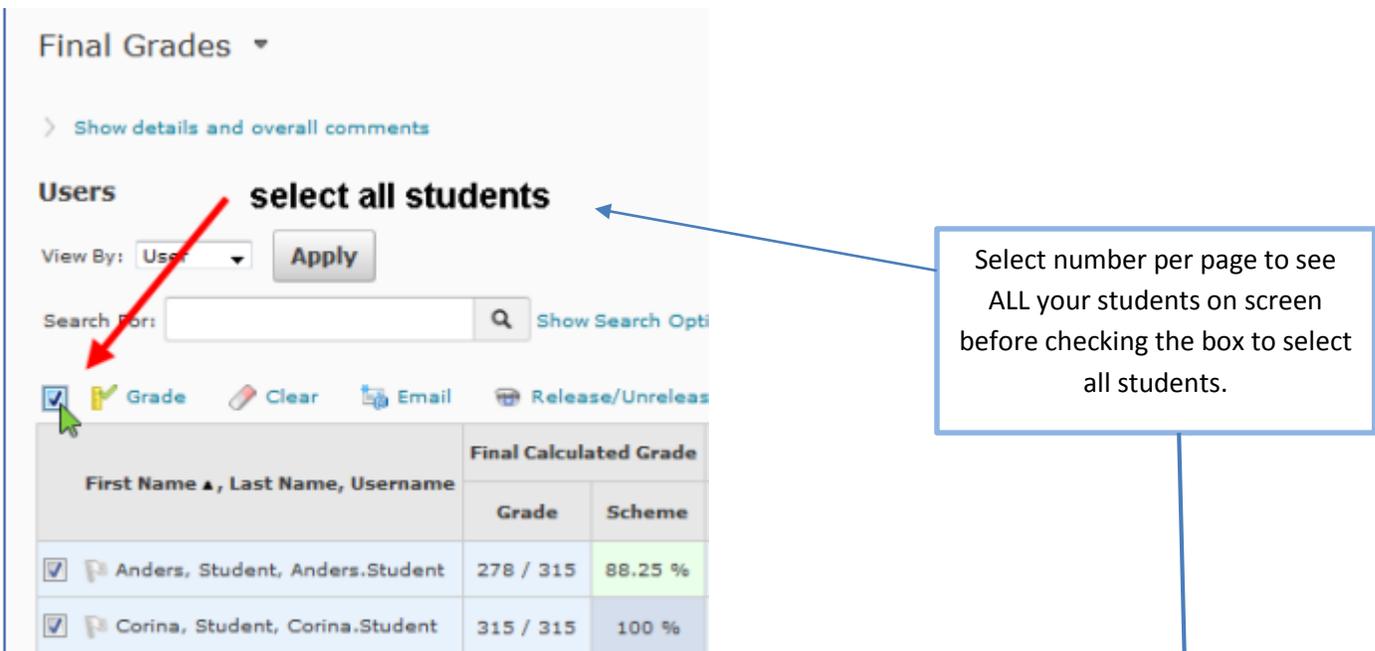
Access the Grades area from the Grades link on the course navigation bar (or access the Grades area by selecting "Grades" from the "Course Resources" drop menu).



Go to the **Final Calculated Grade** item and select the "Action" arrow (action item; action carrot to access an action drop menu.) Select Enter Grades



When in the Final Grades area, instructors can use the "Final Grades" action drop menu to select "Release All" which will release the Final Calculated Grade to all students in one shot or you can select all students and click on the Release/Unreleased link. Save and close to release the grades.



After releasing the final grades, when in the "Enter Grades" area, an "open eye" icon indicates that a final grade has been released.

The "Eye" icon indicates that this item was released to students.

### Grade Release and Name Change

You may want to change the name of this grade field to better reflect its intent. For example, changing the name from "Final Calculated Grade" to "Current Average" may be appropriate.

Original settings		New settings – released and new name	
Username	Final Grades Final Calculated Grade ▾	Username	Final Grades Current average ▾
	24 / 24, 100 %		35.8 / 37, 96.76 %
	24 / 24, 100 %		37 / 37, 100 %
	24 / 24, 100 %		35.5 / 37, 95.95 %
	21.6 / 24, 90 %		36.4 / 37, 98.38 %

Note the new name for this grade item

This icon indicates that this grade was NOT released to students.

The "Eye" icon indicates that this item was released to students.

*Note: This is a good feature for students to see their running average in the class. It is important however, to make sure that you do not leave grade items blank. For example if a student misses an assignment, place a zero in the grade, in order for that grade item to be included in the calculation. If you leave it blank it will not be included in the final calculation. You also have the option to change the Title of the grade item.*