



Releasing Final Grades in D2L & Exporting Final Grades to myCamosun

This tutorial describes how to [release \(make visible\) the Final “Adjusted” Grades](#) to your students in D2L and [export them from D2L to myCamosun](#). It also covers associated [terminology](#) and the [Gradebook settings](#) required for successful grade exporting.

For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

Terminology

Colleague

The student information [records] system (SIS) at Camosun that links with the forward-facing myCamosun platform. All final grades must be entered into Colleague for two reasons:

1. To formally add final marks to the student’s record in Colleague, and
2. To make final grades visible in myCamosun

This can be achieved in two ways:

- By entering final grades directly in myCamosun, or
- By exporting final grades from D2L into Colleague (myCamosun).

If you enter your marks in D2L, then you can export your Final Adjusted Grades to Colleague. This tutorial covers the steps involved in that process. For help entering grades directly into myCamosun, see the [Faculty Learning HUB](#).

Grade Schemes

Camosun has two grading systems (or grade schemes): **Camosun Standard Grade Scheme** (nine-point letter grade) and **Competency Grade Scheme**. Your grade scheme will be noted on your course syllabus (if you cannot find the grade scheme for your course check with your department chair or School administration team).

1. **Camosun Standard Grade Scheme:** In D2L, the Camosun Standard Grade Scheme automatically rounds up when the final percentage is within .5 of the next letter grade (e.g., 84.5 → A), and does not round up if the difference between the final percentage is more than .6 away from the next letter grade (e.g., 84.4 → A-).
2. **Competency Grade Scheme:** Three Competency Schemes exist within D2L: **Competency** (100% = COM, 0-99.99% = NC), **Competency 90-60** (90%+ = DIST, 60-89.9% = COM, 0-59.9% = NC), and **Competency 80-50** (80%+ = DIST, 50-79.9% = COM, 0-49.9% = NC). For calculating, releasing, and exporting final grades, use the Grade Scheme that aligns with the one noted in your course syllabus. If you don’t see your grade scheme in D2L, contact an Instructional Designer.

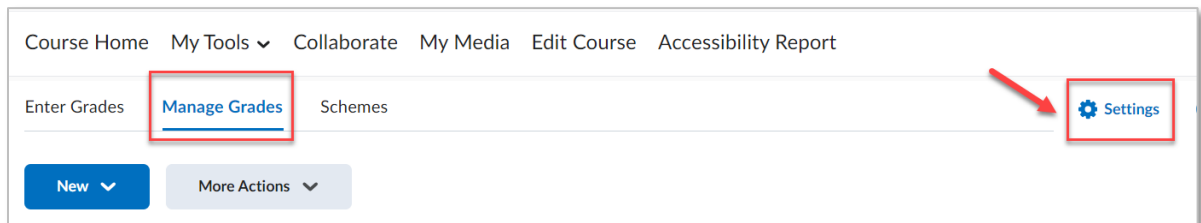


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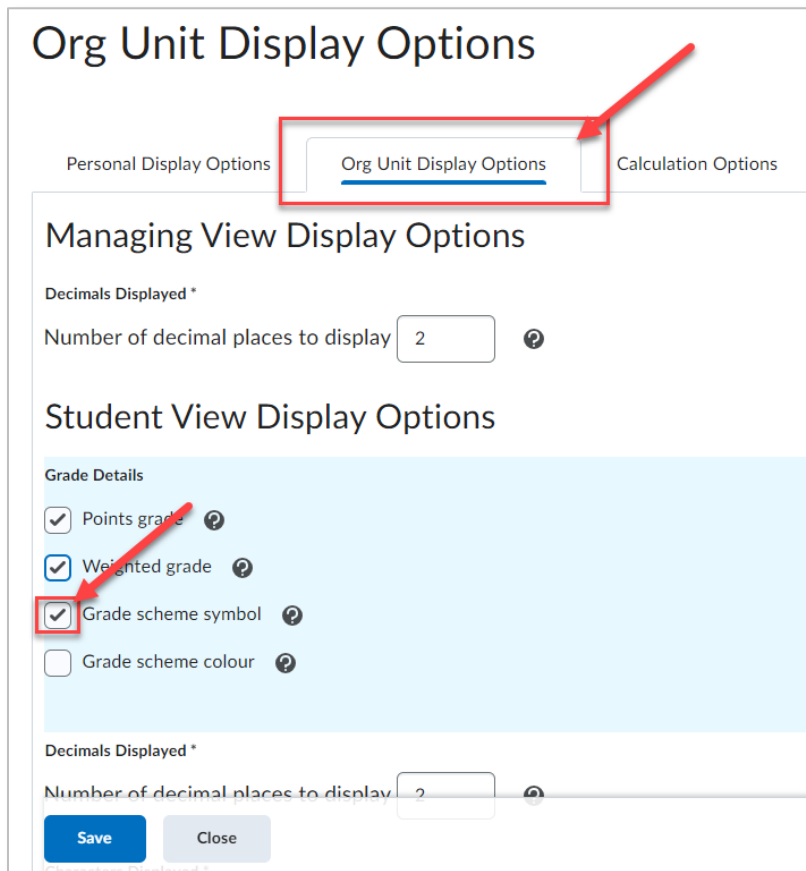
Required Gradebook Settings

Follow the steps below to ensure your gradebook is setup to allow successful export of your final adjusted grades from D2L to myCamosun.

1. Go to **Grades Tool** in your course.
2. Select the **Manage Grades** tab and then click **Settings** located in top-right corner of the window.



3. Select the **Org Unit Display Options** tab. Next, in the **Student View Display Options** section, select **Grade scheme symbol**.

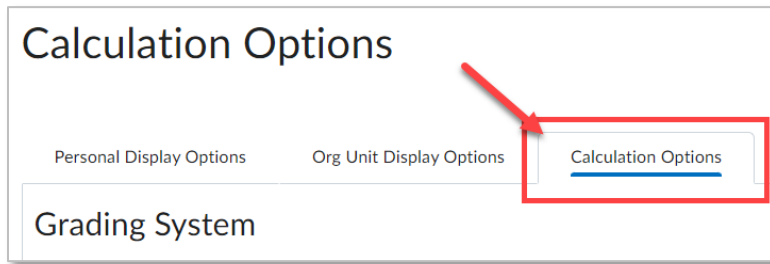


IMPORTANT: The final grade export from D2L to myCamosun will fail if the **Grade scheme symbol** is not selected.



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- Click the **Save** button.
- Select the **Calculation Options** tab.

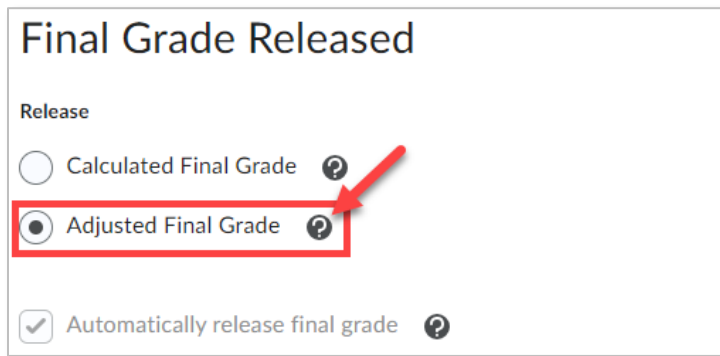


Calculation Options

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

Grading System

- Scroll-down to the **Final Grade Released** section and select **Adjusted Final Grade**.



Final Grade Released

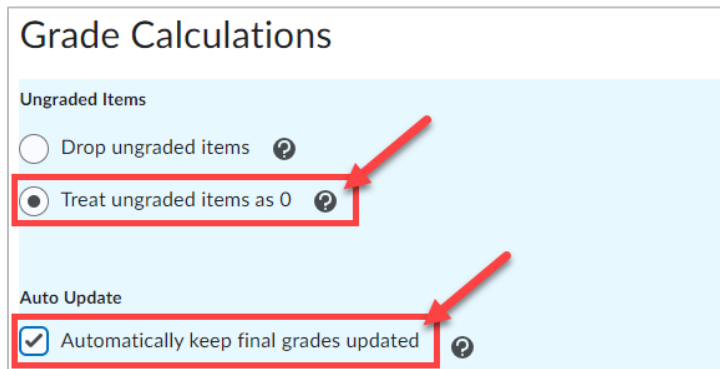
Release

☐ Calculated Final Grade ?

☒ **Adjusted Final Grade** ?

☒ Automatically release final grade ?

- In the **Grade Calculations** section, select **Treat ungraded items as 0** and **Automatically keep final grades updated**. This step will ensure that the Final Calculated Grade stays updated as you add grades to the gradebook (**Note:** students are NOT able to see the Final Calculated Grade column unless you release the Final Calculated Grade item).



Grade Calculations

Ungraded Items

☐ Drop ungraded items ?

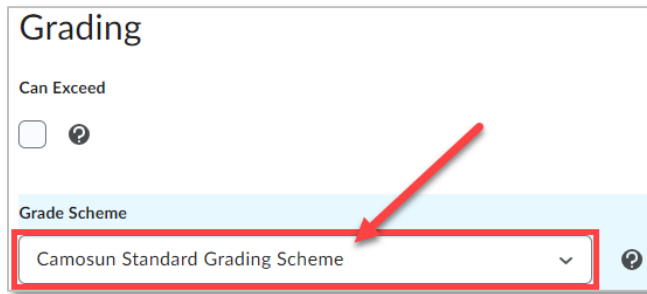
☒ **Treat ungraded items as 0** ?

Auto Update

☒ **Automatically keep final grades updated** ?

- Click the **Save** button, and then the **Close** button.
- Select the **Manage Grades** tab, click the down-arrow beside **Final “Adjusted” Grade** (located at the end of the bottom of the list), and then select **Edit**.

10. In the **Grading** section, select the **grade scheme** noted on your course syllabus. In the example below, Camosun Standard Grading Scheme (nine-point Letter Grade) is selected.



11. Click the **Save and Close** button.

Double-Check the Gradebook

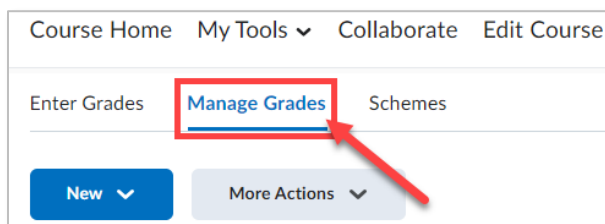
Before calculating and releasing the final adjusted grades, we recommend that you double-check the gradebook to ensure that:

- All submitted work (assignments, quizzes, and discussions) is graded,
- A zero score is entered for all unsubmitted work (unless there is an exemption), and
- There are no data entry errors (e.g., grades for assessed work make sense)
- **“Notes”** regarding grade book have been addressed if needed (e.g., “Verify the total weight of all top-level categories and items is 100%.”)

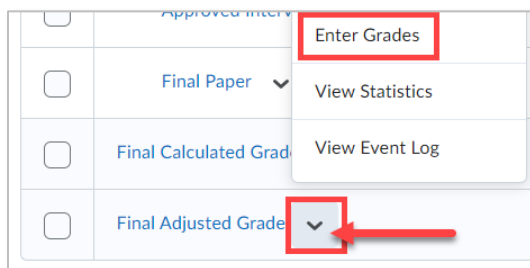
Release Final Adjusted Grades in D2L

Follow the steps below to release (make visible to students) the final adjusted grades.

1. Go to **Grades Tool** in your course and select the **Manage Grades** tab.



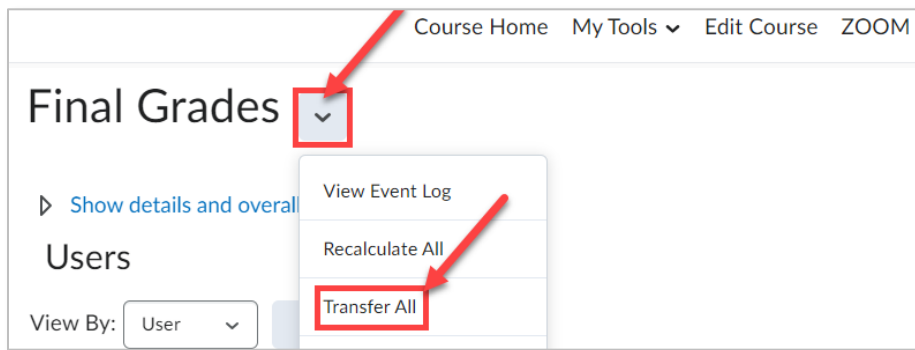
2. Click the down-arrow beside **Final “Adjusted” Grade** (located at the end of the bottom of the list) and then select **Enter Grades**.



- To ensure that all students are displayed, select **100 per page** from the drop-down menu located in the bottom-right corner of the page.



- Scroll-up to Final Grades heading at the top of page, click the down-arrow beside **Final Grades**, and then select **Transfer All** to transfer the Final Calculated Grades into the Final Adjusted Grades column. Click the **Yes** button in the Confirmation pop-up window.



- Optional Step:** Make any adjustments to the Final Adjusted Grades by updating the numerical score in the textbox. To update the grade scheme, click the **Save** button located at the bottom of the page.

Final Calculated Grade		Final Adjusted Grade	
Grade	Scheme	Grade	Scheme
60.6 / 100	60.6 %	64.5	C+

A screenshot of a table showing grade adjustments. The table has two main columns: 'Final Calculated Grade' and 'Final Adjusted Grade'. Each column has sub-columns for 'Grade' and 'Scheme'. The 'Final Calculated Grade' row shows '60.6 / 100' and '60.6 %'. The 'Final Adjusted Grade' row shows '64.5' and 'C+'. A red arrow points to the '64.5' value in the 'Final Adjusted Grade' column.

- Select the checkbox located in the top-left corner of the table to select all students.

Final Calculated Grade	
Grade	Scheme
84.7 / 100	A

A screenshot of a table showing student information. The table has two main columns: 'Last Name ▲, First Name' and 'Final Calculated Grade'. The 'Final Calculated Grade' column has sub-columns for 'Grade' and 'Scheme'. The first row shows a student named 'Alexander, Cooper' with a grade of '84.7 / 100' and a scheme of 'A'. A red arrow points to the checkbox in the top-left corner of the table.

Alternatively, if you are not ready to release final grades for all students, choose specific students by selecting the checkbox to the left of the students' names.






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- Click the **Release/Unrelease** button located above the table to release the Final “Adjusted” Grades for the selected students. Checkmarks will then appear in the **Released** column indicating that the selected students can see their Final “Adjusted” Grades (**Note:** Even when the Final “Adjusted” Grade is released, students will NOT see their Final “Calculated” Grade).

Email	Release/Unrelease				
Final Calculated Grade		Final Adjusted Grade		Feedback	Released
Grade	Scheme	Grade	Scheme		
60.6 / 100	60.6 %	64.5 / 100	C+	No feedback provided.	<input checked="" type="checkbox"/>
80.1 / 100	80.1 %	80.125... / 100	A-	No feedback provided.	<input checked="" type="checkbox"/>

- Click the **Save and Close** button. Click **Yes** in the pop-up window that appears.
- You will now see the **Final Adjusted Grades** in the Enter Grades table, with open eye icons, indicating that these grades are now released (visible) to your students.

Final Grades	
Final Calculated Grade	Final Adjusted Grade
91.5 / 100, 91.5 %	91.5 / 100, A+ 
60.6 / 100, 60.6 %	64.5 / 100, C+ 
83.9 / 100, 83.9 %	83.9 / 100, A- 

- To confirm what your students can see, go to **Grades**, and select the **Enter Grades** tab. Next, click the drop-down arrow located next to a student’s name and click **Preview**. The popup window shows you what that student sees when they select Grades from the navigation bar.
- After releasing the Final “Adjusted” Grades you may want to post a News item inviting students to double-check their grades within the next 24 hours. This gives you the opportunity to correct any errors before exporting the final grades from D2L to myCamosun.

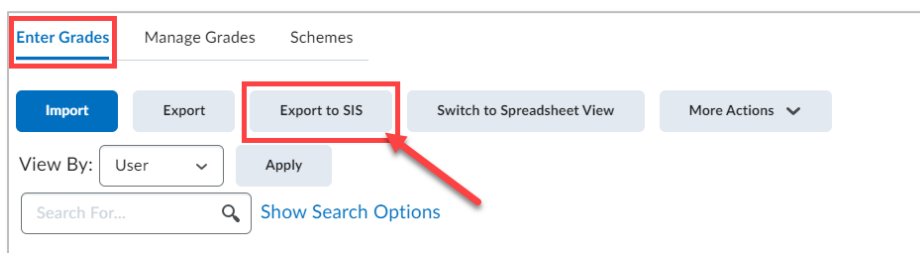


Exporting Final Adjusted Grades from D2L to myCamosun

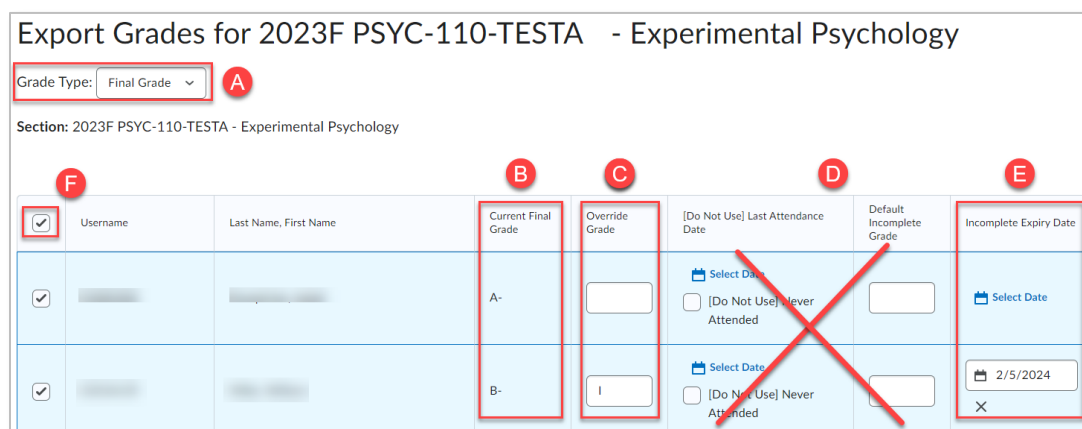
Note: We recommend referring to Section E: Submission of Final Grades in [Camosun's Grading Policy E-1.5](#) for the final grade submission deadline.

Follow the steps below to export final “adjusted” grades from D2L to myCamosun (Colleague).

1. Go to **Grades Tool** in your course and select the **Enter Grades** tab.
2. Click the **Export to SIS** button.



3. Complete the following steps in the Export Grades window:
 - a. In the **Grade Type** drop-down menu, select **Final Grade**.
 - b. Confirm grades entered in the **Current Final Grade** column are accurate.
 - c. If needed, enter an **Override Grade** (i.e., “I” – Incomplete, or “IP” – In Progress) for students.
 - d. Do **not** make changes to the **Last Attendance Date** and **Default Incomplete Grade** columns. They may be blank or have data entered in them. Do not edit these fields.
 - e. If you entered an “I” grade for a student in the **Override Grade** column, you must specify an **Incomplete Expiry Date** that aligns with the Incomplete (“I”) Conversion Date guidelines posted in the Faculty section of myCamosun. If you did **not** enter an “I” grade, do **not** specify an incomplete expiry date.
 - f. Once you are confident all data is accurate, select the checkbox located in the top-left corner of the table to select all students.



<input checked="" type="checkbox"/>	Username	Last Name, First Name	Current Final Grade	Override Grade	[Do Not Use] Last Attendance Date	Default Incomplete Grade	Incomplete Expiry Date
<input checked="" type="checkbox"/>			A-		<input type="checkbox"/> [Do Not Use] Never Attended		<input type="button" value="Select Date"/>
<input checked="" type="checkbox"/>			B-	I	<input type="checkbox"/> [Do Not Use] Never Attended		2/5/2024



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Important Note: If you have **merged sections**, such as courses with labs or seminars, or if you have **nested sections**, such as courses with reserved seating, you will need to repeat the export process for **each** section. You will know if you have a merged or nested course if you see a drop-down menu titled **Scope** above the **Grade Type** field. If you have merged or nested sections, follow the additional steps below:

- a. Click the **Scope** drop-down menu to view the list of merged or nested sections.
- b. Select the section you want to export and select all users for that section.
- c. Once you have selected the relevant students for that section, then continue the **Export** process outlined below.
- d. **Repeat** the Export process for each section.

Export Grades for 2023F PSYC-110-TESTAB - Experimental Psychology

Scope: 2023F PSYC-110-TESTA - Experimental Psychology

Grade Type: Final Grade

Section: 2023F PSYC-110-TESTA - Experimental Psychology

<input checked="" type="checkbox"/>	Username	Last Name, First Name	Current Final Grade	Override Grade	[Do Not Use] Last Attendance Date	Default Incomplete Grade	Incomplete Expiry Date
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	A-		<input type="checkbox"/> [Do Not Use] Never Attended		<input type="button" value="Select Date"/>
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	B-		<input type="checkbox"/> [Do Not Use] Never Attended		<input type="button" value="Select Date"/>

4. Click the **Export** button at the bottom of the screen.
5. Once you have Exported your grades, the **Export Details** screen will appear.



6. The **Export Details** screen will appear.

- Check the **Status** to ensure it states **Success**. You can also view the number of **Successful Exports**, which should be equal to the number of students in your section.
- In the **Results** column, you can confirm the result status by student.

Export Details

Exported Org Unit: 2020 Fall Academic Writing Strategies (ENGL-151-D02)

Status: Success

Start: Dec 10, 2020 3:32 PM

End: Dec 10, 2020 3:32 PM

Initiated by: [redacted]

Excluded Users: 0

Successful Exports: 28

Failed Exports: 0

Grade Type: Final Grade

Username	Last Name, First Name	Submitted Grade	Last Attendance Date	Default Incomplete Grade	Incomplete Extension Expiry Date	Result
[redacted]	[redacted]	C+	12/2/2020			Accepted by SIS
[redacted]	[redacted]	A-	12/2/2020			Accepted by SIS

- If your export was **not** successful, an **Error** status will display. Check the **History** column for an explanation of each error. **Note:** If someone else is accessing a student's records at the same time, you may receive an error. In this case, you may want to wait a couple minutes and then try exporting all the student grades again.

Export Details

Exported Org Unit: 2020 Fall Academic Writing Strategies (ENGL-151-D02)

Status: Error

Start: Dec 10, 2020 2:07 PM

End: Dec 10, 2020 2:07 PM

Initiated by: C0439073

Excluded Users: 0

Successful Exports: 23

Failed Exports: 5

Grade Type: Final Grade

Username	Last Name, First Name	Submitted Grade	Last Attendance Date	Default Incomplete Grade	Incomplete Extension Expiry Date	Result	History
[redacted]	[redacted]	C+	12/2/2020			Send failed	invalid_grade.posting: Final grades cannot be changed after they have to the unedited value - [redacted]
[redacted]	[redacted]	A-	12/2/2020			Send failed	invalid_grade.posting: Final grades cannot be changed after they have to the unedited value - [redacted]

7. Check the Grading tab in the Faculty section of myCamosun to confirm all registered students have a grade and that your grades exported correctly.

Note: If you discover an error on the **same day** you exported the grades, you can re-export your Final Adjusted Grades **multiple times** or manually update the Final Grades in myCamosun. However, you cannot re-export or manually update grades in myCamosun once the grades are verified which occurs daily between 12:00 a.m. and 3:30 a.m.

If you find a data entry error or need to make an official grade change after a grade has verified, submit a [Grade Change Request](#) through the Team Dynamix Service Portal.



Frequently Asked Questions

1. **Can faculty still manually input final grades into myCamosun?**
 - Yes. Instructions can be found on the Learning Hub at myCamosun Faculty.
2. **Are final grades exported to myCamosun when the faculty member “releases” the final grade in D2L?**
 - Grades will not be sent from D2L to myCamosun until you have calculated and released the Final Adjusted Grades to students in D2L AND completed the Export process which transfers your Final Adjusted Grades from D2L to myCamosun.
3. **Once the grades are posted in myCamosun, are they “official”?**
 - Yes, but grades can be changed and re-exported until they are “Verified”.
 - “Verification” occurs automatically every night between 12:00 a.m. and 3:00 a.m.
 - Final grades become visible to students in myCamosun once they are verified.
4. **Is it possible to individually export final grades for specific students from D2L to myCamosun?**
 - Yes, final grades can be released and exported individually from D2L into myCamosun. However, you cannot re-export the same students’ grades the next day (i.e., once the grades are verified).
5. **Can I export midterm grades from D2L to myCamosun?**
 - This feature is not yet configured through the D2L grades export to myCamosun.
 - Faculty may choose to manually enter midterm grades into myCamosun.

Visit the [Faculty Learning HUB](#) for information about entering and updating grades in myCamosun.



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