Final Grades Transfer and Release – D2L Checklist

This checklist is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

1. Set Final Grades to stay updated as you add grades (you can see the updates, but students won't until you **Release** the Final Grade):

    - Settings → Calculation Options tab → Grade Calculations/Auto Update (at the bottom) – select **Automatically keep final grades updated** → Save

2. Set the Final Calculated Grade to the Camosun Standard Grading Scheme (so you and the students will see a letter grade):

    - Edit Final Calculated Grade → Grade Scheme, select **Camosun Standard Grading Scheme** → Save and Close

3. When ready to release grades, you first need to transfer the **Final Calculated Grades** to the **Final Adjusted Grades** column (and adjust individual students' grades if necessary):

    - Enter Grades → Transfer All (in the top drop-down menu) → make changes to Final Adjusted Grade column as needed → Save and Close

4. You will then need to release the Final Grades to your students (if you want to):

    - Enter Grades → select all students → click Release→ Save and Close

Things to Remember

To confirm what your students can see, go to **Grades**, and to **Enter Grades**, then click the dropdown arrow next to a student and click **Preview**. The popup window shows you what that student sees.

For detailed instructions on the steps here, see the relevant Grades tutorials.