



## Keeping Final Grades Updated – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved when you want to keep the **Final Calculated Grade** column updated (in the **Enter Grades** area) so you can keep track of how your students are doing as you add marks to grade items.

### Steps

1. Go to the **Grades** tool in your course.
2. From either **Enter Grades** or **Manage Grades**, click **Settings**.

Training Course 01 Course Home My Tools ▾ Edit Course

Enter Grades **Manage Grades** Schemes

**Settings** Help

New ▾ More Actions ▾

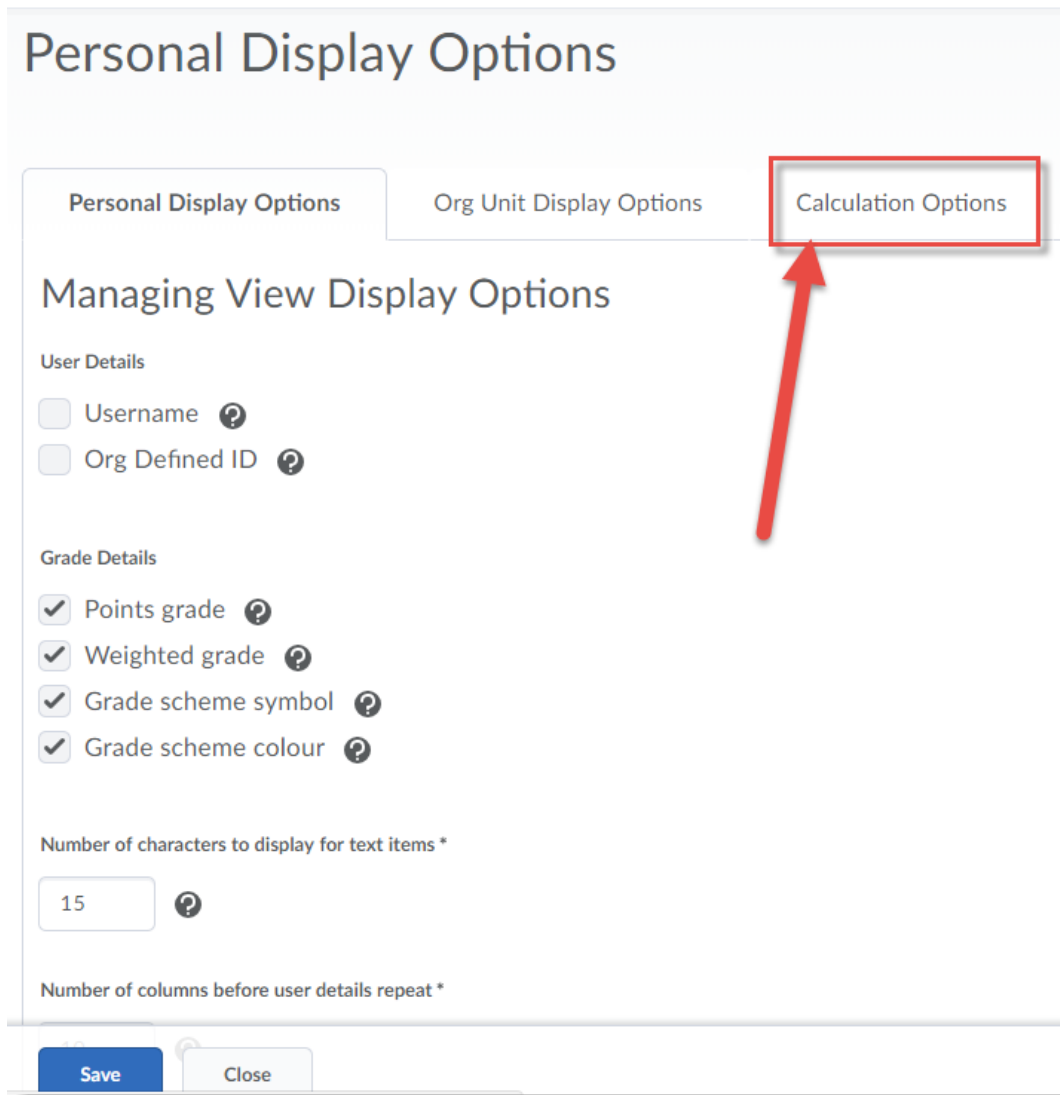
Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignments ▾				14
<input type="checkbox"/>	Assignment 1 ▾	Numeric	Dropbox ?	20	33.33333333
<input type="checkbox"/>	Assignment 2 ▾	Numeric	Dropbox ?	30	33.33333333
<input type="checkbox"/>	Assignment 3 ▾	Numeric	Dropbox ?	25	33.33333333
<input type="checkbox"/>	Dropbox Grade Items with Rubrics ▾				10
<input type="checkbox"/>	Assignment 1 (Holistic with Percentages) ▾	Numeric	Dropbox ?	10	20



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

3. Click on the **Calculations Options** tab.



The screenshot shows a dialog box titled "Personal Display Options". It has three tabs: "Personal Display Options", "Org Unit Display Options", and "Calculations Options". The "Calculations Options" tab is highlighted with a red rectangular box, and a red arrow points to it from below. The "Calculations Options" tab is currently selected, and its content is visible. The content includes a section titled "Managing View Display Options" with two sub-sections: "User Details" and "Grade Details". Under "User Details", there are two checkboxes: "Username" and "Org Defined ID", both of which are unchecked. Under "Grade Details", there are four checkboxes: "Points grade", "Weighted grade", "Grade scheme symbol", and "Grade scheme colour", all of which are checked. Below these sections, there is a text input field labeled "Number of characters to display for text items \*" with the value "15" entered. At the bottom of the dialog box, there are two buttons: "Save" and "Close".

Personal Display Options

Personal Display Options   Org Unit Display Options   **Calculations Options**

Managing View Display Options

User Details

☐ Username ?

☐ Org Defined ID ?

Grade Details

☒ Points grade ?

☒ Weighted grade ?

☒ Grade scheme symbol ?

☒ Grade scheme colour ?

Number of characters to display for text items \*

15 ?

Number of columns before user details repeat \*

Save   Close



- Under **Auto Update** (at the bottom of the page), select **Automatically keep final grades updated**. Click **Save**. Then click **Close**. When you go to the **Enter Grades** area, you will now see that the **Final Calculated Grades** column is updated each time you add new marks to grade items.

- 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 ?  
☒ Adjusted Final Grade ?

☐ Automatically release final grade ?

### Grade Calculations

Ungraded items

☒ Drop ungraded items ?  
☐ Treat ungraded items as 0 ?

☒ Auto Update  
☒ Automatically keep final grades updated ?

**Save** **Close**

## Things to Remember

Note that students will NOT be able to see these ongoing Final Calculated Grade column updates unless you release the **Final Calculated Grade** item.



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).