



Releasing Final Adjusted Grades – 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 for assistance.

Scenario

This tutorial will cover the steps involved when you wish to release your Final Grades to your students.

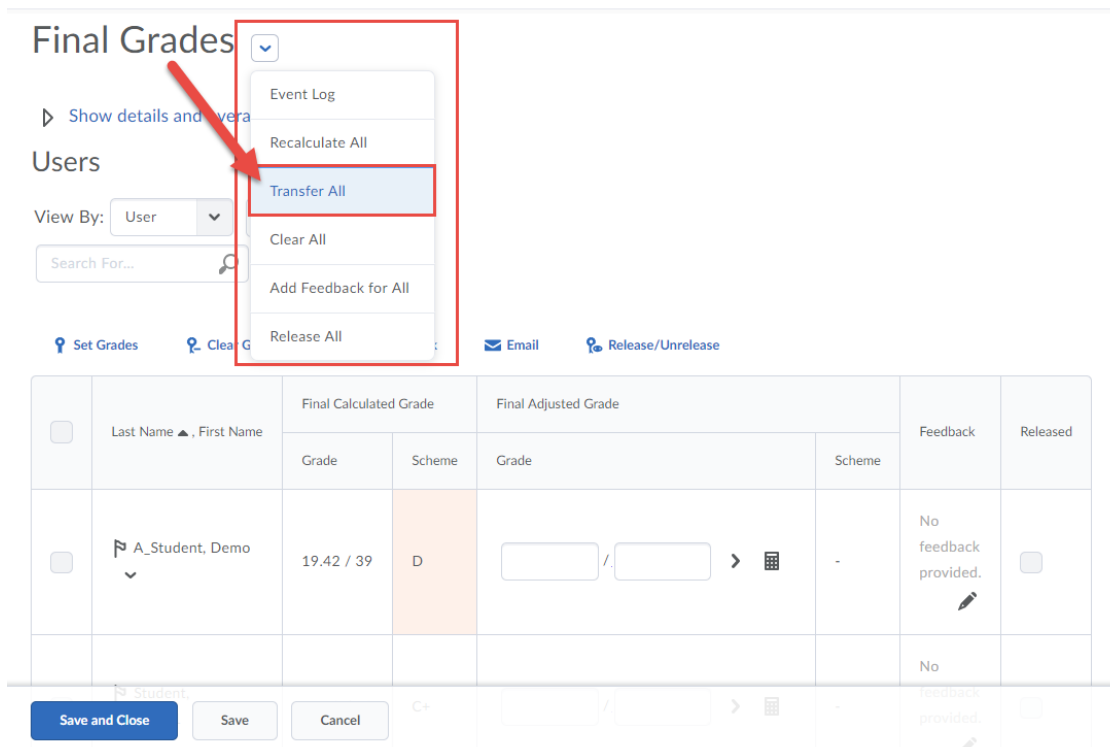
Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Enter Grades** area.
2. Click on the down arrow next to the **Final Grade** (Calculated or Adjusted) and select **Enter Grades**.

The screenshot shows the D2L Grades tool interface. At the top, there are navigation links: Training Course 03, Course Home, My Tools, ePortfolio, My Media, Course Media, and Edit Course. Below these are tabs for Enter Grades (selected), Manage Grades, and Schemes. There are buttons for Import, Export, Switch to Spreadsheet View, and More Actions. A 'View By' dropdown is set to 'User' with an 'Apply' button. A search bar is present with a 'Show Search Options' link. An 'Email' icon is visible. The main table has columns for 'Last Name, First Name', 'Final Grades', 'Exams', 'Subtotal', and 'Video'. The 'Final Grades' column has a dropdown menu open, showing options: 'Enter Grades' (highlighted with a red box), 'View Statistics', and 'View Event Log'. A red arrow points from the search bar area to the dropdown menu, and another red arrow points from the dropdown menu to the 'Enter Grades' option.

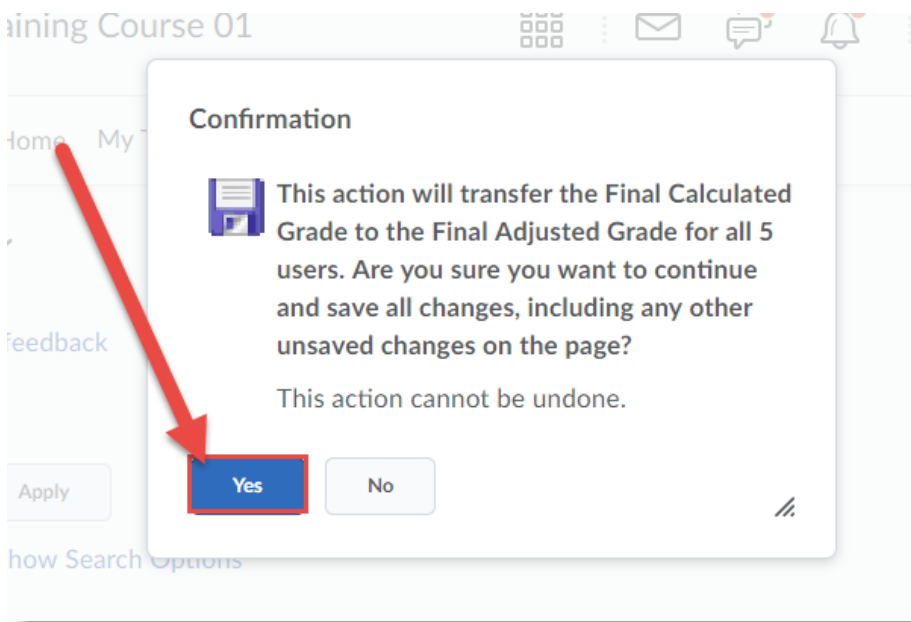


3. First, you want to transfer all the Final Calculated Grades into the Final Adjusted Grade column. To do this, click on the down arrow next to the title **Final Grades**, and select **Transfer All**.



The screenshot shows the 'Final Grades' interface. A dropdown menu is open under the 'Final Grades' title, with 'Transfer All' highlighted. The interface includes a 'Users' section with a 'View By' dropdown set to 'User' and a search bar. Below the menu are buttons for 'Set Grades', 'Clear G', 'Email', and 'Release/Unrelease'. The main table has columns for 'Last Name', 'First Name', 'Final Calculated Grade' (with sub-columns for 'Grade' and 'Scheme'), 'Final Adjusted Grade' (with sub-columns for 'Grade' and 'Scheme'), 'Feedback', and 'Released'. A row for 'A_Student, Demo' is visible, showing a grade of '19.42 / 39' and a scheme of 'D'. At the bottom are buttons for 'Save and Close', 'Save', and 'Cancel'.

4. Click **Yes** in the **Confirmation** pop-up box to continue.



The screenshot shows a 'Confirmation' pop-up box. The text inside reads: 'This action will transfer the Final Calculated Grade to the Final Adjusted Grade for all 5 users. Are you sure you want to continue and save all changes, including any other unsaved changes on the page? This action cannot be undone.' At the bottom are 'Yes' and 'No' buttons, with 'Yes' highlighted. The background shows a blurred interface with 'aining Course 01' and 'Apply' button.



5. Your Final Calculated Grades will be transferred into the Final Adjusted Grade column. To then release the Final Grades, move on to **Step 6** below. If you do NOT want to release the grades at this time, click **Save and Close**. The final grades will be saved, but NOT released to students.

Final Grades ▾

▶ Show details and overall feedback

Users

View By: User ▾ Apply

Search For... 🔍 Show Search Options

📍 Set Grades 📍 Clear Grades 📍 Add Feedback 📧 Email 📄 Release/Unrelease

	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		
<input type="checkbox"/>	A_Student, Demo ▾	19.42 / 39	D	19.41666 / 39 > 📊		No feedback provided. ✎	<input type="checkbox"/>
<input type="checkbox"/>	Student, Training01 ▾	47.59 / 69	C+	47.59444 / 69 > 📊		No feedback provided. ✎	<input type="checkbox"/>
<input type="checkbox"/>	Student, Training02 ▾	32.08 / 59	D	32.08333 / 59 > 📊		No feedback provided. ✎	<input type="checkbox"/>
<input type="checkbox"/>	Student, Training03 ▾	38.12 / 59	C+	38.12499 / 59 > 📊		No feedback provided. ✎	<input type="checkbox"/>
<input type="checkbox"/>	Student, Training04 ▾	13.93 / 39	F	13.93333 / 39 > 📊		No feedback provided. ✎	<input type="checkbox"/>

Save and Close Save Cancel

100 per page ▾



- To release your **Final Grades**, click on the select box at the top of the student grade table to select all students.

Final Grades ▾

▶ Show details and overall feedback

Users

View By:

Search For...

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		
<input checked="" type="checkbox"/>	A_Student, Demo ▾	19.42 / 39	D	19.41666 / 39	NW	No feedback provided. <input type="button" value="edit"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student, Training01 ▾	47.59 / 69	C+	47.59444 / 69	NW	No feedback provided. <input type="button" value="edit"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student, Training02 ▾	32.08 / 59	D	32.08333 / 59	NW	No feedback provided. <input type="button" value="edit"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student, Training03 ▾	38.12 / 59	C+	38.12499 / 59	NW	No feedback provided. <input type="button" value="edit"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student, Training04 ▾	13.93 / 39	F	13.93333 / 39	NW	No feedback provided. <input type="button" value="edit"/>	<input type="checkbox"/>

100 per page ▾

- Click **Release/Unrelease**. You will then see checkmarks in the **Release Final Adjusted Grade** column. Click **Save and Close**. Click **Yes** in the pop-up box that appears.

Final Grades ▾

▶ Show details and overall feedback

Users

View By:

Search For...

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	A_Student, Demo ▾	19.42 / 39	D	19.41666 / 39	NW	No feedback provided. <input type="button" value="edit"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Student, Training01 ▾	47.59 / 69	C+	47.59444 / 69	NW	No feedback provided. <input type="button" value="edit"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Student, Training02 ▾	32.08 / 59	D	32.08333 / 59	NW	No feedback provided. <input type="button" value="edit"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Student, Training03 ▾	38.12 / 59	C+	38.12499 / 59	NW	No feedback provided. <input type="button" value="edit"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Student, Training04 ▾	13.93 / 39	F	13.93333 / 39	NW	No feedback provided. <input type="button" value="edit"/>	<input checked="" type="checkbox"/>

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- You will then see the **Final Adjusted Grades** in the **Enter Grades** table, with open eye icons, indicating that those grades are now released to your students.

The screenshot shows the 'Enter Grades' interface with a table of student grades. The table has columns for 'Last Name, First Name', 'Final Calculated Grade', 'Final Adjusted Grade', 'Assignment 1', and 'Assignment 2'. The 'Final Adjusted Grade' column is highlighted in red, and a red arrow points to the '19.42 / 39, NW' entry, which has an eye icon next to it.

Last Name, First Name	Final Grades		Assignments	
	Final Calculated Grade	Final Adjusted Grade	Assignment 1	Assignment 2
A_Student, Demo	19.42 / 39, D	19.42 / 39, NW	15 / 20, 5.25 / 7, 7.75 %	25 / 30, 5.83 / 7, 83.33 %
Student, Training01	47.59 / 69, C+	47.59 / 69, NW	12 / 20, 2.8 / 4.67, 60 %	18 / 30, 2.8 / 4.67, 60 %
Student, Training02	32.08 / 59, D	32.08 / 59, NW	20 / 20, 7 / 7, 100 %	6 / 30, 1.4 / 7, 20 %
Student, Training03	38.12 / 59, C+	38.12 / 59, NW	19 / 20, 13.3 / 14, 95 %	Exempt
Student, Training04	13.93 / 39, F	13.93 / 39, NW	Exempt	12 / 30, 5.6 / 14, 40 %

Things to Remember

As alluded to in Step 5, if you are not finalizing the grades for all your students at one time, you can set and save your **Final Adjusted Grades** *without* releasing them, and then release them once you have finalized all your students' grades. In addition, make sure your Final Calculated Grade is set to the **Camosun Standard Grading Scheme**:

- Edit** your Final Calculated Grade.
- In the **Grade Scheme** drop-down menu, select **Camosun Standard Grading Scheme**, and click **Save and Close**.

The screenshot shows the 'Properties' dialog box for a grade item. The 'Grade Scheme' dropdown menu is open, showing 'Camosun Standard Grading Scheme' selected. A red arrow points to the 'Save and Close' button.

