



Final Grades Export Checklist

In order to successfully export your final grades from D2L to myCamosun, you must ensure that you have the following settings selected and processes completed. Otherwise, the export will fail.

In the D2L **Grades** tool, verify the following have been set up and saved:

Settings

- Under the Org Unit Display Options tab, select **Grade scheme symbol**
- Under Calculation Options tab (in the Final Grade Release section), select **Adjusted Final Grade**

Manage Grades

- Edit the **Final Adjusted Grade** item, and from the **Grade Scheme** drop-down, select either the **Camosun Standard Grading Scheme** or **Competency Grades Scheme**.

Enter Release

- Select **Enter Grades** for the Final Calculated Grade
- Select **Recalculate All** to make sure the Final Calculated Grades are correct
- Select **Transfer All** to transfer Calculated Grades into the Final Adjusted Grades column
- Make any adjustments to the Final Adjusted Grades, then select students and click **Release**. Then click **Save and Close**. **You must Release your Final Adjusted Grades to students after you do your grade calculations.**

Export Grades

- Double check your Final Adjusted Grades, and only then click **Export to SIS**

