



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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

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

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



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

Personal Display Options

Personal Display Options Org Unit Display Options **Calculation 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 *

 ?

Number of columns before user details repeat *



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- 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 ?

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.



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