



## Release Final Grades in D2L

1. In D2L, select the course you intend to edit.
2. Select **Grades** on the Navigation bar.

The screenshot shows the D2L course navigation bar for 'PHOT 1123-INTRODUCTION TO PHOTOGRAPHY-SEC 001'. The 'Grades' link is highlighted with an orange arrow pointing to it from the right. Other navigation links include Course Home, Content, Discussions, Dropbox, Quizzes, Groups, Classlist, Surveys, and Edit Course. The user is logged in as BRANDON RACZKOSKI on 7/8/2015.

Select Grades

3. Within Grades, select **Settings**.

The screenshot shows the 'Enter Grades' page in D2L. The 'Settings' link is highlighted with an orange arrow pointing to it from the right. The page includes options for 'Import', 'Export', and 'More Actions'. Below these are 'View By' and 'Search For' fields. A table displays student grades for 'Final Grades' and 'Weekly Assignments'.

First Name, Last Name	Final Grades				Weekly Assignments			First Name, Last Name	Subtotal
	Final Calculated Grade	Self-Introduction	Shutter Speed Assignment	Aperture Assignment	ISO	Weekly Assignments			
NIKESH, PAMU	96 %	100 %	90 %	70 %	100 %	NIKESH, PAMU	26 / 30, 86.		
VIKAS, SHETKAR	94 %	100 %	100 %	100 %	100 %	VIKAS, SHETKAR	30 / 30, 1		
NIKHIL KUMAR, MADA SAI	94 %	100 %	90 %	90 %	100 %	NIKHIL KUMAR, MADA SAI	28 / 30, 93.		
JERIMY, SHERIN	89 %	100 %	100 %	50 %	100 %	JERIMY, SHERIN	25 / 30, 83.		
ROHIT, SINGH	87 %	100 %	50 %	100 %	100 %	ROHIT, SINGH	25 / 30, 83.		

Select Settings



4. Select **Calculation Options**. Check to make sure you will release either Calculated or Adjusted Grade. Enable **Auto Update**. Click **Save**.

Course Home Content Discussions Dropbox Quizzes Classlist Grades Surveys Edit Course

### Calculation Options

**Personal Display Options** **Org Unit Display Options** **Calculation Options** ← Select Calculation Options

#### Grading System

Grading System

Weighted ⓘ

**Example:**  
Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)  
Final Grade: /100%

Points ⓘ

**Example:**  
Assignments Category (40 points)  
- 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 ⓘ ← Select Calculated Final Grade

Adjusted Final Grade ⓘ

#### Grade Calculations

Ungraded Items

Drop ungraded items ⓘ

Treat ungraded items as 0 ⓘ

Auto Update

Automatically keep final grades updated ⓘ

Save ← Click Save Close

5. Select **Enter Grades**. To release grades, click on the triangle under Final Grades and select **Grade All**.

Course Home Content Surveys Edit Course

### Enter Grades

← Click Enter Grades

Manage Grades Behaviors Data

Settings Help

Import Export More Actions

View By: User Apply Switch to Spreadsheet View

Search For: Show Search Options

Email 20 per page

First Name, Last Name	Final Grades		Self-Introduction	Weekly Assignments			First Name, Last Name	Subtotal
	Final Calculated Grade	▼		Shutter Speed Assignment	Aperture Assignment	TRN		
NIKESH, PAMU	96 %	▼	100 %	90 %	7		26 / 30, 86.	
VIKAS, SHETKAR	94 %	▼	100 %	100 %	10		30 / 30, 1	
NIKHIL KUMAR, MADRA SAI	94 %	▼	100 %	90 %	90 %	100 %	SAI 28 / 30, 93.	
JERIMY, SHERIN	89 %	▼	100 %	100 %	50 %	100 %	JERIMY, SHERIN 25 / 30, 83.	
ROHIT, SINGH	87 %	▼	100 %	50 %	100 %	100 %	ROHIT, SINGH 25 / 30, 83.	

Email 20 per page

← Click Grade All



6. Click the **check-box** on the top left to select all Users and then select **Release/Unrelease** to Release Final Adjusted Grade to all Users. Click **Save**.

Final Grades ▾

> Show details and overall feedback

**Users**

View By: User ▾ Appl

Search For:  Show Search Options

Grade  Clear  Email  Release/Unrelease  20 ▾ per page

	First Name ▲, Last Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Release Final Adjusted Grade	Event Log
		Grade	Scheme	Grade	Scheme			
<input checked="" type="checkbox"/>	JERIMY, SHERIN	89 / 100	89 %	<input type="text"/> 89 / <input type="text"/> 100	89 %	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	NIKESH, PAMU	96 / 100	96 %	<input type="text"/> 96 / <input type="text"/> 100	96 %	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	NIKHIL KUMAR, MADA SAI	94 / 100	94 %	<input type="text"/> 94 / <input type="text"/> 100	94 %	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	ROHIT, SINGH	87 / 100	87 %	<input type="text"/> 87 / <input type="text"/> 100	87 %	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	VIKAS, SHETKAR	94 / 100	94 %	<input type="text"/> 94 / <input type="text"/> 100	94 %	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>

Grade  Clear  Email  Release/Unrelease  20 ▾ per page

**Click Save**

Gradebook is now updated with current scores and feedback.

You should now understand how to enter grades, leave student feedback and feedback for the entire class.

For further support, email [facultyd2l@okstate.edu](mailto:facultyd2l@okstate.edu) or call (405) 744-1000.