

Making Current Grade Averages Visible

In D2L, the current running grade must be released so it is visible to students. There are two parts to this process. To release, or show, the “final” (current) grade to students, you need to make sure these settings are set in Grades:

Settings

1. Go to “Grades” and click “Settings” on the right side of the screen.
2. Click “Calculation Options”.
3. Scroll down to Final Grade Released options.
4. Select “Calculated Final Grade” instead of “Adjusted Final Grade.” You can change this at the end of the semester, but if you select Adjusted Final Grade students can’t see a running total of their grade as the semester goes on.
5. Select “Automatically Release Final Grade.” This will help next semester when you copy this class.
6. Click “Save”.
7. Click “Close.”

Enter Grades

Once these settings are saved, you’ll need to navigate back to the “Enter Grades” screen to complete the second part of the process. **Please note that without doing this next series of steps, your grades still may not be released.** On the “Enter Grades” screen, find the Final Calculated Grade column. It should be the first column to the right of the students’ names, or the last column in the gradebook. If there is an eye icon next to grades in this column, the grades are released and visible to students. If there is a slash through that eye, continue with these steps:

1. Click the drop-down menu next to “Final Calculated Grade” and click “Enter Grades”.
2. Get all your students on the same page, or as many of them as possible. To do this, scroll to the bottom of the screen and select the appropriate number from the drop-down. If you can’t get them all on one screen, get as many as you can.
3. Scroll back to the top of the page and select the select box at the top left corner that selects all the students.
4. Find the button that says “Release/Unrelease.” It’s near the middle of the page on top of the table of students. Click it one time.
5. This should check all the boxes under the “Released?” column.
6. Save. If you had students on a second page, turn to the second page and do the same thing. Continue until all students have a checkbox in the released column and the data has been saved.
7. Save & Close. You should now see an eye with no cross through it next to each grade.