By default, D2L does not automatically reveal final grades to students. Instead, students can only access their scores on individual assignments, without a cumulative view of their course grade. However, instructors have the option to release the final grades for students to view.

Default Grade Settings for a New Course:

- **Grading System:** Points grades
- **Grade Calculations**: Treat ungraded items as 0
- **Final Grade Released**: Final Adjusted Grades
- This grade is not released by default, but if you choose to **Release All** in the Final Grades area, it will be the one visible to students.

Grade Scenarios

- Show students overall midterm grade
- Show students up-to-date grade in the course all semester
- Adjust students' grades at the end of the term
- Release Final Grade

Show Students Overall Midterm Grade

1. Go to **Grades**
2. Select **Manage Grades**
3. Click **New – Item**, then select **Calculated** from the item options.
4. Select the items that should be completed up to this point.

Figure: Select Grade Items student have completed

Note: If you have selected Drop Ungraded Items selected for the overall Calculation Options and you haven't entered a grade, the item will not be calculated in the MidTerm grade. You must enter a grade or a zero (0) to make sure the grade is calculated correctly.

5. Select **Save and Close**

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Show Students Up-to-date Grade in the Course All Semester

By default, the grade released is final adjusted grade. This will need to be updated along with other settings to allow students to see an up-to-date view of grades throughout the semester.

1. Go to **Grades**
2. Select **Settings** in the upper-right
3. Go to the **Calculation Options** tab, and select the following:
   - Under *Final Grade Released*, choose **Calculated Final Grade** and **Select Automatically release final grade.**
   - Under *Grade Calculations*, select **Drop ungraded items** and **Automatically keep final grades updated**.

Figure: Check Calculation options under Settings

4. Select **Save**, click **Yes** to continue.

NOTE: The **Drop Ungraded Items** option will not calculate a grade that has not been entered. Therefore, you must put a zero (0) manually if you someone does not complete the assessment.

5. To test whether the students see this grade, go back to the **Grades** and the **Enter Grades**. Select the arrow to the right of any student and select **Preview**. Review the window that appears. The grade should show at the top of the window.

   If the grade does not show, check the following:
   - In the **Settings** area, select the **Org Unit Display Options**. Review the *Student View Display Options*. The **Grade scheme symbol** must be checked for the student to see their final grade.

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- To allow students to see the percentage scores on only the Final Grade and not for all grades, go to the **Enter Grades** area and select the arrow to the right of the *Final Calculated Grade* column title. Select **Edit**, then scroll down and update the *Display Options* for the Student View. Make sure **Grade scheme symbol** is selected.

Adjust Students' Grades at the End of the Term

1. Go to **Grades**
2. Select **Settings** in the upper-right.
3. Go to the **Calculation Options** tab, and select the following:
   - Under *Final Grade Released*, choose **Adjusted Final Grade**.
   - Select **Save**
4. Go to **Grades** and when viewing the *Enter Grades* area, select the arrow to the right of the **Adjusted Final Grade**.
5. Select **Enter Grades**.
6. Select the arrow to the right of the **Final Grades** title at the top of the page.
   - If Final Calculated Grades have been set to be up-to-date all term, select **Transfer All**, click **Yes** to confirm.
   - If you would like to calculate the adjusted grades, select **Recalculate All**.
     - To include all grade items, choose **Select All** grade items by selecting the top checkbox.
     - To remove certain items from the grade calculation for all students, uncheck the items to throw out of the calculation.
     - Click **Calculate**, then **Yes** to confirm.
7. Troubleshooting: If the grades do not show a Released icon or they show the icon with a slash through it next to the grade, complete the following:
   - Select the arrow to the right of the **Final Adjusted Grade** column and choose **Enter Grades**.
   - Select the arrow to the of the **Final Grades** title at the top of the page, choose **Release All**.
   - Select **Yes**, then **Save**.

Releasing Final Grades

1. Go to Grades.
2. Select the **dropdown arrow** next to the Final Adjusted Grade column title.
3. Select **Enter Grades**.

Note: These instructions are for grade books set up for a Final Adjusted Grade. If the grade book is set to release Calculated Final Grade, skip step 4.

4. Transfer scores from the final calculated grades to the final adjusted grades column:
   - To transfer scores for *all* students, select the **dropdown arrow** next to the Final Grades page title, then select **Recalculate All** [1]. A window with a list of the grade items in the course will open. Select the checkbox at the top of the list to select all grade items, then **Save** at the bottom of the page.
   - To transfer scores for *individual* students, select the **arrow icon** [2] in the Final Adjusted Grade column. The scores will transfer from the Final Calculated Grade column to the Final Adjusted

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Grade column for each student, and the value in the "Grade" field can be changed to manually adjust the Final Adjusted Grade if necessary.

5. Select the **dropdown arrow** [1] next to the Final Grades page heading.
6. *Select **Release All** [2].*

7. Select **Yes**.
8. Select **Save and Close**.

Notes:

- *The easiest way to know if you have done this is you will see the eyeball icon by the grades. If it is not released, the icon will have a slash through it.*
- *Final grades calculated or entered in D2L are not official. Instructors must enter final grades in Tech Connect for grades to appear in official Tennessee Tech student records.*

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