

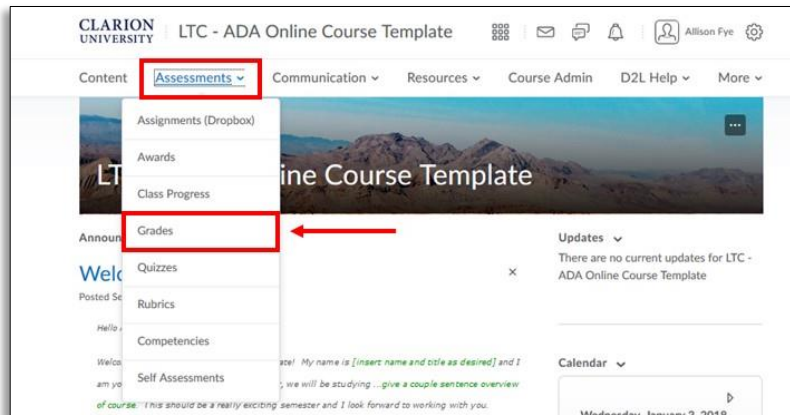
## Grades

Before any grades can be entered, you must set-up the grades area based on your grade scheme – points or weighted, for example - in each course. Grades can be entered manually or linked to another tool in D2L - such as Assignments, Quizzes, or Discussions - to automatically populate your grade book for that assessment. Click on a topic below for details.

[Setting up Grade Area](#) | [Adding Grade Items](#) | [Entering Grades](#)  
[Releasing Final Grades](#) | [Adjusted Final Grade](#)

## Setting up the Grades Area

1. Log into D2L and enter your course.
2. In the navbar at the top of the page, click the assessments link and select “grades.”



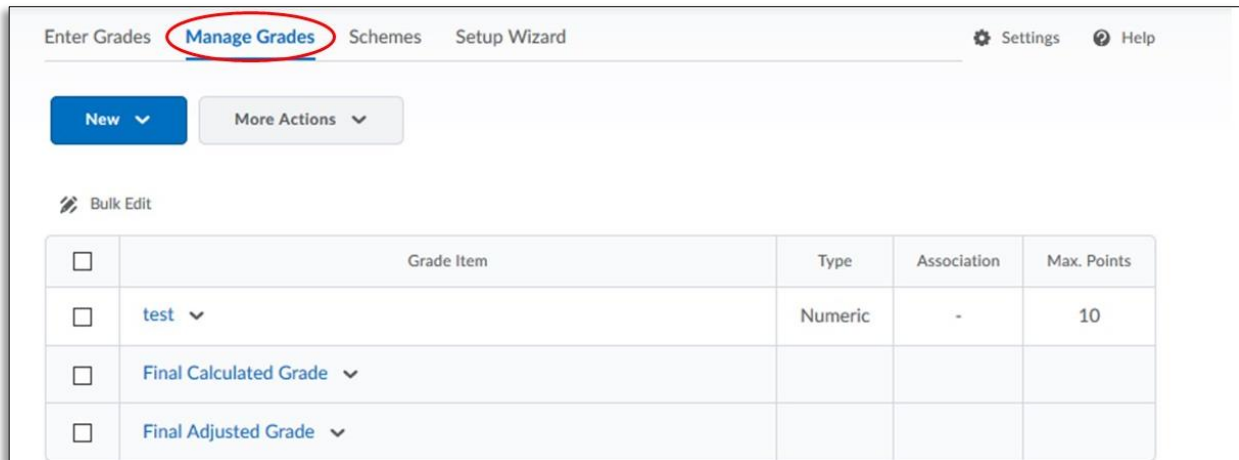
3. If a gradebook has not already been set up or copied from another course/term, you should see the **Grades Setup Wizard** when you enter the **Grades** tool. Grades settings can be changed by choosing the Grades Setup Wizard again in the top portion of the page, or edit the current options by clicking **“Settings”** in the upper right corner of the page.
4. Choose your grade scheme, and other calculation options.

**NOTE: Under “Final Grade Released” in grades settings, it is recommended that instructors change the default from “Adjusted Final Grade” to “Calculated Final Grade”.**

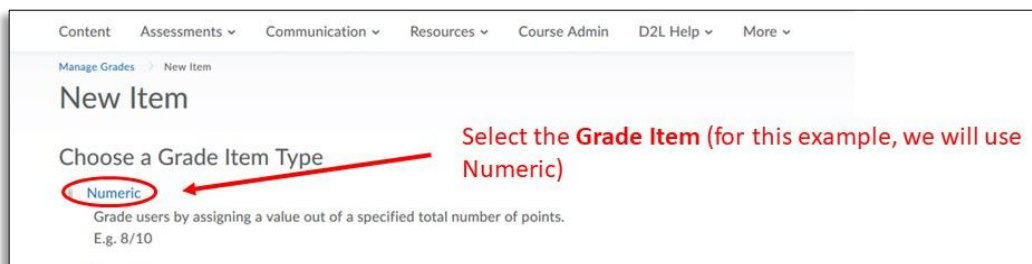
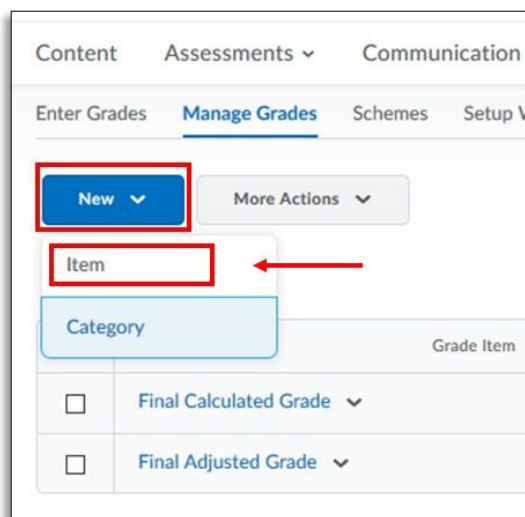
[Back to Top](#)

## Adding Grade Items

Start in the **Manage Grades** area by clicking the manage grades option at the top of the page. (Figure 1)



1. On the grades list page, click the **NEW** button and select **Item**.
2. Next, create the **grade items** - Usually **Numeric** for most assessments.



[Back to Top](#)

3. On the **Properties** tab, enter a **name for the grade item** and the **point value**. If you are using a weighted scale, you must also choose a category from the Category drop down. Optionally, if you are using a points- scale, you can still use categories to keep your grade items organized.

The screenshot shows the 'New Item' form with the following details:

- Properties Tab:** Active.
- General Section:**
  - Type: Numeric
  - Name: Assignment 3 (with red arrow and text: Enter grade item name)
  - Short Name: (empty)
  - Category: None (with [New Category] link)
  - Show Description: (toggle)
- Grading Section:**
  - Maximum Points: 10 (with red arrow and text: Enter points value)
  - Can Exceed: (checkbox)
  - Bonus: (checkbox)
  - Exclude from Final Grade Calculation: (checkbox)
  - Grade Scheme: -- Default Scheme -- (Percentage)
- Rubrics Section:**
  - Add Rubric: (button)
  - No rubrics selected.
  - [Create Rubric in New Window]
- Display Options Section:**
  - Show Display Options: (toggle)
  - Buttons: Save and Close, Save and New, Save (with red arrow and text: When you are finished, click save), Cancel

4. You can also set optional items such as grading or display options. When you are finished, click **Save**. Then move on to the **Restrictions** tab.

[Back to Top](#)

5. **Optional:** On the **Restrictions** tab, you can set **date and time restrictions** for the visibility of the grade item. Once you are finished on this tab, click **Save**.

**Edit Item: test**

Properties Restrictions Objectives

**General**

Visibility

Grade item is always visible ← You can specify **visibility restrictions** if desired

Hide this grade item

Grade item is visible for a specific date range

Has Start Date

1/3/2018 1:48 PM Now  
Canada - Toronto

Has End Date

1/10/2018 1:48 PM Now  
Canada - Toronto

Display in Calendar

**Release Conditions**

▶ Show Release Conditions You can also add **release conditions** if desired

Save and Close Save and New **Save** Cancel

## Entering Grades

You can enter scores via the “**Manage Grades**” view or the “**Enter Grades**” view.

- From **Manage Grades**: Click on the drop-down menu next to a grade item and select **Enter Grades** from the contextual menu. In the subsequent screen, enter values for each student.
- From **Enter Grades**: Click on “Switch to Spreadsheet view” to reveal fields to enable the entry of scores:

Enter Grades Manage Grades Schemes Setup Wizard

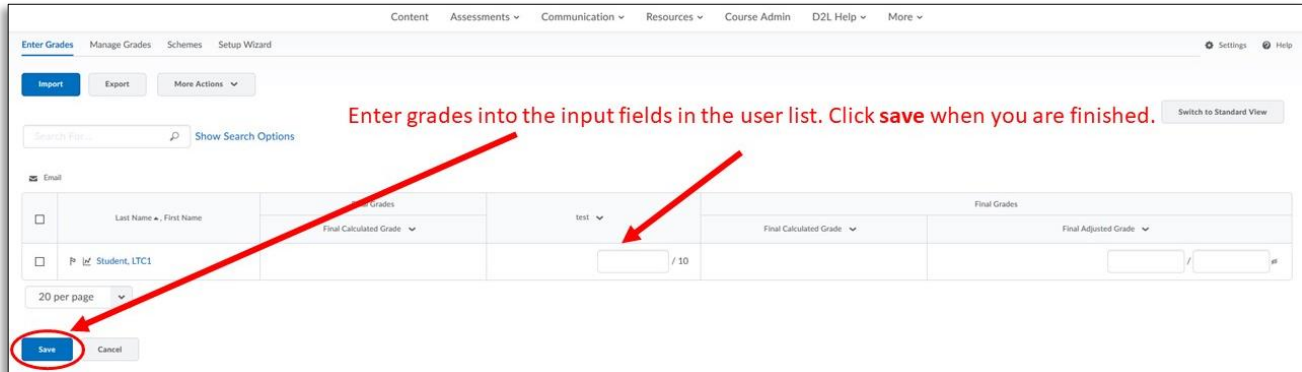
Import Export **Switch to Spreadsheet View** More Actions ▾

View By: User ▾ Apply

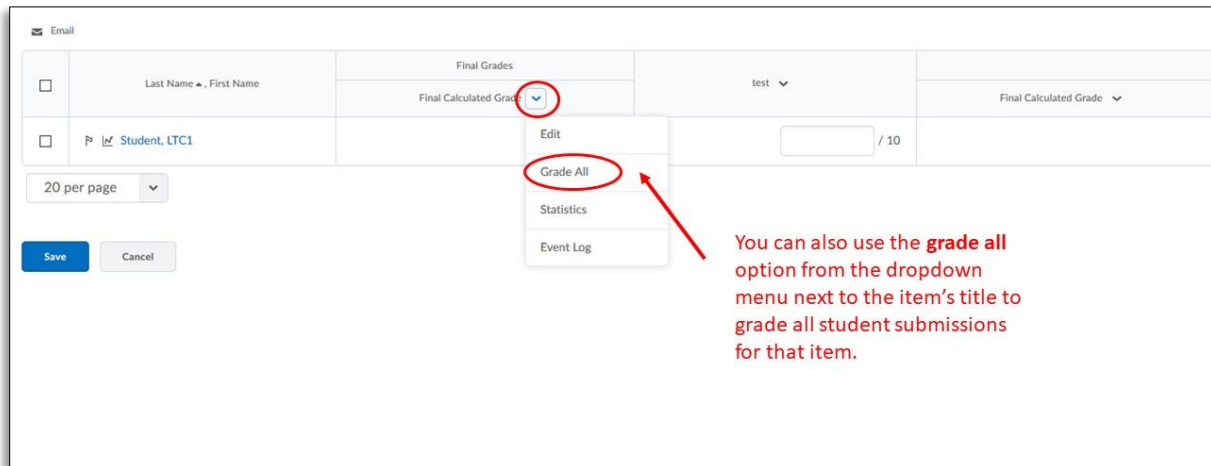
Search For... 🔍 Show Search Options

[Back to Top](#)

3. Enter the grades in the **input fields** in the User List. When you are finished entering grades, click **Save**.



**Note:** From **Enter Grades > Spreadsheet view**, you can also click on the drop down menu next to a specific grade item and select "Grade All" to grade all students for that item.



## Releasing Final Grades

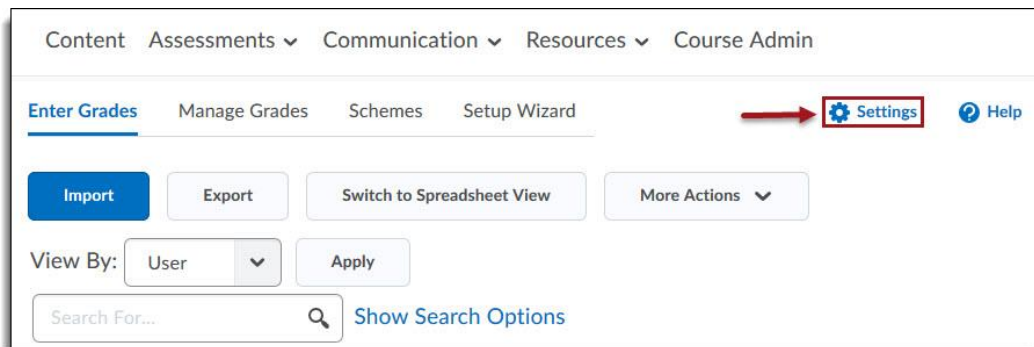
By default, students are only able to view individual grade item values in the student **Grades** area. Students cannot see their overall, cumulative grade until the instructor "releases" it.

This can be done anytime during the term. Alternatively, in **Grades > Settings > Calculation options**, instructors may select the '**Automatically Release Final Grade**' check box during grade set up.

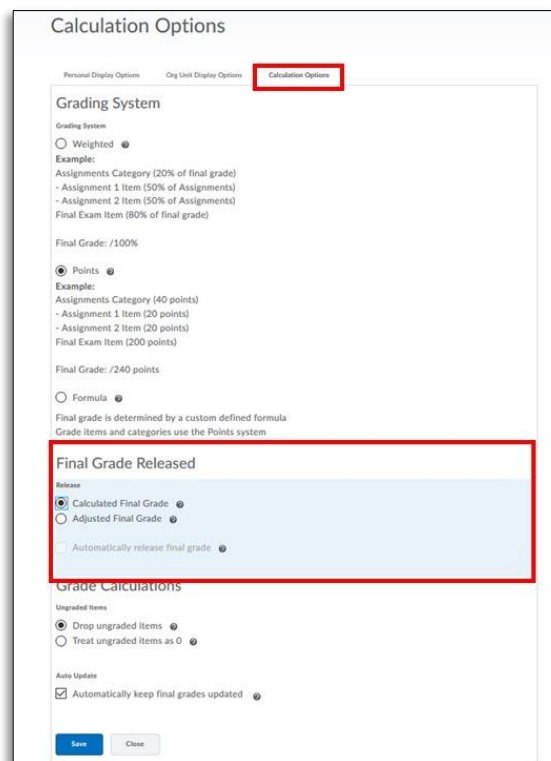
[Back to Top](#)

To allow students to see the Final Grade column, you will have to "release" it:

1. Verify that your grade book settings are set to release the "Calculated Final" grade (best). Click on **settings** on the upper right side of the page. Alternatively, if using the "Final Adjusted Grade", please continue reading to follow the steps to release the "Final Adjusted Grade".

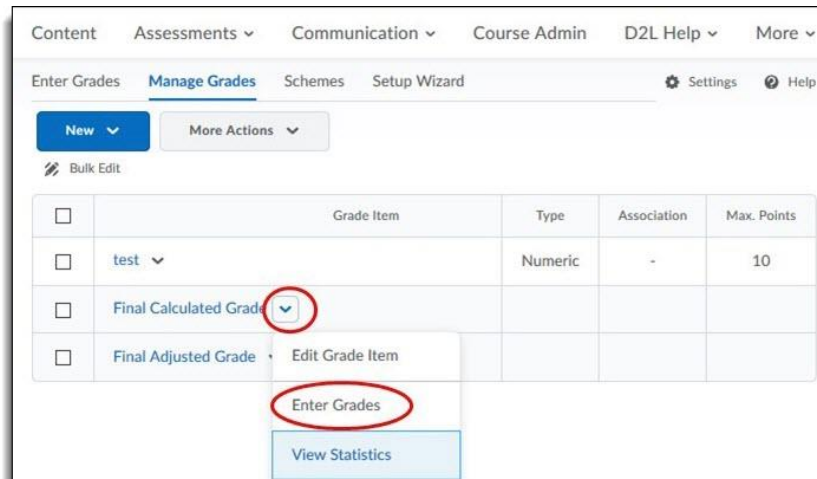


2. At the top of the screen, select the **Calculation Options** tab. Toward the bottom of the screen under Final Grade Released, make sure that Calculated Final Grade is selected. Select to automatically release final grade – if desired- to make the cumulative score visible from the beginning. Under "**Auto Update**", select "*automatically keep final grades updated.*" to allow D2L to keep a running total of all grade items. Then click **Save**.

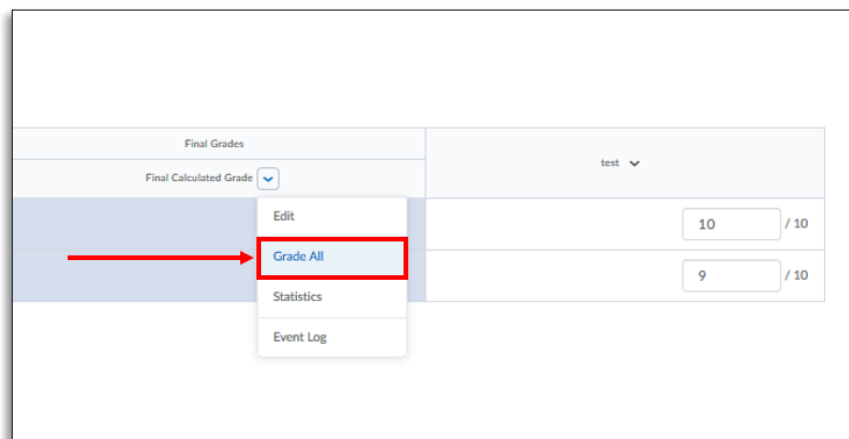


[Back to Top](#)

3. To release your Final Calculated Grade so your students can see their cumulative semester score, navigate to Manage Grades.
  - a. In "**Manage Grades**" (default) view, click the "more actions" drop-down menu next to the "Final Calculated Grade" item.
  - b. Choose "**Enter Grades.**"

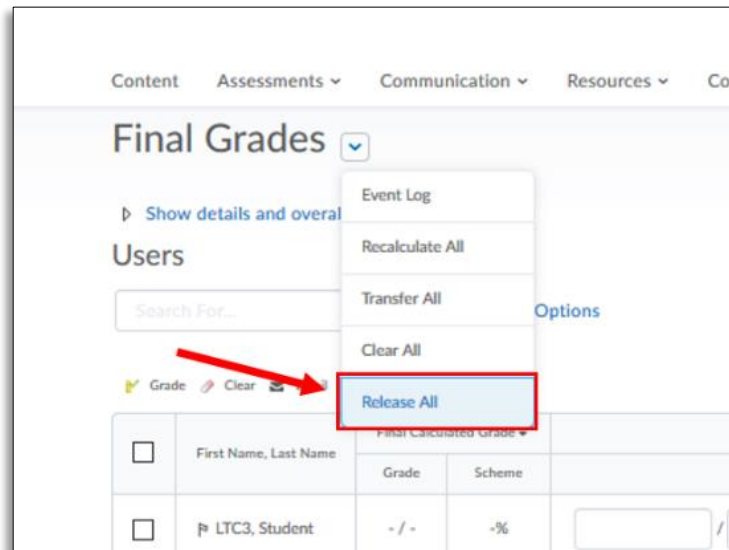


4. Alternatively, in the "**Enter Grades**" view, click the "more actions" drop-down menu next to the "Final Calculated Grade" column header and choose "**Grade All**".

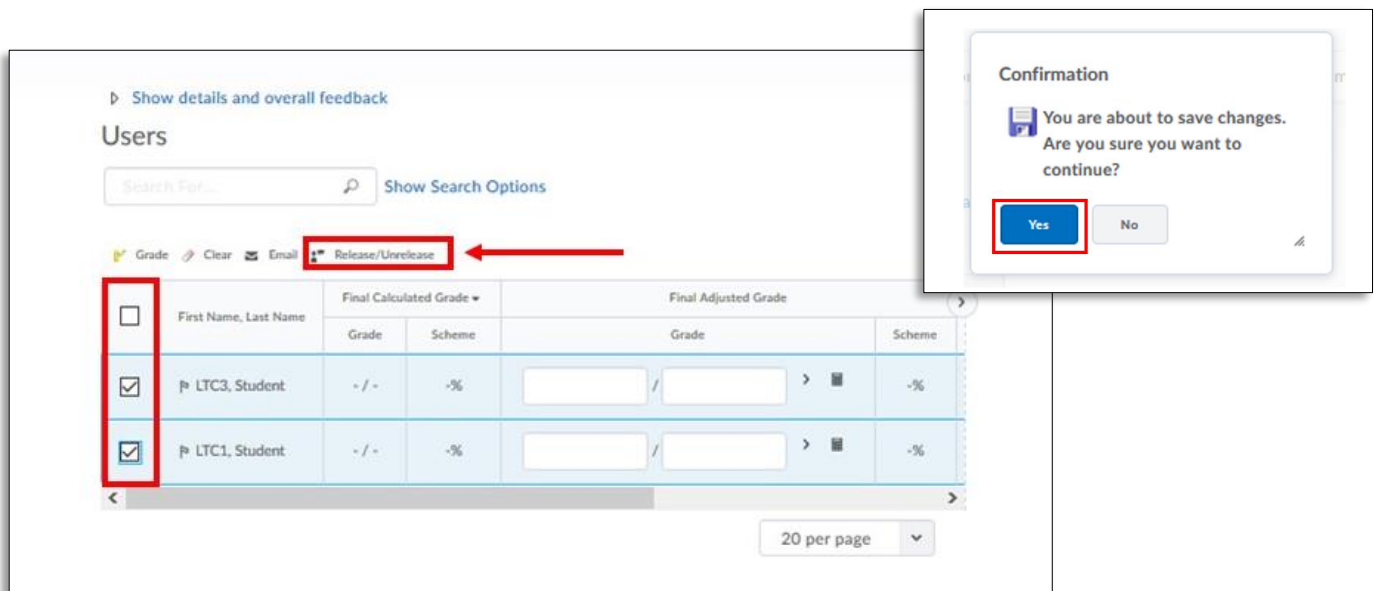


5. Next, at the top of the page next to "**Final Grades**", select "**release all**" which will release the grades of all students on the page.

[Back to Top](#)



6. Alternatively, place a check-mark beside the students you would like to specifically release the final grade to, then choose the "Release/Unrelease" link.
7. Click **Save and Close**, and then confirm changes



**Final Adjusted Grades:**

To adjust final grades for all learners:



1. On the course home page, click **Grades**.
2. In the **Enter Grades** or **Manage Grades** area, from the Final Calculated Grade context menu, click **Grade All**.



3. In the **Final Adjusted Grade section** for each learner, enter the adjusted grades and then click **Save**.
4. Once you have ensured that users' grades are accurate, you can release them in the same fashion as outlined above.

To adjust final grades for one or more specific learners:

1. On the course home page, click **Grades**.
2. In the **Enter Grades** or **Manage Grades** area, from the *Final Calculated Grade* context menu, click **Grade All**.
3. From the **Final Grades** context menu, click **Transfer All**, then click **Yes**.
4. In the **Final Adjusted Grade** section, enter adjusted scores where necessary and click **Save**.
5. Once you have ensured that users' grades are accurate, you can release them.

**NOTE:** The  Final grade is released icon displays in the Final Calculated Grade or Final Adjusted Grade column for any user who has their final grade released. The  Final grade is not released icon displays in the Final Calculated Grade or Final Adjusted Grade column for any user who does not have their final grade released.