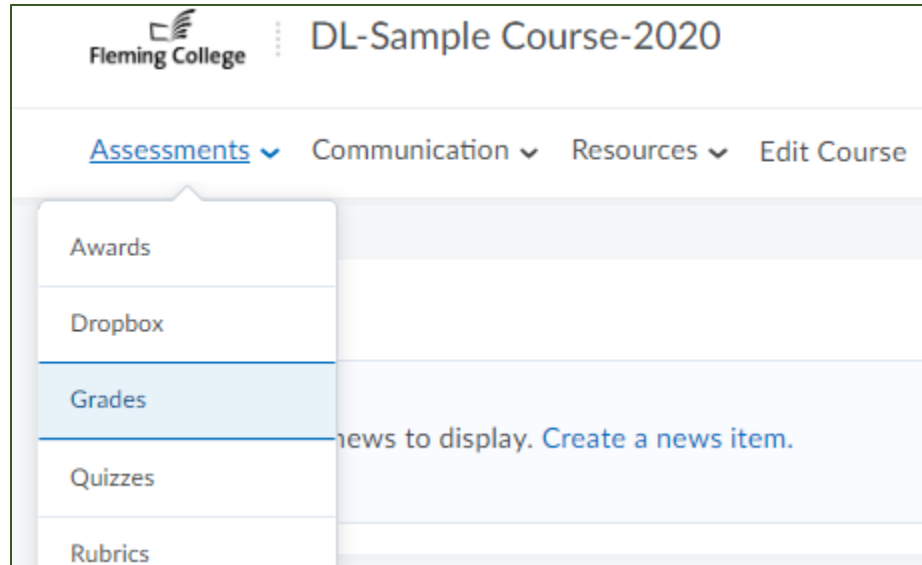


How to Adjust & Release Final Grades

- You may need to adjust the final grade for a student(s) at the end of the term, to reflect any changes to assessments resulting from unforeseen events and accommodations.

Adjust and release final grades:

- 1) On the course home page, click Grades.



- 2) In the Enter Grades area, click Settings.

	Last Name ▲, First Name	Final Grades	Assn 1 ▼	Dropbox Assignment 2 ▼	Final Grades	Final Adjusted Grade
		Final Calculated Grade ▼			Final Calculated Grade ▼	
<input type="checkbox"/>	Student, Sample ▼	0 / 100, 0 %	0* / 50, 0 %	0* / 50, 0 %	0 / 100, 0 %	- / -

- 3) In the 'Calculation Options' tab scroll down to the 'Final Grade Released' section, and ensure **adjusted final grade** is selected, then click 'Save'.

Fleming College DL-Sample Course-2020

Assessments Communication Resources Edit Course Class Progress

Calculation Options

Personal Display Options Org Unit Display Options **Calculation Options**

Grading System

Grading System

☒ Weighted ?

Example:

Assignments Category (20% of final grade)

- Assignment 1 Item (50% of Assignments)

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 ?

Save **Close**

Grading System updated

- 4) In the Final Adjusted Grade dropdown, select 'Enter Grades'.

Final Grades		
Assignment 2	Final Calculated Grade	Final Adjusted Grade
0* / 50, 0 %	0 / 100, 0 %	<div> Edit Enter Grades View Statistics </div>

5) Choose method to enter adjusted final grade:

- To manually enter the adjusted grade for each student, type the grade into the 'final adjusted grade' entry box. Select the 'Released' checkbox if you are ready to release the grade to the student, and click 'Save and close'.
(you can go back in and check or uncheck the 'Released' checkbox for a student to release or unrelease the grade)

Release/Unrelease				
Calculated Grade	Final Adjusted Grade		Feedback	Released
Scheme	Grade	Scheme		
0 %	80 / 100	-%	No feedback provided.	<input checked="" type="checkbox"/>

- If you want D2L to automatically re-calculate the adjusted final grade, under the final adjusted grade column, ensure the denominator of the fraction is set to /100.
- Then, click the Calculator icon and indicate using the checkboxes which assignments to use to calculate the final grade.

Final Adjusted Grade

Grade

/

50

>

Grade Items Included in Adjusted Final Grade

Select grade items to include in calculation

<input type="checkbox"/>	Grade Item	Type
<input type="checkbox"/>	Dropbox Assignment 1	Numeric
<input checked="" type="checkbox"/>	Dropbox Assignment 2	Numeric

Calculate

Cancel