



# Black Hills State University Instructional Design

## Display/Release Final Grade

If you would like your students to keep track of their progress, display/release the Final Grade in D2L at the beginning of the semester.

- Go to 'Assessments' > 'Grades' > 'Settings' in the far right end of the page to go to the 'Personal Display Options' page

Enter Grades Manage Grades Schemes Setup Wizard Settings Help

- Click 'Calculation Options' to go to the Calculation Options page

Calculation Options

Personal Display Options Org Unit Display Options Calculation Options

- Under 'Release', check the following options
  - 'Calculated Final Grade' option
  - 'Automatically release final grade'
- Under the 'Grade Calculations' - 'Ungraded Items', check the
  - 'Drop ungraded items' to exclude ungraded items from the calculation of grades.
  - If not, check the 'Treat ungraded items as 0' to assign a value of 0 as the points received for all ungraded items.
- Click Save

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

Auto Update

☒ Automatically keep final grades updated

Save Close

Grades

Add to ePortfolio

Final Calculated Grade

Points  
58 / 75

| Grade Item | Points | Grade | Assessment |
|------------|--------|-------|------------|
|------------|--------|-------|------------|



# Black Hills State University Instructional Design

## Display/Release Final Grade


### Instructor / Student View


- On your Enter Grades page, you will find the final calculated grades with an **'open eye'** next to the grades of your students in the Final Grades Column.


| <input type="checkbox"/> | Last Name ▲, First Name | Final Grades             |   |
|--------------------------|-------------------------|--------------------------|---|
|                          |                         | Final Calculated Grade ▼ |   |
| <input type="checkbox"/> | ██████                  | 51 / 310, F              | 👁 |
| <input type="checkbox"/> | ██████                  | 194 / 310, D             | 👁 |
| <input type="checkbox"/> | ██████                  | 90.5 / 310, F            | 👁 |


- If you see a **'closed eye'** next to the final calculated grades, Select 'Enter Grades' from the dropdown menu next to the 'Final Calculated Grade'.
  - Notice that the boxes in the last column 'Released' are unchecked
- Check the box next to Column 1 - 'Last Name, First Name', to select all students
- Click the 'Release/Unrelease' button located above the 'Final Calculated Grade' column.
- Click 'Save and Close'


| Final Grades             |   | Midterm ▼  |
|--------------------------|---|------------|
| Final Calculated Grade ▼ |   |            |
| 10 / 20,                 | <div>Edit<br/>Enter Grades<br/>View Statistics<br/>View Event Log</div> |            |
| 15 / 20, C               |   |            |
| 20 / 20, A               |   |            |
| 10 / 20, F               |   | 10 / 20, F |
| 20 / 20, A               |   | 20 / 20, A |


 Set Grades

 Clear Grades

 Add Feedback

 Email

 Release/Unrelease



Last Name ▲, First Name

Final Calculated Grade

Grade

Scheme

- Here is what students will see in their grades area

| Grades                 |        |       |            |
|------------------------|--------|-------|------------|
| Add to ePortfolio      |        |       |            |
| Final Calculated Grade |        |       |            |
| Points                 |        |       |            |
| 58 / 75                |        |       |            |
| Grade Item             | Points | Grade | Assessment |