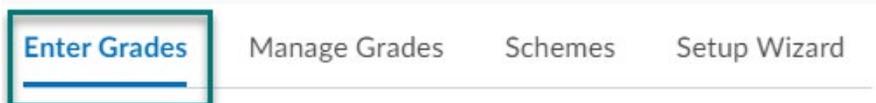


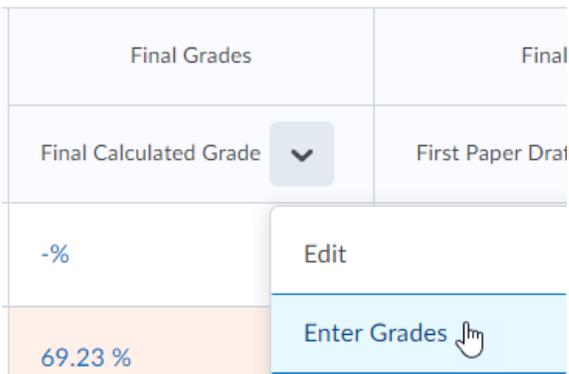
Release Final Grades

In order to release student final grades, you must follow the steps below to make final grades visible to students. This applies even if you selected the “**Release the Calculated/Adjusted Final Grade**” and “**Automatically Release Final Grade**” options when you completed the gradebook Setup Wizard.

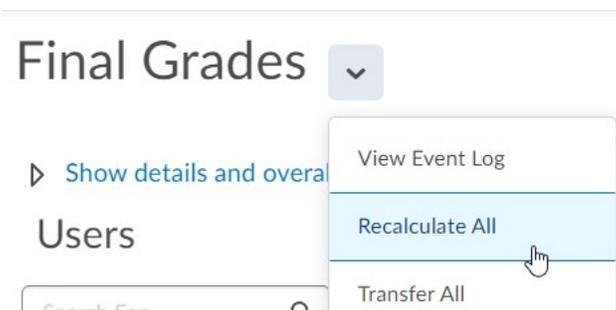
1. Go to the **Enter Grades** tab of the **Grades** area.



2. Select the drop-down arrow next to the **Final Calculated Grade** and select **Enter Grades**.



3. On the next page, select the drop-down arrow next to the **Final Grades** title at the top of the screen. Then, select **Recalculate All**.



- Check all grade items in the window that opens and select **Calculate**. This will transfer scores from the **Final Calculated Grade** to the **Final Adjusted Grade** column for all students.

Grade Items Included in Adjusted Final Grade ✕

Select grade items to include in calculation

<input checked="" type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Final Project	
<input checked="" type="checkbox"/>	First Paper Draft	Numeric
<input checked="" type="checkbox"/>	Discussions	
<input checked="" type="checkbox"/>	Discussion #1: Primary Source Analysis	Numeric
<input checked="" type="checkbox"/>	Quizzes	

Calculate
Cancel

- Below is a screenshot of the results of recalculating all grades, so that the **Final Calculated Grade** is populated into the **Final Adjusted Grade** column.

Final Calculated Grade		Final Adjusted Grade		Feedback
Grade	Scheme	Grade	Scheme	
- / -	-%	<input type="text"/> / <input type="text"/> >	-%	No feedback provided.
13.85 / 20	69.23 %	<input type="text" value="13.84615"/> / <input type="text" value="20"/> >	69.23 %	No feedback provided.

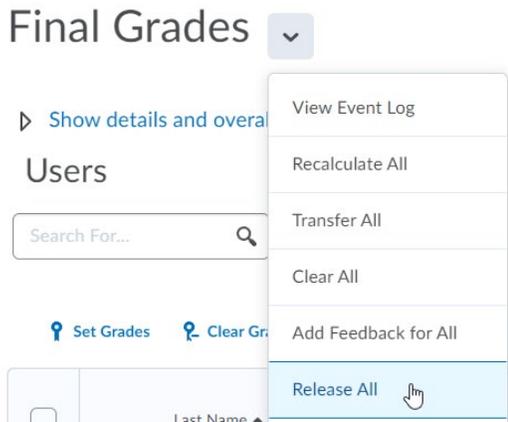
- (Optional) The value in the **Grade** column, under **Final Adjusted Grade**, can now be adjusted manually, if you enabled this option in Setup.

Final Grades

Final Calculated Grade ▼	Final Adjusted Grade ▼
-%	<input type="text"/> / <input type="text"/>
69.23 %	<input type="text" value="13.84615"/> / <input type="text" value="20"/>

- (Optional) You may also provide Feedback in the **Feedback** column if you wish.

8. To release final grades so that they are visible to all students, select the arrow next to the **Final Grades** title and select **Release All**.



9. The box will be checked in the **Released** column if the grade has been released.

Feedback		Released
No feedback provided.		<input checked="" type="checkbox"/>
No feedback provided.		<input checked="" type="checkbox"/>

10. Select **Save and Close** to return to the **Enter Grades** tab of the gradebook. At the far-right end of the gradebook, the **Final Adjusted Grade** column will have an eye icon next to it if it is visible to students and an eye with a slash through it if it is not visible.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
79.15 %	76.57 %
69.75 %	67.18 %
63.25 %	63.18 %
58 %	54.61 %

Note: Final grades calculated or entered in D2L are not official. Instructors must also enter final grades into myNSCC (Banner) at the end of the term. You should receive instructions on how to do this in your email towards the end of term.