How to Release Final Grades to the Students

By default, students will be able to see individual grade items when they go to the Grades area, but NOT the Final Grade column average. It is up to the instructor to "release" the Final Grade (typically the Final Calculated Grade) column. This can be done for the whole class (release all) or for individual students.

**Final calculated grades NOT visible to student (D2L default)**

This is what students see when the Final calculated grades to students are NOT released.

![Grades](image)

**Final calculated grades visible to student (needs to be released by instructor)**

This is what students see when the Final calculated grades to students are released. Help keep your students up-to-date with their grades by releasing their calculated average.

![Grades](image)
Steps to Change final grade release type settings

In the Grades Settings area, select the "Calculation Options" tab to make it active.

On the "Calculation Options" page, instructors should choose the final grade release type that will be used in the course and select "Save" when done.

Note that instructors may also elect to change parameters associated with "Grade Calculations" in this same area (as outlined in the image below).
Release the grades:

To release the "Final Calculated Grade" go into the Grades area.

Access the Grades area from the Grades link on the course navigation bar (or access the Grades area by selecting "Grades" from the "Course Resources" drop menu).

Select the radio button specific to the type of final grade you wish to release.

Consider "Ungraded Items" and "Auto Update" parameters.

Select "Save" after making your choice(s) above.
Go to the Final Calculated Grade item and select the “Action” arrow (action item; action carrot to access an action drop menu. Select Enter Grades

When in the Final Grades area, instructors can use the "Final Grades" action drop menu to select "Release All" which will release the Final Calculated Grade to all students in one shot or you can select all students and click on the Release/Unreleased link.
After releasing the final grades, when in the "Enter Grades" area, an "open eye" icon indicates that a final grade has been released.

![Image of Enter Grades area with "open eye" icon highlighted.]

The “Eye” icon indicates that this item was released to students.

Note: This is a good feature for students to see their running average in the class. It is important however, to make sure that you do not leave grade items blank. For example if a student misses an assignment, place a zero in the grade, in order for that grade item to be included in the calculation. If you leave it blank it will not be included in the final calculation. You also have the option to change the Title of the grade item.

Supporting Video Link:
http://cupmediasite.passhe.edu/Mediasite/Play/79c4bf7084c54c789611f01e0b6e66d91d?catalog=c8be6a77-8a01-424f-8810-c48b44462750

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