D2L Quickguide: Calculating Final Grades

Overview

The Grades tool allows you to enter assignment grades, track a student's progress, and calculate final grades. You can set up your gradebook to calculate final grades based on points or with assignments as percentages of the final grade. Students can access the Grades tool to see all their grades in one place.

Note that final grades calculated or entered in D2L are not official. You must enter final grades in SalukiNet for them to appear in official SIU student records. See the Office of the Registrar for more information: http://registrar.siu.edu/faculty/webgradinginfo.php.

How to Access Grades

To access the Grades tool, click **Track** in the course navbar, and then click **Grades**.

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For more D2L resources, go to http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/.

Calculating Final Grades

The "Final Grades" page lists the Final Calculated Grade for each student. If you did not select "Automatically Keep Final Grades Updated" in the Grades Setup Wizard, you must manually recalculate the final grade. You can also adjust final grades and release them to students, depending on how you choose to set up your gradebook in the Grades Setup Wizard. (See the Setting up Grades Quickguide for more information.)

1. Click **Track** in the course navbar, then click **Grades**.

2. Click the dropdown arrow next to **Final Calculated Grade** on the main spreadsheet, and then choose **Grade All**. (Figure 1). You will go to the "Final Grades" page.

3. Click the dropdown arrow next to the "Final Grades" title, and then select **Recalculate All** (Figure 2). A pop-up window with a list of grade items will open.

4. Click the box above the list of grade times to select all (Figure 3).

5. Click **Calculate**.

6. Click **Yes** to confirm you want to overwrite the existing calculated final grade.

7. If you are using Final Adjusted Grades, enter the student's final grade in the "Final Adjusted Grade" column:
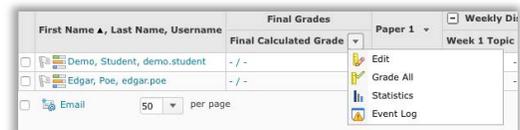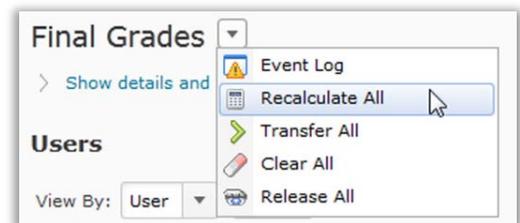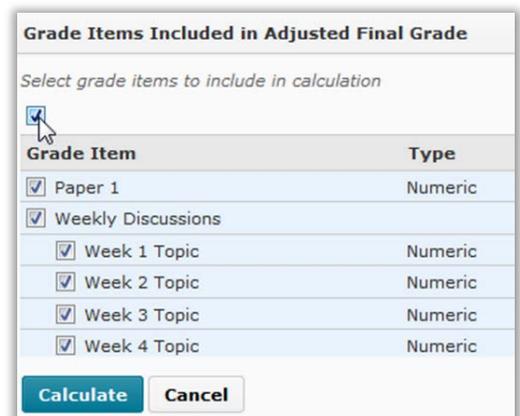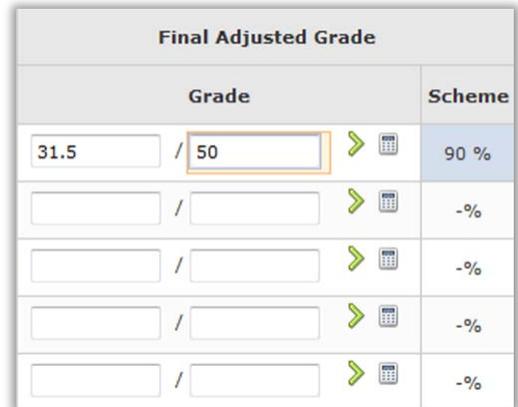

Figure 1

Figure 2

Figure 3

- If you want to accept the Final Calculated Grade as the student's final grade, click the green transfer icon ⟫ in the "Final Adjusted Grade" column.

- If you want a student's grade to be different from the Final Calculated Grade, enter a new value in the "Grade" field (Figure 4).

8. Release the final grades to students by clicking the dropdown arrow next to the **Final Grades** title, then selecting **Release All** (Figure 5). A confirmation dialog box will open.

9. Click **Yes**. Students will now be able to see their final grades in D2L.

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Figure 4

Figure 5