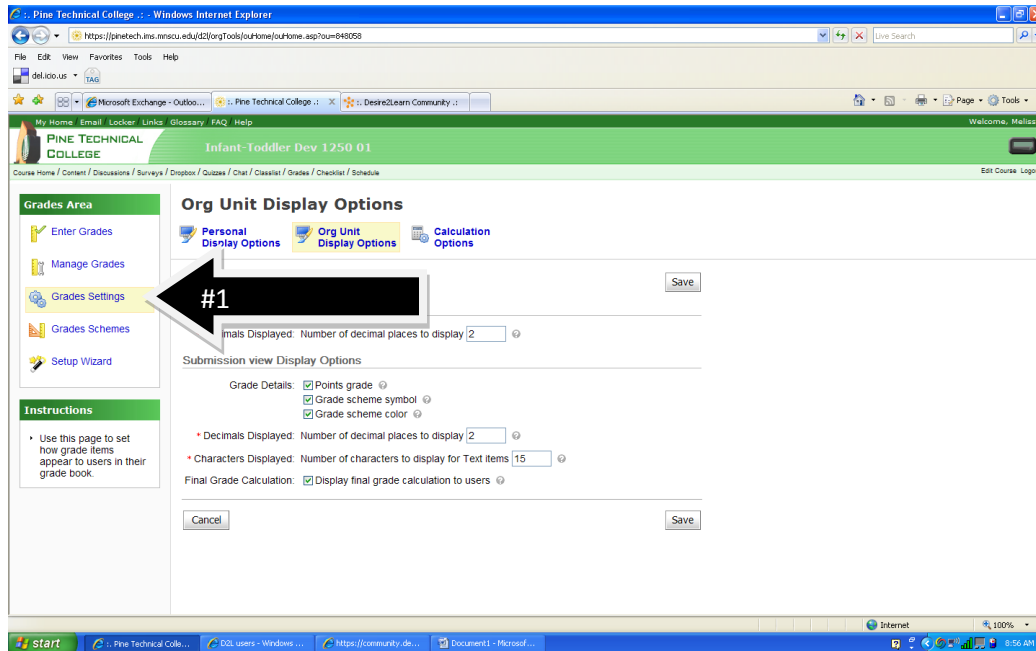


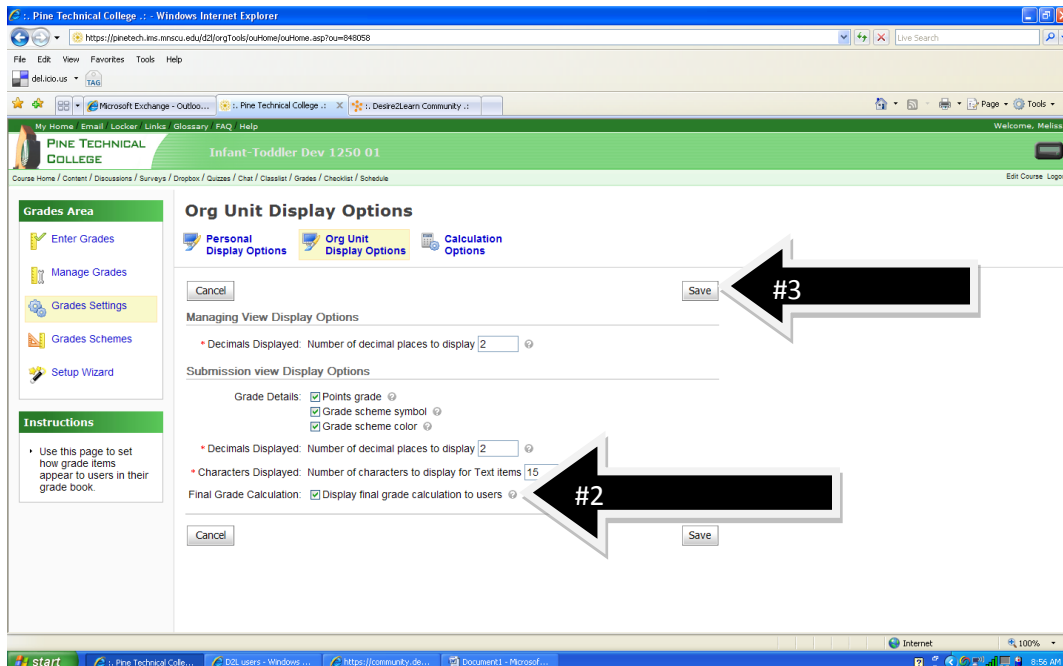
Releasing Final Grades and Adjusted Final Grades to Users in D2L

1. In the Grades area, select Grades Settings.

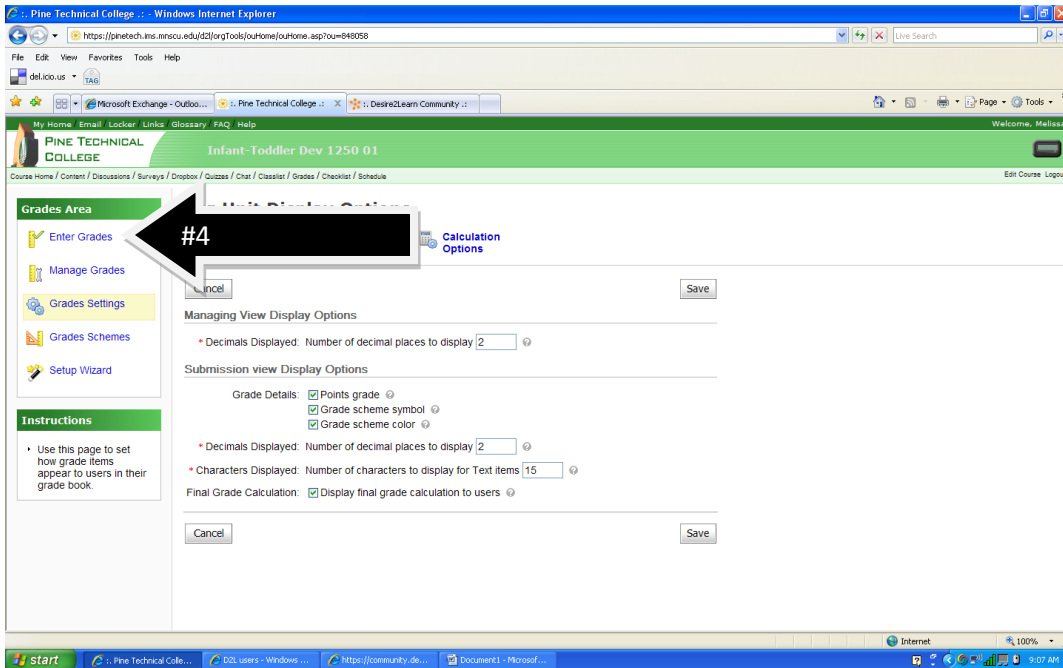


2. Be sure the “Display final grade calculation to users” box is selected if you want the students to see how their final grade is calculated.

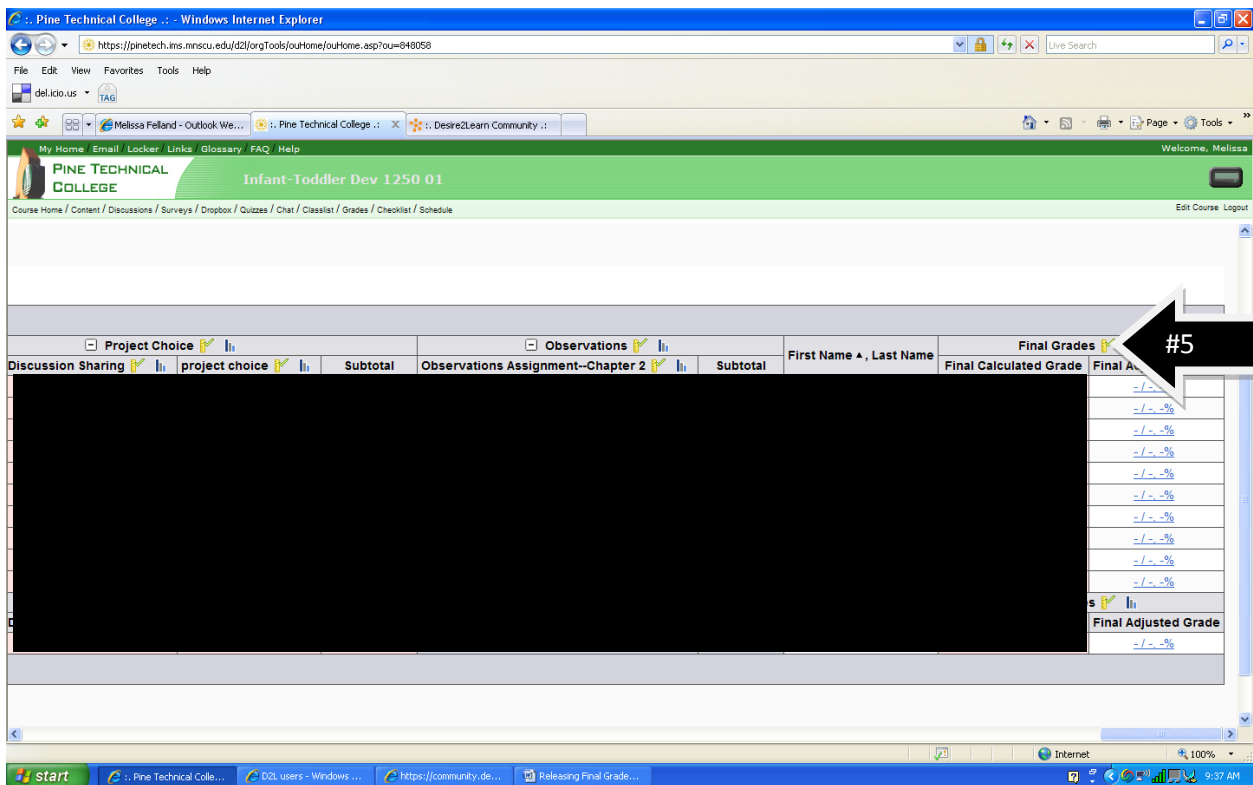
3. Select “Save.”



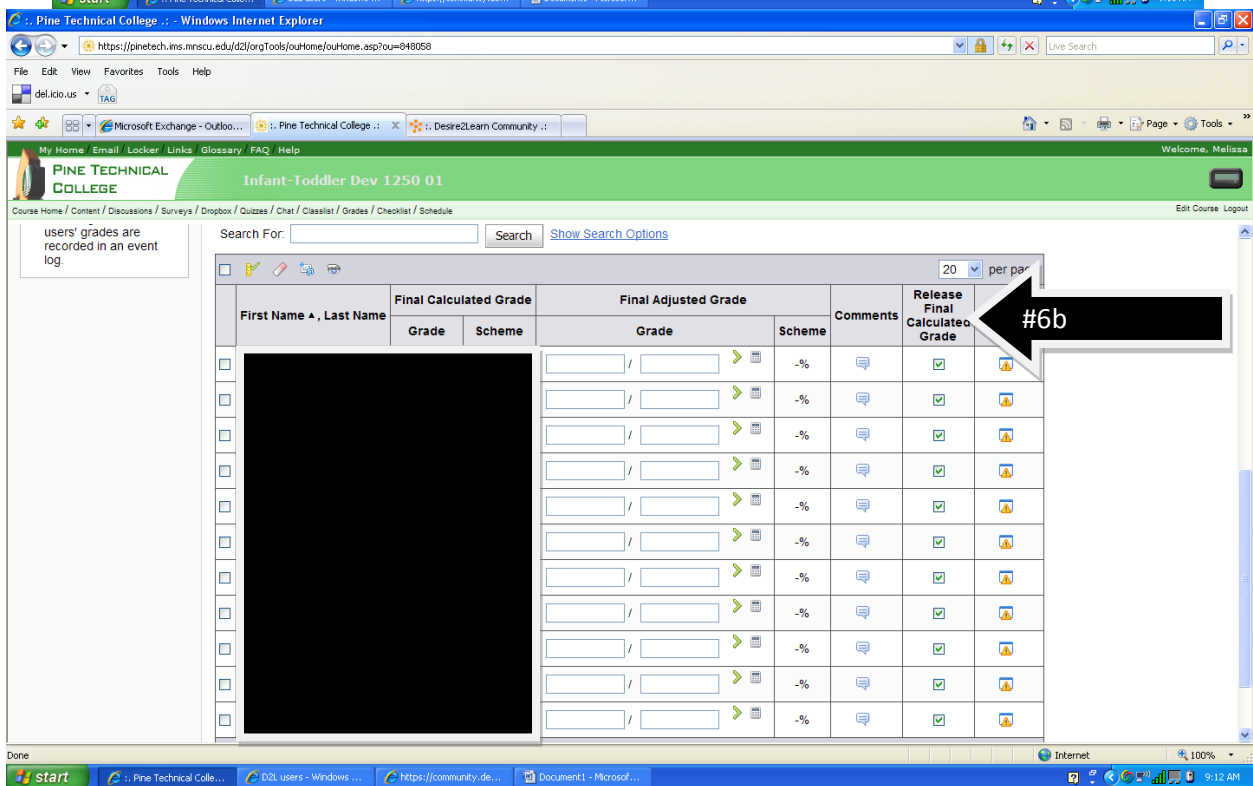
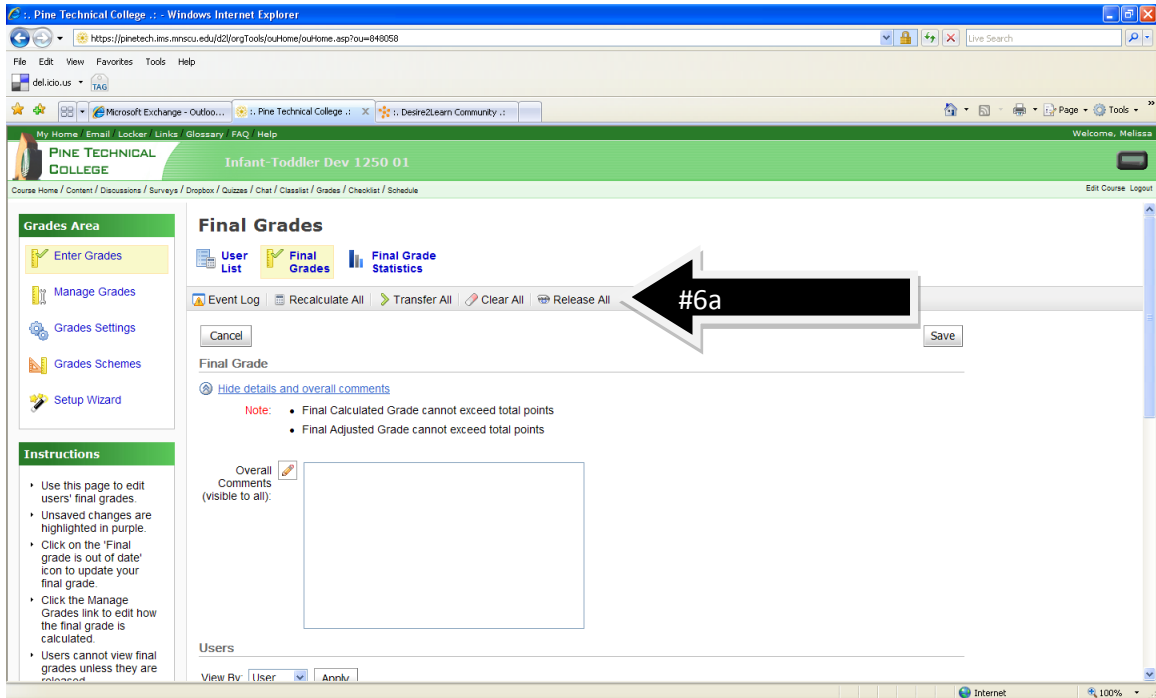
4. Select "Enter Grades."



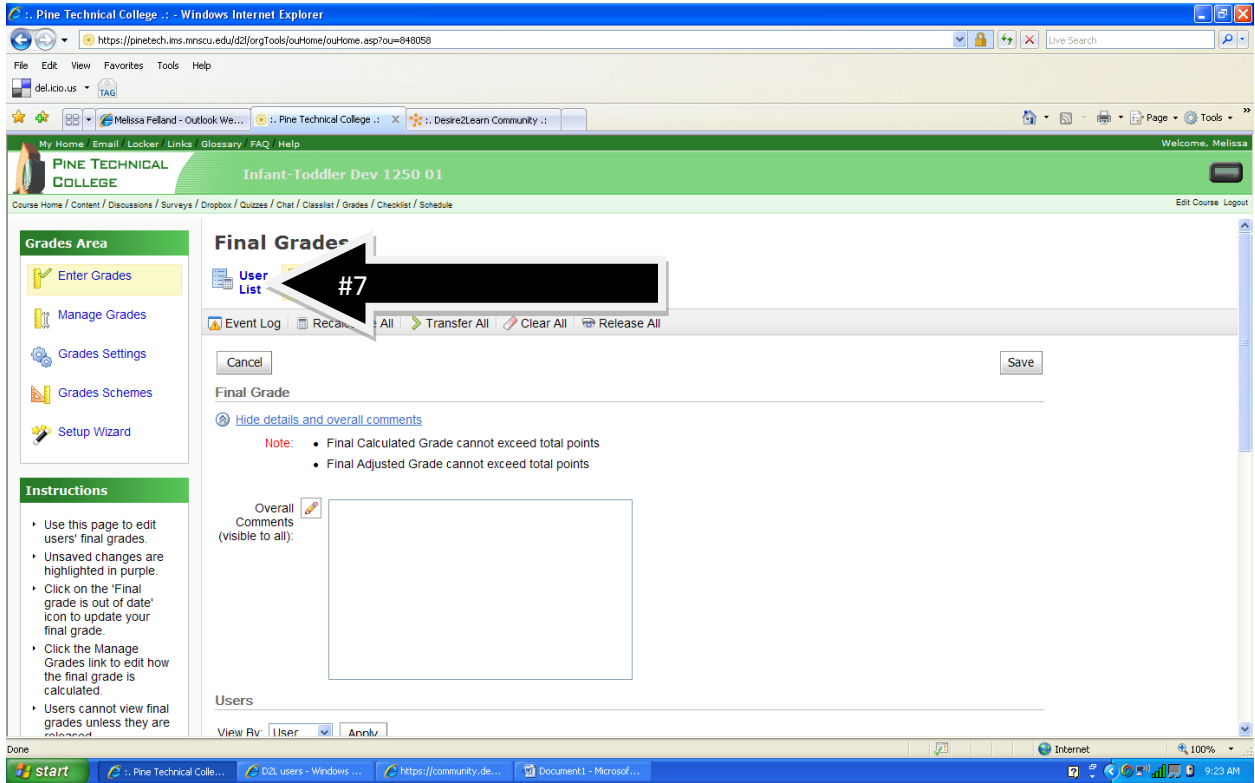
5. Under the "Final Grades" category, select the ruler icon (Enter Grades).



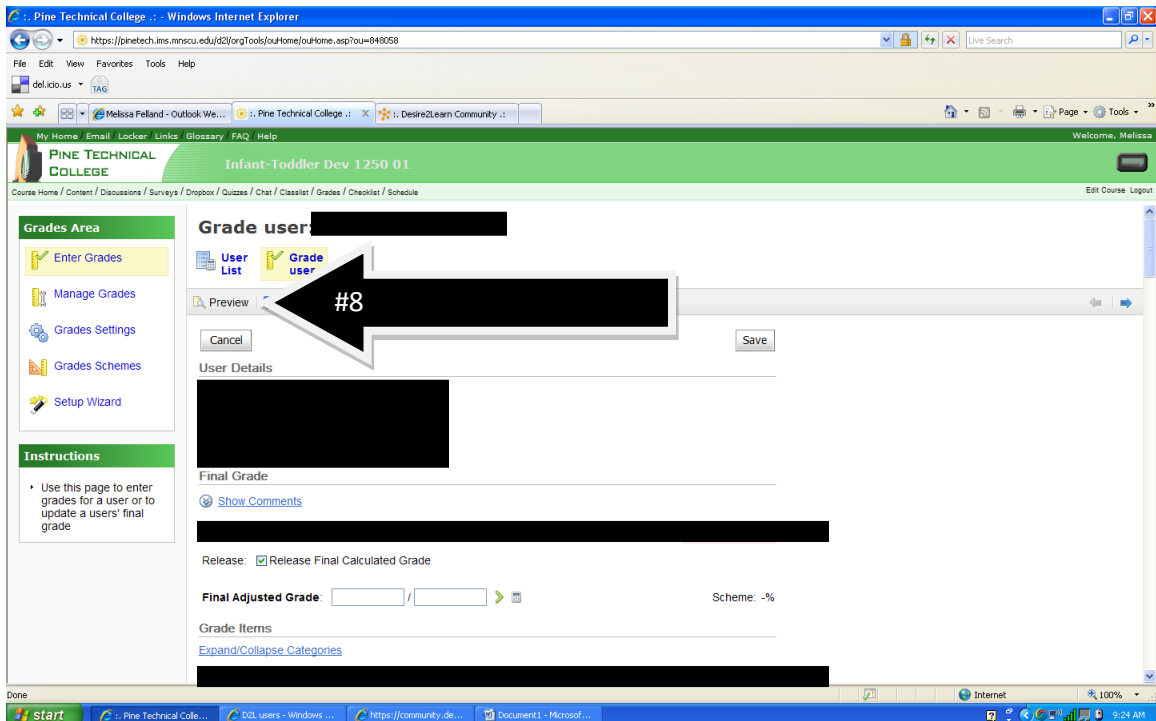
6. To allow students to actually see their final grade (or adjusted final grade), select “Release All” (6a) or individually check the select boxes for each student (6b).



7. To preview what a student will actually see when he/she looks at his/her grades, select the “User List.”



8. Then select “Preview.”



9. The user's preview screen appears in a new window. This allows you to check whether the final calculated grade (or adjusted final grade) can actually be seen by the user.

