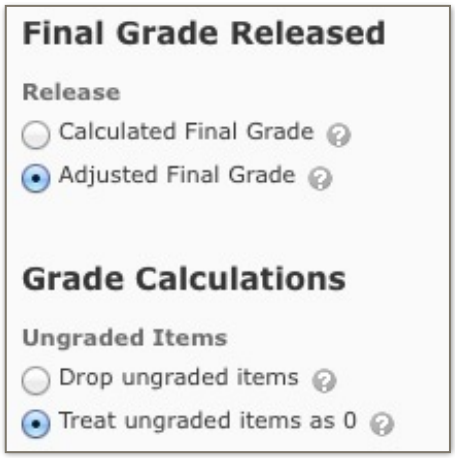
# Final Grades

## Check Final Grade Properties

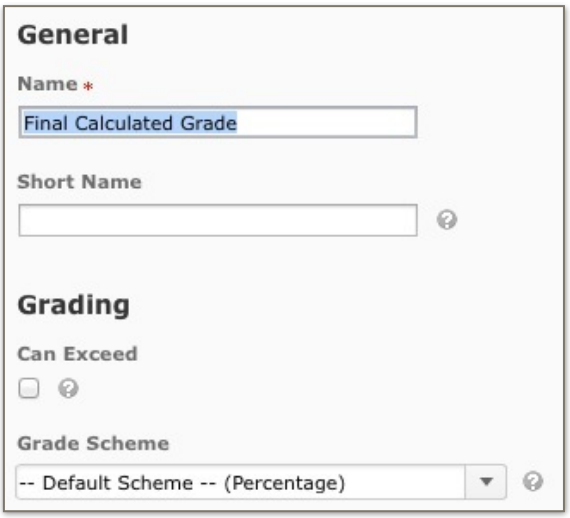
In the Grades tool, click on the **Settings** link and access the **Calculation Options** tab.




**Determine** which column you want to release:

- Calculated grade - what D2L calculates
- Adjusted grade - starts with calculated grade but allows you to change point values

**Determine** if ungraded items are dropped or counted as zeroes.



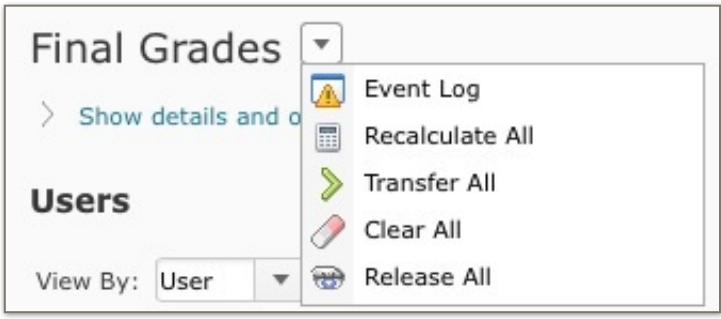

In the **Manage Grades** area, click on the NAME of the column

•Edit column name (if desired)
•Confirm Grade Scheme for letter grade assignment
•Choose statistics to release to class

## Calculate and Release Grade

From the **Enter Grade** or **Manage Grades** areas, click on the Grade icon (ruler and checkmark)

1. Activate the context menu for the grade item and choose the **Recalculate All** option to ensure all grades are current.
2. Choose the **Transfer All** option to move grades from the Calculated column to the Adjusted column. Make any necessary adjustments in the Adjusted column. Remember to save your work often. You can modify either the earned points or total points for each student.
3. Choose the **Release All** option from the context menu to release the final grades to all students.




**Add Comments** for entire class or for individual students by clicking on the comment “bubble” in their row. Click on an individual student’s name in the Grades tool to enter his/her grades. You can flag, add comments or release the final grade just to that student.