

# Calculating Final Grades in iLearn (D2L)

## Types of Final Grades

There are two options for Final Grades when calculating them. Final Calculated Grade and Final Adjusted Grade.

### Adjusted Final Grade

- The Adjusted Grade is the one that is default (look for the one with the icon beside the grades, that is the default that students will see when released).
- Allows you to manipulate final grades if needed without having to adjust individual item grades.

### Final Calculated Grade

- There is no editing this column. The Grade Items you have setup and the points/weights for each item are what is used to make the final calculation.

Final Grades	
Calculated ▾	Adjusted ▾
	<input type="text"/> / <input type="text"/> %
	<input type="text"/> / <input type="text"/> %

## Changing the Default Option

If you do not plan on needing to adjust any of your grades at the end, you may prefer to change the default settings. To change which final grade option is visible to students,

- Go to **Grades** – choose the **Settings** link in the right corner
- Select the **Calculation Options** tab and under **Final Grade Released**, choose the option that is best for you.

## Keeping Final Grades Updated

You can choose the option to keep the **Automatically keep final grades updated** in the Settings area.

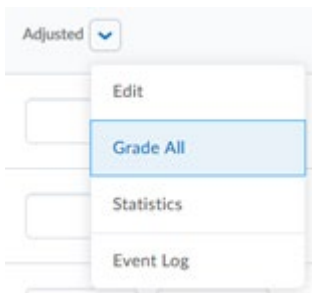
- This will only keep the **Calculated Final Grade** updated, not the **Adjusted**. If you don't plan to release it to the students or adjust it, then it doesn't really matter.
- Be aware that if depending on the settings you have on your Gradebook, it may not be the actual grade a student currently has.
  - *If your settings include **Treat ungraded items as 0**, you should not release updated final grades to students. They will be incorrect.*

## Calculating the Final Grade

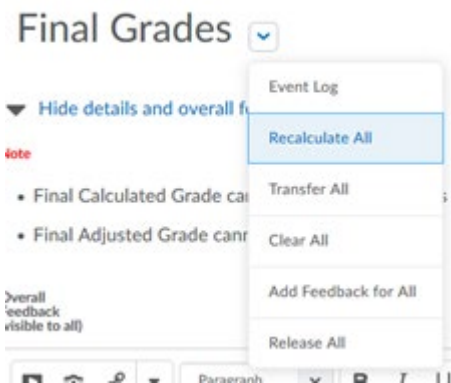
If you chose to keep the final grade updated in the Settings, then you will not need to do this step for the Final Calculated Grade since they will already be calculated.

*NOTE: If you have kept the Calculated Final Grade updated, then you can just choose the Transfer All option in the Final Grades drop-down to move them to the Adjusted column. Assuming you are releasing the Adjusted grade.*

1. Select the arrow beside the Final Grade column you will be releasing and choose **Grade All**.



2. At the top where it says Final Grades, choose the arrow and select **Recalculate All**



3. Choose **Calculated** or **Adjusted** when selecting which grade to calculate.
4. Select **Calculate**
  - a. If you are using **Calculated Final Grade**, just select this option and then select **Calculate**.
  - b. If you are using **Adjusted Final Grade** – select the top checkbox when it shows the list of items. This will check all of them at once. If you have a grade you want to exclude from the Adjusted Final Grade, you can un-check it prior to calculating.

Grade Item	Type
<input checked="" type="checkbox"/> Assignments	
<input checked="" type="checkbox"/> Assignment 1: Introduction to iLearn	Numeric
<input checked="" type="checkbox"/> Assignment 2: Content Tools	Numeric
<input checked="" type="checkbox"/> Assignment 3: Assessment Methods	Numeric
<input checked="" type="checkbox"/> Quizzes	

5. Select **Calculate** again.
6. A confirmation prompt will appear letting you know that it will be updating all the records, click **Yes**.
7. Select **Save OR Save and Close**

## Release the Final Grades

Students will not see the grades until you Release them. The easiest way to know if you have done this is you will see the eye icon by the grades. If it is not released, it will have a slash through it.

You can choose an option to **Automatically release final grade** in the Settings, just be aware that depending on the settings you choose, the students may see completely inaccurate scores.

To release the grades

1. Go to **Grades** and select the arrow beside the Final Grade you are releasing – select **Enter Grades**
2. Go to the top where it says Final Grades and choose the arrow to the right
3. Select **Release All**
4. Click **Yes** on the prompted message
5. Click **Save OR Save and Close**

Calculated	Adjusted	
482	505	
458	505	

## Preview a Student's Grades

You can see exactly what a student sees. Follow the steps to make sure they see their final grade.

1. Go to **Grades**. Make sure you are in the *Enter Grades view*.
2. Select the arrow to the right of the student – choose **Preview**
3. This is what the student sees in their view.

## Don't see the Final Grade?

Your settings might be set to only show points. If so, you will need to edit either your Settings or the Final Grade column settings to allow students to see their final grade percentage. If you only edit the final grade, then it will only show the percentage score for that column. If you edit the Settings for the Grades, it will show the percentage grades on all grade items.

### Edit Settings

1. Go to **Grades**
2. Choose **Settings**
3. Go to the **Org Unit Display Options** tab
4. Select the checkbox next to **Grade Scheme Symbol**
5. Click **Save**

Personal Display Options | **Org Unit Display Options**

### Managing View Display Options

Decimals Displayed \*

Number of decimal places to display

### Student View Display Options

Grade Details

- Points grade
- Weighted grade
- Grade scheme symbol
- Grade scheme color

### Edit Only the Final Grade

1. Go to **Grades**
2. Select arrow beside the Final Grade column you are releasing (it will have the eyeball icon) – choose **Edit**
3. Under Display Options under the Student View– check the box to **Override display options for this item**
4. Check **Grade Scheme Symbol**

### Display Options

▼ Hide Display Options

Student View

- Display class average to users
- Display grade distribution to users
- Override display options for this item

Show

- Points grade
- Weighted grade
- Grade scheme symbol
- Grade scheme color