Releasing Final Grades in D2L (so students can see totals throughout semester)

In order for students to see their totals throughout the semester, the final grades column must be “released” – this will make the column visible to students. (This does not export them to PRISM.)

To “Release” them (make them visible):

1. In Grades, click on the arrow in the Final Grades column > “Grade All”

2. Set the viewing options to 50 per page (or higher if needed, so all students are listed on 1 page)
3. Check the box on the far left so all student names are checked
4. Click “Release/Unrelease” (verify that all are checked under “Release Final Grade”) > SAVE
5. After saving, click Cancel or “Assessment” > “Grades” to go back to “Enter Grades” view
6. There will be an icon that looks like an open eye by the Final Grade column, indicating that the column is visible to students.

- The final grade column will update as new grades are entered and saved if “Release Calculated Grades” and “Automatically keep final grades updated” are selected in the Setup Wizard (check “drop ungraded items” to avoid ungraded items being averaged in as 0’s).
- If “Release Adjusted Final Grades” is selected, click the arrow next to “Final Grades” to “Recalculate All” and then “Transfer All” to the Adjusted Grade column to update the total.

- Questions? Contact the Service Center - http://uwex.uwc.edu/it/forms/service/