

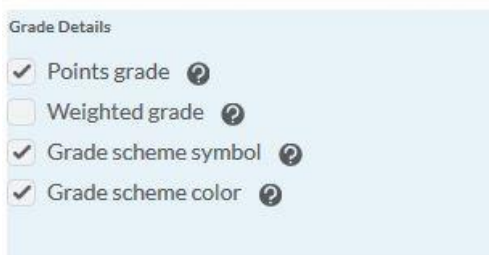
EAB – Faculty D2L Grade Settings Checklist

EAB is pulling the Final Calculated Grade nightly into the Student Class Info tab. Please see the following tips below to ensure students can view academic progress in D2L and advisors/coaches can view current grades in EAB Campus for outreach. *****Please make sure settings are changed prior to a course starting and not during the term.**

How to Ensure Student View ability of Grades

1. Sign into D2L and access your course.
2. Click Grades from top menu.
3. Click gear icon for Settings on far right.
4. Click Org Unit Display Options.
5. Ensure both the Points grade and Grade scheme symbol boxes are checked and Weighted grade is unchecked.

Student View Display Options

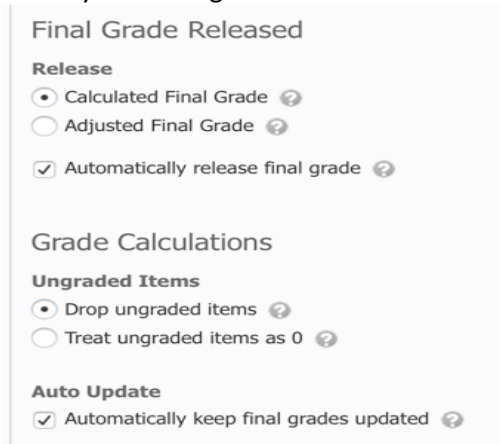


Grade Details

- ☒ Points grade ?
- ☐ Weighted grade ?
- ☒ Grade scheme symbol ?
- ☒ Grade scheme color ?

How to Update the D2L Grade Settings for the Final Calculated Grade

1. Go to Grades and, in the Manage Grades tab, click “Settings”.
2. Click on the “Calculation Options” tab if you have not currently selected the calculated vs. adjusted final grade, change to calculated. (You can change it back at the end of the term, and then re-release the final grades the usual way.)
3. Check “Automatically release final grade.”
4. Check “Drop ungraded items”.
5. Check “Keep final grades updated.”
6. When your settings look like the ones below, click Save.



Final Grade Released

Release

- ☒ Calculated Final Grade ?
- ☐ Adjusted Final Grade ?
- ☒ Automatically release final grade ?

Grade Calculations

Ungraded Items

- ☒ Drop ungraded items ?
- ☐ Treat ungraded items as 0 ?

Auto Update

- ☒ Automatically keep final grades updated ?

Helpful D2L Video Tutorials:

Grade a Topic:

https://youtu.be/AsTF5_XkeZ8

Grade Assignment Submissions:

<https://youtu.be/d2hqq4C3SyE>

Release Final Grades to Learners:

<https://youtu.be/Andu7cNC8QE>

Helpful Grading Tips:

Assess Assignments from the Assignment tool using the rubric that is attached to the assignment. Grades will be sent to Grade Tool.

Assess Discussions from Discussions using the rubric that is attached to the Discussion topic. Grades will be sent to Grade Tool.

Quizzes that self-grade, if correctly set in D2L, send their grades to Grades. Quizzes with written response questions should be graded in Quizzes.