Gradebook in D2L Brightspace – FAQ's for End of Semester
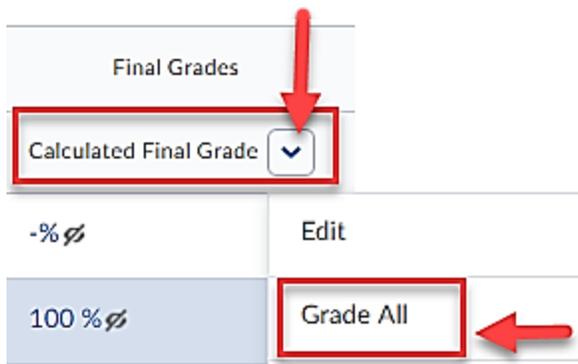
NORMANDALE
COMMUNITY COLLEGE

Kathleen Coate, D2L Trainer
Kathleen.coate@normandale.edu
952-358-8617

ITS: AskUs – Employee Edition
952-358-8181

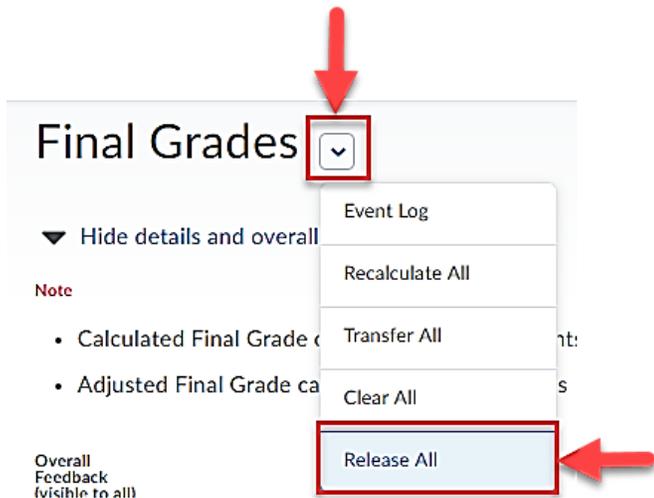## 1) How do I "release" my final grade to students?

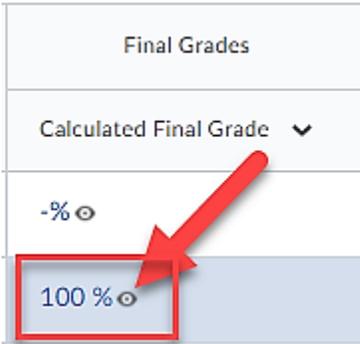**Step 1:** Go to Assessments>Grades>Enter Grades

Step 2: From the "Final Grades" category, select the drop-down arrow next to your final grade column, and select "Grade All."

Step 3: From "Final Grades" column at the top of the page, click the drop-down arrow and select "Release All"
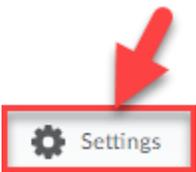
Step 4: Check your gradebook again, and you will see the "open eye" next to the final grade.

Final Grades
Calculated Final Grade ⌄
-% ⊙
100 % ⊙

---

2) How do I switch from "Calculated Final Grade" to "Adjusted Final Grade" or vice versa?

Step 1: Go to Assessments>Grades and from the right-hand corner, click on "Settings"

⚙ Settings

Step 2: Click on "Calculation Options"

Personal Display Options	Org Unit Display Options	Calculation Options

Step 3: Select which grade you want as the final grade*.

Final Grade Released

Release
  ⦿ Calculated Final Grade ❓
  ◯ Adjusted Final Grade ❓
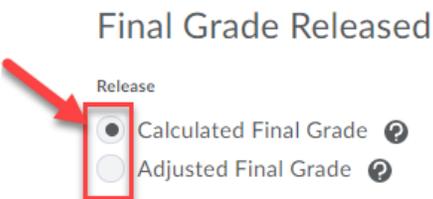
*Note: This selection does **not** *release* the grade – it just tells D2L which grade is the *official* grade.*
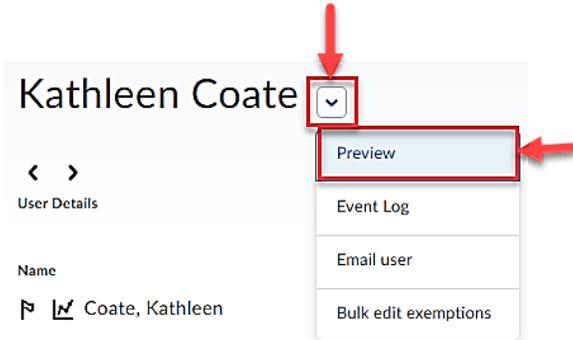
Step 4: Click "Save"

Save   Close

3) How do I know exactly what the student sees in their gradebook?

Step 1: From the gradebook, click on any student's name.

⚐ 📈 Kathleen Coate

Step 2: From the drop-down arrow next to their name, select "Preview."

Kathleen Coate ⌄

‹ ›

User Details

Name

⚐ 📈 Coate, Kathleen

Preview

Event Log

Email user

Bulk edit exemptions

Step 3: Review the gradebook to make sure your Setting, Schemes, etc. are set up the way you would like.

See some examples on the following page of how to make changes. For further help with correcting these settings, just ask for assistance.

4) How can I make changes to what the student sees, such as, showing a letter grade instead of a percentage?

Step 1: Check your "Schemes" and your "Org Unit Display Options"

The example below shows how the "Scheme" and the "Org Unit Display Options" affect what the student sees.

From the student's "Preview":

Get here by going to "Settings" from your Gradebook.

The final grade is showing up as a percentage, because the selected "Scheme" is "Percentage."

Step 2: If you want to change "Schemes", go to Assessments>Grades and click on "Schemes"

Step 3: Find the Grading scheme for A, B, C, etc. that you want to use and click the checkmark next to it.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ❷	✓	
4-Point GPA		✓
85-70-60-55		✓
89.5-79.5-69.5-59.5		Click here to
90-80-65-60		select ✓
90-80-70-60		✓
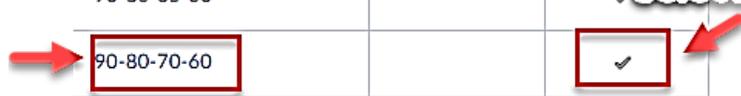
Step 4: Preview the student gradebook again and see that the "Scheme" is now a letter grade.

Grades

Calculated Final Grade

Grade

B

5) How do I make sure my final grades are calculated?

There are 3 options for calculating the final grade:

Option 1:
1) Go to Assessments>Grades
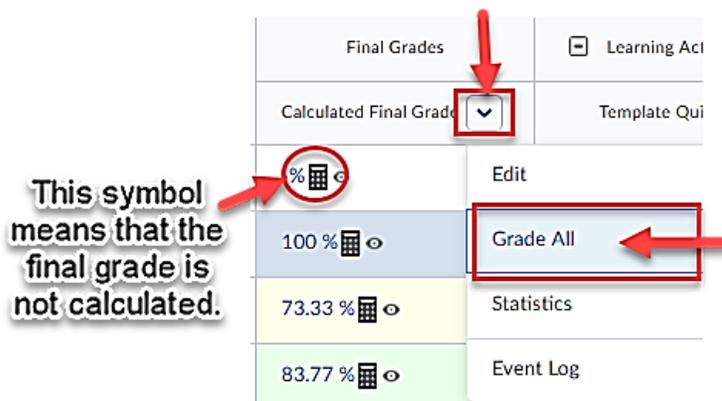2) Click on "Settings"

3) Click on "Calculation Options"
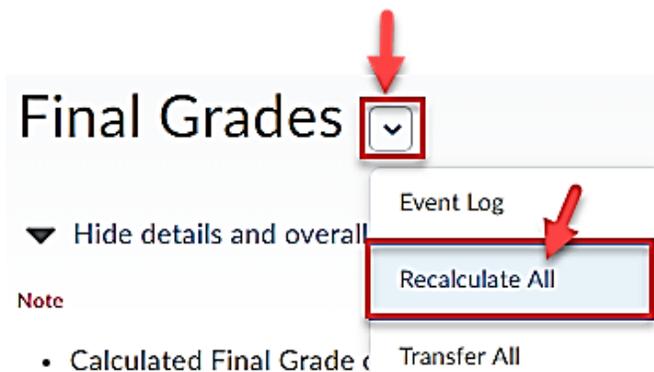

4) Select "Automatically keep final grades updated"

Option 2:
1) From the "Final Grades" column, select "Grade All" from the drop-down arrow.

This symbol means that the final grade is not calculated.

2) From the drop-down arrow at the top of the page, select "Recalculate All"

Option 3:
1) Click on an individual student's calculator icon.

6) How do I submit my final grades to eServices?

Prior to the grade submission deadline, will receive an email from the registrar with a checklist and detailed instructions.

NOTE: You can choose to enter grades manually into the eServices portal, OR import your grades directly from D2L. Either way, follow the instructions you'll receive in your email for more details, and ask for help if needed.

End of Document.