

This guide is intended to walk instructors through the steps required to finalize and submit their grades at the end of a semester—first so that your students can see their final grades, and then to submit them for approval by a Chair.

## Release Final Grades

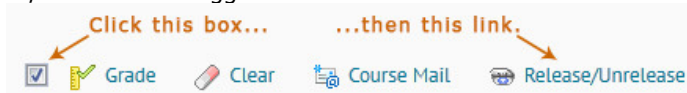
Students can see the individual “component” grades in your course by default, but will not see a compiled final grade unless that grade has been Released to them. To do this:

1. Go into your course and click **Assessments** -> **Gradebook**. You will be taken to the Enter Grades screen.
2. Scroll to the right and locate the Final Grade column (*either Final Calculated or Final Adjusted, depending on which you are using*). If these grades are currently released, each grade will have a small icon beside it:

Final Grades	First Name ▲, Last Name
Final Calculated Grade ▼	Icon indicates a released grade
82.4 / 100, A	Bob, Bobson
88.2 / 100, A	Emma, James

If this icon is present, then you can skip the rest of this process. If this icon is *not* present, then **your students cannot currently see their final marks**.

3. In the header row beside the column title for the “Final Grade” column you are using, there should be a down arrow; click it, then choose “**Grade All**”.
4. You will be taken to a list of all of your students, as well as their current final grades. The setting to release all of your students’ grades is toward the right side, and is called “**Release Final Grade**”; you can either check each box manually or use the quick-select at the top left and then click “Release/Unrelease” to toggle all of the boxes at once:



5. Once you’re finished, scroll to the bottom and click “**Save**”.

**Note that you can release your final grades to students at any point in the semester;** you do not need to wait until the end of the semester when your students’ grades are complete. If you release the grade mid-semester, your students will see a “mark to date” based on assignments they have completed.

## Import & Submit Final Grades

Once your grades within D2L are finalized, you can use a utility within the Employee Portal to send them to your department Chair. Note that *only* the final grades will be sent for approval; your Chair will not see the structure of your gradebook nor the marks and comments you have entered on your students’ assignments.

1. Log into the Employee Portal and open the “**Faculty**” tab.
2. Click “**D2L Grades Import**”.
3. There will be a drop-down box labeled “**Select a Session**”; choose the current semester, and a list of your current D2L-enabled courses will appear.
4. Click the course code of one of your courses. If the gradebook is correctly configured in D2L, the system will import your current Final Grades for each student in that course.
5. Look over your grades to ensure that they are all correct. Make any final changes you wish to make, then click “**Submit**” to send your grades for Chair approval.

A few notes:

- You cannot import grades from a merged D2L course. You must input your grades manually into the Portal (*separately for each section*).
- If your gradebook exists in D2L but the Portal refuses to import them, your D2L gradebook may be configured incorrectly.
  - Ensure that there are no Notes listed above your D2L gradebook warning you of improperly totaled areas of your gradebook. Remember that the weights of your overall gradebook (*eg. Your Categories and any uncategorized items*) must add up to 100%, and each individual category’s weights must *also* add up to 100%.
  - Ensure that you are using the Final grade that you intended (ie, Calculated vs Adjusted), which is set on page 2 of 7 of the D2L gradebook setup wizard.
  - Ensure that you have Released that specific column of final grades (*see left*). If you release your Calculated column, and then switch to the Adjusted column, you will need to release the grades in this new column, as the releasing process is specific to each set of Final grades.
- There is a fixed window for Chair approval of grades, beginning on your course’s End Date and closing approximately two weeks later. Your Chair can provide you the exact final date of your submission window. If you miss the submission window, you will need to contact your Chair for an extension.

## Additional Support

If you have any questions or need help finalizing your D2L grades, please feel free to e-mail eLearning Support at [eLearningSupport@conestogac.on.ca](mailto:eLearningSupport@conestogac.on.ca)