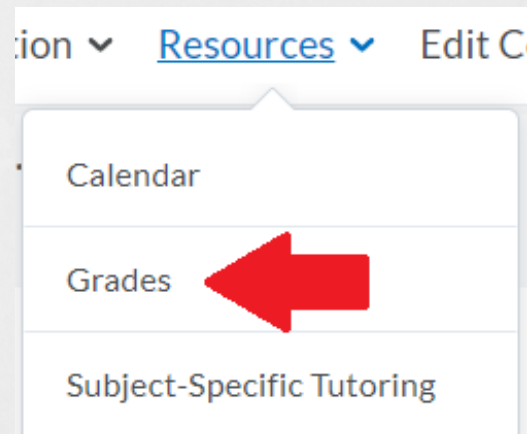# D2L: Releasing Final Grades
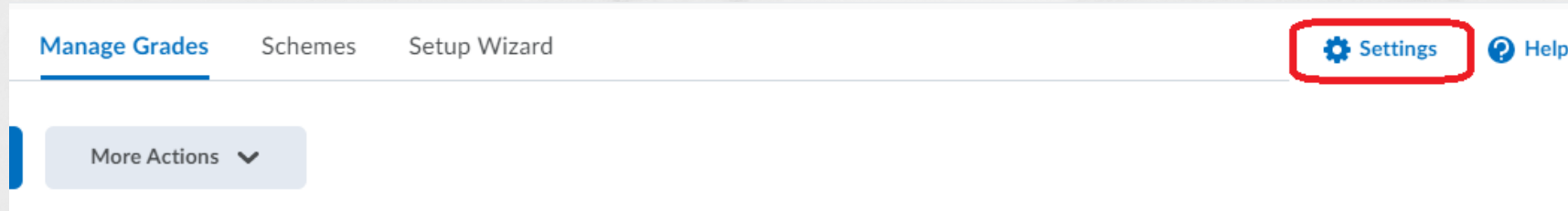
Accessing Grades
The Grades tool can be found in the Resources menu in your courses.
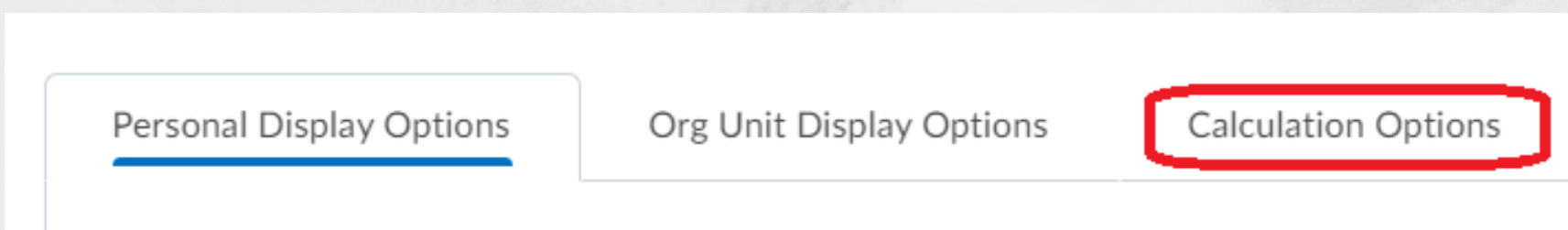
1 Releasing Final Grades Automatically
You can choose to release your Final Grades automatically. To do this, first go to **Grades** and select **Settings.**
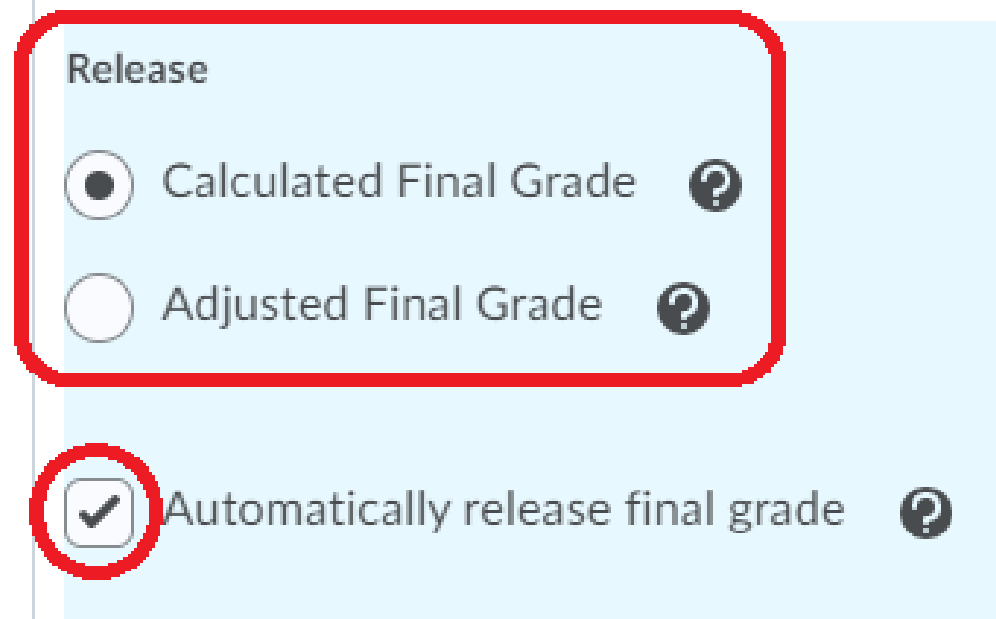
On the next screen, select the **Calculation Options** tab.

Select either **Calculated** or **Adjusted** final grade, then check the box to **Automatically release final grade.**

Final Grade Released

Release
- ⦿ Calculated Final Grade
- ◯ Adjusted Final Grade

☑ Automatically release final grade

If you are releasing your final grade automatically, be sure to scroll down and check the box to **Automatically keep final grades updated** so students see an up to date value.

Auto Update
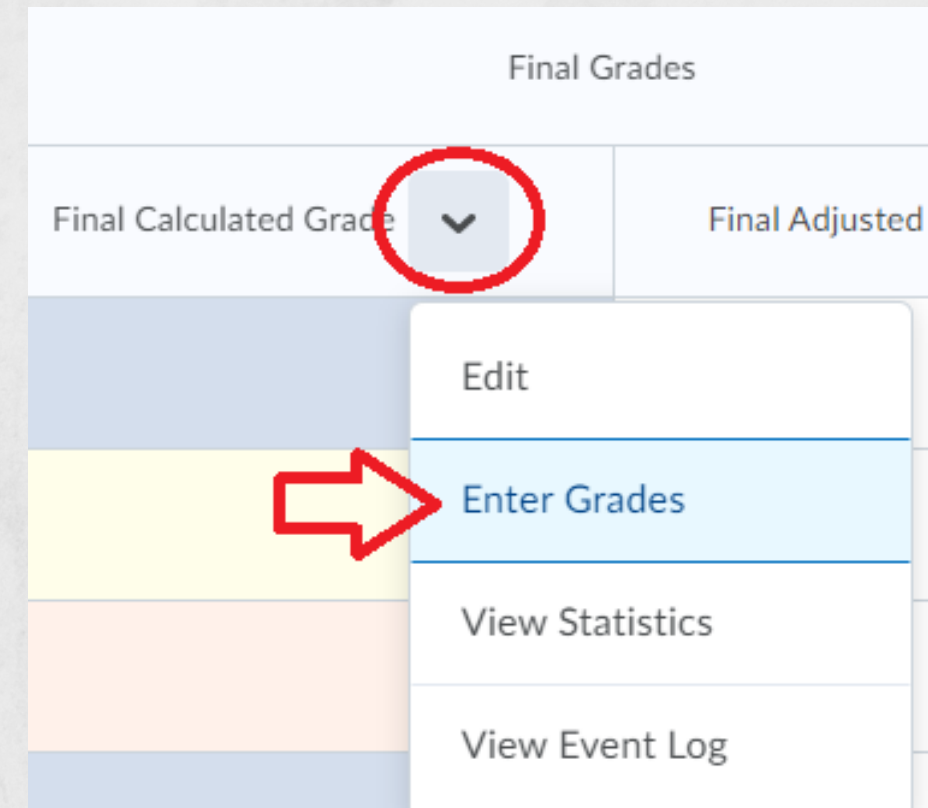
☑ Automatically keep final grades updated
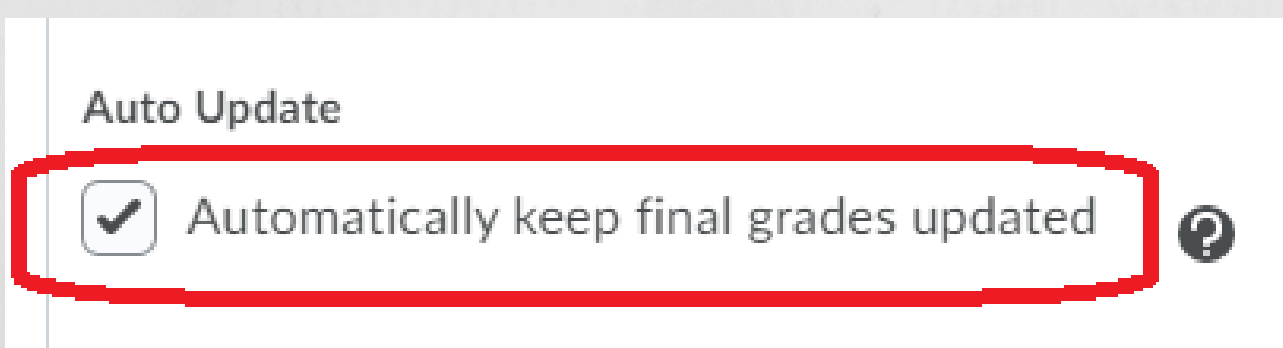
1 Releasing Final Grades Manually
You can choose to release your Final Grades manually. To do this, first go to **Grades** and select **Enter Grades**.

Enter Grades Manage Grades Schemes Setup Wizard
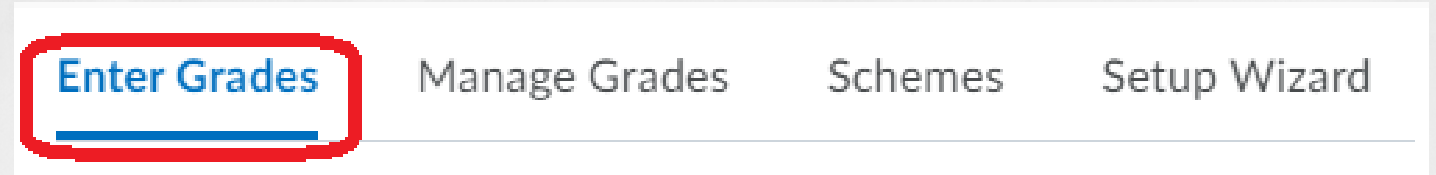
On the next screen, scroll over to **Final Grades**. Open the menu for **Calculated** or **Adjusted** and select **Enter Grades**.

Final Grades

Final Calculated Grade ⌄   Final Adjusted

- Edit
- Enter Grades
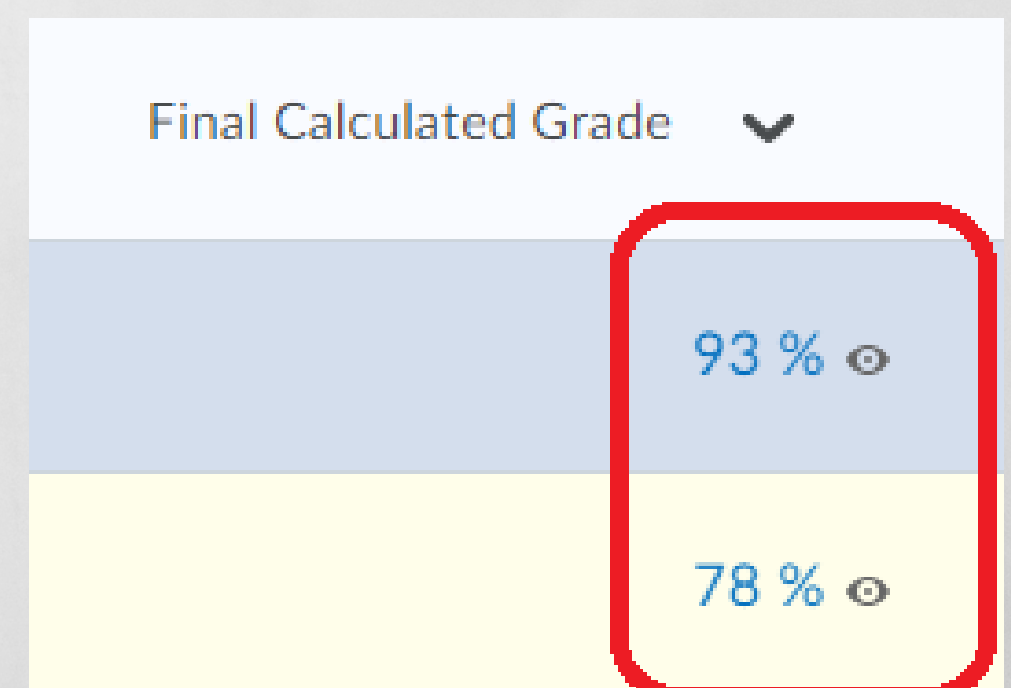- View Statistics
- View Event Log

On the next screen:
1. Select **Students** whose grades you will release
2. Select **Release/Unrelease**
3. A checkmark indicates the grade is **Released**
4. Select **Save** to finish
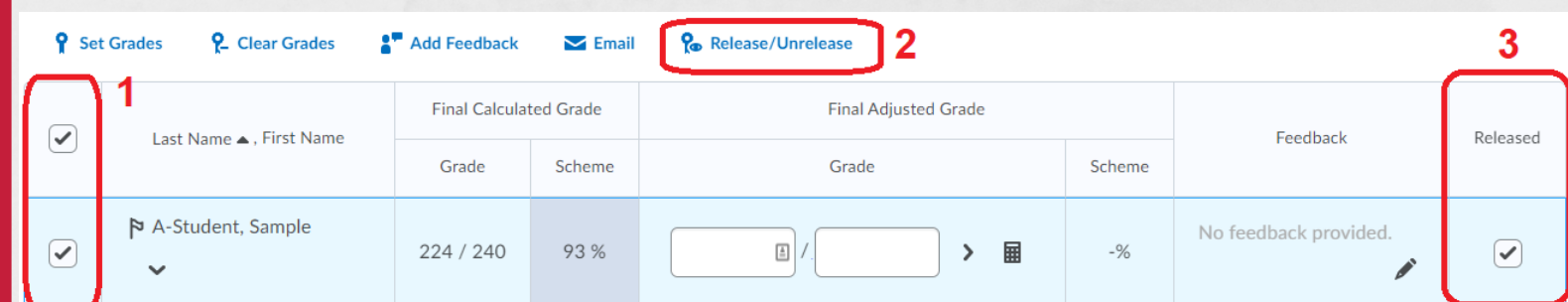
To verify that the grades are released, go to **Enter Grades** and scroll over to **Final Grades**. An **open eye** icon indicates it is released. An **eye with a slash through it** indicates it is not released.

Final Calculated Grade ⌄

93 % 👁
78 % 👁