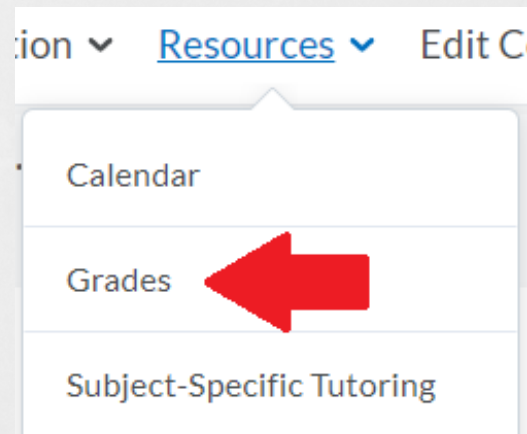


# D2L: Releasing Final Grades

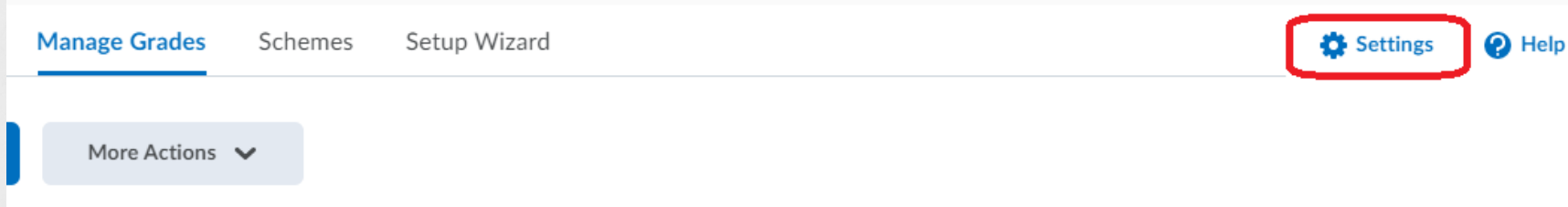
## 1 Accessing Grades

The Grades tool can be found in the Resources menu in your courses.

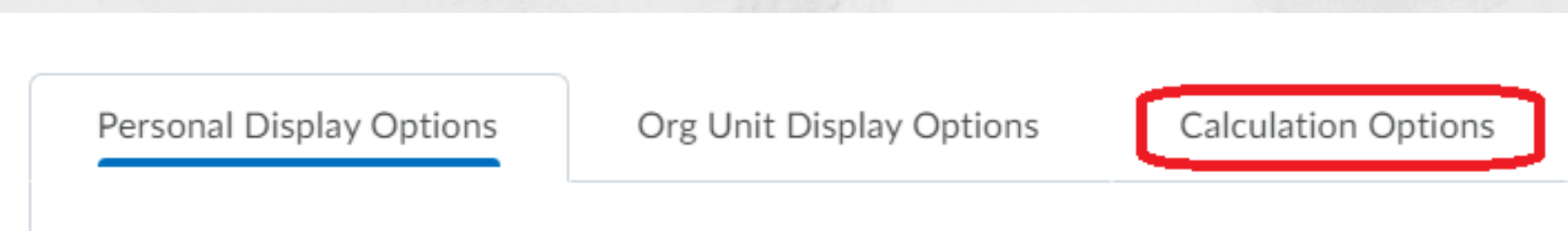


## 1 Releasing Final Grades Automatically

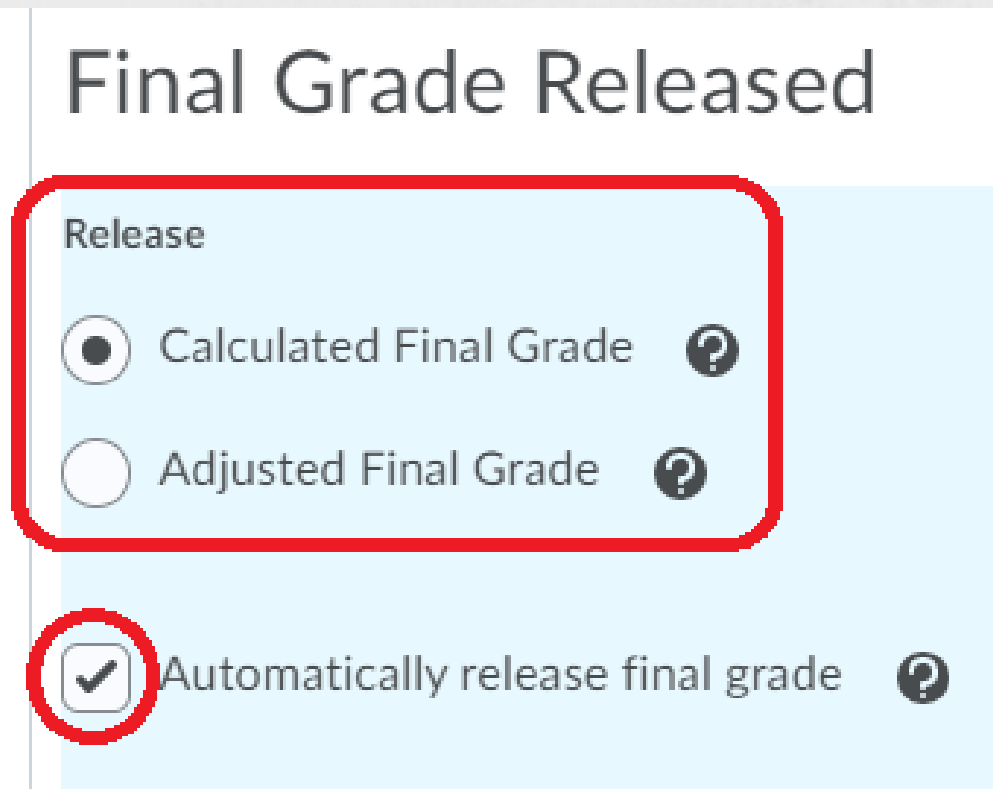
You can choose to release your Final Grades automatically. To do this, first go to **Grades** and select **Settings**.



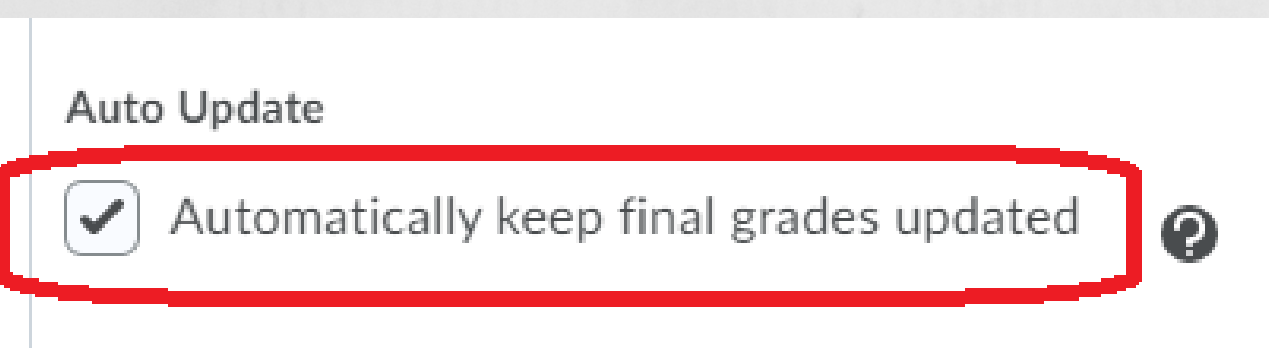
## 2 On the next screen, select the Calculation Options tab.



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

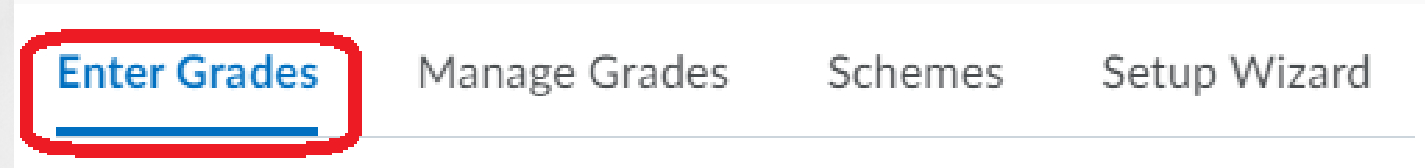


## 4 If you are releasing your final grade automatically, be sure to scroll down and check the box to **Automatically keep final grades updated** so students see an up to date value.

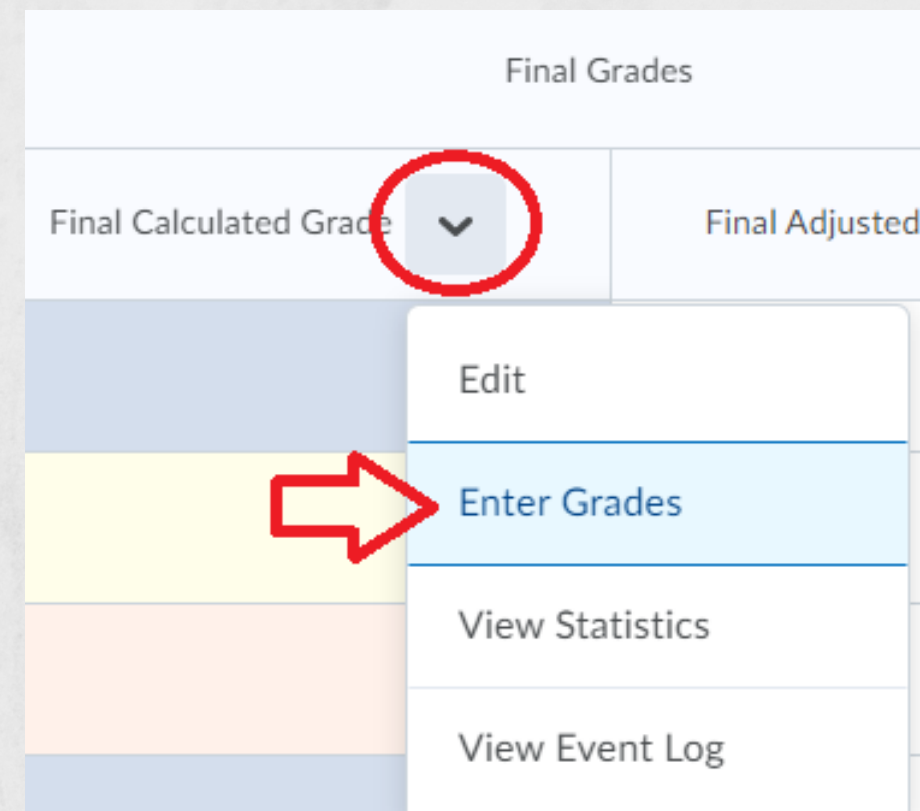


## 1 Releasing Final Grades Manually

You can choose to release your Final Grades manually. To do this, first go to **Grades** and select **Enter Grades**.

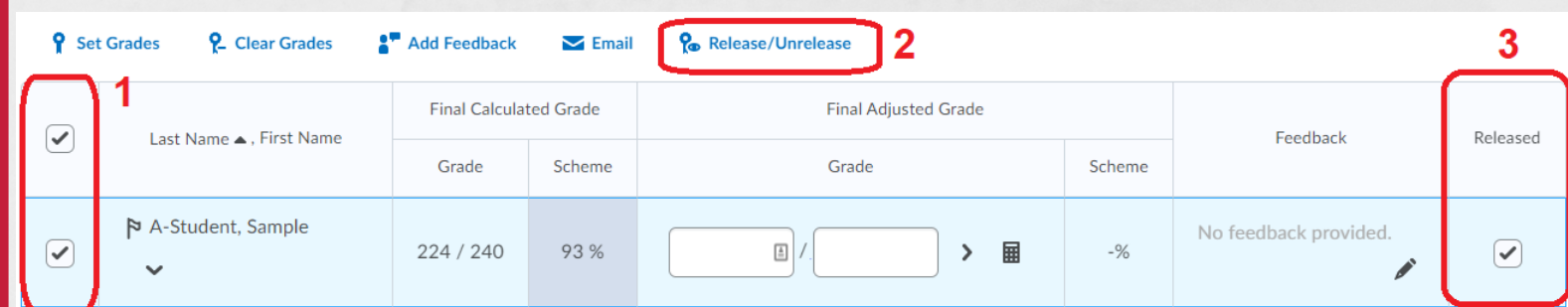


## 2 On the next screen, scroll over to **Final Grades**. Open the menu for **Calculated** or **Adjusted** and select **Enter Grades**.

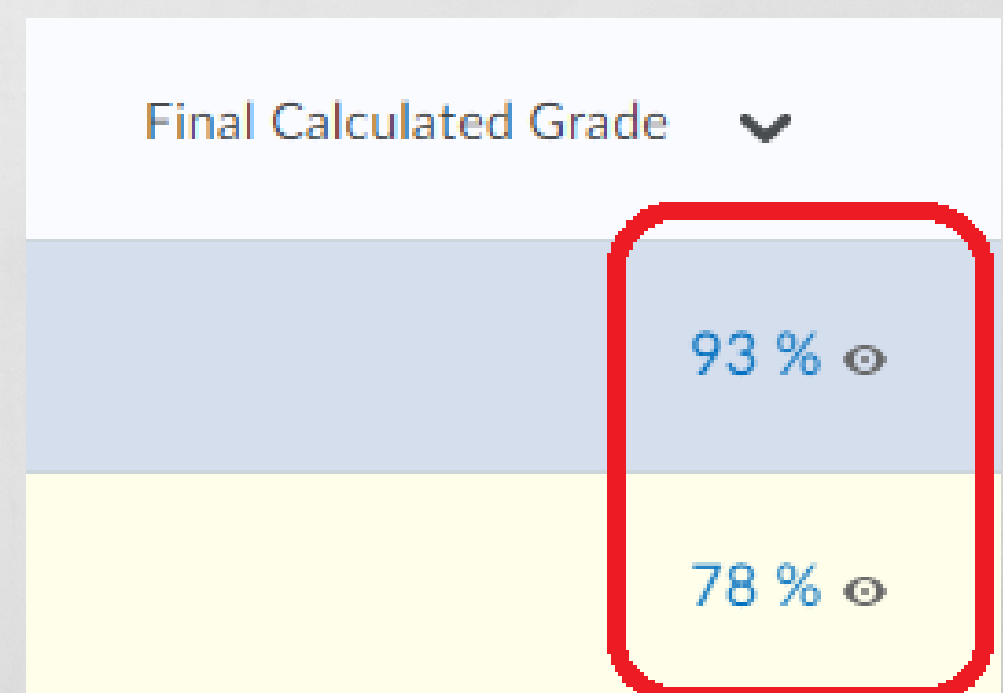


## 3 On the next screen:

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



## 4 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.



For more details, contact Distance Education Support at (931) 221-6625 or [online@apsu.edu](mailto:online@apsu.edu)