



## SETUP D2L Brightspace

Validate that each course is setup correctly and the grades are ready to be imported.

D2L documentation and help:

<https://documentation.desire2learn.com/>

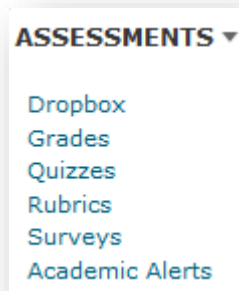
<https://documentation.desire2learn.com/en/Learning%20Environment>

<https://documentation.desire2learn.com/en/Grades>

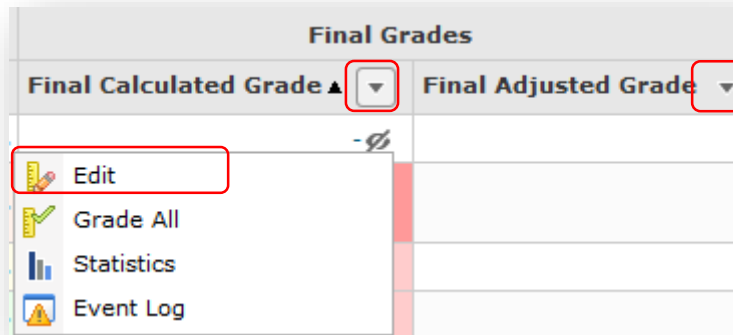
### Final or Final Adjusted Grade

Select a grade scheme that matches how final grades are released to users by your institution and match the Course grading system. For example, if letter grades (e.g. A, B+, C-) are used at your institution, select an existing Letter grade scheme from the drop down by Final Calculated Grade and apply it as the Final default grade scheme.

From the **Assessment** column title, click on [**Grades**] from the drop down.

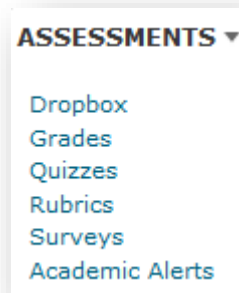


Click on the **Final Calculated Grade** or **Final Adjusted Grade** dropdown. Click on [**Edit**].



**Choose the Grade Scheme that matches the Final Course grades.**

From the **Assessment** column title, click on [Grades] from the drop down.



Choose the Grading Scheme that matches the Course Grading for Faculty Application.



**Edit Calculated Final Grade**

Properties Restrictions

General

Name \*  
Final Calculated Grade

Short Name

Grading

Can Exceed

Grade Scheme  
Alphabetical With (+) and (-)

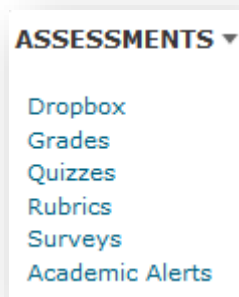
Save and Close Save Cancel

Click on [Save and Close].

**Student View Display Options and Final Grade Released.**

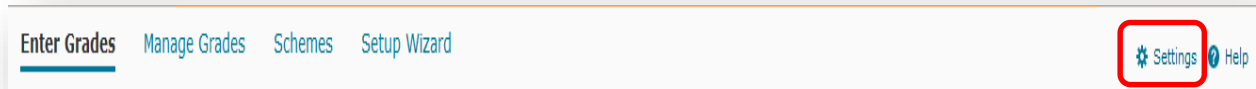
**Validate that there is a Check mark by the Grade scheme symbol.**

From the **Assessment** column title, click on [Grades] from the drop down.

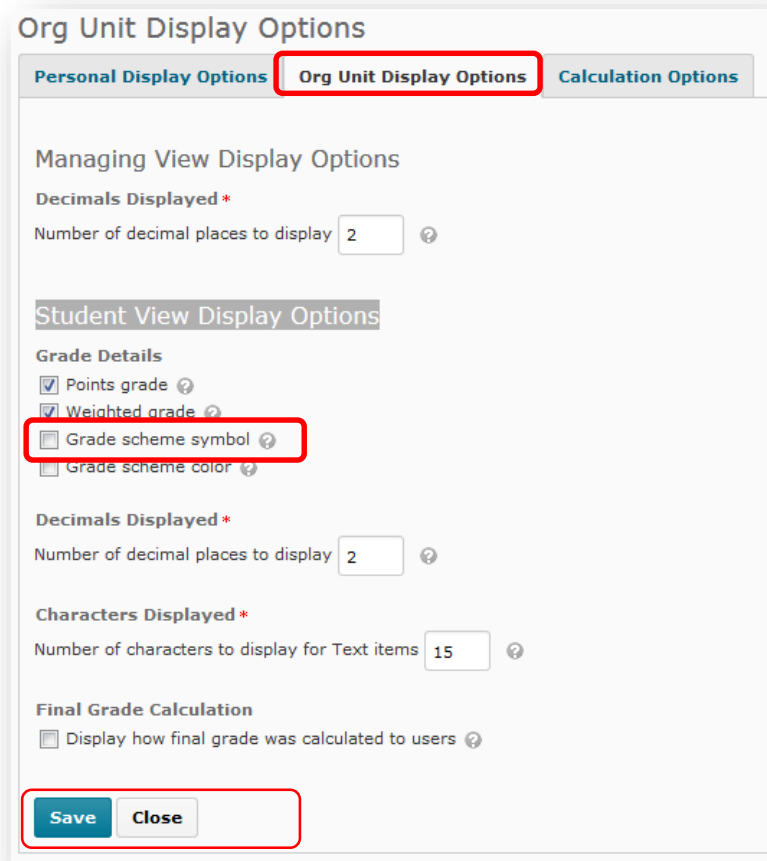




On the left hand corner, click on **[Settings]**.



Click on the tab titled, **[Org Unit Display Options]**. Under the **Student View Display Options** section, validate that a check mark in next to  Grade scheme symbol . If the Grade scheme symbol does not have a check mark then click in the box. A check mark will display. This will allow the display to import.



Click the **[Save]** button.

Click on the tab titled, **[Calculations Options]**. Under the **Final Grade Released** section, validate which choice of Calculated Final Grade or Adjusted Final Grade will be



released. Click in the radio button next to this choice. This will set the flag for which should be imported.

**Personal Display Options**   **Org Unit Display Options**   **Calculation Options**

### Grading System

**Grading System**

Weighted ?

**Example:**  
Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)

Final Grade: /100%

Points ?

**Example:**  
Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)

Final Grade: /240 points

**Final Grade Released**

**Release**

Calculated Final Grade ?

Adjusted Final Grade ?

**Grade Calculations**

**Ungraded Items**

Drop ungraded items ?

ungraded items as 0 ?

**Save**   **Close**

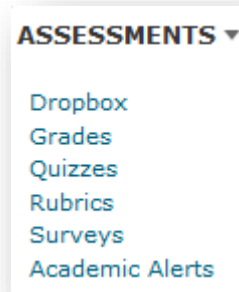
Click the **[Save]** button.

### Release Grades

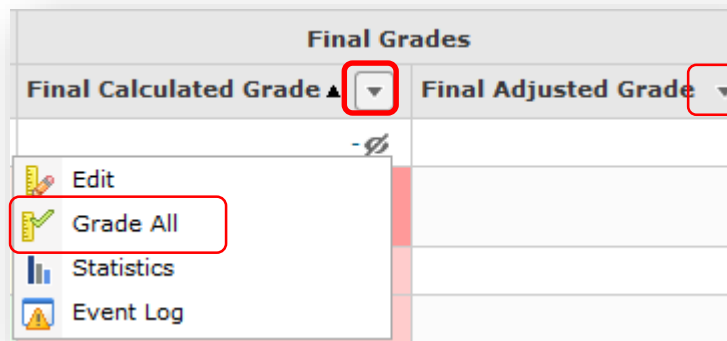
Either Final Adjustment Grades or Final Grades can be released.



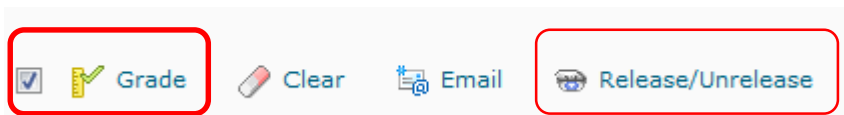
From the **Assessment** column title, click on [**Grades**] from the drop down.



Click on the **Final Calculated Grade** or **Final Adjusted Grade** dropdown. Click on [**Grade All**].



Choose the check mark by the Grade icon to select all students. Then Click on the Release/Unrelease button.



Click on the [**Save and Close**] button.



**Once Grades have been released. They can be imported into the Faculty App.**