Preparing Final Grades for Export
Desire2Learn

UNIVERSITY OF CALGARY

These instructions will help you prepare your final grades for export, a necessary step before importing your grades into PeopleSoft. The export will be done using the D2L Grades Export tool found here http://elearn.ucalgary.ca/desire2learn/grades-export
NOTE: Please make sure the course you need to export grades from is set to Active.

Check your Settings

Whether your D2L gradebook is using a final calculated grade or final adjusted grade, you will need to ensure you are using a **Grade Scheme** that applies a letter grade. As in previous years, PeopleSoft final grades must be entered in letter format, following the relevant grading policies laid out by your faculty or department. If you do not have a grade scheme, you can find out how to create a new scheme by visiting the Help for Instructors section, which is located on the D2L Home Landing page, found immediately after logging in to http://d2l.ucalgary.ca

A. Ensure that your gradebook will export the appropriate final grade

1. Navigate to your gradebook **Assessment** > **Grades**, on the **Enter Grades** tab.

Enter Grades   Manage Grades   Schemes   Setup Wizard
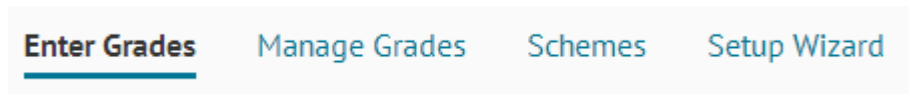
2. Scroll to the right, looking for the Final Grades columns. There might be one or two columns, like below.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
49.2 / 100, 49.2 %	☐ / ☐
74.3 / 100, 74.3 %	☐ / ☐
87.6 / 100, 87.6 %	☐ / ☐

If you only have one grade column, please continue to Step 4.

3. **What is the difference between Final Calculated Grades and Final Adjusted Grades?**
In the above image, it is clear that Final Adjusted Grades are not being used, as all those columns are empty. To ensure that we are not exporting an empty file, you will want to check to which grade column is being exported.
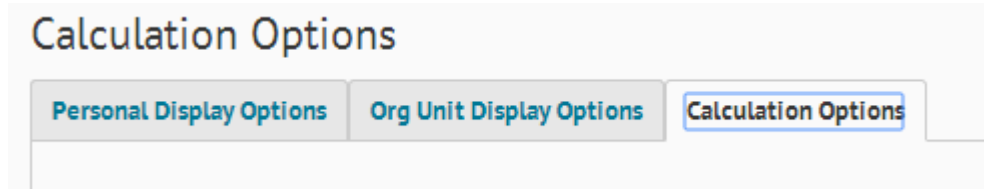
Final Calculated Grade: This column takes all the scores your students have earned and totals them according your weighting/points.
Final Adjusted Grade: This is a grade column that allows instructors to make adjustments to a

student's final grade, such as applying appropriate rounding, e.g. 49.2% as above.

Which Final Grade Am I using?
To find out which of the two Final Grades are being released to your students, look for the **Settings** located on the top right.

⚙ Settings   ❓ Help

Calculation Options

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

Once you have clicked on the **Settings** icon, please click on the rightmost tab, **Calculation Options.** In this tab, you are looking for the **Final Grade Released** section, to identify which final grade item you are releasing. Refer back to what you saw in Step 2: Which column has your accurate, final grades in it?

Final Grade Released

Release

○ Calculated Final Grade ❓
⦿ Adjusted Final Grade ❓
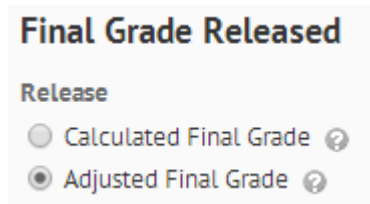
Note: If you make a change, please ensure that you click on the **Save** button at the bottom of the page. Once you have saved your changes, please navigate back to your gradebook using the red navigation bar by clicking on **Assessment** > **Grades**, on the **Enter Grades** tab.

4. Now that you have identified which grade item has your accurate, final grades, we will check for two more settings. Select the downward triangle (▼) **Final Calculated Grade** or **Final Adjusted Grade** to edit that column.

| **Final Grades**	
d ID	**Final Adjusted Grade** ▼

📝 Edit
✅ Grade All
📊 Statistics
⚠ Event Log
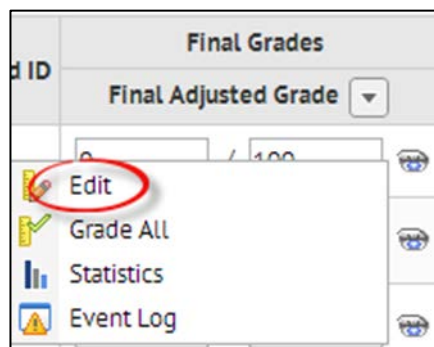
5. To check which Grade Scheme you are using, look on the first page that opens up. In the **Properties** tab, under the **Grading** section, look for the **Grade Scheme** drop-down menu.

Grade Scheme
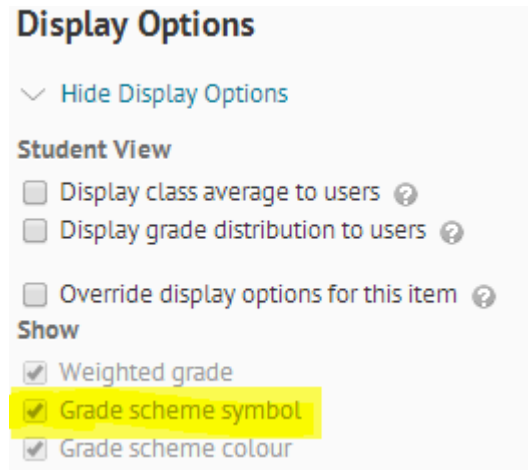
Demo	▼	❓

Please ensure that whatever grade scheme is selected, it is in a **letter grade** format and **not** a percentage. Your grade scheme will need to apply a letter grade to the final score you export to PeopleSoft. If you do not have any other grade scheme, you will need to create one.

6. Continue on the same page, looking for the heading **Display Options.** You may need to click on the option, **Show Display Options**, as below.

Display Options

> Show Display Options
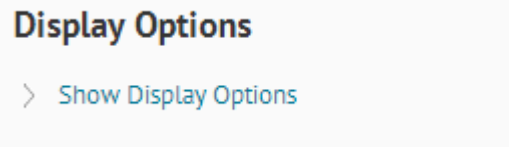
Once you have expanded the display options, look for the heading **Student View** and below that, **Show**. You **must** have the option **Grade Scheme Symbol** checked off. The correct options are shown below:

Display Options

∨ Hide Display Options

Student View
☐ Display class average to users ⊚
☐ Display grade distribution to users ⊚

☐ Override display options for this item ⊚
Show
☑ Weighted grade
☑ Grade scheme symbol
☑ Grade scheme colour

If your settings are different, you will have to check off the option **Override display options for this item**, then check off **Grade Scheme Symbol**. The other two options, Weighted Grade and Grade Scheme Colour do not affect your export.

7. Once you have selected the correct grading scheme, and checked on your display options, please click on the blue **Save and Close** button.

Save and Close

You are now ready to export your final grades.