Gradebook Calculations Part 2 in D2L

1. In D2L, select the course you intend to edit.

2. Select Grades on the Navigation bar.

3. Within Grades, click the Settings button.
4. In settings, select the **Calculation Options** tab. Under Final Grade Released, Adjusted Final Grades are final grades that are released by you when you want to and Calculated Final Grades are final grades computed by D2L automatically. **Recommendation:** Use Adjusted, in order to maximize your control over the gradebook.

5. Under **Grade Calculations**, the Drop Ungraded Items option does not factor any Grade Item without points into the final grade calculation and the Treat Ungraded Items as 0 option automatically scores zero points for any Grade Item without points. **Recommendation:** Either option is fine, but make sure you understand how it will affect your grade calculations. Under **Auto Update**, choose to keep final grades automatically updated or not. **Recommendation:** Either option is fine, but make sure you understand how it will affect your grade calculations. Un-check **Auto Update** to give yourself more control over releasing grades.

You should now be able to choose between calculated and adjusted final grades, how to treat ungraded items, and how to enable auto-updating of final grades.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.