



How to Calculate your Final Grades in FOL

How to calculate your Final Grades in FOL. IMPORTANT: You have a **Final Calculated Grade** column and a **Final Adjusted Grade** column. Both need to be filled especially if you want to use the FOL Grade Transfer to WebAdvisor.

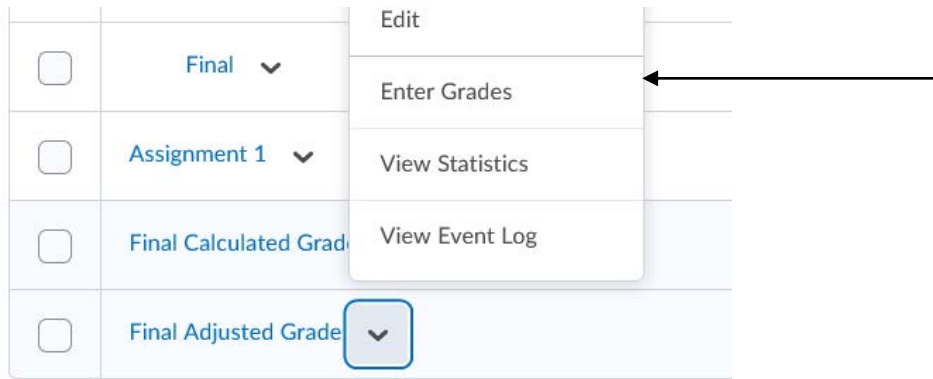
To complete your final grades, do the following:

1. Go to **Evaluations** in your course site.
2. Select **Grades** from the dropdown menu.
3. Click on **Manage Grades** at the top.
4. **TIP:** This step is not necessary but can be helpful when adjusting grades in the Final Adjusted Column for Final Grades. Will refer to further in upcoming steps.
 - Check the boxes in front of the Final Calculated Grade and Final Adjusted Grade at the bottom.
 - Click on **Bulk Edit** (at the top). Change the *Scheme* to an *LG2 Letter Grade*. Save.

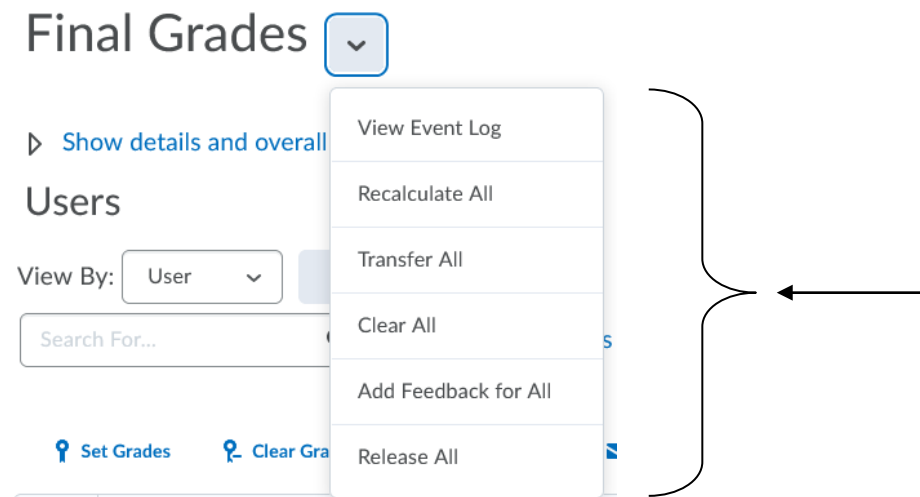
Edit Items and Categories

#	Name*	Short Name	Type	Max Points*	Weight*	Bonus	Can Exceed	Grade Scheme
1	Final Calculated Grade						<input type="checkbox"/>	-- Default Scheme -- (LG2 - Letter Grade) ▾
2	Final Adjusted Grade						<input type="checkbox"/>	-- Default Scheme -- (LG2 - Letter Grade) ▾

5. Next, should be in **Manage Grades** still.
6. Click on the dropdown menu by either Final Calculated or Final Adjusted grades and select **Enter Grades** – either option will take you to the same screen (remember that the dropdown menus are represented by an arrowhead). Refer to image below.



- Click on the dropdown arrowhead by **Final Grades** at the top (here you will find all the features you are looking for to complete this process of calculating your final grades as seen in the image below).

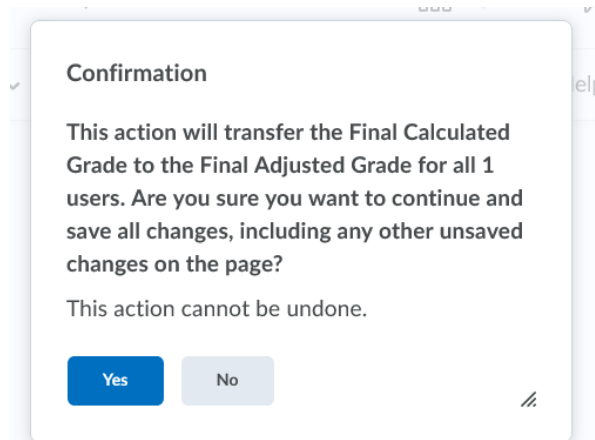


- Click on **Recalculate All**, from the menu (as seen in the previous image) to populate all the students grades in the *Final Calculated Grade* column. A window will open, click the **Calculate** button, you will be prompted to click on another **Calculate** button, and click on the **Yes** button.

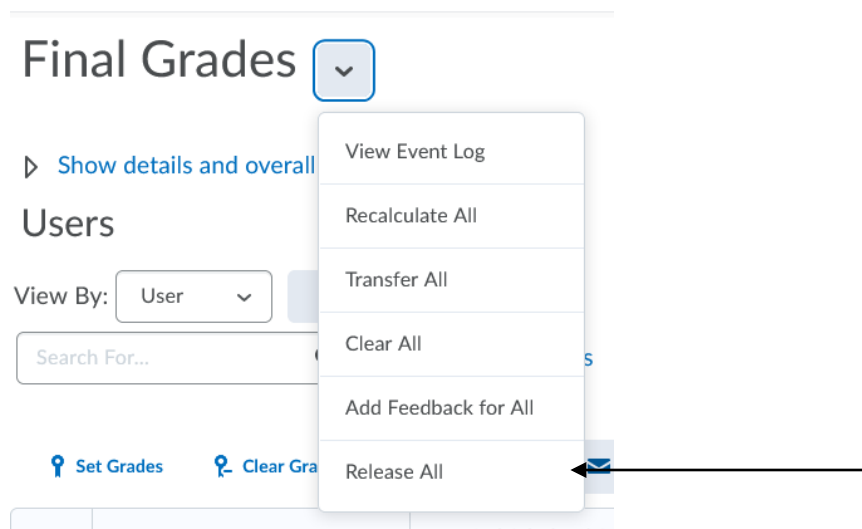
TIP: If you experience issues doing the *Recalculate All* step for the *Final Calculated Grade*, please refer to the additional tip at the end of this document (all steps are provided).

NOTE VERY IMPORTANT: Some sites may have the setting checked to **Automatically keep final grades updated** (this is for the *Final Calculated Grade* column). If so, you don't have to do step 8 and can proceed to the next step (step 9). This is NOT a default setting so you may have some sites setup like this and others that are not. It doesn't matter. You will either have to do the *Recalculate All* step (step 8) or skip to the *Transfer All* step (step 9) as mentioned.

- Next, go back to the dropdown menu by the **Final Grades** heading (as seen in step 7) and click on **Transfer All** to copy those grades into the **Final Adjusted Grade** column. A window will pop up, click on the **Yes** button. The grades will now have copied from the *Final Calculated Grade* column to the *Final Adjusted Grade* column.

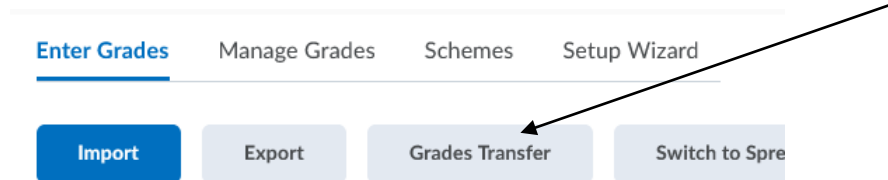


- Next step, in the **Final Adjusted Grade** column, you can tweak the grades if necessary. Tweaking would involve having a student who may have a 64.49% which is a C but if you change it to a 64.5% it now becomes a C+. This changes the grade points that the student will receive for their final grade (which is important in the overall grade point average).
- Once you are happy with the grades, you will go back to the menu for *Final Grades* and click on the **Release All** option. This will now make the final grades available to the students in FOL (but FOL only).



NEXT STEP and VERY IMPORTANT: You MUST now enter those final grades in WebAdvisor. You can manually do it by logging in to WebAdvisor and enter a letter grade for the Final Grade; or, choose to use the **Grades Transfer** in FOL.

If you are wanting to use the FOL *Grades Transfer* option, in FOL Grades, you will see the **Grades Transfer** button at the top.



I have attached a quick guide on how to transfer the grades to this email but the link to the FOL Help is also provided below (go to Help>FanshaweOnline Help>Grades Transfer). In the FOL Help, there are a number of links on the left, make sure to review these if needed. I did cover the FOL portion along with providing some tips in this current document you are reading. You will want to focus on the actual Grade Transfer process next if you followed the steps outlined in this document.

Full Instructions on how to complete the FOL Grade Transfer:

https://www.fanshaweonline.ca/shared/Documentation/10.8/Instructor/GradesTransfer/grades_transfer.html

***ADDITIONAL TIP if NEEDED for STEP 8**

If you run in to any issues with the **Recalculate All** step and it won't calculate, you can set the *Final Calculated Grade* to update automatically which will help if you get an error message. To do this:

- Go to the **Settings** at the top right hand corner in your Grades.



- Click on the **Calculation Options** tab (third one over).
- Scroll to the bottom and check the **Automatically Keep Final Grades Updated** and **Save**. Refer to image below.

Calculation Options

Personal Display Options

Org Unit Display Options

Calculation Options

Grading System

Grading System

Weighted 

Example:

Submissions Category (20% of final grade)

- Submission 1 Item (50% of Assignments)

- Submission 2 Item (50% of Assignments)

Final Exam Item (80% of final grade)

Final Grade: /100%

Points 

Example:

Submissions Category (40 points)

- Submission 1 Item (20 points)

- Submission 2 Item (20 points)

Final Exam Item (200 points)

Final Grade: /240 points

Final Grade Released

Release

Calculated Final Grade 

For Grade Transfer Release this Final Adjusted Grade 




Grade Calculations

Ungraded Items

Drop ungraded items 

Treat ungraded items as 0 

Auto Update

Automatically keep final grades updated 

Save

Close

Check Box
and Save

- When you go back to the Final Grades, you should see that the **Final Calculated Grade** column is now updated and error gone. Continue on to Step 9.