



Customizing the Enter Grades Table – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you want to only see specific columns in your **Enter Grades** table. This will make it easier to grade specific items when you have a really large gradebook.

Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Enter Grades** area.
2. Click the **More Actions** button and select **Hide/Show Columns**.

Training Course 03 Course Home My Tools Edit Course

Enter Grades Manage Grades Schemes Settings Help

Import Export Switch to Spreadsheet View More Actions

Note

- Some grade items/categories are not displayed, click View All to see which items are visible.

View By: User Apply

Search For... Show Search Options

Email

	Last Name ▲, First Name	Presentations ▼			
		Presentation 1 ▼	Presentation 2 ▼	Presentation 3 ▼	Subtotal
<input type="checkbox"/>	A_Student, Demo ▼	87.5 %	75 %	-%	8.33 / 10, 83.33 %
<input type="checkbox"/>	Student, Training01 ▼	72.5 %	100 %	-%	8.17 / 10, 81.67 %
<input type="checkbox"/>	Student, Training02 ▼	40 %	Exempt	-%	4 / 10, 40 %



3. In the **Hide/Show Columns** pop-up box, select the Grade Item columns you wish to see in the Enter Grades table, and then click **Save**. You will then see only those items in the table – you can go back to **Hide/Show Columns** at any point to change which columns you see.

Hide/Show Columns

<input checked="" type="checkbox"/>	Assignments	
<input checked="" type="checkbox"/>	Assignment 1	Numeric
<input checked="" type="checkbox"/>	Assignment 2	Numeric
<input checked="" type="checkbox"/>	Assignment 3	Numeric
<input checked="" type="checkbox"/>	Bonus Assignment (Bonus)	Numeric
<input checked="" type="checkbox"/>	Assignment 5	Numeric
<input checked="" type="checkbox"/>	Subtotal	
<input type="checkbox"/>	Presentations	
<input type="checkbox"/>	Presentation 1	Numeric
<input type="checkbox"/>	Presentation 2	Numeric

Save Cancel



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4. You will now only see those selected items in the **Enter Grades** table.

The screenshot shows the 'Enter Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below the tabs are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A red arrow points from the 'Note' section to the 'Manage Columns' dropdown menu in the table header. The table has columns for 'Last Name', 'First Name', and four assignment columns: 'Assignment 1', 'Assignment 2', 'Assignment 3', and 'Bonus Assignment (Bonus)'. The table contains three rows of student data.

Last Name ▲, First Name		Assignment 1 ▼	Assignment 2 ▼	Assignment 3 ▼	Bonus Assignment (Bonus) ▼
<input type="checkbox"/>	A_Student, Demo ▼	-%	-%	-%	-%
<input type="checkbox"/>	Student, Training01 ▼	-%	-%	-%	-%
<input type="checkbox"/>	Student, Training02 ▼	-%	-%	-%	-%

Things to Remember

When you choose which columns to see, remember that this is only for *your* view, as the instructor for the course. This will *not* affect the students' gradebook view.

To hide a Grade Item, click the down arrow next to the item title and select **Hide from Users**. A closed eye icon will then appear next to the grade item title.

The screenshot shows the 'Manage Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below the tabs are buttons for 'New' and 'More Actions'. A red arrow points from the 'Note' section to the 'Final Exam' row in the table. A dropdown menu is open for the 'Final Exam' row, showing options: 'Edit', 'Hide from Users', 'Enter Grades', 'View Statistics', and 'View Event Log'. The table has columns for 'Type', 'Association', 'Max. Points', and 'Weight'. The table contains four rows of grade item data.

Type	Association	Max. Points	Weight
			40
Numeric	-	65	37.5
Numeric	-	150	62.5
			20



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