Customizing the Enter Grades Table – D2L Tutorial

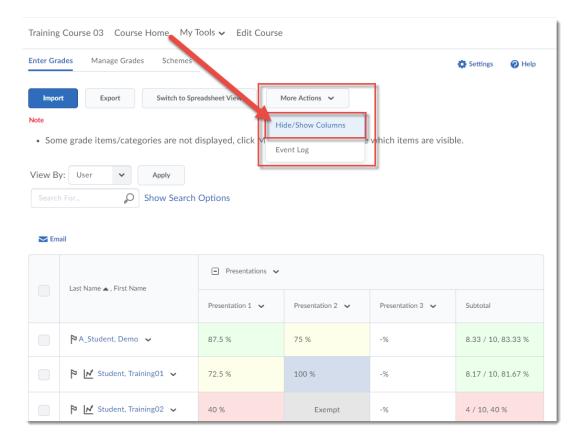
This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

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.

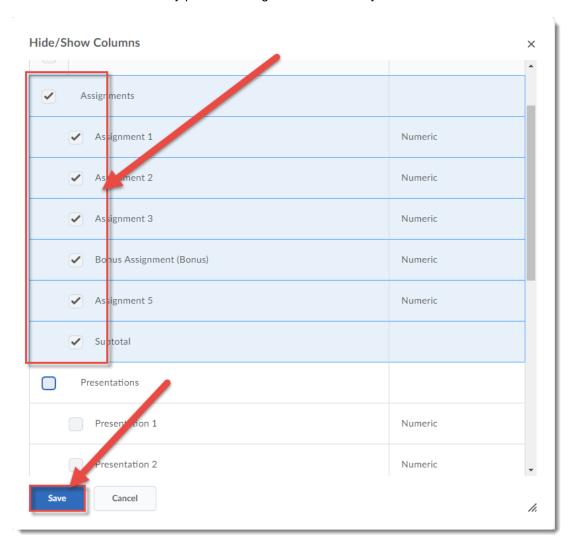




This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

Updated September 2020 Page 1

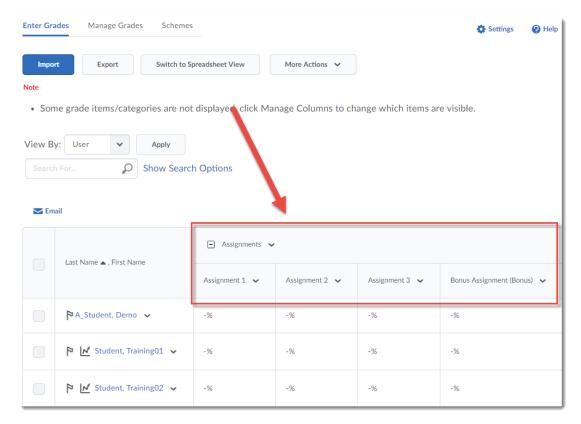
3. In the **Hide/Show Columns** pop-up box, select the Grade Item columns you wish to see in the Enter Grades table, and then click **Save**. You will then see only those items in the table – you can go back to **Hide/Show Columns** at any point to change which columns you see.



This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

Updated September 2020 Page 2

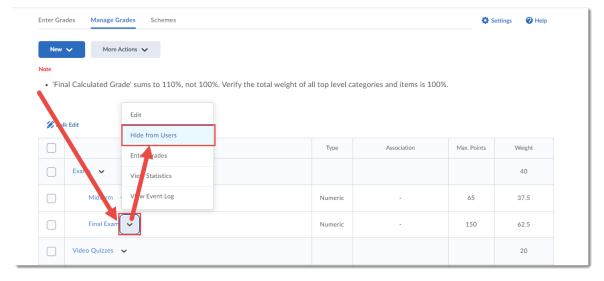
4. You will now only see those selected items in the **Enter Grades** table.



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.



This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

Updated September 2020 Page 3