



## Entering Grades Manually – 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](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved when you want to manually enter your students' grades into the **Enter Grades** area of the **Grades** tool.

### Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Enter Grades** area.
2. To add grades to an individual item, click the down arrow next to the title of the item, and select **Grade All**.

The screenshot shows the 'Enter Grades' interface in D2L. 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 'Note' section indicates that some grade items/categories are not displayed and suggests clicking 'Manage Columns' to change visibility. There are 'View By' and 'Search For...' options. Below this is an 'Email' icon and a table of grade items. The table has columns for 'Last Name, First Name', 'Presentation 1', 'Presentation 2', 'Presentation 3', and 'Subtotal'. A context menu is open over the 'Presentation 1' column of the first row, with the 'Grade All' option highlighted. The table contains the following data:

	Last Name ▲, First Name	Presentation 1	Presentation 2	Presentation 3	Subtotal
<input type="checkbox"/>	A_Student, Demo	-%	-%	-%	- / 10, -%
<input type="checkbox"/>	Student, Training01	-%	-%	-%	- / 10, -%
<input type="checkbox"/>	Student, Training02	-%	-%	-%	- / 10, -%
<input type="checkbox"/>	Student, Training03	-%	-%	-%	- / 10, -%



- Enter the grades in the boxes. Note that you can also add text-based feedback by clicking on the **Feedback** icon for each student. When finished, click **Save and Close**. In the Confirmation pop-up box, click **Ok**. The grades for this item will now appear in the Enter Grades table.

Grade Item: Presentation 1 ▾

▶ Show details and overall feedback

Users

View By: User ▾ Apply

Search For... 🔍 Show Search Options

[Set Grades](#)
[Clear Grades](#)
[Add Feedback](#)
[Exempt](#)
[Unexempt](#)
[Email](#)

<input type="checkbox"/>	Last Name ▲, First Name	Grade	Weighted Grade	Scheme	Feedback
<input type="checkbox"/>	▶ A_Student, Demo ▾	35 / 40	- / -	-%	No feedback provided. ✎
<input type="checkbox"/>	▶ Student, Training01 ▾	29 / 40	- / -	-%	No feedback provided. ✎
<input type="checkbox"/>	▶ Student, Training02 ▾	16 / 40	- / -	-%	No feedback provided. ✎
<input type="checkbox"/>	▶ Student, Training03 ▾	39.5 / 40	- / -	-%	No feedback provided. ✎
<input type="checkbox"/>	▶ Student, Training04 ▾	25 / 40	- / -	-%	No feedback provided. ✎

50 per page ▾

[Save and Close](#)
[Save](#)
[Cancel](#)

- To add grades to multiple items at one time, click **Switch to Spreadsheet View**.

Enter Grades Manage Grades Schemes

[Import](#)
[Export](#)
[Switch to Spreadsheet View](#)
[More Actions ▾](#)

Note

- Some grade items/categories are not displayed, click Manage Columns to change which items are visible.

View By: User ▾ Apply

Search For... 🔍 Show Search Options

Email

<input type="checkbox"/>	Last Name ▲, First Name	Presentations ▾			Subtotal
		Presentation 1 ▾	Presentation 2 ▾	Presentation 3 ▾	
<input type="checkbox"/>	▶ A_Student, Demo ▾	87.5 %	-%	-%	8.75 / 10, 87.5 %
<input type="checkbox"/>	▶ Student, Training01 ▾	72.5 %	-%	-%	7.25 / 10, 72.5 %
<input type="checkbox"/>	▶ Student, Training02 ▾	40 %	-%	-%	4 / 10, 40 %
<input type="checkbox"/>	▶ Student, Training03 ▾	98.75 %	-%	-%	9.88 / 10, 98.75 %
<input type="checkbox"/>	▶ Student, Training04 ▾	62.5 %	-%	-%	6.25 / 10, 62.5 %



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5. Enter the grades in the applicable boxes, then click **Save**.

View By: User

Search For...  [Show Search Options](#)

Email

	Last Name ▲, First Name	Presentations ▼			Subtotal
		Presentation 1 ▼	Presentation 2 ▼	Presentation 3 ▼	
<input type="checkbox"/>	A_Student, Demo ▼	<input type="text" value="35"/> / 40	<input type="text" value="13"/> / 20	<input type="text" value="78"/> / 100	8.75 / 10, 87.5 %
<input type="checkbox"/>	Student, Training01 ▼	<input type="text" value="29"/> / 40	<input type="text" value="17"/> / 20	<input type="text" value="89"/> / 100	7.25 / 10, 72.5 %
<input type="checkbox"/>	Student, Training02 ▼	<input type="text" value="16"/> / 40	<input type="text" value="20"/> / 20	<input type="text" value="95"/> / 100	4 / 10, 40 %
<input type="checkbox"/>	Student, Training03 ▼	<input type="text" value="39.5"/> / 40	<input type="text" value="9"/> / 20	<input type="text" value="45"/> / 100	9.88 / 10, 98.75 %
<input type="checkbox"/>	Student, Training04 ▼	<input type="text" value="25"/> / 40	<input type="text" value="13"/> / 20	<input type="text" value="76"/> / 100	6.25 / 10, 62.5 %

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## Things to Remember

Once you save your grades, students will be able to see them, unless you have hidden the grade item. If you will not be entering all the students' grades at once, you may want to hide the item until you have added the grades for all the students, and then make the item visible for students.

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.

Enter Grades [Manage Grades](#) Schemes [Settings](#) [Help](#)

**Note**

- 'Final Calculated Grade' sums to 110%, not 100%. Verify the total weight of all top level categories and items is 100%.

[Bulk Edit](#)

	Type	Association	Max. Points	Weight
<input type="checkbox"/> Exam			65	40
<input type="checkbox"/> Midterm	Numeric	-	65	37.5
<input type="checkbox"/> Final Exam	Numeric	-	150	62.5
<input type="checkbox"/> Video Quizzes				20



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