



## Previewing a Student's Gradebook – 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 wish to see what individual students will see in their gradebooks (so you can make adjustments to the Grades **Settings** and Grade Items as needed). Note that you can also use **View As Student** to see what your gradebook looks like in general, without actual student grades.

### Steps

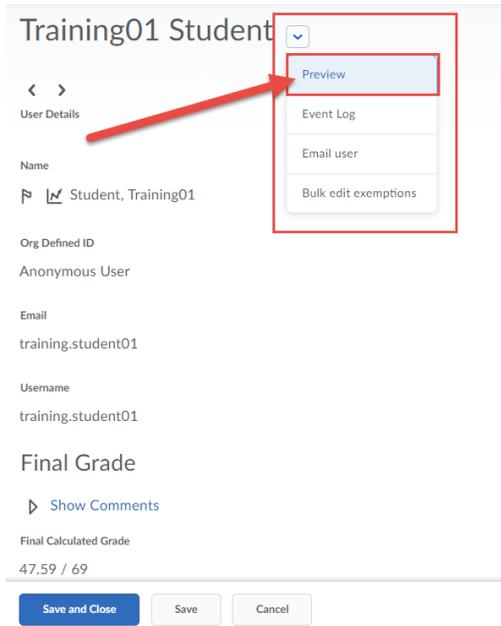
1. Go to the Grades tool in your course, and make sure you are in the **Enter Grades** area.
2. Click on the name of the student whose gradebook you wish to view.

The screenshot shows the D2L Grades tool interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. The 'Enter Grades' tab is selected and highlighted with a red box. 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 which items are visible. Below the note is a 'View By' dropdown menu set to 'User' and an 'Apply' button. There is also a search bar with 'Search For...' and a 'Show Search Options' link. An 'Email' icon is visible. The main part of the screenshot is a table with columns for 'Last Name, First Name', 'Final Grades', and 'Assignments'. The 'Final Grades' column is further divided into 'Final Calculated Grade' and 'Final Adjusted Grade'. The 'Assignments' column is divided into 'Assignment 1' and 'Assignment 2'. The table contains five rows of student data. The second row is highlighted with a red box, and a red arrow points to the student name 'Student, Training01'.

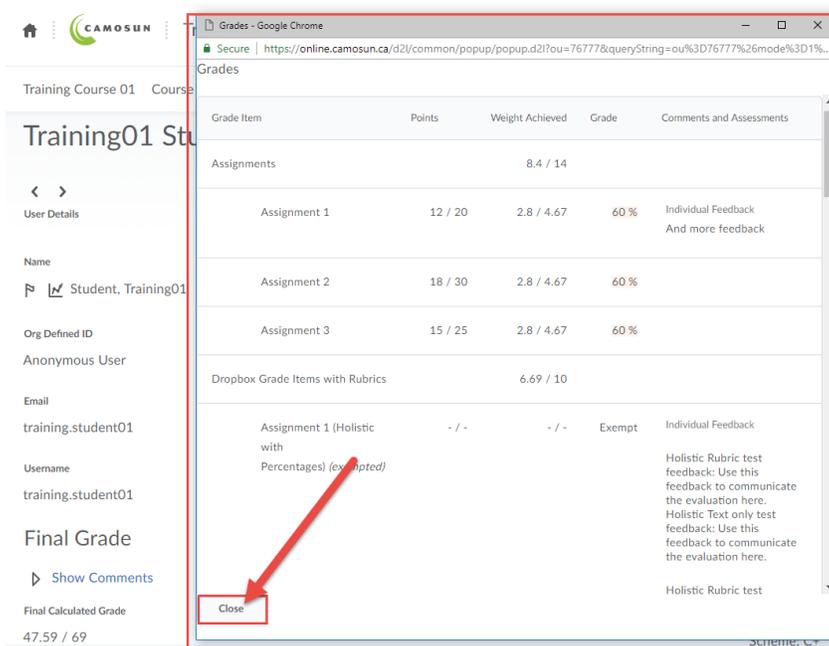
	Last Name ▲, First Name	Final Grades		Assignments ▼	
		Final Calculated Grade ▼	Final Adjusted Grade ▼	Assignment 1 ▼	Assignment 2 ▼
<input type="checkbox"/>	A_Student, Demo ▼	19.42 / 39, D	- / -, - / -	15 / 20, 5.25 / 7, 75 %	25 / 30, 5.8
<input type="checkbox"/>	<b>Student, Training01 ▼</b>	47.59 / 69, C+	- / -, - / -	12 / 20, 2.8 / 4.67, 60 %	18 / 30, 2.8
<input type="checkbox"/>	Student, Training02 ▼	32.08 / 59, D	- / -, - / -	20 / 20, 7 / 7, 100 %	6 / 30, 1.4
<input type="checkbox"/>	Student, Training03 ▼	38.12 / 59, C+	- / -, - / -	19 / 20, 13.3 / 14, 95 %	Ex



3. In the Student grading area (where you can also enter multiple grades for this one student), click on the down arrow next to the student's name, and select **Preview**.



4. A pop-up box will open with a preview of that student's gradebook. Note that this is the view that a student will see when they click on the **Grades** tool. Click **Close** when you are finished previewing.



## Things to Remember

You can make adjustments to what students see through the **Settings** area (see the Tutorial entitled *Changing the Student Gradebook View in Settings*) OR when you edit a Grade Item (by adjusting the **Display Options** on the **Properties** tab.)



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun](https://nounproject.com/) Project.