



## Sending Quiz Marks to Gradebook after Quiz has Started/been Completed – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes tool in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenarios

This tutorial will cover the steps involved when you wish to send quiz marks to the gradebook AFTER a quiz has closed, and also when you have forgotten to link a quiz to a grade item but wish to link it before all students have completed the quiz.

### Scenario 1: Linking the Quiz to a Grade Item and Releasing all the Grades after the Quiz has Closed

1. Go to the **Quizzes** tool in your course.
2. Click the arrow next to the title of the quiz you want to release marks for, and select **Edit**.

The screenshot shows the D2L interface for 'Training Course 03'. The 'Manage Quizzes' tab is active. A red box highlights the 'All About Quizzes' row, and a red arrow points to the 'Edit' option in the dropdown menu.

Current Quizzes	Published
<input type="checkbox"/> All About Quizzes Availability: always available	-
<input type="checkbox"/> Master Quiz Availability: always available	-



3. In the **Assessment** tab, click the **Grade Item** drop-down menu, and select the grade item you wish the quiz to connect to (this assumes you have already set up your gradebook in D2L).

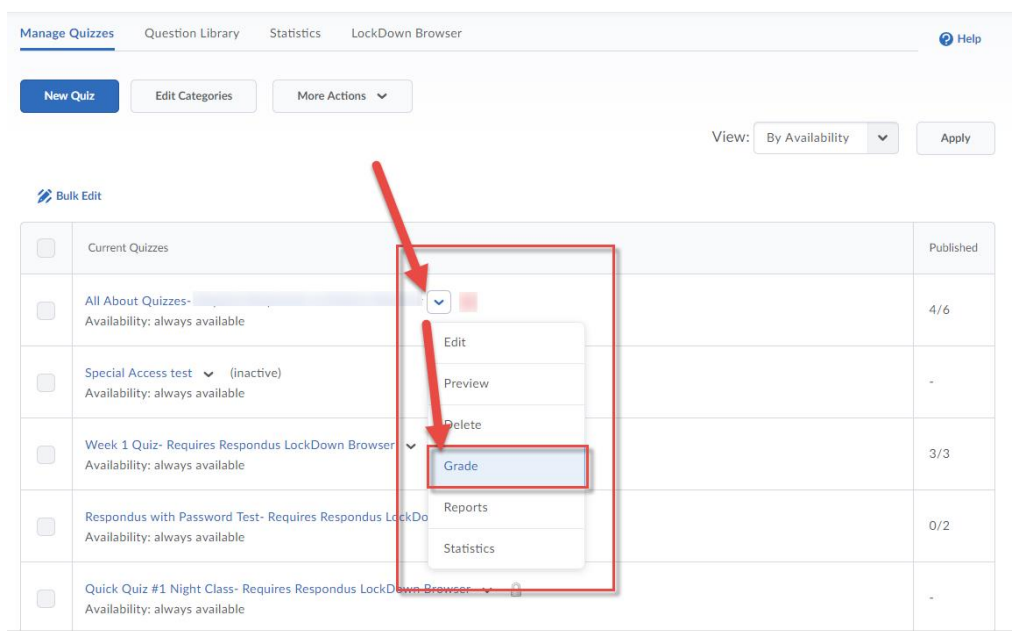
The screenshot shows the 'Assessment' tab in the D2L interface. A red box highlights the 'Assessment' tab, and a red arrow points to it from the left. Another red box highlights the 'Grade Item' drop-down menu, which is currently set to 'Quiz 1'. A red arrow points to this menu from the left. The 'Automatic Grade' section has a checkbox for 'Allow attempt to be set as graded immediately upon completion' which is unchecked. The 'Auto Export to Grades' section has a checkbox for 'Allow automatic export to grades' which is unchecked. The 'Student View Preview' shows '3 / 3 - 100 %'. The 'Rubrics' section has an 'Add Rubric' button and the text 'No rubrics selected.' with a link '[Create Rubric in New Window]'. At the bottom, there are three buttons: 'Save and Close', 'Save', and 'Cancel'.

4. Make sure **Automatic Grade** and **Auto Export to Grades** are DE-SELECTED (no arrows in their boxes). Click **Save and Close**.

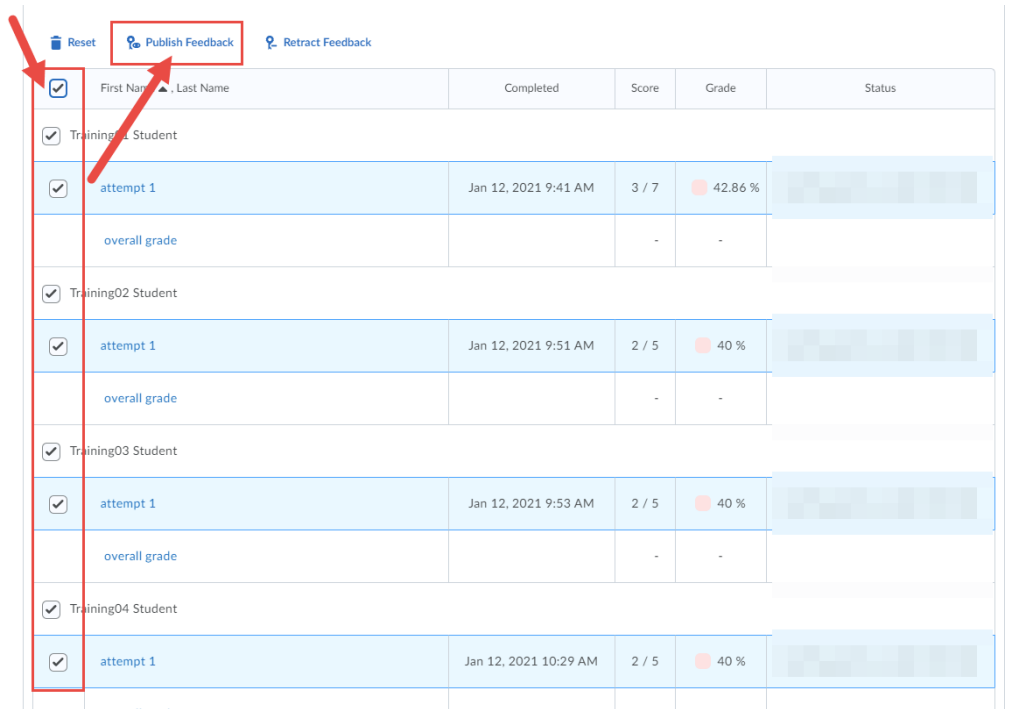
This screenshot is similar to the previous one but with additional annotations for step 4. Red boxes are drawn around the 'Automatic Grade' section and the 'Auto Export to Grades' section, with red arrows pointing to them from the left. The 'Automatic Grade' checkbox is unchecked. The 'Auto Export to Grades' checkbox is unchecked. The 'Save and Close' button at the bottom is highlighted with a red box and a red arrow pointing to it from the left.



- When you are ready to publish quiz scores to the gradebook, click the arrow next to the title of the quiz you wish to grade, and select **Grade**.



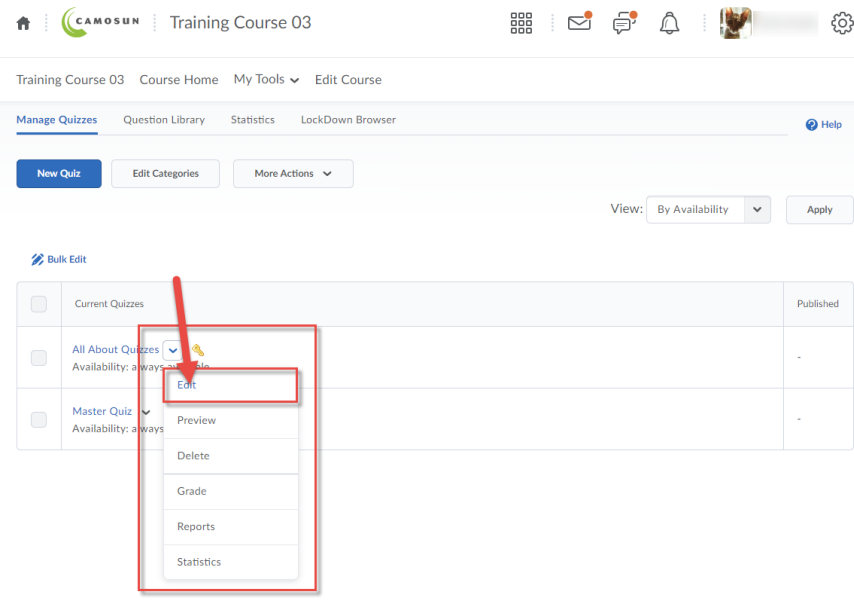
- Select all the attempt boxes you wish to release grades for. Click **Publish Feedback**. Then in the pop-up **Confirmation** box, click **Yes**. When you go to your gradebook, you will see the quiz grades entered there for you.



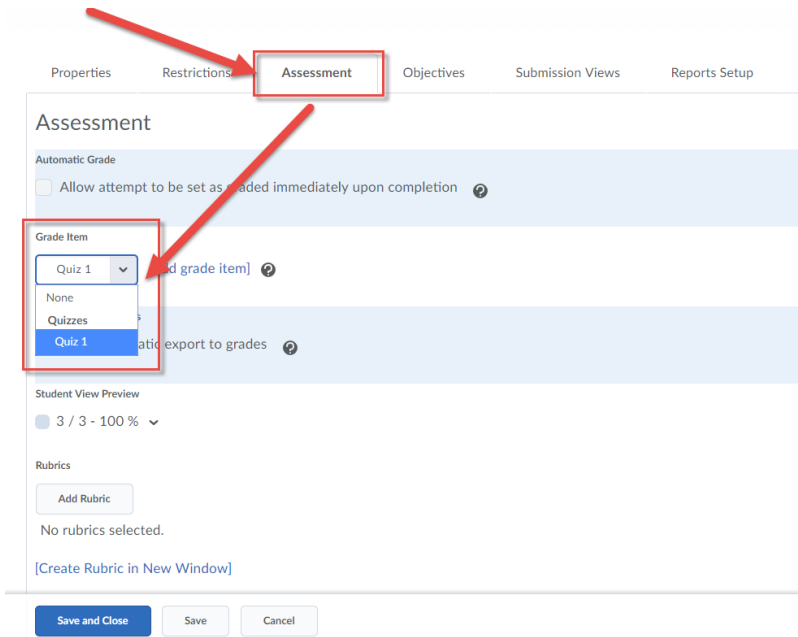
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## Scenario 2: Linking Quiz to Grades + enabling Auto Export to BEFORE it's completed by all students.

1. Go to the **Quizzes** tool in your course.
2. Click the arrow next to the title of the quiz you want to print, and select **Edit**.



3. In the **Assessment** tab, click the **Grade Item** drop-down menu, and select the grade item you wish the quiz to connect to (this assumes you have already set up your gradebook in D2L).



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- Click the select box next for **Auto Export to Grades** (this will mean that grades will automatically be exported to the Gradebook **for students who complete the quiz from this point forward**). Click **Save and Close**.

The screenshot shows the 'Assessment' tab in a learning management system. The 'Assessment' tab is selected, and the 'Auto Export to Grades' checkbox is checked. A red box highlights the 'Auto Export to Grades' section, and a red arrow points to the 'Save and Close' button at the bottom.

Properties Restrictions **Assessment** Objectives Submission Views Reports Setup

### Assessment

Automatic Grade

☐ Allow attempt to be set as graded immediately upon completion ?

Grade Item

Quiz 1 [add grade item] ?

**Auto Export to Grades**

☒ Allow automatic export to grades ?

Student View Preview

3 / 3 - 100 %

Rubrics

Add Rubric

No rubrics selected.

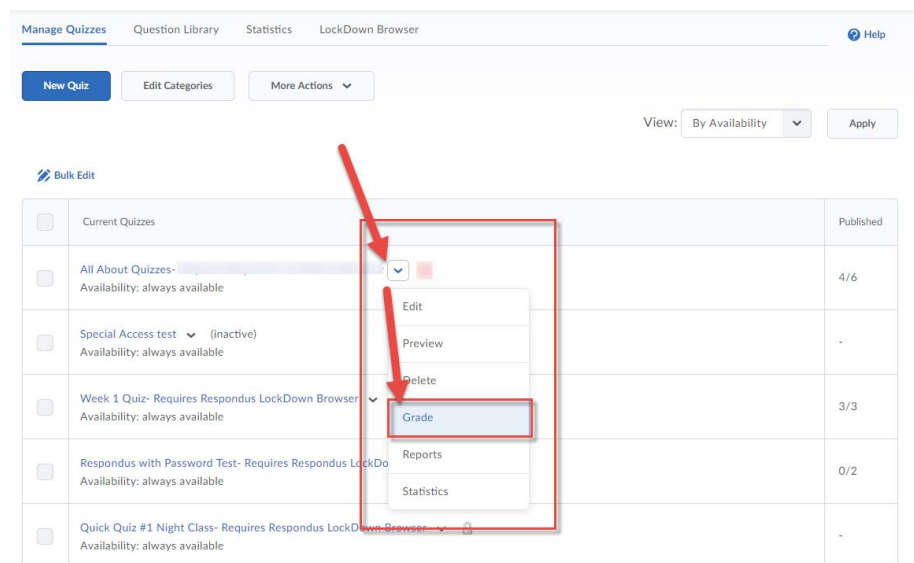
[Create Rubric in New Window]

Attempts

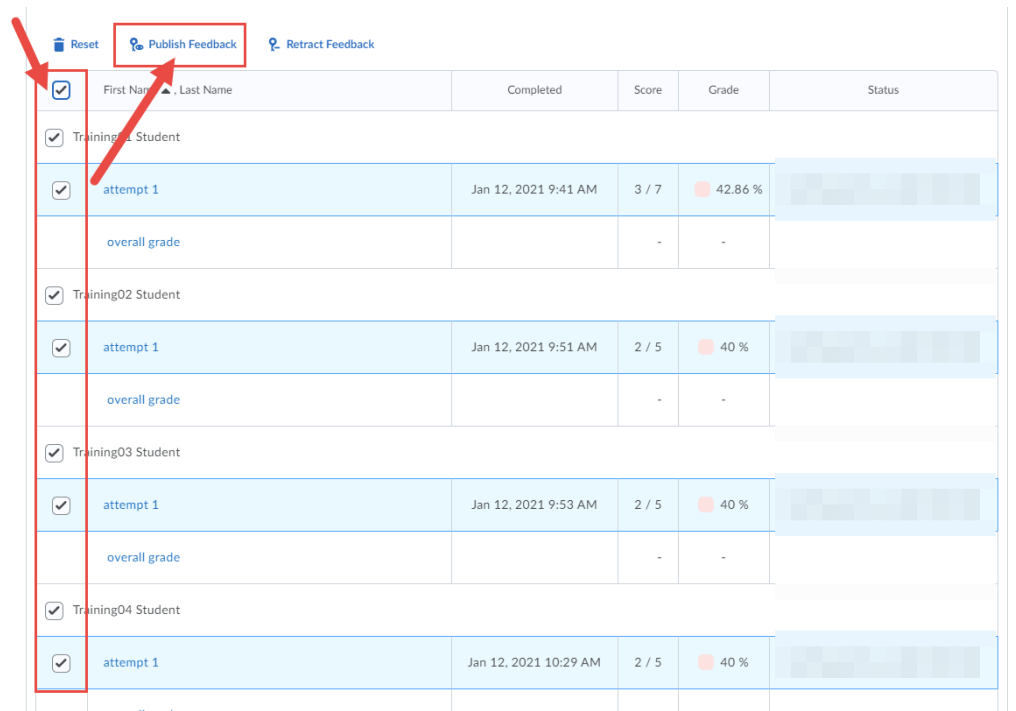
**Save and Close** Save Cancel



5. Now you need to export grades for students who have already completed the quiz.
  - a. Click the arrow next to the title of the quiz you wish to grade, and select **Grade**.



- b. Select all the attempt boxes you wish to release grades for. Click **Publish Feedback**. Then in the pop-up **Confirmation** box, click **Yes**. When you go to your gradebook, you will see the quiz grades entered there for you.



## Things to Remember

After Exporting grades to the gradebook, go to the Grades tool to make sure the grades are there!



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