



Bulk Edit in the Grades Tool – D2L Tutorial

This tutorial is for faculty who have previous experience using the Grades tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will discuss the Bulk Edit option in the **Grades** tool.

Preamble

1. Go to the **Grades** tool in your course, and make sure you are in the **Manage Grades** area.
2. Select one or multiple (or all) Grade items, then click **Bulk Edit**.

Course Home My Tools Edit Course Accessibility Report My Media

Enter Grades **Manage Grades** Schemes Settings Help

New More Actions

Bulk Edit

<input checked="" type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input checked="" type="checkbox"/>	Assignments			55	15
<input checked="" type="checkbox"/>	Assignment 1	Numeric	Assignments	20	33.33333333
<input checked="" type="checkbox"/>	Assignment 2	Numeric	Assignments	30	33.33333333
<input checked="" type="checkbox"/>	Assignment 3	Numeric	-	5	33.33333333
<input checked="" type="checkbox"/>	Bonus Assignment	Numeric	-	10	10
<input checked="" type="checkbox"/>	Video Quizzes			4	20
<input checked="" type="checkbox"/>	Video Quiz 1	Numeric	Quizzes	2	40
<input checked="" type="checkbox"/>	Video Quiz 2	Numeric	Discussions	2	60
<input checked="" type="checkbox"/>	Presentations			160	10



- Bulk Edit** allows you to make edits to multiple Grade items at once. You can edit **Names, Short Names, Max Points, Weights** (only for manually weighted Items), **Bonus** status, **Can Exceed** status (typically used for Bonus Items), **Grade Schemes**, and **Category** placement. Click **Save** once you have made all your changes.

Bulk Edit Items and Categories

#	Name*	Short Name	Type	Max Points*	Weight*	Bonus	Can Exceed	Grade Scheme	Category
1	Assignments				15 Click Save		<input type="checkbox"/>		
2	Assignment 1		Numeric	20	33.33333	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) v	Assignments (15% of final grade) v
3	Assignment 2		Numeric	30	33.33333	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) v	Assignments (15% of final grade) v
4	Assignment 3		Numeric	5	33.33333	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) v	Assignments (15% of final grade) v
5	Bonus Assignment		Numeric	10	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-- Default Scheme -- (Percentage) v	Assignments (15% of final grade) v
6	Video Quizzes				20		<input type="checkbox"/>		
7	Video Quiz 1		Numeric	2	40	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) v	Video Quizzes (20% of final grade) v
8	Video Quiz 2		Numeric	2	60	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) v	Video Quizzes (20% of final grade) v
9	Presentations				10		<input type="checkbox"/>		

Save Cancel

Things to Remember

Remember if you change the Points value of a Grade Item that is connected to another D2L activity, like an Assignment, Quiz, or Discussion, you will need to make sure that the points value matches in the relevant activity.



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