



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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

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**.

Training Course 03 Course Home My Tools Edit Course

Enter Grades Manage Grades Schemes Settings Help

Import Export Switch to Spreadsheet View More Actions Hide/Show Columns Event Log

Note

- Some grade items/categories are not displayed, click View All to see which items are visible.

View By: User Apply

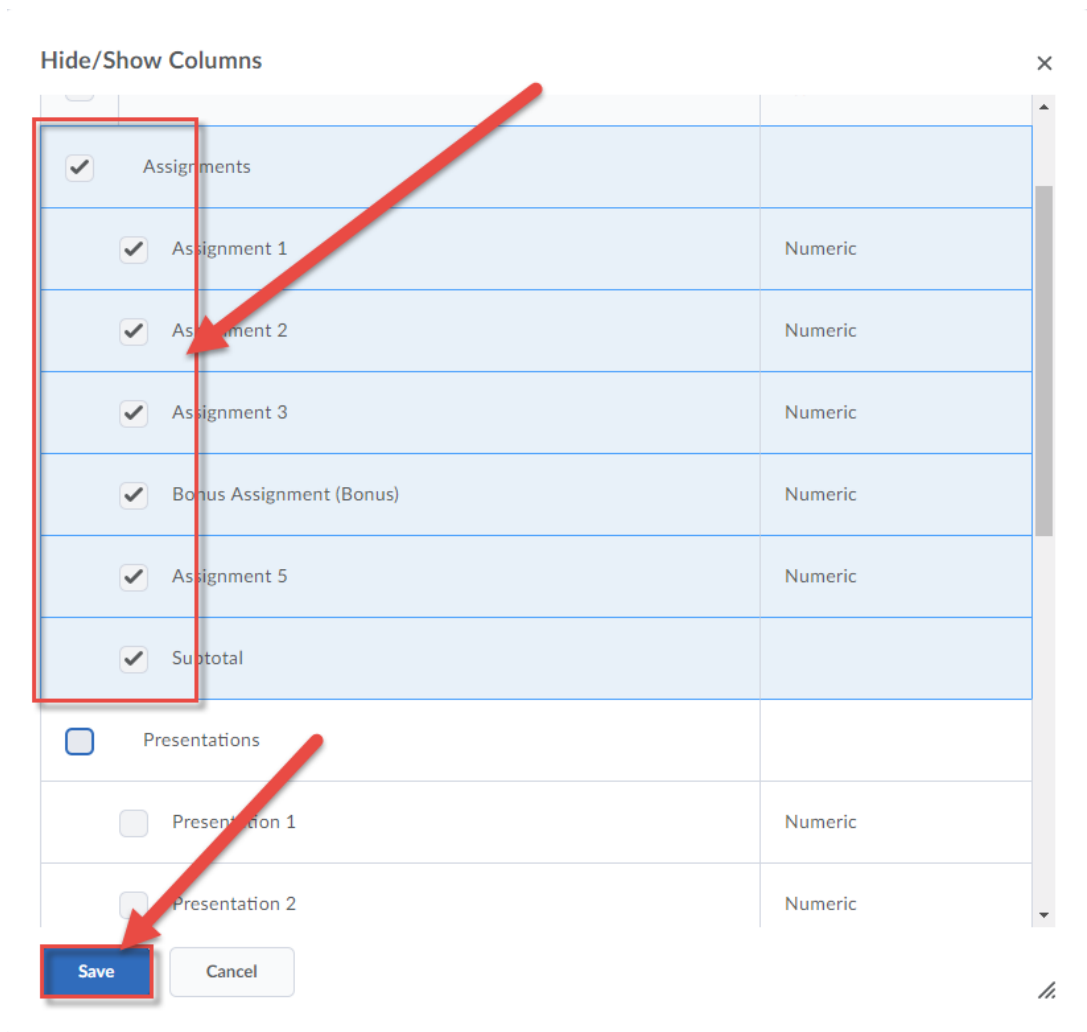
Search For... Show Search Options

Email

	Last Name ▲, First Name	Presentations ▼			
		Presentation 1 ▼	Presentation 2 ▼	Presentation 3 ▼	Subtotal
<input type="checkbox"/>	A_Student, Demo ▼	87.5 %	75 %	-%	8.33 / 10, 83.33 %
<input type="checkbox"/>	Student, Training01 ▼	72.5 %	100 %	-%	8.17 / 10, 81.67 %
<input type="checkbox"/>	Student, Training02 ▼	40 %	Exempt	-%	4 / 10, 40 %



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.



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

The screenshot shows the 'Enter Grades' interface. 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 states: 'Some grade items/categories are not displayed. click Manage Columns to change which items are visible.' Below the note is a 'View By' dropdown set to 'User' and an 'Apply' button. There is also a search bar and a 'Show Search Options' link. An 'Email' icon is visible. The main table has a header row with a checkbox, 'Last Name ▲, First Name', and four columns under the 'Assignments' header: 'Assignment 1', 'Assignment 2', 'Assignment 3', and 'Bonus Assignment (Bonus)'. The table contains three rows of student data, each with a checkbox, a student name, and '-%' in each of the four grade columns. A red arrow points from the 'Note' section to the 'Assignments' column header, which is highlighted with a red box.

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.

The screenshot shows the 'Manage Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below the tabs are buttons for 'New' and 'More Actions'. A 'Note' section states: 'Final Calculated Grade' sums to 110%, not 100%. Verify the total weight of all top level categories and items is 100%. Below the note is a 'Bulk Edit' link. The main table has a header row with a checkbox, 'Type', 'Association', 'Max. Points', and 'Weight'. The table contains four rows of grade item data. The 'Final Exam' row has a dropdown menu open, showing options: 'Edit', 'Hide from Users', 'Enter Grades', 'View Statistics', and 'View Event Log'. The 'Hide from Users' option is highlighted with a red box. A red arrow points from the 'Note' section to the 'Final Exam' row, which has a dropdown menu open.



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