



The Grade Item Action Menu – D2L Tutorial

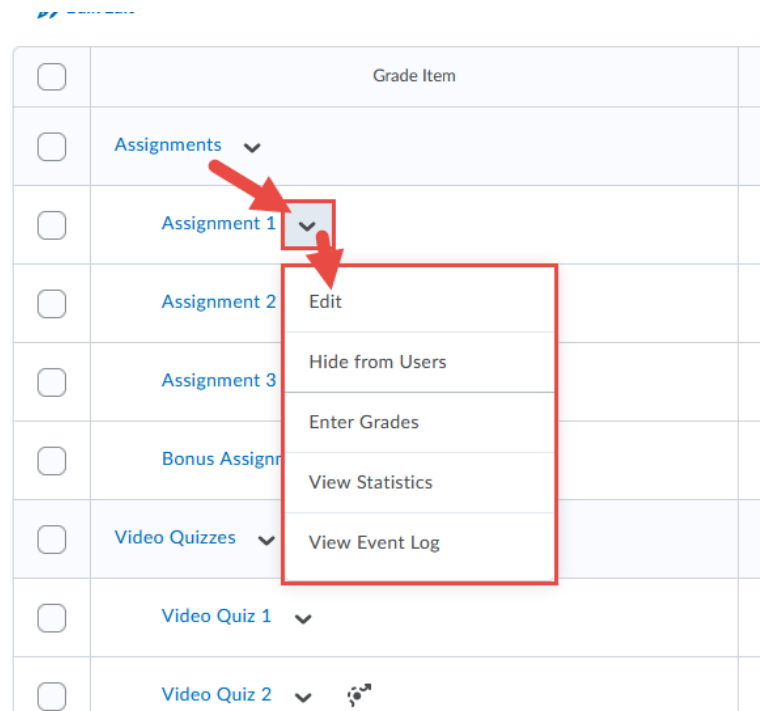
This tutorial is for faculty who have previous experience using the Grades tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will discuss the various functions available in the individual Grade Item's "action menu" (the drop-down menu that appears when you click the down arrow next to the Grade Item title).

Preamble

1. Go to the **Grades** tool in your course, and make sure you are in the **Manage Grades** area.
2. Click the down arrow next to a Grade Item title. The choices you have are **Edit**, **Hide from Users/Make Visible to Users**, **Enter Grades**, **View Statistics**, and **View Event Log**. We will look at each function in turn.



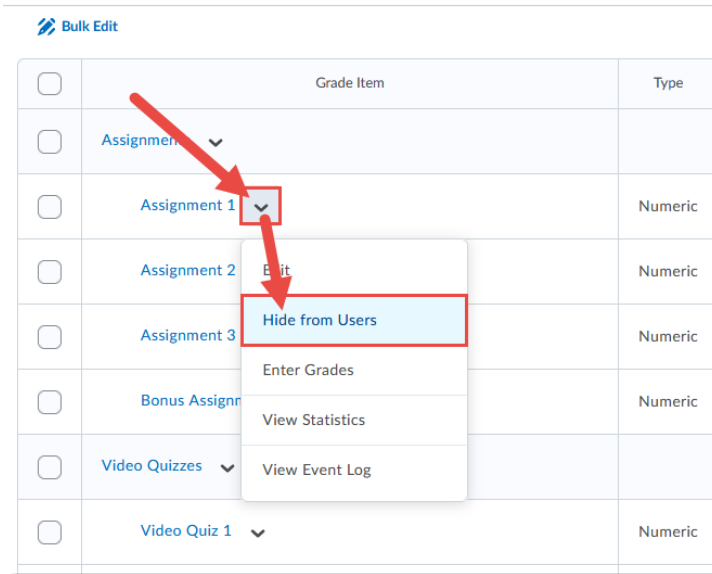
Edit

Edit allows you to edit the Grade Item's settings. See the tutorial *Creating a Grade Item* for more information.

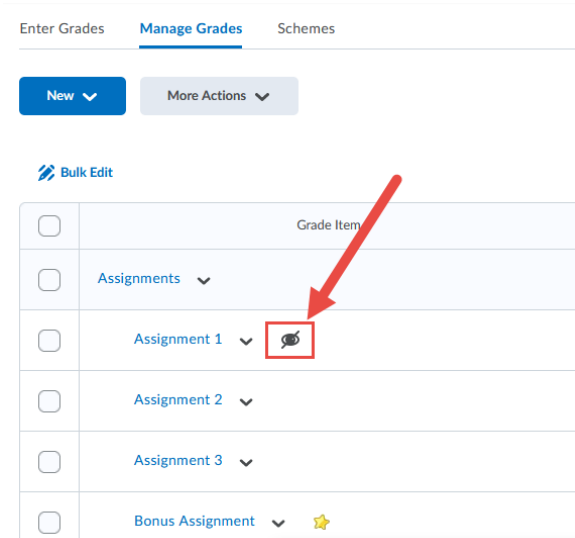
Make Visible to Users/Hide from Users

Two sides of a coin, these functions allow you to hide and unhide Grade Items from students. To **Make Visible** or **Hide** individual Grade Items:

1. From the action menu, select **Hide from Users**.



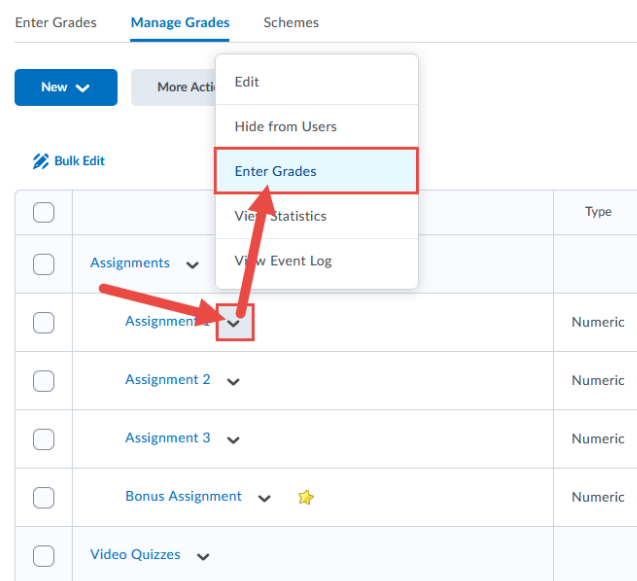
2. The Grade Item now has a closed eye icon next to its title. You can make it visible using the **Make Visible to Users** function.



Enter Grades

Enter Grades allows you to manually add or adjust grades for a Grade Item.

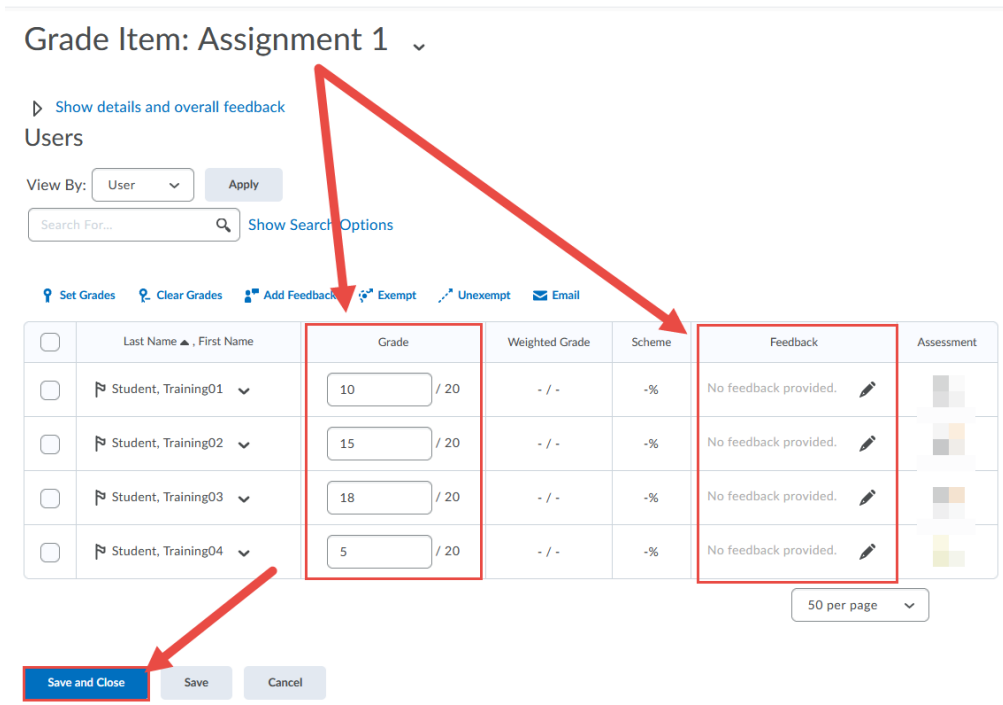
1. From the action menu, select **Enter Grades**.



The screenshot shows the 'Manage Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below the tabs, there are buttons for 'New', 'More Actions', and 'Bulk Edit'. A dropdown menu is open, showing options: 'Edit', 'Hide from Users', 'Enter Grades', 'View Statistics', and 'View Event Log'. The 'Enter Grades' option is highlighted with a red box. A red arrow points from the 'Enter Grades' option to the 'Assignment 1' dropdown menu in the table below. The table has columns for checkboxes, assignment names, and 'Type'.

		Type
<input type="checkbox"/>		
<input type="checkbox"/>	Assignments	
<input type="checkbox"/>	Assignment 1	Numeric
<input type="checkbox"/>	Assignment 2	Numeric
<input type="checkbox"/>	Assignment 3	Numeric
<input type="checkbox"/>	Bonus Assignment	Numeric
<input type="checkbox"/>	Video Quizzes	

2. Add the grades into the Grade column boxes, add Feedback as needed, and click **Save and Close**. If the Grade Item is not hidden, students will be able to see their grades for this item immediately.



The screenshot shows the 'Grade Item: Assignment 1' interface. At the top, there is a dropdown for 'Grade Item: Assignment 1'. Below it, there is a link 'Show details and overall feedback'. Under 'Users', there is a 'View By:' dropdown set to 'User' and an 'Apply' button. There is also a search bar and a 'Show Search Options' link. Below the search bar, there are buttons for 'Set Grades', 'Clear Grades', 'Add Feedback', 'Exempt', 'Unexempt', and 'Email'. A table is displayed with columns: 'Last Name, First Name', 'Grade', 'Weighted Grade', 'Scheme', 'Feedback', and 'Assessment'. The 'Grade' and 'Feedback' columns are highlighted with red boxes. The 'Grade' column contains input boxes with values 10, 15, 18, and 5. The 'Feedback' column contains 'No feedback provided.' with a pencil icon. At the bottom, there are buttons for 'Save and Close', 'Save', and 'Cancel'. A red arrow points from the 'Add Feedback' button to the 'Feedback' column. Another red arrow points from the 'Save and Close' button to the 'Save and Close' button.

	Last Name, First Name	Grade	Weighted Grade	Scheme	Feedback	Assessment
<input type="checkbox"/>	Student, Training01	10 / 20	- / -	-%	No feedback provided.	
<input type="checkbox"/>	Student, Training02	15 / 20	- / -	-%	No feedback provided.	
<input type="checkbox"/>	Student, Training03	18 / 20	- / -	-%	No feedback provided.	
<input type="checkbox"/>	Student, Training04	5 / 20	- / -	-%	No feedback provided.	

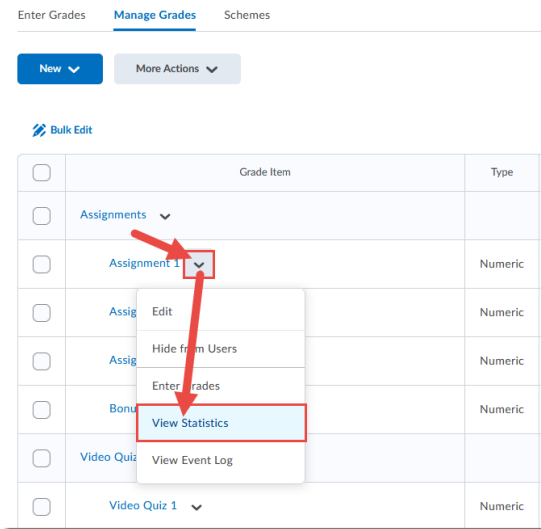


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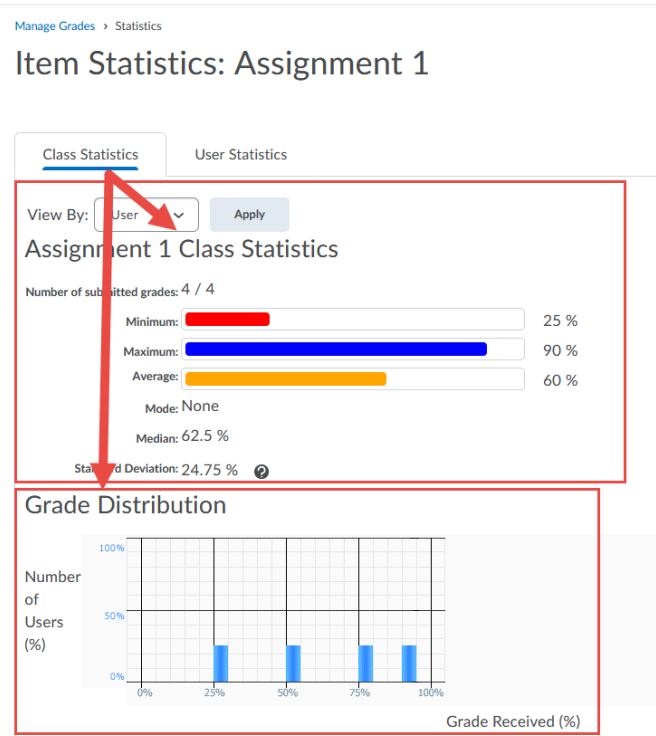
View Statistics

View Statistics allows you to look at Class and User-specific statistics for individual grade items, for example Averages, Grade Distribution, etc.

1. From the action menu, select **View Statistics**.



2. Under the **Class Statistics** tab you will see the **Minimum** grade, the **Maximum** grade, the **Average** grade, as well as the **Mode**, **Median**, and **Standard Deviation** in one table, and the overall **Grade Distribution** in the second.



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- Under the **User Statistics** tab, you will see all the student names and their grades.

Class Statistics **User Statistics**

View By: User

Search For...

<input type="checkbox"/>	Last Name ▲, First Name	Grade
<input type="checkbox"/>	Student, Training01	50 %
<input type="checkbox"/>	Student, Training02	75 %
<input type="checkbox"/>	Student, Training03	90 %
<input type="checkbox"/>	Student, Training04	25 %

20 per page

View Event Log

Use the **Event Log** to view all actions completed for this Grade Item from creation to visibility status, etc.

- From the action menu, select **Event Log**.

Enter Grades **Manage Grades** Schemes

<input type="checkbox"/>	Grade Item	Type
<input type="checkbox"/>	Assignments ▼	
<input type="checkbox"/>	Assignment 1 ▼	Numeric
<input type="checkbox"/>	Assig Edit	Numeric
<input type="checkbox"/>	Assig Hide from Users	Numeric
<input type="checkbox"/>	Bonu Enter grades	Numeric
<input type="checkbox"/>	Video Quiz View Statistics	
<input type="checkbox"/>	View Event Log	

- The Event Log table.

Manage Grades Event Log: Assignment 1

Search For Modified By...

Changed By	Date ▼	Modified Property	Previous Value	New Value
CD406776	Oct 12, 2021 1:35 PM	Visibility Status	Hidden	Not Hidden
CD406776	Oct 12, 2021 1:33 PM	Visibility Status	Not Hidden	Hidden
CD406776	Oct 12, 2021 1:28 PM	Visibility Status	Hidden	Not Hidden
CD406776	Oct 12, 2021 11:58 AM	Visibility Status	Not Hidden	Hidden
CD406776	Aug 27, 2018 11:34 AM	Max. Points	50	20
CD406776	Aug 27, 2018 11:23 AM	Category	None	Assignments

20 per page

Things to Remember

Use the **More Actions** menu to make changes to multiple Grade Items at once (for example, Make Visible, Delete, etc.) See the tutorial *The More Actions Menu for Grades* for more information.



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