



## The More Actions Menu 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 various functions available in the **More Actions** menu 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. Click on the **More Actions** menu. The choices you have are **Reorder**, **View Event Log**, **Make Visible to Users**, **Hide from Users**, and **Delete**. We will look at each function in turn.

Course Home My Tools ▾ Edit Course Accessibility Report My Media

Enter Grades **Manage Grades** Schemes Settings Help

New ▾ **More Actions** ▾

Bulk Edit

|  | Type    | Association | Max. Points | Weight |
|--|---------|-------------|-------------|--------|
| <input type="checkbox"/>                 |         |             | 70          | 10     |
| <input type="checkbox"/> Exams           |         |             |             |        |
| <input type="checkbox"/> M               | Numeric | Quizzes ?   | 65          | 37.5   |
| <input type="checkbox"/> Final Exam ▾    | Numeric | Quizzes ?   | 5           | 62.5   |
| <input type="checkbox"/> Video Quizzes ▾ |         |             | 4           | 20     |
| <input type="checkbox"/> Video Quiz 1 ▾  | Numeric | Quizzes ?   | 2           | 40     |



## Reorder

Reorder allows you to change the order of the Grade Items and Categories you have created. Once you click **Reorder**:

1. Use the **Sort Order** select boxes to reorder your Items and Categories. Click **Save**.

### Reorder Grade Items and Categories

Expand All Collapse All

| Items and Categories | Sort Order |
|----------------------|------------|
| ▼ Exams              | 1 ▼        |
| Midterm              | 1 ▼        |
| Final Exam           | 2 ▼        |
| ▶ Video Quizzes      | 2 ▼        |
| ▶ Assignments        | 3 ▼        |
| ▶ Presentations      | 4 ▼        |
| Participation        | 5 ▼        |
| Assignment 5         | 6 ▼        |
|                      | 7 ▼        |

[Save](#) [Cancel](#)

## View Event Log

The Event Log shows you a list of all Grade Items and Categories you have created in your course, as well as when they were created or deleted. If you have deleted any Items or Categories, you will be able to Restore them from the **Event Log** by clicking the **Restore** link next to the relevant Item or Category.

### View Event Log

Search For:  [Show Search Options](#)

| Changed By | Action  | Item  | Date ▼                |
|------------|---------|---|-----------------------|
| C0406776   | Created | <a href="#">Participation (ID: 531119)</a>                  | May 14, 2021 10:32 AM |
| C0406776   | Deleted | <a href="#">Restore</a>                                     | May 14, 2021 10:26 AM |
| C0406776   | Created | <a href="#">Trades sample Line Projects (ID: 531099)</a>    | May 13, 2021 3:43 PM  |
| C0406776   | Created | <a href="#">Test Assignment Interface (ID: 513374)</a>      | Jan 12, 2021 1:44 PM  |
| C0406776   | Created | <a href="#">Video Quiz (ID: 484313)</a>                     | Sep 22, 2020 9:50 AM  |
| C0406776   | Created | <a href="#">Assignment 5 (ID: 462264)</a>                   | Aug 10, 2020 3:54 PM  |
| C0406776   | Deleted | <a href="#">Quiz 1 (ID: 448911)</a> <a href="#">Restore</a> | Jun 11, 2020 1:31 PM  |
| C0406776   | Deleted | <a href="#">Quizzes (ID: 448910)</a>                        | Jun 11, 2020 1:31 PM  |

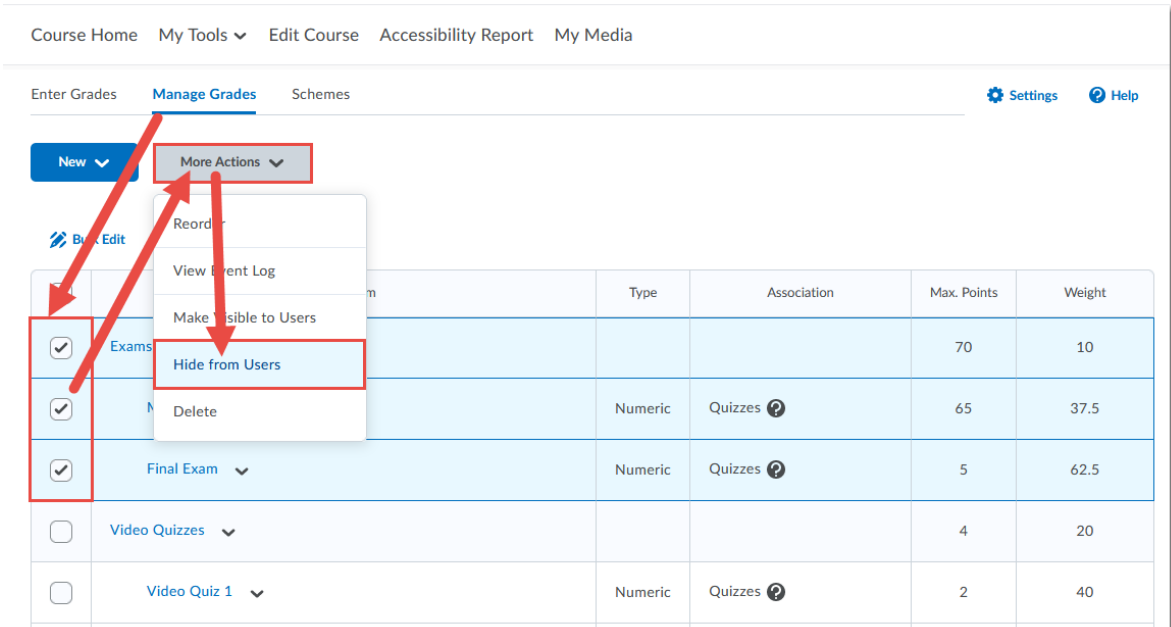


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## Make Visible to Users/Hide from Users

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

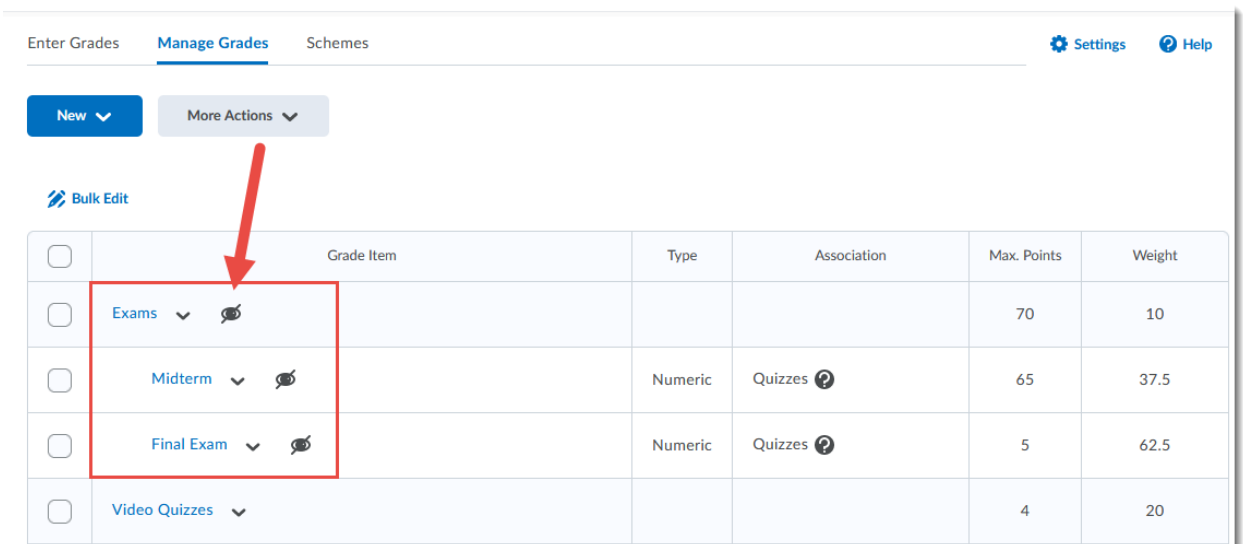
1. Select the Item(s)/Categories you want to **Make Visible** or **Hide**. Click **More Actions**, and select the function you want. Here we are selecting **Hide from Users**.



The screenshot shows the 'Manage Grades' interface. At the top, there are navigation links: 'Course Home', 'My Tools', 'Edit Course', 'Accessibility Report', and 'My Media'. Below this, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. A 'New' dropdown menu is visible. A 'More Actions' dropdown menu is open, showing options: 'Reorder', 'View Event Log', 'Make Visible to Users', 'Hide from Users', and 'Delete'. The 'Hide from Users' option is highlighted. Below the menu is a table with columns: 'Grade Item', 'Type', 'Association', 'Max. Points', and 'Weight'. The table contains several rows, with the first three rows having their checkboxes selected. The first row is 'Exams', the second is 'Midterm', and the third is 'Final Exam'. The 'Exams' row is highlighted in blue.

| Grade Item    | Type    | Association | Max. Points | Weight |
|---------------|---------|-------------|-------------|--------|
| Exams         |         |             | 70          | 10     |
| Midterm       | Numeric | Quizzes     | 65          | 37.5   |
| Final Exam    | Numeric | Quizzes     | 5           | 62.5   |
| Video Quizzes |         |             | 4           | 20     |
| Video Quiz 1  | Numeric | Quizzes     | 2           | 40     |

2. The selected Items/Categories now have closed eye icons next to them. You can make them visible either through the **More Actions** function, or by clicking the individual Item's or Category's menu.



The screenshot shows the 'Manage Grades' interface after the 'Hide from Users' function has been applied. The 'More Actions' dropdown menu is still open. The table now shows the 'Exams', 'Midterm', and 'Final Exam' rows with closed eye icons next to them, indicating they are hidden from users. The 'Exams' row is highlighted in blue.

| Grade Item    | Type    | Association | Max. Points | Weight |
|---------------|---------|-------------|-------------|--------|
| Exams         |         |             | 70          | 10     |
| Midterm       | Numeric | Quizzes     | 65          | 37.5   |
| Final Exam    | Numeric | Quizzes     | 5           | 62.5   |
| Video Quizzes |         |             | 4           | 20     |

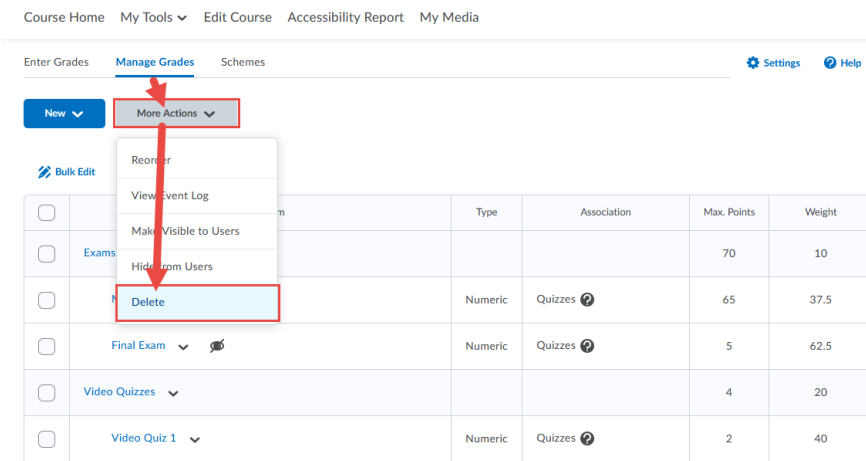


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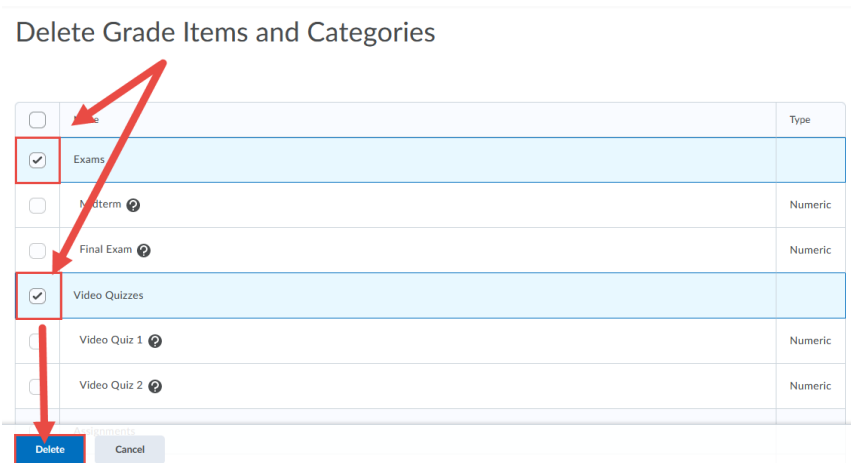
## Delete

And finally, this is how you can delete Grade Items or Categories folders (individually or in multiples). To Delete Grade Items or Categories:

1. Select the Item(s)/Categories you want to delete. Click **More Actions** and select **Delete**.



2. Select the items you wish to delete and click **Delete**. Click Delete in the Confirmation pop-up box, Remember, you can use **View Event Log** to **Restore** deleted Items or Categories if needed.



## Things to Remember

You will NOT be able to Delete Grade Items if they are connected to an activity (for example, an Assignment, Discussion, or Quiz) in D2L. You will need to disconnect the Item from that activity before you can delete it.

Use **More Actions** to make changes to multiple Items and Categories at once (for example, Make Visible, Delete, etc.) If you want to only change one Item or Category (EXCEPT for Deleting), use that Item's/Category's drop-down menu.



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