



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

Scenarios

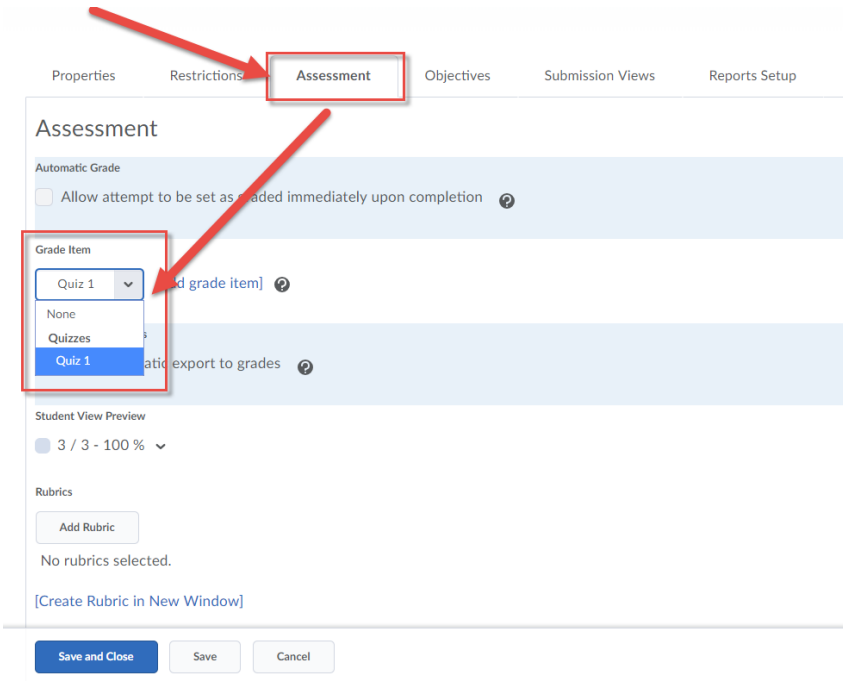
This tutorial will cover the steps involved when you wish to send quiz marks to the gradebook AFTER a quiz has closed, and also when you have forgotten to link a quiz to a grade item but wish to link it before all students have completed the quiz.

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

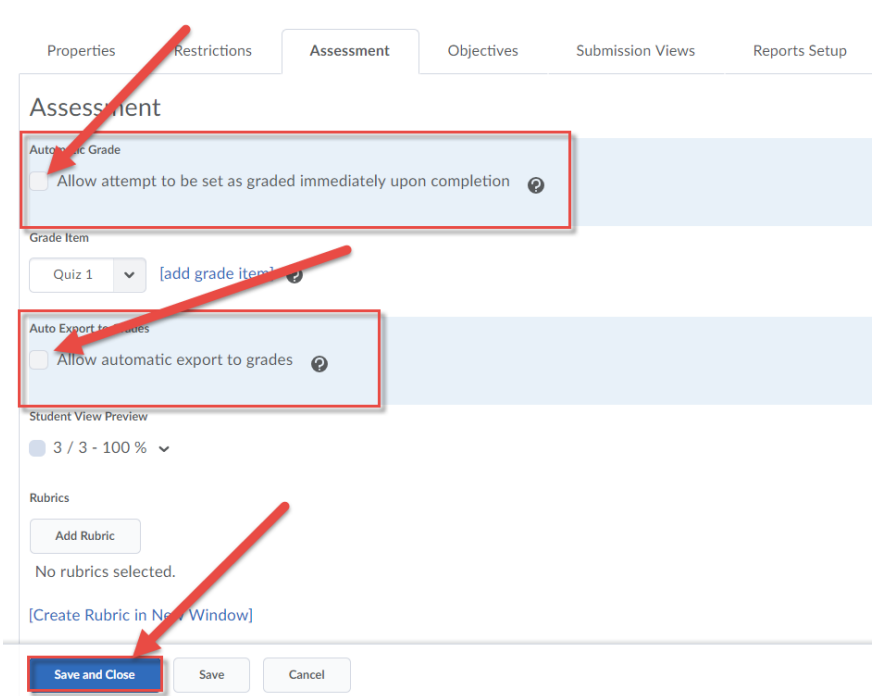
1. Go to the **Quizzes** tool in your course.
2. Click the arrow next to the title of the quiz you want to release marks for, and select **Edit**.

The screenshot shows the D2L Quizzes tool interface. The top navigation bar includes the CAMOSUN logo, the course name 'Training Course 03', and various utility icons. Below the navigation bar, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. The 'Manage Quizzes' tab is active, showing a 'New Quiz' button, 'Edit Categories', and 'More Actions' dropdown. A 'View: By Availability' dropdown and an 'Apply' button are also visible. The main content area shows a table of quizzes with columns for 'Current Quizzes' and 'Published'. The 'All About Quizzes' row is highlighted, and a dropdown menu is open, showing options: 'Edit', 'Preview', 'Delete', 'Grade', 'Reports', and 'Statistics'. A red box highlights the 'Edit' option, and a red arrow points to it.

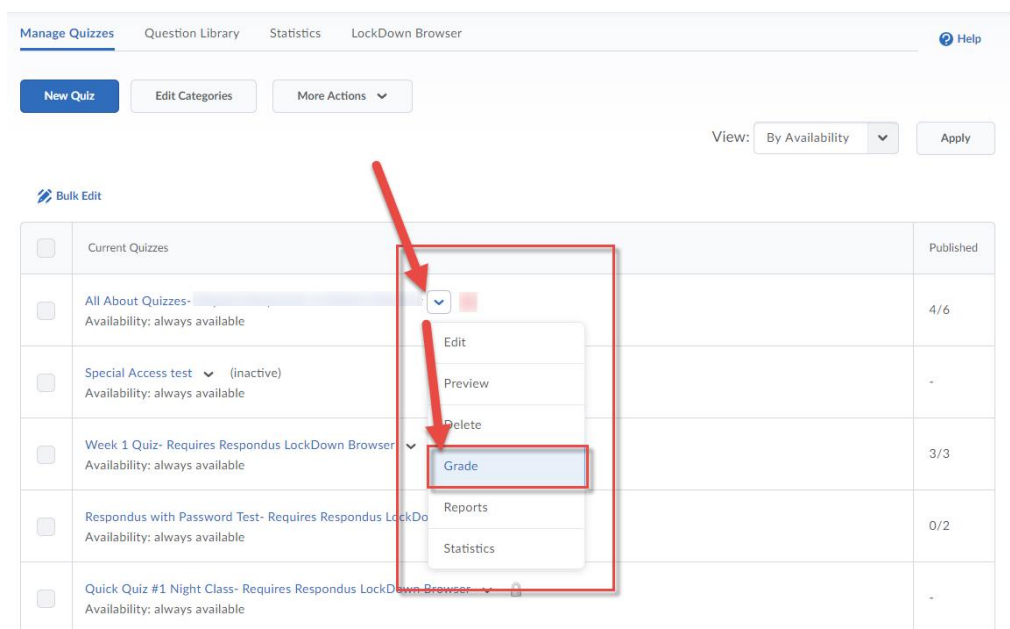
3. In the **Assessment** tab, click the **Grade Item** drop-down menu, and select the grade item you wish the quiz to connect to (this assumes you have already set up your gradebook in D2L).



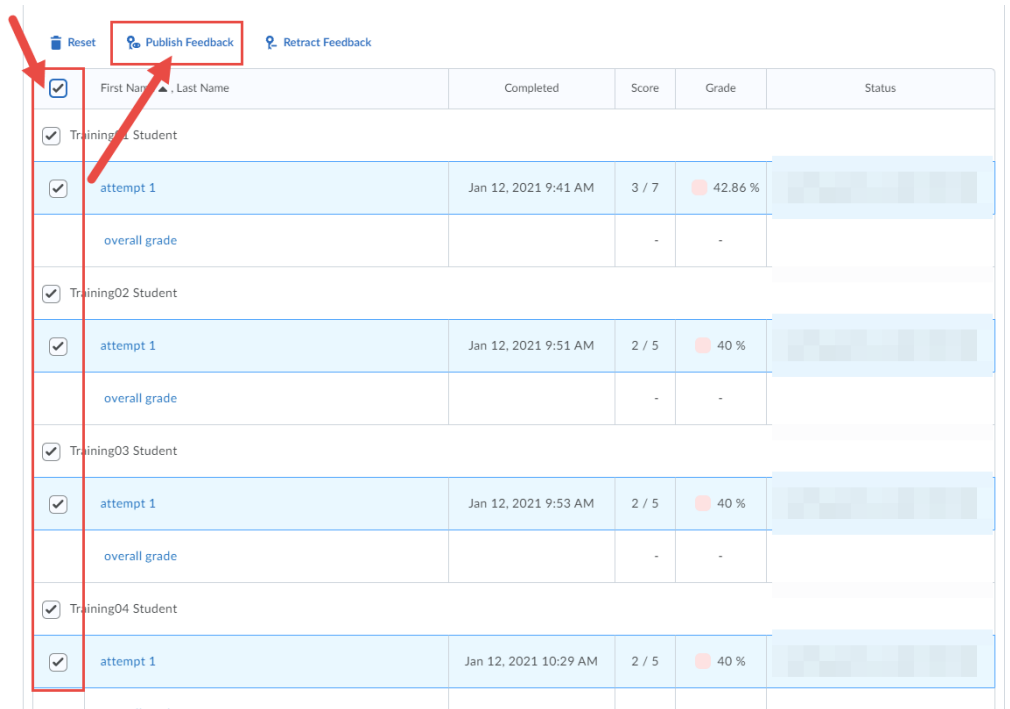
4. Make sure **Automatic Grade** and **Auto Export to Grades** are DE-SELECTED (no arrows in their boxes). Click **Save and Close**.



- 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**.



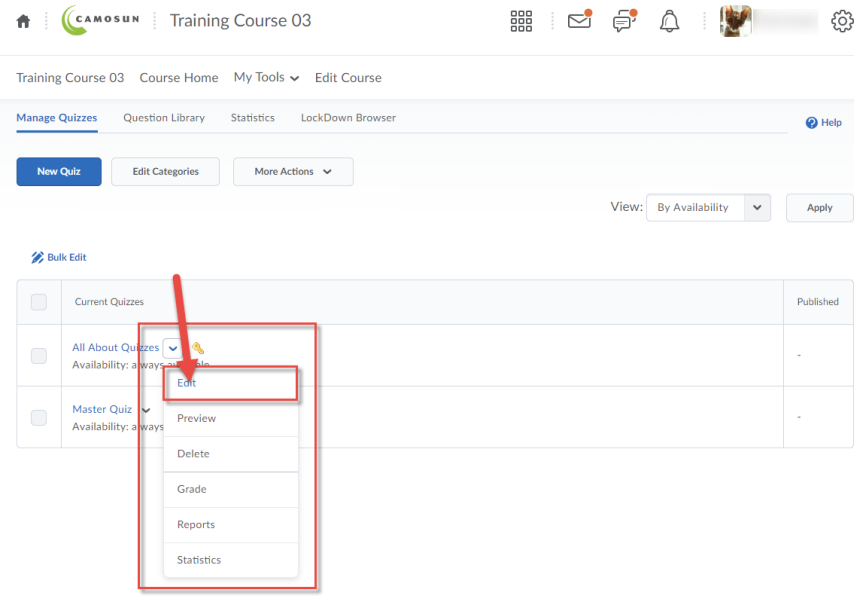
- Select all the attempt boxes you wish to release grades for. Click **Publish Feedback**. Then in the pop-up **Confirmation** box, click **Yes**. When you go to your gradebook, you will see the quiz grades entered there for you.



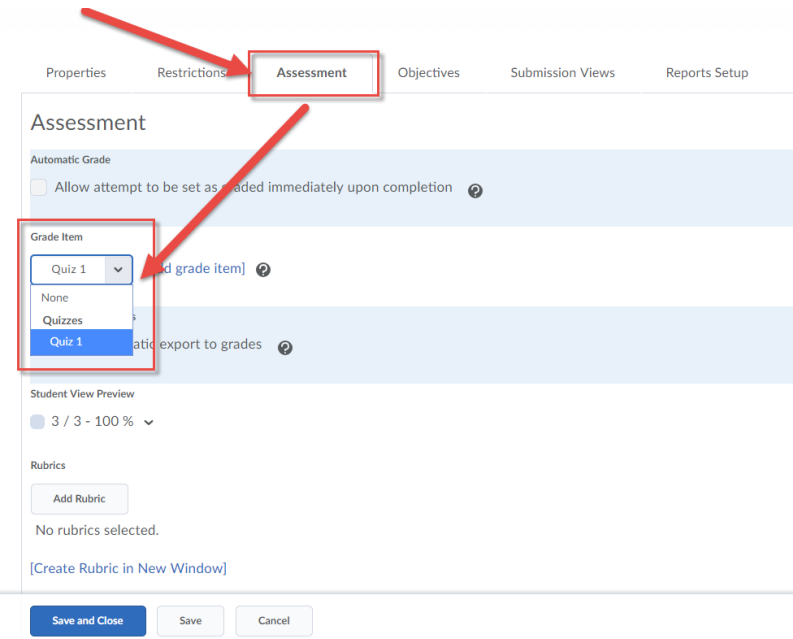
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Scenario 2: Linking Quiz to Grades + enabling Auto Export to BEFORE it's completed by all students.

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).



4. 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**.

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.

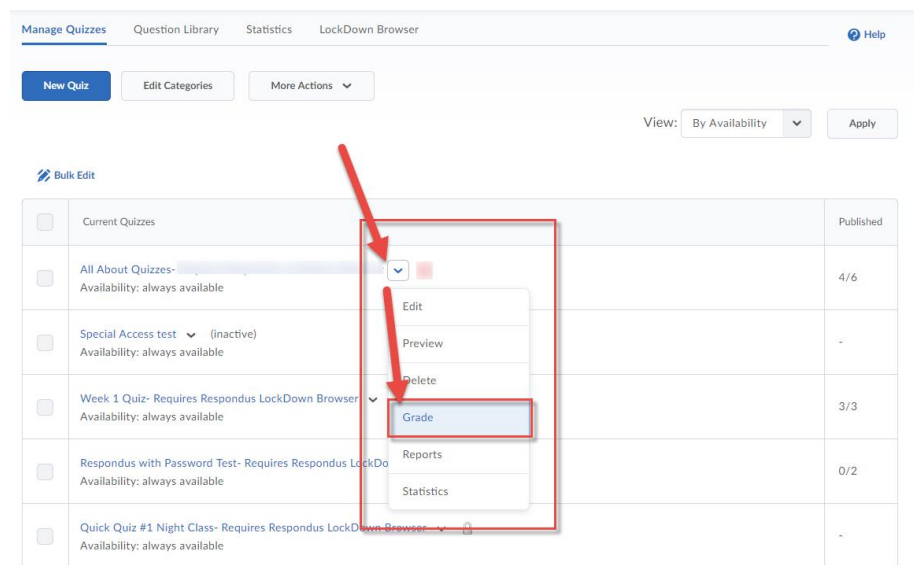
[Create Rubric in New Window]

Attempts

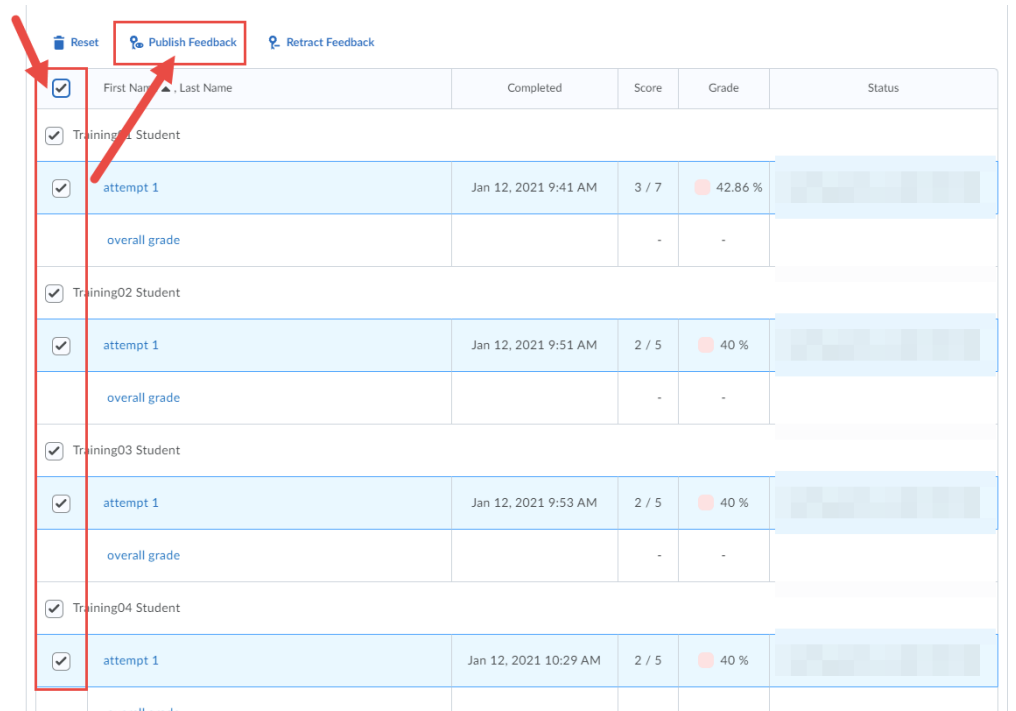
Save and Close Save Cancel



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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