

## Tutorials



## 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 <u>Team Dynamix Support portal</u> 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 with 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.

| ŧ.       | CAMOSUN Training Course 03                                      | iii i 🖻 🖨 🎝 I 🕌         | ţ         |
|----------|---|-------------------------|-----------|
| Training | g Course 03 Course Home My Tools ✔ Edit Course                  |                         |           |
| Manage   | Quizzes Question Library Statistics LockDown Browser            |                         | Help      |
| New      | Quiz Edit Categories More Actions 🗸                             |                         |           |
|          |   | View: By Availability 🗸 | Apply     |
| 🌮 Bu     | lk Edit   |                         |           |
|          | Current Quizzes   |                         | Published |
|          | All About Quizzes 🗸 🔌<br>Availability: a ways at a falo<br>Edit |                         | -         |
|          | Master Quiz V<br>Availability: a ways                           |                         | -         |
|          |   |                         |           |
|          | Grade   |                         |           |
|          | Statistics  |                         |           |

This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

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).

| Properties                         | Restrictions         | Assessment         | Objectives   | Submission Views | Reports Setup |
|------------------------------------|----------------------|--------------------|--------------|------------------|---------------|
| Assessment                         | t                    | /                  |              |                  |               |
| Automatic Grade                    | to be set as pladed  | d immediately upon | completion 🕐 |                  |               |
| Grade Item Quiz 1  None            | d grade item]        | P                  |              |                  |               |
| Quizzes Quiz 1                     | tic export to grades | 5 <b>0</b>         |              |                  |               |
| Student View Preview 3 / 3 - 100 % | ~                    |                    |              |                  |               |
| Rubrics<br>Add Rubric              |                      |                    |              |                  |               |
| No rubrics selecto                 |                      |                    |              |                  |               |
| Save and Close                     | Save                 | Cancel             |              |                  |               |

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

| Properties                         | Restrictions          | Assessment         | Objectives     | Submission Views | Reports Setup |
|------------------------------------|-----------------------|--------------------|----------------|------------------|---------------|
| Assessmen                          | ıt                    |                    |                | _                |               |
| Auto purc Grade                    | ot to be set as grade | ed immediately upo | n completion 💡 |                  |               |
| Grade Item Quiz 1                  | [add grade item]      | 2                  |                | _                |               |
|                                    | atic export to grade  | <sup>25</sup> Ø    |                |                  |               |
| Student View Preview 3 / 3 - 100 % |                       |                    |                |                  |               |
| Rubrics<br>Add Rubric              | /                     |                    |                |                  |               |
| No rubrics selec                   |                       |                    |                |                  |               |
| Save and Close                     | Save                  | Cancel             |                |                  |               |

This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

 $\odot$ 

5. 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**.

| anage | e Quizzes Question Library Statistics LockDown Browser  |                         | Help      |
|-------|---|-------------------------|-----------|
| New   | Edit Categories     More Actions  | View: By Availability 🗸 | Apply     |
| 🌮 Bu  | Bulk Edit   |                         |           |
|       | Current Quizzes   |                         | Published |
|       | All About Quizzes-  |                         | 4/6       |
|       | Special Access test 🗸 (inactive)<br>Availability: always available  |                         | ÷         |
|       | Week 1 Quiz- Requires Respondus LockDown Browser<br>Availability: always available                                      |                         | 3/3       |
|       | Respondus with Password Test- Requires Respondus LockDo     Reports       Availability: always available     Statistics |                         | 0/2       |
|       | Quick Quiz #1 Night Class- Requires Respondus LockDewn Brewser  |                         | -         |

6. 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.

| First Nan 🛆 , Last Name | Completed             | Score | Grade   | Status |
|-------------------------|-----------------------|-------|---------|--------|
| ✓ Training I Student    |                       |       |         |        |
| attempt 1               | Jan 12, 2021 9:41 AM  | 3 / 7 | 42.86 % |        |
| overall grade           |                       | -     | -       | -      |
| ✓ Training02 Student    |                       |       |         |        |
| attempt 1               | Jan 12, 2021 9:51 AM  | 2 / 5 | 40 %    |        |
| overall grade           |                       |       | -       | -      |
| ✓ Training03 Student    |                       |       |         |        |
| attempt 1               | Jan 12, 2021 9:53 AM  | 2 / 5 | 40 %    |        |
| overall grade           |                       |       | -       |        |
| ✓ Training04 Student    |                       |       |         |        |
| ✓ attempt 1             | Jan 12, 2021 10:29 AM | 2/5   | 40 %    |        |

This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

 $\odot$ 

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.

| CAMOSUN Training Course 03                                  | ₩ E 🖻 🗗 🗘 E 💓           | රුවු      |
|---|-------------------------|-----------|
| Training Course 03 Course Home My Tools ✔ Edit Course       |                         |           |
| Manage Quizzes Question Library Statistics LockDown Browser |                         | 🕜 Help    |
| New Quiz Edit Categories More Actions 💙                     | View: By Availability 🗸 | Apply     |
| Bulk Edit   |                         |           |
| Current Quizzes   |                         | Published |
| All About Quizzes V<br>Availability: a ways are to<br>Edit  |                         | -         |
| Master Quiz<br>Availability: a ways                         |                         | -         |
| Grade   |                         |           |
| Reports   |                         |           |
| Statistics  |                         |           |

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).

| Properties                         | Restrictions          | Assessment         | Objectives   | Submission Views | Reports Setup |
|------------------------------------|-----------------------|--------------------|--------------|------------------|---------------|
| Assessmer                          | nt                    | /                  | 1            |                  |               |
| Automatic Grade                    | ot to be set as padeo | d immediately upor | n completion |                  |               |
| Grade Item Quiz 1  None            | d grade item]         | 0                  |              |                  |               |
| Quizzes<br>Quiz 1                  | atic export to grades | · 0                |              |                  |               |
| Student View Preview 3 / 3 - 100 % |                       |                    |              |                  |               |
| Rubrics<br>Add Rubric              |                       |                    |              |                  |               |
| No rubrics selec                   | cted.                 |                    |              |                  |               |
| [Create Rubric in                  | New Window]           |                    |              |                  |               |
| Save and Close                     | Save                  | Cancel             |              |                  |               |

This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.

 $\odot$ 

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 |
|----------------------|---------------------|--------------------|----------------|------------------|---------------|
| Assessmen            | t 🖉                 |                    |                |                  |               |
| Automatic Grade      |                     |                    |                |                  |               |
| Allow attempt        | to be set as grade  | ed immediately upo | n completion 💡 |                  |               |
| Grade Item           |                     |                    |                |                  |               |
| Quiz 1               | [add grade item]    | Ø                  |                |                  |               |
| Auto Fort to Grades  |                     |                    |                |                  |               |
| 🖌 Allow automa       | tic export to grade | <sup>is</sup> @    |                |                  |               |
| Student View Preview |                     |                    |                |                  |               |
| 3 / 3 - 100 %        | ~                   |                    |                |                  |               |
| Rubrics              |                     |                    |                |                  |               |
| Add Rubric           |                     |                    |                |                  |               |
| No rubrics select    | ed.                 |                    |                |                  |               |
| [Create Rubric in I  | New Window]         |                    |                |                  |               |
|                      |                     |                    |                |                  |               |
| Attempts             |                     |                    |                |                  |               |
| Save and Close       | Save                | Cancel             |                |                  |               |

This content is licensed under a <u>Creative Commons Attribution 4.0 International Licence</u>. Icons by the <u>Noun</u> Project.

1.

- 5. Now you need to export grades for students who have already completed the quiz.
  - Manage Quizzes Question Library Statistics LockDown Browser P Help Edit Categories More Actions View: By Availability Apply 🔗 Bulk Edit Current Ouizzes Published All About Quizzes-~ 4/6 Availability: always available Edit Special Access test v (inactive) review Availability: always available Week 1 Ouiz- Requires Respondus LockD 3/3 Availability: always available Grade Reports Respondus with Password Test- Requires Re-0/2 Availability: always available Statistics Quick Quiz #1 Night Class- Requires Respondus Lo Availability: always available
  - 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.

| First Nan 🛆 , Last Name | Completed             | Score | Grade   | Status |
|-------------------------|-----------------------|-------|---------|--------|
| Training Student        |                       |       |         |        |
| attempt 1               | Jan 12, 2021 9:41 AM  | 3 / 7 | 42.86 % |        |
| overall grade           |                       | -     | -       | -      |
| Training02 Student      |                       |       |         |        |
| attempt 1               | Jan 12, 2021 9:51 AM  | 2 / 5 | 40 %    |        |
| overall grade           |                       | -     | -       |        |
| ☑ Training03 Student    |                       |       |         |        |
| attempt 1               | Jan 12, 2021 9:53 AM  | 2 / 5 | 40 %    |        |
| overall grade           |                       | -     | -       |        |
| ✔ Training04 Student    |                       |       |         |        |
| attempt 1               | Jan 12, 2021 10:29 AM | 2 / 5 | 40 %    |        |

## Things to Remember

After Exporting grades to the gradebook, go to the Grades tool to make sure the grades are there!



This content is licensed under a Creative Commons Attribution 4.0 International Licence. Icons by the Noun Project.