

# Grades

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## Definitions

**Desire2Learn (D2L)** – The corporation that develops and supports the uiuLearn learning management system (LMS) web site. The shorter acronym “D2L” is used when referring to the uiuLearn LMS.

**Brightspace** – The official brand name of the LMS developed by D2L Corporation.

**uiuLearn** – UIU’s own D2L Brightspace LMS web site that contains Upper Iowa University (UIU) online courses and related content.

## Who is this tutorial for?

**Audience:** Instructors who want to record Student Grades in D2L.

**Difficulty:** Exercises are simplified for novice users, but even experienced D2L users will learn things they didn't know in this tutorial.

**Content Scope:** Gradebook setup, basic input of grade data, and student engagement and user experience (UX) techniques that not only help students succeed, but also make an Instructor's work more efficient. This tutorial does not cover the numerous related topics such as grading of various online course activities or rubrics.

**Format:** Easy-to-understand information with step-by-step exercises and D2L video links scattered throughout.

## Introduction

D2L provides a wealth of tools and data that will help you and your students stay on track toward academic success. With Grades being the primary indicator of learning, tools such as phone apps or detailed information on content and activities your students are accessing can suggest how committed or busy they are, or when they might need a little extra help. ***Keep in mind that your particular School may have specific standards for gradebook setup, so consult with your Dean or Program Chair.*** Grading specific to course activities is outside the scope of this tutorial, so this training is not intended to be exhaustive, but will cover and provide step-by-step exercises for the following topics:

- Engagement Tools
- Grades Setup Wizard
- Gradebook Settings
- Grade Item Labeling Considerations
- Releasing Student View of Grades
- Setting up, Organizing, and Editing a Gradebook
- Basic Grades Entry
- Related Best Practices

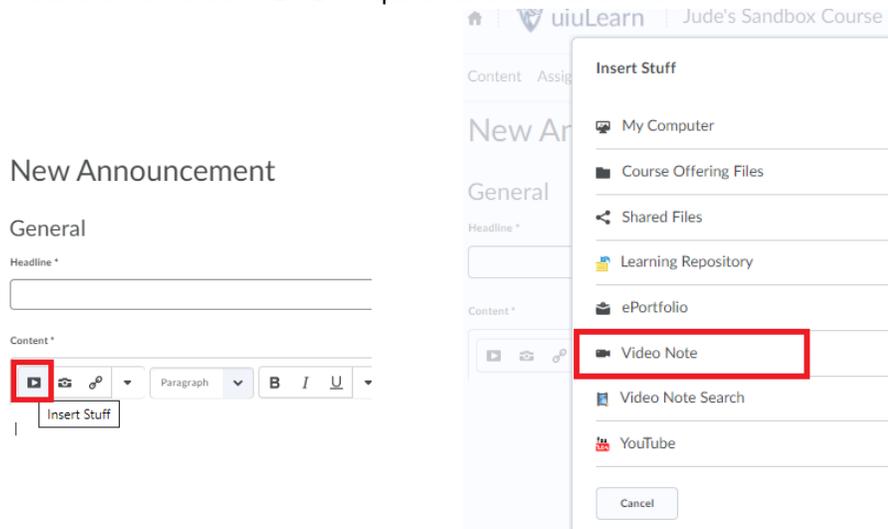
## Engagement Tools

***Engagement has been shown to be a key predictor of online course success or failure.*** Probably the most common indicator students use to determine if they need to ramp up their class engagement is Grades, including the release of Final Calculated Grade, which if set up correctly in D2L, should provide a running total of points as activities are assessed and scores are posted by the Instructor.

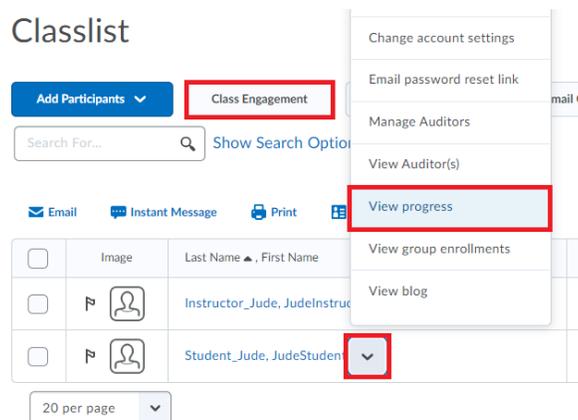
**NOTE:** Self-paced courses are the only exception to Final Calculated Grade release. If you release the final calculated grade in self-paced course shells, the system will “see” the students as having completed the course and automatically terminate their course access after about 2 weeks. This will be discussed in further detail below.

Tips to promote engagement:

- **Brightspace Pulse:** The Pulse phone app helps keep students engaged and informed by sending grade notifications to their phone as they are posted, but it also sends alerts about course-related email messages, D2L global and course announcements, due dates, and more.
- **Video Notes New!** – (image below) Give your course Announcements and assignment feedback a more personal feel with Video Notes. In the Announcement or feedback text boxes, click the Insert stuff icon  to create a video message up to 3 minutes long.  
**NOTE:** As of Spring 2020, Video Note recordings can be up to 30 minutes in duration. Video uploads are restricted to 1 GB. Requires web cam and mic.



- **Class Engagement:** Click Classlist→Class Engagement to quickly see which students have not visited the course in the last 7 days, a listing of students' current grades, date of their last visit, and discussion participation data.
- **Class Progress:** Click Classlist→click the dropdown arrow to the right of the students' names→then click View Progress to see a student-specific Progress Summary. Click on individual items in the menu on the left and click toggles  to see details about content items a student has visited, time spent, and date/time when course activities are submitted and more.



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## Setup Wizard

**Each session, WITH THE EXCEPTION OF SELF-PACED COURSES, Instructors should check the settings in the Grades Setup Wizard to make sure the gradebook is set up to release the Final Calculated Grade and does so in a properly formatted fashion.** Using the Final Calculated Grade (as opposed to Adjusted Final Grade) does not prevent use of bonus points or extra credit options, but just delivers a running total of points so students can gauge their ongoing progress. You can do the Setup Wizard check at any time, but it should be done once at the very beginning of each session; this won't affect release settings of individual course activities.

**NOTE: If you copy contents from a regular semester course into a self-paced shell, the gradebook setup will need to be changed so that the system doesn't change their status to Student - Complete.**

**With the exception of self-paced courses, here's how to use the Setup Wizard:**

1. Click the Grades menu item → click the Setup Wizard tab.

Content Assignments Discussions Quizzes **Grades** Classlist More T

**Enter Grades** Manage Grades Schemes **Setup Wizard**

Import Export Switch to Spreadsheet View More Actions

Search For... Show Search Options

Email

	Last Name ▲, First Name	Final Grades	
<input type="checkbox"/>		Final Calculated Grade ▼	
<input type="checkbox"/>	Student_Jude, JudeStudent ▼	<del>-% gs</del>	

20 per page ▼

**eye with strikethru means students can't see grades**

2. On the Setup Wizard Gradebook Settings page, scroll down and click the blue Start button.

**NOTE:** The below steps are general settings. *Check with your School Dean or Program Chair to find out if there are any specific requirements for your gradebook setup.*

**IMPORTANT NOTE:** *If you change any of the settings, you need to complete all 7 steps and click Finish on the last page in order to save the changes!!!!!!!!!!!!*

uLearn | Jude's Sandbox Course

Content Assignments Discussions Quizzes Grades Classlist More Tools ▾ S

Enter Grades Manage Grades Schemes Setup Wizard

## Grades Setup Wizard

Welcome to the Grades Setup Wizard!

### Current Grade Book Settings

Grading System  
Points

Final Grade To Release  
Release the Calculated Final Grade  
Automatically release final grade

Grade Calculations  
Drop ungraded items  
Automatically keep final grades updated

Default Grade Scheme  
Percentage

Managing View Display Options  
Display 2 decimal places for grade item values

Student View Display Options  
Display points grade values  
Display grade scheme symbols  
Do not display grade scheme colors  
Display 2 decimal places for grade item values  
Display 50 characters for Text type grade item values  
Display the final grade calculation to users

**Start**

**This Settings page shows all of the selections in a summary format. If you need to change any, click the start button at the bottom of the page.**

**Check with your department leadership to see if there are any specific settings they require.**

3. In Setup Wizard Step 1, select the Points radio button → scroll down and click the blue Continue button.

Content Assignments Discussions Quizzes Grades Class

---

Enter Grades Manage Grades Schemes **Setup Wizard**

---

Step 1 of 7  
**Step 1: Choose Grading System**

Grading System

Weighted 

**Example:**

Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)

Final Grade: /100%

Points 

**Example:**

Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)

Final Grade: /240 points

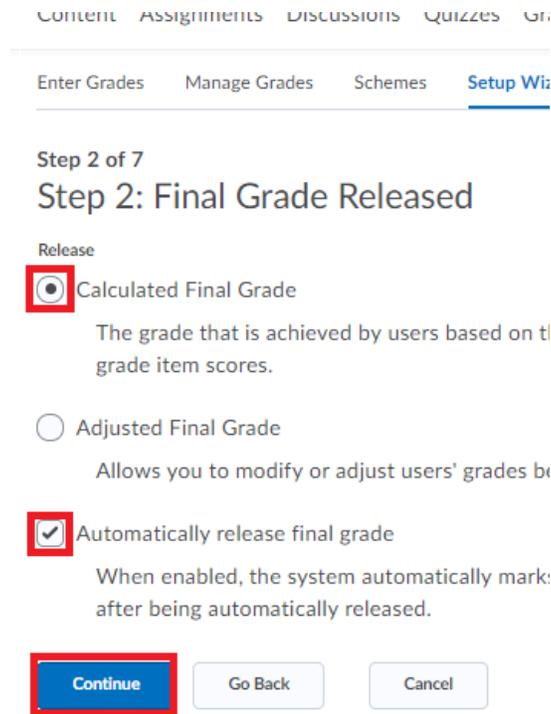
Formula 

Final grade is determined by a custom defined formula  
Grade items and categories use the Points system

**Continue** Cancel

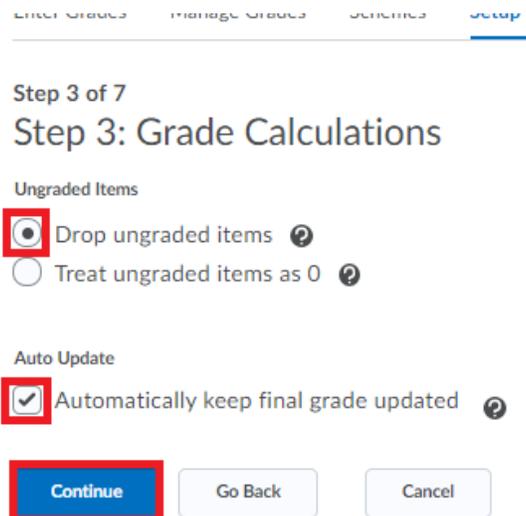
4. In Step 2, select the radio button for Calculated Final Grade → select the checkbox Automatically release final grade → click the blue Continue button.

**NOTE:** Choosing the Calculated Final Grade will not impede use of bonus points or extra credit.



The screenshot shows the 'Setup Wi...' page with a navigation bar containing 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wi...'. Below the navigation bar, it says 'Step 2 of 7' and 'Step 2: Final Grade Released'. Under the 'Release' section, there are three options: 'Calculated Final Grade' (selected with a radio button), 'Adjusted Final Grade' (unselected), and 'Automatically release final grade' (checked with a checkbox). The 'Continue' button is highlighted with a red box.

5. In Step 3, select the radio button for Drop ungraded items → select the checkbox Automatically keep final grade updated → click the Continue button.



The screenshot shows the 'Setup Wi...' page with a navigation bar containing 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wi...'. Below the navigation bar, it says 'Step 3 of 7' and 'Step 3: Grade Calculations'. Under the 'Ungraded Items' section, there are two options: 'Drop ungraded items' (selected with a radio button) and 'Treat ungraded items as 0' (unselected). Under the 'Auto Update' section, there is one option: 'Automatically keep final grade updated' (checked with a checkbox). The 'Continue' button is highlighted with a red box.

6. In Step 4, select the desired grading scheme → click the Continue button.

**NOTE:** To see grading scheme details and associated values, click the Preview icon to the right.

Step 4 of 7

### Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage 	<input checked="" type="radio"/>	<b>click for Preview</b>  
+/- Scheme	<input type="radio"/>	
A, B, C, & F +/-	<input type="radio"/>	
A, B, C, D, & F	<input type="radio"/>	
Course Schemes		
Course Completion	<input type="radio"/>	
Hector's Scheme	<input type="radio"/>	
Letter Grade	<input type="radio"/>	
Longwood scheme	<input type="radio"/>	
NYCC	<input type="radio"/>	
Pass/Fail	<input type="radio"/>	

7. In Step 5, indicate the number of decimal points you want reflected in your view of scores → click the Continue button.

Enter Grades Manage Grades Schemes **Setup Wizard**

Step 5 of 7  
Step 5: Managing View Display Opt

Decimals Displayed \*

Number of decimal places to display  ?

**Continue** Go Back Cancel

8. In Step 6, make selections for Student grades view (e.g., points grade) → indicate number of decimals in scores → indicate number of characters for gradebook item labels (default is 50) → select the checkbox for Display final grade calculation to users → click the Continue button.  
**NOTE:** Although you can alter the gradebook label character limits in the Setup Wizard, it may make your gradebook more difficult to navigate.

Enter Grades Manage Grades Schemes **Setup Wizard**

Step 6 of 7  
Step 6: Student View Display Options

Grade Details

Points grade ? **If you need to know more about these options, click the question marks.**

Grade scheme symbol ?

Grade scheme color ?

Decimals Displayed \*

Number of decimal places to display  ?

Characters Displayed \*

Number of characters to display for Text items  ?

Final Grade Calculation

Display final grade calculation to users ?

**Continue** Go Back Cancel

9. In Step 7, review the summary carefully. If you need to edit your selections, click the Go Back button. Otherwise, click the **FINISH** button to save all the selections you have made.

**NOTE: You MUST click Finish in this step to save any changes you made in any of the previous steps.**

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## Releasing Final Calculated Grades

D2L Video: [Release Final Grades](#)

***With the exception of self-paced courses, one of the most important things you can do at the beginning of each semester is to make sure grades are released so students can see their rolling total course grade as new activities are graded.*** Check the gradebook to make sure students can see grades. Here's how:

1. Click on the Grades menu item.
2. On the Enter Grades tab, in the Final Calculated Grade column of the gradebook, you should see an icon that looks like an eye. If it has a strikethrough over it, you will need to release grades for student view.

Content Assignments Discussions Quizzes **Grades** Classlist

**Enter Grades** Manage Grades Schemes Setup Wizard

Import Export Switch to Spreadsheet View More Actions ▾

Search For... [Show Search Options](#)

Email

	Last Name ▲, First Name	Final Grades
<input type="checkbox"/>		Final Calculated Grade ▾
<input type="checkbox"/>	Student_Jude, JudeStudent ▾	-%

20 per page ▾

**eye icon with strikethrough indicates students can't see their grades**

If you see the strikethrough, do the following:

1. On your Grades page with the Enter Grades tab selected, click the dropdown arrow to the right of Final Calculated Grade → select Enter Grades.

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades	Orientation Module - not
<input type="checkbox"/>	Student_Jude, JudeStudent ▼	Final Calculated Grade: -% ✕	Or Quiz ▼

Edit

**Enter Grades**

View Statistics

View Event Log

20 per page ▼

2. On the Final Grades page: (image below)
  - a. Step 1: Make sure the “per page” dropdown is set so that all your students are showing on the one web page. If not, increase the per page selection.
  - b. Step 2: Click the checkbox in the top left corner of the table to select all students in the list. If done right, a checkmark will appear to the left of each student’s name.
  - c. Step 3: With all students selected, click Release/Unrelease. When you do this, you should see checkmarks in all of the boxes in the Released column on the right side of the table.
  - d. Step 4: Click Save and Close (or Save)→then to confirm your action, click Yes.
  - e. Step 5: Back on the Grades page with the Enter Grades tab selected, check to make sure the eye icon looks like an open eye with no strikethrough. (second image below)

## Final Grades

[Show details and overall feedback](#)

Users

Search For...  [Show Search Options](#)

**Step 2**  
 click this box to select all students in the list

**Step 3**  
 Before you start the release grades process, make sure your "per page" selection is high enough that all students show on the page. (lower right-hand corner)

**Step 4**  
 Save and Close

**Step 1**  
 200 per page

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		
<input checked="" type="checkbox"/>	Student_Jude, JudeStudent	- / -	-%	<input type="text"/> / <input type="text"/>	> <input type="text"/>	-%	<input type="checkbox"/>

After you click Release/Unrelease, you should see a checkmark here.

Email

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades
<input type="checkbox"/>	Student_Jude, JudeStudent	-% <input checked="" type="checkbox"/>

The icon will look like an open eye if students can view grades.

20 per page

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## Gradebook Labeling Strategies

Gradebook labels need to clearly reflect the activities they are associated with or represent. **Consistency in labeling, from syllabus, to content modules, to online activities, to gradebook is an absolute necessity to ensure students know how they are performing or if they might need to ramp up their effort.** Character limits in the space provided in the gradebook can make labels challenging, so you may need to be somewhat creative, but make sure any abbreviations clearly identify the activity associated with the each grade.

**NOTE:** Although you can alter the gradebook label character limits in the Setup Wizard, it may make your gradebook more difficult to navigate or view. (push more info off screen to the right)

**User Experience (UX) tip:** Chronological, content location, and topic identifiers on grade items may help students be more efficient in studying for comprehensive assessments such as midterm or final exams.

**Example 1:** If a student sees a low grade for an activity labeled “Wk 8 Ch 14 Ethics Quiz,” if a textbook chapter or related content module and activity are labeled with similar wording, he/she will easily be able to go to that material to find related study items prior to a comprehensive exam.

**Example 2:** Grade Item labels such as Ethics Quiz, Quiz 8, or Wk 8 Quiz without other information would not facilitate efficient search of study materials.

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## Gradebook Setup

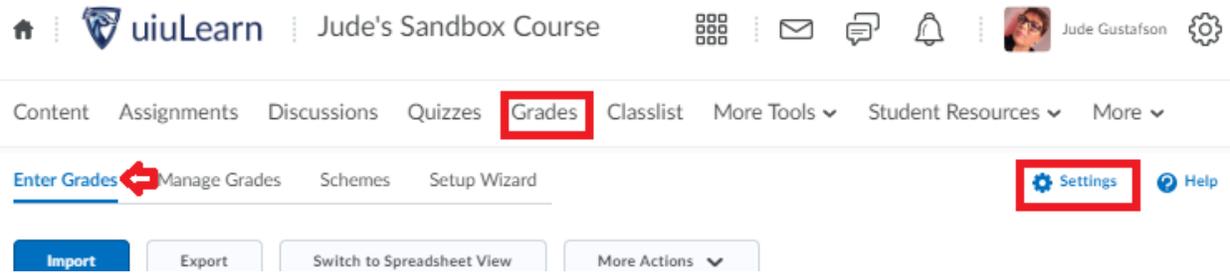
D2L Video: [Understanding Grades](#)

Like many things in D2L, there are several ways to create grade Items reflected in the gradebook. You can create grade Items as you create activities (e.g., Discussions, Assignments, Quizzes) or create just the gradebook by itself. If you create the gradebook first, all of the grade Items will be available for quick selection in a dropdown menu when you create the actual course activities. This tutorial will focus on standalone gradebook development.

### Grades Settings

Clicking the Grades menu item, by default, takes you to the Enter Grades tab, but you can personalize your experience by changing your Grades Settings. To change Settings, click the Settings cog icon  located toward the upper right corner of the web page. (image below) Notice that the Calculation Options tab is similar to the grades Setup Wizard. You can explore other tabs as desired, but here are just a few of your Personal Display Options:

- User Details (Username, Org ID) – may help when transferring grades to other applications
- Grade Details
  - Points grade
  - Grade symbol (A, B, C...)
  - Grade color – visual cue that helps identify students having difficulty
- Character and Column Displays
- Start Page – allows you to change your default Grades landing tab (e.g., Enter Grades, Manage Grades, etc.)



## Gradebook Organization

Solid Gradebook strategies will help make you work more efficiently. You can create categories to help you stay organized, or just create a list of items and put it in logical order. As mentioned earlier, because of space (character) limitations, you will want to abbreviate labels, while also making sure it is clear to students which course activities your grade Items are associated with. For more information, see the [Gradebook Labeling Strategies](#) section above.

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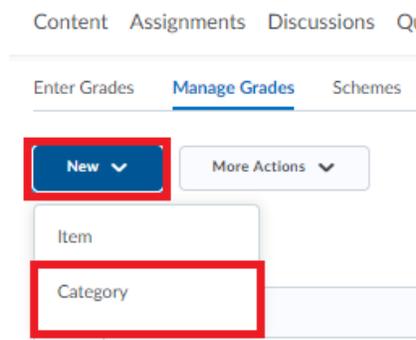
## Creating Gradebook Categories and Grade Items

### Manage Grades Tab

The Manage Grades Tab is where you can start if you are creating a standalone gradebook. When starting from scratch, it may be easiest to build a table of grade Items using your syllabus as a guide prior to building your actual course activities such as Discussions, Assignments, Quizzes, etc. ***If you build the gradebook first, all of the grade Items will be available via easy dropdown menu selection as you create your course activities.***

This exercise is limited to creation and reorganization of a Gradebook. We will start by creating gradebook Categories.

1. On the Manage Grades tab, click the New button → click Category.



2. In the Properties tab, type the desired category name. (e.g., Quizzes)
3. If you wish to include a description, click the Show Description toggle and type the description.
4. Choose your Grading and Display options.

- (optional) If you wish to include Start/End dates, click the Restrictions tab and enter the information. Keep in mind that the date restrictions option affects the view of the actual grade and students can only see associated grades between indicated Start/End dates.
- Click Save and Close.

**UX Tip:** If you have several grade Categories, click the Save and New button to quickly go to the next New Category window. This strategy is also available when creating new grade Items.

Now, we will create new grade Items. Here's how:

- On the Manage Grades tab, click the New button → select Item from the dropdown.
- Choose a Grade Item Type. (e.g., Numeric, Pass/Fail, etc.)
- On the New Item page, on the Properties tab, type a Name or label for your grade Item (50 chars max by default) → if you created a Category for the grade Item, click the dropdown arrow and make your selection → in Grading options, type the desired Maximum Points (default = 10 pts) and you can also make other selections as desired, including addition of a Rubric.

## New Item

The screenshot shows the 'New Item' form with the following details:

- Properties Tab:** Selected.
- General Section:**
  - Type:** Numeric
  - Name:** Week 1 Ethics Quiz (indicated by a red arrow)
  - Short Name:** (empty field)
  - Category:** Quizzes (dropdown menu with options: None, Orientation Module - not towards final grade, Quizzes, Writing Assignments; a red box highlights the dropdown arrow, and a '[New Category]' link is visible)
- Grading Section:**
  - Maximum Points:** 50 (indicated by a red arrow)

4. If desired, click on the Restrictions tab to create Restrictions and make learning objective associations.

**NOTE:** Restrictions here are specific to grades. An example of when to use the grade Item date restriction is when you don't want students to see their grades immediately after a quiz. Gen Ed Competencies and Learning Objectives are set up in a separate process.

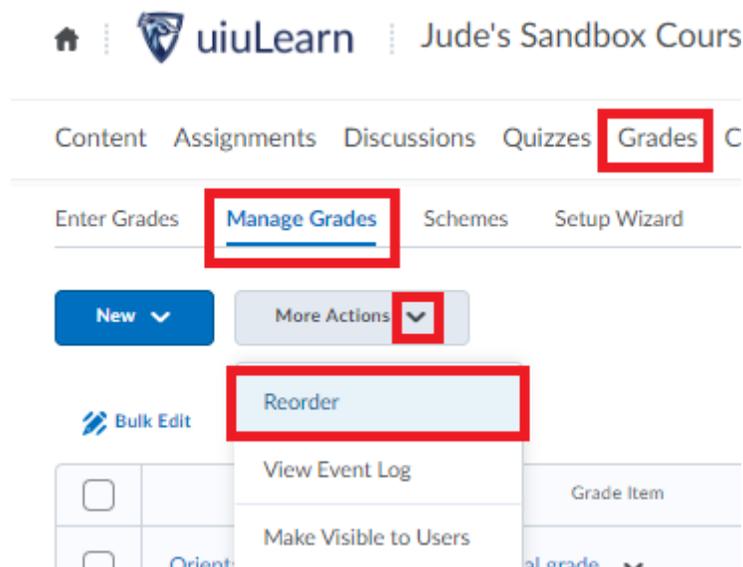
5. Click Save and New and create more grade Items repeating Steps 1 thru 5.

Back on the Manage Grades tab, you should see your new categories and grade Items. You can now reorder, delete, and edit your list.

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### Reordering Gradebooks

1. Click the Grades menu item → select the Manage Grades tab → click the More Actions button → select Reorder from the dropdown.



- Click the dropdown arrows to the right of items to be moved → select the desired number of order → when finished, click Save.

**NOTE:** Alignment of grade Items inside Categories will be tabbed over to the right under their associated category labels. Grade items without Category associations are not tabbed over.

## Reorder Grade Items and Categories

Expand All Collapse All

Categories are indicated with a light grey blue background.  
Both Categories and grade Items are numbered.

Items and Categories	Sort Order
▼ Orientation Module - not towards final grade <i>Items in categories are indicated by offset alignment in the list.</i>	1
Take a Quick Quiz	1
Writing Assignments	2
Week 1 Ethics Quiz	3
Barb's Topic <i>Grade items not associated with Categories are not offset.</i>	4
Quizzes	5
Assignmnet <i>Select numbers to reorder.</i>	6
Barb's quiz	1
Introduction Discussion	2
	3
	4
	5
	6
	7
	8

Save Cancel

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## Deleting Gradebook Items

**NOTE:** You will not be able to delete grade Items unless associations are removed in the actual course activity. (e.g., Discussion, Assignment, etc.) On the Manage Grades tab, gradebook Item associations are shown in the Association column. Click on the black circle/question mark icon  to see the associated activity information. See the [Removing Grade Item Associations](#) section below for more information.

Content Assignments Discussions Quizzes Grades Classlist More Tools ▾ Student Resources ▾ Help ▾ LOR

Enter Grades **Manage Grades** Schemes Setup Wizard  Settings  Help

New ▾ More Actions ▾

**Grade items associated with course activities cannot be deleted. Associations are indicated by a black circle with a question mark. Click on the icon to see the activity that is associated with the grade item.**

 Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Orientation Module - not towards final grade ▾			
<input type="checkbox"/>	Take a Quick Quiz ▾	Numeric	Quizzes  	146

To delete gradebook Items:

1. Click the Grades menu item → select the Manage Grades tab → click the More Actions button → select Delete from the dropdown menu.

  Jude's Sandbox Course

Content Assignments Discussions Quizzes **Grades** Classlist

Enter Grades **Manage Grades** Schemes Setup Wizard

New ▾ **More Actions ▾**

 Bulk Edit

Reorder

View Event Log

Make Visible to Users

Hide from Users

**Delete**

<input type="checkbox"/>	Grade Item
<input type="checkbox"/>	Orient... al grade ▾
<input type="checkbox"/>	Writing Assignments ▾

- On the Delete page, click the checkboxes for items you wish to delete → click Delete. **Only items without activity associations will be selectable.**

## Delete Grade Items and Categories

<input type="checkbox"/>	Name	Type
<input type="checkbox"/>	Orientation Module - not towards final grade	
<input checked="" type="checkbox"/>	Take a Quick Quiz	Numeric
<input type="checkbox"/>	Writing Assignments	
<input type="checkbox"/>	Assignmnet 	Numeric
<input type="checkbox"/>	Week 1 Ethics Quiz	Numeric
<input type="checkbox"/>	Barb's Topic 	Numeric
<input type="checkbox"/>	Quizzes	
<input type="checkbox"/>	Barb's quiz	Numeric
<input type="checkbox"/>	Introduction Discussion 	Numeric

**You will only be able to select items without activity associations for deletion. Activities with the black circle/question mark icon cannot be deleted until the activity association is removed.**

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### Removing Grade Item Associations

**You will not be able to delete gradebook items that are associated with activities until associations are removed.** The Associations icon is a black circle with a question mark. 

Content Assignments Discussions Quizzes Grades Classlist More Tools ▾ Student Resources ▾ Help ▾ LOR

Enter Grades Manage Grades Schemes Setup Wizard  Settings  Help

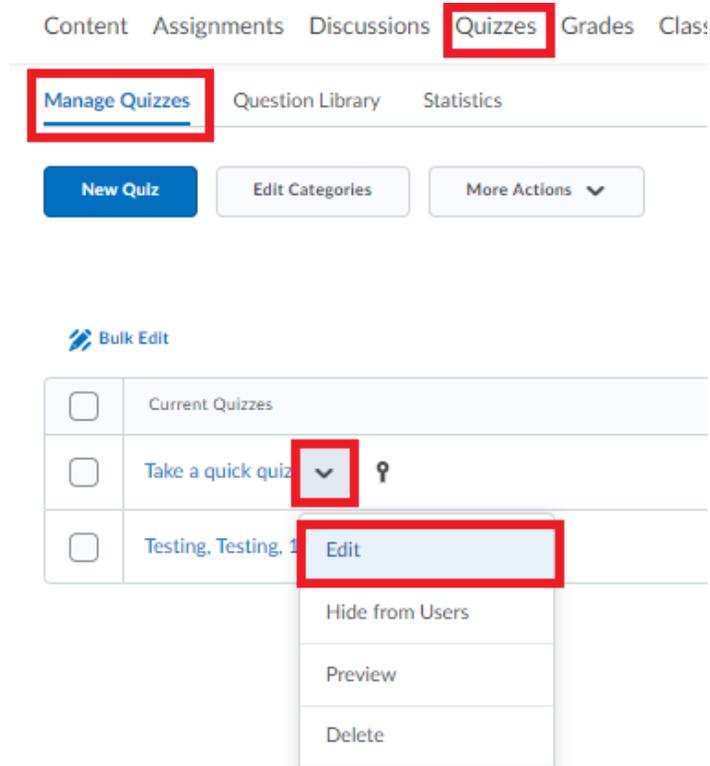
 Bulk Edit

**Grade items associated with course activities cannot be deleted. Associations are indicated by a black circle with a question mark. Click on the icon to see the activity that is associated with the grade item.**

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Orientation Module - not towards final grade ▾			
<input type="checkbox"/>	Take a Quick Quiz ▾	Numeric	Quizzes 	146

To remove grade Item/activity associations, you will need to navigate to and edit the actual course activity. Quizzes will be used as the example for this exercise.

1. Navigate to the desired course activity (e.g., Quiz) → click the dropdown arrow to the right of the activity and select Edit (or Edit Folder, etc.)



2. Click on the Assessment tab → click the Grade Item dropdown arrow → select None → click Save and Close.
3. Go back to the Gradebook Manage Grades tab. If done properly, the item will no longer have an activity Association listed. Now, if you want to delete the item, go through steps in the [Deleting Gradebook Items](#) section above.

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## Enter Grades Tab

D2L Video: [Enter Grades in Gradebook](#)

D2L Video: [Grade Submissions Using Quick Eval](#)

The Enter Grades Tab offers one of several ways to navigate to activity submissions and/or enter grades in D2L.

1. Click the Grades menu item → on the Enter Grades tab, find the assignment you want to grade and click the dropdown arrow to the right → Select Enter Grades.

**Note**

- Some grade items/categories are not displayed, click More Actions - Hide/Show Columns to change which items are visible.

Search For...  [Show Search Options](#)

Email

	Last Name ▲, First Name	Final Grades	AW	Week 1 Ethics
<input type="checkbox"/>		Final Calculated Grade ▼	▼	
<input type="checkbox"/>	Student_Jude, JudeStudent ▼	-%		

20 per page ▼

- Properties
- Edit
- Enter Grades**
- View Statistics
- View Event Log

2. (optional) Click the Show/Hide details toggle to reveal its contents or enter a grade Description.  
**NOTE:** The description will be visible to everyone.
3. Now there are two potential paths: one for those who have associated activity grade Items, and one for gradebook only.
  - a. **Grade Item with/Associated Activity:** If there is an activity associated with the grade Item, it will show in the “Submission” column. An orange dot indicates an ungraded submission. Click on the Submission icon to review the activity, create rubrics, score the activity, and/or provide feedback. When finished, make sure to click the blue Publish button to save and send the score to the gradebook.
  - b. **Simple Grade and Feedback Entry:** If you simply want to enter grades (no related activities), enter the score into the Grade text field → click the pencil icon to the left to leave feedback for individual students. Note that the feedback textbox now includes the Insert Stuff icon with the new [Video Note](#) option for comments. Make sure to Save and Close (or Save) to have the score reflected in the gradebook and feedback saved.

## Grade Item: Assignmnet

Hide details and overall feedback



click to  
hide/show  
assignment  
details

Associated Assignment Submission Folder

Dropbox Assignment  
Always available

Max Points  
10

Grade Scheme  
Percentage

Overall  
Feedback  
(visible to all)

Rich text editor toolbar with icons for Bold, Italic, Underline, Paragraph, Font Family, and Font Size. Below the toolbar, the text reads: "Feedback in this area can be seen by ALL students." At the bottom right of the editor are icons for Undo, Redo, Bold, Italic, Underline, and Link.

### Users

An orange dot in the Submission column below indicates an associated activity has been submitted, but remains ungraded. Click to view/grade.

Search For... Show Search Options

Set Grades Clear Grades Add Feedback Exempt Unexempt Email

	First Name, Last Name	Submission	Grade	Scheme	Feedback
<input type="checkbox"/>	JudeStudent, Student_Jude		<input type="text"/> / 10	-%	No feedback provided. 

enter grade

click the pencil  
icon to provide  
individual  
feedback

20 per page

Save and Close Save Cancel

**UX Tip:** Making your gradebook easily navigable and viewable will help make your work more efficient. For example, the Final Grades/Final Calculated Grade are listed twice (to left and right) and are therefore redundant. Furthermore, the Final Adjusted Grade is unnecessary if you don't use it. You may also have non-graded activities that might be eliminated from this view.

To Hide gradebook columns, on the Enter Grades tab, click the More Actions button → click Hide/Show Columns → click checkboxes to select/deselect columns → click Save.

The screenshot shows the 'Enter Grades' tab with a navigation bar containing 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the navigation bar are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A search bar is also present. The 'More Actions' dropdown menu is open, showing options for 'Hide/Show Columns' and 'View Event Log'. Below the menu is a table with columns for 'Last Name', 'First Name', 'Final Grades', 'Orientation Module - not towards final grade', 'Final Calculated Grade', 'Or Quiz', and 'Subtotal'. A student entry for 'Student\_Jude, JudeStudent' is visible with a '-%' grade.

The 'Hide/Show Columns' dialog box is shown, titled 'Hide/Show Columns'. It contains the instruction 'Click checkboxes to select/deselect columns.' and a list of grade items to display. The items are: Grade Item, Orientation Module - not towards final grade, Take a Quick Quiz, Subtotal, Barb's Topic, Assignmnet, Barb's quiz, Introduction Discussion, Final Calculated Grade, and Final Adjusted Grade. The checkboxes for 'Barb's Topic', 'Assignmnet', 'Barb's quiz', 'Introduction Discussion', and 'Final Calculated Grade' are checked. The 'Save' button is highlighted with a red box. A red arrow points to the bottom right corner of the dialog box with the text 'click and drag here to enlarge window.'.

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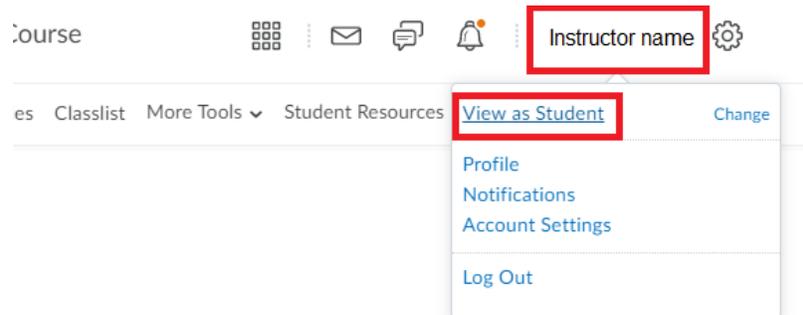
## Best Practices Tips

As mentioned earlier, gradebook **organization** and **consistency in labeling** from syllabus to content module, to activity, to gradebook, are essential for students to get a clear understanding of where they stand grade-wise at any given point of time.

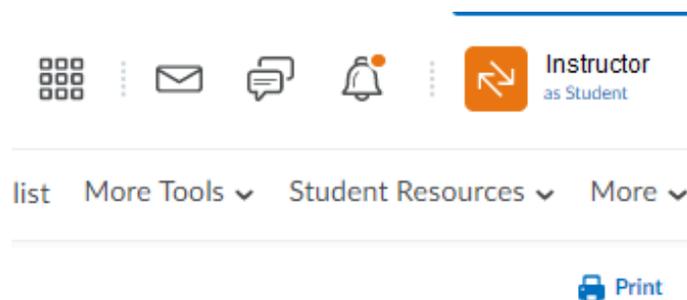
**Current best practices for online courses require a thorough check of content prior to course start date, which includes a review in “View as Student” mode.** Having a peer instructor who is not familiar with your course content is the best option for this exercise, but if that is not possible, try to do this course check from the mindset of a student with no previous experience using D2L.

**UX Tip:** Students initially land on your course homepage. Post a homepage welcome announcement that tells them where to click to get started. (e.g., Clicking the Content menu item for the first time will take them to the course syllabus.)

View as Student mode is almost verbatim to the student experience. To do this, click your name in the upper right corner, then click View as Student.



Below is how your page will look in View as Student mode. **Click your name and click the X to change back to your regular Instructor mode when you are finished your review of contents!!!!**

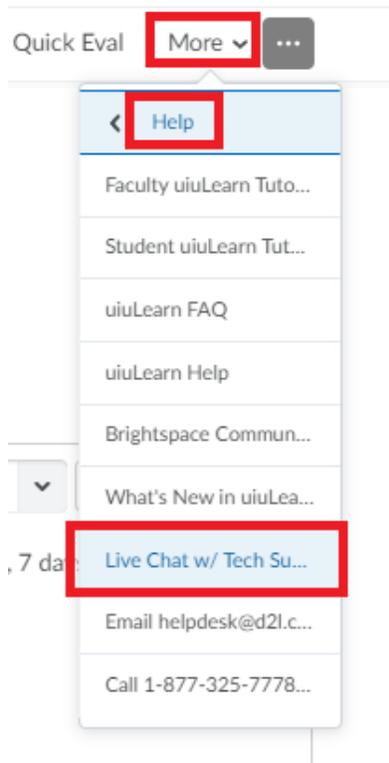


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## Support Resources

### D2L Support

Need assistance using uiuLearn? Chat with D2L support at any time, 7 days a week, 365 days a year. (image below) Simply click the "More" dropdown menu, click Help, then select **Live Chat** w/Tech Support. Call D2L support at 877-325-7778 or [click here](#) to submit a request form for D2L support. **Tutorials are available for students and faculty on the [D2L Brightspace web site](#).**



### UIU Support

Create a [Helpdesk](#) support ticket.

### UIU Instructional Designers and Areas of Responsibility

Kristal Davenport: CJ, PA, HS, SOC, Liberal Arts Self-paced

Jeff Childs, Caryl Cushion, & Erin Yourison: ACCT, BA, CS, ECON, FIN, GRAF, HSA, IS, IT, MBA, MKT, NUR, SA, SE

Michelle Klingfus: PSY

Eryn Ische: EDU, ECE, EXSS, FYS, HEA, SPED

Noriza Abu Hassan Shaari: BIO, CHEM, ES, GEOG, GEOL, MATH, PHY, Sci/Math Self-paced

Jared Roller: ANTH, ART, COMM, ENG, HIST, MUS, PHIL, PS, REL, SPN, THE

### UIU LMS Administrator

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