

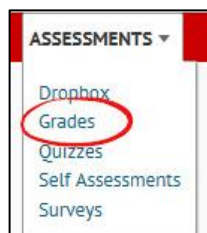
Submit Grades

When your course has ended, you must submit a breakdown of the grades to your program coordinator. If you are not currently using D2L for grading, please consider these benefits of using D2L the next time you teach:

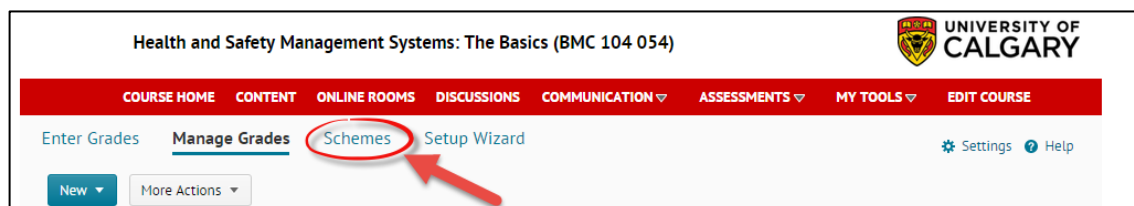
- Grading takes less time, especially if you use a D2L rubric
- D2L automatically converts final grades into letter grades
- Tracking grades by hand regularly results in errors
- D2L keeps an archive of submitted assignments
- Students greatly appreciate being able to track their ongoing progress and grades

To start the process of submitting grades from D2L, please [download the Grade Sheet Template](#) (Word format). This tutorial will show you the easiest way to submit your grades by walking you through how to take a screenshot of it.

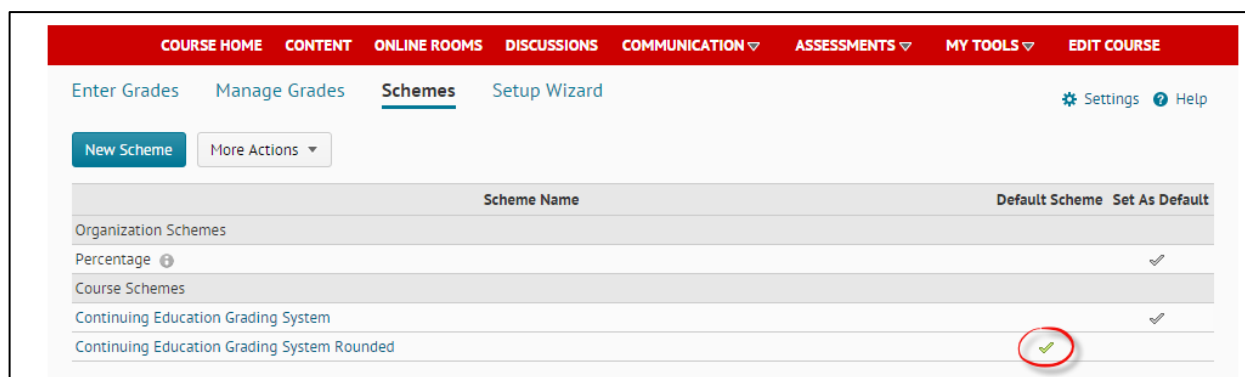
Step 1: Log in to D2L. In the red navigation bar, expand the **Assessments** menu, and select **Grades**.



Step 2: It's important to use the correct conversion chart (aka. course grading scheme) in D2L to ensure that letter grades are rounded up properly. To do this, select **Schemes**.



Step 3: Ensure that **Continuing Education Grading System Rounded** is the **Default Scheme**.



Step 4: Click on **Setup Wizard** and ensure that you are using the following settings. Note: You can skip this step if you used the [Configure the Grade Book](#) tutorial to initially set up your gradebook.
Tip: If your settings are not correct, click the blue Start button at the bottom of the page to select these options or refer to the [Configure the Grade Book](#) tutorial for the complete process.

[Enter Grades](#) [Manage Grades](#) [Schemes](#) [Setup Wizard](#)

Grades Setup Wizard

Welcome to the Grades Setup Wizard!

Current Grade Book Settings

Grading System
Weighted

Final Grade To Release
Release the Adjusted Final Grade

Grade Calculations
Drop ungraded items
Automatically keep final grades updated

Default Grade Scheme
Continuing Education Grading System Rounded

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

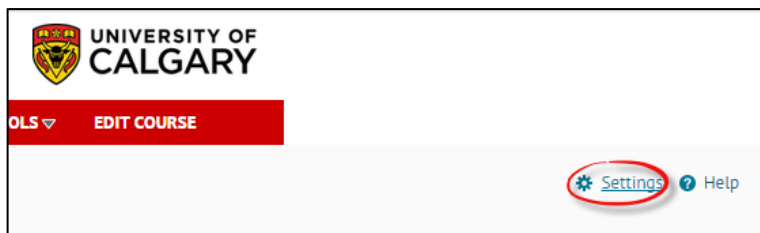
Student View Display Options
Display points grade values
Do not display weighted grade values
Display grade scheme symbols
Display grade scheme colours
Display 2 decimal places for grade item values
Display 50 characters for Text type grade item values
Do not display the final grade calculation to users

[Start](#)

Step 5: Once you have configured the Grades Setup Wizard, click on **Enter Grades**.

[Enter Grades](#) [Manage Grades](#) [Schemes](#) [Setup Wizard](#)

Step 6: In the top right corner, click **Settings**.



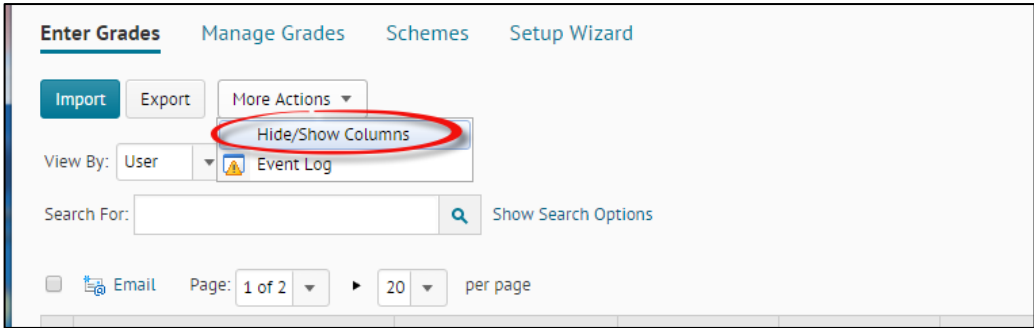
Step 7: Adjust the settings for all of the below **Personal Display Options**, then click **Save** and **Close**.

A screenshot of the 'Personal Display Options' configuration page. The page has a red header bar and three tabs: 'Personal Display Options' (selected), 'Org Unit Display Options', and 'Calculation Options'. The main content area is titled 'Managing View Display Options' and contains several sections: 'User Details' with checkboxes for 'Username', 'Org Defined ID' (checked), and 'Email'; 'Grade Details' with checkboxes for 'Points grade', 'Weighted grade', 'Grade scheme symbol', and 'Grade scheme colour' (all checked); 'Number of characters to display for text items' with a text input set to '50'; 'Number of columns before user details repeat' with a dropdown set to '20' (circled in red); 'Number of users before column header repeats' with a dropdown set to '20' (circled in red); 'Repeat Final Grades' with checkboxes for 'Repeat calculated final grade at the start of the user list' (checked and circled in red) and 'Repeat adjusted final grade at the start of the user list'; and 'Start Page' with a 'Default Grades Area' dropdown set to 'Manage Grades'. At the bottom left, there are 'Save' and 'Close' buttons, with the 'Save' button circled in red.

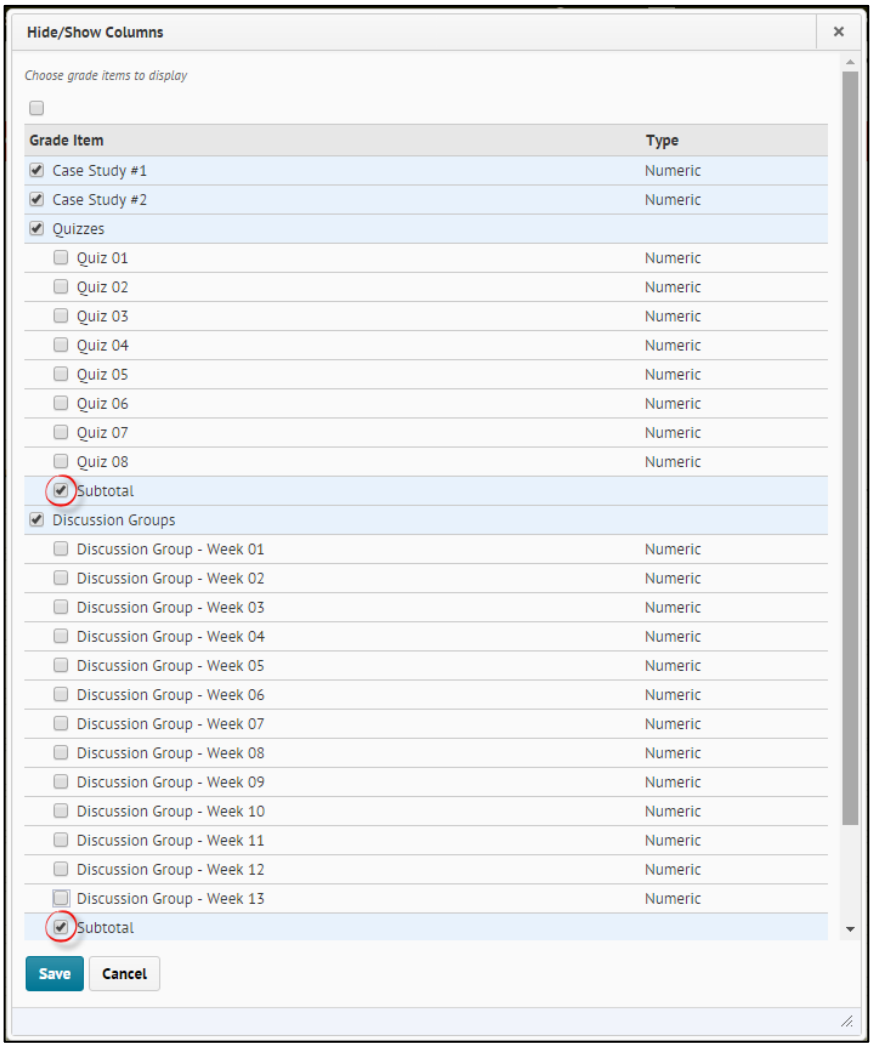
Step 8: If you have many grade items (for example, weekly quizzes, labs or discussion board posts) you will need to change how many columns display so that all grade items are visible (and you don't need to scroll to the right). To start, select **Enter Grades**.



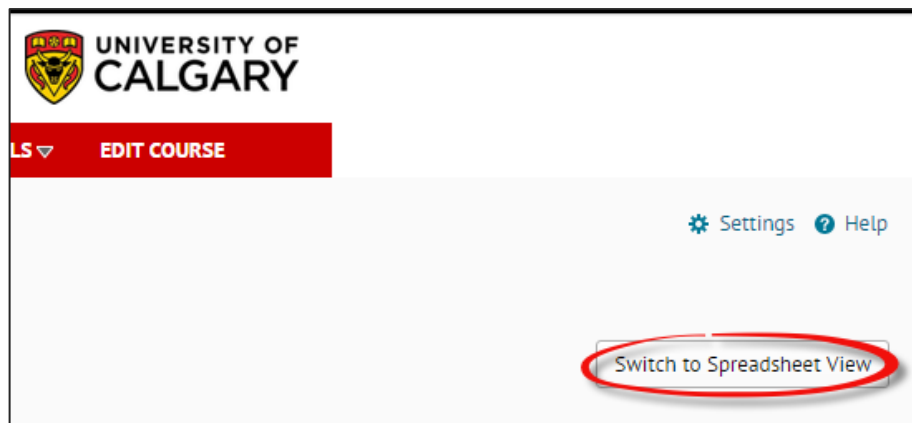
Step 9: Click the **More Actions** button then select **Hide/Show Columns**.



Step 10: Deselect weekly items as per the below example. Select the **Grade Item** category and the **Subtotal** box.



Step 11: Click **Switch to Spreadsheet view**.



Step 12: Scroll down to see students listed and their Final Calculated Grade beside their name. Take a screen shot of the table. **Tip:** Here are some details about [how to take a screen shot on a Mac](#) and [how to take a screenshot on a PC](#). Note: You don't need to include the 2nd (repeated) Final Calculated Grade column at the end of the table.

Last Name ▲, First Name, Org Defined ID	Final Grades	Case Study #1 ▾	Case Study #2 ▾	Quizzes ▾	Discussion Groups ▾	Final Calculated Grade ▾
	Final Calculated Grade ▾			Subtotal	Subtotal	
[REDACTED]	75.18 / 80, A- gss	/ 20	/ 20	36 / 40, A	39.18 / 40, A+	75.18 / 80, A- gss
[REDACTED]	64.51 / 80, B+ gss	/ 20	/ 20	29 / 40, B-	35.51 / 40, A-	
[REDACTED]	53.82 / 80, C+ gss	/ 20	/ 20	33 / 40, B+	20.82 / 40, D	
[REDACTED] (041914)	62.71 / 80, B- gss	/ 20	/ 20	37 / 40, A	25.71 / 40, C	
[REDACTED]	69.36 / 80, A- gss	/ 20	/ 20	34.67 / 40, A-	34.69 / 40, A-	69.36 / 80, A- gss
[REDACTED]	57.25 / 80, B- gss	/ 20	/ 20	28 / 40, B-	29.25 / 40, B-	57.25 / 80, B- gss
[REDACTED]	66.2 / 80, B+ gss	/ 20	/ 20	36 / 40, A	30.2 / 40, B	66.2 / 80, B+ gss
[REDACTED]	63.2 / 80, B- gss	/ 20	/ 20	30 / 40, B	33.2 / 40, B+	63.2 / 80, B- gss
[REDACTED] (340876)	69.73 / 80, A- gss	/ 20	/ 20	33 / 40, B+	36.73 / 40, A	69.73 / 80, A- gss
[REDACTED] (524)	69.51 / 80, A- gss	/ 20	/ 20	34 / 40, A-	35.51 / 40, A-	69.51 / 80, A- gss
[REDACTED] (2843)	34.69 / 80, F gss	/ 20	/ 20	20 / 40, D	14.69 / 40, F	34.69 / 80, F gss
[REDACTED] (6153)	63.02 / 80, B- gss	/ 20	/ 20	32 / 40, B+	31.02 / 40, B	63.02 / 80, B- gss
[REDACTED]	41.5 / 80, D gss	/ 20	/ 20	33.33 / 40, B+	8.16 / 40, F	41.5 / 80, D gss
[REDACTED] (5)	73.73 / 80, A gss	/ 20	/ 20	37 / 40, A	36.73 / 40, A	73.73 / 80, A gss
[REDACTED]	69.88 / 80, A- gss	/ 20	/ 20	36 / 40, A	33.88 / 40, A-	69.88 / 80, A- gss
[REDACTED]	68.42 / 80, A- gss	/ 20	/ 20	34 / 40, A-	34.42 / 40, A-	68.42 / 80, A- gss
[REDACTED]	64.47 / 80, B+ gss	/ 20	/ 20	31 / 40, B	33.47 / 40, B+	64.47 / 80, B+ gss
[REDACTED] (2)	61.35 / 80, B- gss	/ 20	/ 20	34 / 40, A-	27.35 / 40, C+	61.35 / 80, B- gss
[REDACTED]	58.08 / 80, B- gss	/ 20	/ 20	34 / 40, A-	24.08 / 40, C-	58.08 / 80, B- gss
[REDACTED] (385)	67.02 / 80, B+ gss	/ 20	/ 20	33 / 40, B+	34.02 / 40, A-	67.02 / 80, B+ gss

You don't need to copy the second "Final Calculated Grade" column.

Step 13: Copy and paste the screenshot into the [Grade Sheet Template](#) (click to download). Resize the image so it fits on the page.

Step 14: If you have more than 20 students, click the **forward arrow** to advance to the next page. Take a screenshot of the second page of students, then paste it onto page two of the Grade Sheet Template.

The screenshot shows the 'Enter Grades' interface with tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs are buttons for 'Import', 'Export', and 'More Actions'. A 'View By' dropdown is set to 'User' with an 'Apply' button. A 'Search For' input field is present with a search icon and a link to 'Show Search Options'. At the bottom, there is an 'Email' checkbox, a 'Page' dropdown set to '1 of 2', a circled 'Forward' arrow button, a '20' dropdown for items per page, and a 'per page' label.

Step 15: Fill out the information at the top of the template and email it to your program coordinator within 10 business days of your course's end date or the final project due date, whichever is later.

The screenshot shows the University of Calgary Continuing Education Grade Sheet Template. At the top left is the university logo and name. Below it, course information is provided: Course Name: The Art of Happy, Course Code: BMC 123 123, Instructor Name: Bill Murray, and Start & End Dates: Jan 17 – March 30, 2017. On the right, there are fields for 'Date submitted by instructor: April 7, 2017', 'Program approval:', 'Program approval signature:', and 'Date approved:'. Below this is a section for 'For Office Use Only' with checkboxes for 'Grades entered into Destiny 1', 'Students emailed', and 'N/A'. The main part of the form is a table with columns for 'Last Name, First Name, Org Defined ID', 'Final Grades', 'Case Study #1', 'Case Study #2', 'Quizzes', and 'Discussion Groups'. The 'Final Grades' column has a sub-column for 'Final Calculated Grade'. The table contains 20 rows of student data, with some cells highlighted in green, blue, or red. A large black redaction box covers the first column of the table.

Last Name, First Name, Org Defined ID	Final Grades	Case Study #1	Case Study #2	Quizzes	Discussion Groups
	Final Calculated Grade				
[Redacted]	75.18 / 80, A+gs			36 / 40, A	39.18 / 40, A+
[Redacted]	64.51 / 80, B+gs			29 / 40, B-	35.51 / 40, A-
[Redacted]	53.82 / 80, C+gs			33 / 40, B+	20.82 / 40, D
[Redacted]	62.71 / 80, Bgs			37 / 40, A	25.71 / 40, C
[Redacted]	69.36 / 80, A-gs			34.67 / 40, A-	34.69 / 40, A-
[Redacted]	57.25 / 80, B-gs			28 / 40, B-	29.25 / 40, B-
[Redacted]	66.2 / 80, B+gs			36 / 40, A	30.2 / 40, B
[Redacted]	63.2 / 80, Bgs			30 / 40, B	33.2 / 40, B+
[Redacted]	69.73 / 80, A-gs			33 / 40, B+	36.73 / 40, A
[Redacted]	69.51 / 80, A-gs			34 / 40, A-	35.51 / 40, A-
[Redacted]	34.69 / 80, Fgs			20 / 40, D	14.69 / 40, F
[Redacted]	63.02 / 80, Bgs			32 / 40, B+	31.02 / 40, B
[Redacted]	41.5 / 80, Dgs			33.33 / 40, B+	8.16 / 40, F
[Redacted]	73.73 / 80, Ags			37 / 40, A	36.73 / 40, A
[Redacted]	69.88 / 80, A-gs			36 / 40, A	33.88 / 40, A-
[Redacted]	68.42 / 80, A-gs			34 / 40, A-	34.42 / 40, A-
[Redacted]	64.47 / 80, B+gs			31 / 40, B	33.47 / 40, B+
[Redacted]	61.35 / 80, Bgs			34 / 40, A-	27.35 / 40, C+
[Redacted]	58.08 / 80, B-gs			34 / 40, A-	24.08 / 40, C-
[Redacted]	67.02 / 80, B+gs			33 / 40, B+	34.02 / 40, A-