**UNIVERSITY OF CALGARY**
CONTINUING EDUCATION

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.
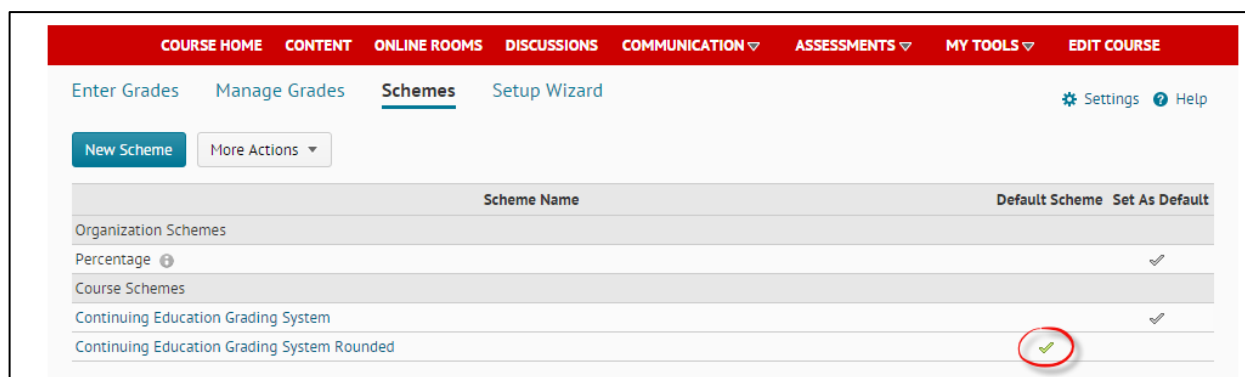
Step 1: Log in to D2L. In the red navigation bar, expand the **Assessments** menu, and select **Grades**.
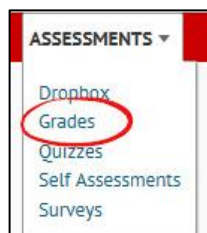
Step 2: It's important to use the correct conversion chart (aka. course grading scheme) in D2L to ensure that letter grades are rounded up properly. To do this, select **Schemes**.
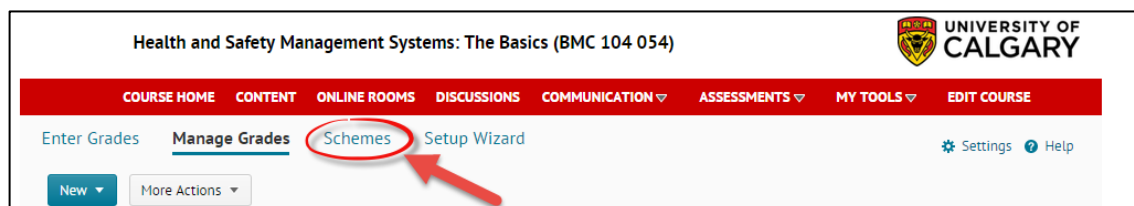
Step 3: Ensure that **Continuing Education Grading System Rounded** is the **Default Scheme**.

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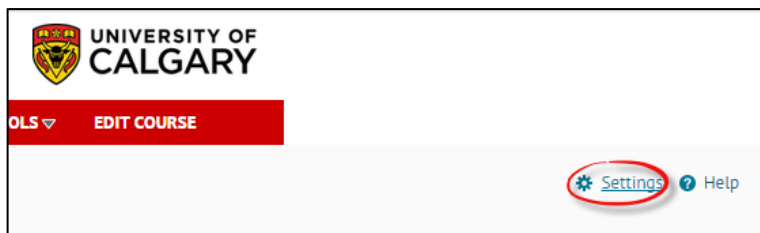
Step 7: Adjust the settings for all of the below **Personal Display Options**, then click **Save** and **Close.**

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**.
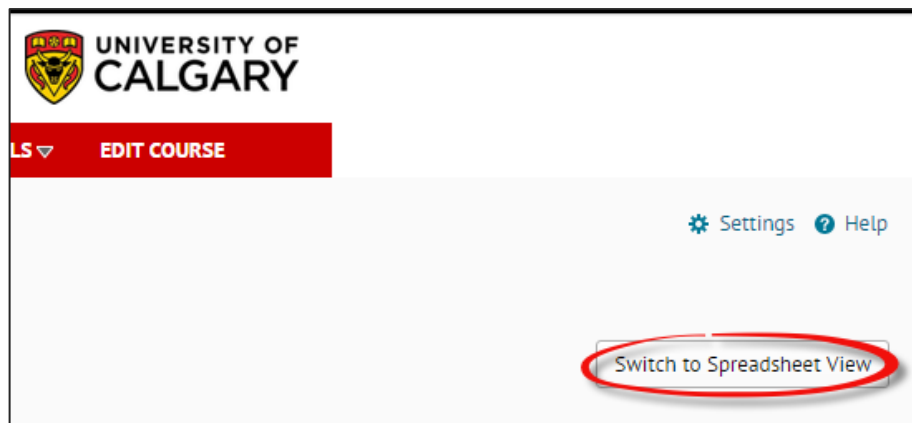

Step 9: Click the **More Actions** button then select **Hide/Show Columns**.
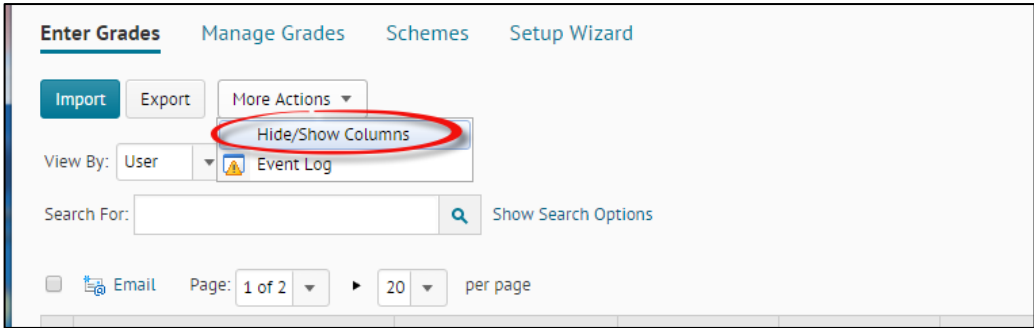
Step 10: Deselect weekly items as per the below example. Select the **Grade Item** category and the **Subtotal** box.
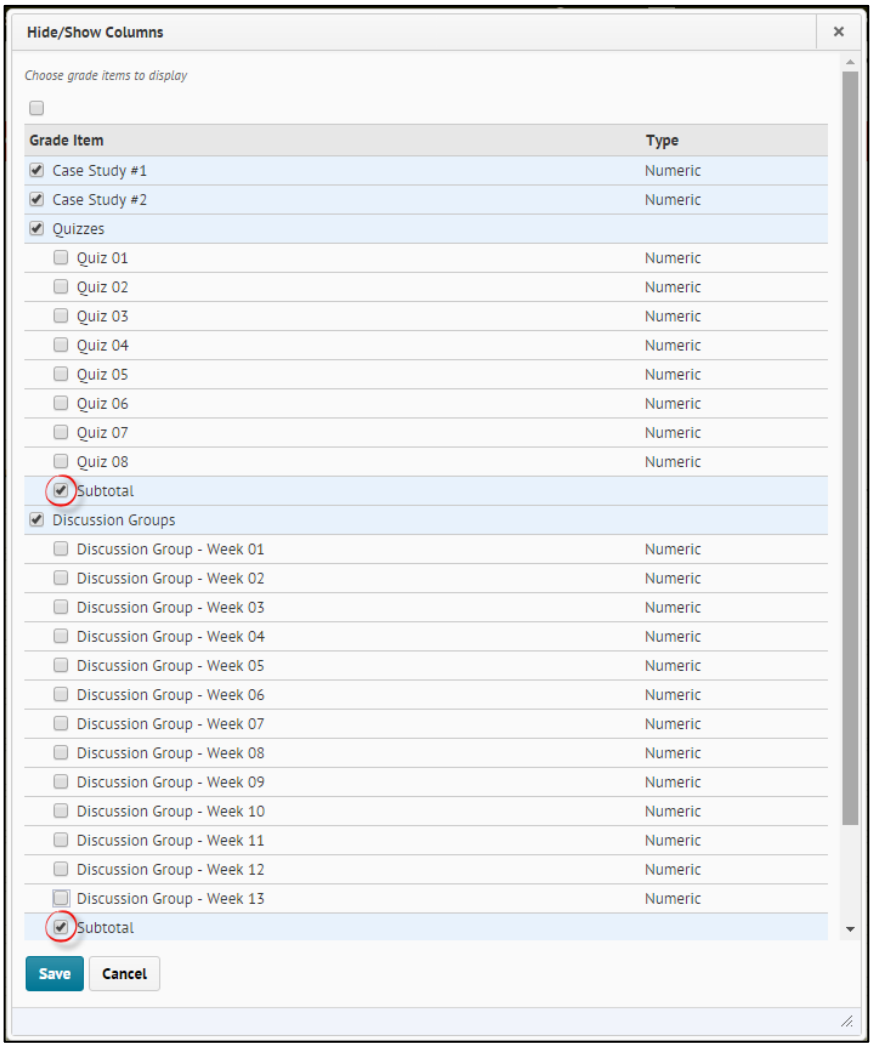
Step 11: Click **Switch to Spreadsheet view**.

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.

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.

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.