Submit Grades with Excel

When your course has ended, you must submit a breakdown of the grades to your program coordinator. To start, please download the Excel Grade Sheet Template.

If you are not currently using D2L to track your grades and plan to manually add your grades to the template, please consider the benefits of using D2L the next time you teach:

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

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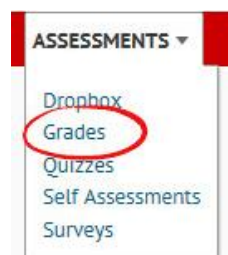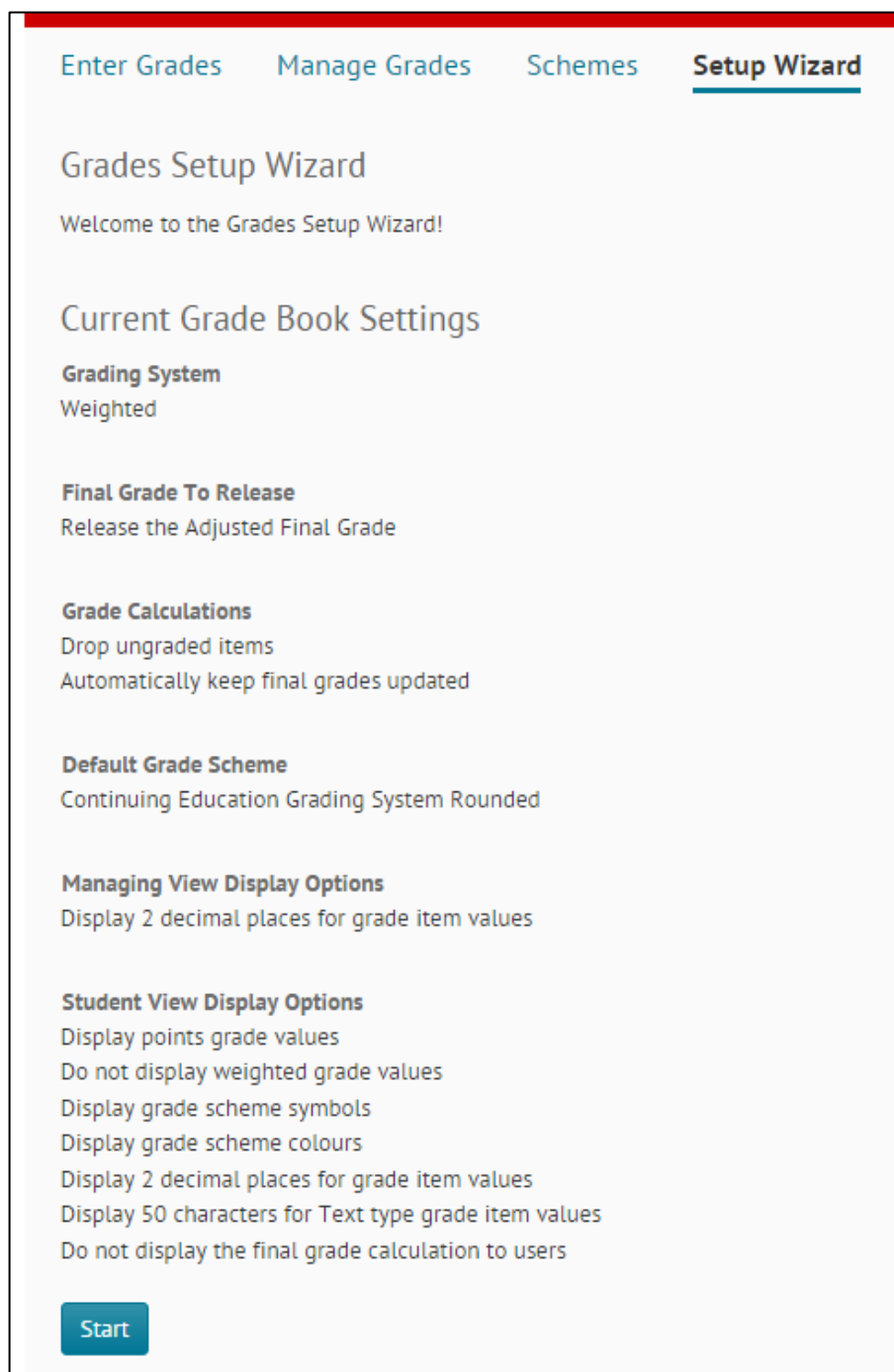

Step 2: It's very important to be sure that you are using the correct conversion chart (aka grading scheme) in D2L. To do this, select **Schemes**.
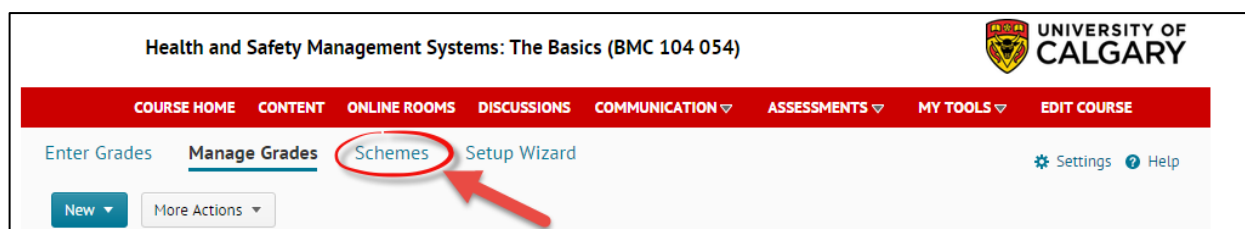
Step 3: Ensure that **Continuing Education Grading System Rounded** is the Default Scheme so that grades are rounded up correctly when they are converted to letter grades.
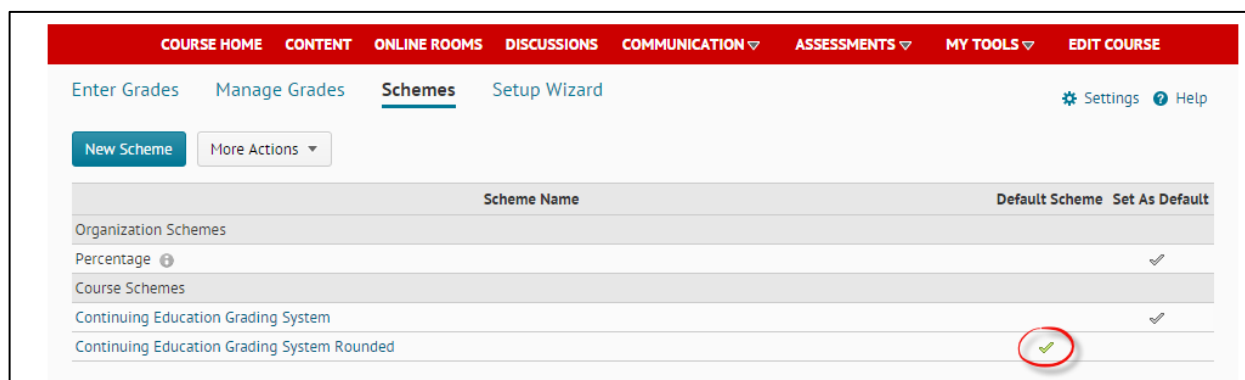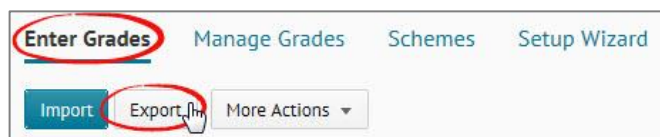
Step 4: Click on **Setup Wizard** and ensure that you are using the following settings. Note: You can skip this step if you used the Configure the Grade Book tutorial to initially set up your gradebook.
Tip: If your settings are not correct, click the blue Start button at the bottom of the page to select 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: Now that you have confirmed you are using the correct scheme and setup, select **Enter Grades**, and then click **Export.**

Enter Grades   Manage Grades   Schemes   Setup Wizard

Import   Export   More Actions ▾

Step 6: Choose the following **Export Options**.

Step 7: Now select **Export to Excel**.
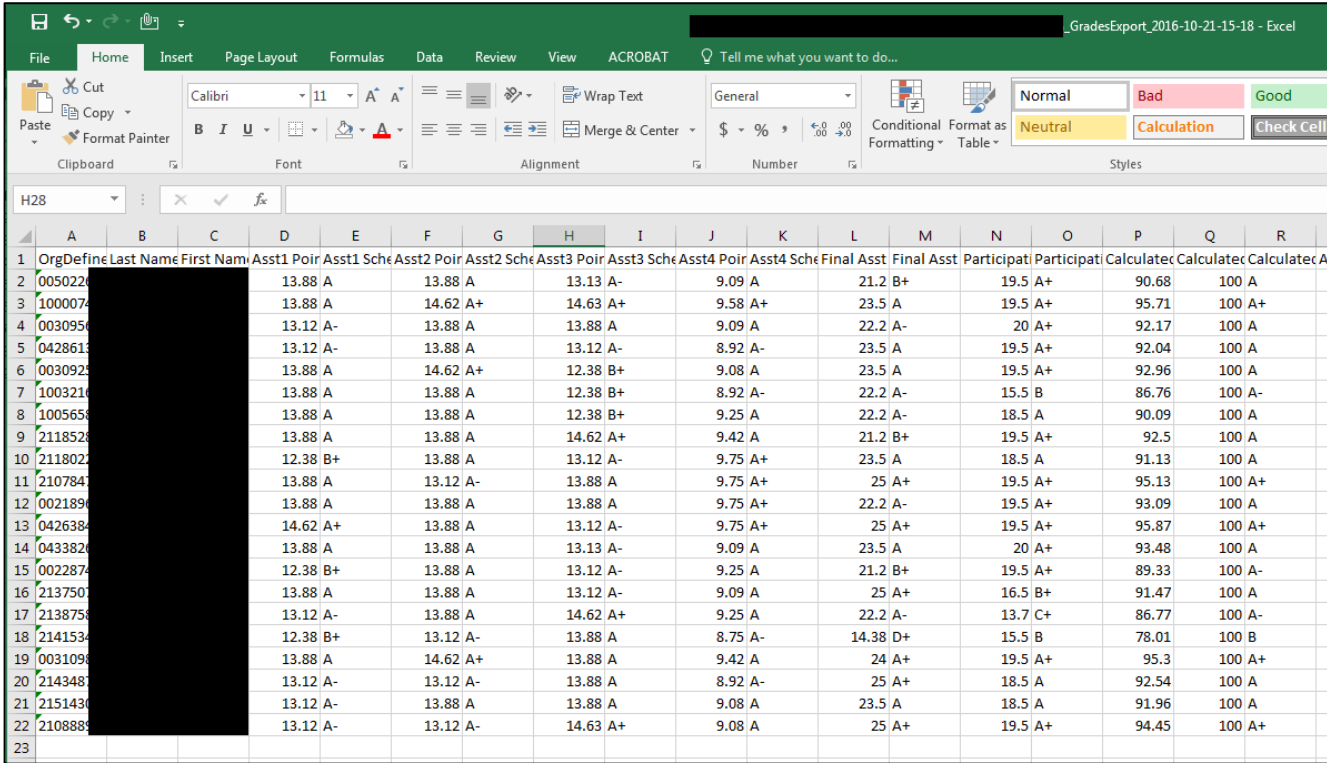
Step 8: Click on the file name to open it, **then save the file to your computer.** If the file opens in Protected View, click **Enable Editing**.

Step 9: Take a look at the spreadsheet. Starting on the left you will see the student's UCID (aka. Org defined ID), their last name, first name and their grades (both points and letter grades).

Step 10: To increase readability of the column headers, click **1** in the top row then click **Wrap Text**.

Step 11: Decrease the font size to 9 point. To do so, click and drag your curser over the data.

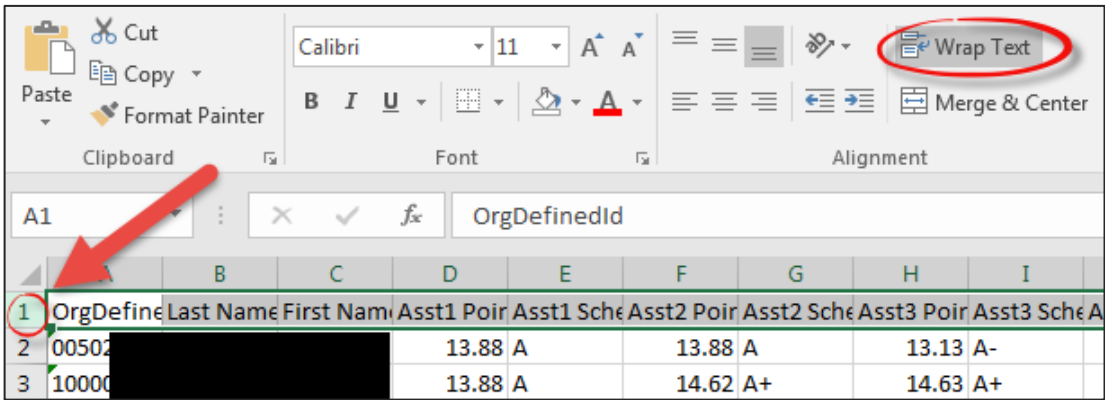|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
				Asst1 Points Grade <Numeric MaxPoints:15>	Asst1 Scheme Symbol	Asst2 Points Grade <Numeric MaxPoints:15>	Asst2 Scheme Symbol	Asst3 Points Grade <Numeric MaxPoints:15>	Asst3 Scheme Symbol	Asst4 Points Grade <Numeric MaxPoints:10>	Asst4 Scheme Symbol	Final Asst Points Grade <Numeric MaxPoints:25>	Final Asst Scheme Symbol	Participation Points Grade <Numeric MaxPoints:20>	Participation Scheme Symbol	Calculated Final Grade Numerator	Calculated Final Grade Scheme Symbol	Adjusted Final Grade Numerator
1	OrgDefinedId	Last Name	First Name															
2	00502			13.88	A	13.88	A	13.13	A-	9.09	A	21.2	B+	19.5	A+	90.68	A	
3	10000			13.88	A	14.62	A+	14.63	A+	9.58	A+	23.5	A	19.5	A+	95.71	A+	
4	00309			13.12	A-	13.88	A	13.88	A	9.09	A	22.2	A-	20	A+	92.17	A	
5	04286			13.12	A-	13.88	A	13.12	A-	8.92	A-	23.5	A	19.5	A+	92.04	A	
6	00309			13.88	A	14.62	A+	12.38	B+	9.08	A	23.5	A	19.5	A+	92.96	A	
7	10032			13.88	A	13.88	A	12.38	B+	8.92	A-	22.2	A-	15.5	B	86.76	A-	
8	10056			13.88	A	13.88	A	12.38	B+	9.25	A	22.2	A-	18.5	A	90.09	A	
9	21185			13.88	A	13.88	A	14.62	A+	9.42	A	21.2	B+	19.5	A+	92.5	A	
10	21180			12.38	B+	13.88	A	13.12	A-	9.75	A+	23.5	A	18.5	A	91.13	A	
11	21078			13.88	A	13.12	A-	13.88	A	9.75	A+	25	A+	19.5	A+	95.13	A+	
12	00218			13.88	A	13.88	A	13.88	A	9.75	A+	22.2	A-	19.5	A+	93.09	A	
13	04263			14.62	A+	13.88	A	13.12	A-	9.75	A+	25	A+	19.5	A+	95.87	A+	
14	04338			13.88	A	13.88	A	13.13	A-	9.09	A	23.5	A	20	A+	93.48	A	
15	00228			12.38	B+	13.88	A	13.12	A-	9.25	A	21.2	B+	19.5	A+	89.33	A-	
16	21375			13.88	A	13.88	A	13.12	A-	9.09	A	25	A+	16.5	B+	91.47	A	
17	21387			13.12	A-	13.88	A	14.62	A+	9.25	A	22.2	A-	13.7	C+	86.77	A-	
18	21415			12.38	B+	13.12	A-	13.88	A	8.75	A-	14.38	D+	15.5	B	78.01	B	
19	00310			13.88	A	14.62	A+	13.88	A	9.42	A	24	A+	19.5	A+	95.3	A+	
20	21434			13.12	A-	13.12	A-	13.88	A	8.92	A-	25	A+	18.5	A	92.54	A	
21	21514			13.12	A-	13.88	A	13.88	A	9.08	A	23.5	A	18.5	A	91.96	A	
22	21088			13.12	A-	13.12	A-	14.63	A+	9.08	A	25	A+	19.5	A+	94.45	A+	
23																		
24																		

Step 12: To adjust column widths for legibility, **place your cursor between two columns** and **drag the column divider** to the right to widen the column.

	A	B	C	D	E	F	G	H	I
							Assignment 2a: Case Study Analysis Points Grade <Numeric MaxPoint	Assignment 2a: Case Study Analysis Weighted Grade <Numeric MaxPoint	
				Assignment 1: Team Charter Points Grade <Numeric MaxPoint	Assignment 1: Team Charter Weighted Grade <Numeric MaxPoint	Assignment 1: Team Charter			Assignment 2a: Case Study

Place the cursor here, and drag the width of the column until it looks right. All columns are simultaneously set to the same width.

Step 13: ContEd only requires the final letter grade and final percentage so to delete all of the other letter grades except the one on the far right. To do this, hold down the **Control** key (on a PC) while you click on the letter above each column then select **Delete > Delete Cells** (located on the Home tab).
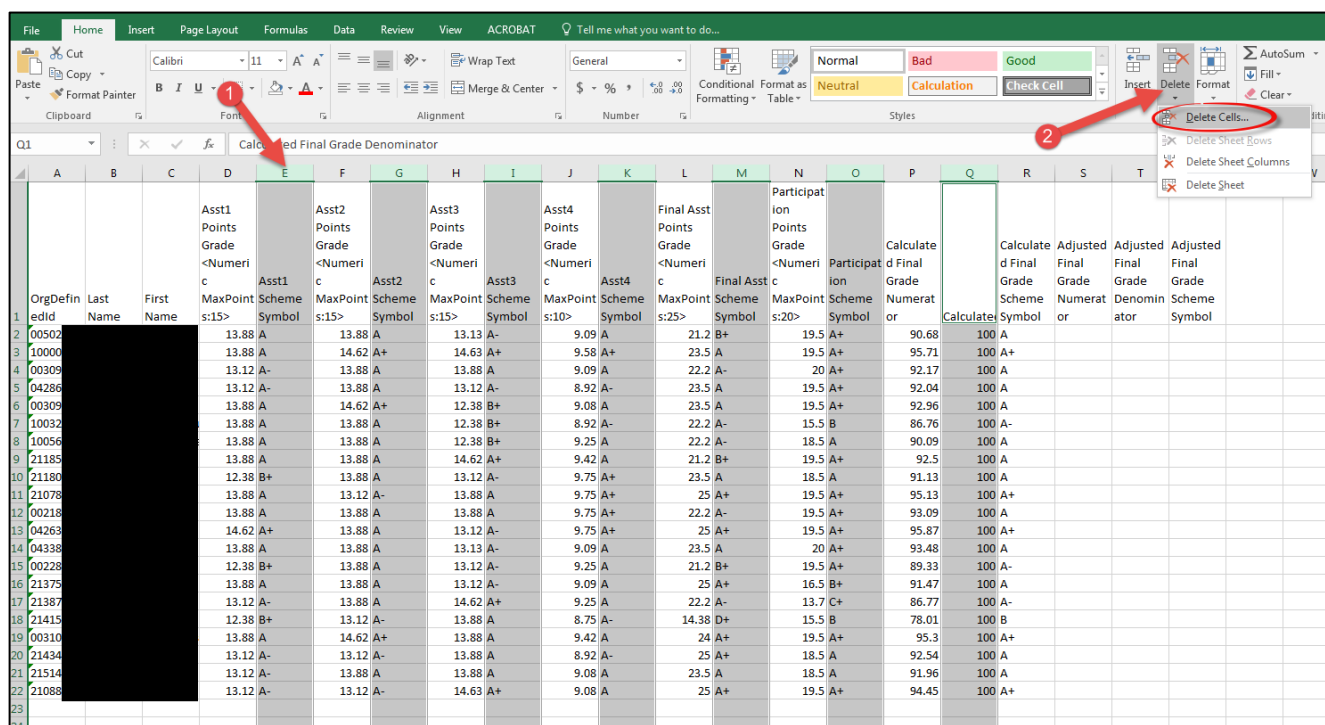
Step 14: Now press Control + C to copy the data into the [Excel Grade Sheet Template](). Note: If the data won't easily copy submit both spreadsheets and ask the program coordinator to staple them together.

Step 15: In the template, type in your name, course name and code, course dates and the date you submit the file to the office.

Save and submit the Excel Worksheet(s) to your coordinator. Any changes to grades or marks will be confirmed with you.