

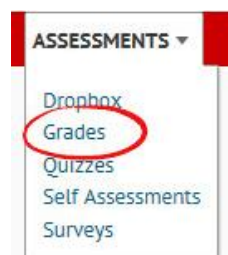
Submit Grades with Excel

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](#).

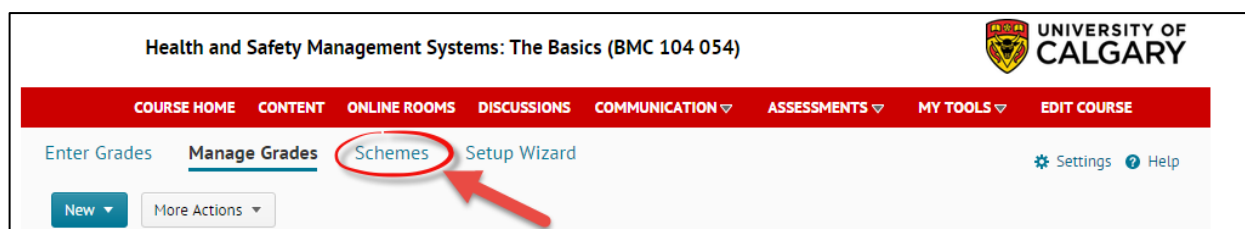
If you are not currently using D2L to track your grades and plan to manually add your grades to the template, please consider the benefits of using D2L the next time you teach:

- 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

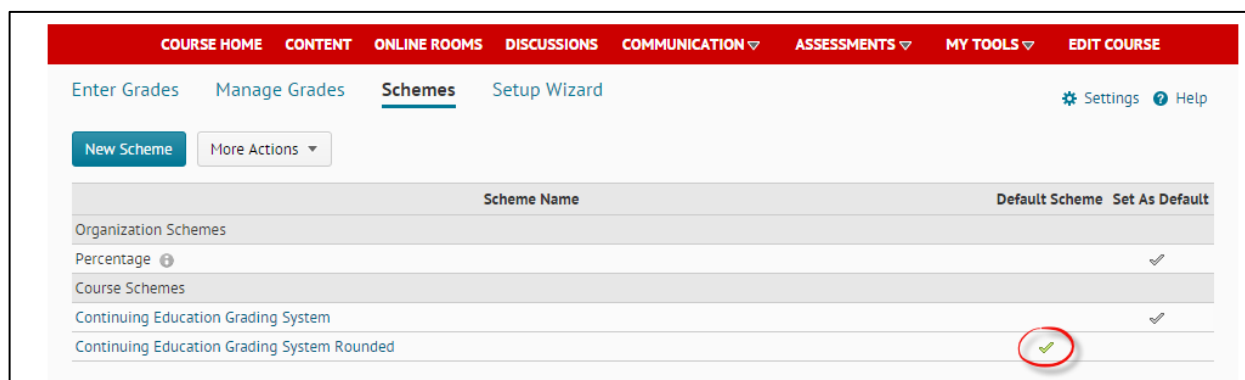
Step 1: Log in to D2L. In the red navigation bar, expand the **Assessments** menu, and select **Grades**.



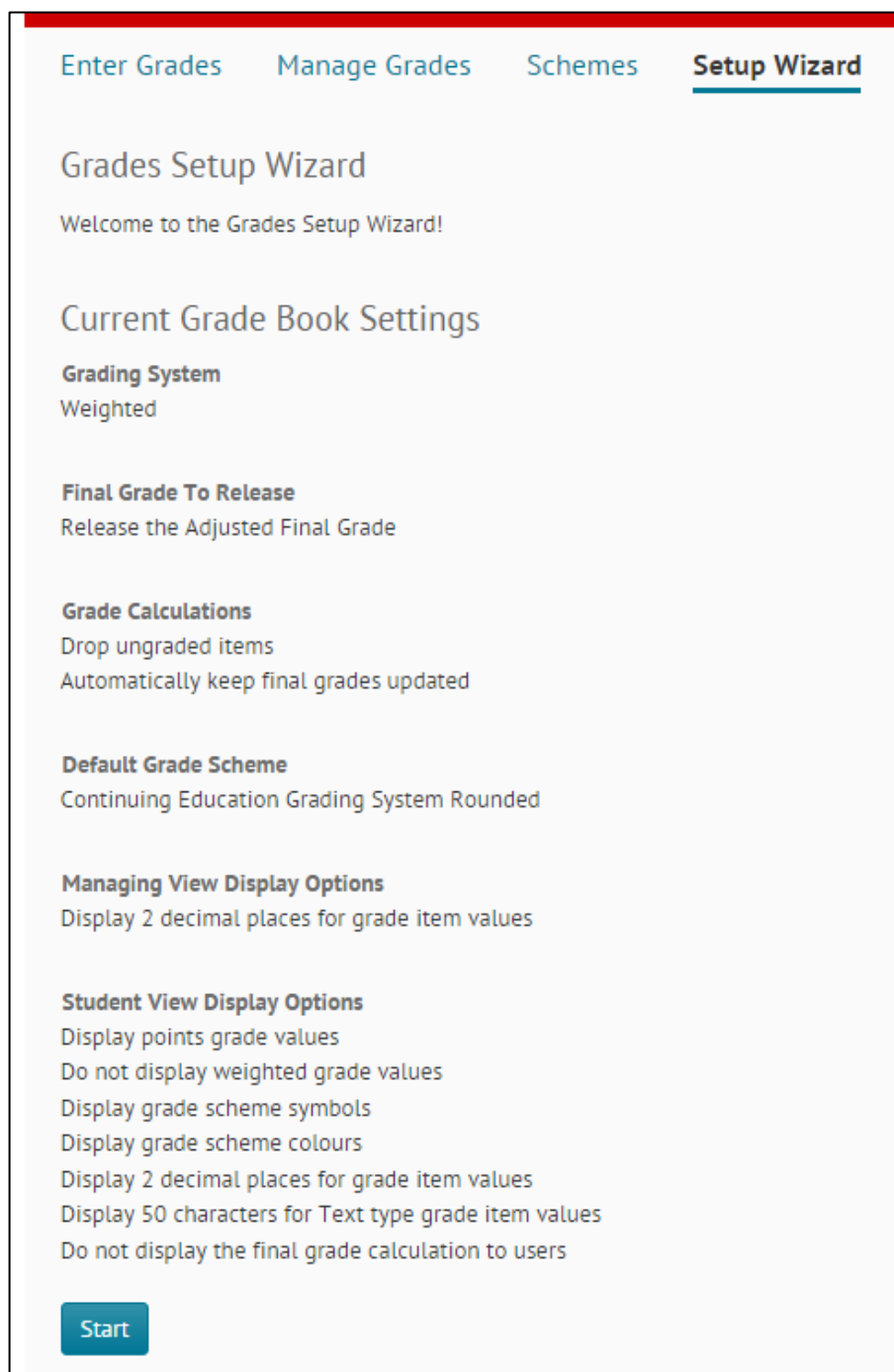
Step 2: It's very important to be sure that you are using the correct conversion chart (aka grading scheme) in D2L. To do this, select **Schemes**.



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.

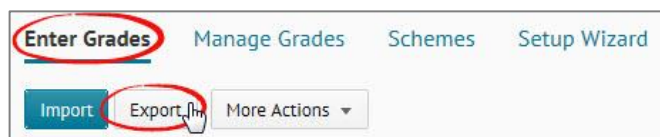


Step 4: Click on **Setup Wizard** and ensure that you are using the following settings. Note: You can skip this step if you used the [Configure the Grade Book](#) tutorial to initially set up your gradebook. Tip: If your settings are not correct, click the blue Start button at the bottom of the page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



The screenshot shows the 'Grades Setup Wizard' interface. At the top, there are four tabs: 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard', with 'Setup Wizard' being the active tab. Below the tabs, the title 'Grades Setup Wizard' is displayed, followed by a welcome message: 'Welcome to the Grades Setup Wizard!'. The main section is titled 'Current Grade Book Settings' and contains several settings categories: '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), and '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). At the bottom left, there is a blue 'Start' button.

Step 5: Now that you have confirmed you are using the correct scheme and setup, select **Enter Grades**, and then click **Export**.



The screenshot shows the top navigation bar with four tabs: 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. The 'Enter Grades' tab is highlighted with a red circle. Below the tabs, there are three buttons: 'Import', 'Export', and 'More Actions'. The 'Export' button is also highlighted with a red circle.

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

All users▼

Apply

Key Field

☒ Org Defined ID

☐ Username

☐ Both

Grade Values

☒ Points grade

☐ Weighted grade (do not include this in grade exports if you intend to re-import the grades back into D2L) ⓘ

☒ Grade Scheme (do not include this in grade exports if you intend to re-import the grades back into D2L) ⓘ

User Details

☒ Last Name

☒ First Name

☐ Email

Choose Grades to Export

☐

Grade Item	Type
<input checked="" type="checkbox"/> Assessment 1 - Website Review	Numeric
<input checked="" type="checkbox"/> Assessment 2 - OH&S Professional Interview	Numeric
<input checked="" type="checkbox"/> Assessment 3 - Communication & Training Quiz	Numeric
<input checked="" type="checkbox"/> Assessment 4 - Emergency Response Planning	Numeric
<input checked="" type="checkbox"/> Assessment 5 - Incident Investigation Report	Numeric
<input checked="" type="checkbox"/> Assessment 6: Discussions	Numeric
<input type="checkbox"/> Week 1: History of Safety	Numeric
<input type="checkbox"/> Week 3: Ethics	Numeric
<input type="checkbox"/> Week 4: OHSMS	Numeric
<input type="checkbox"/> Week 5: Management Leadership and Org. Commitment	Numeric
<input type="checkbox"/> Week 5: Leadership	Numeric
<input type="checkbox"/> Week 6: Inspections	Numeric
<input type="checkbox"/> Week 7: Emergency Response Preparedness	Numeric
<input type="checkbox"/> Week 10: Safety Communication	Numeric
<input type="checkbox"/> Subtotal ⓘ	
<input checked="" type="checkbox"/> Final Calculated Grade ⓘ	
<input checked="" type="checkbox"/> Final Adjusted Grade	

If you have a category of discussion board items, deselect the items in the category.

Step 7: Now select **Export to Excel**.

☒ Final Asst

☒ Participation

☒ Final Calculated Grade ⓘ

☒ Final Adjusted Grade

☒

Export to CSV (use this format if re-importing)

Export To Excel

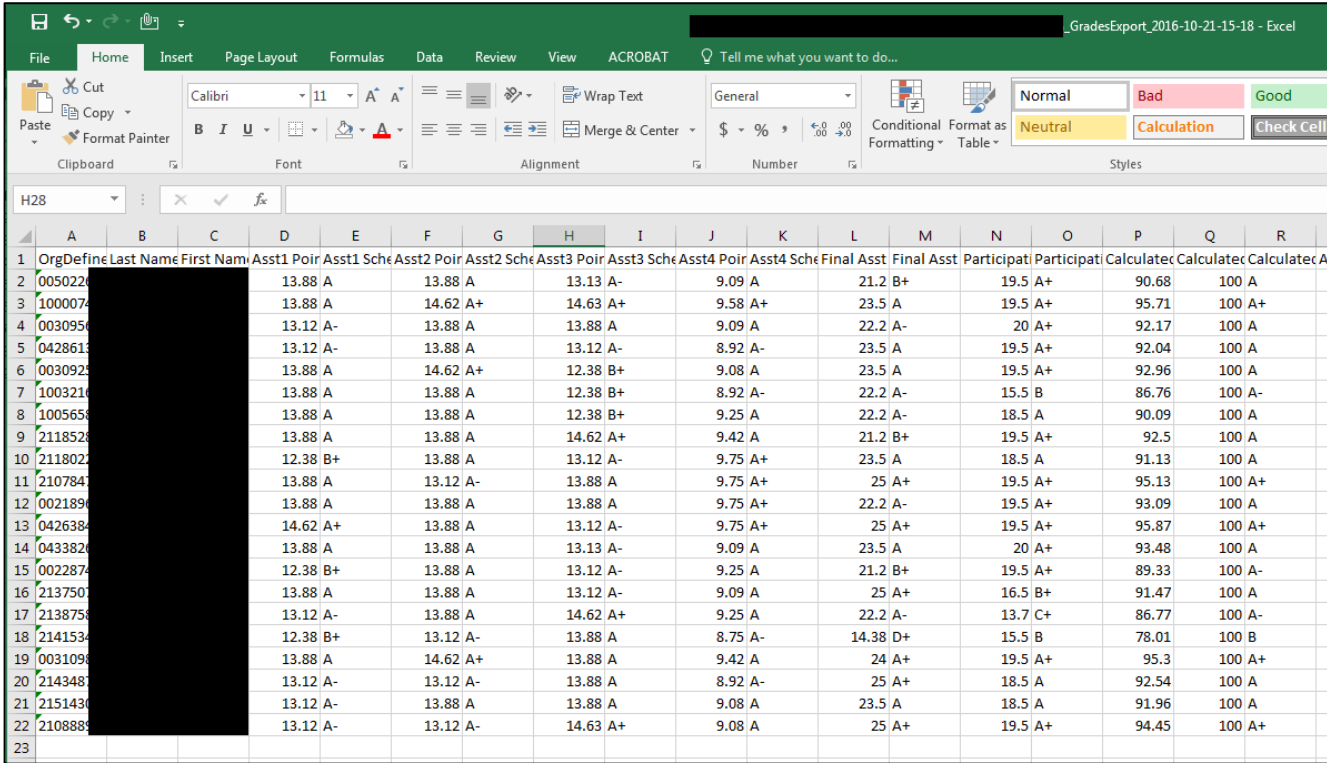
Cancel

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**.

Protected View.

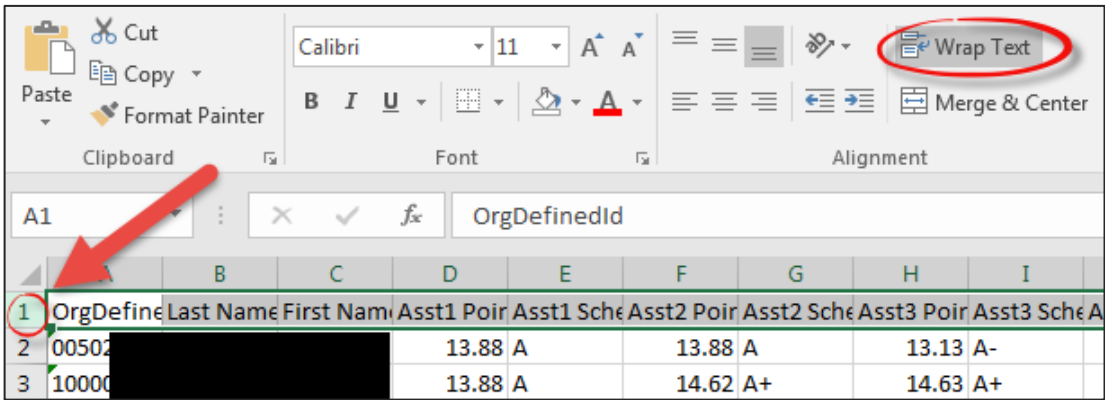
Enable Editing

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).



OrgDefinedId	Last Name	First Name	Asst1 Poir	Asst1 Sche	Asst2 Poir	Asst2 Sche	Asst3 Poir	Asst3 Sche	Asst4 Poir	Asst4 Sche	Final Asst	Final Asst	Participati	Participati	Calculatec	Calculatec	Calculatec
005022			13.88	A	13.88	A	13.13	A-	9.09	A	21.2	B+	19.5	A+	90.68	100	A
100007			13.88	A	14.62	A+	14.63	A+	9.58	A+	23.5	A	19.5	A+	95.71	100	A+
003095			13.12	A-	13.88	A	13.88	A	9.09	A	22.2	A-	20	A+	92.17	100	A
042861			13.12	A-	13.88	A	13.12	A-	8.92	A-	23.5	A	19.5	A+	92.04	100	A
003092			13.88	A	14.62	A+	12.38	B+	9.08	A	23.5	A	19.5	A+	92.96	100	A
100321			13.88	A	13.88	A	12.38	B+	8.92	A-	22.2	A-	15.5	B	86.76	100	A-
100565			13.88	A	13.88	A	12.38	B+	9.25	A	22.2	A-	18.5	A	90.09	100	A
211852			13.88	A	13.88	A	14.62	A+	9.42	A	21.2	B+	19.5	A+	92.5	100	A
211802			12.38	B+	13.88	A	13.12	A-	9.75	A+	23.5	A	18.5	A	91.13	100	A
210784			13.88	A	13.12	A-	13.88	A	9.75	A+	25	A+	19.5	A+	95.13	100	A+
002189			13.88	A	13.88	A	13.88	A	9.75	A+	22.2	A-	19.5	A+	93.09	100	A
042638			14.62	A+	13.88	A	13.12	A-	9.75	A+	25	A+	19.5	A+	95.87	100	A+
043382			13.88	A	13.88	A	13.13	A-	9.09	A	23.5	A	20	A+	93.48	100	A
002287			12.38	B+	13.88	A	13.12	A-	9.25	A	21.2	B+	19.5	A+	89.33	100	A-
213750			13.88	A	13.88	A	13.12	A-	9.09	A	25	A+	16.5	B+	91.47	100	A
213875			13.12	A-	13.88	A	14.62	A+	9.25	A	22.2	A-	13.7	C+	86.77	100	A-
214153			12.38	B+	13.12	A-	13.88	A	8.75	A-	14.38	D+	15.5	B	78.01	100	B
003109			13.88	A	14.62	A+	13.88	A	9.42	A	24	A+	19.5	A+	95.3	100	A+
214348			13.12	A-	13.12	A-	13.88	A	8.92	A-	25	A+	18.5	A	92.54	100	A
215143			13.12	A-	13.88	A	13.88	A	9.08	A	23.5	A	18.5	A	91.96	100	A
210888			13.12	A-	13.12	A-	14.63	A+	9.08	A	25	A+	19.5	A+	94.45	100	A+

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



1	OrgDefinedId	Last Name	First Name	Asst1 Poir	Asst1 Sche	Asst2 Poir	Asst2 Sche	Asst3 Poir	Asst3 Sche	Asst4 Poir	Asst4 Sche	Final Asst	Final Asst	Participati	Participati	Calculatec	Calculatec	Calculatec
2	005022			13.88	A	13.88	A	13.13	A-	9.09	A	21.2	B+	19.5	A+	90.68	100	A
3	100007			13.88	A	14.62	A+	14.63	A+	9.58	A+	23.5	A	19.5	A+	95.71	100	A+

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

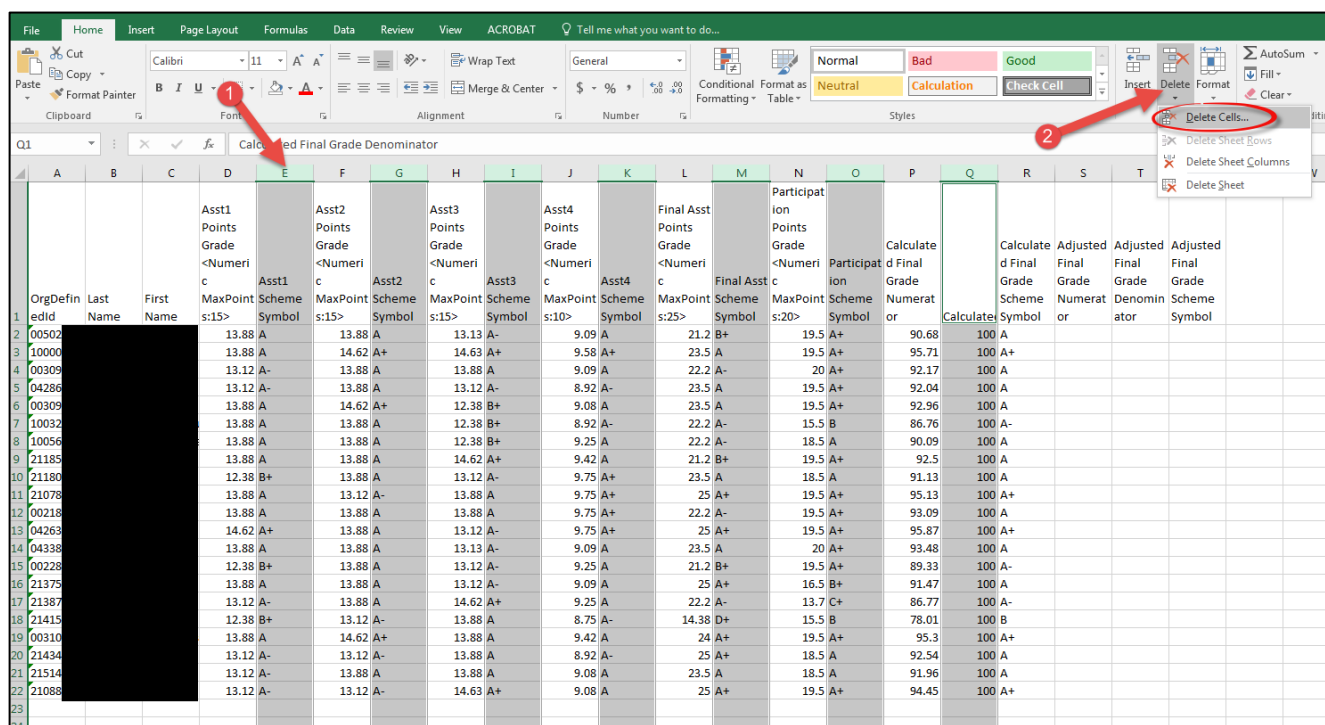
[illegible]

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.

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

A	B	C	D	E	F	G	H	I
			Assignm ent 1: Team Charter Points Grade <Numeri c MaxPoint	Assignm ent 1: Team Charter Weighte d Grade <Numeri c MaxPoint		Assignm ent 2a: Case Study Analysis Points Grade <Numeri c MaxPoint	Assignm ent 2a: Case Study Analysis Weighte d Grade <Numeri c MaxPoint	

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.

The screenshot shows the 'UNIVERSITY OF CALGARY CONTINUING EDUCATION' logo and the 'GRADE SHEET' form. The form includes fields for 'Course name:', 'Course Number:', 'Instructor Name:', 'Start & End Dates:', 'Date submitted by instructor:', 'Program Approval Name:', 'Program Approval Signature:', and 'Date Approved:'. A red arrow points to the 'Course name' field. In the top right corner, there are checkboxes for 'For Office Use Only': 'Grades entered into Destiny 1', 'Students emailed', and 'N/A'.

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