D2L Grading and Providing Feedback

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Posting Grades in D2L
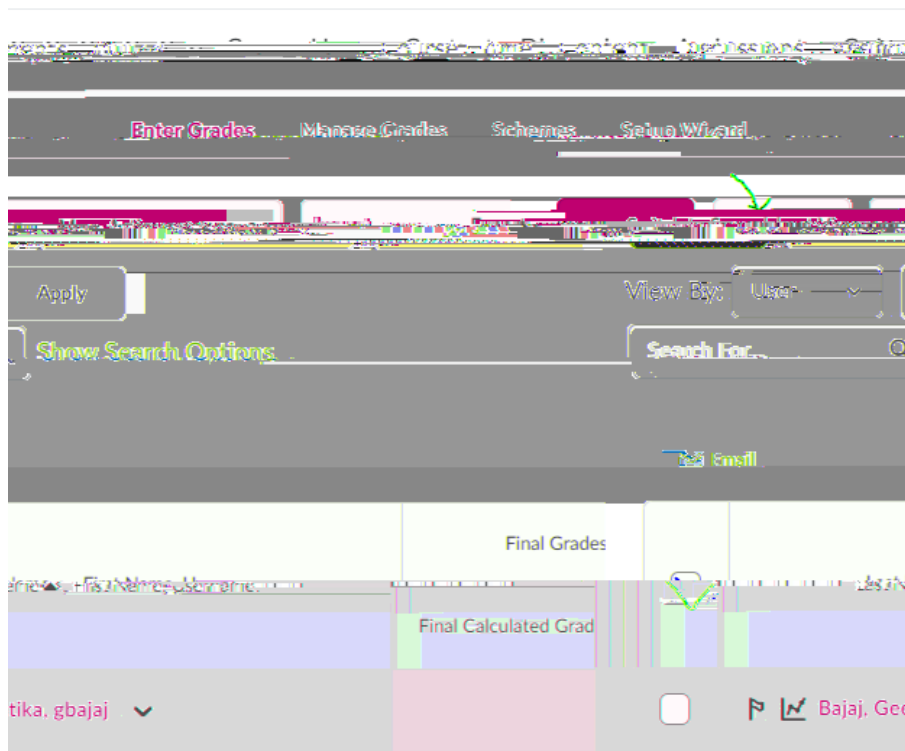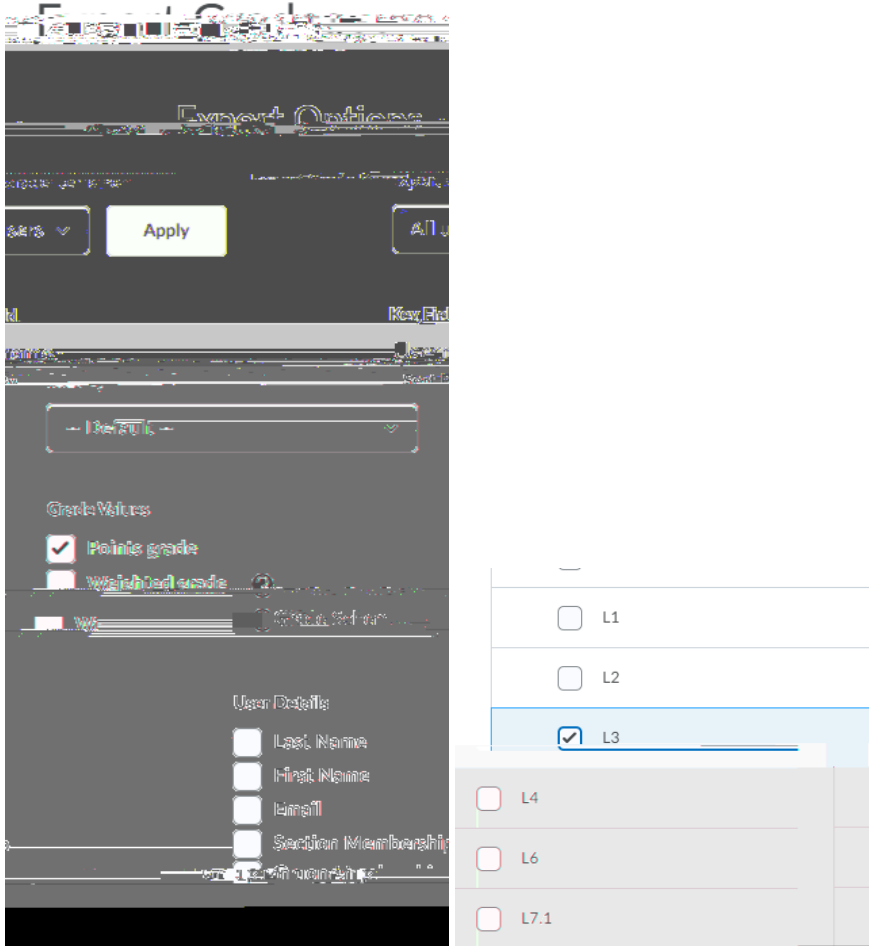
It is easier to import grades if you first export the gradebook.

Exporting Grades

1. Go to Grades, select all students and click export

2. Choose username, points grade, user details and an assignment you plan to grade (uncheck everything else)

3. Click export to CSV
4. Open csv file and enter grades

Importing Grades
1. Go to Grades and click import.

Grading Assignments Outside D2L

How to Download Assignments for Grading

You might prefer to download submitted assignments, provide feedback in the submitted files and bulk upload feedback files back to D2L.

1. To grade an assignment go to a drop box and select files you'd like to download

2. Click Download button

3. Zip file will be created
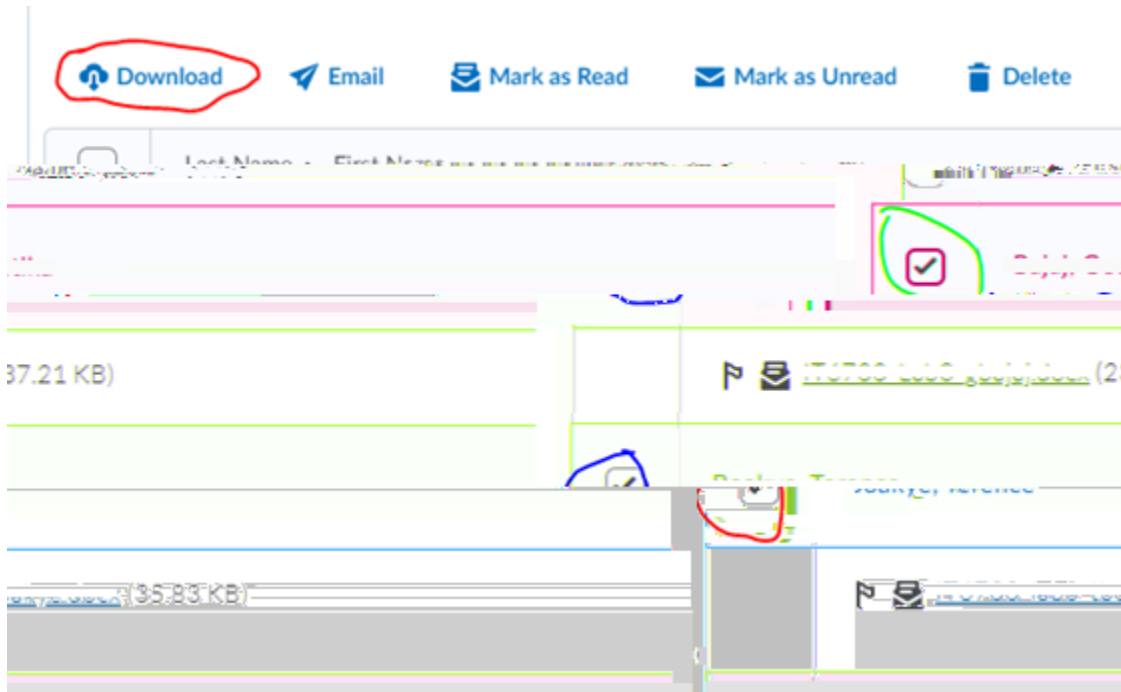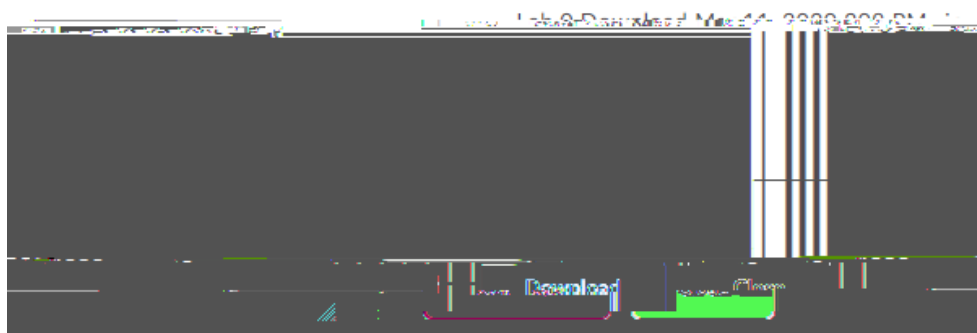
Name	Date	Type	Size	Tags
3/11/2020 2:08 PM	Compressed (zipp...	.517 KB	Lab 0 Download Ma...	

to delete > tmp

Name

index.html
451142-1524389 - Lauren Burns - May 31, 20
153899-1524389 - T. _____ _____ - May 30,
743697-1524389 - C. _____ _____ - May 31, 20

4. Extract file to your computer

5. Delete index.html. The first number in the filename is the user OrgID, the second number is the assignment OrgID. These two numbers will connect your feedback file to the correct assignment and user during bulk upload.

6. Provide feedback for students in their submission files. Add each grade to the CSV file.

Posting Grades and Feedback

1. To upload feedback files go to the submission folder and click Add Feedback Files. Upload all files.

In #3 when you publish the feedback, your students will be notified and you will be notified when your feedback was read.

2. Have the CSV file with grades ready to import, but do not do it yet. The grades will be overridden when you publish feedback.

3. Select students to publish feedback.

4. Immediately import grades to D2L. When you publish feedback, d2l sends email that new grade is available. If you do not import grades right away, students will see zeroes.

How to Save Time