

D2L Grading and Providing Feedback

Contents

Posting Grades in D2L	1
Exporting Grades.....	1
Importing Grades	2
Providing Feedback Directly in D2L.....	3
Grading Assignments Outside D2L.....	6
How to Download Assignments for Grading.....	6
Posting Grades and Feedback.....	7
How to Save Time on Grading.....	8

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

The screenshot shows the D2L interface for a course. At the top, there are navigation links: Course Home, Content, Discussions, Assignments, and Quizzes. Below this is a sub-menu with 'Enter Grades' (highlighted), Manage Grades, Schemes, and Setup Wizard. In the 'Enter Grades' section, there are four buttons: 'Import' (blue), 'Export' (white with a red arrow pointing to it), 'Switch to Spreadsheet View' (white), and 'More Actions' (white with a dropdown arrow). Below the buttons is a 'View By:' dropdown menu set to 'User' and an 'Apply' button. There is also a search bar with 'Search For...' and a magnifying glass icon, followed by a link to 'Show Search Options'. At the bottom, there is an 'Email' icon and a table with columns for 'Last Name ▲, First Name, Username' and 'Final Grades'. The table has two rows: the first row is a header row, and the second row shows a student named 'Bajaj, Geetika, gbajaj' with a dropdown arrow next to the name.

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

Export Grades

Export Options

Export Grade Items For

All users



Key Field

Username

Sort By

-- Default --

Grade Values

- Points grade
- Weighted grade 
- Grade Scheme 

User Details

- Last Name
- First Name
- Email
- Section Membership
- Group Membership

- L1
- L2
- L3
- L4
- L6
- L7.1

- Click export to CSV
- Open csv file and enter grades

	A	B	C	D
1	Username	L3 Points (End-of-Line Indicator)		
2	#jdoe222	8	#	
3	#agree13	10	#	
4	#abchakk	8	#	
5				
6				
7				

Importing Grades

- Go to Grades and click import.

2. Choose the CSV file with the grades and click continue

Import Grades

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and

Step 1: Select File to Import

Format

.CSV, .TSV, .TXT


Sample

 [Grades_Sample_Import_File.csv](#) (657 Bytes)

Import File *

Database Ad...4-18-23.csv

Item Creation

Create new grade item when an unrecognized item is referenced 

3. Correct any errors on step 2.
4. On step 3 you will be able to preview grades

Import Grades

Step 3 : Preview Import

Last Name ▲, First Name, Username	Labs Reports Quizze
	L3

5. Click import to import the grades.

Providing Feedback Directly in D2L

We know how important is to provide timely and relevant feedback to students, but it is also one of the most time consuming tasks. To spend your time more efficiently while providing timely feedback you might try the following d2l built in features:

1. Instead of providing feedback for an assignment to individual students, create a message to the entire group to point out problem areas.

2. Create an audio feedback for home assignment instead of typing it (go to Assignment Submission Folders – Assignment X Submissions – student’s submission, then record audio)

Evaluate Submission Back to Submission

Previous Student User 1 of 3 Next Student

<< Back to User Submissions

By: [redacted] Submitted: Aug 15, 2017 1:13 PM Download

Score
[] / 10
Grade Item: L0

Student View Preview
- / 10

Feedback

[Rich Text Editor: Paragraph, Bold, Italic, Underline, Link, Unlink, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Source Code, Help, More]

Add a File Record Audio

Document Content:
August 14, 2017
Orientation and Syllabus Quiz:
Course Home Content Discussions Assignments Quizzes Other
Quizzes Progress
Quizzes Completed Attempts Awaiting Grade
66.67 % (2/3) 0
Uncategorized
Orientation Quiz
Attempts: 1 / Unlimited | Highest Attempt
Attempt 1

3. Create a rubric for an assignment to select criteria and level instead of typing feedback.

Choose scoring rubric: Teaching novice programming ▾

Teaching novice programming
(not graded yet)

Criteria	Level 2 2 points	Level 1 1 point	Score and Feedback
identify all the variables correctly, for example when calculating an average, important variables included —sum and —count ;	● Meets or exceeds requirements	● Needs minor improvements	
correctly use fragments of key code, for example having code to count the number of values entered ;	● Meets or exceeds requirements	● Needs minor improvements	
combine code fragments correctly	● Meets or exceeds requirements	● Needs minor improvements	
final program is tested and bug free	● Meets or exceeds requirements	● Needs minor improvements	
Overall Score	Level 2 7 or more	Level 1 0 or more	Score and Feedback

Aug 18, 2017 11:59 PM

Availability Dates
End: Aug 19, 2017 11:59 PM

Edit special access dates

Evaluation

Rubrics
Teaching novice programming

Score
/ 10

Grade Item: L0

Student View Preview
- / 10 ▾

Feedback
Paragra

Example of the rubric from Hu, M., Winikoff, M., & Cranefield, S. (2012, January). Teaching novice programming using goals and plans in a visual notation. In Proceedings of the Fourteenth Australasian Computing Education Conference-Volume 123 (pp. 43-52). Australian Computer Society, Inc.

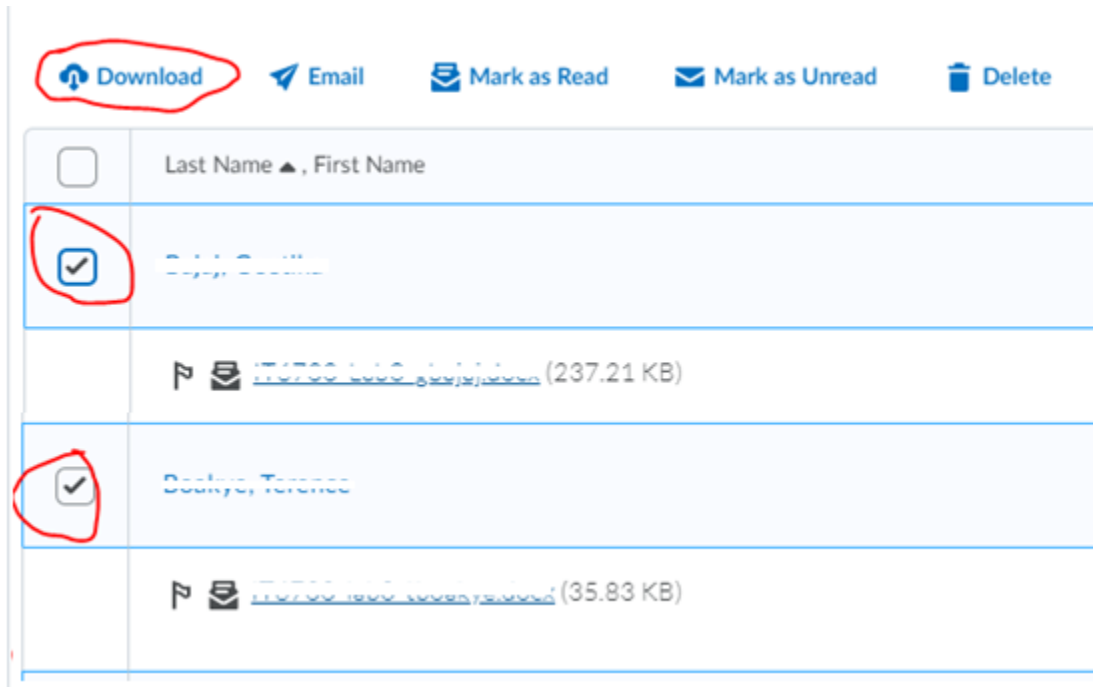
category	2 points	1 point	0 points
identify all the variables correctly, for example when calculating an average, important variables included —sum and —count ;	Meets or exceeds requirements	Needs minor improvements	Needs major improvements
correctly use fragments of key code, for example having code to count the number of values entered ;	Meets or exceeds requirements	Needs minor improvements	Needs major improvements
combine code fragments correctly;	Meets or exceeds requirements	Needs minor improvements	Needs major improvements
final program is tested and bug free	Meets or exceeds requirements	Needs minor improvements	Needs major improvements

Grading Assignments Outside D2L

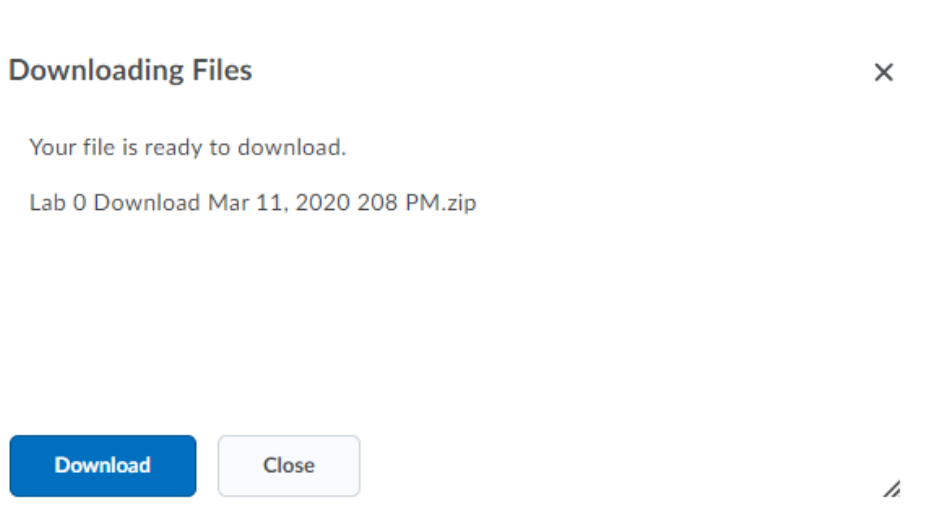
How to Download Assignments for Grading

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

to delete > tmp

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

4. Extract file to your computer

to delete > tmp

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

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.

Users
 Submissions

View By:

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Submission Date
<input type="checkbox"/>	Deja Castillo	Published: Jun 1, 2018 Feedback Read: Jun 2, 2018


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

Add Feedback Files







Upload compressed zip file in the same format that it was downloaded.


Multiple Files *

Drop files here, or click below!

 Upload

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.

 Download Email Mark as Read Mark as Unread Delete Publish Feedback

	Last Name ▲, First Name

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 on Grading

To save time on grading you can adopt several “grading smarter strategies”. For example, to avoid regrading assignments you graded first, skim all assignments or at least a large random set of the assignments in order to estimate the general level of submissions and adjust your grading rubric if necessary <http://www.teachhub.com/grading-overload-12-time-saving-assessment-strategies>
<https://thecornerstoneforteachers.com/10-time-saving-tips-for-grading-student-writing/>