



## How to Enter Grades

Please view this [video](#) to learn how to manually enter grades in D2L.

The following supplemental information explains how to enter grades for a single assessment item:

1. In the red navigation bar, click **Assessments**, and select **Grades**. Click **Enter Grades**. Locate the column for the assessment item that will be graded, and click on the small dropdown arrow beside the assessment item title. Select **Grade All**.

The screenshot shows the 'Enter Grades' interface with a table of student grades. A dropdown menu is open for the 'CS' column, and the 'Grade All' option is highlighted with a red arrow. The table has columns for 'Last Name, First Name, Org Defined ID', 'Final Grades', 'CS', and 'TP'. The 'Final Grades' column has a sub-column for 'Final Calculated Grade'.

Last Name ▲, First Name, Org Defined ID		Final Grades	CS	TP
		Final Calculated Grade ▼		
<input type="checkbox"/>	student 1	- / -, -% <del>⌘</del>	- / 1	, -%
<input type="checkbox"/>	student 2	- / -, -% <del>⌘</del>	- / 1	, -%
<input type="checkbox"/>	student 3	- / -, -% <del>⌘</del>	- / 1	, -%
<input type="checkbox"/>	student 4	- / -, -% <del>⌘</del>	- / 1	, -%

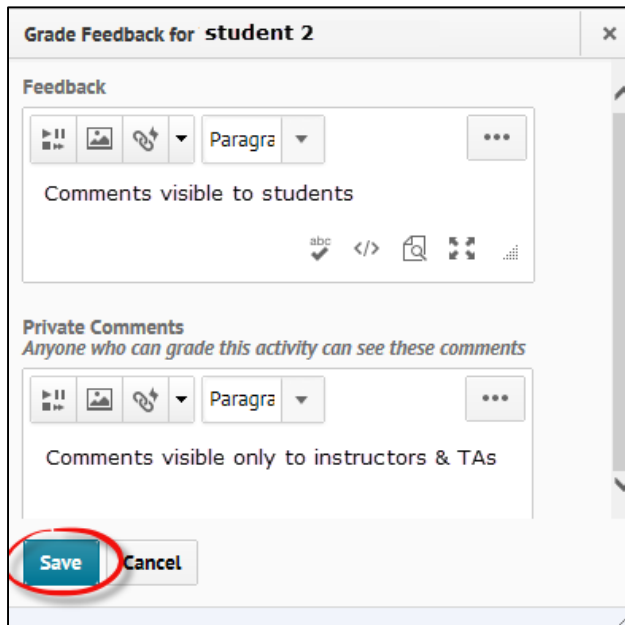
2. If you have a large class, it is recommended that you change the view 'per page' setting to 200. **Save** your entries often. Enter the grade in the **grade column**, click the **feedback icon** to provide further feedback if necessary (see step 3).

The screenshot shows the 'Enter Grades' interface with a table of student grades. The 'Grade' column has input fields for each student. The 'Feedback' column has icons for providing feedback. The 'Event Log' column has icons for viewing the event log. The 'Save and Close' button is circled in red. Red arrows point to the 'Grade' input field and the 'Feedback' icon, with labels 'Enter Grades' and 'Click to provide assessment feedback' respectively. The 'per page' setting is set to 20.

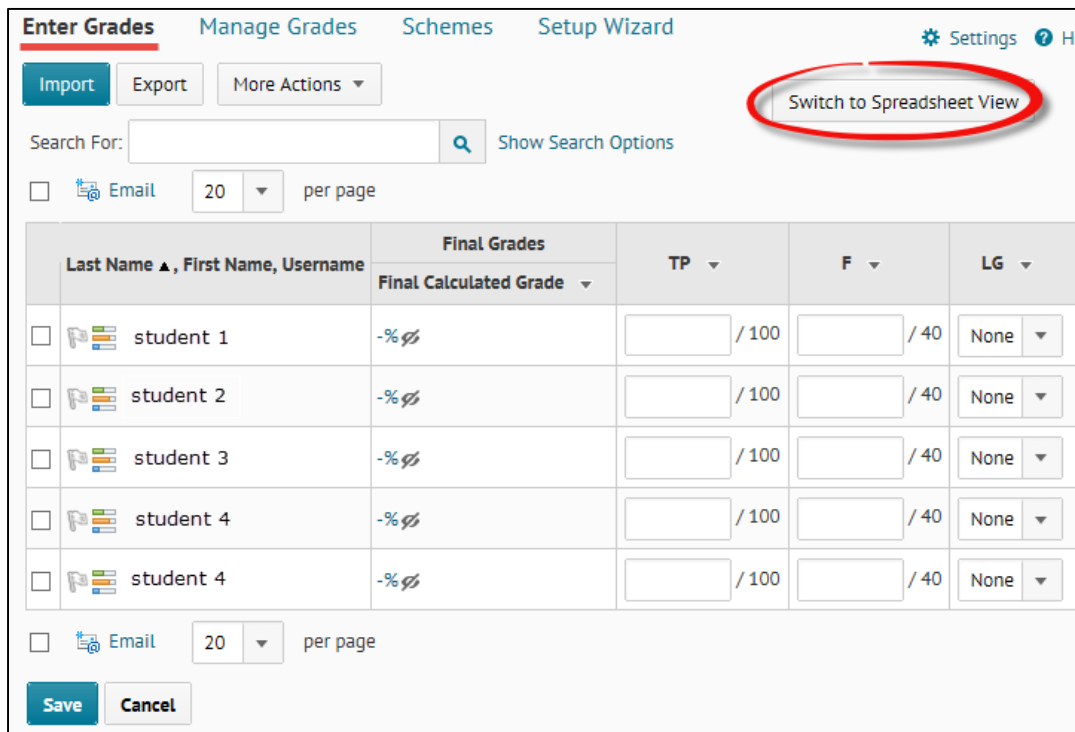
Last Name ▲, First Name, Org Defined ID	Grade	Weighted Grade	Scheme	Feedback	Event Log
<input type="checkbox"/> student 1	87 / 100	- / 30	-%		
<input type="checkbox"/> student 2	56 / 100	- / 30	-%		
<input type="checkbox"/> student 3	92 / 100	- / 30	-%		
<input type="checkbox"/> student 4	78 / 100	- / 30	-%		

Grade  Clear  Email  20 per page

- The **Grade Feedback** section is visible to students. The **Private Comments** sections is only visible to Instructors and TAs with grading access. When all feedback and grades have been entered, click **Save and Close**.



- To issue grades for several items in the gradebook simultaneously, switch to **Spreadsheet View**.



- Save.**