

HOW TO:

Import Exam Scanning Submission into D2L as a NEW grade item

NOTE: This guide assumes you have a basic working and understanding of D2L and Grades. If you require training on setting up Grades, please visit <http://ucalgary.ca/taylorinstitute/events-workshops/calendar>

Receiving exam results from Printing Services (Imagine)

1. After submitting your exam to Imagine on campus, you will receive an email with files attached. The one(s) we will work with are in the format of <MM-XXXXX_COURSENAME D2L.txt>. If you had multiple versions of a test, they will have the suffix of **Ver 1**, **Ver 2**, etc. in the file name.

example: 02-12345_MATH 211_Ver 1_D2L.txt

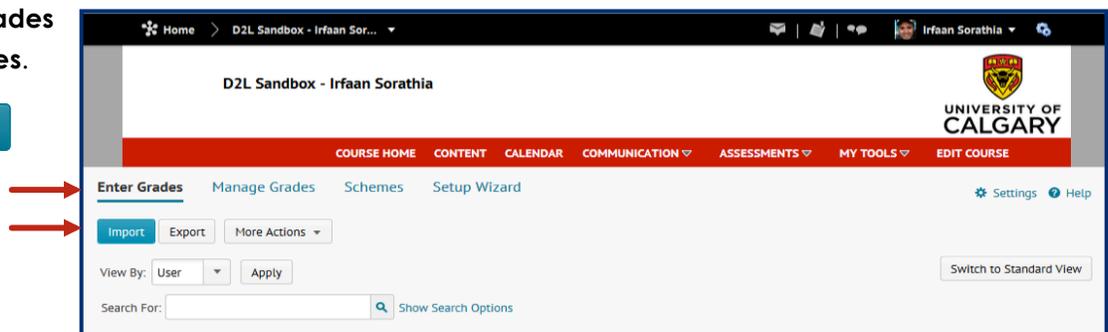
2. Save the **.txt** file(s) to a location on your computer. This file(s) will be imported into D2L.

NOTE: You will also receive Excel files that provide more information about the exam results (eg Reports.xls and Answers.xls).

Importing the file into a NEW grade item.

1. In D2L **Grades** select **Enter Grades**.

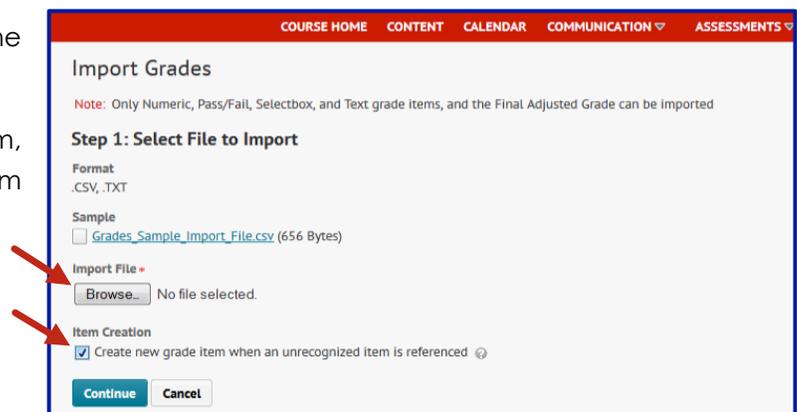
2. Click on



3. Import the file saved earlier using the Browse button.

4. Since we are creating a new grade item, make sure that the "Create new item when..." box is checked.

5. Click



6. The Unrecognized Item will be labeled as “**Scanned Exam MM-DD-YYYY**”. Be sure that the grade type is correct (typically Numeric) and the Create New Grade Item box is checked.

7. Click [Continue](#).

Unrecognized Item	Create New Grade Item	Type
Scanned Exam 02-05-2014	<input checked="" type="checkbox"/>	Numeric

[Continue](#) [Go Back](#) [Cancel](#)

8. The next screen allows you to modify the settings for the new Grade item. The options available to you will depend on how you have previously set up your **Grades**.

- Chose the **Category** you wish to place the item in (if applicable).
- Set **Maximum Points** to the total score the exam was out of.
- Set the weighting of the item (if applicable).

NOTE: if it is within a category, the weight is that of the item within only the category, not the overall course weighting.

- Select **Can Exceed** if your marks can exceed the **Maximum Points** set.
- Select **Bonus** if this is a bonus item.
- Click [Continue](#) when done.

Import Grades

Step 3: New Grade Item Properties

Scanned Exam 02-05-2014 (Numeric)

Category: None

Maximum Points: 10

Weight: 10

Can Exceed:

Bonus:

[Continue](#) [Go Back](#) [Cancel](#)

9. You will then be notified if there were any errors in the import. If there are no errors, click **Continue**.

Import Grades

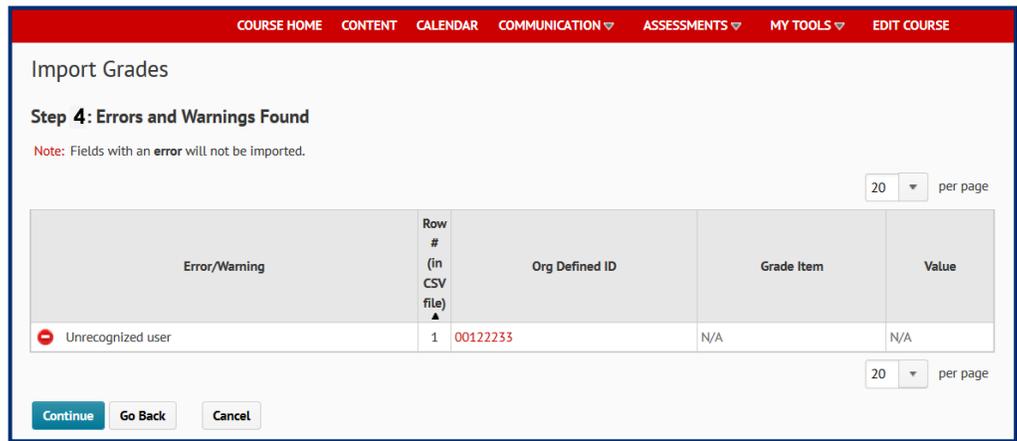
Step 4 : Errors and Warnings Found

Note: Fields with an error will not be imported.

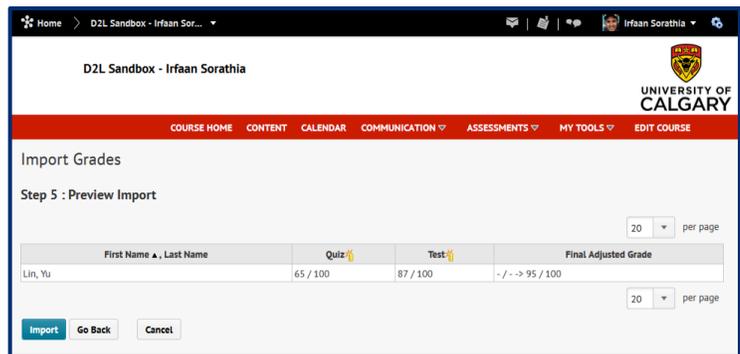
No errors or warnings found.

[Continue](#) [Go Back](#) [Cancel](#)

If there are errors, you cannot make any changes at this point. However, you may want to take note of the errors listed. Typical this happens when a student has entered an incorrect UCID number or has dropped the course. Click **Continue**.



10. The fields imported will be shown as a preview. Click **Import** to finalize the process.



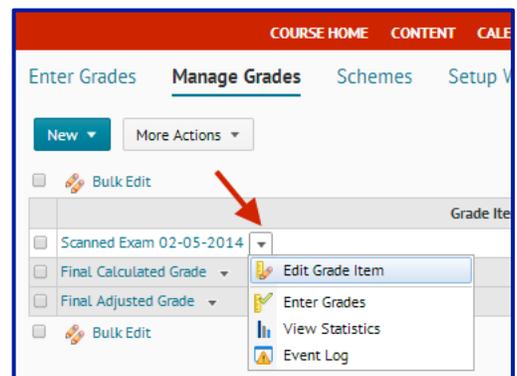
IMPORTANT: If you had multiple versions of the exam (were sent multiple copies of the file labeled Ver 1, Ver 2...), repeat steps 1-4, 9-10 in the section above. This will upload the rest of the student grades to the existing grade item.

Changing the name of the grade item

1. After the import, D2L keeps the name grade item as "**Scanned Exam MM-DD-YYYY**". To change the name, go to **Grades**, then **Manage Grades**.

2. Find "**Scanned Exam MM-DD-YYYY**" and click on the drop down menu to the right.

3. Choose **Edit Grade Item**.



4. Change the name as required.

5. Click **Save and Close**. Your grades have now been imported.

Edit Item: Scanned Exam 02-05-2014

Properties Restrictions Objectives

General

Type
Numeric

Name *
Midterm 1

Short Name
?

Category
None [New Category]

> Show Description

Grading

Maximum Points *
10 ?

Can Exceed
 ?

Bonus
 ?

Exclude from Final Grade Calculation
 ?

Grade Scheme
-- Default Scheme -- (Percentage) ?

Rubrics
Add Rubric
No rubrics selected.

Save and Close Save and New Save Cancel