Topic: FAQ: Customizing Gradebook Display

Here are some of the most frequently asked questions about how to customize your Gradebook display.

How do I...

- Exclude a grade item from the final grade calculation?
- Hide a grade item so the students cannot see it?
- Display the grades by color in my Gradebook?
- Display the grades by color on the students’ Grades window?
- Control how often the student names are repeated on the User List window?
- Print my Gradebook?

Question: How do I exclude a grade item from the final grade calculation?

For example, you want to exclude a grade item (for this scenario, Quiz 3) from the final grade in your D2L course.

Follow the steps below to learn how to complete this procedure:

Step 1: Login to your D2L Brightspace account and select the course.

Step 2: Click Grades located under ASSESSMENTS on the navigation bar.
Step 3: Click Manage Grades.

Step 4: Click on the grade item that you want to exclude from the Gradebook.

*Note:* For this example, let’s select Quiz 3.

Step 5: Select the **Exclude from Final Grade Calculation** check box.

*Note:* If you use the **Weighted Grading System**, to exclude a grade, you must set your weight at 0%.
Step 6: Click Save.

Note: Now when you display the Grades List window, notice that there is a notation for the grade item (Quiz 3). If you hover your mouse over the notation, a small pop-up displays indicating that the grade item is now excluded from the final grade calculation.

Question: How do I hide a grade item so the students cannot see it?

For example, you want to hide a grade item from view so it does not appear on your students’ Grades window and in your Gradebook.

Here we will hide a grade item called Quiz 2.

Step 1: Login to your D2L Brightspace account and select the course.

Step 2: Click Grades under ASSESSMENTS from the navigation bar.

Step 3: Click Manage Grades.
Step 4: Click the grade item you wish to hide.

Step 5: Click the Restrictions tab at the top of the page.

Step 6: Change the visibility to Hide this grade item.

Step 7: Click Save and Close.

Note: To ensure that the grade item will be hidden, go back to the Manage Grades page and see if the “hidden” icon is next to Quiz 2.
Question: How do I display the grades color in my Gradebook?

For example, you want to display grades in your Gradebook using the D2L built-in color scheme.

Follow the steps below to learn how to display your grades with the color scheme.

**Step 1:** Go into Grades under ASSESSMENTS on the navigation bar in your course homepage.

**Step 2:** Click Grade Settings.

**Step 3:** Make sure you are click under the Personal Display Options tab.

**Step 4:** In the Grade Details field, select Grade scheme color.
Step 5: Click Save.

Question: How do I display the grades by color and letter grade on the students’ Grades window?

For example, you want to display grades on your students’ Grades window by color and letter grade.

Follow the steps below to learn how to complete this procedure:

Step 1: Click Grades under ASSESSMENTS from the navigation bar in your course homepage.

Step 2: Click Grade Settings in the upper right corner of the screen.

Step 3: Click Org Unit Display Options.
Step 4: In the Grade Details Field, select **Grade scheme symbol** and **Grade scheme color**.

**Student View Display Options**
- Grade Details
  - Points grade
  - Grade scheme symbol
  - Grade scheme color

Step 5: Click **Save**.

**Question:** How do I control how often the student names are repeated on the User List?

Let’s say that you want to display your student names more often horizontally across the Gradebook User List window. For this scenario, let’s repeat the names after every third grade item.

**Follow the steps below to how to complete this procedure:**

**Step 1:** Click **Grades** under **ASSESSMENTS** from the navigation bar in your course homepage.
Step 2: Click Grades Settings in the upper right corner of the screen.

Step 3: Make sure you click under the Personal Display Options tab.

Step 4: In the Number of columns before user details repeat field, enter the number of grade items after which you want to repeat the students’ names.

Note: For this scenario, we want to display the student names after every third grade item. So in this case you would type the number 3. If you want to display student names after every fifth grade item, you would type the number 5.

Step 5: Click Save.

Note: After making this change, notice that the student names are repeated on the User List window based on the number you entered (see example below).
Question: How do I control how often the headings display down the User List window?

For example, you want to display the grade item headings more often vertically down the Gradebook User List window. For this scenario, let’s repeat the headings after every second student.

Follow the steps below to learn how to complete this procedure:

**Step 1:** Click Grades under **ASSESSMENTS** from the navigation bar in your course homepage.
Step 2: Click Grades Settings.

Step 3: Make sure you are click under the Personal Display Options tab.

Step 4: In the Number of users before column header repeats field, we will enter the number 2.

Step 5: Click Save.

Note: After making this change, notice that the headings are repeated on the User List window based on the number you entered in the Repeat Grade Item Details field (see the example below).

Question: How do I print my Gradebook?

Unfortunately, Desire2Learn does not provide a printer-friendly version of the Gradebook. You can, however, export the grades to an Excel spreadsheet for backup and review purposes.

Complete the following steps to export your Gradebook to an Excel spreadsheet:

Step 1: Click Grades under ASSESSMENTS from the navigation bar in your course homepage.
Step 2: Click Export Grades.

Step 3: Use the Export Options section to select what information to export with the grades.

Note: The Org Defined ID and Username is usually the same (the student’s Dragon ID). Select the Last Name and First Name check boxes to export the student’s full name with the grades.

Step 4: Select the grade items that you want to export to an Excel file.

Note: Desire2Learn selects all grade items by default. Remove the check mark for any grade item that you do not want exported to Excel.

Step 5: Click the Export to CSV button.
Note: Once the export file is ready to download, an Export Grades pop-up window displays similar to the illustration below.

Step 6: Click on the link to download the file.

Step 7: Select Save to download the Excel spreadsheet to your computer hard drive.

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.