

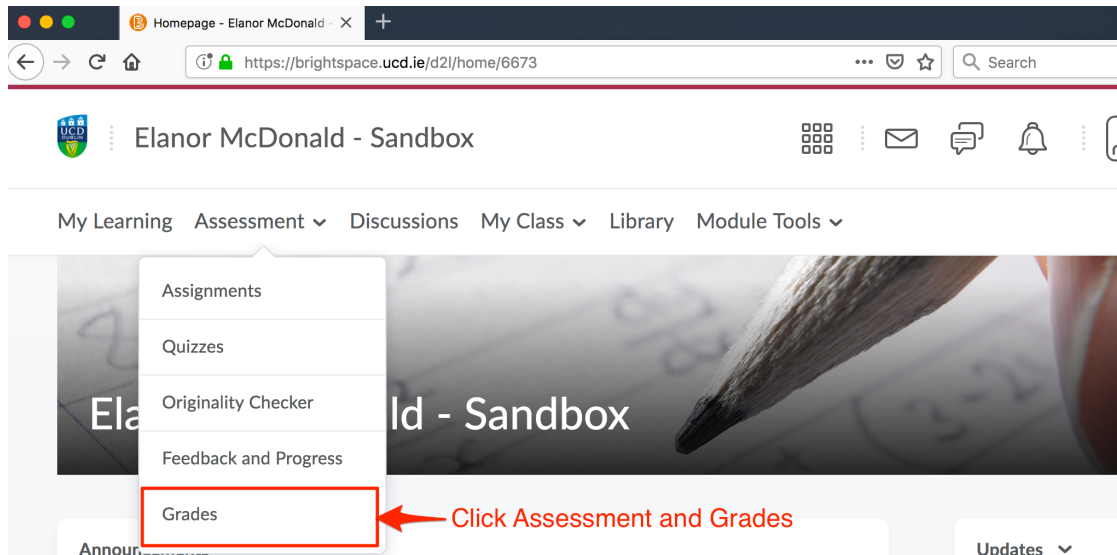
## Direct Input of Grades – Brightspace

There are two ways to input grades directly in Brightspace, one by one entry, using the *Enter Grades* option or by importing a .csv file to the grades area. Neither of these methods will allow you to enter feedback for the students, just the grade for the assignment.

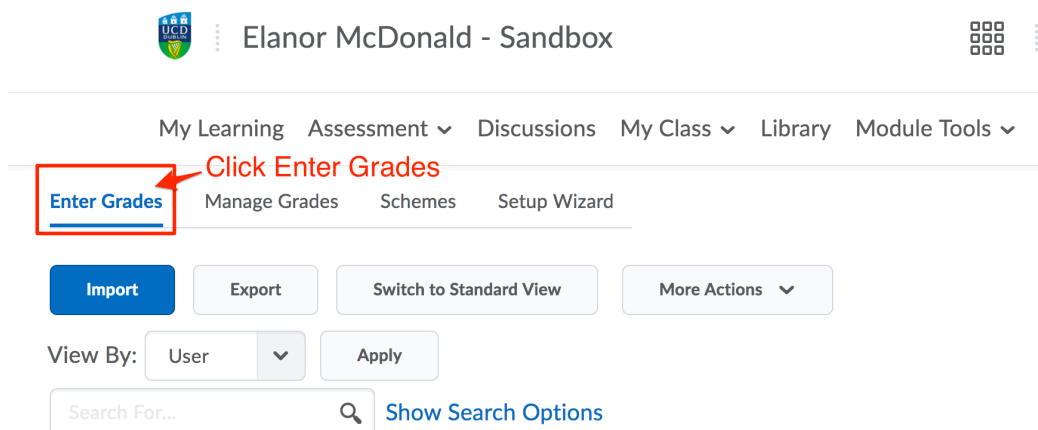
### Enter Grades

The *Enter Grades* option allows you to input marks directly into the grades area in Brightspace. This option presents a list of the students in the module and you will input a mark against each student record. You do not have an on screen preview of the student submission using this method of grading.

#### Step 1 – Go to *Assessment* and *Grades* to access the Enter Grades option



#### Step 2 – Click the *Enter Grades* tab



**Step 3** – Ensure that Spreadsheet View is selected.

Elanor McDonald - Sandbox

My Learning Assessment ▾ Discussions My Class ▾ Library

Enter Grades Manage Grades Schemes Setup Wizard

Import Export **Switch to Spreadsheet View** More Actions ▾

View By: User ▾ Apply

Search For... Show Search Options

Enter the grade against the student user or users (1) and click *Save* (2) to commit the grade. You will enter points values against numeric grade items and letter grades against selectbox grade items.

User List - Elanor McDonald - S X







https://brightspace.ucd.ie/d2l/lms/grades/admin/enter/user\_list\_view.d2l?ou=667

	Last Name ▲, First Name, Username	Final Grades	Final Calculated Grade ▾
			A1 ▾
<input type="checkbox"/>	Student1, Elanor Test, stu_emcdonal1 ▾	A-	8 / 10
<input type="checkbox"/>	Student10, Elanor Test, stu_emcdonal10 ▾	E-	/ 10
<input type="checkbox"/>	Student2, Elanor Test, stu_emcdonal2 ▾	NG	6 / 10
<input type="checkbox"/>	Student3, Elanor Test, stu_emcdonal3 ▾	B	7.8 / 10
<input type="checkbox"/>	Student4, Elanor Test, stu_emcdonal4 ▾	G	3 / 10
<input type="checkbox"/>	Student5, Elanor Test, stu_emcdonal5 ▾	NG	/ 10

Click Save to commit the grade

Save Cancel

**Step 4** – If you make the grade visible to the student, they will see it in the *Grades* area of their account. The grade will be displayed according to the display settings and grade scheme you have chosen for the module.

UCD Elanor McDonald - Sandbox      Elanor Test Student2 

My Learning Assessment ▾ Discussions My Class ▾ Library Module Tools ▾

## Grades Print

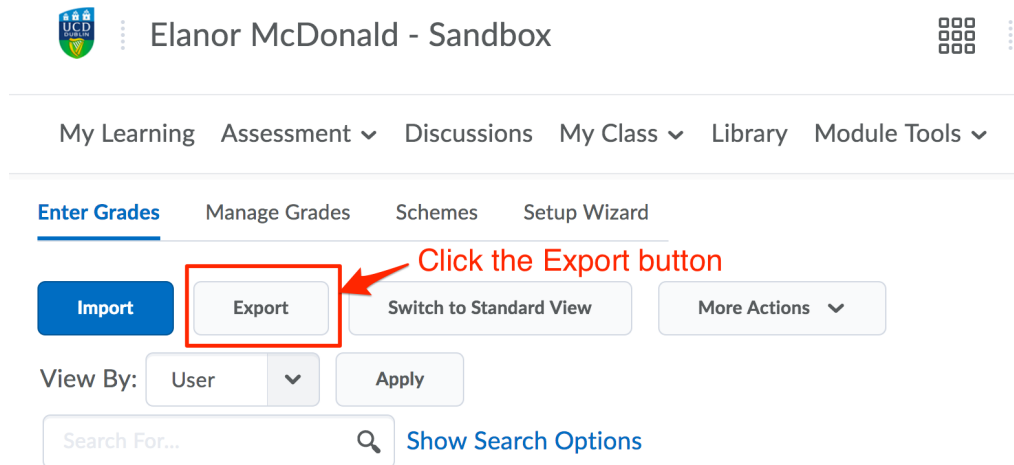
The student sees the grade in their Grades area if visible to them

Grade Item	Points	Grade
Assignment 1		B-

## Importing Grades

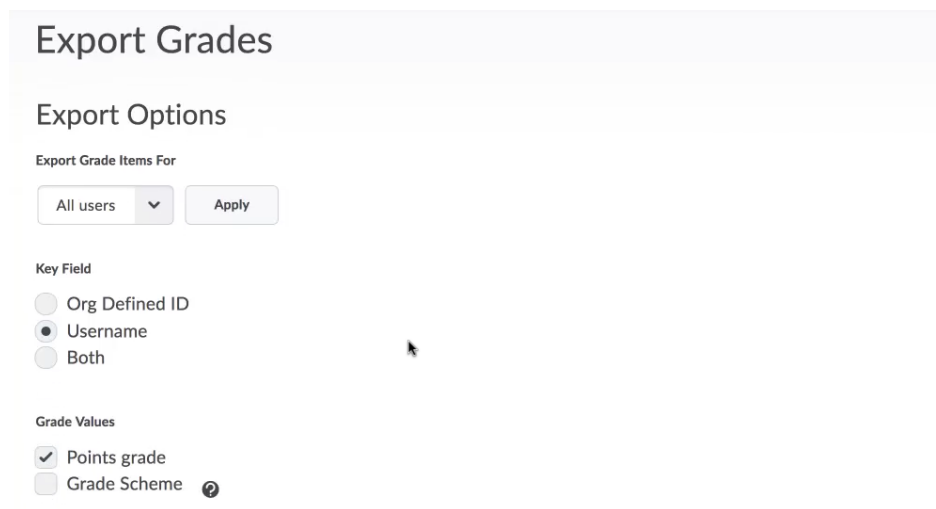
You can use a .csv file to import grades to your module on Brightspace. Importing grades allows you to work offline and mark in bulk. However, using this method does not allow you to import feedback in bulk.

**Step 1** - You must first export the .csv template from the grades area. To do this select *Export* from the module grades area.



The screenshot shows the Brightspace user interface for 'Elanor McDonald - Sandbox'. The navigation bar includes 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', and 'Module Tools'. Below this, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. The 'Enter Grades' tab is active. In the 'Enter Grades' section, there are four buttons: 'Import', 'Export', 'Switch to Standard View', and 'More Actions'. The 'Export' button is highlighted with a red rectangular box, and a red arrow points to it from the text 'Click the Export button'. Below the buttons, there is a 'View By:' dropdown menu set to 'User' and an 'Apply' button. At the bottom, there is a search bar with the text 'Search For...' and a 'Show Search Options' link.

**Step 2** – Be sure to select *Points grade* for the grade value, even if you are entering letter grades to a selectbox grade item.




The screenshot shows the 'Export Grades' dialog box. The title is 'Export Grades'. Below the title is the section 'Export Options'. Under 'Export Grade Items For', there is a dropdown menu set to 'All users' and an 'Apply' button. Under 'Key Field', there are three radio button options: 'Org Defined ID', 'Username' (which is selected), and 'Both'. Under 'Grade Values', there are two checkbox options: 'Points grade' (which is checked) and 'Grade Scheme'.

**Step 3** - Select the Assignment(s) that you wish to grade and then select *Export to CSV*.

- Email
- Group Membership

## Choose Grades to Export

<input type="checkbox"/>	Grade Item
<input checked="" type="checkbox"/>	Assignment 1
<input type="checkbox"/>	Assignment 2 (Group)
<input type="checkbox"/>	Final Calculated Grade 
<input type="checkbox"/>	Final Adjusted Grade


① Select the Assignment(s) that you wish to grade

② Select Export to CSV

Export to CSV    Export To Excel    Cancel

**Step 4** – Select *Download* once the export is complete. This will save the .csv template to your local machine.

### Export Grades

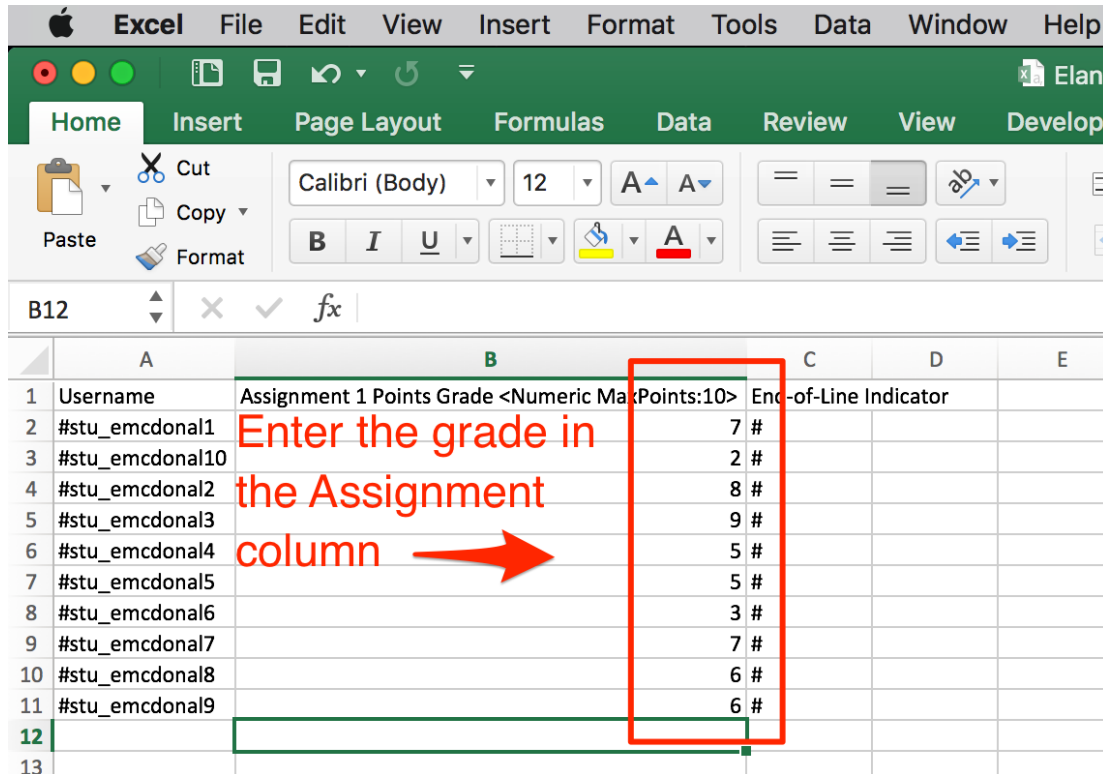
 Complete

Congratulations! Your export **Elanor McDonald - Sandbox\_GradesExport\_2019-01-15-10-25.csv** is now ready for download.

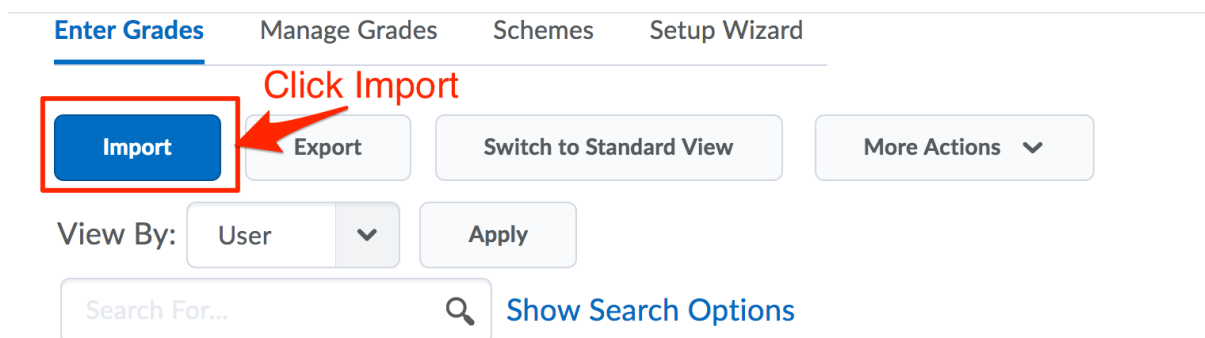
Select Download once the export is complete

Download    Close

**Step 5** – Enter the marks into the relevant column(s) and save the file, ensuring that it retains the .csv extension. Be sure to retain the *End of Line Indicator* column.



**Step 6** – Return to the module on Brightspace and click *Import* in the grades area.



**Step 7** – Locate the file that you want to import (1) and click *Continue* (2).

## Import Grades

**Note:** Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adj

### Step 1: Select File to Import

Format  
.CSV, .TXT

Sample  
[Grades\\_Sample\\_Import\\_File.csv](#) (657 Bytes)



Import File \*  
 No file selected.

Item Creation  
 Create new grade item when an unrecognised item is referenced ?

1 Click to browse and attach the .csv file

2 Click continue

**Step 8** – You will be notified if any errors occurred on import. Click *Continue*.

 Elanor McDonald - Sandbox 

My Learning Assessment ▾ Discussions My Class ▾ Library Module Tools ▾

## Import Grades

You will be notified if any errors are found

### Step 2 : Errors and Warnings Found

**Note:** Fields with an error will not be imported.

No errors or warnings found.

Click continue

**Step 8** – Review the import preview. If everything looks correct, click *Import*.

## Import Grades

### Step 3 : Preview Import

Last Name ▲ , First Name, Username	Assignment 1
Student1, Elanor Test, stu_emcdonal1	8 / 10 -> 7 / 10
Student10, Elanor Test, stu_emcdonal10	- / 10 -> 2 / 10
Student2, Elanor Test, stu_emcdonal2	6 / 10 -> 8 / 10
Student3, Elanor Test, stu_emcdonal3	8 / 10 -> 9 / 10
Student4, Elanor Test, stu_emcdonal4	3 / 10 -> 5 / 10

Preview the import and click Import if all is in order

Click Save

Import
Go Back
Cancel

**Step 9** – The grades are now viewable in the grades area. Click *Save* to commit the grades.

<input type="checkbox"/>	Last Name ▲ , First Name, Username	Final Grades	
		Final Calculated Grade ▼	A1 ▼
<input type="checkbox"/>	Student1, Elanor Test, stu_emcdonal1 ▼	B	<input type="text" value="7"/> / 10
<input type="checkbox"/>	Student10, Elanor Test, stu_emcdonal10 ▼	D-	<input type="text" value="2"/> / 10
<input type="checkbox"/>	Student2, Elanor Test, stu_emcdonal2 ▼	D-	<input type="text" value="8"/> / 10
<input type="checkbox"/>	Student3, Elanor Test, stu_emcdonal3 ▼	A-	<input type="text" value="9"/> / 10
<input type="checkbox"/>	Student4, Elanor Test, stu_emcdonal4 ▼	FM	<input type="text" value="5"/> / 10

The grades are viewable in the Grades area

Click Save

Save
Cancel

Grades will be available to the student in the *Grades* area of the module once you are happy to release them.