



**Final Exams:**

# **D2L Gradebook Checklist and Instructions**

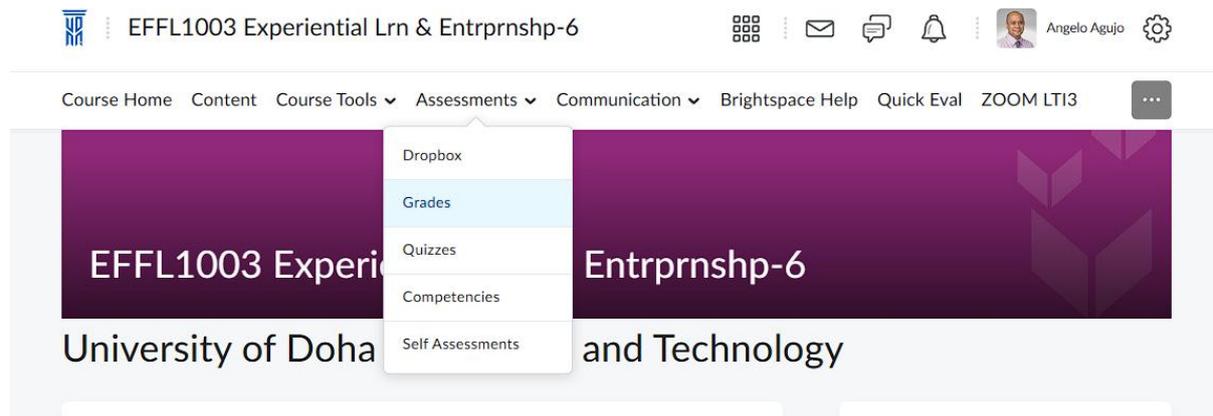
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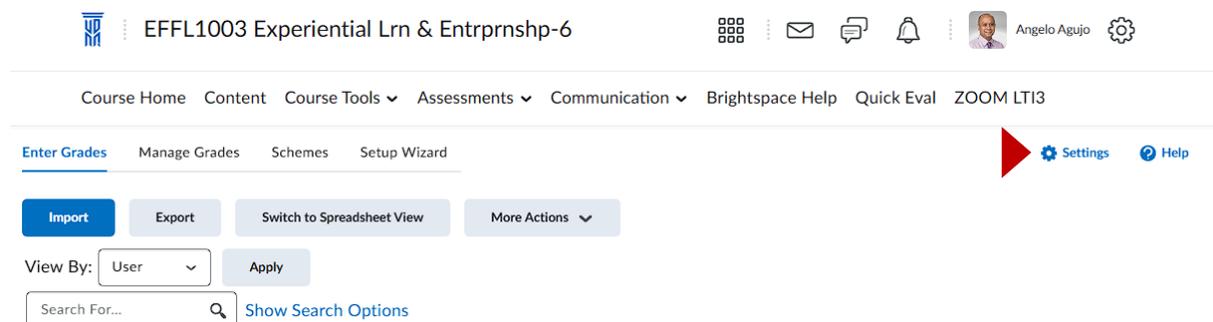
# Key Information on D2L Gradebook Settings

D2L gradebook settings may be accessed by the following steps:

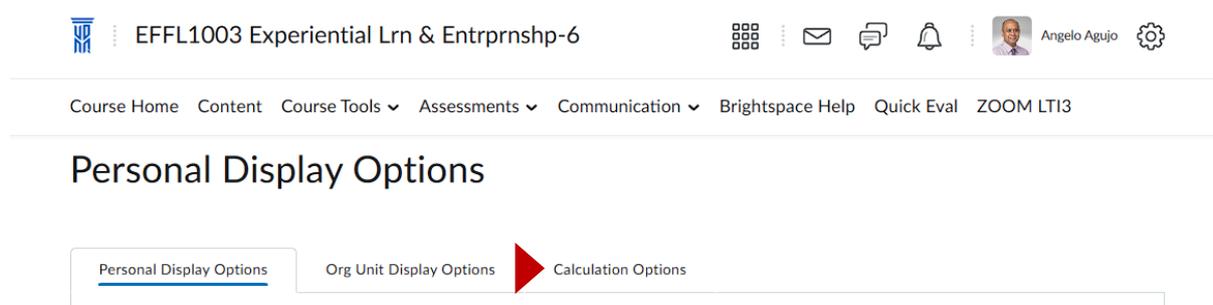
1. Click on **Assessments** > **Grades**.



2. Click on the **Settings** icon.



3. Click on the **Calculation Options** tab.



Please be advised that the changes below have been implemented with regards to the D2L gradebook.

- **D2L gradebook settings are locked.**

This ensures all instructors are implementing consistent D2L gradebook settings and do not inadvertently switch to settings that may cause technical issues during the grades transfer process.

- **Final Grade Released: Calculated Final Grade.**

This ensures that the D2L gradebook is ready for the grades transfer process as soon as instructors input all marks. **Any adjustments to the Final Grade are to be done on PeopleSoft after grades are imported from D2L.**

- **Grade Calculations: Treat ungraded items as 0.**

This ensures that in the grade calculation, any assessment that is ungraded or blank is treated as a 0. This removes the need to manually key in 0s for ungraded items.

# Before Finals Exams: D2L Gradebook Checklist

Before Final exams, please go through the checklist below to ensure that your gradebook is properly set up.

## ❑ #1: Final Calculated Grade is equal to 100.

The most critical aspect of setting up your D2L gradebook is ensuring that the Final Calculated Grade is equal to 100.

Please double-check this, especially in courses that make use of automated assessments from publishers. Any assessment will add a 10% weight by default to the gradebook.

You can confirm this by inspecting the **Final Calculated Grade** row at the bottom of the gradebook screen.

<input type="checkbox"/>	<a href="#">Lesson - How Great Ideas Are Made</a> ▼	Numeric	SCORM	100	0
<input type="checkbox"/>	<a href="#">Outlook Exam</a> ▼	Numeric	External Learning Tool	100	0
<input type="checkbox"/>	<a href="#">Final Calculated Grade</a> ▼			1780	100
<input type="checkbox"/>	<a href="#">Final Adjusted Grade</a> ▼				

## ❑ #2: There are no error messages at the top of the gradebook screen.

Error messages such as the ones shown below indicate issues with:

- Final Calculated Grade;
- Total weights of items in a grade category; or
- Both

Course Home Content Course Tools ▼ Assessments ▼ Communication ▼ Brightspace Help Quick Eval

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[Enter Grades](#) Manage Grades Schemes Setup Wizard

[Import](#) [Export](#) [Switch to Spreadsheet View](#) [More Actions](#) ▼

**Note**

- 'Final' sums to 30%, not 100%. Verify the total weight of all items in the category is 100%.
- 'Project' sums to 10%, not 100%. Verify the total weight of all items in the category is 100%.

View By:  [Apply](#)

[Show Search Options](#)

D2L Gradebooks with no error messages will look like the image below.

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Enter Grades Manage Grades Schemes Setup Wizard

Import
Export
Switch to Spreadsheet View
More Actions ▾

View By: User ▾ Apply

Email

**#3: All assessment results are visible on the gradebook.**

Double-check that all assessment results have been published and visible in the gradebook.

Watch out for the icons below as they indicate an ungraded submission/ unevaluated quiz.

Cumulative Mid Term Grade ▾	Assignment 2(1) ▾	Assignment 3(1) ▾	Final Grades	
			Final Calculated Grade ▾	Final Adjust
50.7 %	0 %	0 %	18.3 %	
86.7 %	0 %	0 %	32.6 %	
79.8 %	0 %	0 %	31.2 %	

Quizzes ▾					
Quiz #2 ▾	Quiz #3 ▾	Quiz #4 ▾	Quiz #5 ▾	Quiz #6 ▾	Subtotal
48.8 %	47.4 %	72.9 %	83.3 %	0 %	11.7 / 20, 58.7 %
83.8 %	65.8 %	70 %	76.7 %	0 %	13 / 20, 65.2 %

# Locking Down Grades in D2L

Students access their D2L assessment grades via their D2L gradebook.

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## Grades

 Print

 Add to ePortfolio

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Quizzes		11.74 / 20	58.72 %	
Quiz #1	30 / 30	3.33 / 3.33	100 %	
Quiz #2	19.5 / 40	1.63 / 3.33	48.75 %	 View Quiz Attempts
Quiz #3	18 / 38	1.58 / 3.33	47.37 %	 View Quiz Attempts
Quiz #4	25.5 / 35	2.43 / 3.33	72.86 %	 View Quiz Attempts

Upon receiving instructions from ARD, AEL will remove student permissions to view their D2L gradebook.

Students will still be able to access D2L content, assessments they have completed, as well as grades and feedback received for individual assessments.

**Instructors must ensure that students cannot view their final exam results on D2L.**

The pages that follow provide instructions for hiding final exam results, depending on which D2L tool is used for the final exam.

Instructions are provided for the following tools:

- D2L Quiz;
- D2L Dropbox/Assignment; and
- Grades keyed directly into the gradebook (Paper Exam etc)

# Hiding Final Exam Results: D2L Quizzes

If you are using a **D2L Quiz** for your final exam, ensure the following settings are in place so that exam results remain hidden from students:

- Attempt grades are not published to students; and
- No question information nor their answers are provided as feedback

These settings must be enabled from within a D2L quiz, specifically under **Evaluation & Feedback**.

The screenshot shows the 'Evaluation & Feedback' settings for a quiz titled 'Quiz 01: Qatari Culture'. The page is divided into two main sections: the main quiz configuration on the left and the 'Evaluation & Feedback' settings on the right. The main configuration includes fields for 'Quiz Title', 'Grade Out Of' (10 points), 'Due Date', and 'Description'. The 'Evaluation & Feedback' section on the right contains several settings: 'Study Support' (disabled), 'Auto-publish attempt results immediately upon completion' (checked), 'Synchronize to grade book on publish' (checked), and 'When published, display to learners:' (unchecked). Below these, there is a dropdown menu for 'and' with 'No questions' selected. A red arrow points to the 'Auto-publish attempt results immediately upon completion' checkbox. Another red arrow points to the 'Synchronize to grade book on publish' checkbox. A third red arrow points to the 'Attempt grade' checkbox, which is unchecked. A fourth red arrow points to the 'No questions' dropdown menu. The total points for the quiz are 10.

Instructions:

1. Select **Auto-publish attempt results immediately upon completion** (ensure the checkbox is checked).
2. Select **Synchronize to grade book on publish** (ensure the checkbox is checked).
3. **DO NOT** select Attempt grade (ensure the checkbox **IS NOT** checked).
4. Select **No questions**.
5. Complete the rest of your quiz settings.
6. Click on **Save and Close**.

# Hiding Final Exam Results: D2L Dropbox/Assignment

If you are using a **D2L Dropbox/Assignment** for your final exam, ensure the following settings are in place so that exam results remain hidden from students:

- The dropbox is hidden from students immediately after the specified End Date and Time

These settings must be enabled from within a D2L dropbox/assignment, specifically under **Availability Dates & Conditions**.

The screenshot displays the D2L assignment management interface. At the top, there are navigation links: '< Back to Manage Assignments' and 'New Folder'. The main content area is divided into two sections. On the left, the 'Assignment Title' field contains 'Final Exam Dropbox'. Below this, the 'Grade Out Of' is set to '100 points' and 'In Grade Book' is checked. The 'Due Date' field is set to 'M/D/YYYY'. The 'Instructions' section features a rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color, Bulleted List, Numbered List, Link, Unlink, and a plus sign for more options. On the right, the 'Availability Dates & Conditions' panel is expanded. It includes fields for 'Start Date' and 'End Date', both set to 'M/D/YYYY'. Below these are 'Release Conditions' (Users are not able to access or view the assignment unless they meet the release conditions) and an 'Add Release Condition' button. At the bottom of the panel is the 'Special Access' section, which allows activities to be available to only a select group of users or individualized due dates for

### Availability Dates & Conditions

**Start Date**

12/7/2025 9:00 AM

Before start ▶ **Visible with access restricted**

**End Date**

12/7/2025 10:30 AM

After end ▶ **Hidden**

Instructions:

1. Select the **Start Date & Time**.
2. For **Before start**, click on the text and select **Visible with access restricted**.
3. Select the **End Date & Time**.
4. For **After end**, click on the text and select **Hidden**.
5. Complete the rest of your dropbox settings.
6. Click on **Save and Close**.

# Hiding Final Exam Results: Grades Keyed Directly into Gradebook

If you are keying in final exam grades directly into your gradebook (for paper-based exams or other non-D2L assessments), no further settings are required to hide this from students.

This is because students will not be able to view their D2L gradebook until this permission is restored.

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Enter Grades Manage Grades Schemes Setup Wizard

Import Export Switch to Standard View More Actions ▾

Search For... 🔍 [Show Search Options](#)

✉ Email

<input type="checkbox"/>	Learner ▲	Final Grades		Final Exams ▾
		Final Calculated Grade ▾		
<input type="checkbox"/>	[redacted] ▾	35 %	<input type="text"/> / 10	
<input type="checkbox"/>	[redacted] ▾	30 %	<input type="text"/> / 10	
<input type="checkbox"/>	[redacted] ▾	14 %	<input type="text"/> / 10	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		.19, student.19, student.19 ▾	8 % <input type="text"/> / 10	

# Sorting Students Like PeopleSoft: Sort by Username, Ascending

If your D2L gradebook is not sorting students the same way as PeopleSoft, you can adjust the default sorting settings in D2L.

1. From the D2L gradebook, click on the **arrow** beside the **Learner** column.

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Enter Grades Manage Grades Schemes Setup Wizard

Import Export Switch to Spreadsheet View More Actions ▾

View By: User ▾ Apply

Search For... 🔍 Show Search Options

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	Learner ▲	Final Grades	Lab 1 ▾	
		Final Calculated Grade ▾	Lab 1 Report ▾	Subtotal
<input type="checkbox"/>		11.8 %	80 %	3.2 / 4, 80 %

2. Select **Username, ascending**.

Course Home Content Course Tools ▾ Assessments ▾ Communication ▾ Brightspace Help Quick Eval

Enter Grades Manage Grades Schemes Setup Wizard

Import Export Switch to Spreadsheet View More Actions ▾

View By: User ▾ Apply

Search For... 🔍 Show Search Options

Email

	Learner ▲	Final Grades	Lab 1 ▾	
		Final Calculated Grade ▾	Lab 1 Report ▾	Subtotal
<input type="checkbox"/>		11.8 %	80 %	3.2 / 4, 80 %

## Releasing Final Exam Grades in D2L

Upon receiving instructions from ARD, AEL will re-enable student permissions to view their D2L gradebook. Students will then be able to view their final exam grades in their D2L gradebook.

**Students may view their final grade for the course in PeopleSoft.**

## D2L Gradebook Video Resources

For quick, step-by-step guidance on setting up the D2L gradebook:

- [Video 1: Introduction](#)
- [Video 2: Accessing the D2L Gradebook](#)
- [Video 3: Setting Up the D2L Gradebook Categories](#)
- [Video 4: Assigning Assessments to Gradebook Categories](#)
- [Video 5: Checking the Gradebook](#)
- [Video 6: Setting Up the Midterm Grade Column](#)
- [Video 7: Transferring Grades Between D2L Course Shells \(LTH-LEC or LEC-LAB\)](#)

## Requesting Support

If you need additional support with troubleshooting your D2L gradebook

**For CET and CGE instructors, please contact:**

Angelo Anthony Agujo

[angeloanthony.agujo@udst.edu.qa](mailto:angeloanthony.agujo@udst.edu.qa)

44952392

**For COB, CCIT, CHS, and Foundation instructors, please contact:**

Hassan Hodroj

[hassan.hodroj@udst.edu.qa](mailto:hassan.hodroj@udst.edu.qa)

44952665