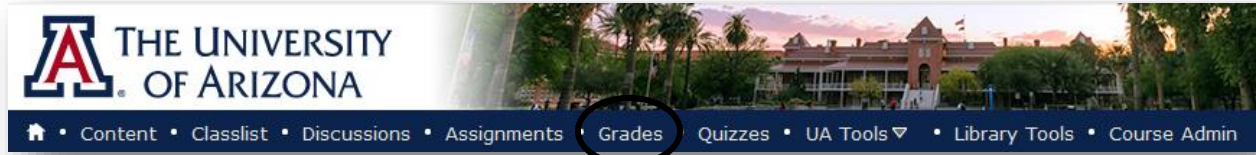
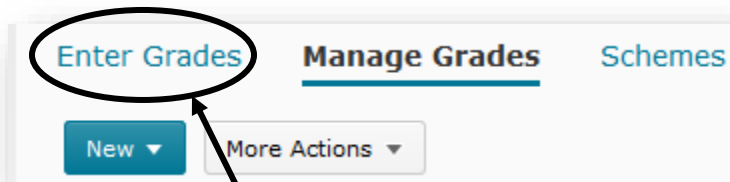


Process for uploading scores into D2L

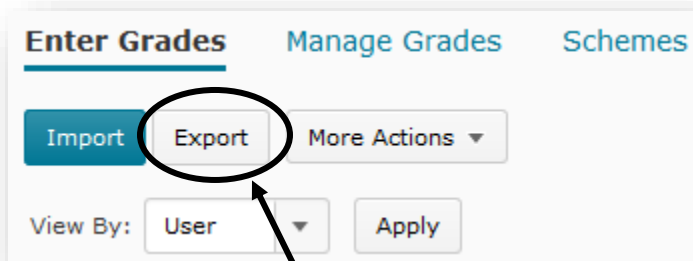
1. Log in to D2L and select Grades.



2. Select "Enter Grades."



3. Select "Export."



4. Choose “Points grade”, “Last Name”, and “First Name.”

Export Grades

Export Options

Export Grade Items For

All users ▼ Apply

Key Field
Username

Grade Values

Points grade ←
 Weighted grade ⓘ
 Grade Scheme ⓘ

User Details

Last Name ←
 First Name ←
 Email
 Section Membership

5. Scroll down and select those grade items that you want to import/export. (Note: You will be copying data exported out of MyMathLab or data copied from some other *Excel* file.)

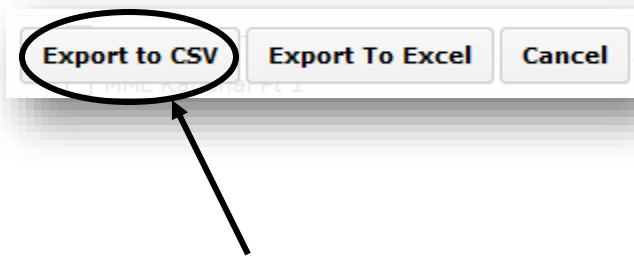
Choose Grades to Export

Grade Item

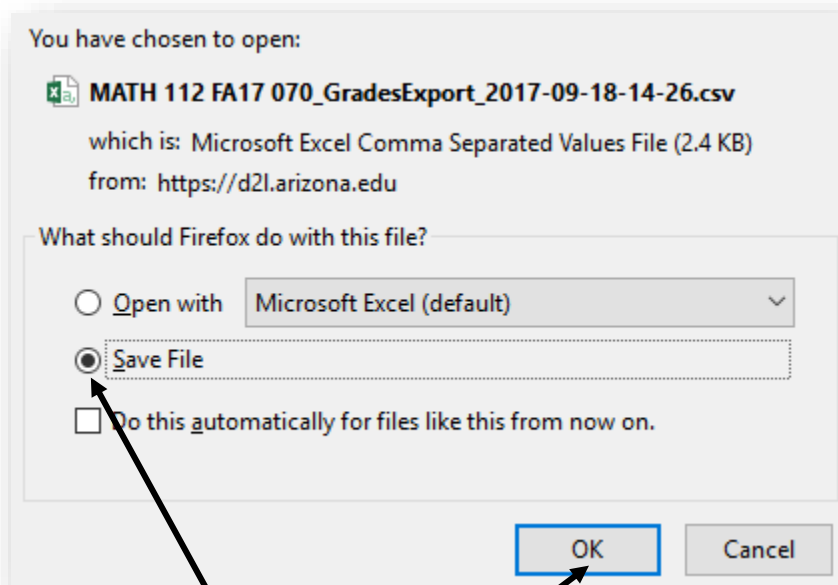
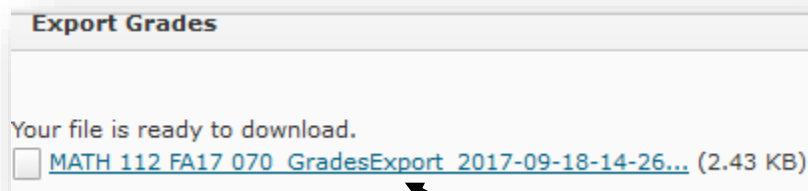
MyMathLab (Drop 3 lowest)

MML Functions Pt 1 ←
 MML Functions Pt 2 ←
 MML Graphs Pt 1 ←
 MML Graphs Pt 2 ←
 MML Linear Pt 1 ←
 MML Linear Pt 2
 MML Piecewise Pt 1

6. Select “Export to CSV.”



7. A new window will open with a link to your .csv file. Click on the link. You **MUST** select “Save file” and then OK.



8. You will now have a .csv file (opened by *Microsoft Excel*). The data will look something like the following:

- The students will be listed in a random order
- The first column will be the students' Usernames
- The second column will be the students' Last Names
- The third column will be the students' First Names
- The subsequent columns will be blank, waiting for values to be copied
- The last column will be an octothorpe (pound sign or hash tag, but I like octothorpe)

Username	Last Name	First Name	MML Functions Pt 1 Pt	MML Functions Pt 2 Pt	MML Graphs Pt 1 Point	MML Graphs Pt 2 Point	MML Linear Pt 1 Point	End-of-Line Indicator
#RandomUsername1	Random Last Name 1	Random First Name 1						#
#RandomUsername2	Random Last Name 2	Random First Name 2						#
#RandomUsername3	Random Last Name 3	Random First Name 3						#
#RandomUsername4	Random Last Name 4	Random First Name 4						#
#RandomUsername5	Random Last Name 5	Random First Name 5						#

Sort the data in *Excel* by **last name**.

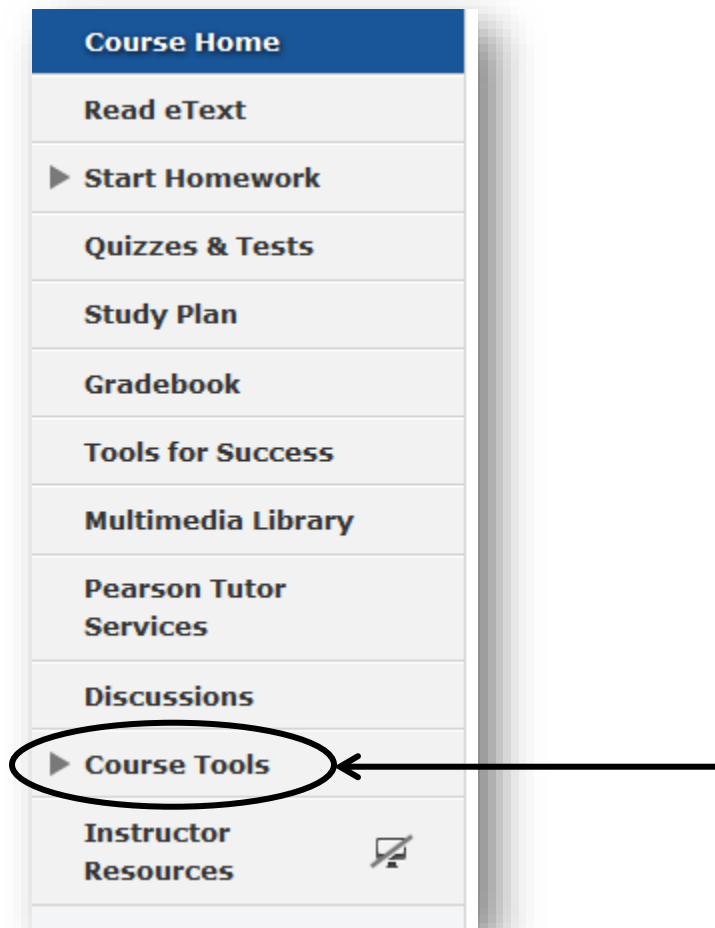
You are now ready to copy scores from a MyMathLab data export.
The process for exporting data out of MyMathLab is explained below.

Before exporting data, you will want to assign a score of 0 (zero) for any students' assignments that were not completed.

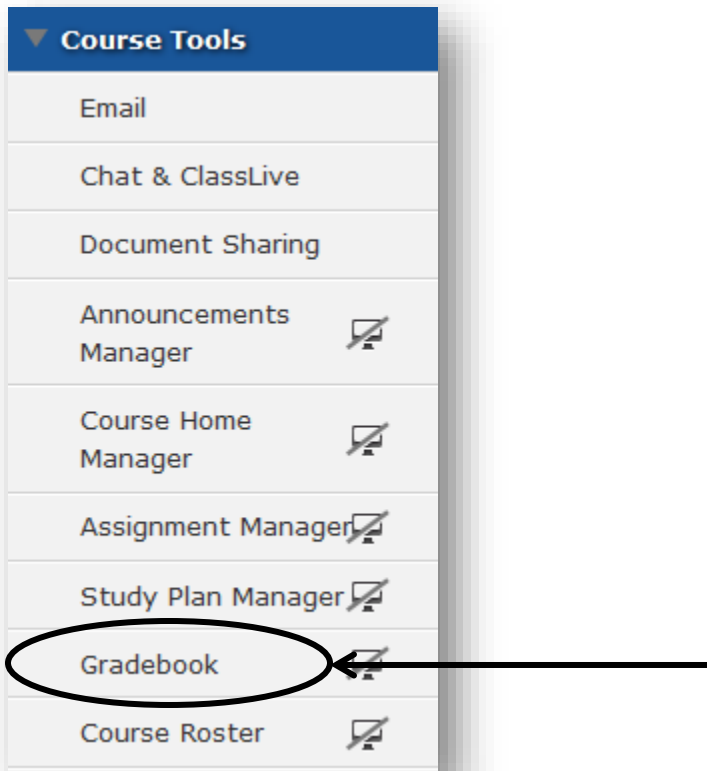
Process to auto-fill scores of 0 for assignments not completed

1. Log in to D2L, select the Pearson widget, and then select the **2nd Student Link** that says "**MyMathLab with Pearson eText Course Home.**"

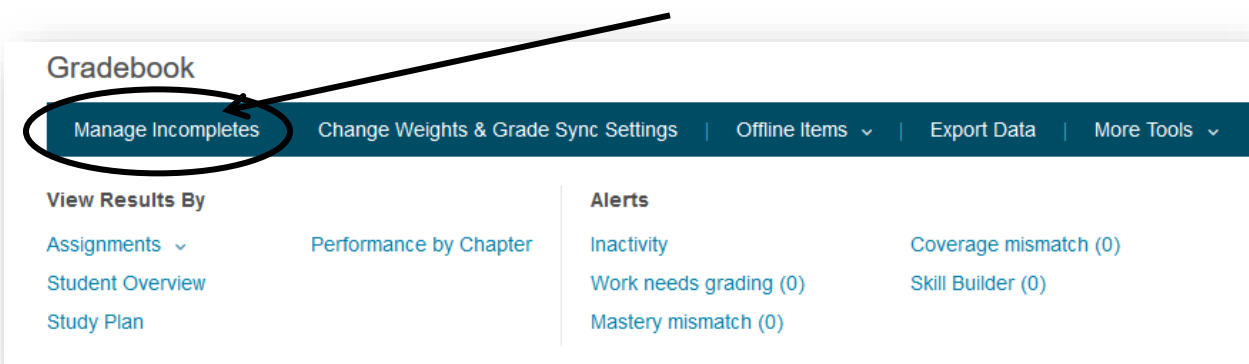
2. Select "Course Tools."



3. Select "Gradebook."



4. Select "Manage Incompletes."



5. Make sure the following items are selected.

The screenshot shows the 'Manage Incompletes' interface. At the top, it says 'For the selected assignments or students, choose how to apply the scores:'. There are four radio button options: 'For students with in-progress tests or quizzes' (checked), 'Submit zeros', 'Submit current scores' (selected), and 'Apply late penalty'. Below these are two checkboxes: 'Submit zeros for students who have not started the assignment' (checked) and 'Apply late penalty' (unchecked). There are two dropdown menus: 'All Assignments' and 'All Chapters'. To the right are links for 'Select All Past Due' and 'Clear All'. Below this is a table of assignments with checkboxes in the first column and assignment names in the second. The first row is 'Assignment' (unchecked). The next five rows are checked: 'MML Functions Part 1', 'MML Graphs of Functions Part 1', 'MML Functions Part 2', 'MML HW Linear Functions Part 1', and 'MML Graphs of Functions Part 2'. The last row is 'MML HW Piecewise Functions Part 1' (unchecked). Arrows on the left point to the 'Submit current scores' radio button, the 'Submit zeros for students who have not started the assignment' checkbox, and each of the five checked assignment rows.

Assignment
<input type="checkbox"/> Assignment
<input checked="" type="checkbox"/> MML Functions Part 1
<input checked="" type="checkbox"/> MML Graphs of Functions Part 1
<input checked="" type="checkbox"/> MML Functions Part 2
<input checked="" type="checkbox"/> MML HW Linear Functions Part 1
<input checked="" type="checkbox"/> MML Graphs of Functions Part 2
<input type="checkbox"/> MML HW Piecewise Functions Part 1

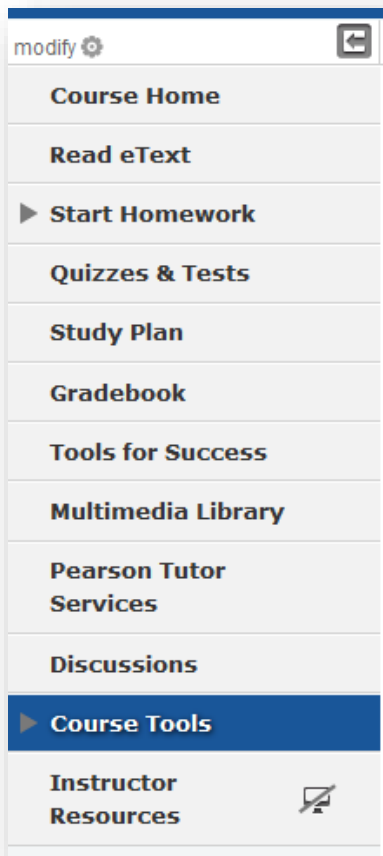
Select **ONLY** those assignments whose due dates have past.

Scroll to the bottom of the page and select "**Submit**."

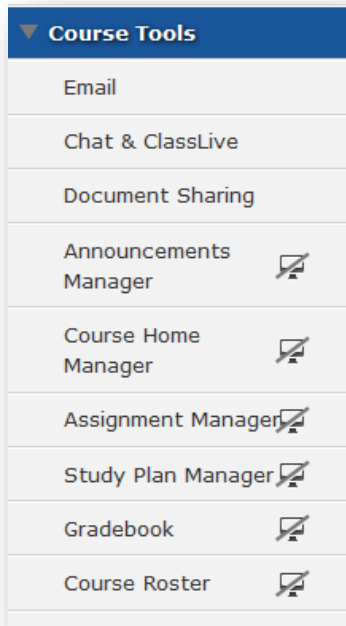
You are now able to export the data, which is outlined on the next several pages.

Directions for downloading MyMathLab scores

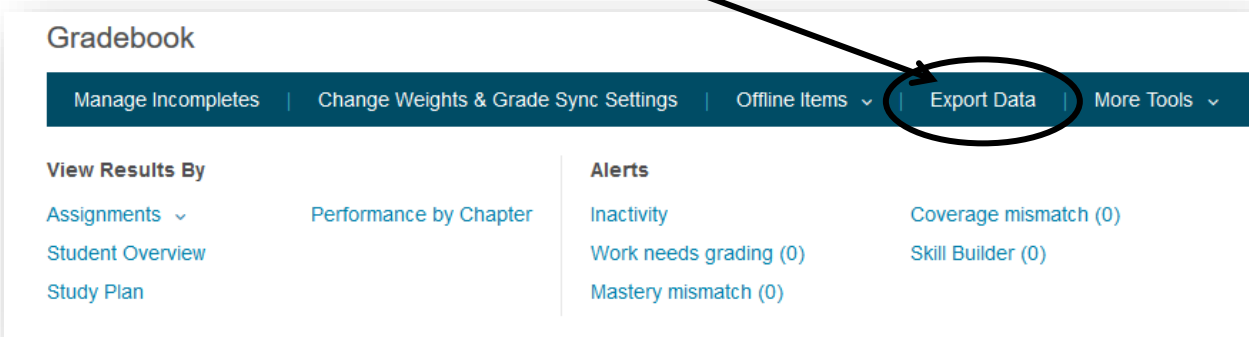
1. Log in to D2L, select the Pearson widget, and then select the **2nd Student Link** that says **“MyMathLab with Pearson eText Course Home.”**
2. Select “Course Tools.”



3. Within Course Tools, select “Gradebook.”



4. Select “Export Data.”



5. Select “Quick” and choose “Homework” from the pull-down menu.

The screenshot shows the 'Export Data' interface. At the top, there are three tabs: 'Quick', 'Advanced', and 'Retrieve Advanced Exports'. The 'Quick' tab is circled in black, and an arrow points to it from the top left. Below the tabs, there is a text prompt: 'Select the data set you wish to export. Your data will be exported in a .csv file using this delimiter: comma [Change delimiter...](#)'. Below this, there is a 'Data Set' dropdown menu. The dropdown is open, showing a list of options: '--Choose--', 'Homework', 'Quizzes', 'Quiz Me', 'Tests', 'Sample Tests', 'Other', 'Study Plan', 'Overview of student averages', and 'Item Analysis'. The 'Homework' option is circled in black, and an arrow points to it from the right. At the bottom left, there is a blue 'Export Data' button and a grey 'Done' button. At the bottom right, there is text: 'This course (Fal 2017 Math 1 Copyright 2017 Pearson Edu Algebra, 3e'.

6. Choose “Specific Assignments” radio button and “Export percentage scores formatted as percents” radio button. Then select “Choose.”

The screenshot shows the 'Export Data' interface with three annotations: (First) points to the 'Data Set' dropdown menu, (Second) points to the 'Specific Assignments' radio button, and (Third) points to the 'Export percentage scores formatted as percents' radio button. The interface includes tabs for 'Quick', 'Advanced', and 'Retrieve Advanced Exports'. Below the tabs, there is a section for selecting the data set and export options. The 'Data Set' is currently set to 'Homework'. Under 'Assignments', 'Specific Assignments' is selected, with a 'Choose...' link and '(0 assignments selected)'. Under 'Chapters', 'All Chapters' is selected, with a 'Choose...' link and '(All Chapters selected)'. Under 'Score Format', 'Export percentage scores formatted as percents' is selected, and 'Date/Time worked' is unchecked. At the bottom, there are 'Export Data' and 'Done' buttons.

Export Data

Quick Advanced Retrieve Advanced Exports

Select the data set you wish to export.
Your data will be exported in a .csv file using this delimiter: comma [Change delimiter...](#)

Data Set Homework

Assignments

- All Assignments
- Specific Assignments [Choose...](#) (0 assignments selected)

Chapters

- All Chapters
- Specific Chapter [Choose...](#) (All Chapters selected)

Score Format

- Export percentage scores formatted as decimals
- Export percentage scores formatted as percents
- Date/Time worked

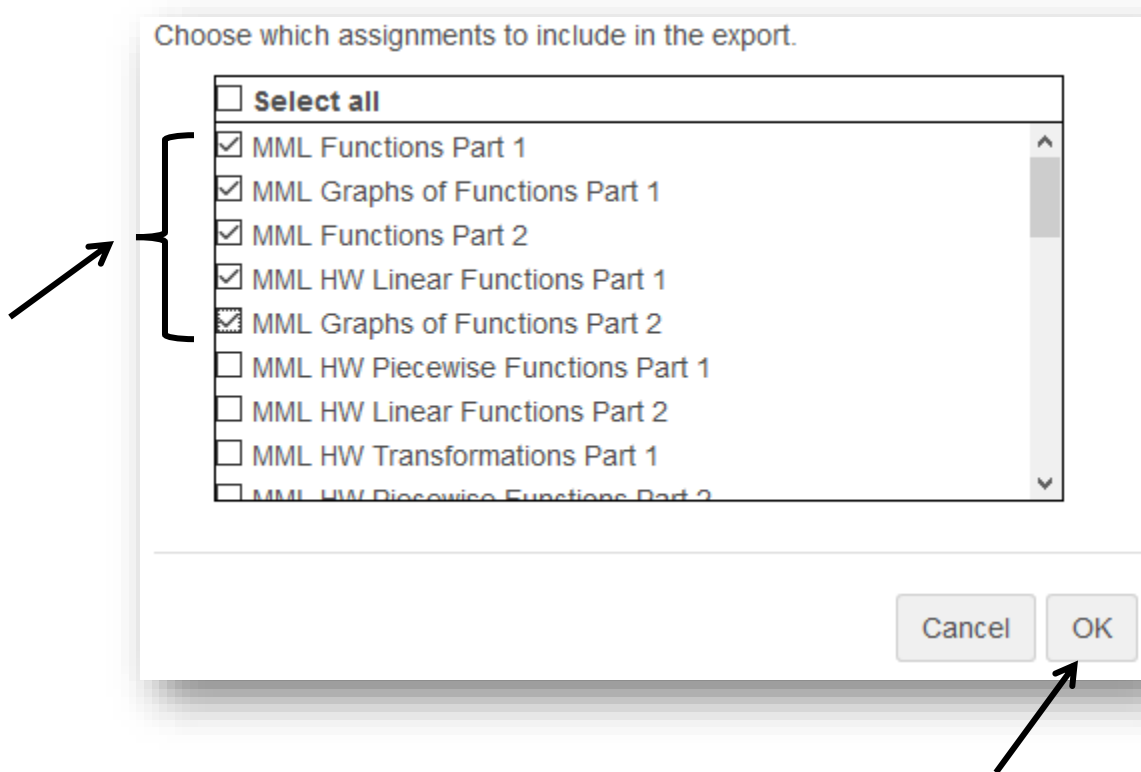
Export Data Done

(First)

(Second)

(Third)

7. Choose the MML homework assignments you want to export and then select OK.



8. You should have n assignments selected. Check to make sure the correct radio buttons are selected. Then select “Export Data.”

Export Data

[Quick](#) [Advanced](#) [Retrieve Advanced Exports](#)

Select the data set you wish to export.
Your data will be exported in a .csv file using this delimiter: comma [Change delimiter...](#)

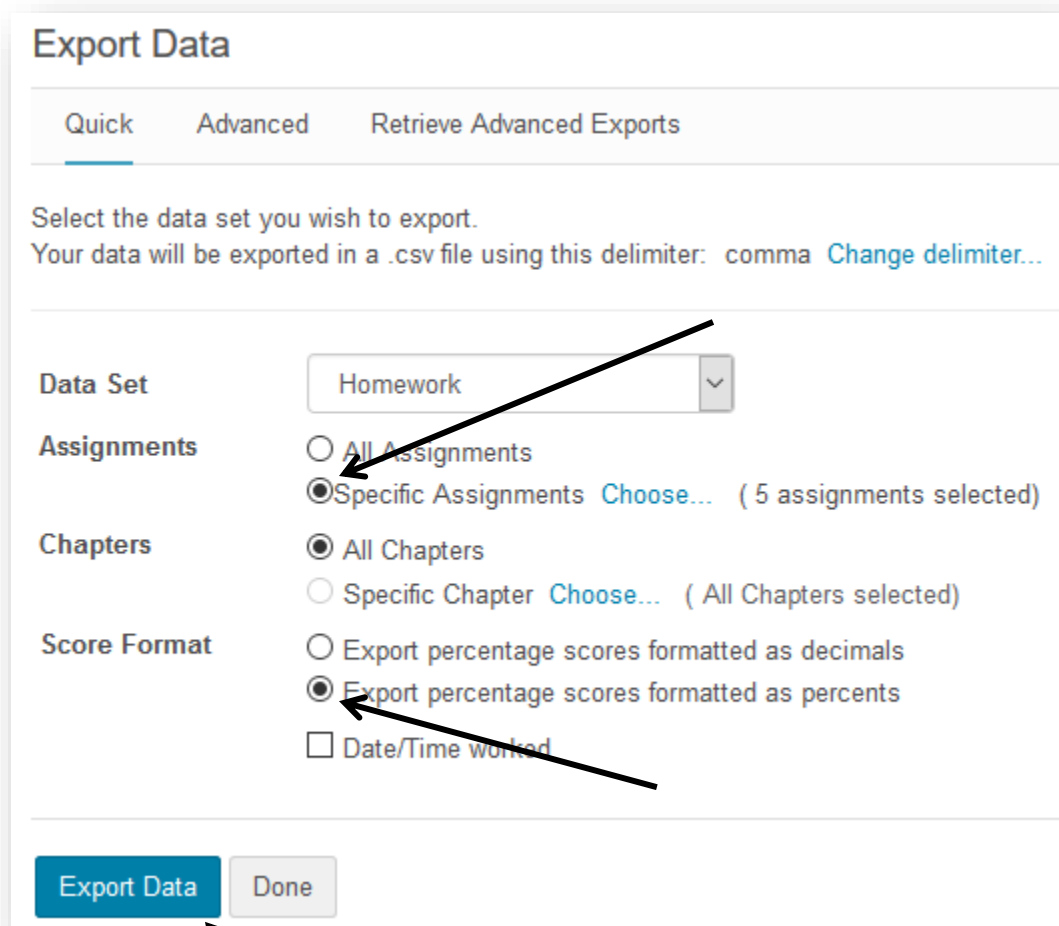
Data Set

Assignments All Assignments
 Specific Assignments [Choose...](#) (5 assignments selected)

Chapters All Chapters
 Specific Chapter [Choose...](#) (All Chapters selected)

Score Format Export percentage scores formatted as decimals
 Export percentage scores formatted as percents
 Date/Time worked

[Export Data](#) [Done](#)



9. Select “Detailed Homework Results.csv.” This will open in *Microsoft Excel*.


Instructions

1. Click on the link below, and then click Save (Internet Explorer), or choose Save it to disk and then click OK (Netscape).
2. Choose the directory in which to save the file.
3. After saving the file, open **Microsoft Excel** or a similar program, and go to the **File** menu. Select **Open**.
4. Locate the directory where the file is saved and double-click the filename (the file is named [Detailed_Homework_Results.csv](#) by default.)

[Detailed Homework Results.csv](#)

10. You can open this file (there is no need to save the file). Then select OK.

You have chosen to open:

 **Detailed_Homework_Results.csv**
which is: Microsoft Excel Comma Separated Values File
from: <https://www.mathxl.com>

What should Firefox do with this file?

Open with Microsoft Excel (default) ▼

Save File

Do this **automatically** for files like this from now on.

OK Cancel

11. You should see a list of students in alphabetical order by last name.

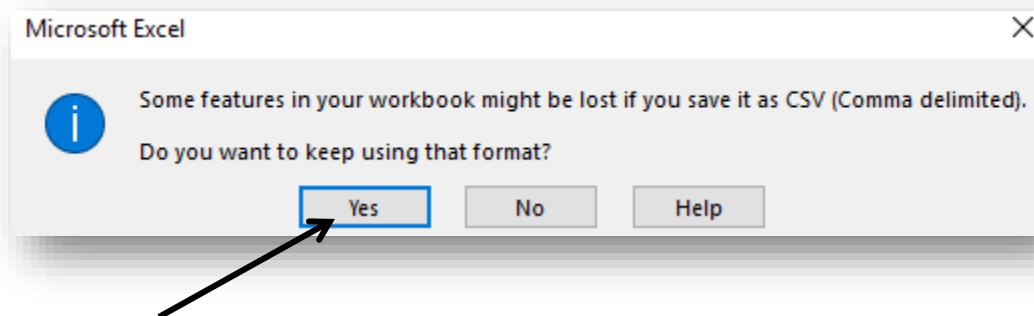
CAUTION:

- You may have students who are no longer enrolled in your course.
- You may have students who use different last names, and are in the wrong order alphabetically.
- You may have students who no longer appear in MyMathLab because they have let their temporary access expire and have not purchased access yet.

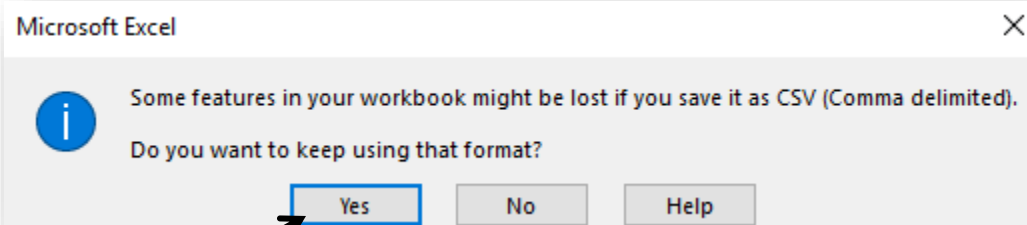
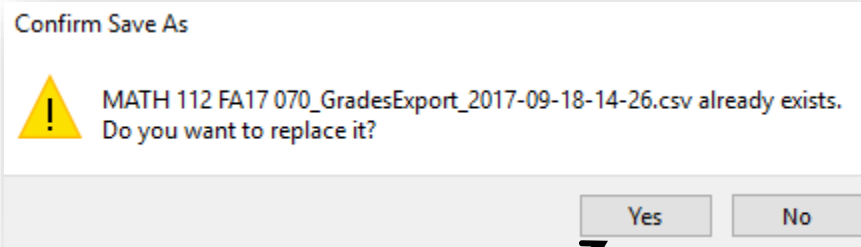
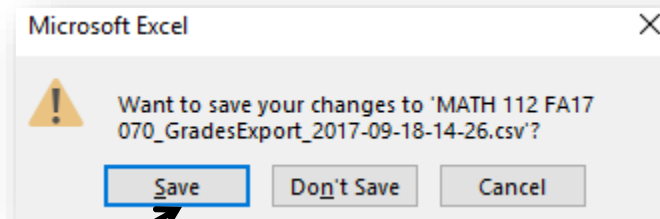
You should ensure that the list of scores exported from MyMathLab for each student are copied correctly into your D2L export file.

Process for importing the scores from your MML export into D2L

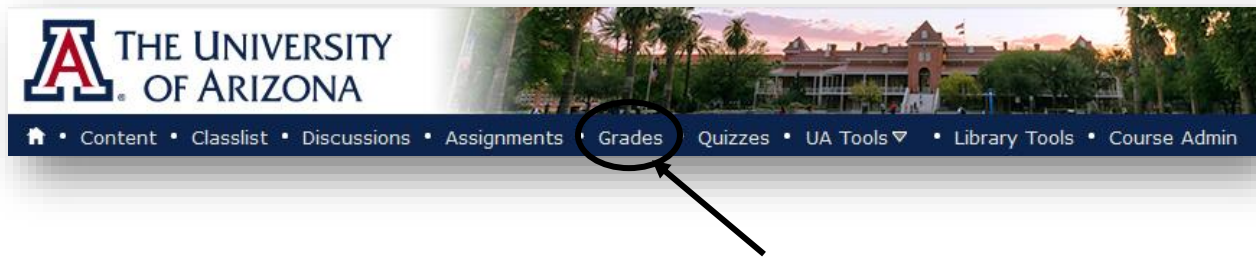
1. Copy the data from your MML export into the D2L export file (this will be copied from **one .csv file** into **another .csv file**). Be careful when copying the data, ensuring that:
 - Students are receiving their correct score.
 - The order of assignments is correct (MML order and D2L Grades order may be different).
2. Save the D2L export file. You will receive the following warning message. Select “Yes.”



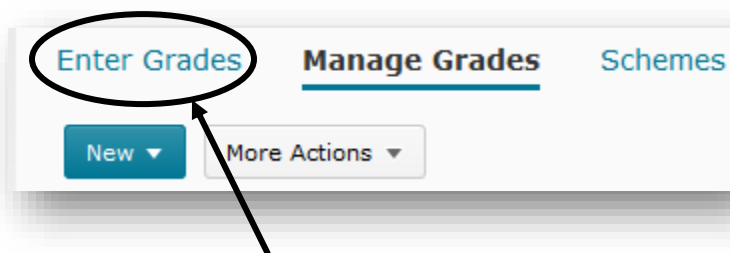
3. Close the D2L export .csv file. You will get the following warning messages. Select “Save” and then “Yes” and then “Yes” again.



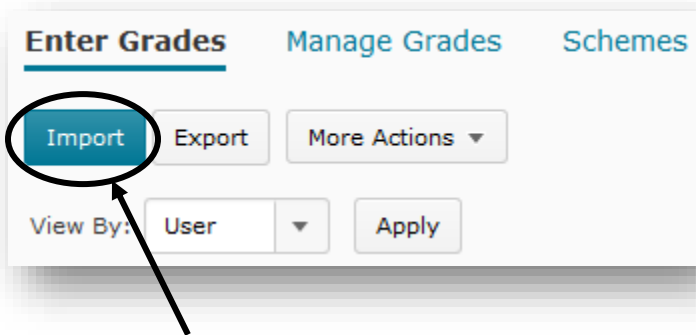
4. Select Grades.



5. Select "Enter Grades."



6. Select "Import."



7. Select “Browse” and choose the D2L export .csv file. Then select “Continue.”

Import Grades

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported

Step 1: Select File to Import

Format
.CSV, .TXT

Sample
 [Grades Sample Import File.csv](#) (656 Bytes)

Import File *
 No file selected.

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

8. You should receive the following message. Then select “Continue.”

Step 2 : Errors and Warnings Found

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

No errors or warnings found.

9. You will see a preview of the scores. Select “Import” near the bottom left side of the window.

Step 3 : Preview Import

Last Name ▲, First Name	MML Functions Pt 1	MML Fu
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Import Go Back Cancel

