

GRADES

Table of Contents

Gradebook Settings	5
How Do I Make 'Enter Grades' the Default View?	6
How Do I Collapse the Columns in my Gradebook?	9
How Do I Release Overall Grades to My Students?	10
How Do I Hide Grade Columns in the Gradebook?	16
How Do I Manually Enter Grades Directly into the Gradebook Column?	19
How Do I Exempt a Grade?	21
How Do I Exempt Multiple Grade Items?	26
How Do I Create Points Categories in my Gradebook?	29
How Do I Create Weighted Categories in my Gradebook?	32
How to Add Extra Credit or Bonus Items?	35
Gradebook Intro and Customization (Video)	40
How do I Change the Gradebook to the Spreadsheet View?	41
Final Grade Options in a Weighted Gradebook	43
How Do I Change the Points in my Gradebook?	44
How Do I Submit Final Grades?	47
Final Grade Submission Tips & Troubleshooting	53
How Do I View Students Who Have Withdrawn From My Course?	55
How Do I Use The Grades Setup Wizard?	57
My Gradebook Is Loading Slowly, How Do I Fix It?	66
How Do I Organize or View My Gradebook by Section?	68
How Do I See Which Students Have Received Feedback on an Assignment?	71
How Do I Change a Student's Grade for a Previous Semester?	74
Grade Items	76
How Do I Reorder the Columns in the Gradebook?	77
How Do I Edit a Grade Item?	81

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How Do I Create a Calculated Grade Item?.....	84
How Do I Restrict Grade Items?.....	89
How Do I Create a Numeric Grade Item?.....	96
How Do I Create a Pass/Fail Grade Item?.....	102
How Do I Create a Formula Grade Item?	108
How Do I Create a Text Grade Item?	114
How Do I Avoid Internal Errors in the Grade Book?	120
How Do I Compare Two Grade Items?	126
Grading Tools	130
How Do I Create a Rubric?	131
How Do I Create a Custom Grading Scheme?	145
How Do I Change Default Grading Schemes?.....	149
How Do I Export/Download My Gradebook in I-Learn?	152
How Do I Tell Which Students Have Submitted a Grade Item?	157
Where Do my Students Find their Feedback?	159
How Do I Change a Grade Item's Name or Short Name?	163
How do I Show More Students in My Gradebook?	166
View Grading History on a Grade Item.....	169
How Do I Add Private Comments to Grade Items?.....	173
How Do I Automatically Give a Zero Once a Due Date Has Passed?	177
General Grading.....	178
How Do I Grade a Grade Item That Is Not Connected to Any Activity?	179
How Do I Use the D2L Assignment Grader iPad App?.....	181
How Do I Submit Final Grades? (Pathway).....	192
How Do I Give a Student a Failing Grade for the Course? (Pathway)	196
How Do I Manually Edit/Adjust a Final Grade? (Pathway)	202
How Do I Export the Gradebook to a CSV file?	207
How Do I Import Grades Into My Gradebook?	210

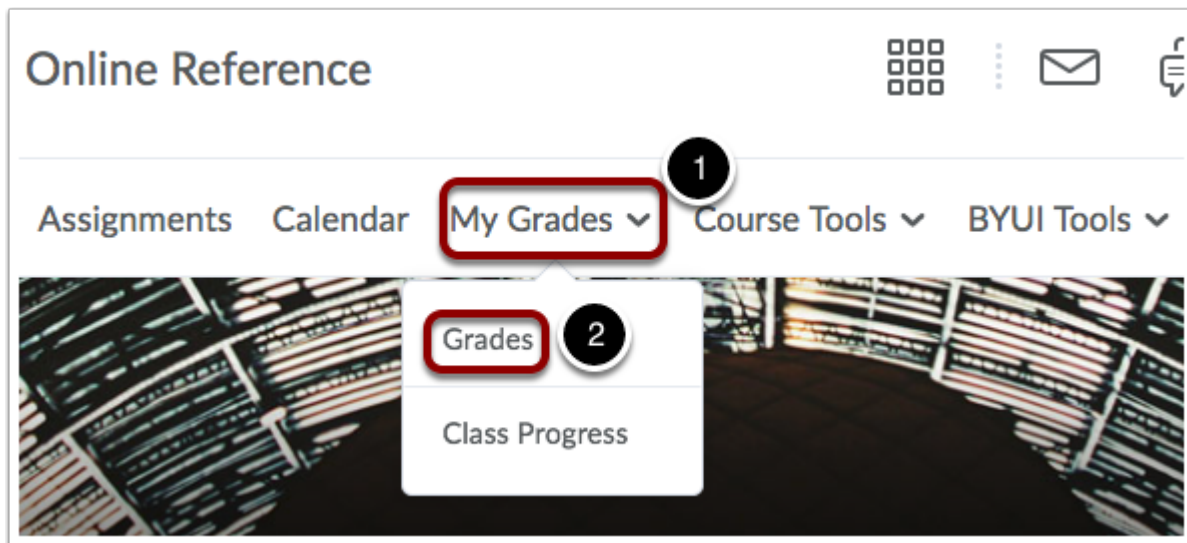
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How Do I View a Student's Grade from a Previous Semester?	216
How Do I Submit an I or a UW Grade?.....	219

Gradebook Settings

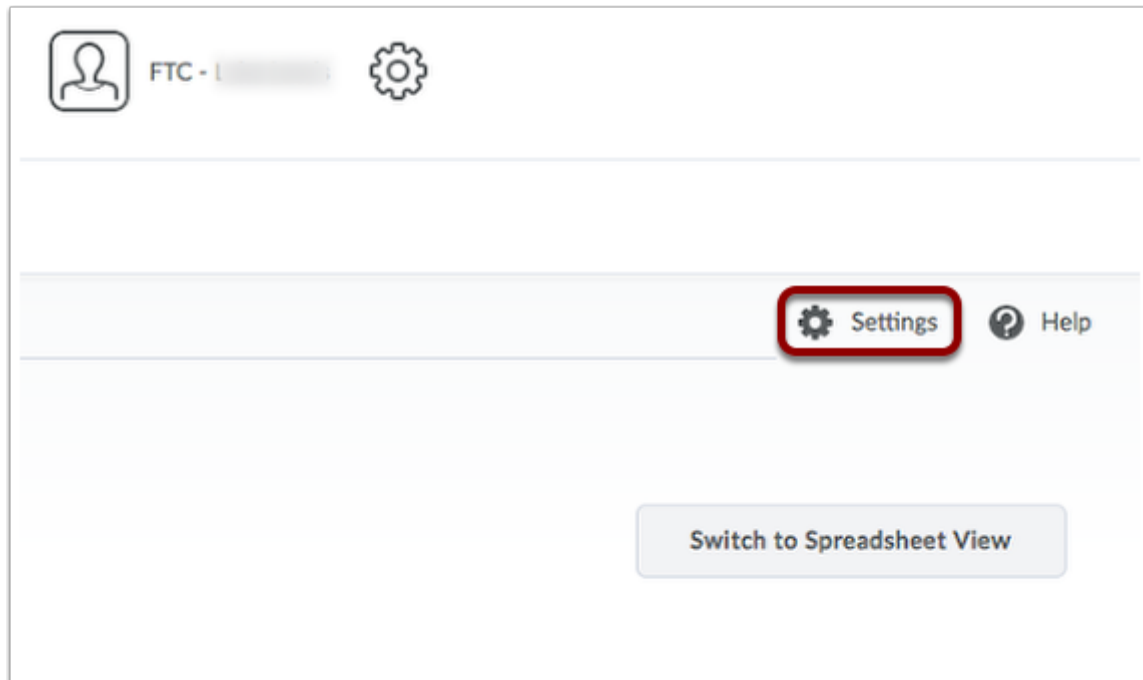
How Do I Make 'Enter Grades' the Default View?

Grades



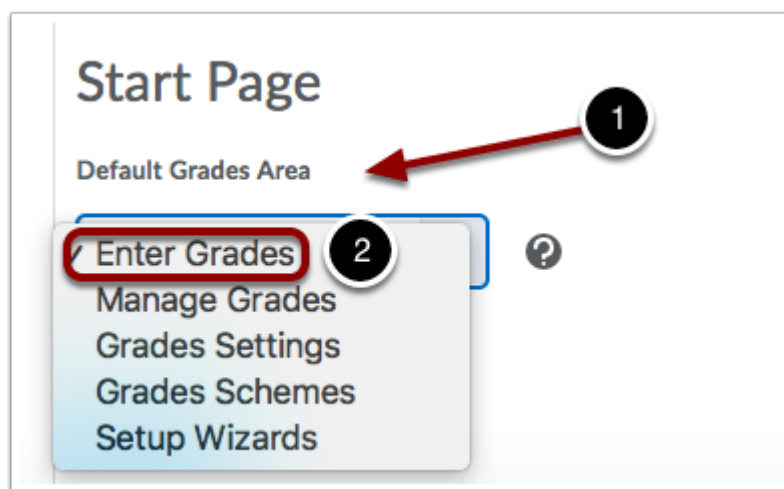
1. Click on **My Grades** in the upper navigation bar.
2. Select **Grades**.

Settings



Select Settings in the upper-right corner of the screen.

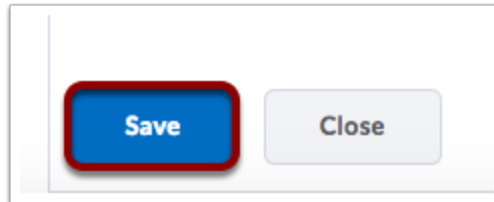
Default Grades Area



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1. At the bottom of the screen, click the drop-down menu under Default Grades Area.
2. Select Enter Grades.

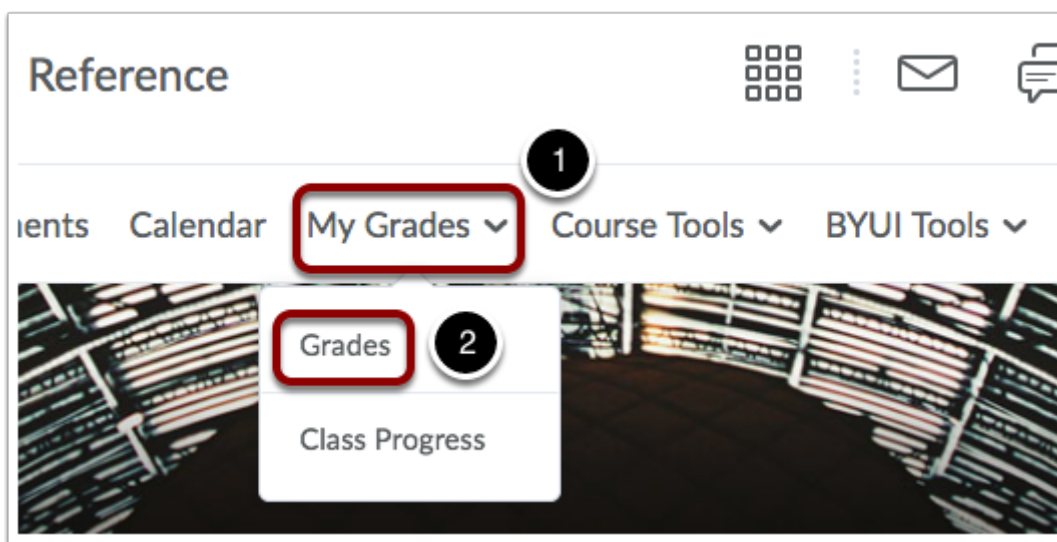
Save



Select Save

How Do I Collapse the Columns in my Gradebook?

Grades Tab



1. Click on My Grades.
2. Click on Grades.

Collapse/Expand Columns

L01 ▾			L02 ▾	
L01 Syllabus ▾	L01 Pre ▾	Subtotal	Subtotal	
- / 10, -	- / 10, -	- / -, -%	- / -, -%	
- / 10 -	- / 10 -	- / - -%	- / - -%	

Click on a minus sign (-) to collapse a section and click on a plus sign (+) to expand a section.

How Do I Release Overall Grades to My Students?

By default, I-Learn now releases final grades automatically to students. As a result, faculty and instructors are no longer required to release these grades to students at the beginning of each semester.

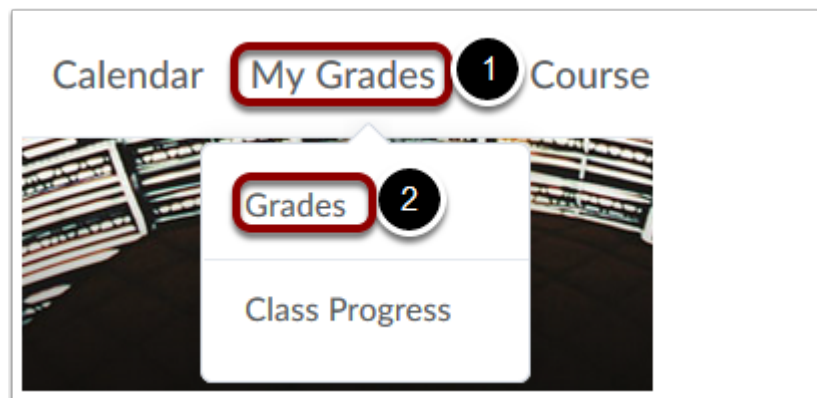
If, for some reason, an instructor would NOT like the overall grade to be visible to students throughout the semester (which is not recommended), this tutorial shows the process of unreleasing overall final grades.

(Final Calculated Grade = Overall Grade)

NOTE: This is not the same process as submitting final grades at the end of each semester. To learn more about submitting final grades, click this link.
















[How Do I Submit Final Grades?](#)

Grades Tab



Click on My Grades and then select Grades.

Grades Released

Last Name ▲ , First Name	Final Grades
	Final Calculated Grade ▼
  [blurred name]	95 / 100, A 
  [blurred name]	95 / 100, A  ←
  [blurred name]	95 / 100, A 
  [blurred name]	95 / 100, A  ←
  [blurred name]	95 / 100, A 

If Final grades are released, the Final Calculated Grade column will display a symbol of an open eye next to each grade.

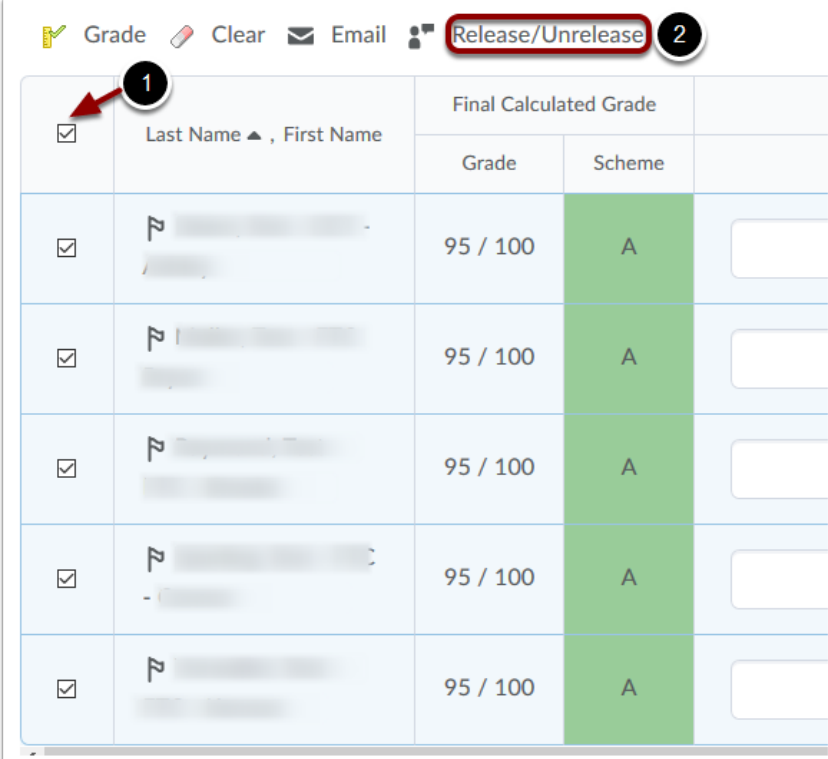
Grade All

Last Name ▲ , First Name	Final Grades	
	Final Calculated Grade	
		The Heart of the W
⌵ ⌵ [blurred]	95 / 100, A ⌵	<div>1</div> <div>2</div> <div>Edit</div> <div>Grade All</div> <div>Statistics</div> <div>Event Log</div>
⌵ ⌵ [blurred]	95 / 100, A ⌵	
⌵ ⌵ [blurred]	95 / 100, A ⌵	
⌵ ⌵ [blurred]	95 / 100, A ⌵	
⌵ ⌵ [blurred]	95 / 100, A ⌵	

1. Select the drop down arrow in the Final Calculated Grade column

2. Select Grade All

Unrelease All



The screenshot shows a web interface with a toolbar at the top containing icons for Grade, Clear, Email, and a 'Release/Unrelease' button. The 'Release/Unrelease' button is circled in red and labeled with a '2'. Below the toolbar is a table with columns for 'Last Name ▲, First Name', 'Final Calculated Grade', and 'Scheme'. The 'Final Calculated Grade' column is further divided into 'Grade' and 'Scheme'. A red arrow points to a checkbox in the first row of the table, labeled with a '1'. The table contains six rows of student data, all with a grade of '95 / 100' and a scheme of 'A'.

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Final Calculated Grade	
		Grade	Scheme
<input checked="" type="checkbox"/>	[Redacted]	95 / 100	A
<input checked="" type="checkbox"/>	[Redacted]	95 / 100	A
<input checked="" type="checkbox"/>	[Redacted]	95 / 100	A
<input checked="" type="checkbox"/>	[Redacted]	95 / 100	A
<input checked="" type="checkbox"/>	[Redacted]	95 / 100	A
<input checked="" type="checkbox"/>	[Redacted]	95 / 100	A

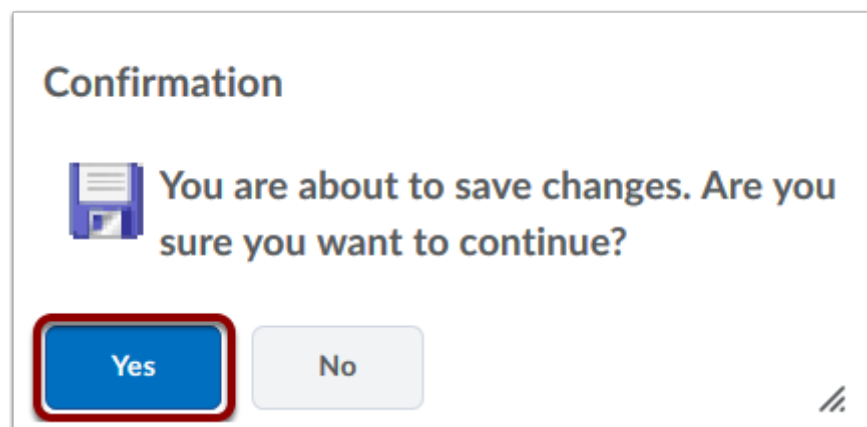
1. Click on the Select All Checkbox to select all of the students.
2. Select Release/Unrelease All to unrelease all of the students grades.

Save and Close/Confirmation



The screenshot shows a confirmation dialog with three buttons: 'Save and Close', 'Save', and 'Cancel'. The 'Save and Close' button is highlighted with a red border.

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After selecting **Save and Close** to finish, a window will appear asking you to confirm grades release. Select **Yes**.

Grades Unreleased

Last Name ▲ , First Name	Final Grades
	Final Calculated Grade ▼
⌵ ⌵ [blurred]	95 / 100, A, ⌵
⌵ ⌵ [blurred]	95 / 100, A, ⌵
⌵ ⌵ [blurred]	95 / 100, A, ⌵
⌵ ⌵ [blurred]	95 / 100, A, ⌵
⌵ ⌵ [blurred]	95 / 100, A, ⌵

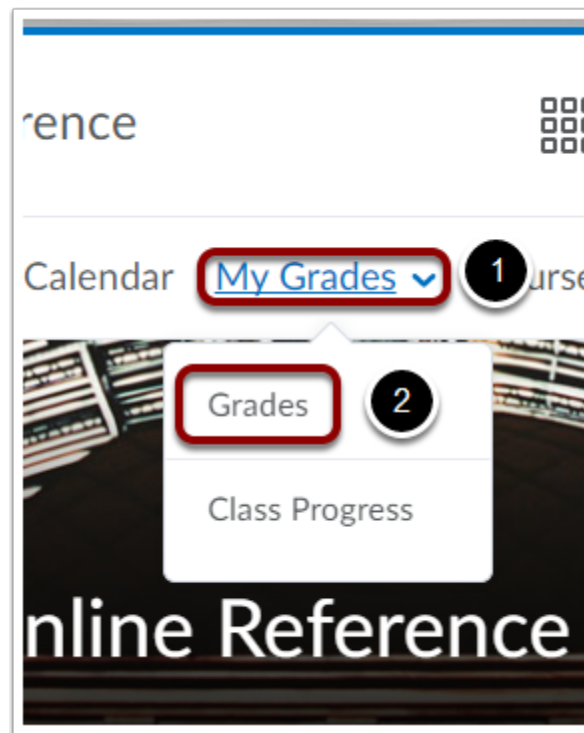
The symbol in the **Final Calculated Grade** column should change to an eye with a line through it. Grades are no longer visible to students.



If a student adds the class after you have released the final grade process, simply repeat this process when the late students have added the course and every student will be unable to see their overall grade.

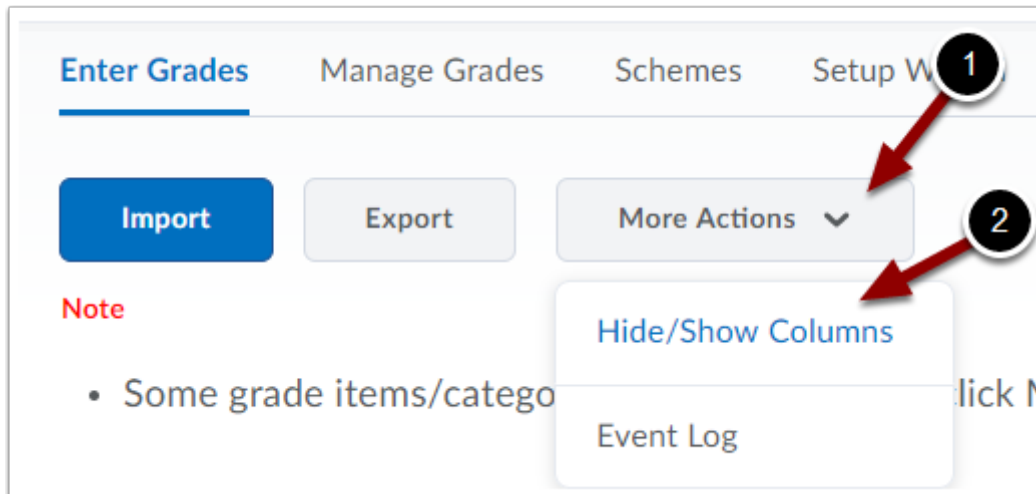
How Do I Hide Grade Columns in the Gradebook?

Grades Tab



Click My Grades and then select Grades.

More Actions



1. Near the top of the page, select **More Actions**.
2. Then select **Hide/Show Columns**.

Hide/Show Columns

Choose grade items to display

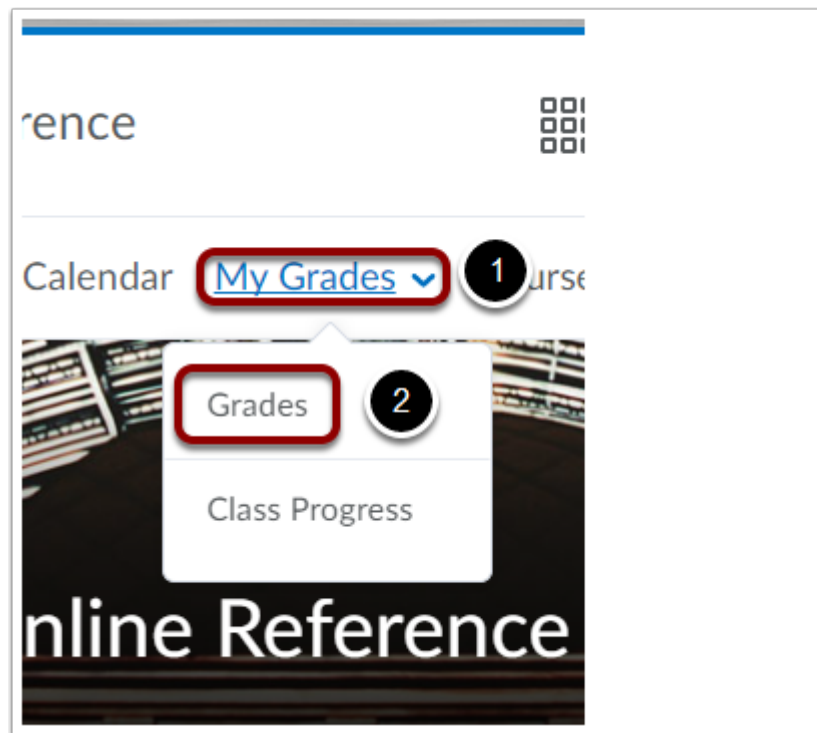
<input type="checkbox"/>	Grade Item	Type
<input type="checkbox"/>	Lesson 01	
<input type="checkbox"/>	L01 Syllabus Quiz	Numeric
<input type="checkbox"/>	L01 Pre-test	Numeric
<input type="checkbox"/>	Subtotal	
<input type="checkbox"/>	Lesson 02	
<input type="checkbox"/>	L02 Essay Activity	Numeric
<input type="checkbox"/>	L02 Evaluation	Numeric

2 **Save** Cancel

Check the boxes next to the grade items you wish to see and **uncheck** the boxes that you don't want to see. Finish by clicking **Save**.

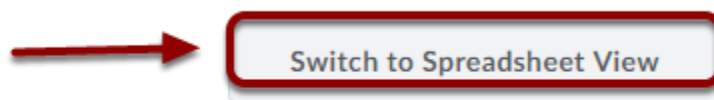
How Do I Manually Enter Grades Directly into the Gradebook Column?

Grades Tab



Click My Grades and then select Grades.

Switch to Standard View



Grades

Towards the upper right side of the screen, select **Switch to Standard View**.

Enter Grades

Final Grades	L01 ▼		
Final Calculated Grade ▼	L01 Syllabus ▼	L01 Pre ▼	Subtotal
- / -, -👁	<div><input type="text"/></div> / 10	<input type="text"/> / 10	- / -, -%
- / -, -👁	<div><input type="text"/></div> / 10	<input type="text"/> / 10	- / -, -%
- / -, -👁	<div><input type="text"/></div> / 10	<input type="text"/> / 10	- / -, -%

You can now enter grades directly into the gradebook.

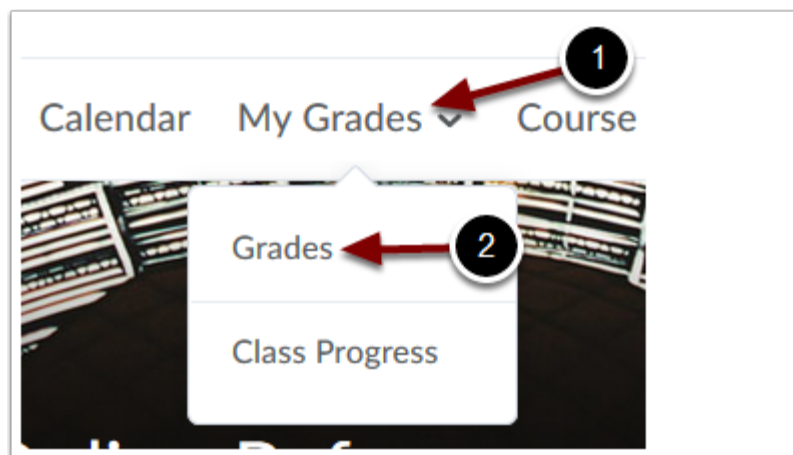
How Do I Exempt a Grade?

There are two ways to excuse/exempt a grade in I-Learn.

1. Use the exempt tool from the "Grade All" screen
2. Leave the grade item blank

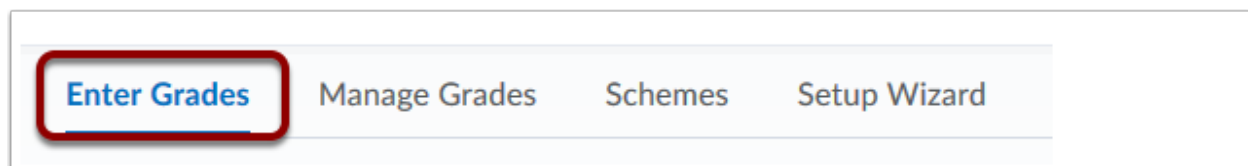
1. Use the Exempt Tool from the "Grade All" Screen

Grades



1. Enter your course, and click My Grades
2. Click Grades

Enter Grades

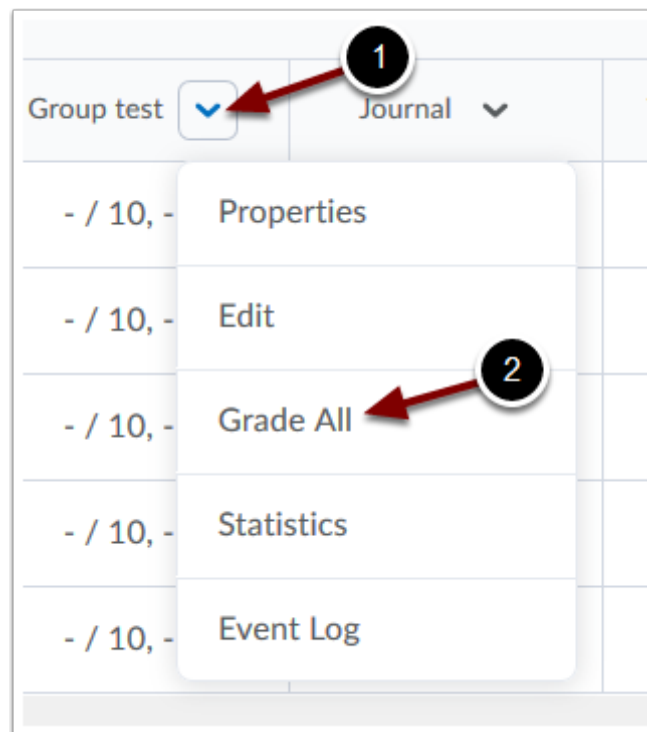


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If your default gradebook view is anything other than Enter Grades, navigate to Enter Grades.

💡 You might also be interested in [How Do I Make 'Enter Grades' the Default View?](#)

Grade All



1. Click the menu arrow next to the assignment name for which you would like to issue an exempt grade
2. Click Grade All

Exempt Grade

Grade Clear Exempt Unexempt Email

<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Weighted Grade	Scheme	Feedback	Event Log
<input checked="" type="checkbox"/>	[Redacted]		<input type="text"/> / 10	- / -	-		
<input type="checkbox"/>	[Redacted]		<input type="text"/> / 10	- / -	-		
<input checked="" type="checkbox"/>	[Redacted]		<input type="text"/> / 10	- / -	-		
<input type="checkbox"/>	[Redacted]		<input type="text"/> / 10	- / -	-		
<input checked="" type="checkbox"/>	[Redacted]		<input type="text"/> / 10	- / -	-		

1. Check the box next to the name of any student who will be exempted from this assignment
2. Click Exempt

Save & Close

<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Weighted Grade	Scheme	Feedback	Event Log
<input type="checkbox"/>	[Redacted]		- / -	- / -	Exempt		
<input type="checkbox"/>	[Redacted]		8 / 10	80 / 100	B-		
<input type="checkbox"/>	[Redacted]		- / -	- / -	Exempt		
<input type="checkbox"/>	[Redacted]		10 / 10	100 / 100	A		
<input type="checkbox"/>	[Redacted]		- / -	- / -	Exempt		

200 per page ▼

Save and Close Save Cancel

The students who were selected in the previous step should now show **Exempt** under the Scheme column.

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Click **Save** and **Close** to continue.

Enter Grades

Discussion Group test ▼
Exempt
8 / 10, 80 / 100, B-
Exempt
10 / 10, 100 / 100, A
Exempt

In the **Enter Grades** screen, the students who were selected in the steps above should have the word **Exempt** in place of a grade.

⚠ Note, if you entered a zero or any other grade using the Discussion, Assignment, or Quiz tools to a student prior to giving an exempt grade in the gradebook, the student may see two different grades in the LMS. It is recommended that you remove those grades from that tool.

2. Leave the Grade Item Blank

⚠ This method only works if the gradebook setting **Drop Ungraded Items** is selected. This will not work if your gradebook is set to **Treat Ungraded Items As 0**.

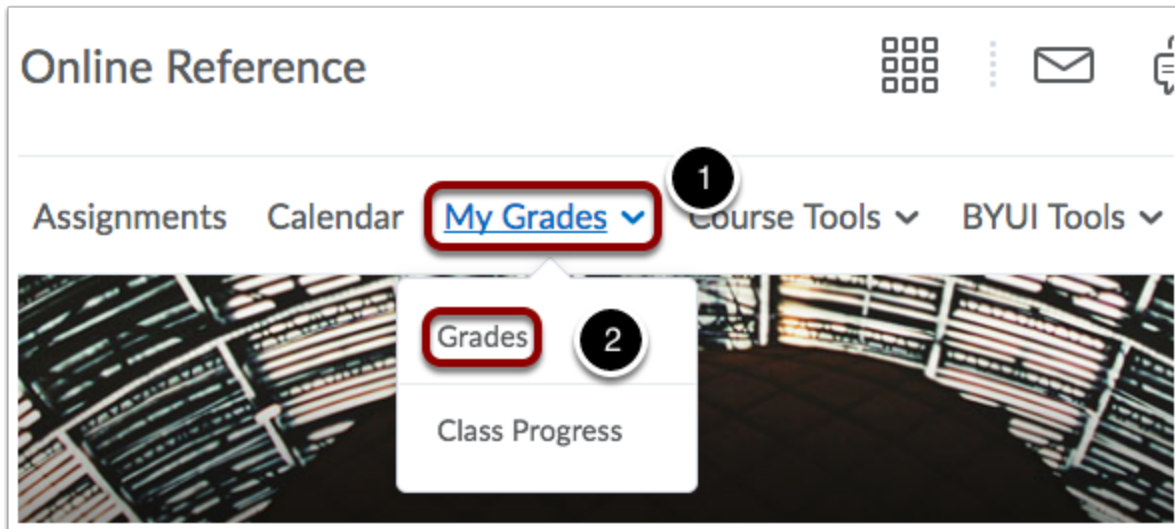
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Last Name ▲ , First Name	
	Group Sub. Test ▼
[blurred]	10 / 10
[blurred]	<div></div> / 10
[blurred]	7 / 10
[blurred]	<div></div> / 10
[blurred]	9.5 / 10

To excuse a grade, leave the grade item blank. Inserting "0" gives the student a zero. Not inputting anything excuses the assignment.







How Do I Exempt Multiple Grade Items?

Grades



1. Click on **My Grades** in the upper navigation bar.
2. Select **Grades**.

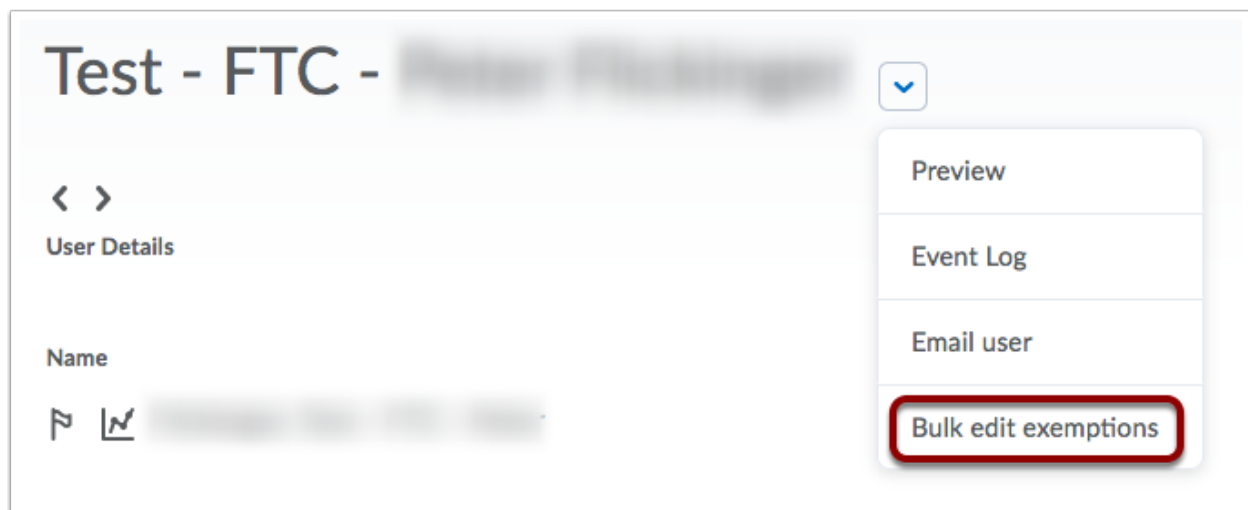
Select Student

<input type="checkbox"/>	Last Name ▲ , First Name
<input type="checkbox"/>	  Test - FTC - Peter
<input type="checkbox"/>	  Test - FTC - Evan
<input type="checkbox"/>	  Test - FTC - Brooke

Click on the student that you wish to exempt grade items for.

! If you get an error from clicking on the student's name, try [How Do I Hide Grade Columns in the Gradebook?](#) Then repeat the step above.

Bulk Edit Exemptions



1. Click the drop-down arrow next to the student's name.
2. Select Bulk edit exemptions.

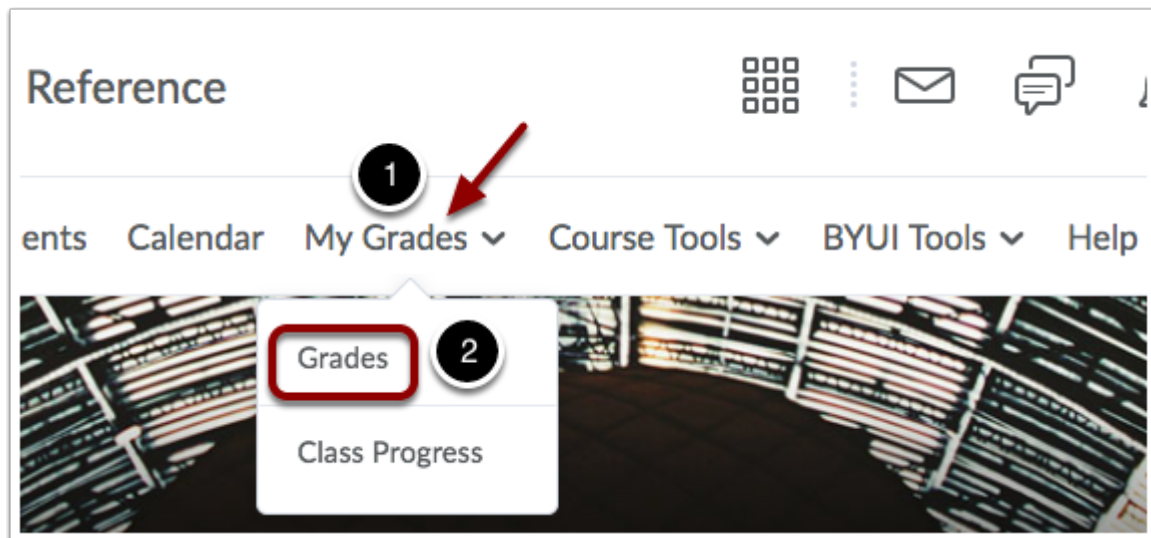
Select Grade Items

L02 Essay Activity	- / 20, -	<input checked="" type="checkbox"/>
L02 Evaluation	- / 1, -	<input type="checkbox"/>
L02 Self-Assessment	- / 6, -	<input type="checkbox"/>
Lesson 03		Select / Unselect All
L03 Self-Assessment	- / 6, -	<input checked="" type="checkbox"/>
L03 Evaluation	- / 1, -	<input type="checkbox"/>
Lesson 04		Select / Unselect All
L04 Group Submission	- / 10, -	<input type="checkbox"/>
L04 Peer Assessment	- / 10, -	<input type="checkbox"/>

1. Check the boxes next to each grade item you wish to exempt.
2. Finish by clicking Save and Close.

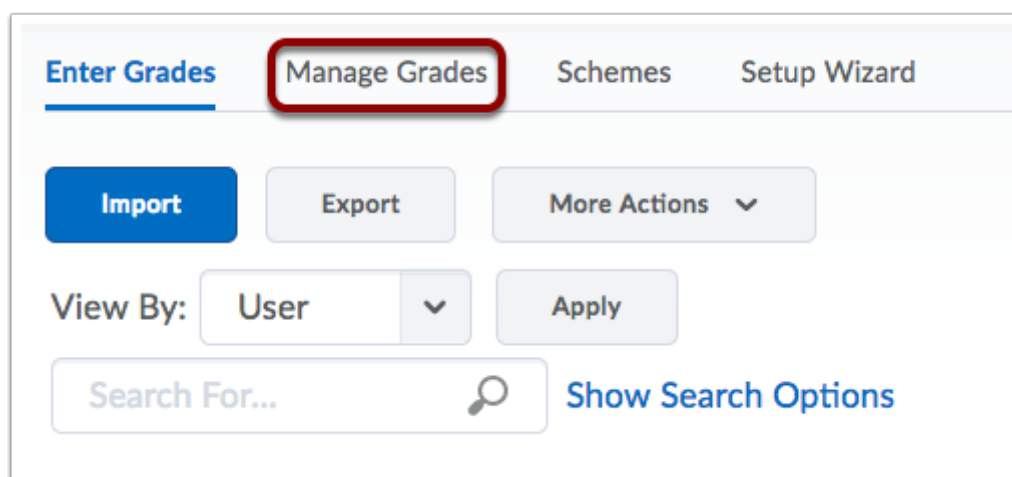
How Do I Create Points Categories in my Gradebook?

Grades Tab



1. Click on My Grades in the upper navigation bar.
2. Select Grades.

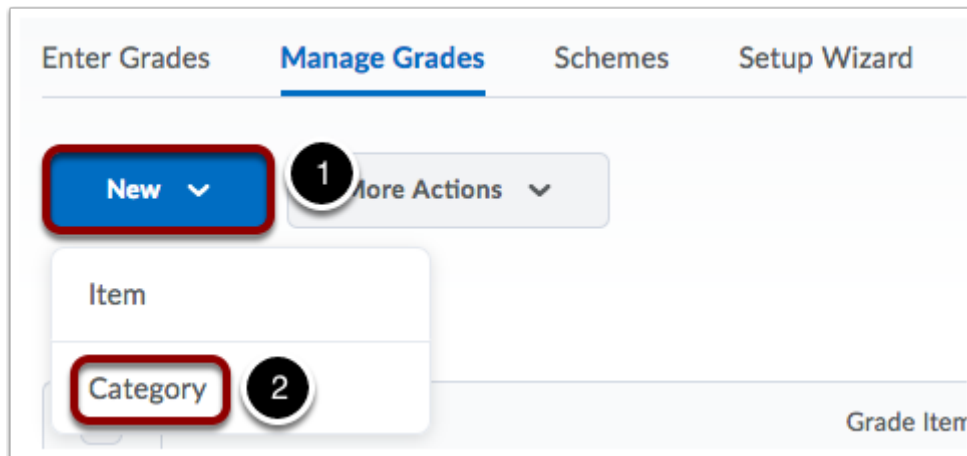
Manage Grades



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Click **Manage Grades** in the upper left-hand corner of the screen.

New Category



1. Click **New** at the top of the screen.
2. Select **Category**.

Category Setup

The screenshot shows a 'Category Setup' form with the following sections and elements:

- General**
 - 1. **Name ***: A required text input field.
 - 2. **Short Name**: An optional text input field.
 - [Show Description](#): A link to expand the description field.
- Grading**
 - 3. **Can Exceed**: A checkbox to allow extra credit.
 - 4. **Exclude from Final Grade Calculation**: A checkbox to exclude the category from the final grade.
- Distribution**
 - 5. **Distribute points across all items**: A checkbox to enable point distribution.
 - Points per item**: A text input field with the value '10'.
 - Number of highest non-bonus items to drop for each user**: A text input field with the value '0'.
 - Number of lowest non-bonus items to drop for each user**: A text input field with the value '0'.
- 6. **Buttons**: 'Save and Close' (highlighted in red), 'Save and New', 'Save', and 'Cancel'.

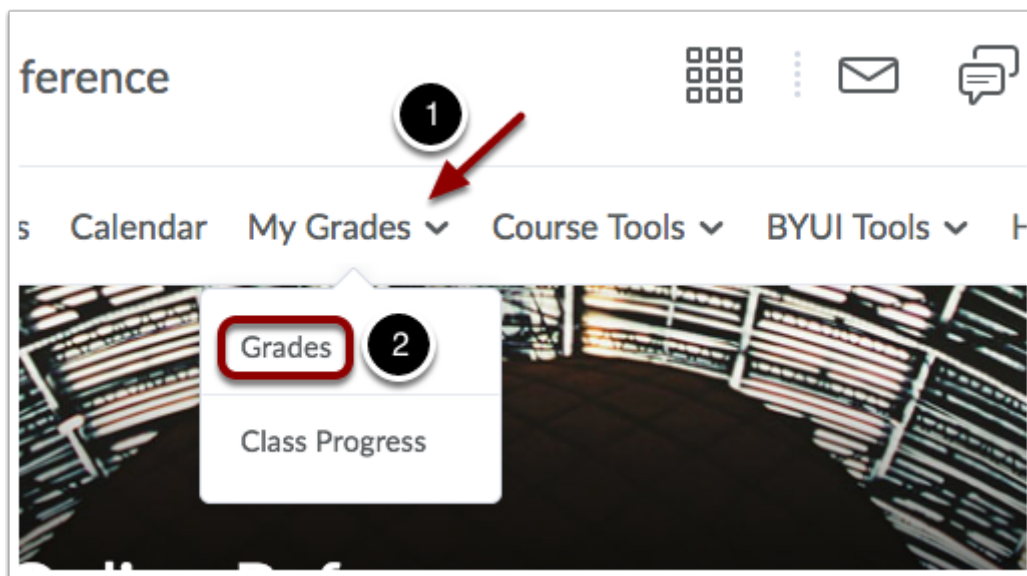
1. Input a name for the category.
2. Enter a short name if you want to shorten the display name of the category in the **Gradebook**.
3. Check **Can Exceed** if you are going to have any extra credit assignments or points.
4. There is an option to exclude the grade item from the final grade, but it is not recommended.
5. Select the way the points in the category should be distributed.
6. Click **Save and Close**.

NOTE: The new Category will always be added to the bottom of the list of grade items.

How Do I Create Weighted Categories in my Gradebook?

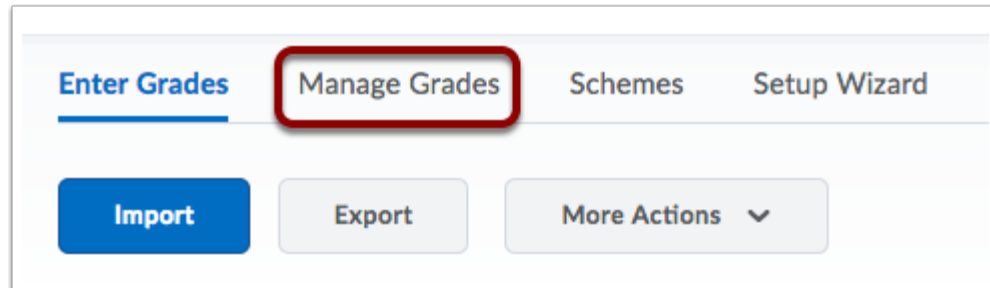
This tutorial is for gradebooks set to a weighted grading system.

Grades Tab



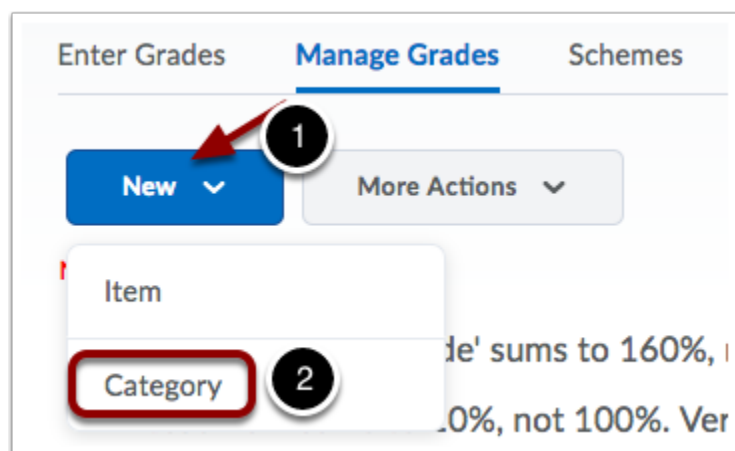
1. Click on My Grades in the upper navigation bar.
2. Select Grades.

Manage Grades



Click **Manage Grades** in the upper left-hand corner of the screen.

New Category



1. Click **New** at the top of the screen.
2. Select **Category**.

Category Setup

The screenshot shows a 'Category Setup' form with the following sections and elements:

- General**
 - 1. **Name**: A text input field.
 - 2. **Short Name**: A text input field with a help icon.
 - [Show Description](#)
- Grading**
 - 3. **Weight**: A text input field containing '10' with a help icon.
 - ☐ **Allow category grade to exceed category weight** with a help icon.
- Distribution**
 - 4. **Distribution**: A section with three radio button options:
 - ☒ **Manually assign weight to items in the category**
 - ☐ **Distribute weights by points across all items in the category**
 - ☐ **Distribute weight evenly across all items**
 - Number of highest non-bonus items to drop for each user** with a help icon.
 - Number of lowest non-bonus items to drop for each user** with a help icon.
- Display Options**
 - [Show Display Options](#)
- 5. **Buttons**: **Save and Close** (highlighted in blue), **Save and New**, **Save**, and **Cancel**.

1. Input a name for the category.
2. Enter a short name if you want to shorten the display name of the category in the **Gradebook**.
3. Input the percentage that you want the weighted category to be worth.
4. Select the way the points in the category should be distributed.
5. Click **Save and Close**.

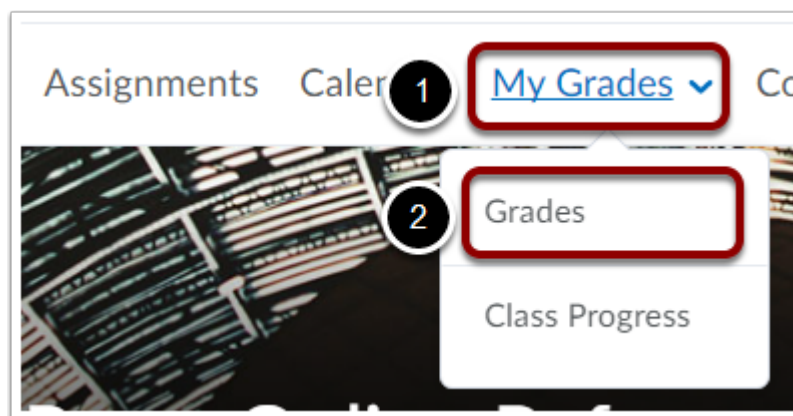
NOTE: The new Category will always be added to the bottom of the list of grade items.

How to Add Extra Credit or Bonus Items?

Extra credit points are added to an existing assignment. For example, a bonus question offered on a quiz or exam. To make sure any extra credit points participants have earned are counted correctly, you'll need to make sure that the grade item, the grade category, AND the Final Grade are all allowed to exceed.

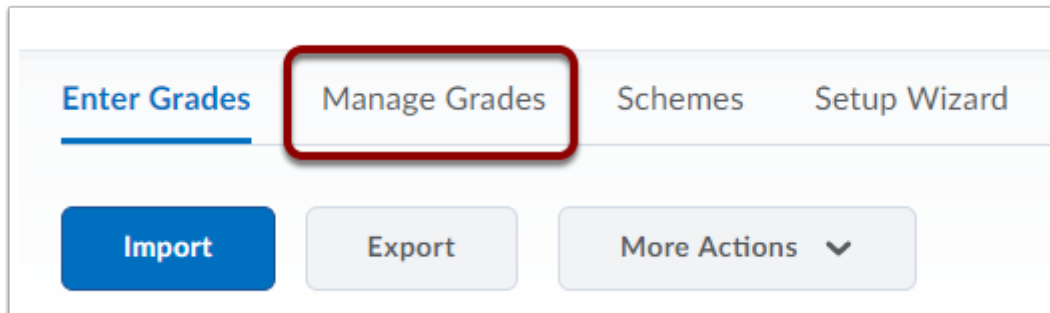
Bonus points, or Bonus Items, refer to grade items that can only improve a participant's grade. Failure to receive a score on a Bonus Item does not penalize a participant's grade.

Navigate to Grades



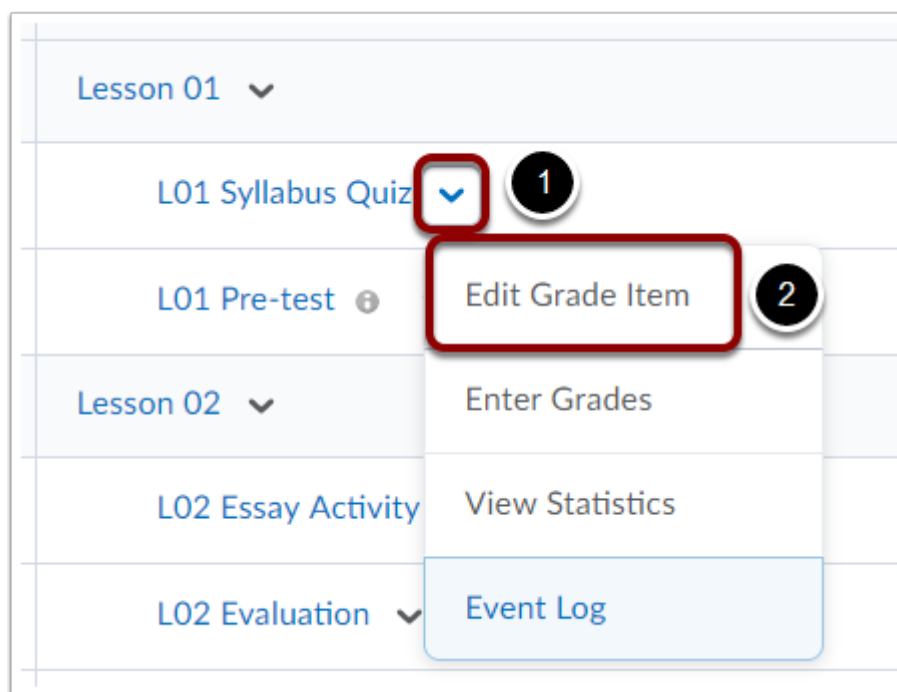
1. Click My Grades at the top of the page.
2. Select Grades from the drop down menu.

Manage Grades



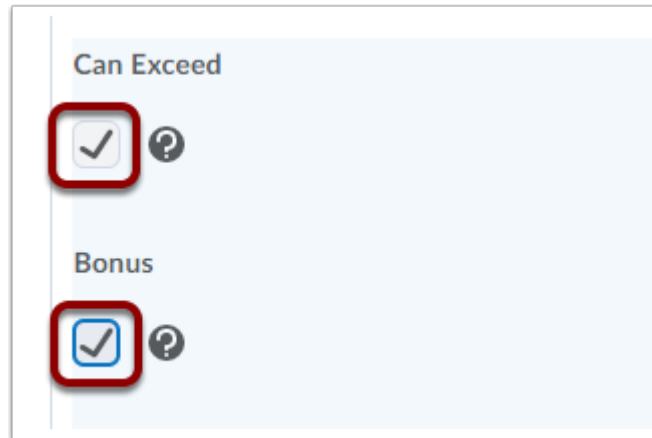
1. Select the **Manage Grades** section in the top left of the grade book.

Edit Grade Item



1. Select the **drop down menu** for the assignment you wish to add extra credit to.
2. Select the **Edit Grade Item** option in the menu.

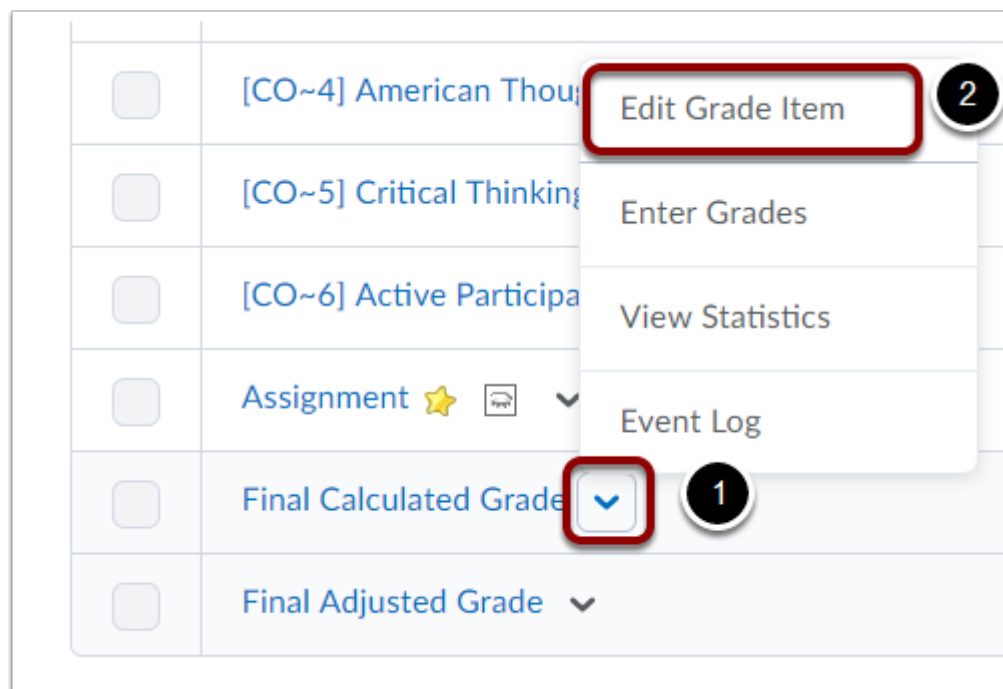
Can Exceed and Bonus Grade Item



A screenshot of a form with two sections. The first section is titled 'Can Exceed' and contains a checked checkbox with a red square highlight and a question mark icon. The second section is titled 'Bonus' and contains a checked checkbox with a red square highlight and a question mark icon.

Scroll to the Grading section and check the boxes for Can Exceed and Bonus.

Edit Final Calculated Grade

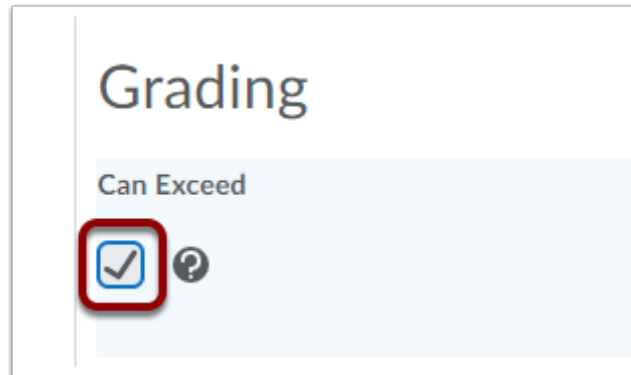


A screenshot of a grading interface. It shows a table with columns for checkboxes and item names. The items listed are '[CO~4] American Thought', '[CO~5] Critical Thinking', '[CO~6] Active Participation', 'Assignment' (with a star and icon), 'Final Calculated Grade', and 'Final Adjusted Grade'. A dropdown menu is open for the 'Final Calculated Grade' item, showing options: 'Edit Grade Item' (highlighted with a red box and labeled with a circled '2'), 'Enter Grades', 'View Statistics', and 'Event Log'. The 'Final Calculated Grade' item itself has a dropdown arrow highlighted with a red box and labeled with a circled '1'.

1. Navigate to the Final Calculated Grade drop down menu.

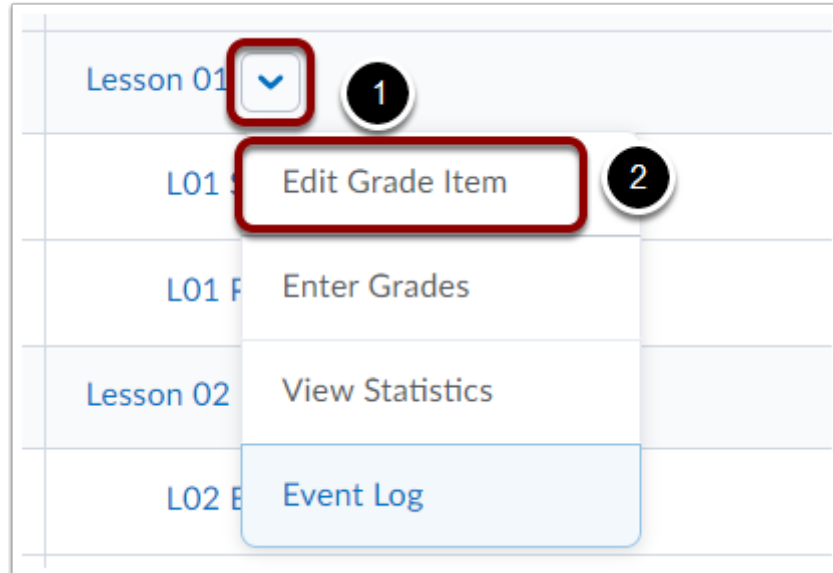
2. Select Edit Grade Item.

Can Exceed Final Calculated Grade



1. Check the Can Exceed box.

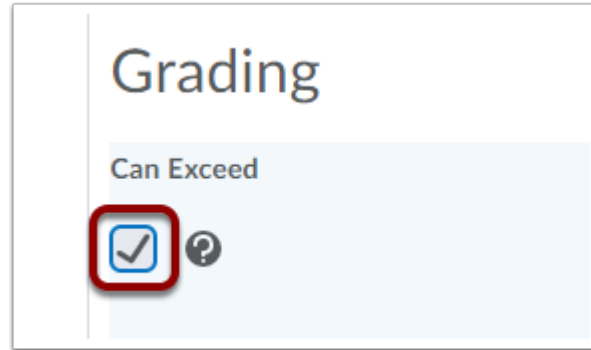
Edit Grade Category



1. Find the category that the **Grade Item** is nested in and select the **drop down menu**.

2. Select **Edit Grade Item** from the menu.

Can Exceed Grading Category



The image shows a screenshot of a 'Grading' form. The title 'Grading' is at the top. Below it, the text 'Can Exceed' is displayed. Underneath 'Can Exceed', there is a checkbox with a blue checkmark inside, which is highlighted by a red square border. To the right of the checkbox is a small grey circle containing a question mark.

1. Check the box Can Exceed.



Now that all three places have been changed the extra credit can be counted without conflicting with final grade and other restrictions that **you** have in **your** course.

Gradebook Intro and Customization (Video)

How do I Change the Gradebook to the Spreadsheet View?

The I-Learn gradebook has two different views, the normal view and the spreadsheet view.

Switch to Spreadsheet View



Click on the button at the top of the gradebook that says **Switch to Spreadsheet View**.

Spreadsheet View

L04 ▾		L05 ▾		
L04 Eval ▾	Subtotal	L05 Group ▾	L05 Peer ▾	L05 Self ▾
<input type="text"/> / 1	- / -, -%	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 6
<input type="text"/> / 1	- / -, -%	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 6
<input type="text"/> / 1	- / -, -%	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 6
<input type="text"/> / 1	- / -, -%	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 6
<input type="text"/> / 1	- / -, -%	<input type="text"/> / 10	<input type="text"/> / 10	<input type="text"/> / 6

The spreadsheet view is excellent for entering zeros on assignments.

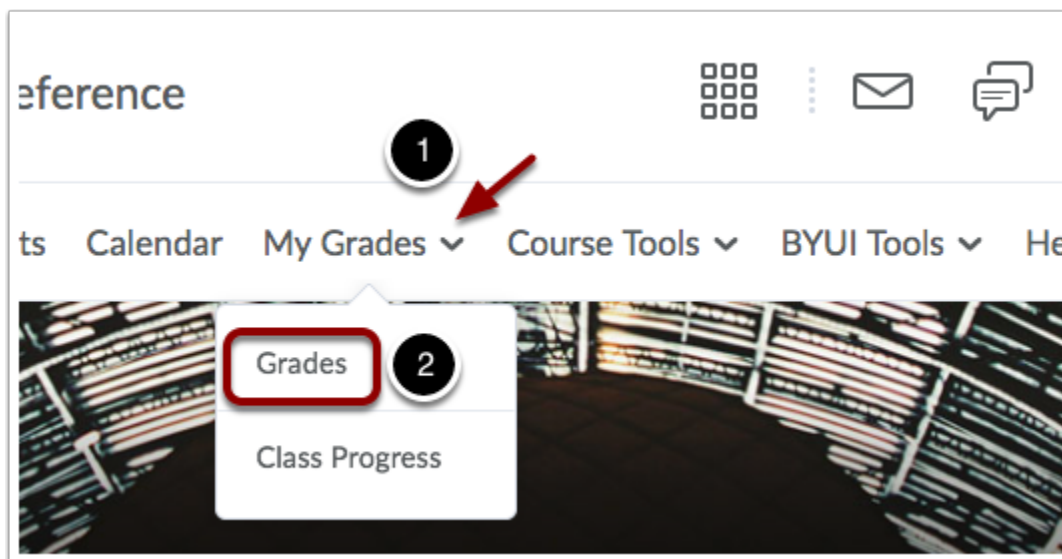
- ⚠ Online instructors are cautioned not to use the spreadsheet view for entering any scores other than zeros. Scores entered into these blanks are not pushed to content pages and tools. Entering scores, other than zero, could result in students seeing inconsistent assignment scores around the LMS.

Final Grade Options in a Weighted Gradebook

How Do I Change the Points in my Gradebook?

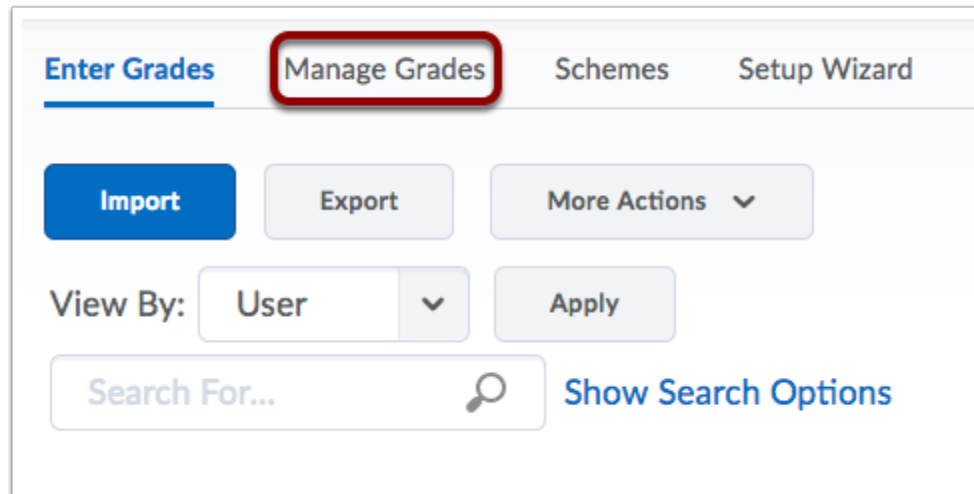
 NOTE: This is for changing points in a points-based grade book.

My Grades



1. Click on the My Grades tab.
2. Select Grades in the drop down menu.

Manage Grades



The screenshot shows the 'Manage Grades' interface. At the top, there are four tabs: 'Enter Grades' (underlined), 'Manage Grades' (highlighted with a red box), 'Schemes', and 'Setup Wizard'. Below the tabs, there are three buttons: 'Import' (blue), 'Export' (light gray), and 'More Actions' (light gray with a dropdown arrow). Underneath these buttons, there is a 'View By:' section with a dropdown menu currently set to 'User' and an 'Apply' button. At the bottom, there is a search bar with the placeholder text 'Search For...' and a magnifying glass icon, followed by a link that says 'Show Search Options'.

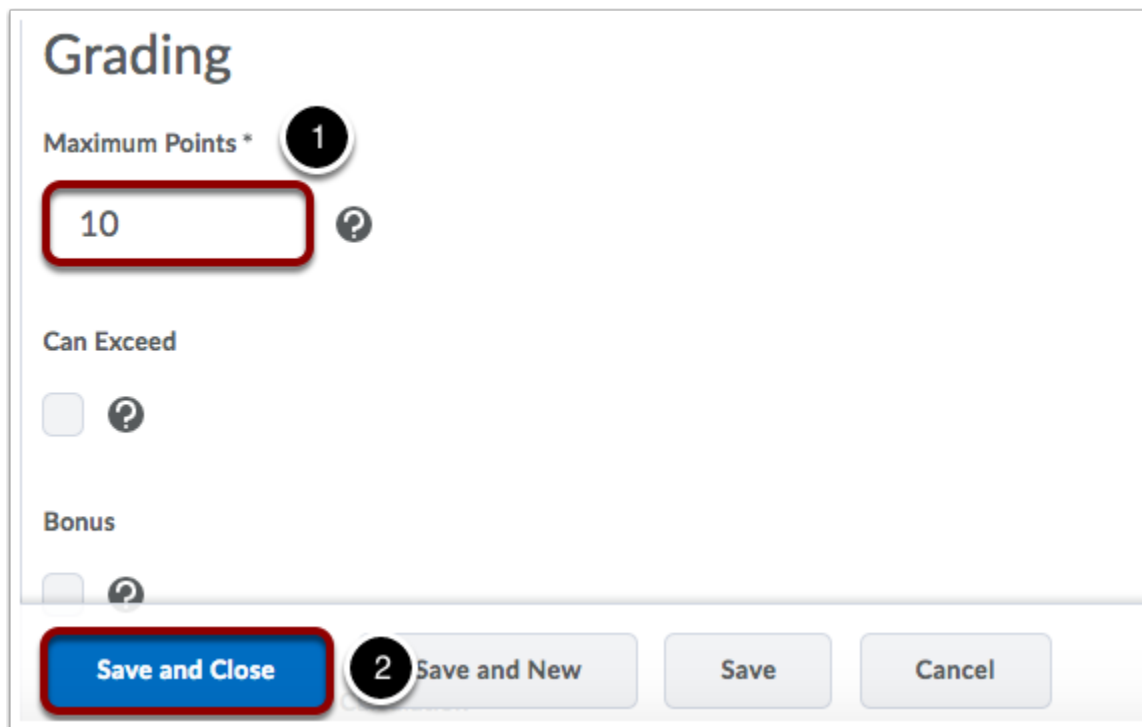
Click on Manage Grades.

Locate Assignment

<input type="checkbox"/>	Grade Item
<input type="checkbox"/>	Lesson 01 ▾
<input type="checkbox"/>	L01 Syllabus Quiz ▾
<input type="checkbox"/>	L01 Pre-test ⓘ ▾
<input type="checkbox"/>	Lesson 02 ▾

Click on the assignment you will be editing.

Edit Quiz Page



The image shows a 'Grading' dialog box with the following elements:

- Maximum Points ***: A text input field containing the value '10'. A red rectangle highlights this field, and a circled '1' is placed above it.
- Can Exceed**: A checkbox that is currently unchecked, with a question mark icon to its right.
- Bonus**: A checkbox that is currently unchecked, with a question mark icon to its right.
- Buttons**: At the bottom, there are four buttons: 'Save and Close' (highlighted with a red rectangle and a circled '2'), 'Save and New', 'Save', and 'Cancel'.

1. Input the points value for the grade item.
2. Click Save and Close.

Manage Grades

Grade Item	Type	Association	Max. Points
Lesson 01 ▾			
L01 Syllabus Quiz ▾	Numeric	Quizzes ?	10
L01 Pre-test ⓘ ▾	Numeric	Quizzes ?	10

The new point value will appear in the right hand column in the **Manage Grades** page.

How Do I Submit Final Grades?

This is the process required by each Faculty/Instructor to submit final grades to be recorded on the students permanent record.

Note - No assignments should be accepted from students after the final grade submission deadline unless you plan to submit an Incomplete for the student.

! Instructors teaching **Pathway** courses should use the instructions found here: [How Do I Submit Final Grades? \(Pathway\)](#) The instructions below apply to BYU-Idaho courses only.

Accessing Through "my.byui.edu" (Faculty Tab)

The screenshot shows the BYU-Idaho myBYUI Faculty Course Control interface. The top navigation bar includes links for HOME, **FACULTY**, CLASS SCHEDULE, FINANCES, EMPLOYEE, EMAIL, LEARN, WEB SHARE, SERVICES, PROFILE, and MY PAGES. The left sidebar contains a 'Faculty Information' section with a red circle around 'Grade Entry' and a red arrow pointing to it. The main content area displays 'Faculty Course Control - BYU' and a 'Course List for Spring Semester 2017' with columns for Course, Course Title, Sub Program, and OL. The right sidebar features a 'Grade Entry' section with a red circle around 'BYU-Idaho Grade Entry' and a red arrow pointing to it. Below this is a 'Related Links' section with various tools and resources.

1. Sign in to www.byui.edu
2. From your landing page, click on the **Faculty** tab.

BYU-Idaho Online Knowledgebase

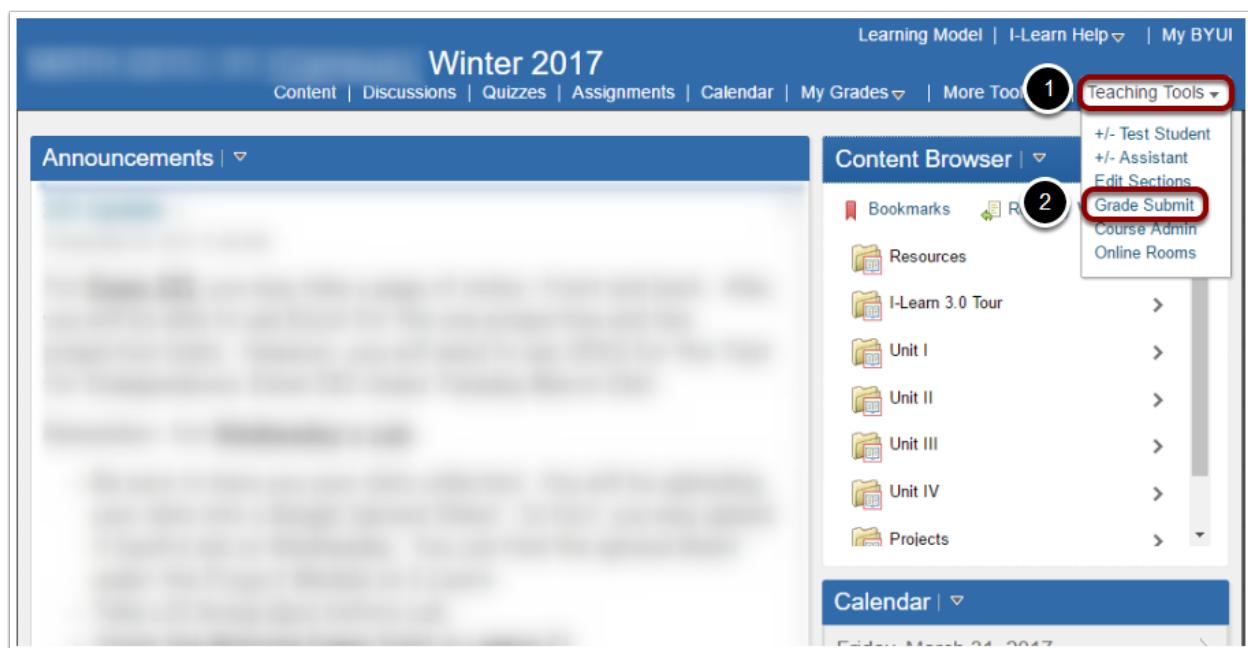
3. There are two ways to access the tool. You can either click on **BYU-Idaho Grade Entry** or **Grade Entry**.

Canvas LMS

💡 Instructors teaching in **Canvas**, please view the video linked below for instructions on submitting grades in the Canvas LMS.

<https://byui.zoom.us/recording/play/sfl3wVUEVbqiBW3TfnS2fGNz08lFngis-1Tq3NA4fc7SkIW-zDXz6G-hB14kxpeJ?startTime=1532224661000>

Accessing Through I-Learn



1. Once inside of your course, click the **Teaching Tools** tab.
2. Click on **Grade Submit**.

View Class List

The screenshot shows the 'BYU-Idaho Grade Submission Portal'. At the top, there is a navigation bar with 'Submission Summary | Submit as Assistant'. Below this is a header 'Grade Submission Summary for [redacted]'. The user is identified as 'Proxied User: Wilcock, Arlen David'. A table with five columns is displayed: 'Grade Submission', 'Course', 'Students in Section', 'Final Grades Submitted', and 'Course in iLearn'. The first row of the table is highlighted in yellow and contains the text 'View Class List', a redacted course name, '24', '0', and 'Yes'. A red box highlights the 'View Class List' link, and a red arrow points to it from below. Below the table, a red message states: 'Grade Submit is only available during midterm and final grade submission periods. Final Grade Submission for Winter 2017 opens 4/3/2017 and closes 4/12/2017 at 12 noon Mountain Time'.

Grade Submission	Course	Students in Section	Final Grades Submitted	Course in iLearn
View Class List	[redacted]	24	0	Yes

Grade Submit is only available during midterm and final grade submission periods.
Final Grade Submission for Winter 2017 opens 4/3/2017 and closes 4/12/2017 at 12 noon Mountain Time

In the new window, you will see each class you are teaching this semester. Classes highlighted in yellow are classes that still have unsubmitted grades.

Click on **View Class List**.

Input Grades

BYU-Idaho Grade Submission Portal

Submission Summary | Submit as Assistant

Input Grades

Course Number: [redacted] Instructor: [redacted]
Section Number: [redacted] Year: 2017
Subprogram: Day Session: Winter
Valid Grades: A-, A+, B-, B+, C-, C+, D-, D+, F, UW Subsession: Second Block

BYU-Idaho Grade Key
Participation Declaration: For each student to whom you assign an "F" or "UW" grade, you will be required to declare if the student participated in the class. "Participation" is defined as attending one or more class meetings or completing any work associated with the class. For example, if the student attended the first day of class, the student is deemed to have participated even if the student did not attend or submit any work for the remainder of the term. If the student did not ever attend a class meeting but submitted an assignment, took a quiz or exam, etc., the student is also deemed to have participated. This declaration is necessary for compliance with federal financial aid regulations.

Final Grade Submission for Winter 2017 opens 3/29/2017 and closes 4/12/2017 at 12 noon Mountain Time

Toggle Select All Unsubmitted Hide Submitted Open Gradebook Assign Same Grade to All **Submit Grades**

1 Unsubmitted Students

Submit	First	Last	I Number	Final Grade	I-Learn Grade	Final Grade to Submit	Participated
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	B	
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	A	
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	A-	
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	B	
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	C	
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]		

2

This is the main screen for the Grade Submission portal.

1. Select which grades you want to submit by clicking on the slider under the Submit column.
2. Select the final grade that the student earned.
3. Click on the Submit button.

! If the grades pulled from I-Learn in the I-Learn Grade column are percentages, you will have to manually convert those percentages that come over to a letter grade according to your grade scheme. Starting in Winter 2018, the grade pulled from I-Learn will always be a percentage.

💡 You may notice that the students names are underlined. Clicking on them will link back to their grade page on I-Learn.

Participated

Unsubmitted Students							
Submit	First +	Last	I Number	Final Grade	I-Learn Grade	Final Grade to Submit	Participated
<input type="checkbox"/>						A-	
<input type="checkbox"/>							
<input type="checkbox"/>						C-	
<input type="checkbox"/>							
<input type="checkbox"/>						F	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>						B-	
<input type="checkbox"/>						B-	
<input type="checkbox"/>						B	
<input type="checkbox"/>						A-	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>						B	
<input type="checkbox"/>						F	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>							

If the student has a "F" grade in the class, they will have a box under the **Participated** column to mark whether or not the student participated in the course.

Select "yes" or "no" for this student.

Do I Have to Submit All My Grades at Once?

Submit	First	Last	I Number	Final Grade	I-Learn Grade	Final Grade to Submit	Participated
<input type="checkbox"/>						B	
<input type="checkbox"/>						A	
<input type="checkbox"/>						A	
<input type="checkbox"/>						B	

Toggle Select All Unsubmitted Reset Page 0 of 28 grades selected for submission Submit Grades

No. It will only submit whoever you select using the green slider under the **Submit** column.

If you only submitted a few students grades and come back later, the students will be organized into two categories: **Unsubmitted** on the top, and **Submitted** on the bottom.

BYU-Idaho Grade Submission Portal				
Submission Summary Submit as Assistant				
Grade Submission Summary for [REDACTED]				
[REDACTED]				
Grade Submission	Course	Students in Section	Final Grades Submitted	Course in ILearn
✓ View Class List	[REDACTED]	28	28	Yes

Once you have clicked the **Submit Grades** button, you will notice that your class is no longer highlighted in yellow, and that a checkmark has appeared to the left of the name.

Your grades have been successfully submitted!

Final Grade Submission Tips & Troubleshooting

Here are a few troubleshooting tips and tricks we have found that will ensure that your grades pull over from the I-Learn gradebook into the grade submission portal easily.

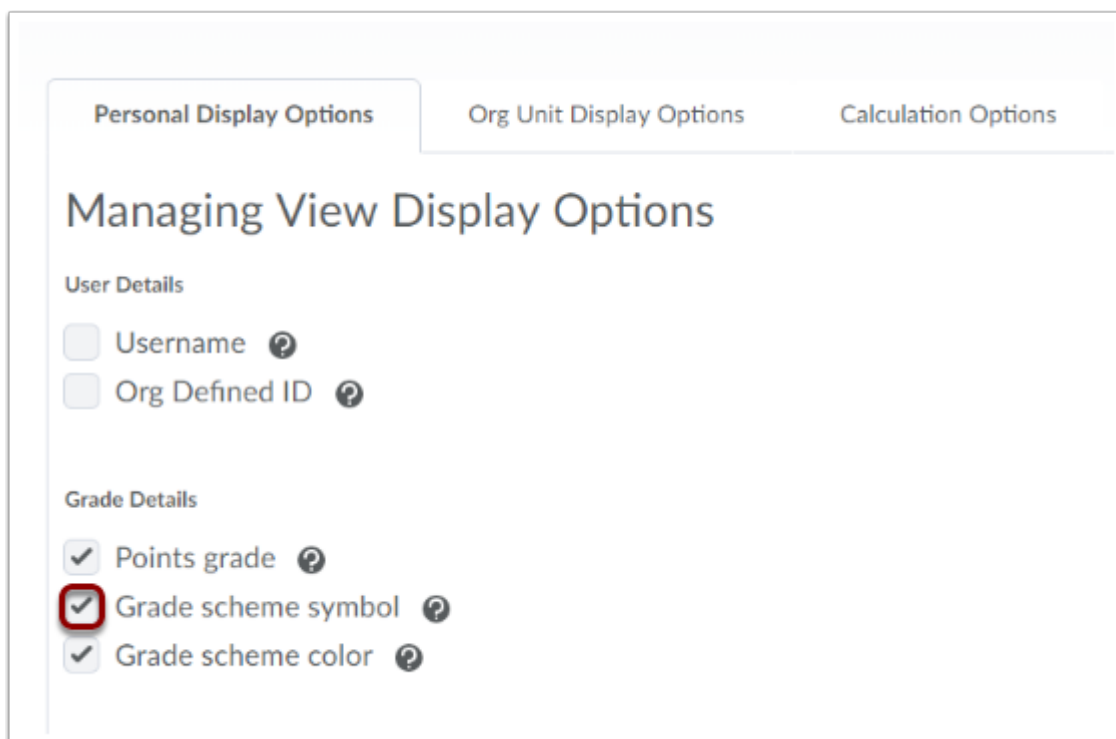
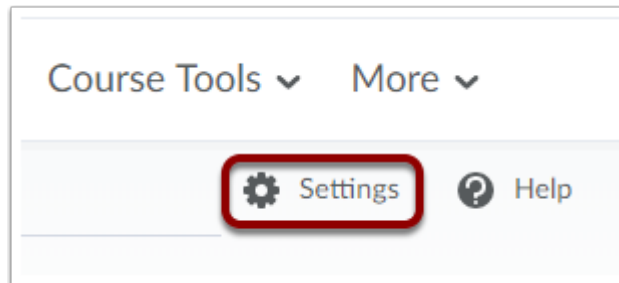
Change Grading Scheme to BYU-I Standard

The screenshot shows the I-Learn grade submission portal interface. At the top, there is a navigation bar with tabs: Content, Discussions, Quizzes, Assignments, Calendar, My Grades (highlighted with a red box and a circled '1'), Course Tools, and More. Below the navigation bar, there is a sub-menu with options: Enter Grades, Manage Grades, Schemes (highlighted with a red box and a circled '2'), and Setup Wizard. To the right of these options are links for Settings and Help. Below the sub-menu, there is a 'New Scheme' button and a 'More Actions' dropdown menu. The main content area displays a table of grading schemes. The table has three columns: Scheme Name, Default Scheme, and Set As Default. Under the 'Organization Schemes' section, there are three rows: 'Percentage' (with a question mark icon), 'BYUI-Standard' (with a checkmark icon highlighted by a red box and a circled '3'), and another 'BYUI-Standard' row.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ?		✓
BYUI-Standard	✓	
BYUI-Standard		✓

1. Click My Grades and Grades
2. Choose Schemes from the gradebook tab menu at the top.
3. Change the checkmark under Default Scheme to BYU-I Standard

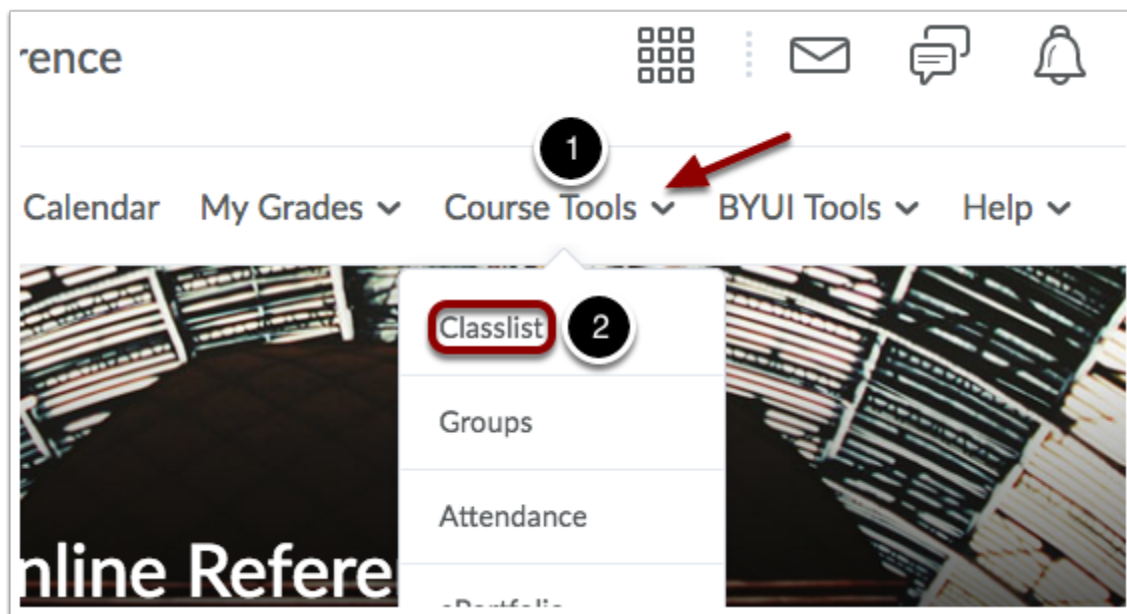
Show Grade Scheme Symbol



1. Again, inside the gradebook, click the Settings cog on the righthand side.
2. On the Managing View Display Options page, make sure that the Grade scheme symbol checkbox is checked.

How Do I View Students Who Have Withdrawn From My Course?

Navigate to Classlist



1. Click Course Tools
2. Select Classlist


Enrollment Statistics

Classlist

[Add Participants](#) [Enrollment Statistics](#) [Email Classlist](#)

View By: User ▼




Apply

Search For... 

Show Search Options

Click Enrollment Statistics

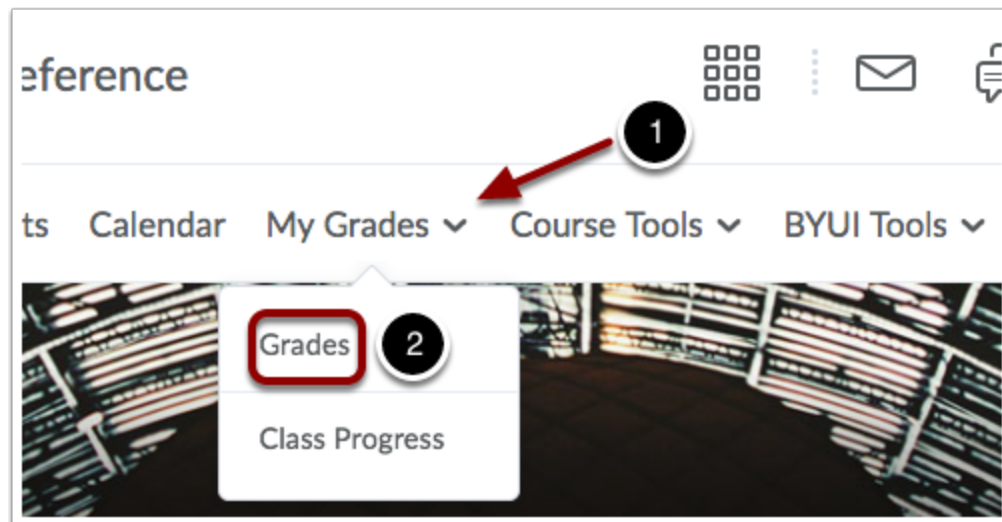
Withdrawals

Withdrawals							
 Email  Print							
<input type="checkbox"/>	Image	Last Name, First Name	Org Defined ID	Email	Role ▲	Date	Last Accessed
<input type="checkbox"/>			TEST	@byui.edu	Student	Aug 2, 2017 10:27 AM	
20 per page ▼							

The Withdrawal Report is found at the bottom of the page and shows each student who has been withdrawn from your class and their withdrawal date.

How Do I Use The Grades Setup Wizard?

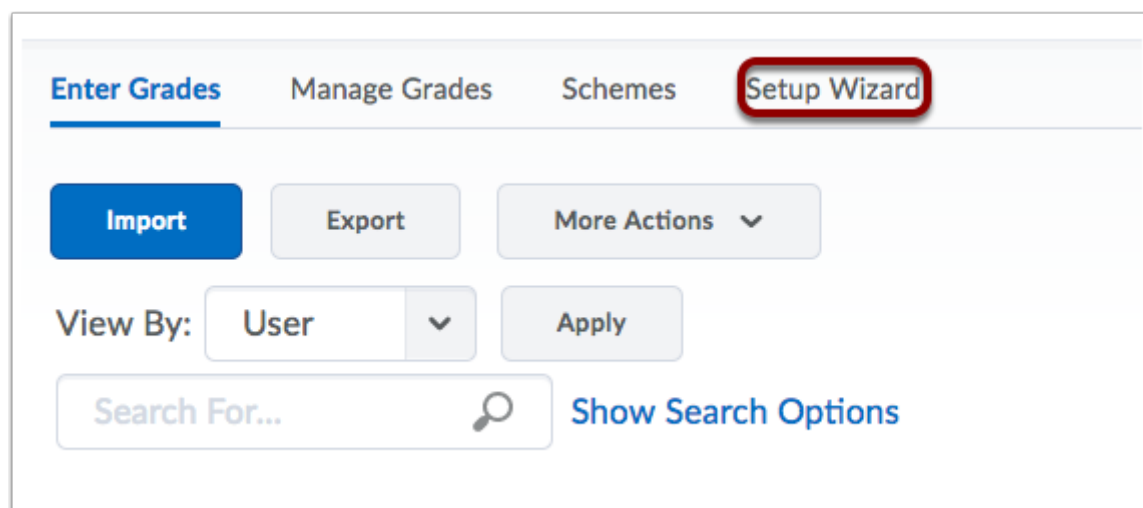
My Grades



1. Click My Grades.

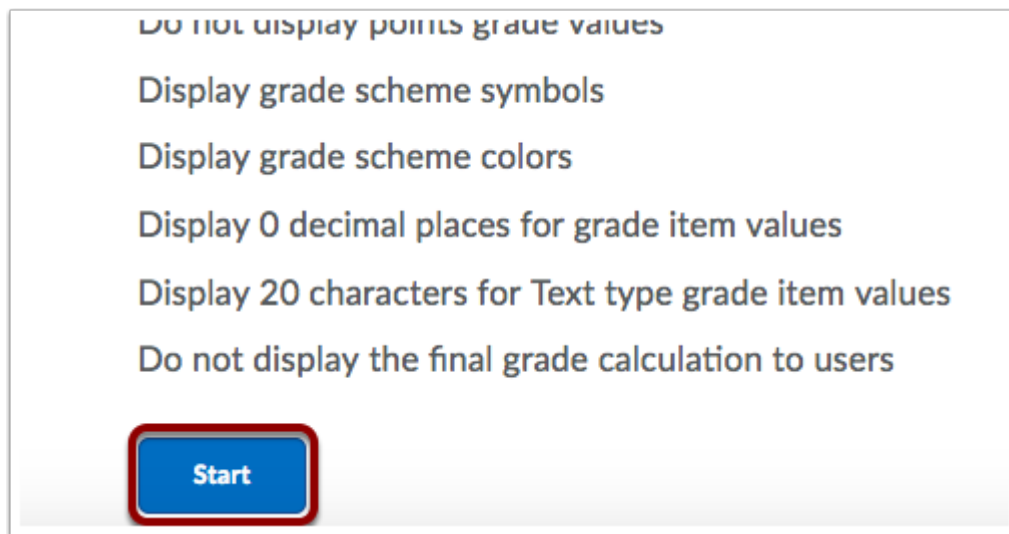
2. Click Grades.

Setup Wizard



BYU-Idaho Online Knowledgebase

- i** If your gradebook has no information or setup, you will be immediately directed to the Setup Wizard after clicking [Grades](#). If you are not automatically directed to the Setup Wizard, then navigate to it by clicking [Setup Wizard](#).




The main page of the Grade Setup Wizard is a summary of the current/default settings within your gradebook. To begin the wizard, scroll to the bottom and **select Start**.

Choose Grading System

Step 1 of 7

Step 1: Choose Grading System

Grading System

☐ Weighted 


Example:

Assignments Category (20% of final grade)

- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)

Final Exam Item (80% of final grade)

Final Grade: /100%

☒ Points 


Example:

Assignments Category (40 points)

- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)

Final Exam Item (200 points)


Final Grade: /240 points

☐ Formula 

Final grade is determined by a custom defined formula
Grade items and categories use the Points system

ContinueCancel

Select the grading system you will use in your course and **press Continue**.

 A **Weighted** grade book uses weighted categories to determine a final overall grade. Each category receives a percentage of the final grade, with a total weight equal to 100%. Within the categories, individual grade items are given weight to a total of 100%.

A **Points** based grade book assigns points to each grade item. The final calculated grade is then a measure of total points earned divided by points possible.

A **Formula** based grade book uses a custom formula. Contact the FTC for further information.

Final Grade

Step 2 of 7

Step 2: Final Grade Released

Release

☒ Calculated Final Grade

The grade that is achieved by users based on the grading formula set up in the scores.

☐ Adjusted Final Grade

Allows you to modify or adjust users' grades before releasing them.

☒ Automatically release final grade

When enabled, the system automatically marks users' final grades as released automatically released.

Continue Go Back Cancel

Select the final grade condition you will release at the end of the semester and press **Continue**.

i A **Calculated Final Grade** calculates the overall grade based on the points or weight the student has earned. It can only be adjusted by changing the scores students received on various grade items.

An **Adjusted Final Grade** can be edited by the instructor after the calculated final grade is known, without changing individual assignments.

Grade Calculations

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

☒ Drop ungraded items ?

☐ Treat ungraded items as 0 ?

Auto Update

☒ Automatically keep final grade updated ?

Continue Go Back Cancel

Select the calculation options and press **Continue**.

i Drop ungraded items removes any item in the grade book from the calculated grade that has no inputted score.

Treat ungraded items as 0 causes all grade items to be scored as 0 until a grade is inputted.

Auto Update allows the final calculated grade to automatically adjust as items are scored.

A Treat ungraded items as 0 causes students to have low final calculated grades throughout the semester because they work from a 0% in the class to their final score. This is not recommended, as it makes it challenging for students to understand their

grade. It can be applied at the end of the semester, after all scores have been inputted, because it will then only affect items students never completed.

Turning off **Auto Update** for final grades can be misleading for students as they track their progress in class, and is not recommended.

Choose Default Grade Scheme

Step 4 of 7
Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme
Organization Schemes	
Percentage ?	<input type="radio"/>
BYUI-Standard	<input checked="" type="radio"/>
BYUI-Standard	<input type="radio"/>

Continue Go Back Cancel

Select your grading scheme and press **Continue**.

i A **Percentage** scheme will show the final calculated grade as a percentage, e.g. 83%.

The **BYUI-Standard** scheme will assign letter grades to the final calculated grade based on the percentage a student has achieved.

! When submitting grades at the end of the semester, grade submit errors can be avoided by using the **BYUI-Standard** scheme. If you want to use the **Percentage** scheme throughout the semester, this setting can be changed at the very end of term.

Alternatively, the **Percentage** scheme may be used as long as the final calculated grade column is set to the **BYUI-Standard** scheme.

Managing View Display Options

Step 5 of 7

Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

ContinueGo BackCancel

Input the number of decimals to display in your grade book and **press Continue**.

Student View Display Options

Step 6 of 7
Step 6: Student View Display Options

Grade Details

☐ Points grade ?

☒ Grade scheme symbol ?

☒ Grade scheme color ?

Decimals Displayed *

Number of decimal places to display ?

Characters Displayed *

Number of characters to display for Text items ?

Final Grade Calculation

☐ Display final grade calculation to users ?

Continue Go Back Cancel

Choose the display options to apply to your student's view of their grade book.

i Grade Details are various ways of displaying information for students, such as showing points, letter grades (called the **Grade scheme symbol**), and color coding.

! It is recommended to display the final grade calculation.

Grade Setup Summary

Display grade scheme colors

Display 0 decimal places for grade item values

Display 20 characters for Text type grade item values

Do not display the final grade calculation to users

Finish

Go Back

Cancel

The final page of the wizard is a summary of the settings now in place. Click **Finish** in order to complete setup.

Grade Options

- Create a New Grade Category
- Create a New Grade Item
- Import Grades
- Create a New Grade Scheme
- Manage Grade Items and Categories
- Enter Grades

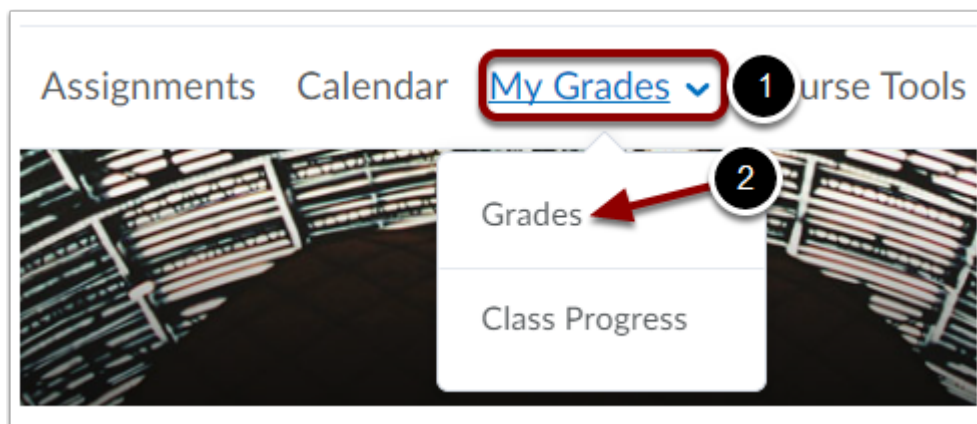
You are now ready to create grade items and categories

You may now begin to set up items and categories within your grade book.

My Gradebook Is Loading Slowly, How Do I Fix It?








































































































































































































































Since January 2017 there has been a widespread issue with the I-Learn gradebook. If too much information from the gradebook is displayed at once, slow loading times or errors can result. The current workaround is to limit the amount of information displayed concurrently by the gradebook. This article explains how to implement this workaround.

Gradebook



Click on My Grades, then Grades.

Hide Rows or Columns

<input type="checkbox"/>	                                	- / -, -%⓪
<input type="checkbox"/>	                                	- / -, -%⓪
<input type="checkbox"/>	                                	- / -, -%⓪
<input type="checkbox"/>	                                	- / -, -%⓪
<input type="checkbox"/>	                                	- / -, -%⓪
<input type="checkbox"/>	                                	- / -, -%⓪
<input type="checkbox"/>	                                	- / -, -%⓪

10 per page

20 per page

50 per page

50 per page

▼

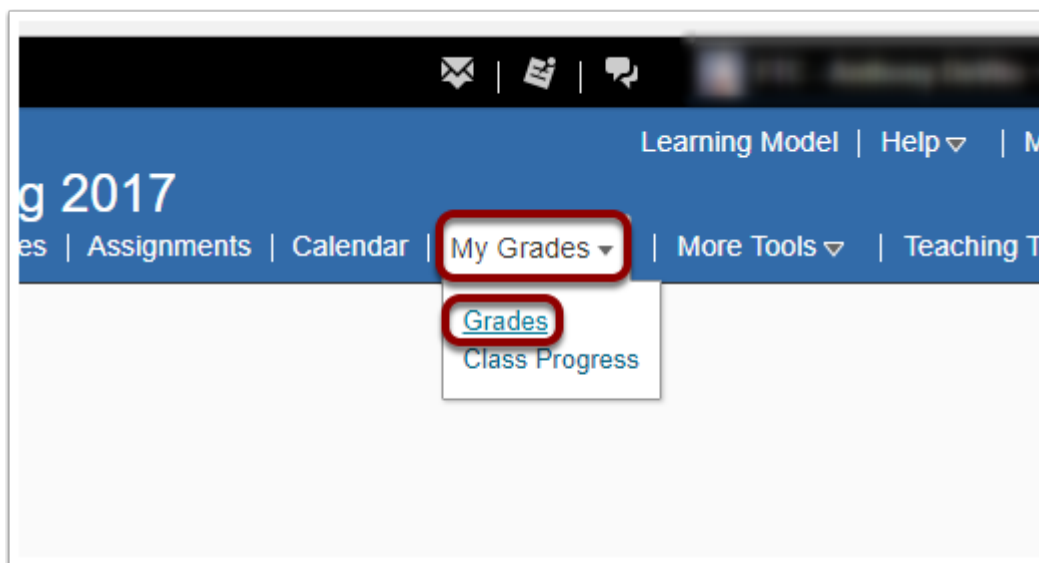
One option is to limit the number of rows that are displayed in the gradebook by clicking the "per page" drop down menu and changing the value to 20 or less.

Another option is to **hide** some of the columns displayed in the grade book. See [this article](#) for instructions.

How Do I Organize or View My Gradebook by Section?

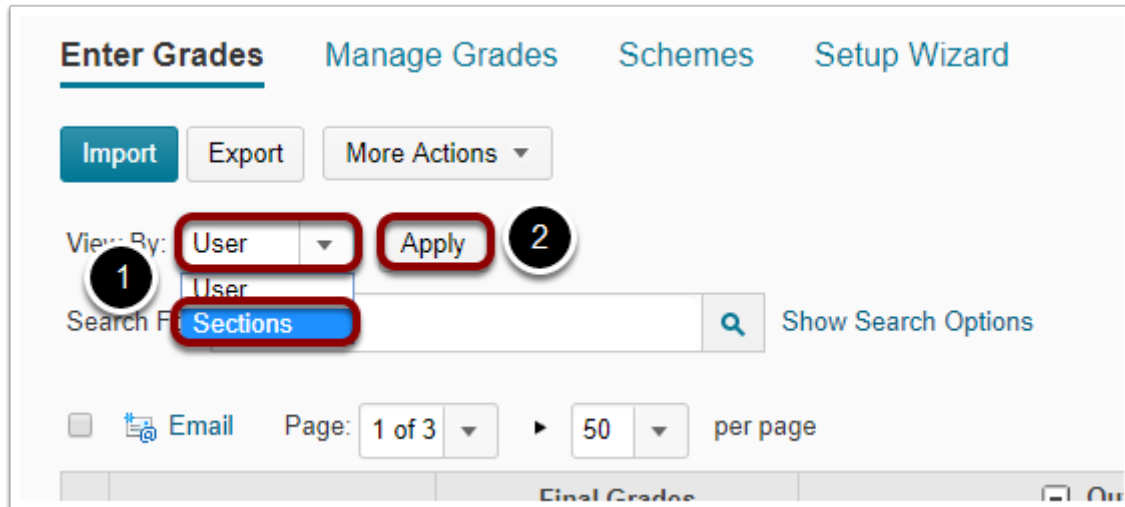
If you have two sections in one I-Learn class, it will be helpful to organize your gradebook by section. This will make it so it only displays the students of each individual section that is in your course.

Gradebook



Click on the My Grades tab and select Grades.

Enter Grades



The screenshot shows the 'Enter Grades' interface with the following elements:

- Navigation tabs: **Enter Grades** (active), [Manage Grades](#), [Schemes](#), [Setup Wizard](#)
- Buttons: **Import**, **Export**, **More Actions** (dropdown)
- View By:** dropdown menu with 'User' selected. A red circle with the number '1' is next to it.
- Apply** button. A red circle with the number '2' is next to it.
- Search For:** dropdown menu with 'User' selected. A red circle with the number '1' is next to it.
- Sections** button. A red circle with the number '1' is next to it.
- Show Search Options** link.
- Email** button.
- Page:** 1 of 3, **50** per page.
- Final Grades** button.

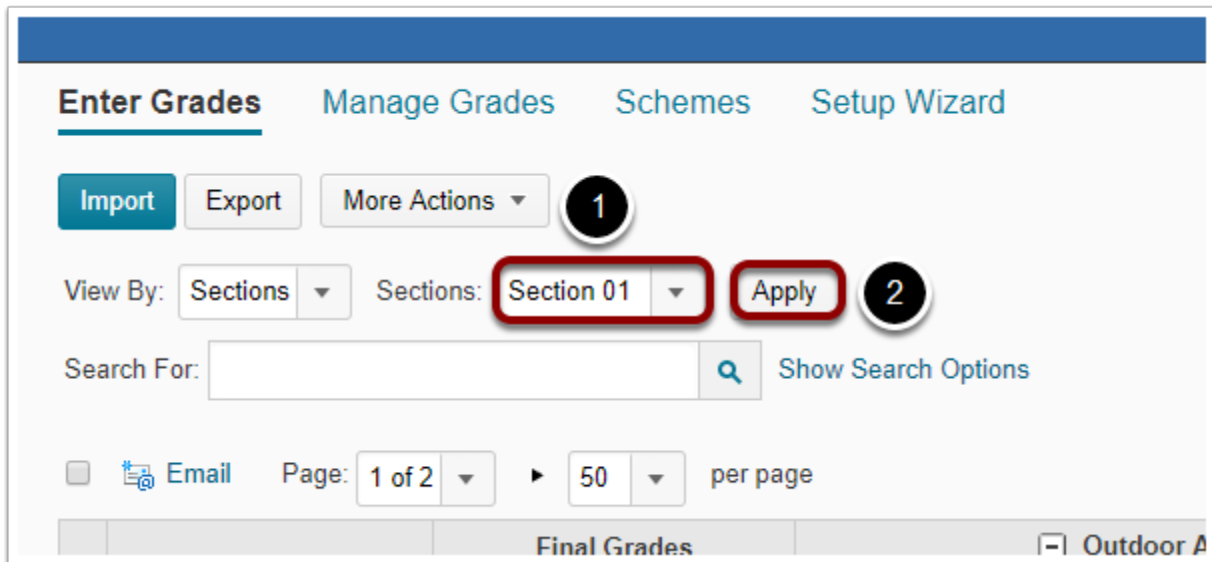
Once in your gradebook, you will see a subheading that says:

View By:

1. Click on the **drop-down menu** and select **Sections**.
2. Click on the **Apply** button.

Your gradebook will now be organized by section.

Changing Sections



The screenshot shows the 'Enter Grades' interface with a blue header bar. Below the header, there are four tabs: 'Enter Grades' (active), 'Manage Grades', 'Schemes', and 'Setup Wizard'. Under the 'Enter Grades' tab, there are three buttons: 'Import' (blue), 'Export' (white), and 'More Actions' (white with a dropdown arrow). A red circle with the number '1' is placed over the 'More Actions' button. Below these buttons, there is a 'View By:' section with a dropdown menu set to 'Sections'. To the right of this is a 'Sections:' dropdown menu set to 'Section 01'. A red circle with the number '2' is placed over the 'Apply' button next to the 'Sections:' dropdown. Below the 'Sections:' dropdown is a search bar with the text 'Search For:' and a magnifying glass icon. To the right of the search bar is a link that says 'Show Search Options'. At the bottom of the interface, there is a pagination section with a checkbox for 'Email', a 'Page:' dropdown set to '1 of 2', a '50' dropdown, and the text 'per page'. At the very bottom, there is a table with two columns: 'Final Grades' and 'Outdoor A'.

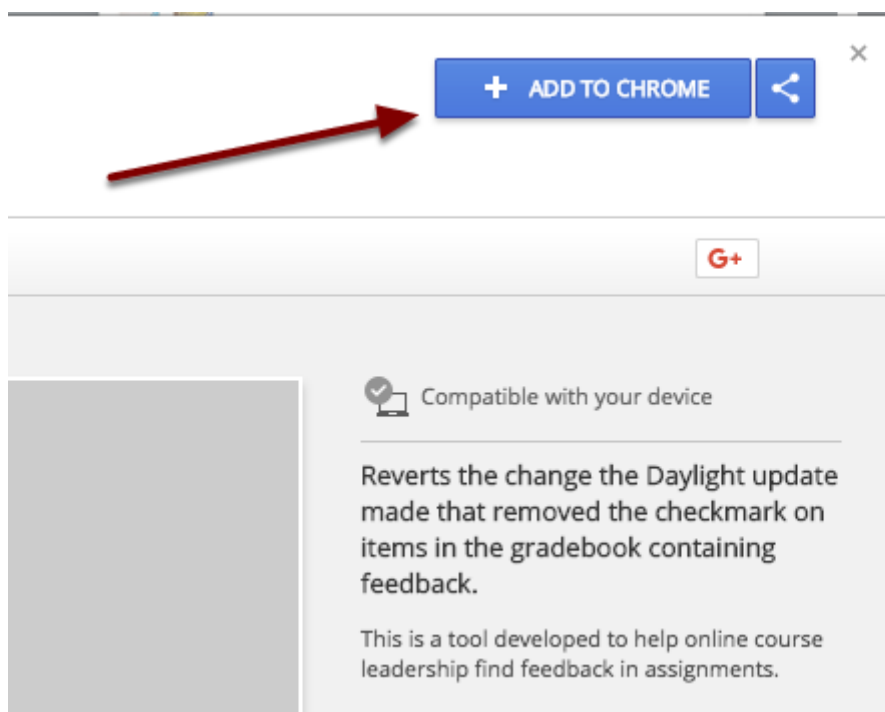
Once your class has been organized by section, you can change which section you are viewing.

1. Click on the **drop-down** menu for the **Sections** subheading.
2. Click on the **apply** button to view only that section.

How Do I See Which Students Have Received Feedback on an Assignment?

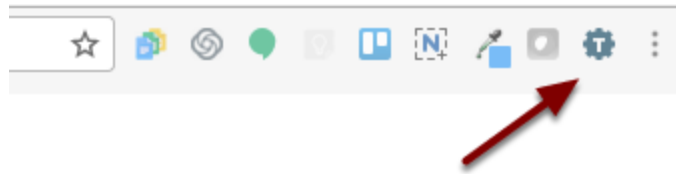
With the update to the "Daylight Experience" that was released by the vendor in July 2017, the icons that revealed when feedback had been left by the instructor in the gradebook had been changed and no longer indicate visually which students have and have not received feedback from the instructor. Below you will find instructions to install a Google Chrome extension that will bring back that functionality. This is especially helpful for teaching group leaders and other supervisors who conduct course visits.

Install Chrome Extension



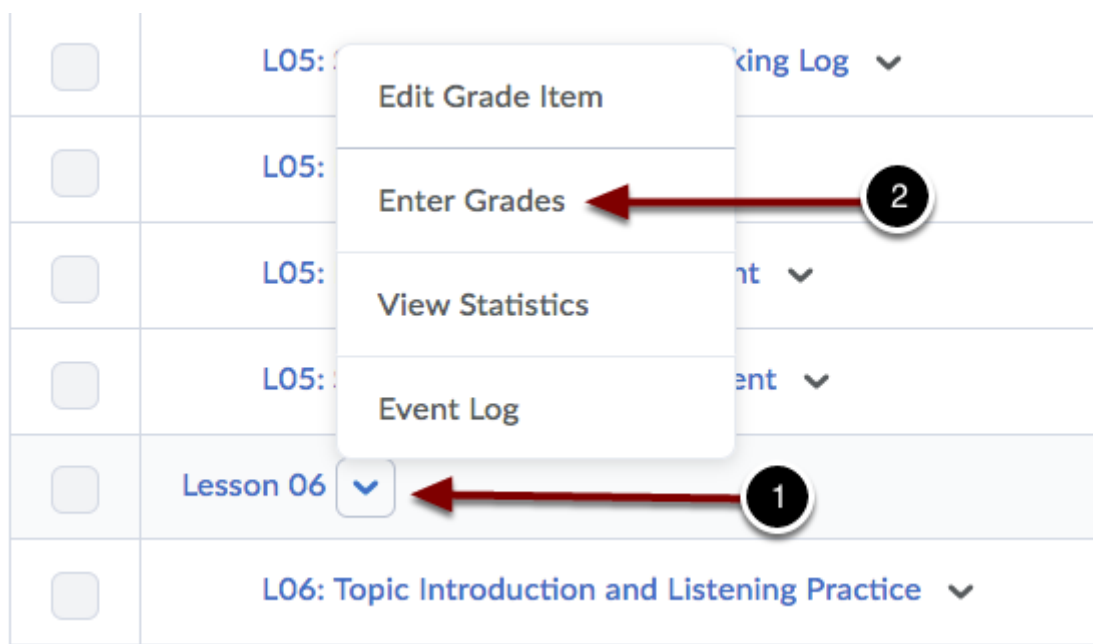
1. Using Chrome, go to this address for the BYUI - Daylight Addon: <https://chrome.google.com/webstore/detail/byui-daylight-addon/iiifohhgaljpdkglddmjdpfogjpcdk>
2. Click Add to Chrome

Extension Icon Appears in Chrome Toolbar



The Daylight Addon should now appear in your extensions. At this point you don't need to do anything else with the extension.













Grade All



From the Gradebook:

1. Choose the menu next to any grade item or grade category
2. Select **Enter Grades** or **Grade All**

Feedback Icon Turns Green

L08 Read			L08 Disc			
Grade	Scheme	Action	Submission	Grade	Scheme	Action
9 / 10	A-			18.5 / 20	A-	
9.85 / 10	A			17 / 20	B	
8.85 / 10	B+			17 / 20	B	
10 / 10	A			19.5 / 20	A	

Grade items that have feedback now turn green (see L08 Disc, Action column). Grade items that do not have feedback remain black (see L08 Read, Action column).

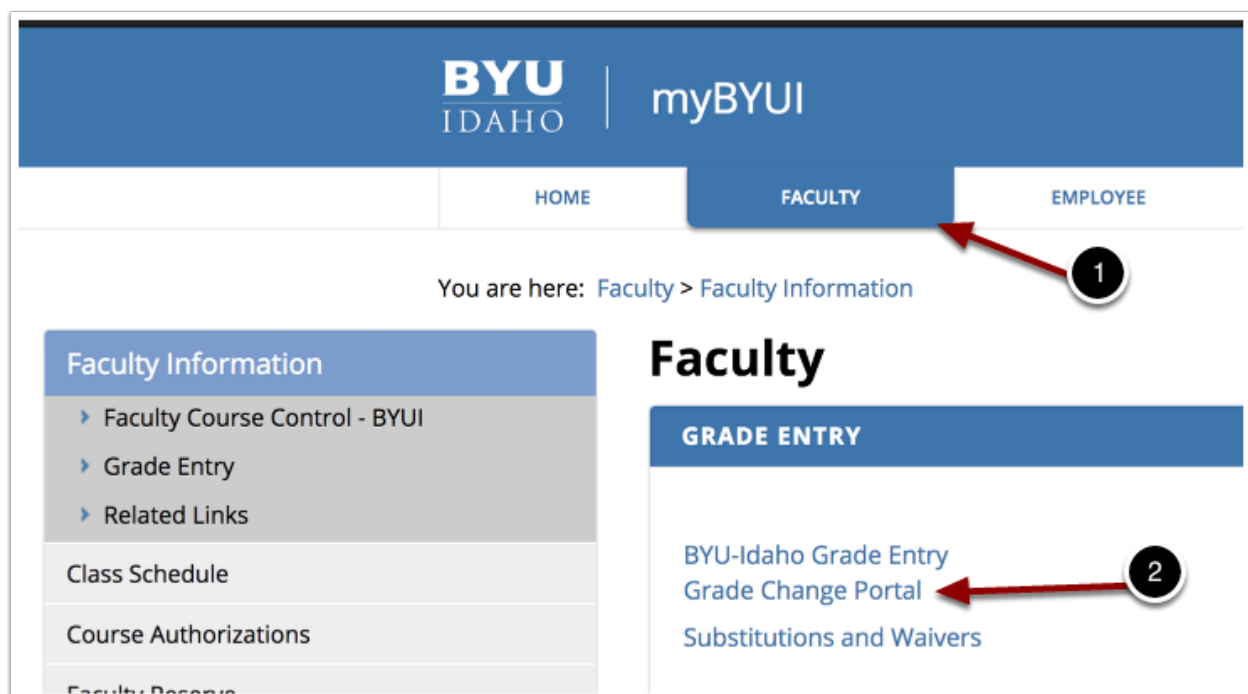


Pro Tip: When doing a course visit and looking for feedback, see more feedback data quickly by going into the grade all screen on the grade category rather than the grade item.

How Do I Change a Student's Grade for a Previous Semester?

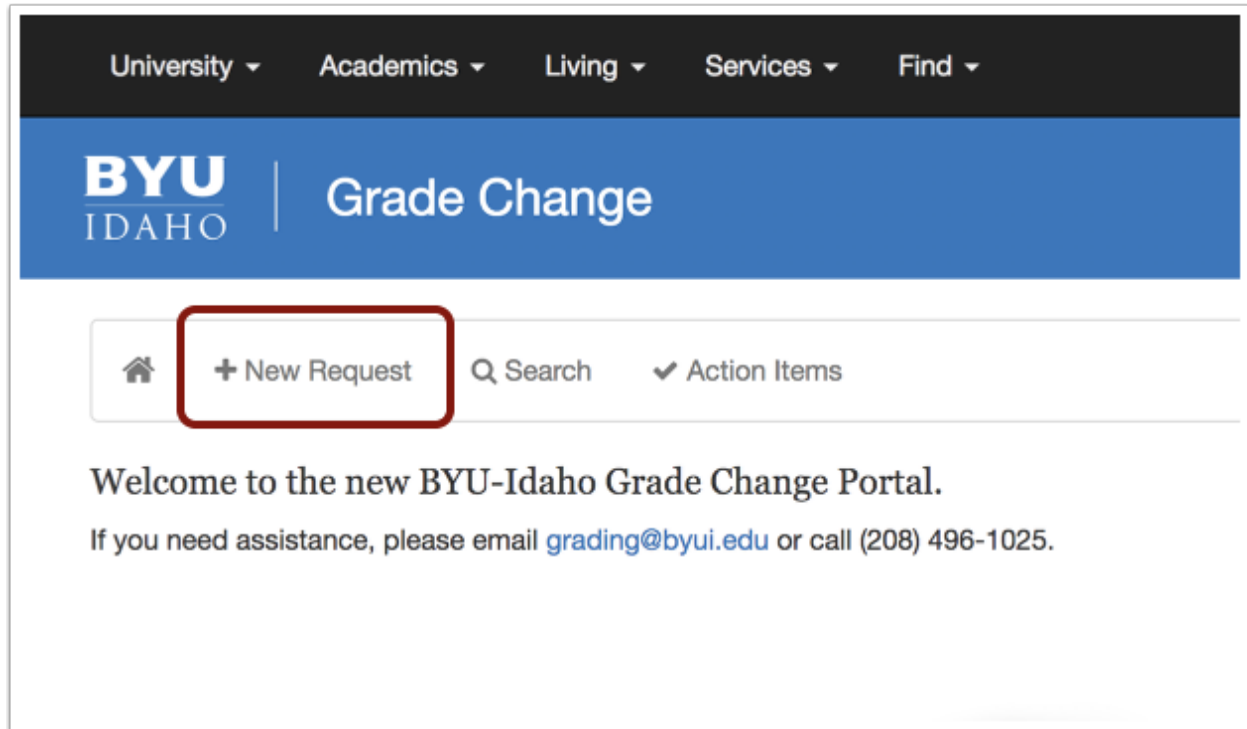
Instructors may request a grade change for previous semesters by submitting a Grade Change request through the Grade Change Portal.

MY.BYUI.EDU




1. Go to the Faculty tab at <https://my.byui.edu>
2. Navigate to the Grade Change Portal.

Grade Change Portal



Submit a request using the +New Request button at the top.

-  If you need further assistance, use the email address and phone number listed on the Grade Change portal.

Grade Items

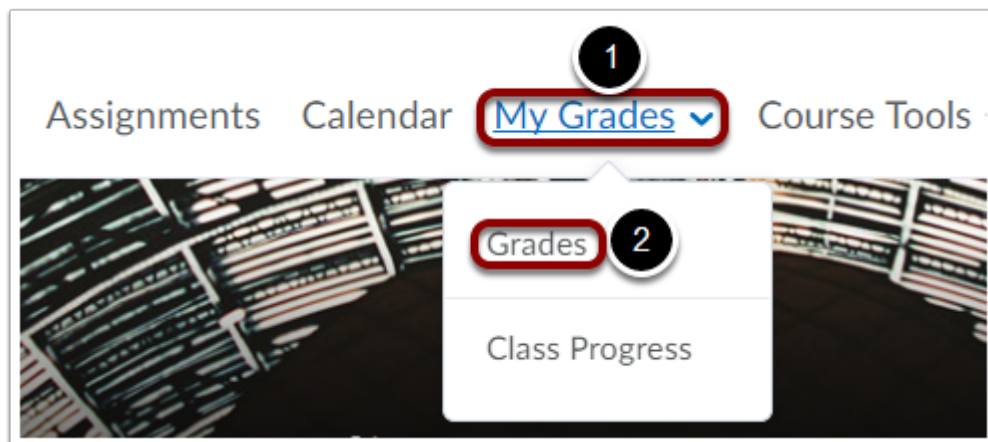
How Do I Reorder the Columns in the Gradebook?

Grade items are associated with activities such as Discussion Boards, Assignments and Quizzes and are used to calculate and display grades.

Grade Categories are used to organize grade items to allow for functionality such as weighting the grades for a groups of course activities.

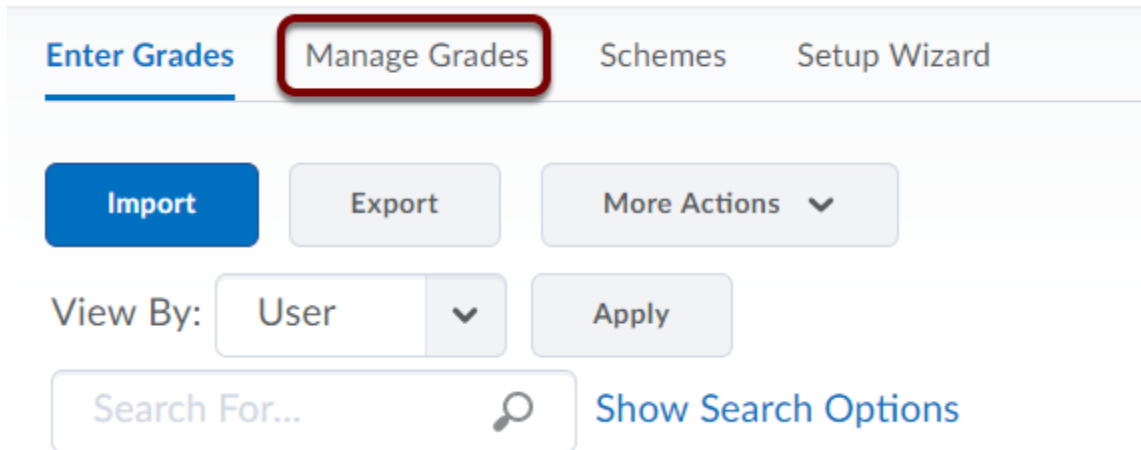
NOTE: Changing the order of the grade categories and grade items will change the order of grade columns in the gradebook for everyone in the course including the students.

My Grades



Navigate to the **My Grades** tab from the course navigation bar and click **Grades**.

Manage Grades



Enter Grades **Manage Grades** Schemes Setup Wizard

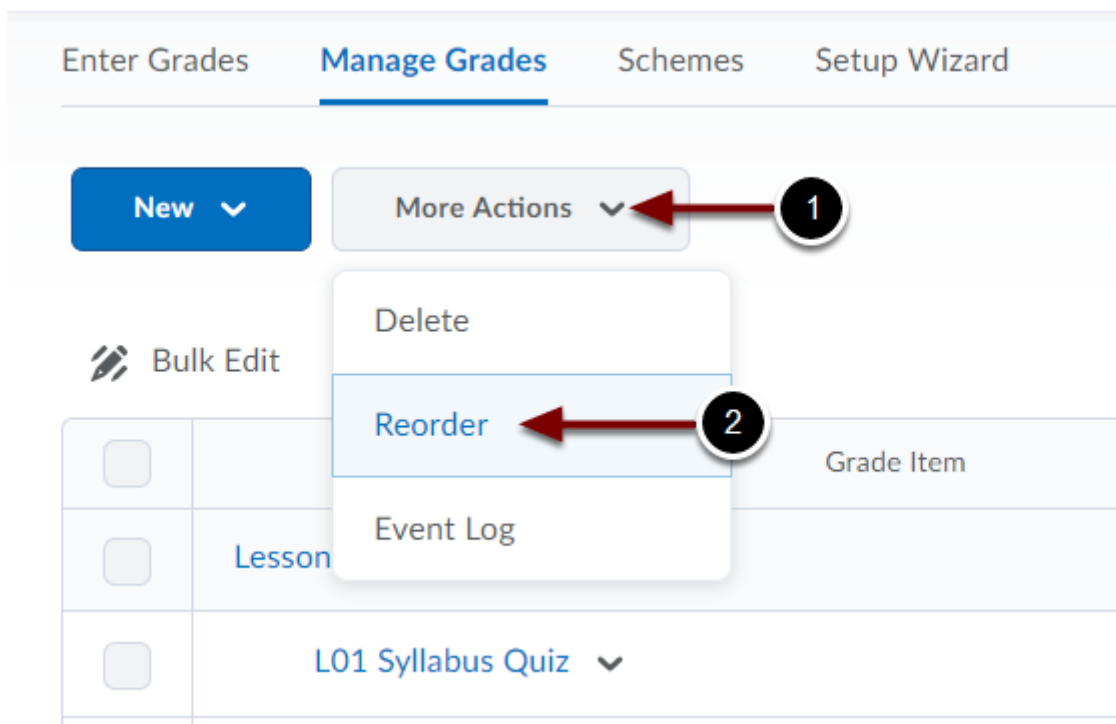
Import Export More Actions ▼

View By: User ▼ Apply

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

Click on the Manage Grades tab.

More Actions



Enter Grades **Manage Grades** Schemes Setup Wizard

New ▼ More Actions ▼ 1

Bulk Edit

- Delete
- Reorder 2
- Event Log

		Grade Item
<input type="checkbox"/>	Lesson	
<input type="checkbox"/>	L01 Syllabus Quiz ▼	
<input type="checkbox"/>		

BYU-Idaho Online Knowledgebase

Select the **More Actions** pull down menu, then click **Reorder**.

Reorder Grade Items


Reorder Grade Items and Categories

[Expand All](#) [Collapse All](#)

Items and Categories	Sort Order
▼ Lesson 01	1 ▼
L01 Syllabus Quiz	1 ▼
L01 Pre-test	2 ▼
▼ Lesson 02	2 ▼
L02 Essay Activity	1 ▼
L02 Evaluation	2 ▼
L02 Self-Assessment	3 ▼
▼ Lesson 03	3 ▼
L03 Self-Assessment	1 ▼
L03 Evaluation	2 ▼

[Save](#) [Cancel](#)

4 ▼



Use the number drop down menus to re-number the order of each category and each grade item.

1. Reorder **Grade Categories**

2. Reorder **Grade items**

NOTE - Grade items cannot be moved to other categories with this function. Grade items can only be reordered within each grade category.

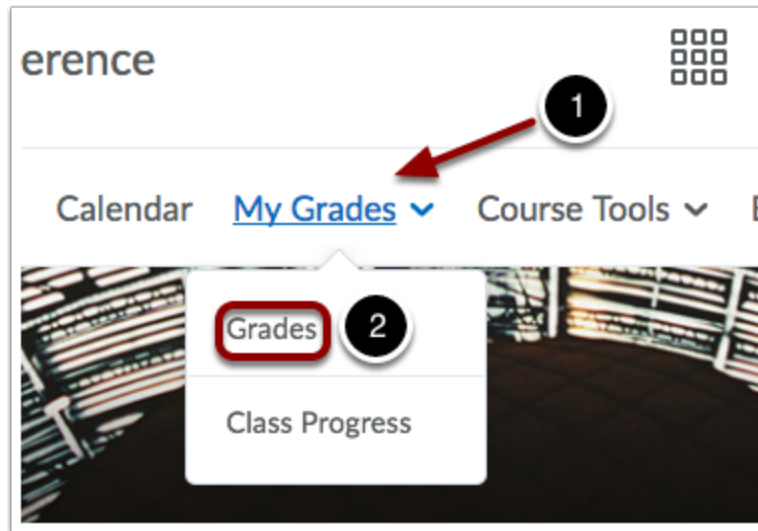
Save

▼ Lesson 02	2 ▼
L02 Essay Activity	1 ▼
L02 Evaluation	2 ▼
L02 Self-Assessment	3 ▼
▼ Lesson 03	3 ▼
L03 Self-Assessment	1 ▼
L03 Evaluation	2 ▼
Save Cancel	4 ▼

Click "Save" when you have finished reordering. The new order of categories and grade items will be applied to the "Enter Grades" and "Manage Grades" views of the Grades tool.

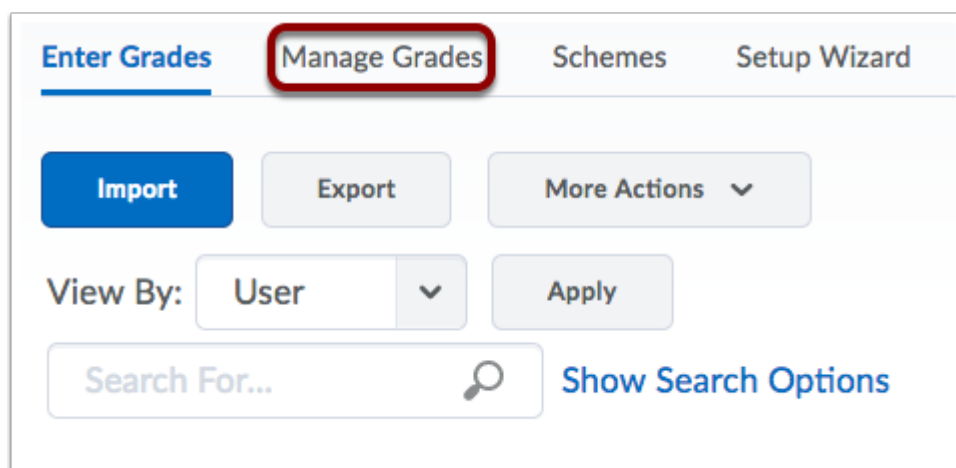
How Do I Edit a Grade Item?

My Grades



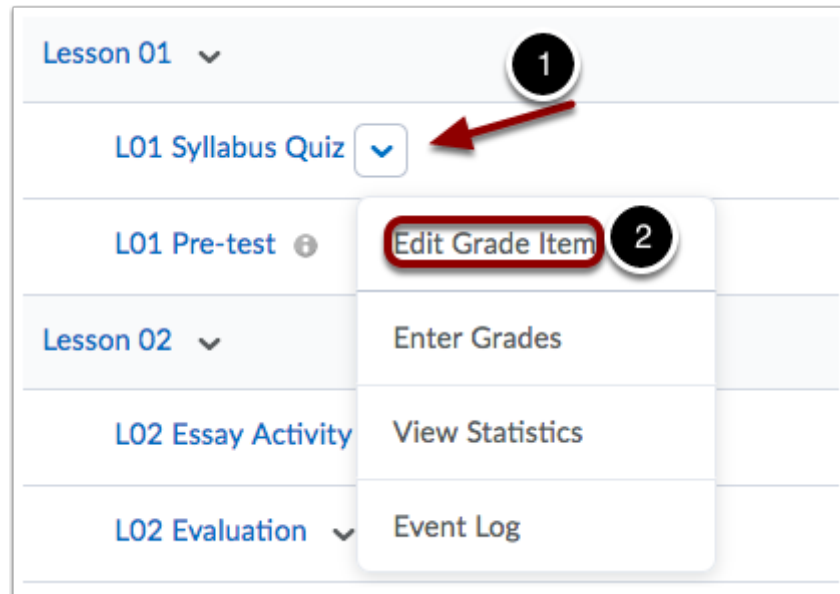
1. Click on the **My Grades** tab.
2. Click **Grades**.

Manage Grades



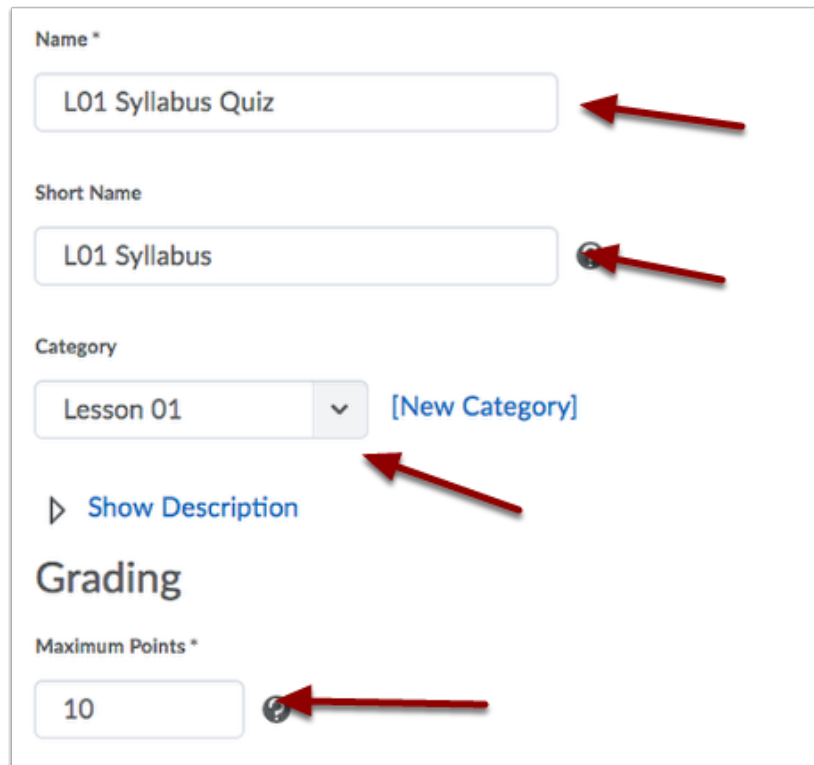
Select the **Manage Grades** tab

Select Grade Item



1. Click the **Drop Down Menu** next to the grade item you wish to edit.
2. Click **Edit Grade Item**.

Make Edits

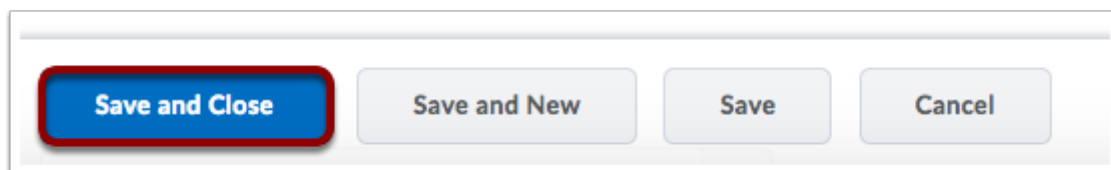


The form contains the following fields and elements:

- Name ***: A text input field containing "L01 Syllabus Quiz". A red arrow points to this field.
- Short Name**: A text input field containing "L01 Syllabus". A red arrow points to the edit icon (a circle with a question mark) to the right of this field.
- Category**: A dropdown menu showing "Lesson 01" with a downward arrow. To the right is a blue link "[New Category]". A red arrow points to the dropdown arrow.
- Show Description**: A blue link with a right-pointing triangle icon.
- Grading**: A section header.
- Maximum Points ***: A text input field containing "10". A red arrow points to the edit icon (a circle with a question mark) to the right of this field.

Make your edits. You may edit the Name, Short Name, Category, Maximum Points, mark as Bonus, etc.

Save



The form contains four buttons:

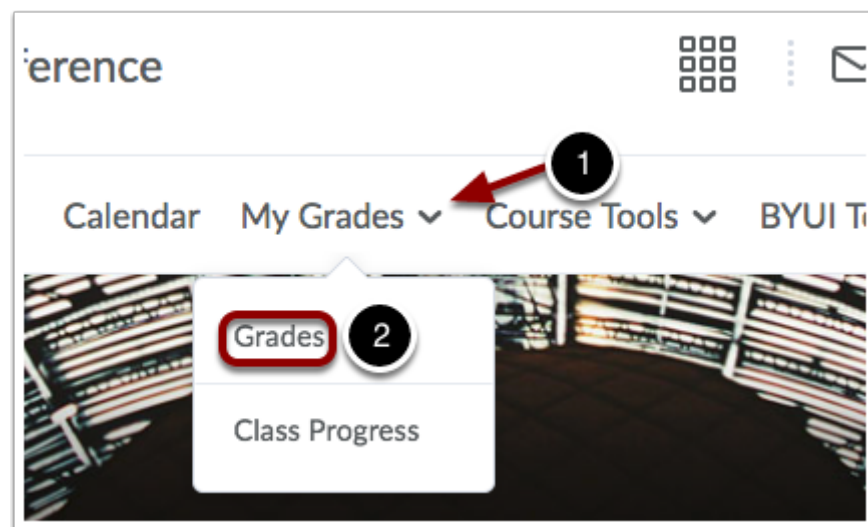
- Save and Close**: A blue button with a red border, highlighted with a red box.
- Save and New**: A light gray button.
- Save**: A light gray button.
- Cancel**: A light gray button.

Click on Save and Close.

How Do I Create a Calculated Grade Item?

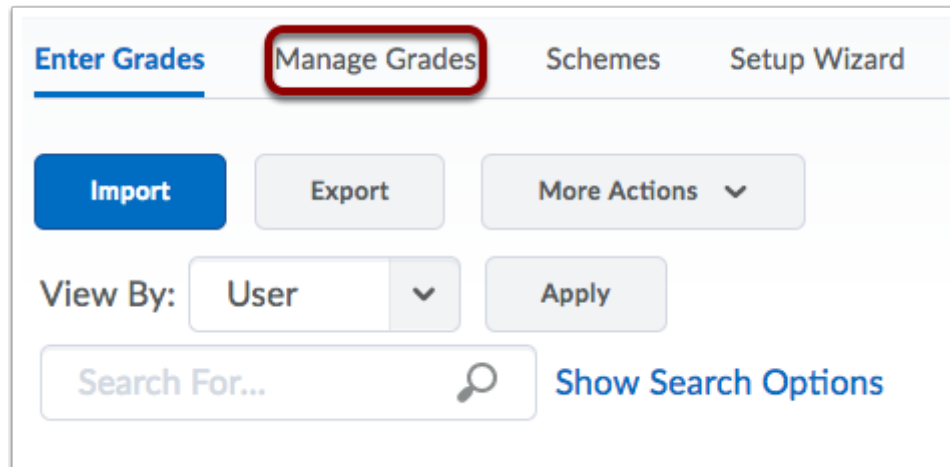
Calculated grade items allow the Instructor to create a column in the gradebook that will calculate student's cumulative scores across multiple grade items.

My Grades



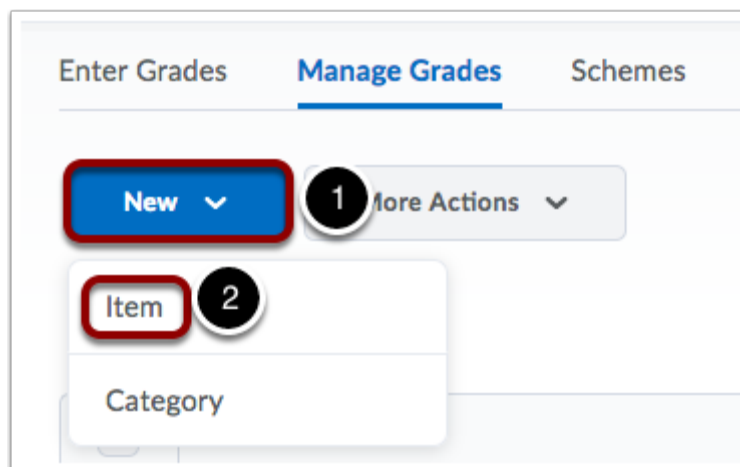
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

Manage Grades



Click on Manage Grades.

Create a New Item



1. Click on the **New** button.
2. Click on **Item**.

Calculated

Automatically grade users using a custom formula based on achievement
E.g. Give users who received at least 50% on all participation grade item
IF[MIN[[P1.Percent], [P2.Percent]] < 50, 0, 1

Calculated

Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$

Text

Provide comments in the grade book that are not calculated in the final

Click on the Calculated option.

Name the Grade Item

Calculated

Name *

Test

Short Name

?

Enter the necessary information in the form, such as the **Name** or the **Short name**.

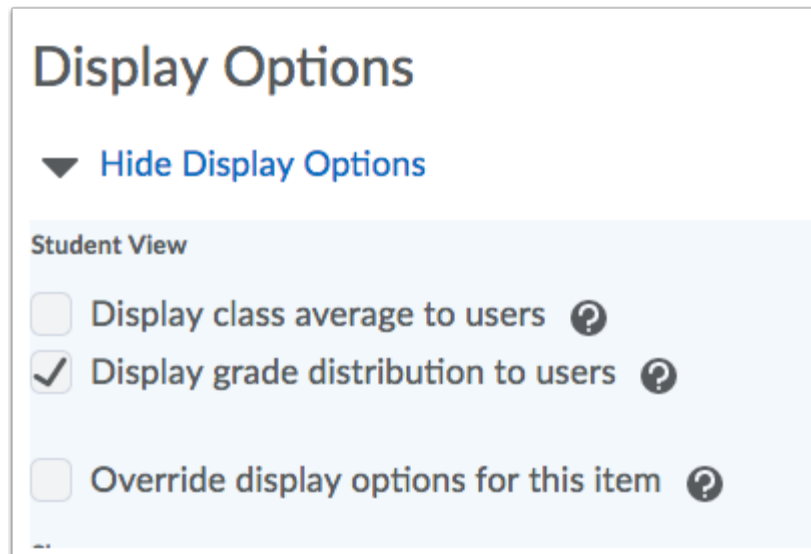
NOTE: The short name is what will display in the column headers in the grade book as a means of saving space.

Select Included Grade Items

<input checked="" type="checkbox"/>	L01 Pre-test
<input type="checkbox"/>	Lesson 02
<input type="checkbox"/>	L02 Essay Activity
<input checked="" type="checkbox"/>	L02 Evaluation
<input type="checkbox"/>	L02 Self-Assessment
<input checked="" type="checkbox"/>	Lesson 03
<input checked="" type="checkbox"/>	L03 Self-Assessment
<input checked="" type="checkbox"/>	L03 Evaluation

Click the check boxes to select what grade items to include.

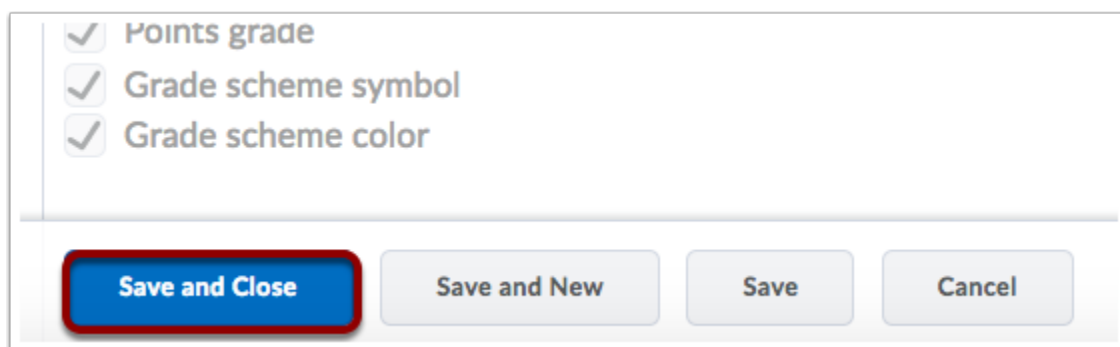
Display Options



The screenshot shows a 'Display Options' dialog box. At the top, there is a title 'Display Options' and a button labeled 'Hide Display Options' with a downward arrow. Below this, a section titled 'Student View' contains three checkboxes with labels and help icons: 'Display class average to users' (unchecked), 'Display grade distribution to users' (checked), and 'Override display options for this item' (unchecked).

Check to make sure that the Display Options are correctly configured.

Save and Close



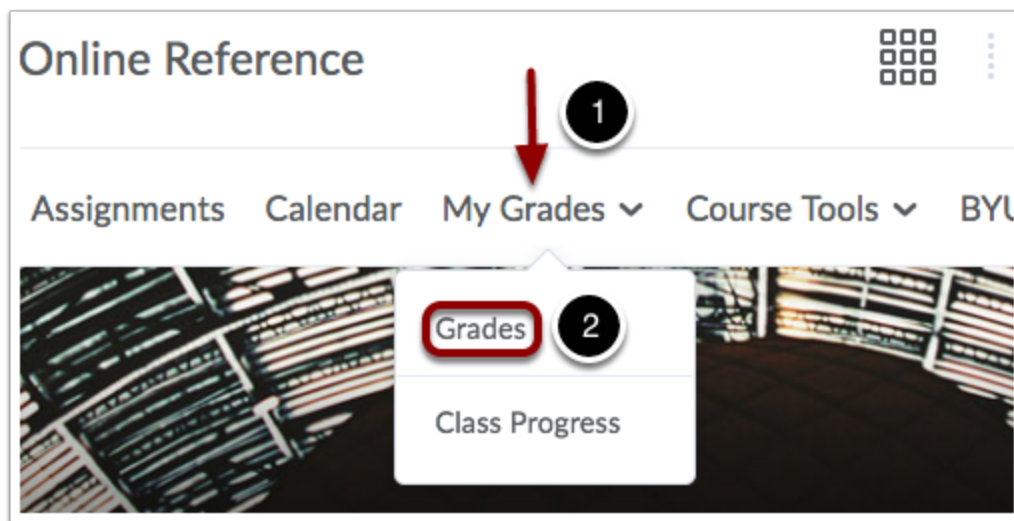
The screenshot shows a 'Save and Close' dialog box. It contains a list of three items, each with a checked checkbox: 'Points grade', 'Grade scheme symbol', and 'Grade scheme color'. At the bottom, there are four buttons: 'Save and Close' (highlighted with a red border), 'Save and New', 'Save', and 'Cancel'.

Click the Save and Close button in the bottom right.

How Do I Restrict Grade Items?

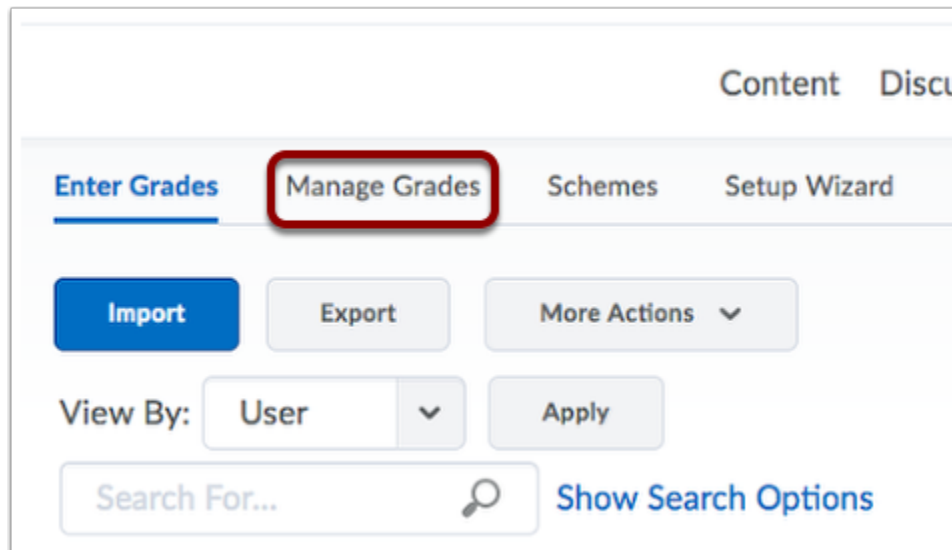
Restricting a grade item is important when building a group discussion board. Each Discussion topic requires a grade item to be associated with it in order for the Instructor to properly assign a grade to the students in that group. However, if the grade items for each topic are not restricted, it creates extra columns in the students gradebook which could result in concern and confusion.

My Grades



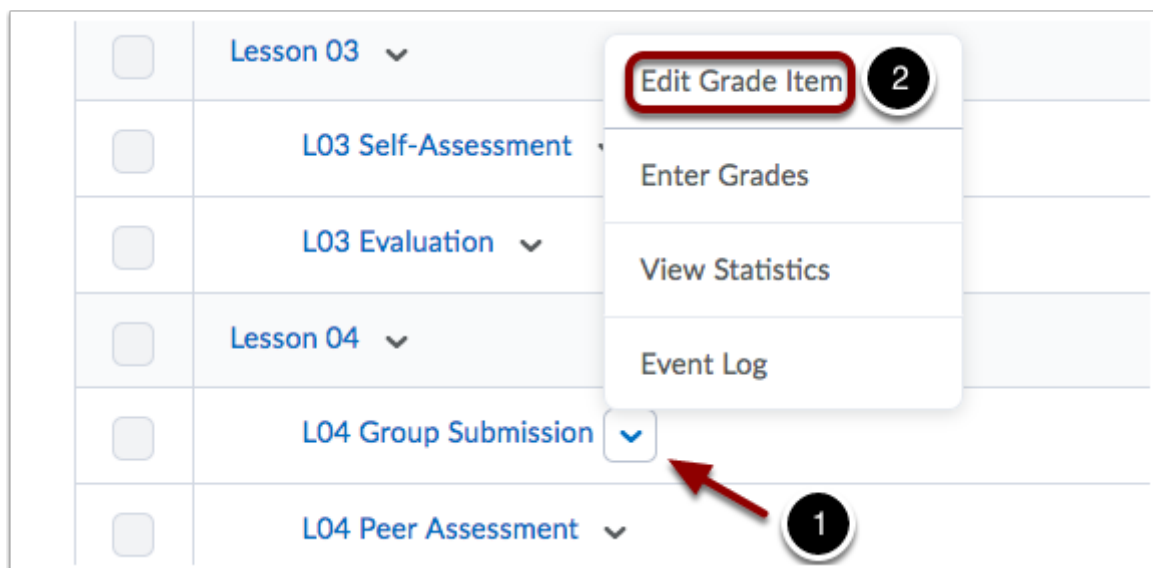
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

Manage Grades



Click on Manage Grades.

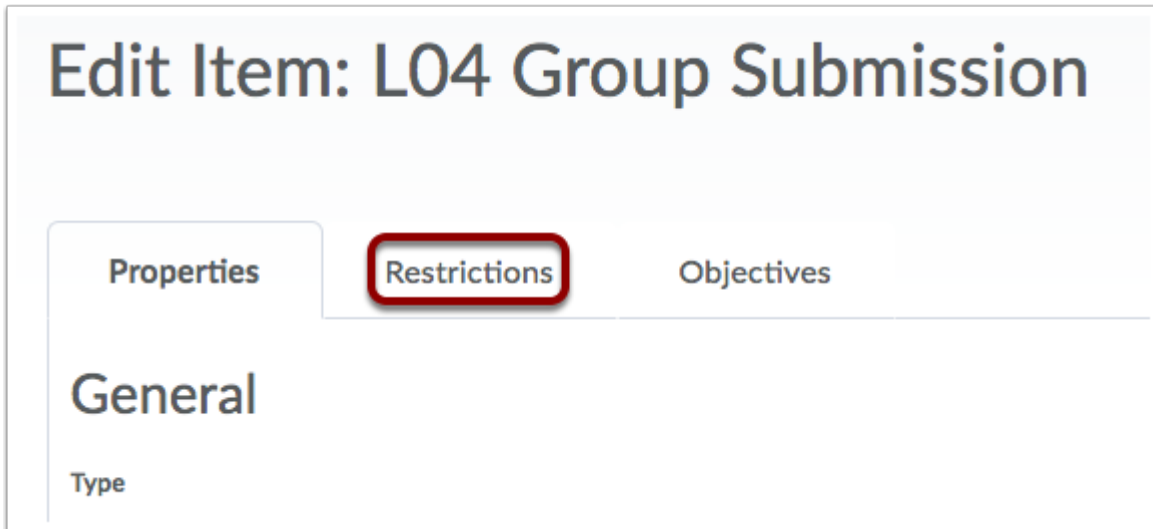
Edit Grade Item



1. Click on the drop down arrow next to the grade item.

2. Click on Edit Grade Item

Restrictions Tab



Edit Item: L04 Group Submission

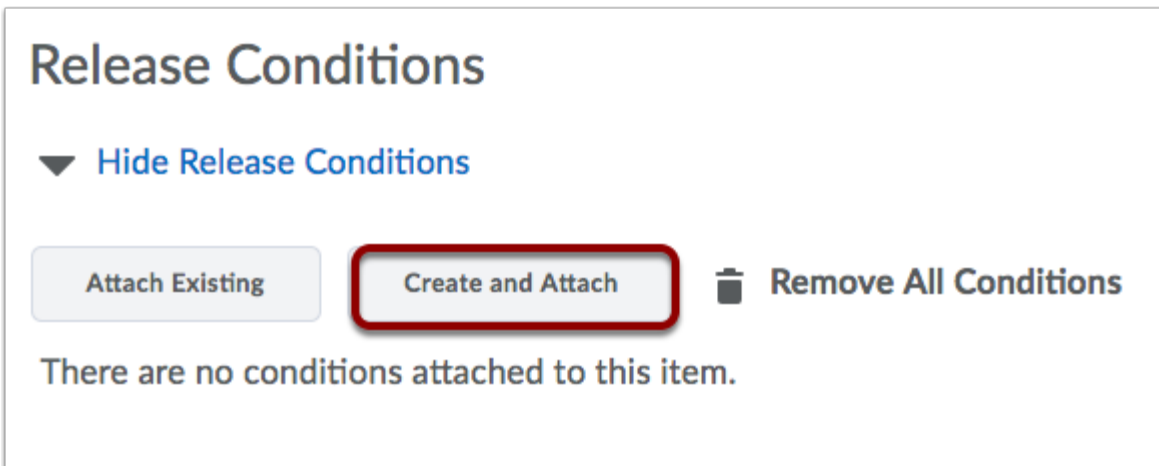
Properties **Restrictions** Objectives

General

Type


Click on Restrictions Tab

Release Conditions



Release Conditions

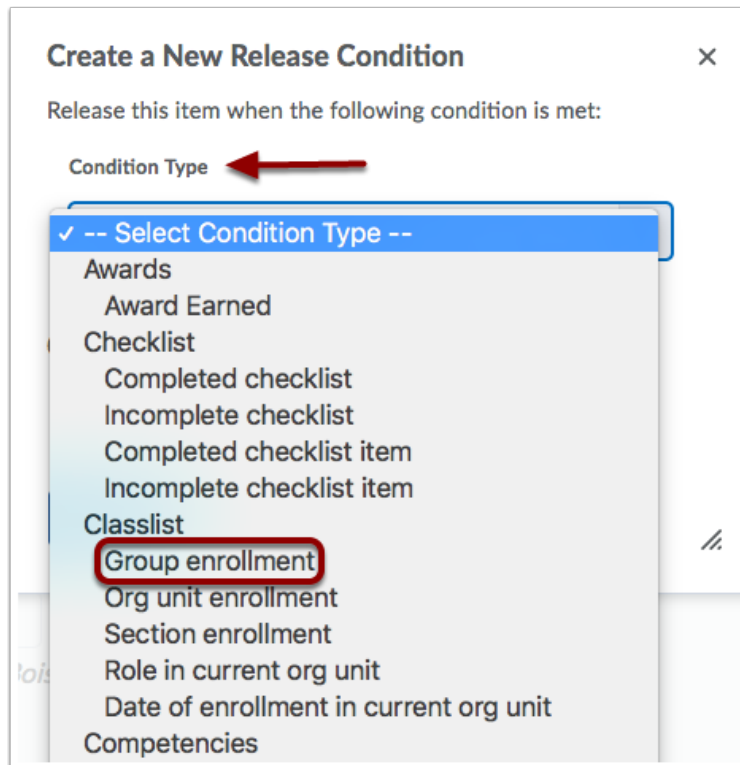
▼ [Hide Release Conditions](#)

[Attach Existing](#) **Create and Attach**  **Remove All Conditions**

There are no conditions attached to this item.

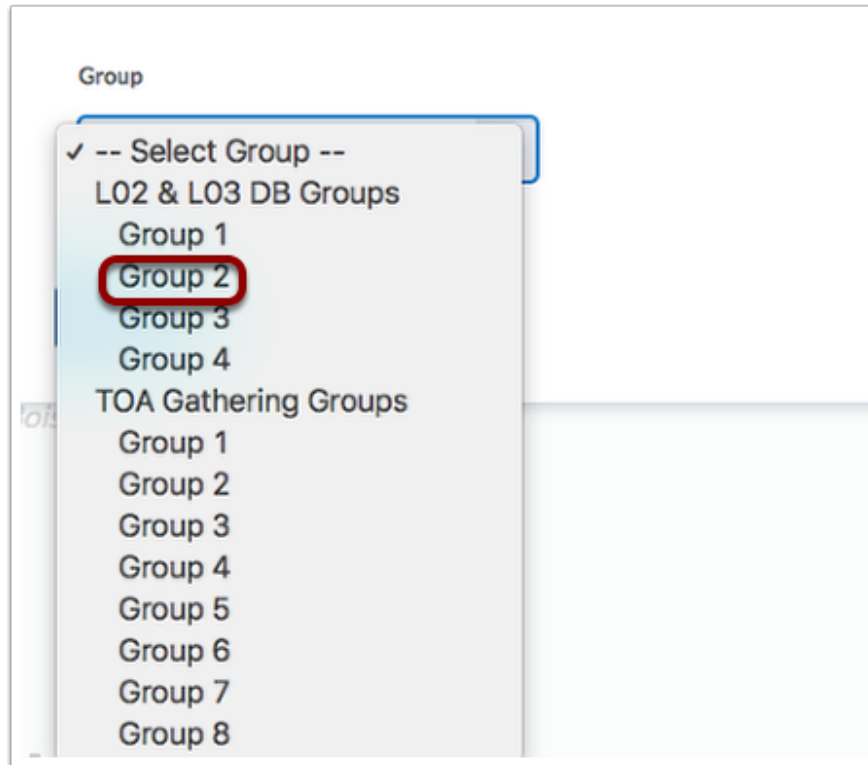
Click on Create and Attach

Group Enrollment



Select Group Enrollment from the pull down menu under Condition Type.

Select Group



Find and select the group that matches the group being restricted.

i NOTE: In this example the grade item is being restricted to only Group 2. This allows only the students that belong to Group 2 to see this column in their gradebook.

Create

Create a New Release Condition

Condition Type

Group enrollment

Condition Details

Group

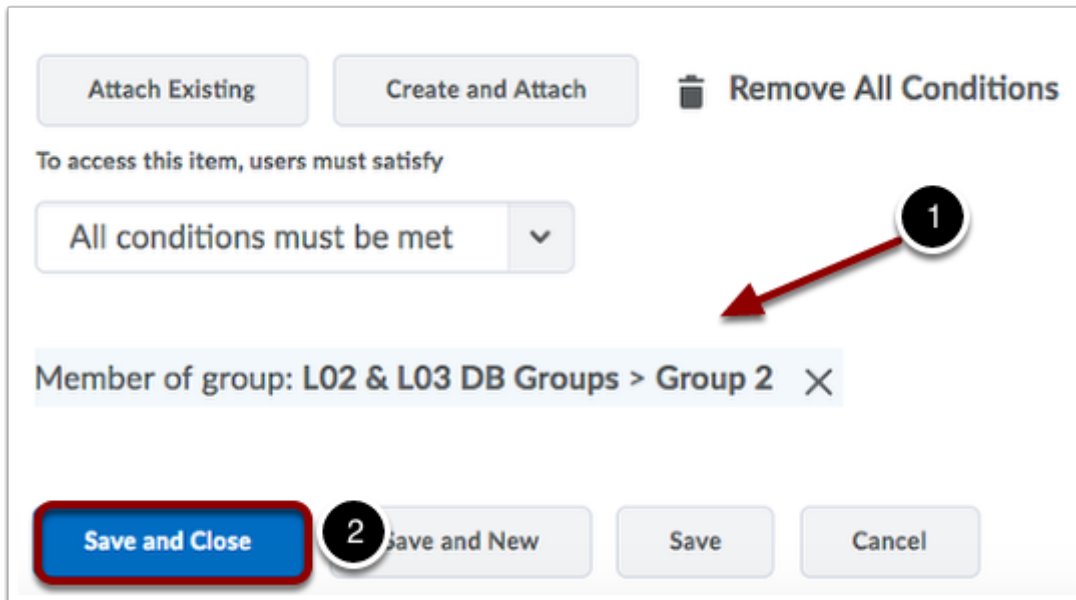
Group 2

Create

Cancel

Click Create

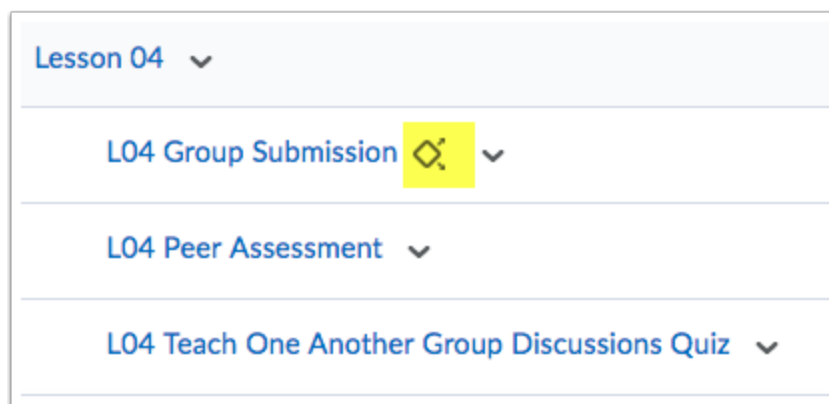
Check, Save & Close



The screenshot shows a dialog box for setting grade item restrictions. At the top, there are three buttons: "Attach Existing", "Create and Attach", and "Remove All Conditions" (with a trash icon). Below these, a text label reads "To access this item, users must satisfy". A dropdown menu is set to "All conditions must be met". Below the dropdown, a restriction is listed: "Member of group: L02 & L03 DB Groups > Group 2" with a close icon (X). At the bottom, there are four buttons: "Save and Close" (highlighted with a red border and a circled '2'), "Save and New" (with a circled '2'), "Save", and "Cancel". A red arrow points from a circled '1' to the restriction text.

1. See the new restriction that has been added to this grade item
2. Click Save & Close

Grade Item Restriction Symbol



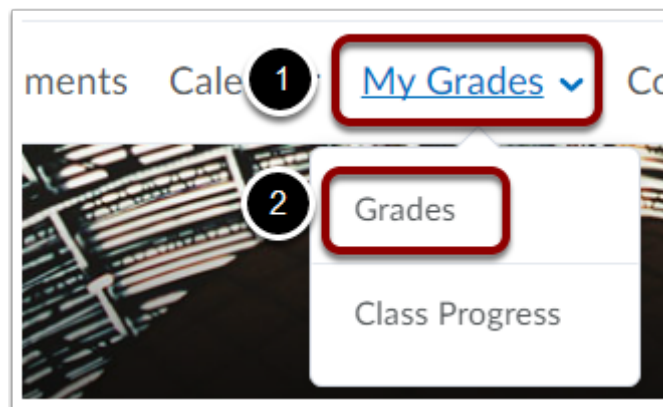
The screenshot shows a list of grade items under the heading "Lesson 04". The items are "L04 Group Submission", "L04 Peer Assessment", and "L04 Teach One Another Group Discussions Quiz". A yellow square icon with a black 'X' is placed next to "L04 Group Submission", indicating it is restricted. Each item has a dropdown arrow to its right.

Observe the new symbol next to the grade item indicating it has been restricted.

How Do I Create a Numeric Grade Item?

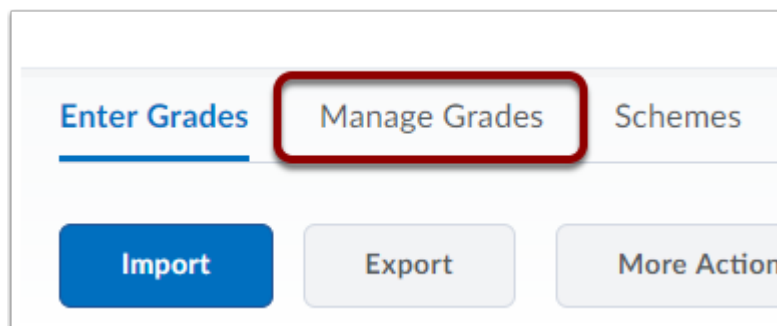
Numeric Grade items are the most commonly used grade items, and allow instructors to assign points to any course activity.

My Grades



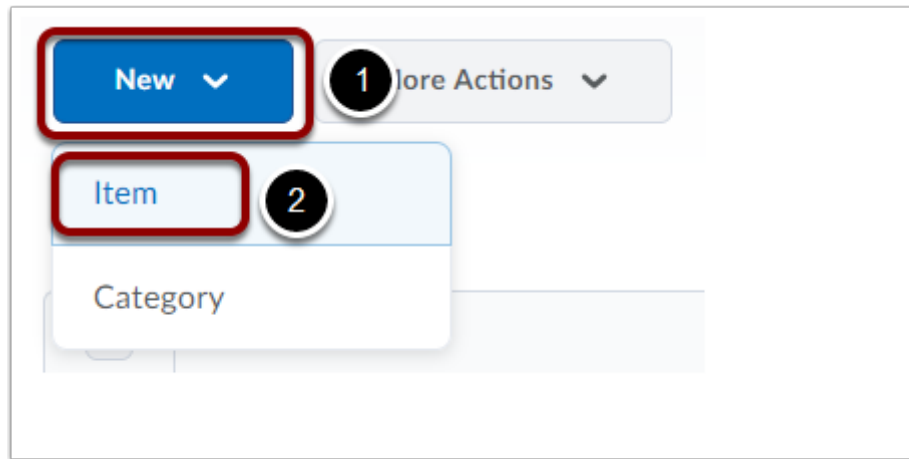
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

Manage Grades



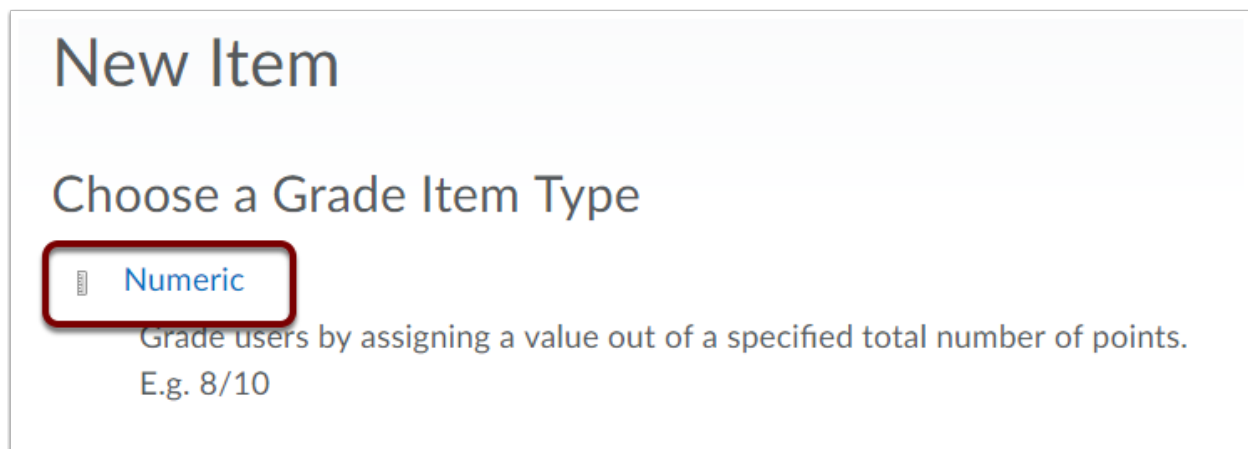
Click on **Manage Grades**.

Create a New Item



1. Click on the **New** button.
2. Click on **Item**.

Numeric



Click on Numeric option

Name the Grade Item



The screenshot shows a web form titled "General" for naming a grade item. It includes a "Type" field with the value "Numeric". The "Name *" field is a text input box with a red border, indicating it is required. Below it is a "Short Name" field, also a text input box, with a help icon (question mark) to its right.

Type the necessary information in the form, such as the **Name** or the **Short name**.

NOTE: The short name is what will display in the column headers of the grade book. This is used as a means of saving space.

Options

Category

None **1** [New Category]

► Show Description

Grading

Maximum Points *

10 **2**

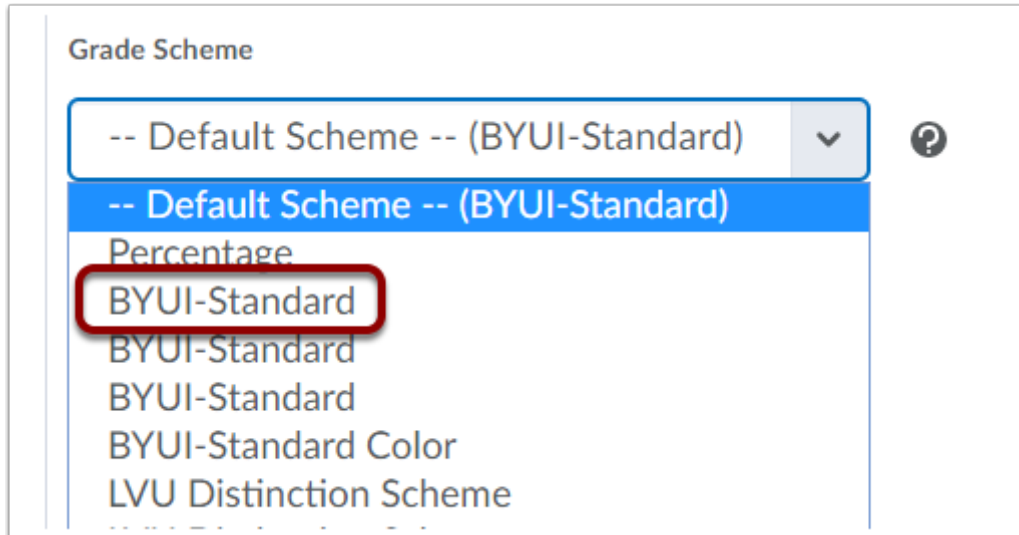
Can Exceed **3**

Bonus

Exclude from Final Grade Calculation


1. Select the appropriate category.
2. Input the point value of the grade item.
3. Select any additional options.

Grade Scheme



The screenshot shows a web interface for selecting a grade scheme. At the top, the text "Grade Scheme" is displayed. Below it is a dropdown menu. The current selection in the dropdown is "-- Default Scheme -- (BYUI-Standard)". The dropdown is open, showing a list of options: "-- Default Scheme -- (BYUI-Standard)", "Percentage", "BYUI-Standard", "BYUI-Standard", "BYUI-Standard", "BYUI-Standard Color", and "LVU Distinction Scheme". The "BYUI-Standard" option is highlighted with a red rectangular box. A question mark icon is visible to the right of the dropdown menu.

Using the drop down menu, select the **BYUI-Standard** grading scheme.

 Only make this change if your default is not BYUI-Standard

Display Options

Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ?

☐ Display grade distribution to users ?

☐ Override display options for this item ?

Show

☐ Points grade

☒ Grade scheme symbol

☐ Grade scheme color

Check to make sure that the Display Options are correctly configured.

Save and Close

Save and Close

Save and New

Save

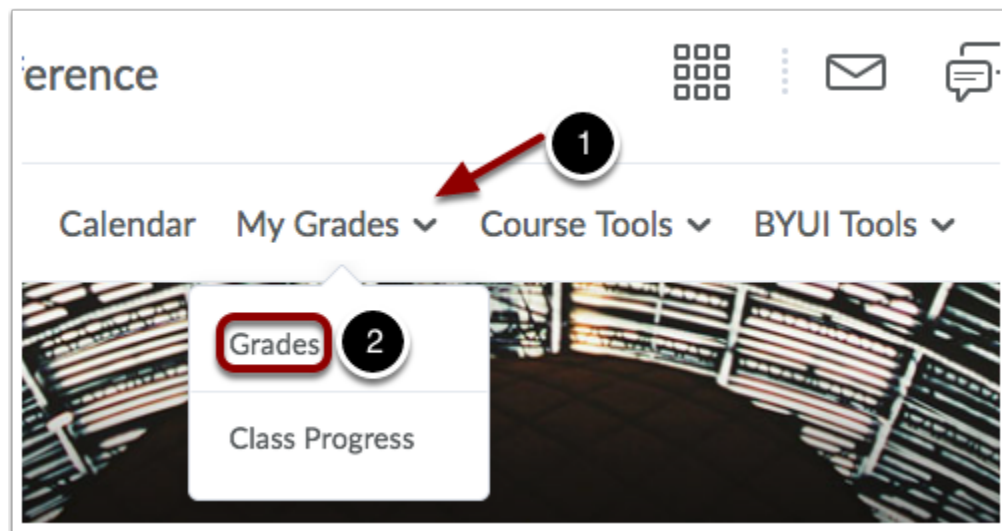
Cancel

Click the Save and Close button in the bottom right.

How Do I Create a Pass/Fail Grade Item?

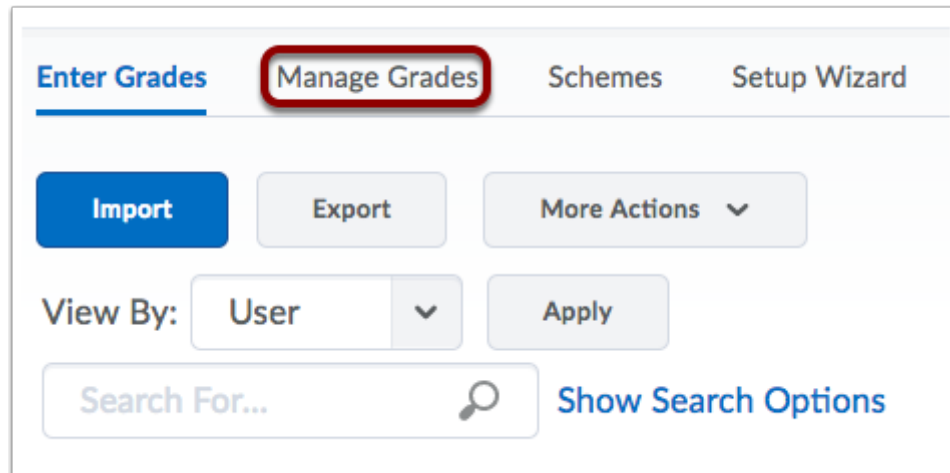
This Grade Item is used when the learning activity needs a simple pass/fail grade scheme.

My Grades



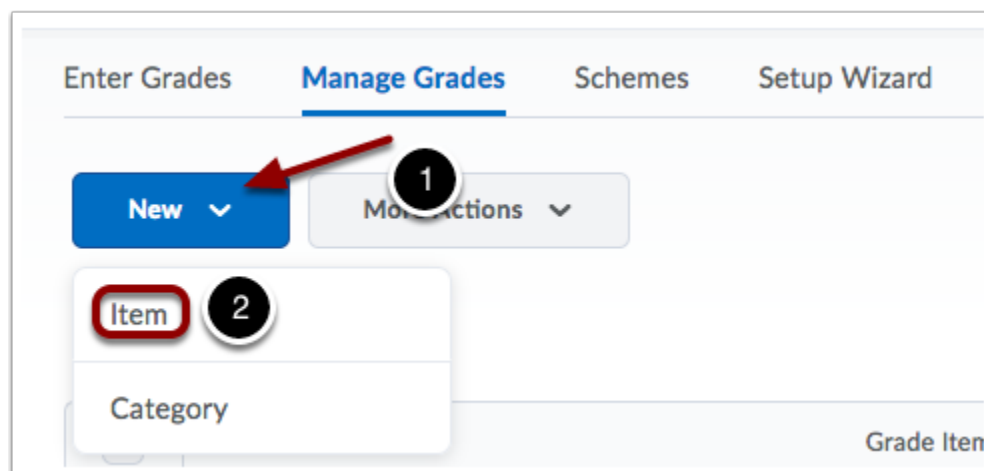
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

Manage Grades



Click on Manage Grades.

Create a New Item



1. Click on the **New** button.
2. Click on **Item**.

Pass/Fail Grade Item Type

Numeric

Grade users by assigning a value out of a specific range
E.g. 8/10

Selectbox

Grade users by selecting the grade scheme level
E.g. "Very Good" or "B+"

Pass/Fail

Grade users using a simple pass/fail grade scheme
E.g. "Pass" or "Fail"

Formula

Automatically grade users using a custom formula

Name Grade Item

Pass/Fail

Name *

Short Name

BYU-Idaho Online Knowledgebase

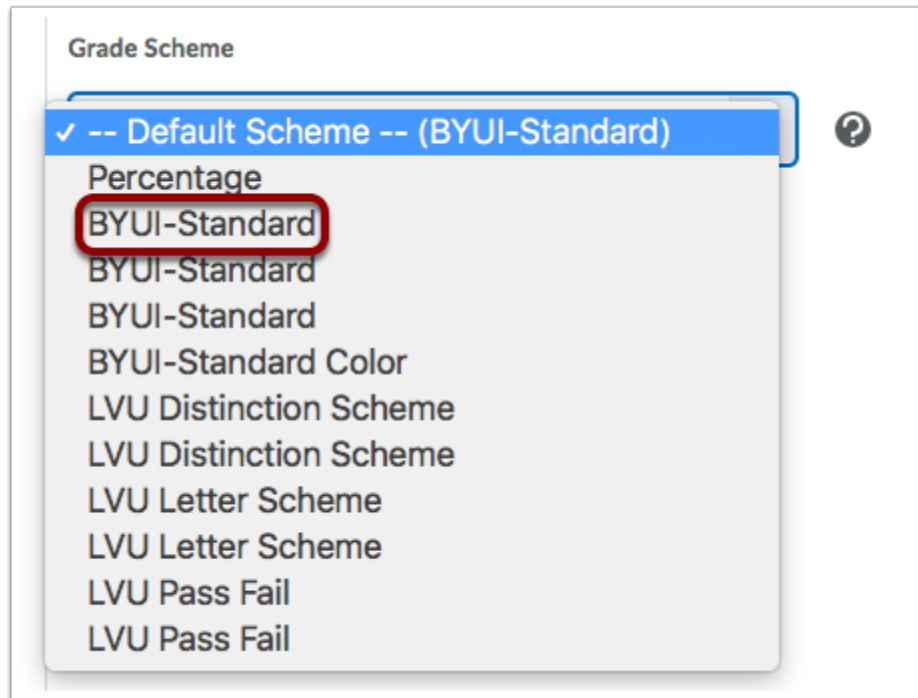
Add **Name** (required) and **Short Name** (optional).

Options

The screenshot shows a form for setting grade item options. It includes a 'Category' dropdown menu with 'None' selected, a 'Show Description' link, a 'Grading' section with a 'Maximum Points' input field containing '10', and two checkboxes: 'Bonus' and 'Exclude from Final Grade Calculation'. Both checkboxes are currently unchecked. Three numbered callouts are present: '1' points to the 'Category' dropdown, '2' points to the 'Maximum Points' input field, and '3' points to both checkboxes with two red arrows. The 'Exclude from Final Grade Calculation' checkbox is accompanied by a question mark icon.

1. Select the appropriate **Category**.
2. Input the **Maximum Points** of the grade item.
3. Select any additional options.

Grade Scheme



Using the drop down menu, select the BYUI-Standard grading scheme.

Display Options

Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ?

☐ Display grade distribution to users ?

☐ Override display options for this item ?

Show

☐ Points grade

☒ Grade scheme symbol

☐ Grade scheme color

Check to make sure that the Display Options are correctly configured.

Save and Close

Save and Close

Save and New

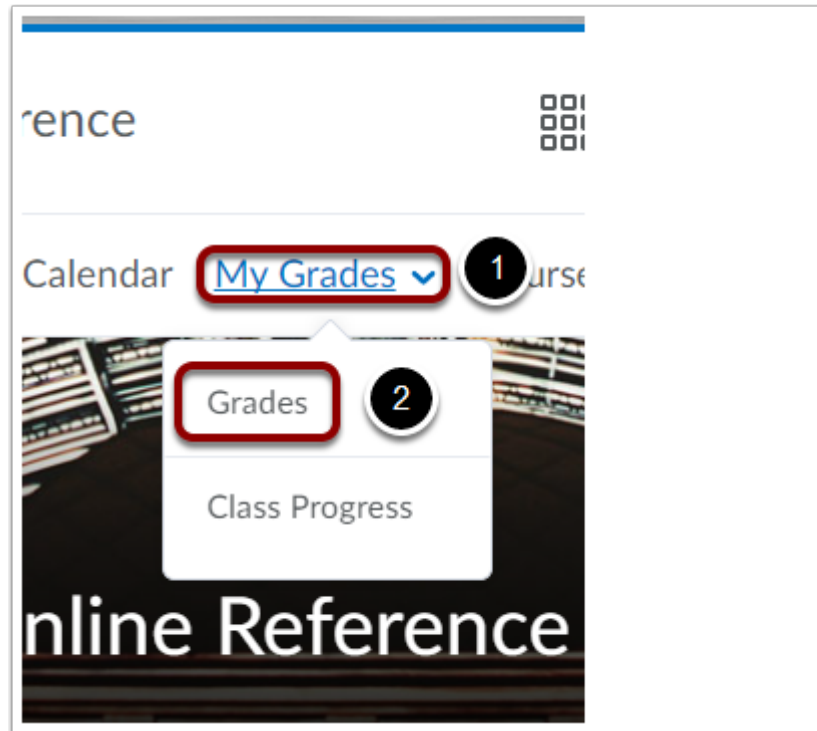
Save

Cancel

Click the Save and Close button in the bottom right.

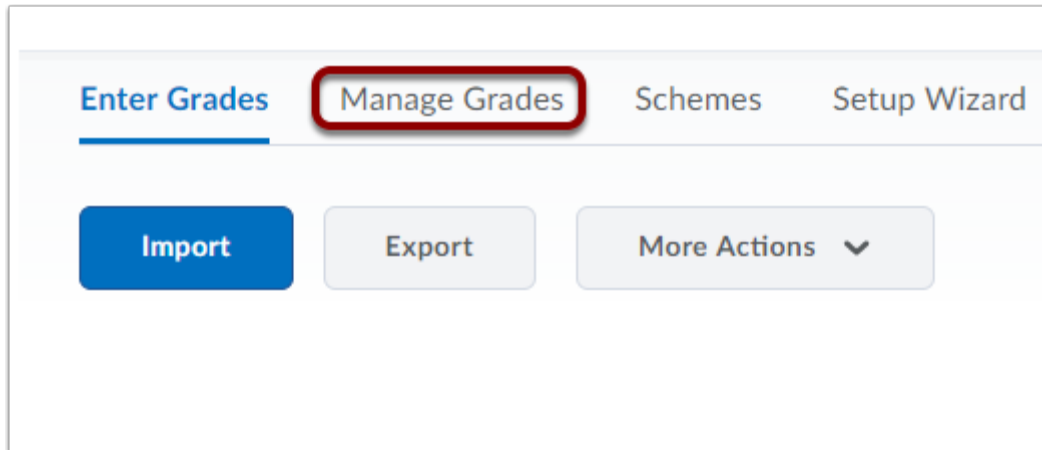
How Do I Create a Formula Grade Item?

My Grades



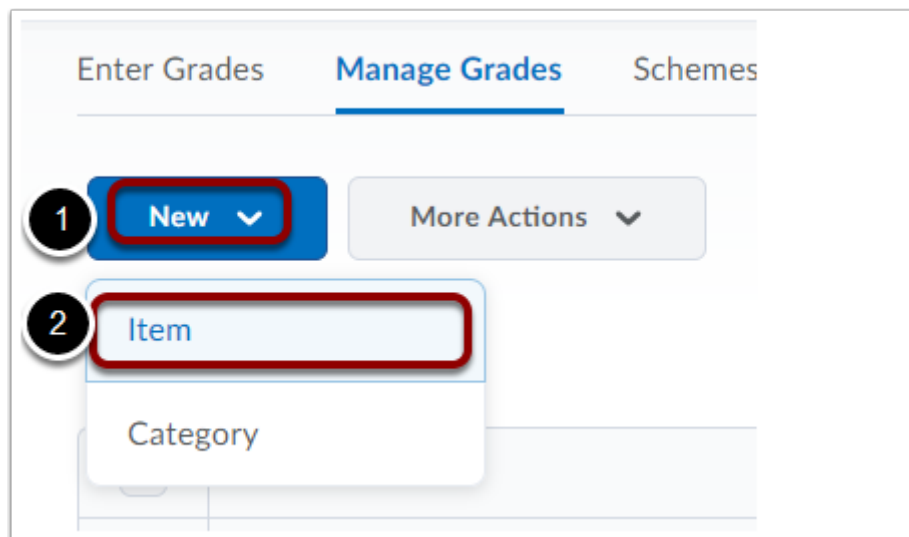
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

Manage Grades



Click on Manage Grades.

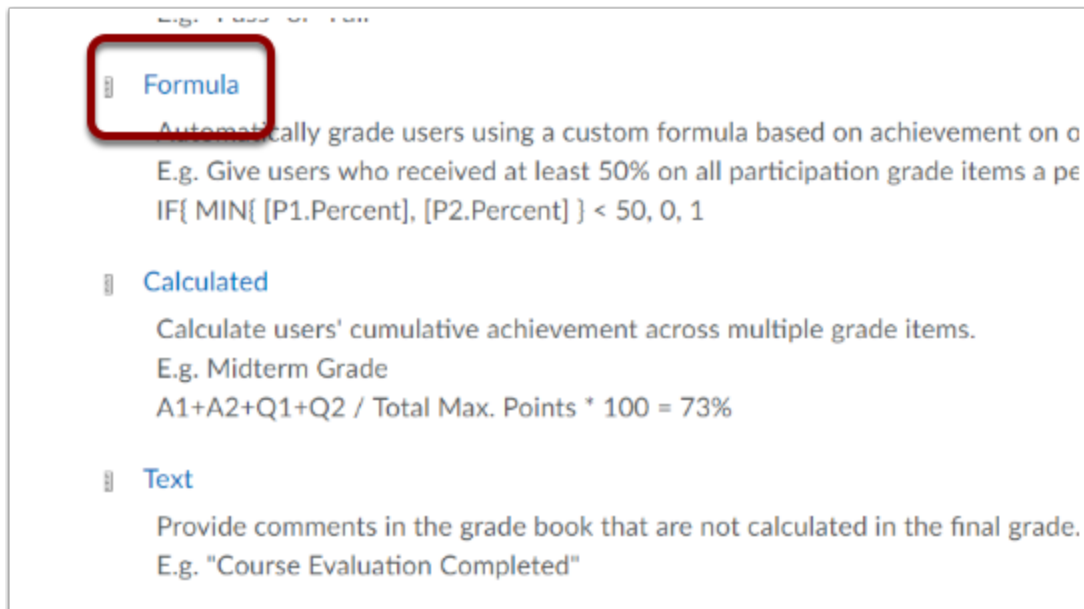
Create a New Item



1. Click on the New button.

2. Click on Item.

Formula



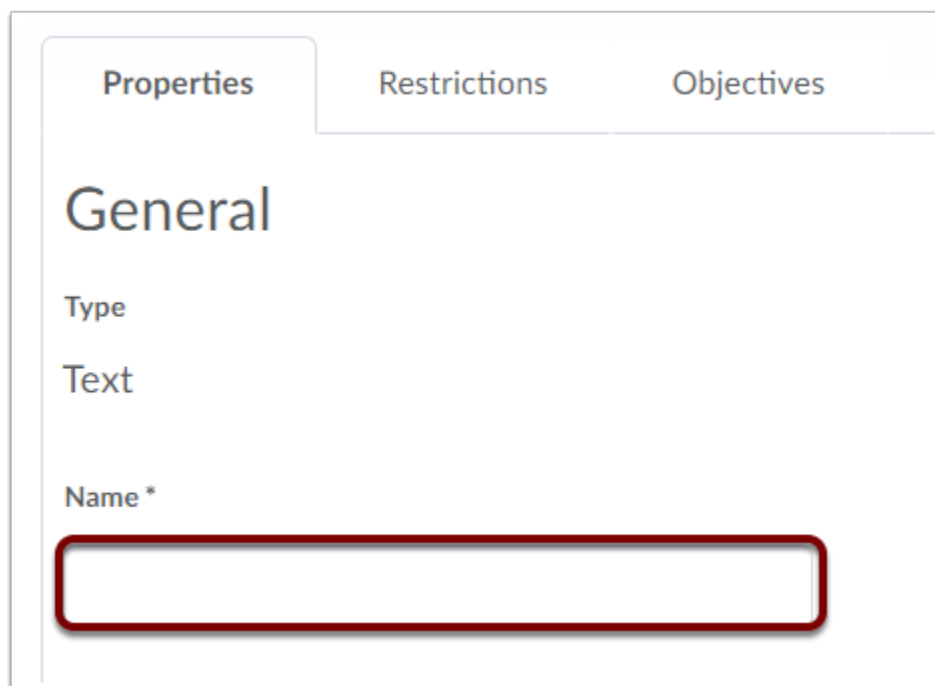
The screenshot shows a configuration window with three tabs: 'Formula', 'Calculated', and 'Text'. The 'Formula' tab is selected and highlighted with a red border. It contains the following text:

Formula
Automatically grade users using a custom formula based on achievement on o
E.g. Give users who received at least 50% on all participation grade items a pe
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

Calculated
Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$

Text
Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

Name Grade Item



The screenshot shows a configuration window with three tabs: 'Properties', 'Restrictions', and 'Objectives'. The 'Properties' tab is selected and highlighted with a red border. It contains the following text:

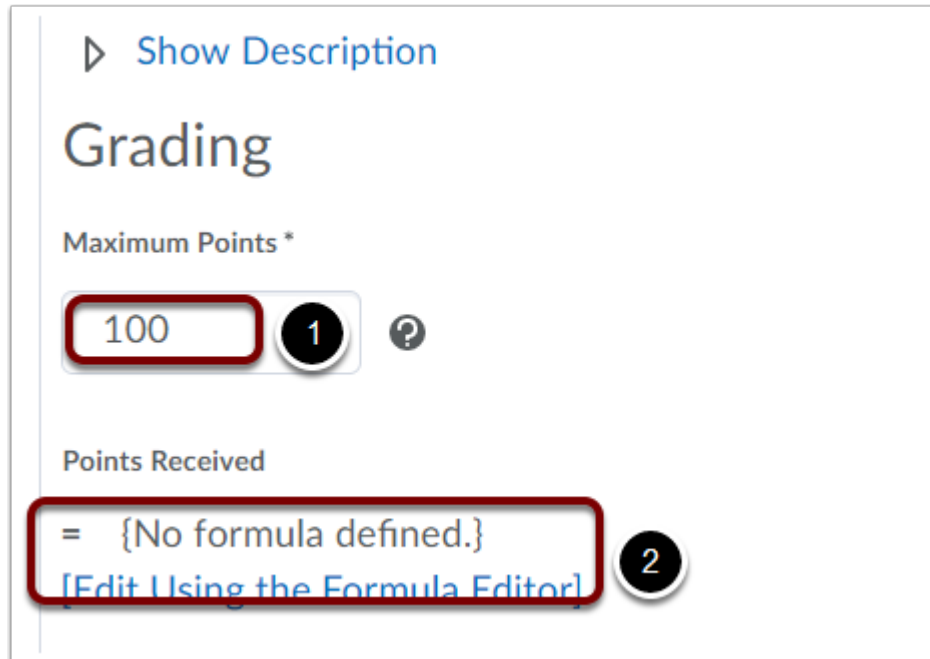
Properties Restrictions Objectives

General

Type
Text

Name *

Options



Grading options interface showing the following fields:

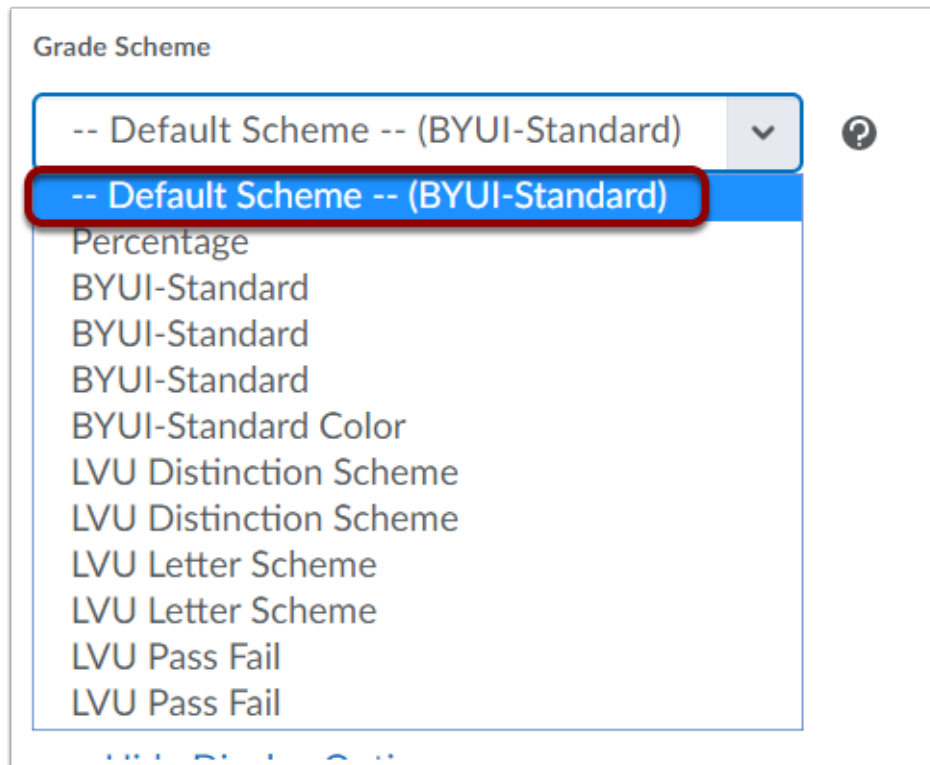
- Show Description** (link)
- Grading** (header)
- Maximum Points ***
 - Input field: 100 (circled in red)
 - Increment button: 1 (circled in black)
 - Help icon: ?
- Points Received**
 - Input field: = {No formula defined.} (circled in red)
 - Link: [Edit Using the Formula Editor] (circled in red)
 - Increment button: 2 (circled in black)

1. Input the point value of the grade item.
2. Use the Formula Editor to create the formula the grade item will use to calculate the score.

NOTE: If you are unsure of how to use the Formula Editor click the link below.

[How Do I Use the Grade Item Formula Editor?](#)

Grade Scheme



The screenshot shows a 'Grade Scheme' dropdown menu. The menu is open, displaying a list of options. The first option, '-- Default Scheme -- (BYUI-Standard)', is highlighted with a blue background and a red border. Below it are several other options: 'Percentage', 'BYUI-Standard', 'BYUI-Standard', 'BYUI-Standard', 'BYUI-Standard Color', 'LVU Distinction Scheme', 'LVU Distinction Scheme', 'LVU Letter Scheme', 'LVU Letter Scheme', 'LVU Pass Fail', and 'LVU Pass Fail'. A question mark icon is visible to the right of the dropdown menu.

Using the drop down menu, select the **BYUI-Standard** grading scheme.

Display Options

Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ?

☐ Display grade distribution to users ?

☐ Override display options for this item ?

Show

☐ Points grade

☒ Grade scheme symbol

☐ Grade scheme color

Managing View

☐ Override display options for this item ?

Show

☒ Points grade

☒ Grade scheme symbol

☒ Grade scheme color

Check to make sure that the **Display Options** are correctly configured.

Save and Close

Save and Close

Save and New

Save

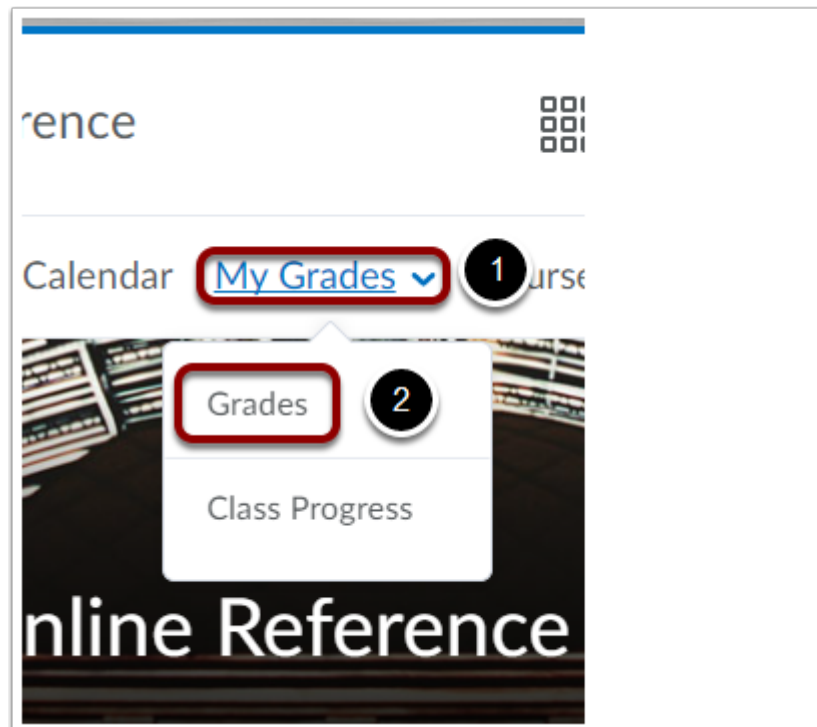
Cancel

Click the **Save and Close** button in the bottom right.

How Do I Create a Text Grade Item?

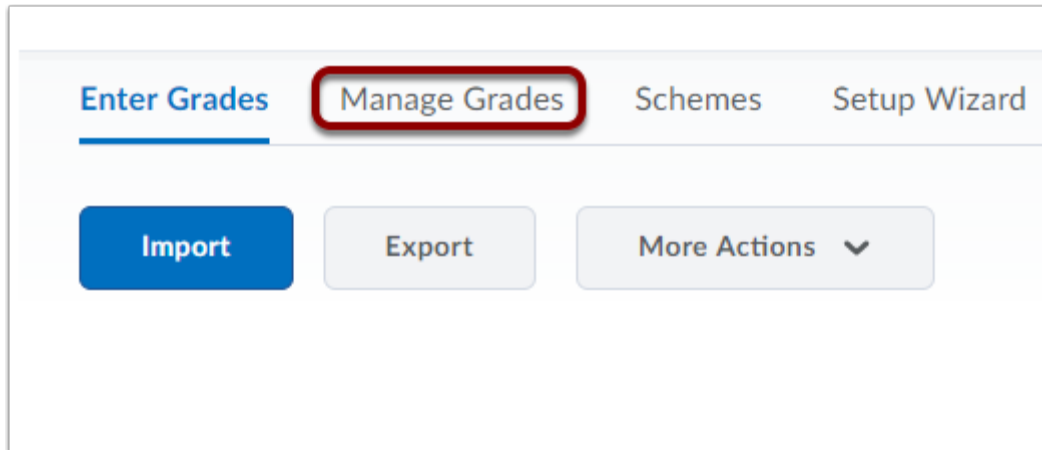
This grade item type can be used as a way of displaying text in the gradebook.

My Grades



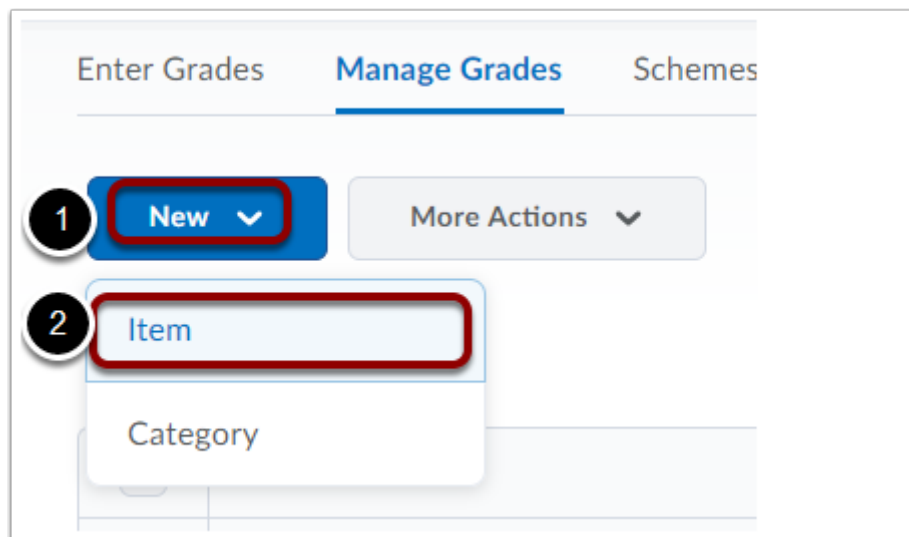
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

Manage Grades



Click on Manage Grades.

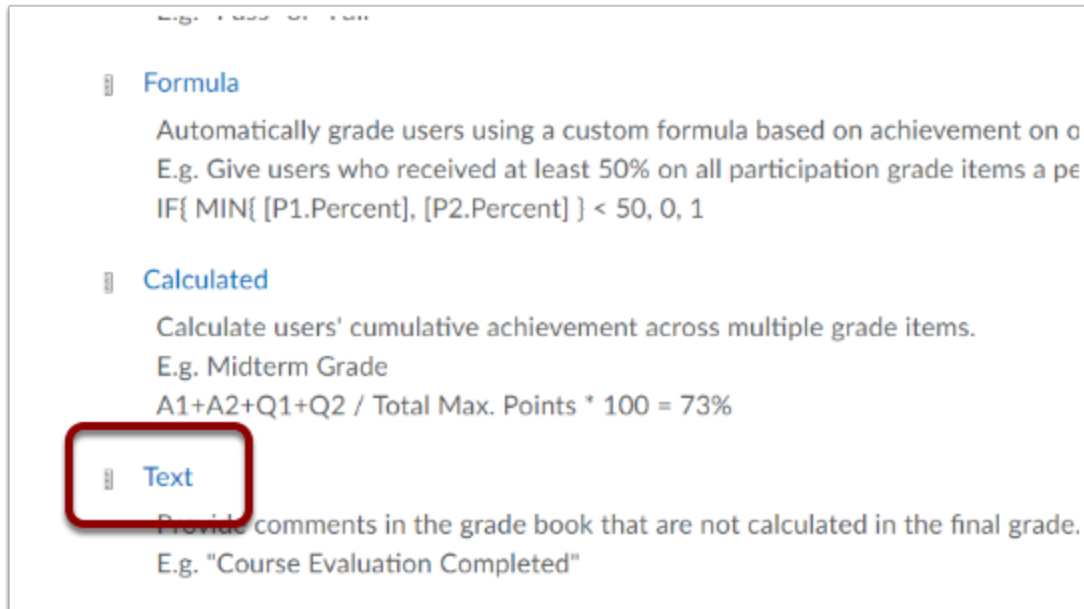
Create a New Item



1. Click on the New button.

2. Click on Item.

Pick Text



The screenshot shows a list of three grade types: Formula, Calculated, and Text. Each item has a small icon to its left. The 'Text' item is highlighted with a red rectangular box. The descriptions for each type are as follows:

- Formula**: Automatically grade users using a custom formula based on achievement on o
E.g. Give users who received at least 50% on all participation grade items a pe
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1
- Calculated**: Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
$$A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$$
- Text**: Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

Select Text from the available grade types

Name Grade Item

Properties

Restrictions

Objectives

General

Type

Text

Name *

Enter a name for the grade item in the first box

Options

Display Options

▼ [Hide Display Options](#)

Managing View

☐ Override display options for this item ?

Show

Number of characters to show for this grade item

Save and Close

2

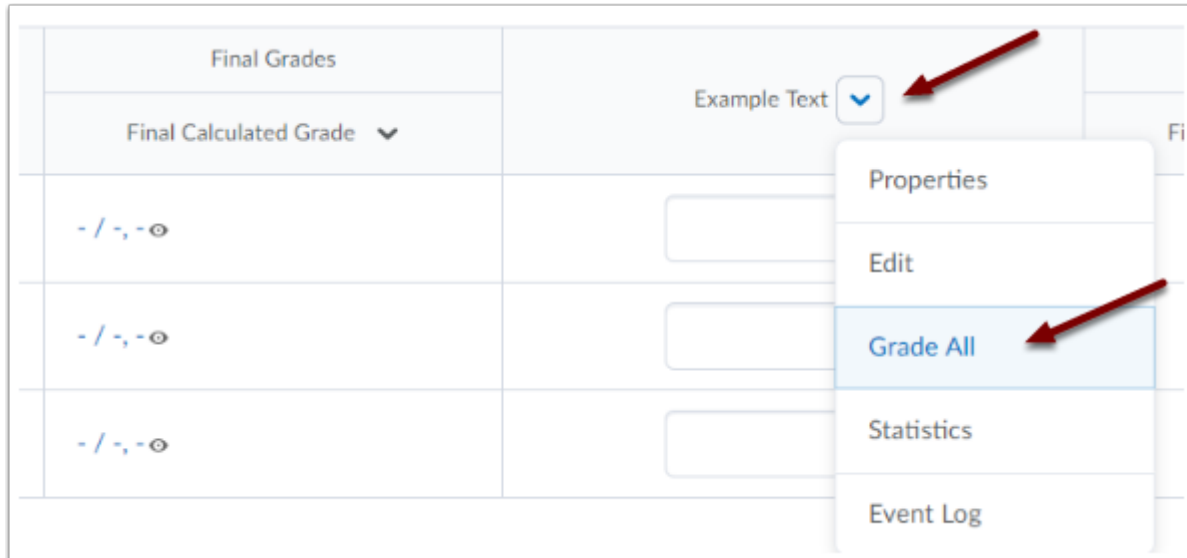
Save and New

Save

Cancel

1. Complete the desired options
2. Click Save and Close

Gradebook



1. Navigate to your gradebook.
2. Click the dropdown menu next to the text grade item
3. Select Grade All

Input Text

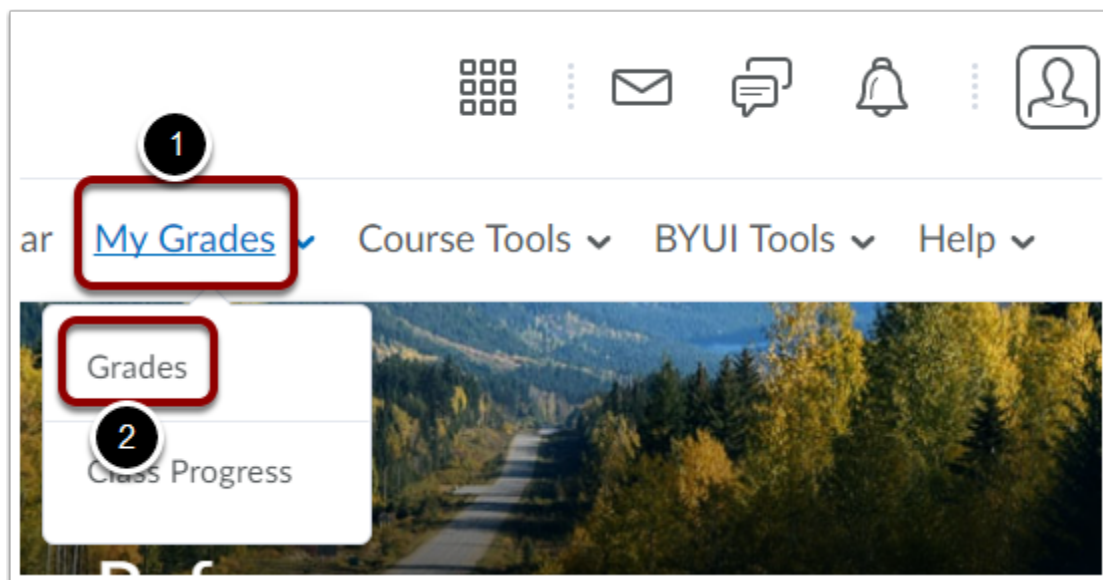


Input text

How Do I Avoid Internal Errors in the Grade Book?

This article explains how to mitigate internal error messages when trying to view a single student's grade from the grade book. I-Learn has a known issue with grade book display settings which can be overcome by changing display options as explained in this tutorial. For additional errors, contact the Faculty Technology Center at 208-496-7230.

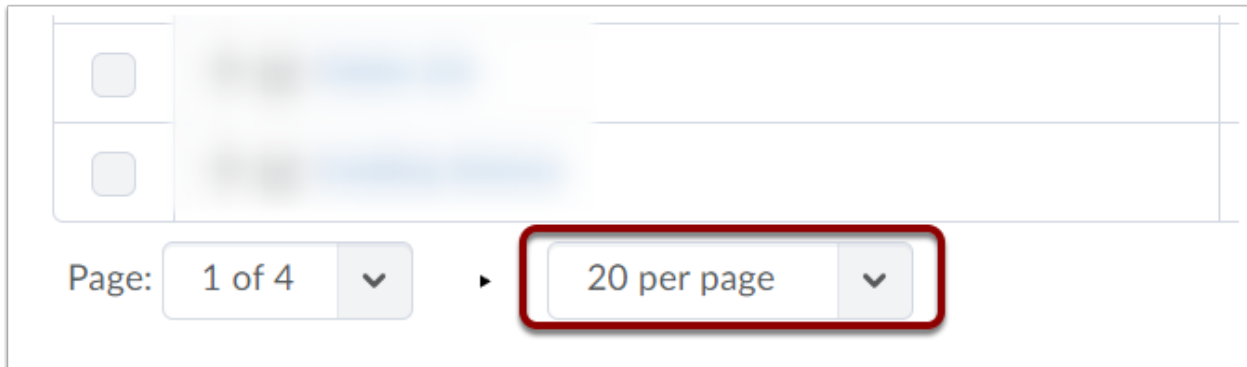
My Grades



1. Click **My Grades**.
2. Click **Grades**.

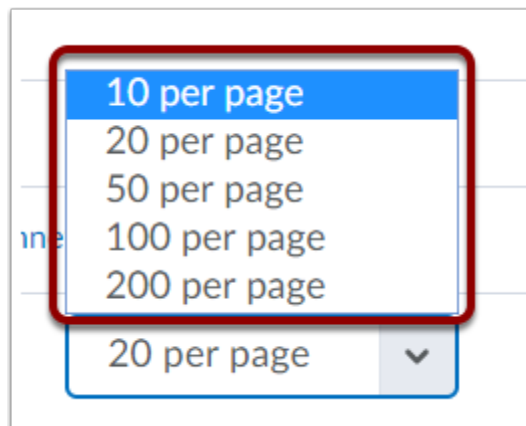
Method 1: Hide Students

Display Options



Page: 1 of 4 ▾ ▸ 20 per page ▾

Change the number of students you are viewing by clicking the dropdown arrow at the bottom of the page and selecting a lower number.



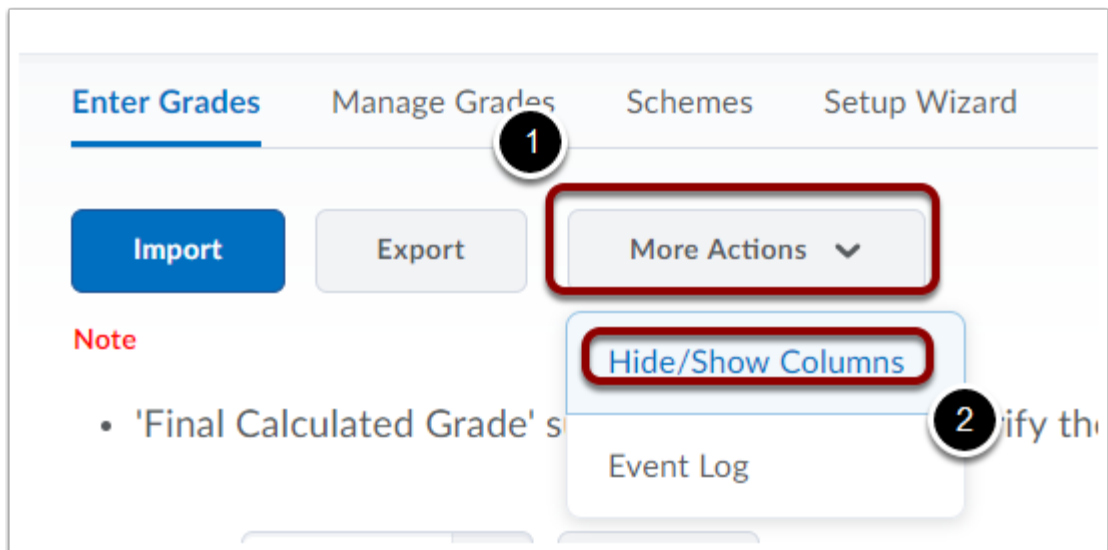
10 per page
20 per page
50 per page
100 per page
200 per page
20 per page ▾



Selecting 20 students per page will usually stop the error from occurring, but if the error still occurs, then you may need to only view 10 students per page.

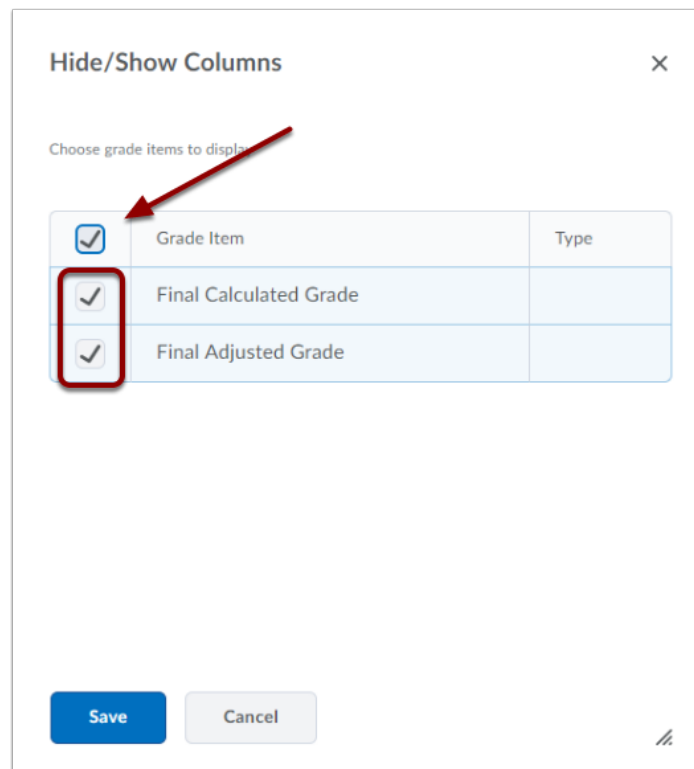
Method 2: Hide Columns

More Actions



1. Select **More Actions**.
2. Click **Hide/Show Columns**.

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Hide/Show Columns

Choose grade items to display

<input checked="" type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Final Calculated Grade	
<input checked="" type="checkbox"/>	Final Adjusted Grade	

Save Cancel

In the popup window, select the columns to hide and display in the grade book by checking or unchecking their boxes. Hide entire categories by toggling the categories (the check boxes in the gray rows).



It is recommended that you only show one or two categories at a time if you have encountered errors in the past.

BYU-Idaho Online Knowledgebase

Hide/Show Columns

Choose grade items to display

<input checked="" type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Final Calculated Grade	
<input checked="" type="checkbox"/>	Final Adjusted Grade	

Save

Cancel

Save your changes, and the grade book will automatically update.

Check Functionality

Search For...

Show Search Options

Email

<input type="checkbox"/>	Last Name ▲, First Name	
<input type="checkbox"/>	<div></div>	- / -, - Ø
<input type="checkbox"/>	<div></div>	- / -, - Ø

Click on the student's name to ensure no errors persist.

BYU-Idaho Online Knowledgebase

Content Discussions Quizzes Assignments

< >

User Details

Name

Org Defined ID

Email

Username

Final Grade

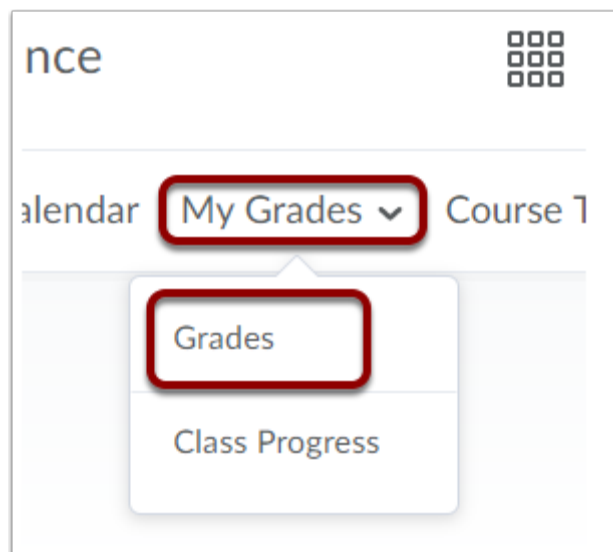
▶ [Show Comments](#)

You should be able to see students' grades individually.

How Do I Compare Two Grade Items?

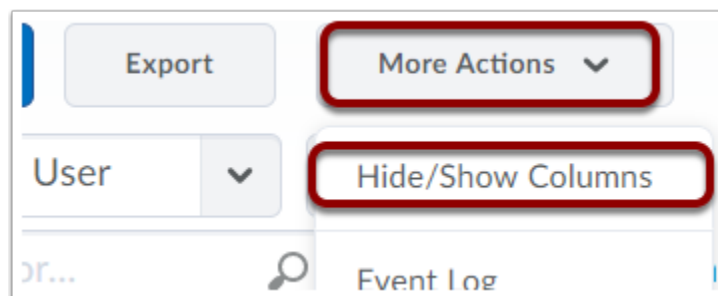
Compare two grade items and the scores students have received for these items.

Go to Grades



First Click My Grades then Grades.

Hide Columns




Under More Actions click Hide/Show Columns.

Select the Grade Items





<input type="checkbox"/>	Grade Item	Type
<input type="checkbox"/>	Lesson 01	
<input checked="" type="checkbox"/>	L01 Syllabus Quiz	Numeric
<input checked="" type="checkbox"/>	L01 Pre-test	Numeric
<input type="checkbox"/>	Subtotal	
<input type="checkbox"/>	Lesson 02	
<input type="checkbox"/>	L02 Essay Activity	Numeric
<input type="checkbox"/>	L02 Evaluation	Numeric

Save Cancel

Select the two or more grade items that you want to compare then click Save.

 You can use the checkbox on the very top left to select and deselect all grade items. You can use this checkbox to deselect all grade items if you click it twice.

Compare Grades

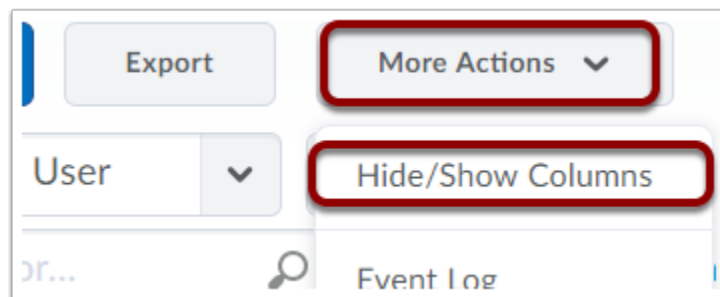
<input type="checkbox"/>	Last Name ▲, First Name	L02 ▼	L03 ▼
		L02 Self ▼	L03 Self ▼
<input type="checkbox"/>	  Bennett, Ben - POC: Student	<input type="text"/> / 6	<input type="text"/> / 6
<input type="checkbox"/>	  Simpkins, Ben - POC: Student	<input type="text"/> / 6	<input type="text"/> / 6

BYU-Idaho Online Knowledgebase

You should now see the two grade items that you want to compare.

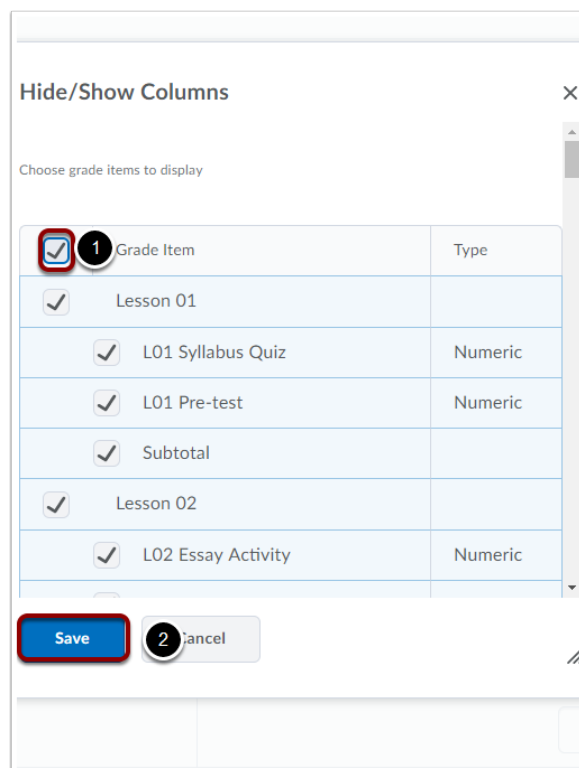
Return to Normal View

To view all of your grades again go through the steps but this time select all the grade items.



Select the Hide/Show Columns option under More Actions.

Select all Grade Items



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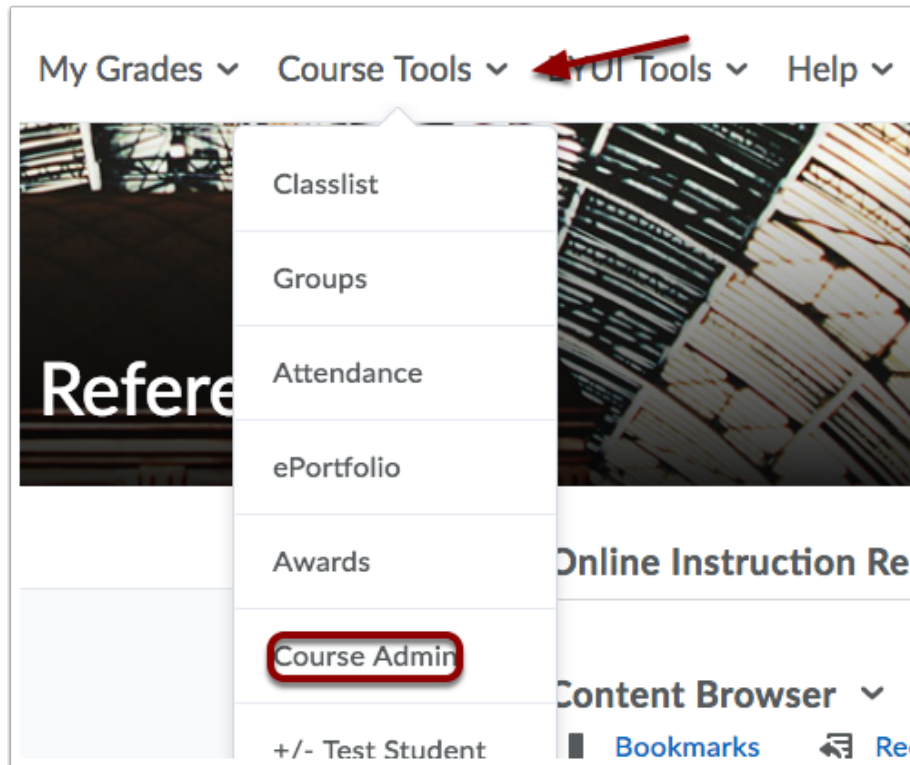
Check the box at the top right to select all grade items then click Save.

Now you can see your grade like normal again.

Grading Tools

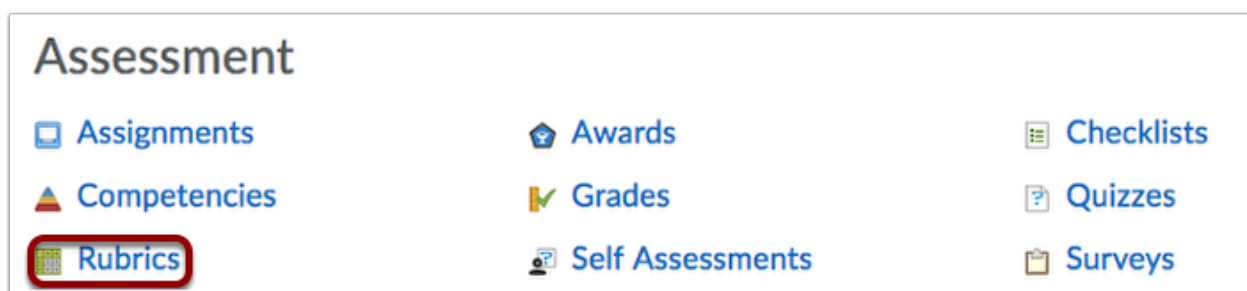
How Do I Create a Rubric?

Course Tools



1. Click on Course Tools
2. Select Course Admin

Rubrics



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Click on Rubrics under the Assessment Area.

New Rubric

Rubrics

New Rubric

Rubrics available to this org unit are listed below. The Status column indicates the statu



[Show Search Options](#)

Select New Rubric.

Name and Status

The screenshot shows the 'General' section of a rubric form. It includes a 'Name *' field with a red box and a callout '1'. Below it is a 'Rubric Status' dropdown menu with a red box and a callout '2'. The dropdown menu is open, showing 'Draft' (selected), 'Published', and 'Archived'. To the right of the dropdown is a link 'What is a rubric status?' and a note 'us, and cannot be used in assessments.' Below the dropdown is a 'Description' field with a red box and a callout '3'. The description field has a rich text editor toolbar with icons for video, image, link, paragraph, bulleted list, numbered list, and link. The description field is currently empty.

1. Name the Rubric

2. Choose the Rubric Status.

- **Draft** rubrics are not yet available for new associations.

- **Published** rubrics can be associated with course activities. Once a rubric has an association, you cannot change the rubric's name, description, levels, and criteria.

- **Archived** rubrics do not appear in default search results and are not available for new associations. Existing associations with archived rubrics remain functional.

3. Give the rubric a description if desired.

Rubric Options

The screenshot shows a form titled "Rubric Options" with three sections. The first section, "Rubric Type", has a dropdown menu with "Analytic" selected (indicated by a checkmark) and "Holistic" as an option. A red box highlights the dropdown, and a circled "1" is next to it. The second section, "Initial # of Levels *", has a text input field containing "4" and a "2" in a circle next to it. A red box highlights the input field. The third section, "Initial # of Criteria *", has a text input field containing "3" and a "3" in a circle next to it. A red box highlights the input field.

1. Select the Rubric Type

Analytic - Most rubrics are analytic. An analytic rubric breaks performance into multiple criteria. You assess each criterion separately, resulting in an overall assessment score.

Holistic rubrics do not break performance into separate criteria. Performance is assessed holistically, so that you consider several different criteria, but make only one overall assessment.

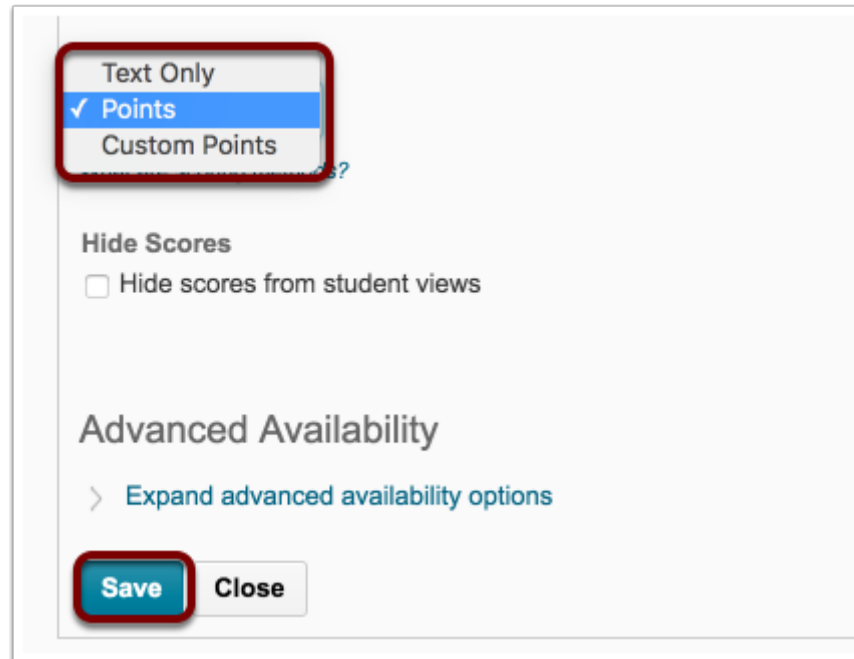
NOTE: *Once the Rubric type has been chosen and saved it **cannot** be changed.* To change the Rubric Type a new rubric will need to be created in its place.

2. Select the number of initial Levels in the rubric

3. Select the initial number of Criteria in the rubric

NOTE: You can change the number of levels and Criteria in a rubric as long as it is not associated with a course activity.

Scoring Method

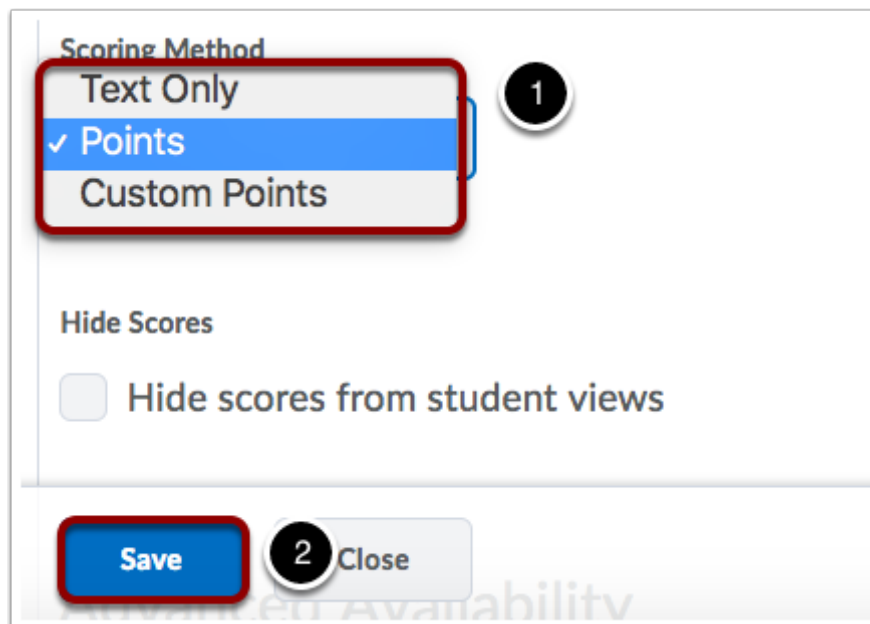


Text Only
✓ Points
Custom Points

Hide Scores
☐ Hide scores from student views

Advanced Availability
> [Expand advanced availability options](#)

Save Close



Scoring Method

Text Only
✓ Points
Custom Points

Hide Scores
☐ Hide scores from student views

Save Close

1. Select the method to be used for scoring the rubric.

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Text Only - Performance levels indicated by Text Only. For example, three performance levels for a rubric can be "Poor", "Good", and "Excellent".

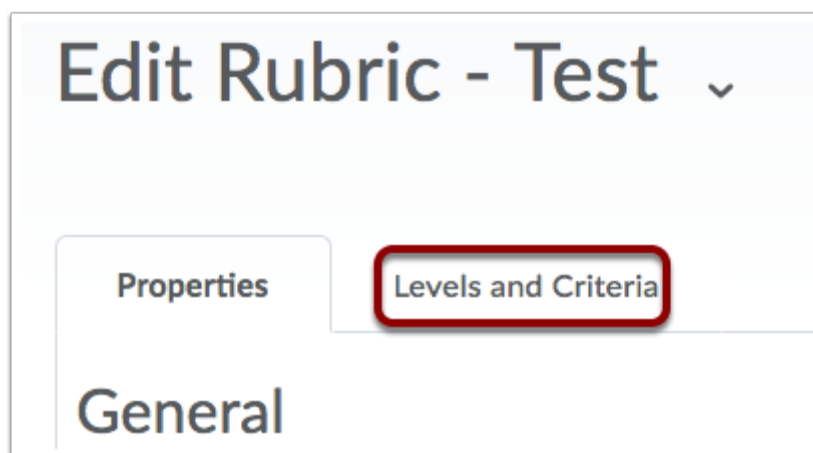
Points - Similar to Text Only, but includes points to assess performance. For example, three performance levels for a rubric can be "Poor (0 points)", "Good (75 points)", and "Excellent (125 points)"

Custom Points - This scoring method is only available to analytic rubrics. The Custom Points scoring method is similar to the Points scoring method, but you can customize the points given for each criterion. For example, if performance levels are "Poor", "Good", and "Excellent", then the criterion "Spelling and Grammar" can be worth 0 points, 10 points, and 20 points for each level, and the criterion "Expression" can be worth 0 points, 30 points, and 60 points, making it worth three times the points of "Spelling and Grammar".

NOTE: It is highly recommended to use the **Custom Points** Rubric method, as it provides the greatest scoring flexibility for your rubric.

2. Click **Save**

Levels and Criteria



To edit or add additional information to the rubric **Levels and Criteria** click the tab at the top of the screen.

Add Criterion and Adding Levels

The screenshot shows the 'Levels and Criteria' tab. At the top, there are four buttons: '+ Add Criterion', '+ Add Level', '+ Add Criteria Group', and 'Reorder Criteria'. Below these buttons is a table with the following structure:

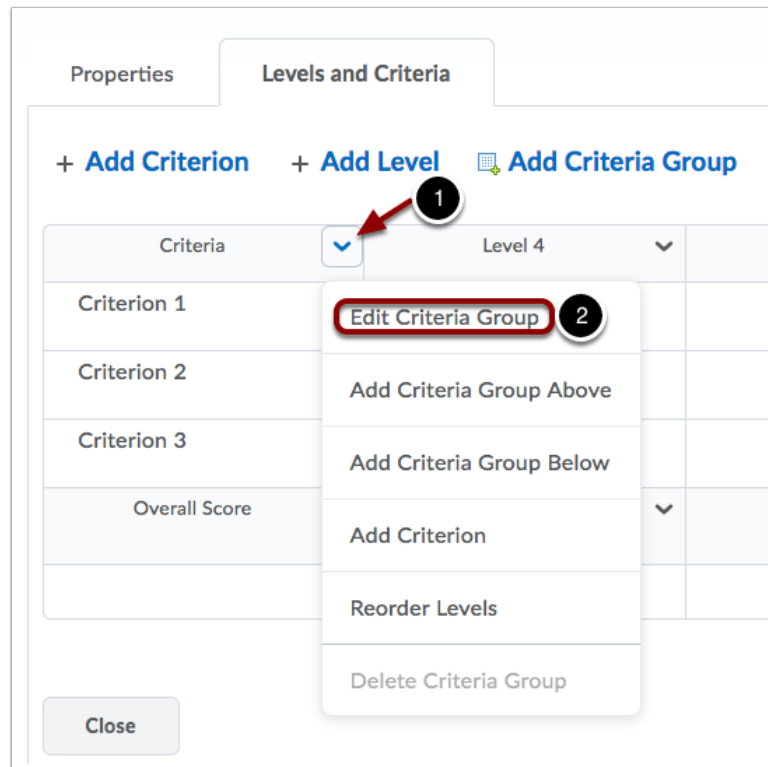
Criteria	Level 4	Level 3	Level 2	Level 1
Criterion 1	4 points	3 points	2 points	1 point
Criterion 2	4 points	3 points	2 points	1 point
Criterion 3	4 points	3 points	2 points	1 point
Overall Score	Level 4 11 or more	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

Red arrows and numbered circles indicate the steps:

- Click to add additional Criterion (arrow pointing to '+ Add Criterion')
- Click to add additional levels (arrow pointing to '+ Add Level')
- Click to add an entire group of Criterion (arrow pointing to '+ Add Criteria Group')
- Click to reorder (arrow pointing to 'Reorder Criteria')

1. Click to add additional Criterion
2. Click to add additional levels
3. Click to add an entire group of Criterion
4. Click to reorder

Edit Criteria



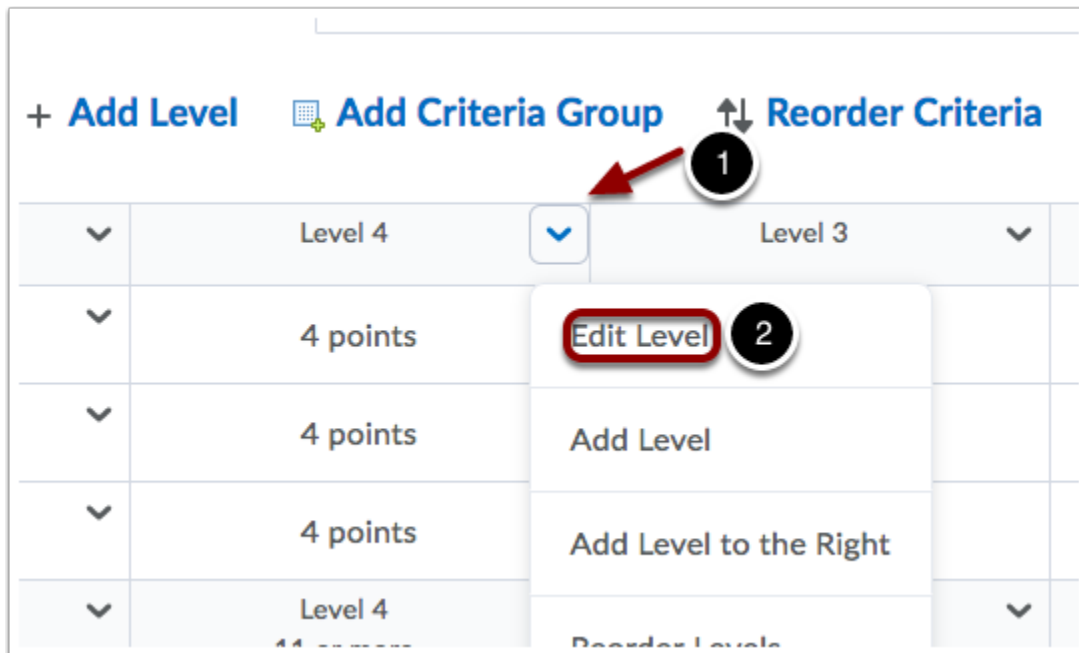
1. Click the pull down menu next to the Criteria Header
2. Click Edit Criteria Group

Names and Points

The screenshot shows a web form titled "Criteria Group Name *". At the top, there is a text input field containing the word "Criteria", which is highlighted with a red box and a circled number 1. Below this is a section titled "Level Names". It contains a table with a header "Level Name*" and four rows labeled "Level 4", "Level 3", "Level 2", and "Level 1". The entire table is highlighted with a red box and a circled number 2. Below the "Level Names" section is a section titled "Criteria Names". It contains a table with a header "Criterion Name*" and three rows labeled "Criterion 1", "Criterion 2", and "Criterion 3". This table is also highlighted with a red box and a circled number 3. At the bottom of the form, there are two buttons: a blue "Save" button highlighted with a red box and a circled number 4, and a grey "Cancel" button.

1. Edit the name of the **Criteria Group Name**
2. Edit the names of the **Levels**
3. Edit the names of the individual **Criteria**
4. Click **Save**

Edit Level



1. Click the drop down menu next to the level to be edited
2. Click Edit Level

Criteria Description

Description and Feedback

Descriptions for each criterion that uses this performance level should outline the requirements to meet this level.

Criteria	Score (points)*	Description
Criterion 1	4	<div><div>1</div><div><p>Rich text editor with icons for video, image, link, and format. A red box highlights the content area, and a red circle with the number 1 points to it.</p></div></div>
Criterion 2	4	<div><div>2</div><div><p>Rich text editor with icons for video, image, link, and format. A red box highlights the content area, and a red circle with the number 2 points to the Save button.</p></div></div>

Save **Cancel**

1. Add a description in the content box for the criteria
2. Click Save

Repeat

Level 3	Level 2
3 points	<div><div>Edit Level</div></div>
3 points	Add Level
2 points	

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Repeat this step for each level.

Close

Criterion 1	▼	4 points	
Criterion 2	▼	4 points	
Criterion 3	▼	4 points	
Overall Score	▼	Level 4 11 or more	▼

Close

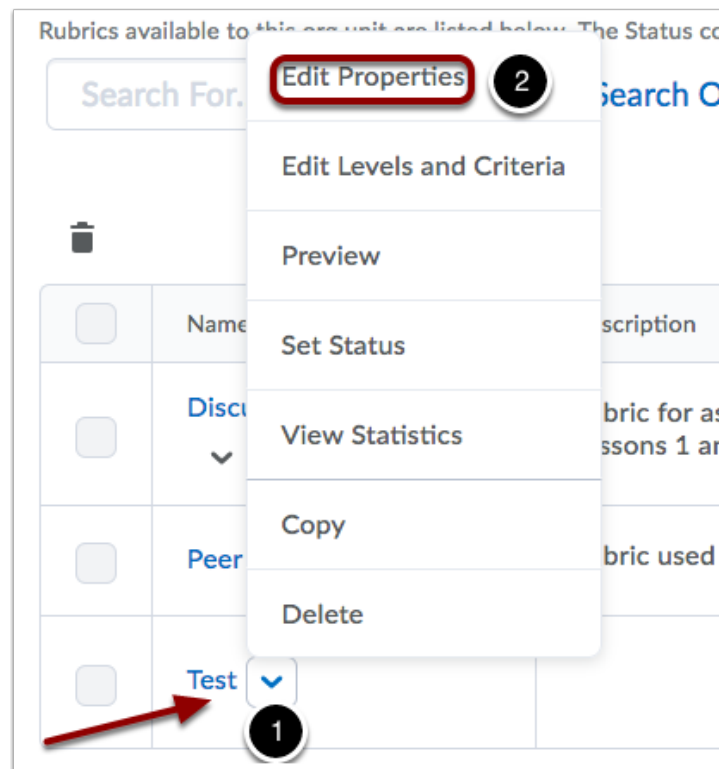
Click **Close** to return to the list of Rubrics.

Edit Properties



Before your rubric shows up, you will need to make sure that competencies are allowed in your course.

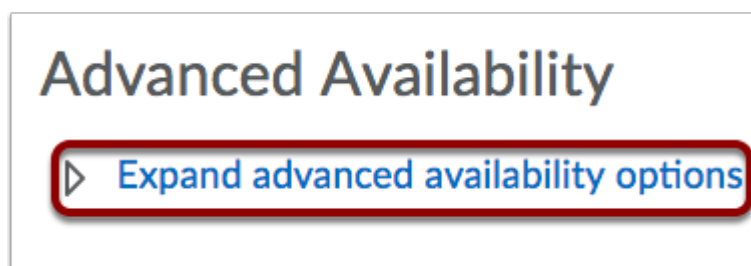
BYU-Idaho Online Knowledgebase



In the list of course rubrics:

1. Click on the **arrow** to the right of the rubric you want to edit.
2. Click Edit Properties.

Advanced Availability



Click on Expand advanced availability options.

Check

Advanced Availability

▼ [Collapse advanced availability options](#)

Allow new associations in

☒ Competencies

☒ ePortfolio

[What are associations?](#)

Check the box for Competencies.

If you are using ePortfolio, you will also want to check that box.

Save

[What are associations?](#)

Save

Close

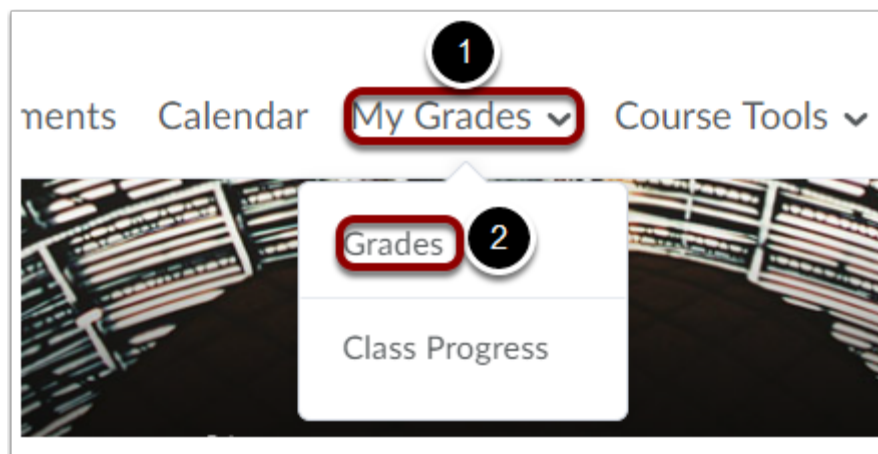
Click on Save to finish.

How Do I Create a Custom Grading Scheme?

BYU-Idaho has a standard grading scheme titled BYUI-Standard. If you would like to create a custom grading scheme follow the steps below.

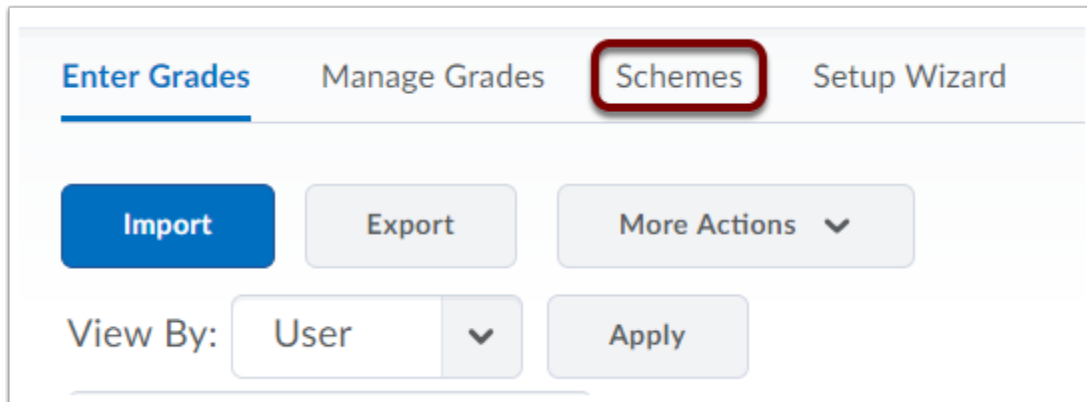
NOTE: If you choose to use a custom grading scheme the system will NOT automatically populate student grades when using the grade submit tool at the end of the semester. You will be required to add them manually by toggling between your gradebook and the grade submit tool.

My Grades



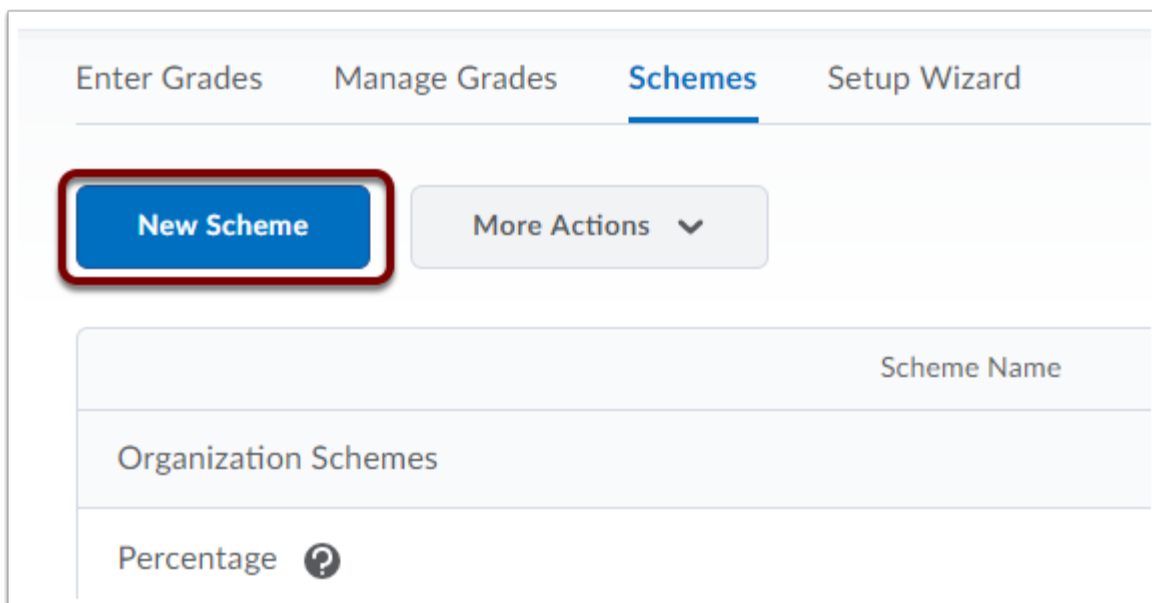
1. Click the **My Grades** Tab
2. Select **Grades** from the menu

Schemes



Click the Schemes tab

New Scheme



Click the New Scheme button

Name Scheme

New Scheme

General

Name *

Short Name

Give your scheme a name. The short name is optional.

Options

The screenshot shows a table for configuring grade ranges. The table has six columns: #, Symbol*, Start %*, Color, Assigned Value %, and Remove. There are five rows of data. Row 1 has Symbol 'F', Start % '0', and an empty Color dropdown. Row 2 has Symbol 'D', Start % '60', and an empty Color dropdown. Row 3 has Symbol 'C', Start % '70', and an empty Color dropdown. Row 4 has Symbol 'B', Start % '80', and an empty Color dropdown. Row 5 has Symbol 'A', Start % '90', and an empty Color dropdown. A color palette is open next to the Color dropdown in row 5, with a red arrow pointing to it from callout 4. Below the table, there is a '+ Add Ranges' button, a text input with '1', and a 'Save and Close' button. Callout 5 points to the 'Save and Close' button. Callout 3 points to the 'Remove' button in row 3. Callout 2 points to the '70' in the Start % column of row 3. Callout 1 points to the 'F' in the Symbol column of row 1.

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	F	0			
2	D	60			
3	C	70			
4	B	80			
5	A	90			

+ Add Ranges 1

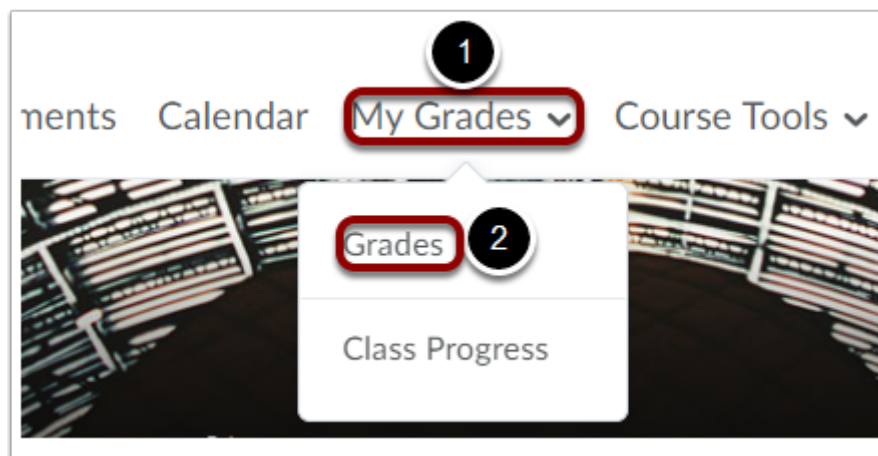
Save and Close Save Cancel

1. Name the Symbol that will represent the grade range
2. Give the **percentage** for the grade range
3. Click to **Remove** a range
4. Select an optional color to represent that range. This color displays in the gradebook columns after the assignment is graded.
5. **Save and Close**

How Do I Change Default Grading Schemes?

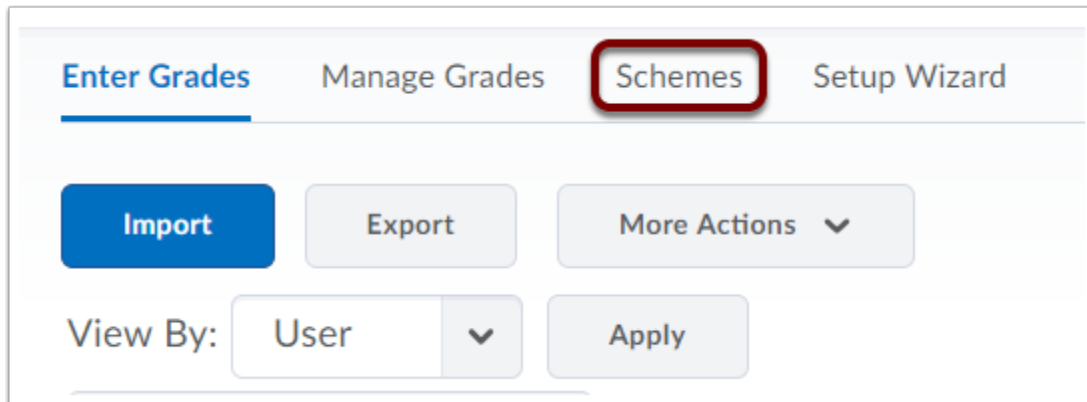
NOTE: If you choose to use a grading scheme other than BYUI-Standard the system will NOT automatically populate student grades when using the grade submit tool at the end of the semester. You will be required to add them manually by toggling between your gradebook and the grade submit tool.

My Grades



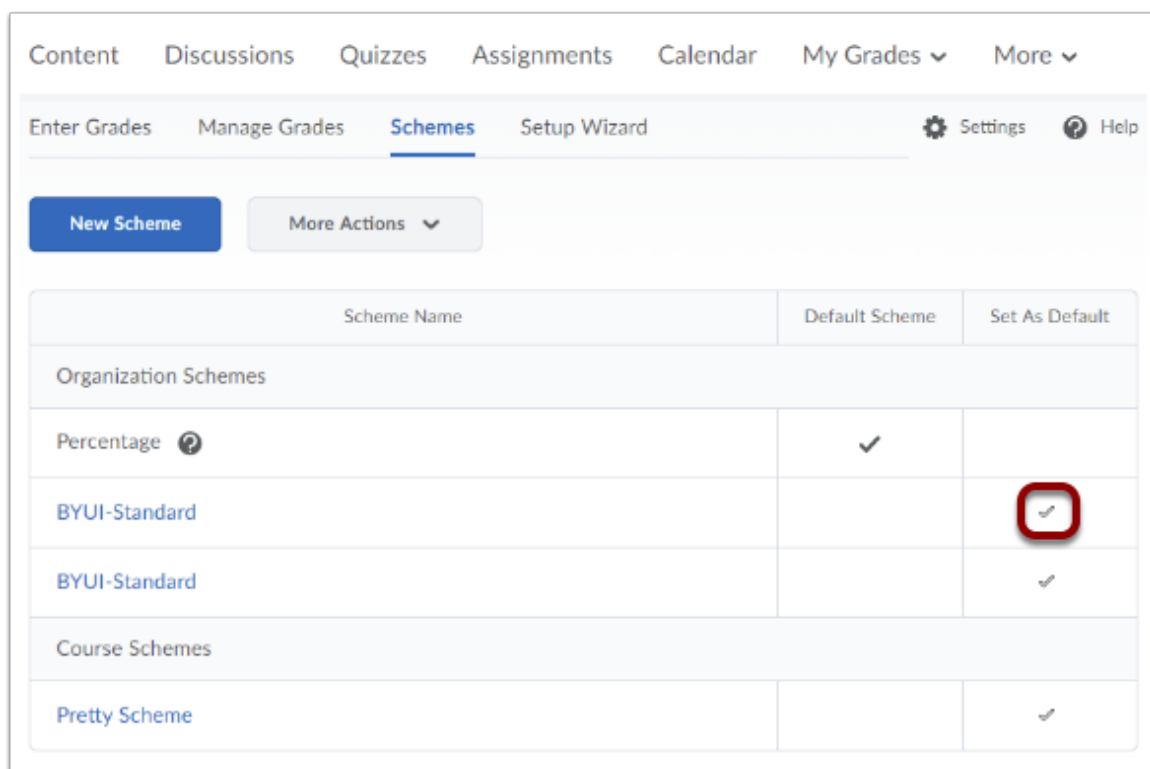
1. Click the My Grades Tab
2. Select Grades from the menu

Schemes



Click the Schemes tab

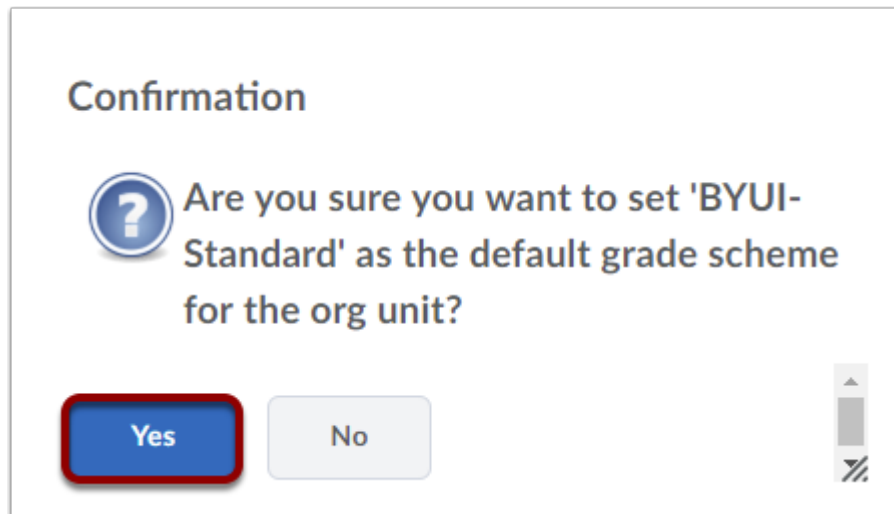
Select Scheme



BYU-Idaho Online Knowledgebase

Select the checkbox under the **Set As Default** column for the grade scheme that you would like to use.

Confirmation

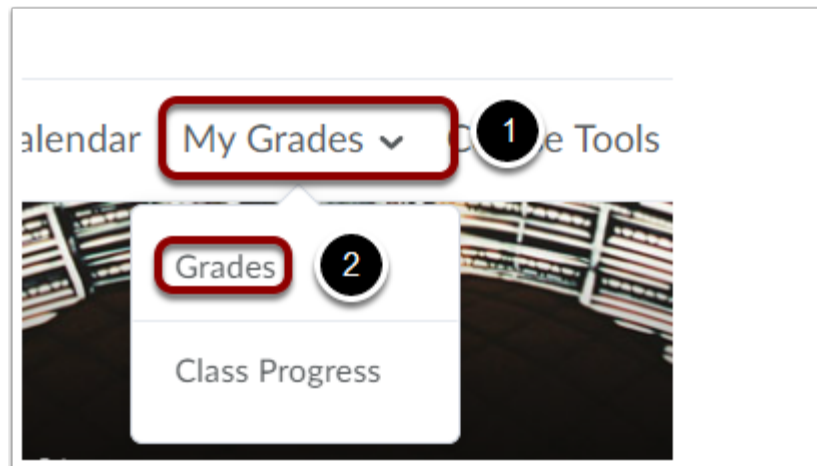


Confirm that you would like to change by selecting **Yes**.

How Do I Export/Download My Gradebook in I-Learn?

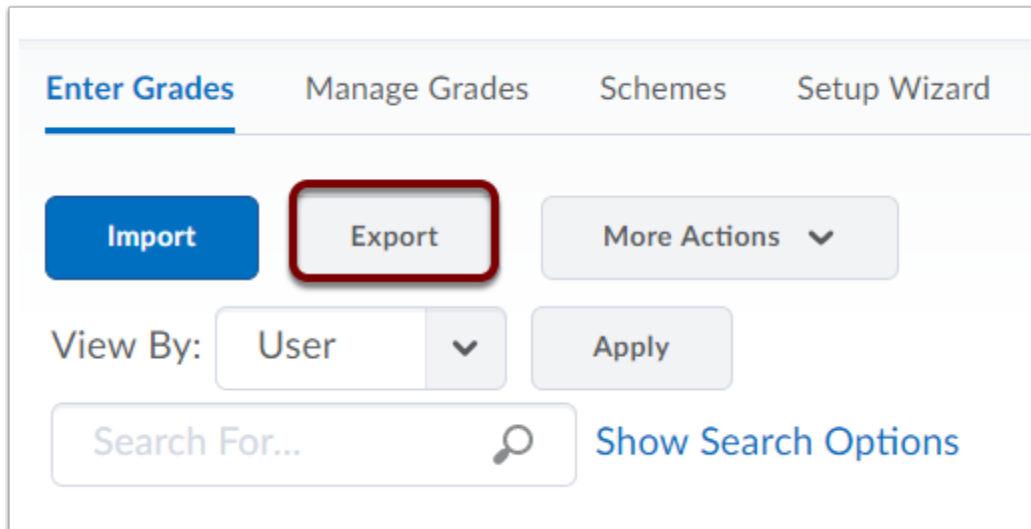
All student data including grades will be archived at the conclusion of each semester, however many Faculty and Online Instructors find it more convenient to maintain a personal copy of the gradebook for their own records. This Article shows how this is done.

My Grades



1. Click the **My Grades** tab
2. Select **Grades** from the menu

Export



The screenshot displays a web interface for managing grades. At the top, there are four tabs: 'Enter Grades' (which is underlined), 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs, there are three buttons: 'Import' (blue), 'Export' (light gray, highlighted with a red border), and 'More Actions' (light gray with a dropdown arrow). Below these buttons, there is a 'View By:' section with a dropdown menu currently set to 'User' and an 'Apply' button. At the bottom, there is a search bar with the placeholder text 'Search For...' and a magnifying glass icon, followed by a link that says 'Show Search Options'.

In the gradebook click on the **Export** button

Options

Export Grades

Export Options

Export Grade Items For

All users

▼

Apply

Key Field

☒ Org Defined ID

☐ Username

☐ Both

Grade Values

☒ Points grade

☐ Grade Scheme ?

User Details

☐ Last Name

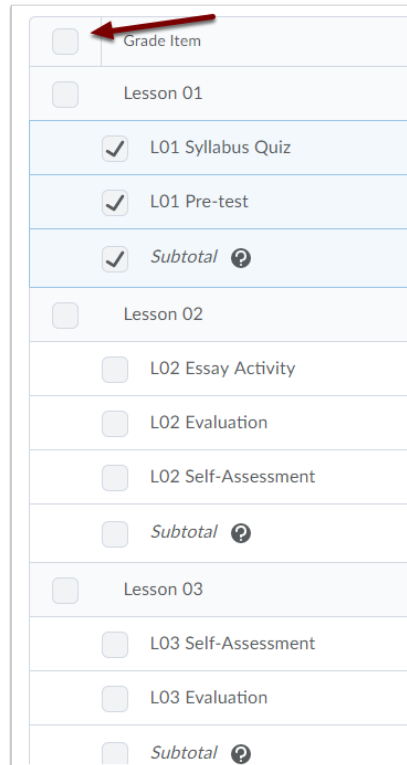
☐ First Name

☐ Email

☐ Group Membership

Choose the preferred options for exporting.

Choose Grade Items

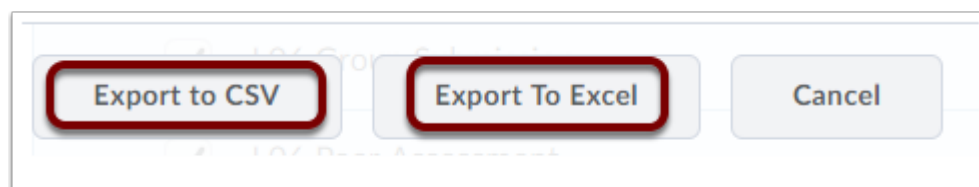


<input type="checkbox"/>	Grade Item
<input type="checkbox"/>	Lesson 01
<input checked="" type="checkbox"/>	L01 Syllabus Quiz
<input checked="" type="checkbox"/>	L01 Pre-test
<input checked="" type="checkbox"/>	Subtotal ?
<input type="checkbox"/>	Lesson 02
<input type="checkbox"/>	L02 Essay Activity
<input type="checkbox"/>	L02 Evaluation
<input type="checkbox"/>	L02 Self-Assessment
<input type="checkbox"/>	Subtotal ?
<input type="checkbox"/>	Lesson 03
<input type="checkbox"/>	L03 Self-Assessment
<input type="checkbox"/>	L03 Evaluation
<input type="checkbox"/>	Subtotal ?

Choose which Grade Items are to be exported.

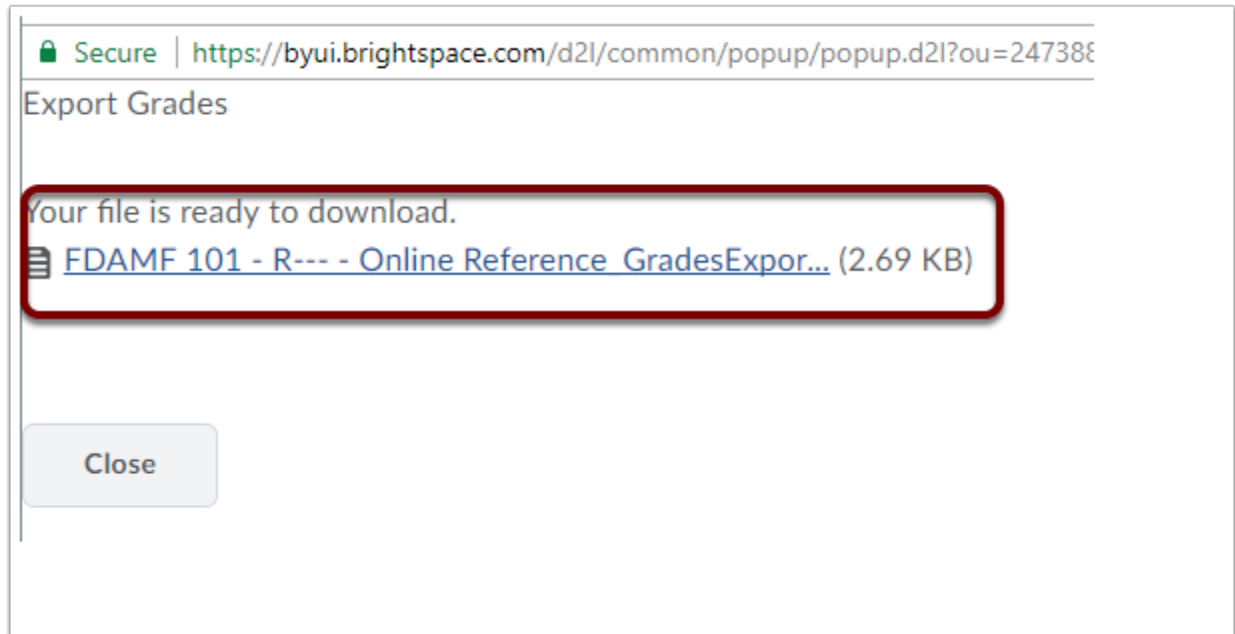
NOTE: To select them all, click the Box above the list.

Choose Export Format



Choose a format for the export.

Download Export

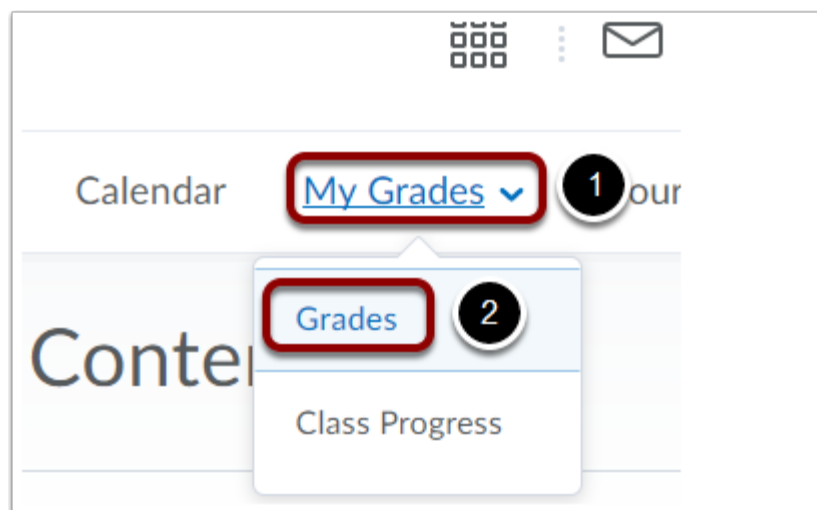


Click the link to download the prepared export.

How Do I Tell Which Students Have Submitted a Grade Item?

NOTE: This does not apply to group submissions. To learn how to grade a group discussion board, see [How Do I Grade a Group Discussion Board](#).



Grades



1. Click on **My Grades**.

1. Select **Grades**.

Check Grade Item

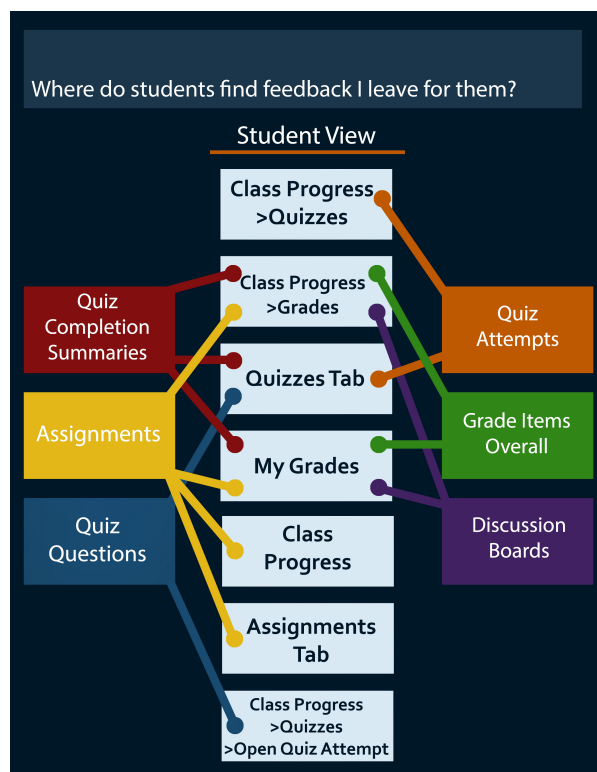
Essays ▾	W02DB ▾
50 / 50, A	0 / 30, F
- / 50, -	- / 30, -
- / 50, -	- / 30, -
- / 50, -	- / 30, -
- / 50, -	- / 30, -
 45.83 / 50, A-	 30 / 30, A

Find the grade item in the gradebook. If you don't see a submission icon next to a student's name, then the student has not submitted the assignment.

NOTE: What you are seeing is the standard view of the gradebook.

Where Do my Students Find their Feedback?

Overview



Quizzes

Places to Put Feedback (Instructors)	Places to Find Feedback (Students)
<ul style="list-style-type: none">Response specific feedback - To give all students standardized feedback about why a given answer within a quiz question is right or wrong.	<ul style="list-style-type: none">Quizzes > Speech Bubble > Attempt > View FeedbackClass Progress > Quizzes > Details > Attempt > View Feedback

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Places to Put Feedback (Instructors)	Places to Find Feedback (Students)
<ul style="list-style-type: none">• Whole question feedback - To give all students additional standardized feedback about a specific question within a quiz.	<ul style="list-style-type: none">• Quizzes > Speech Bubble > Attempt > View Feedback• Class Progress > Quizzes > Details > Attempt > View Feedback
<ul style="list-style-type: none">• Attempt Feedback - To give individual students customized feedback about their entire quiz attempt.	<ul style="list-style-type: none">• Quizzes > Speech Bubble > Attempt• Class Progress > Quizzes > Details
<ul style="list-style-type: none">• Expand Question Feedback in the Attempt - To give individual students additional customized feedback about a specific question within a quiz.	<ul style="list-style-type: none">• Quizzes > Speech Bubble > Attempt > View Feedback• Class Progress > Quizzes > Details > Attempt > View Feedback
<ul style="list-style-type: none">• Grade Item Public Comments in the Completion Summary - To give individual students customized feedback about their entire quiz attempt.	<ul style="list-style-type: none">• Grades• Class Progress > Grades
<ul style="list-style-type: none">• Completion summary feedback - To give individual students customized feedback about their entire quiz attempt.	<ul style="list-style-type: none">• Quizzes > Speech Bubble• Class Progress > Quizzes > Details
<ul style="list-style-type: none">• Overall Feedback in the gradebook - To give the entire class customized feedback about all quiz attempts	<ul style="list-style-type: none">• Grades

Assignments

Places to Put Feedback (Instructors)	Places to Find Feedback (Students)
<ul style="list-style-type: none">• Feedback in the Assignments evaluation interface	<ul style="list-style-type: none">• User Progress > Grades > Feedback• User Progress > Assignments > Details• Assignments > Speech bubble

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Places to Put Feedback (Instructors)	Places to Find Feedback (Students)
	<ul style="list-style-type: none"> • Grades
<ul style="list-style-type: none"> • Verbal Feedback given in the Rubric 	<ul style="list-style-type: none"> • User Progress > Grades > Feedback • User Progress > Assignments > Details • Assignments > Speech bubble • Grades
<ul style="list-style-type: none"> • Rubric criteria scores 	<ul style="list-style-type: none"> • User Progress > Assignments > Details • Assignments > Speech bubble
<ul style="list-style-type: none"> • Overall Feedback in the gradebook 	<ul style="list-style-type: none"> • Grades
<ul style="list-style-type: none"> • Feedback Attachments (Files, Voice, or Video) 	<ul style="list-style-type: none"> • User Progress >Assignments
<ul style="list-style-type: none"> • Feedback on rubric criteria 	<ul style="list-style-type: none"> • User Progress >Grades • User Progress >Assignments • Grades

Assignment Grader App (iPad & Android Tablets only)

Places to Put Feedback (Instructors)	Places to Find Feedback (Students)
<ul style="list-style-type: none"> • Feedback text box 	<ul style="list-style-type: none"> • Grades • User Progress >Grades
<ul style="list-style-type: none"> • Annotations made on the document 	<ul style="list-style-type: none"> • User Progress >Assignments
<ul style="list-style-type: none"> • Voice Feedback 	<ul style="list-style-type: none"> • User Progress >Assignments
<ul style="list-style-type: none"> • Video Feedback 	<ul style="list-style-type: none"> • User Progress >Assignments

 You might also be interested in:

- [How Do I Give Feedback to My Students in Turnitin®?](#)
- [How do I Find Feedback on an Assignment Using TurnItIn?](#)

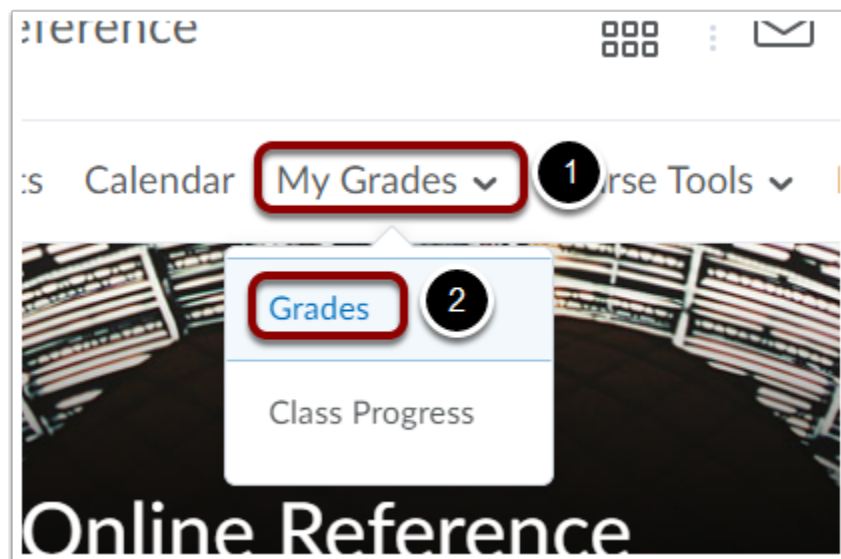
Discussions

Places to Put Feedback (Instructors)	Places to Find Feedback (Students)
<ul style="list-style-type: none">• General Feedback in Assess Topic/Grade item	<ul style="list-style-type: none">• User Progress > Grades > Feedback• Grades
<ul style="list-style-type: none">• Overall Feedback in the gradebook	<ul style="list-style-type: none">• Grades
<ul style="list-style-type: none">• Feedback left in rubric criteria	<ul style="list-style-type: none">• User Progress >Discussions

How Do I Change a Grade Item's Name or Short Name?

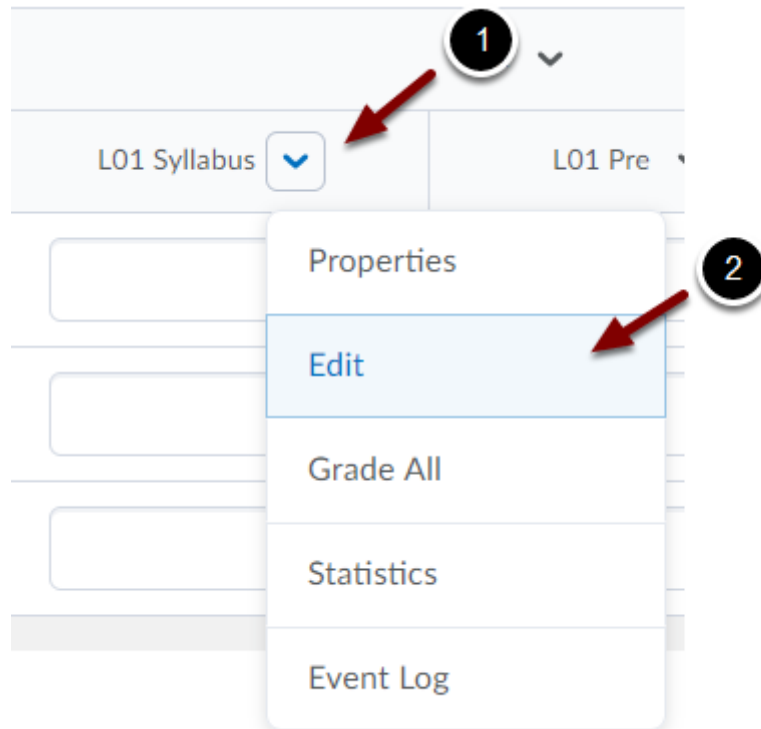
[How to change a grade item's name or short name.](#)

Grades



1. Click on My Grades.
2. Select Grades.

Edit



1. Click the drop-down arrow next to the title of the grade item you wish to rename.
2. Select **Edit**.

Change Name or Short Name

Name *

L01 Syllabus Quiz

Short Name

L01 Syllabus

Category

Lesson 01 [New Category]

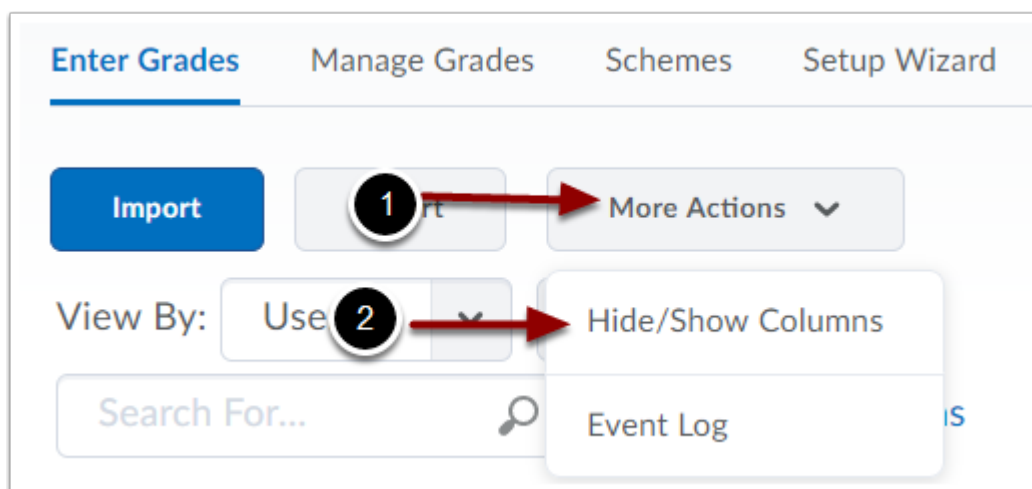
Save and Close Save and New Save Cancel

1. In the Name and/or Short Name boxes, type in the new name/short name.
2. Click **Save and Close**.

How do I Show More Students in My Gradebook?

If your gradebook only shows a small amount of students, and your options to show more are capped at 20 or less, you can change the viewing options to allow you to show more.

Hide/Show Columns



1. Click >More Actions
2. Click >Hide/Show Columns

Choose the Grade Items Needed

The screenshot shows a 'Hide/Show Columns' dialog box with a table of grade items. A red box highlights the checkboxes for 'L01 Syllabus Quiz', 'Subtotal', 'L02 Self-Assessment', and 'Subtotal'. A red arrow points from the 'Save' button to a circled '2'.

Grade Item	Type
<input type="checkbox"/> Lesson 01	
<input checked="" type="checkbox"/> L01 Syllabus Quiz	Numeric
<input type="checkbox"/> L01 Pre-test	Numeric
<input checked="" type="checkbox"/> Subtotal	
<input type="checkbox"/> Lesson 02	
<input type="checkbox"/> L02 Essay Activity	Numeric
<input type="checkbox"/> L02 Evaluation	Numeric
<input checked="" type="checkbox"/> L02 Self-Assessment	Numeric
<input checked="" type="checkbox"/> Subtotal	

Buttons: Save, Cancel

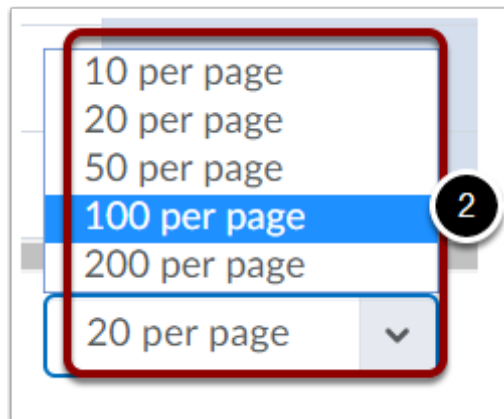
1. Check the boxes for the assignments you would like to show, and nothing more. (The more assignments you show, Brightspace will reduce the number of students it can show.)
2. Click >Save

Increase the Number of Students Shown

The screenshot shows pagination controls. A red box highlights the '20 per page' dropdown menu.

Page: 1 of 2 1 20 per page

BYU-Idaho Online Knowledgebase

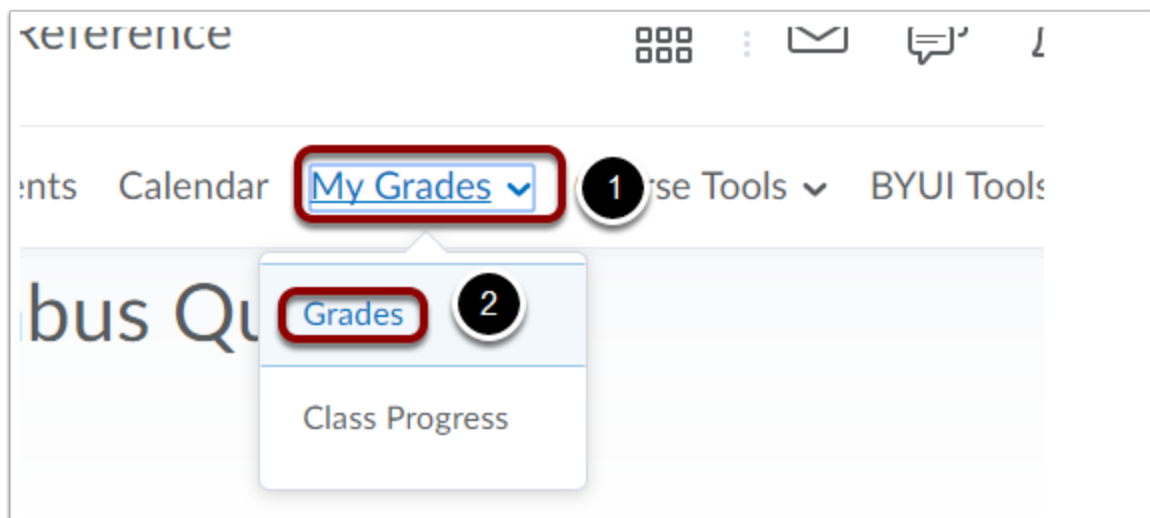


1. Click the number of students currently showing in the example shown >10.
2. Choose the number of students you would like to show. This option should be higher now than it was when you started the steps at the top of the article.

View Grading History on a Grade Item

This article will show you how to view a student's grade history on a certain grade item. This is useful if a grade was accidentally changed, and you need to retrieve the old one.

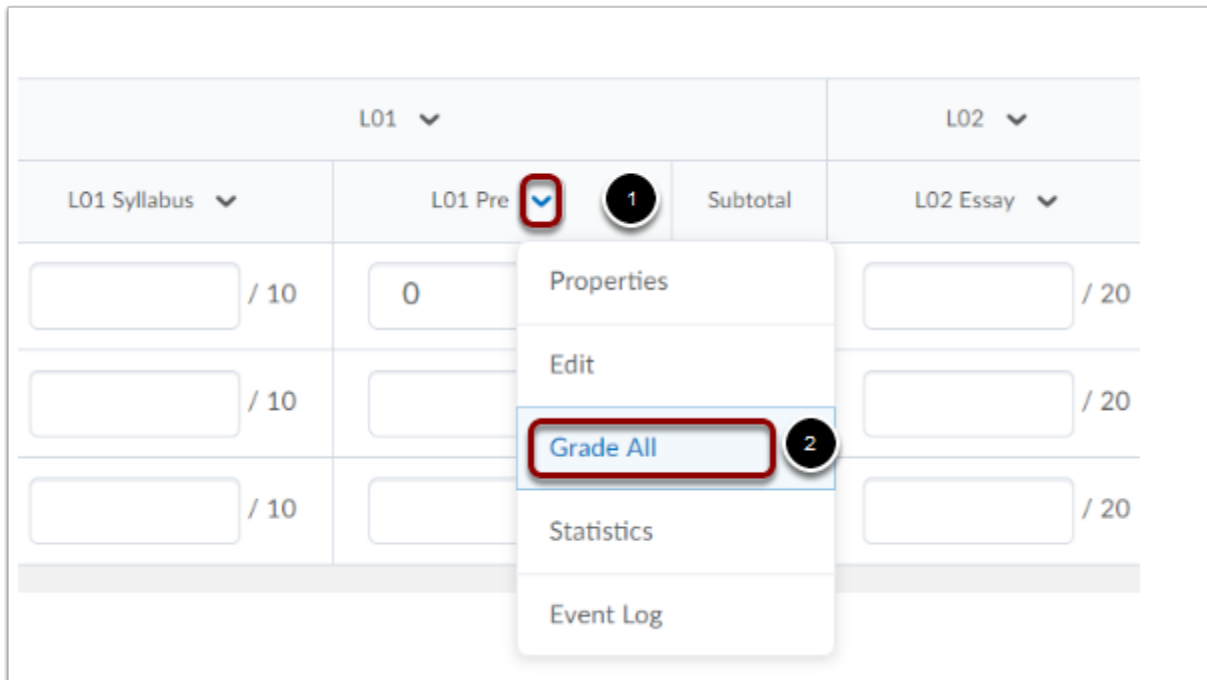
Grades



1. Click **My Grades**







2. Click **Grades**

Grade All



1. Click the **dropdown** menu icon for the grade item history you would like to view.
2. Select **Grade All**


Event Log

Grade	Scheme	Feedback	Event Log
0 / 10	F		
/ 10	-		
/ 10	-		

Under the Users table, click the Event Log for student whose history you wish to view.

View History

Grade Item Event Log: L01 Pre-test

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

Modified By	Last Modified ▼	User	Grade	Symbol
fit_mando0975	Jul 31, 2017 1:48 PM	Test_fit_brookejanray	0 / 10	F
fit_mando0975	Jul 31, 2017 1:48 PM	Test_fit_brookejanray	10 / 10	A

20 per page ▼

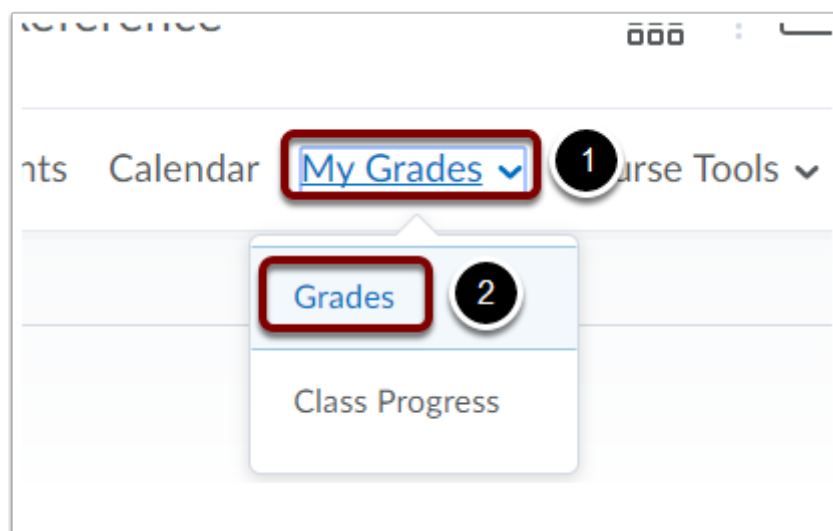
BYU-Idaho Online Knowledgebase

This will open a dialog box that shows the grading history of that student.

How Do I Add Private Comments to Grade Items?

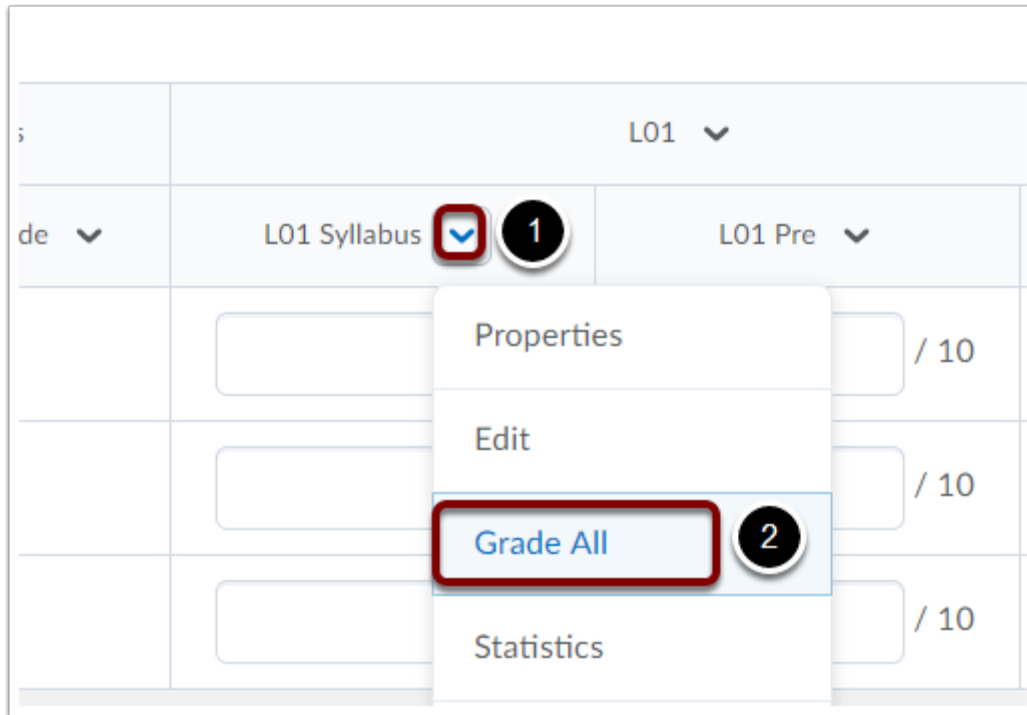
Instructors and TA's can add private feedback in the grade book that is only visible to other teachers or TA's. This tutorial explains where and how to do this within the grade book.

My Grades



1. Click **My Grades**.
2. Click **Grades**.




Enter Grades



From the main grading page,

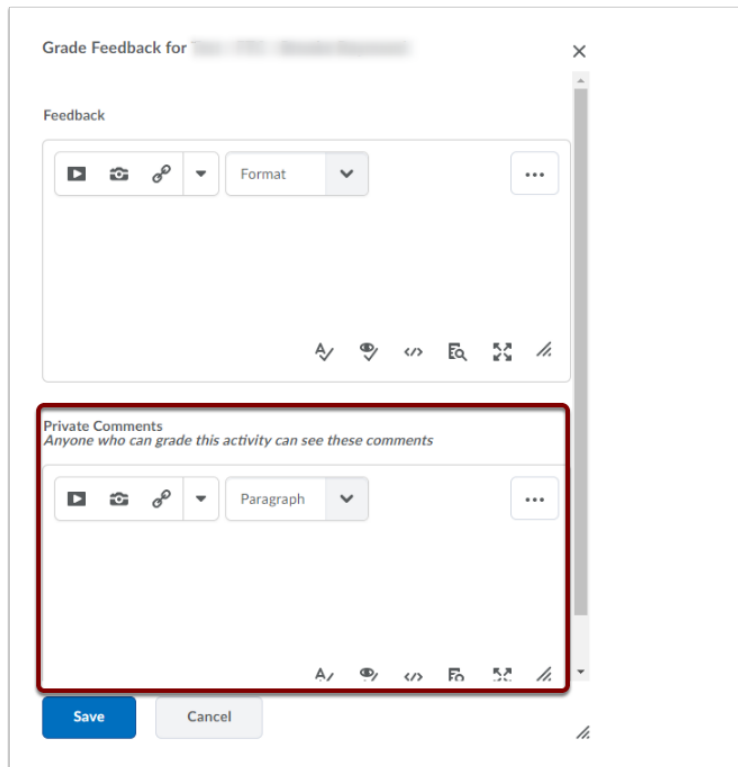
1. Click the **dropdown arrow** beside a grade item.
2. Click the **Grade All** button.

Grade Item

Grade	Scheme	Feedback	
<input type="text" value="10"/> / 10	-		
<input type="text"/> / 10	-		
<input type="text"/> / 10	-		

Select the **Feedback** chat bubble to open the feedback area for an individual student.


Feedback



The image shows a 'Grade Feedback' dialog box. At the top, it says 'Grade Feedback for [Activity Name]' with a close button (X). Below this is a 'Feedback' section with a rich text editor. The editor has a toolbar with icons for video, image, link, and a dropdown menu, followed by a 'Format' dropdown and a three-dot menu. The text area is empty. Below the text area is a second toolbar with icons for bold, italic, link, unlink, list, and indent. Below the 'Feedback' section is a 'Private Comments' section, which is highlighted with a red border. It has a title 'Private Comments' and a subtitle 'Anyone who can grade this activity can see these comments'. It also has a rich text editor with a similar toolbar. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Add private comments by typing in the second box. These comments are only visible to people with administrative roles in the course.

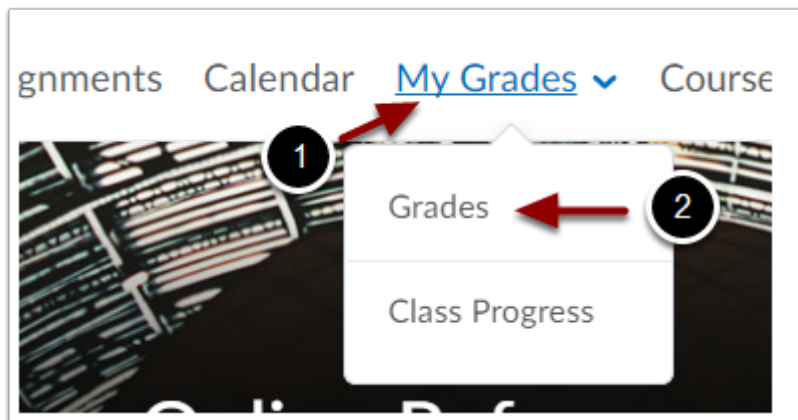
How Do I Automatically Give a Zero Once a Due Date Has Passed?

-  In previous versions of I-Learn, it was possible to "flunk unsubmitted" assignments and grades once a due date had passed. This would automatically assign 0's to all students who had failed to complete the assignment. Unfortunately this functionality no longer exists within I-Learn. Please see [this tutorial](#) for information on grading in bulk.

General Grading

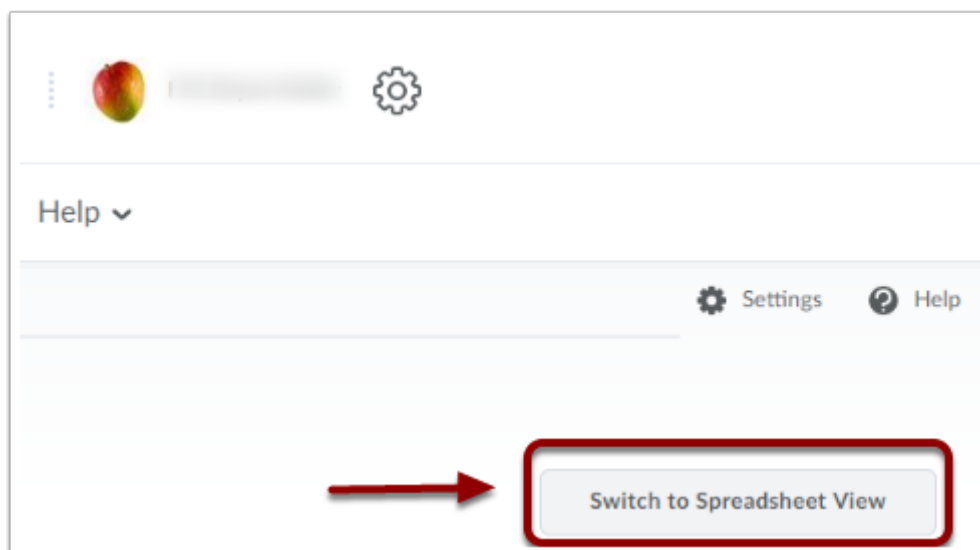
How Do I Grade a Grade Item That Is Not Connected to Any Activity?

Grades



1. Select **My Grades** in the upper navigation bar.
2. Select **Grades**.

Spreadsheet View



BYU-Idaho Online Knowledgebase

If you are viewing the Gradebook in Standard View, click [Switch to Spreadsheet View](#)

Assign Grades

	L02 ▾	
	L02 Essay ▾	Last Name ▲, First Name
,	<input type="text"/>	20
,	<input type="text"/>	20
,	<input type="text"/>	20

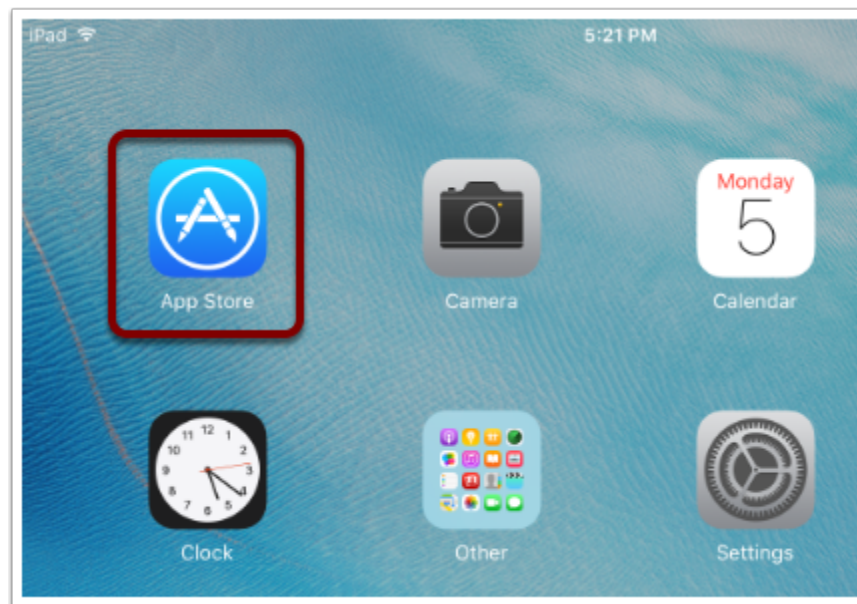
Find the item you wish to grade in the gradebook. Insert the students' grades into the corresponding text box.

NOTE: This is the **ONLY** time we recommend inserting grades directly into the grades column in the gradebook.

How Do I Use the D2L Assignment Grader iPad App?

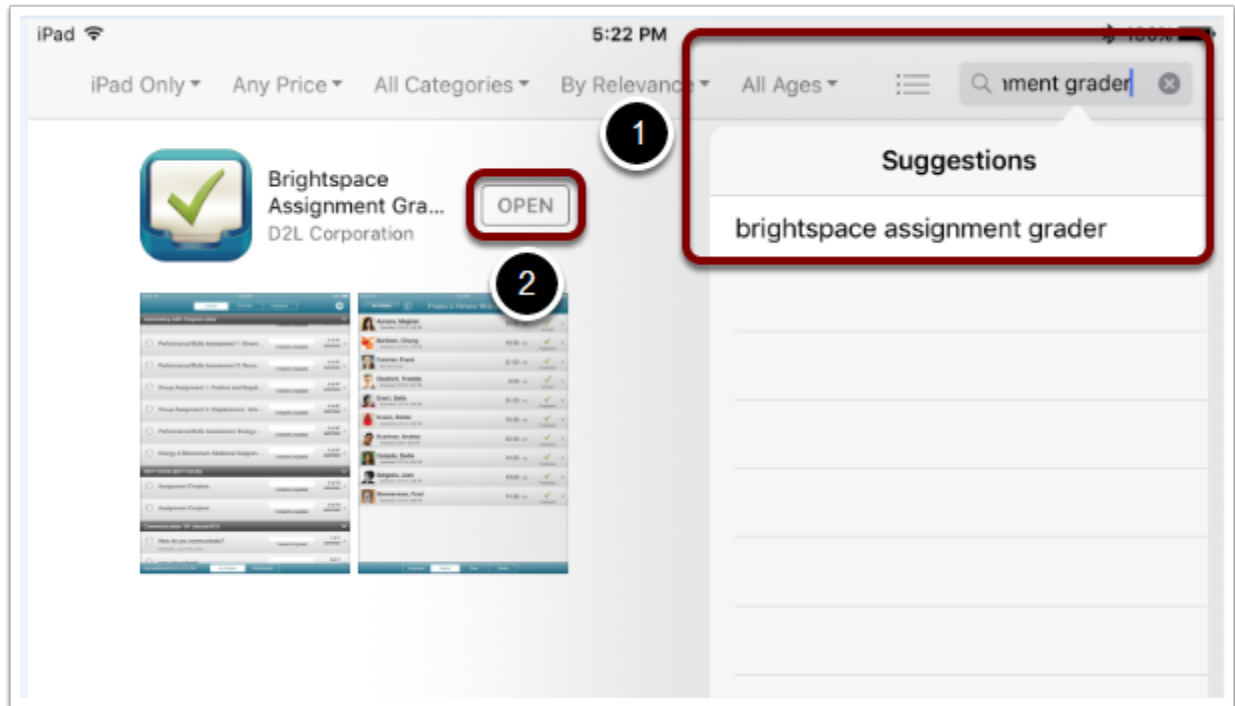
How Do I Install the iPad Grading App?

App Store



Select the App Store.

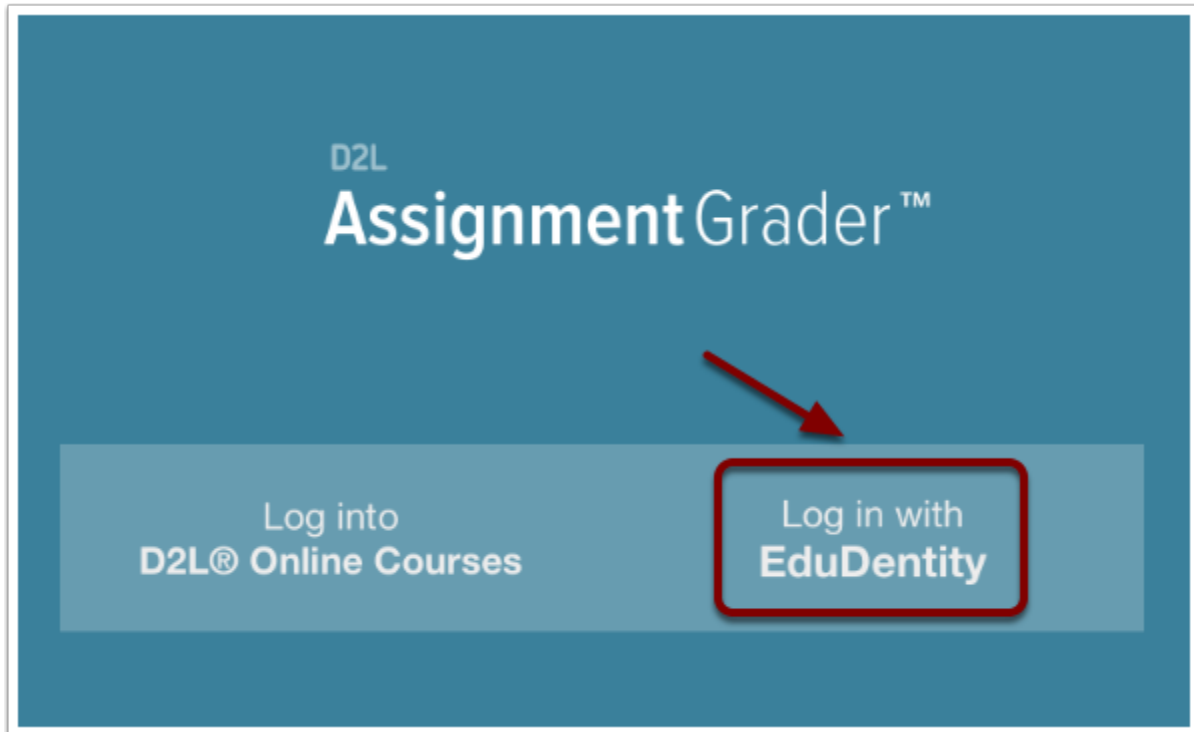
Brightspace Assignment Grader



1. Search for Brightspace Assignment Grader.
2. Click on the **Download** button next to Brightspace Assignment Grader. The App will now be installed on your iPad.

How Do I Log into My Account with the D2L Assignment Grader?

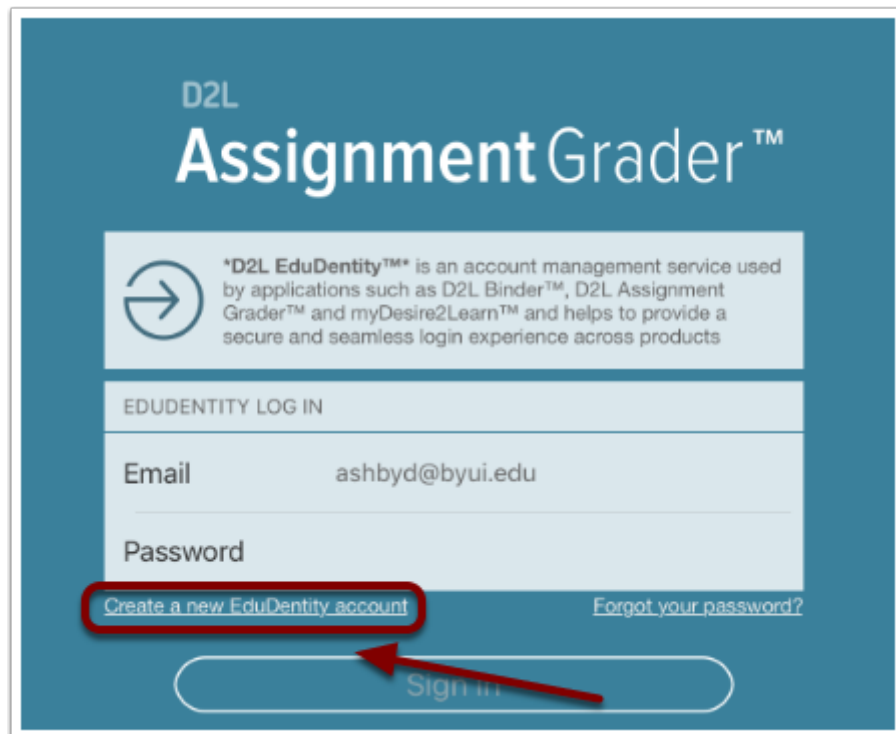
Log in with EduDentity



Open the app, then select **Log in with EduDentity**. If you do not have an EduDentity account, follow the steps below in 'Create An EduDentity Account'. If you already have an account, continue on to 'Sign into EduDentity'.

Create An EduDentity Account (if you haven't already done so.)

Create a New EduDentity Account



D2L
Assignment Grader™

*D2L EduDentity™ is an account management service used by applications such as D2L Binder™, D2L Assignment Grader™ and myDesire2Learn™ and helps to provide a secure and seamless login experience across products

EDUDENTITY LOG IN

Email ashbyd@byui.edu

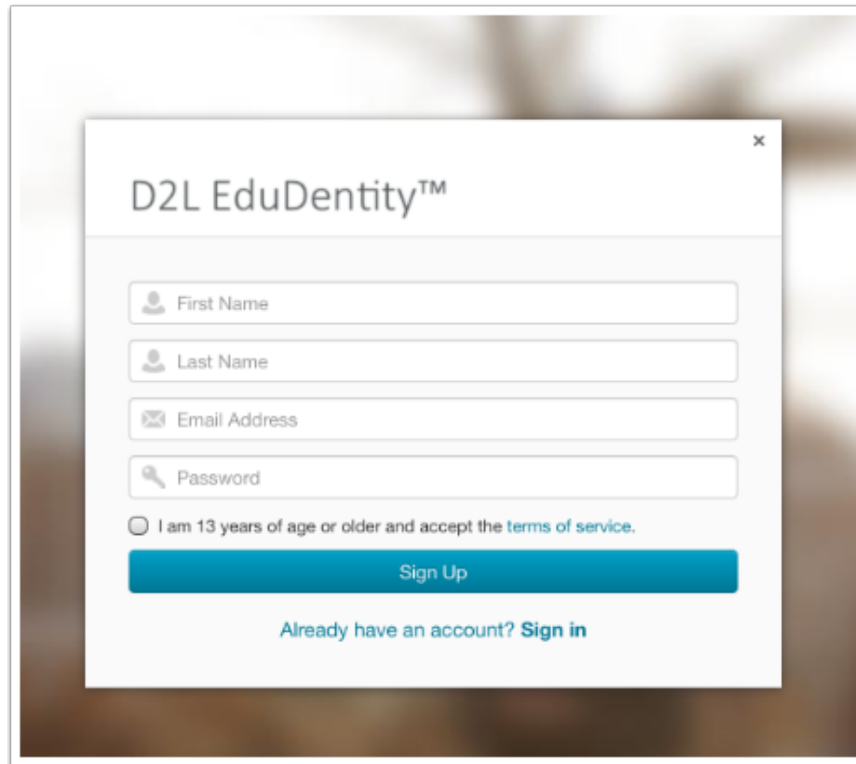
Password

[Create a new EduDentity account](#) [Forgot your password?](#)

Sign in

If you do not already have an EduDentity account, select **Create a new EduDentity account**.

Create EduDentity Account

A screenshot of the D2L EduDentity™ account creation form. The form is white with a blue header bar containing the text "D2L EduDentity™" and a close button (X) in the top right corner. Below the header, there are four input fields: "First Name" (with a person icon), "Last Name" (with a person icon), "Email Address" (with an envelope icon), and "Password" (with a key icon). Below these fields is a checkbox labeled "I am 13 years of age or older and accept the [terms of service](#)." Below the checkbox is a large blue button labeled "Sign Up". At the bottom of the form, there is a link that says "Already have an account? [Sign in](#)".

Fill in the form with your personal information and press **Sign Up**. You will then be taken back to the EduDentity login page. Continue to follow the steps below to log into the D2L Assignment Grader.

Sign into EduDentity

D2L
Assignment Grader™

*D2L EduDentity™ is an account management service used by applications such as D2L Binder™, D2L Assignment Grader™ and myDesire2Learn™ and helps to provide a secure and seamless login experience across products

EDUDENTITY LOG IN

Email ashbyd@byui.edu

Password ••••••••••

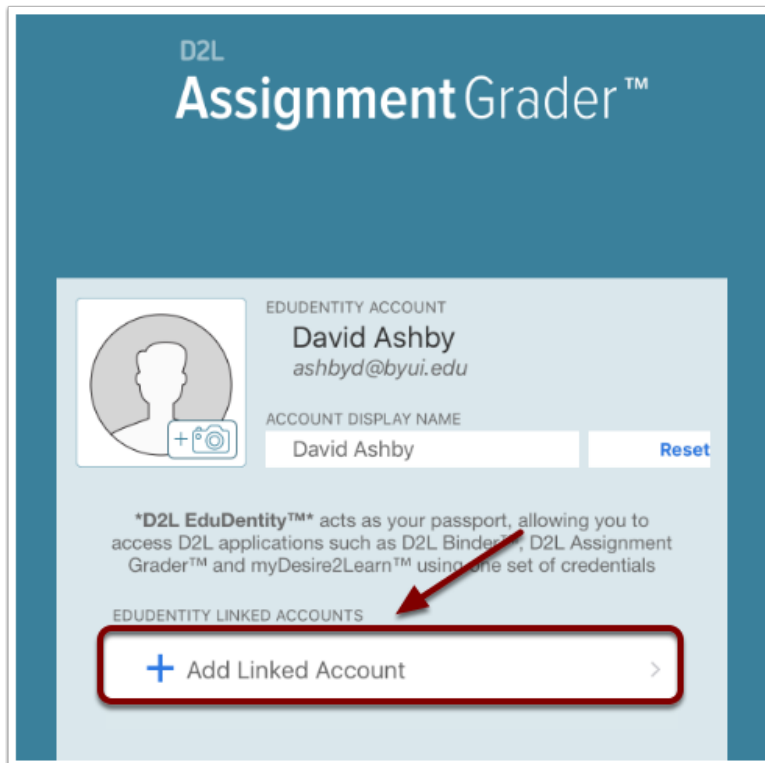
[Create a new EduDentity account](#) [Forgot your password?](#)

Sign In

< Back

1. Insert your BYU-Idaho login credentials.
2. Click Sign In.

Add Linked Accounts



Click Add Linked Account.

BYU-Idaho Online Knowledgebase

Enter Course Web Address

D2L
Assignment Grader™

B D2L Assignment Grader™ is only available for instructors using the Brightspace Integrated Learning Platform. Specify the web address for your organization's online courses to log in and start using Assignment Grader.

LOG IN - ENTER YOUR D2L COURSES WEB ADDRESS

[How do I find my D2L Courses Web Address? >](#)

Connect

[< Back](#)

1. Enter your course web address. If you are a BYU-Idaho online instructor, the web address is <http://byui.brightspace.com>. If you are a Pathway instructor, the web address is <http://pathway.brightspace.com>.
2. Click **Connect**.

BYU-Idaho Online Knowledgebase

Log into BYU-I/Pathway

Log into either your BYU-Idaho or Pathway account.

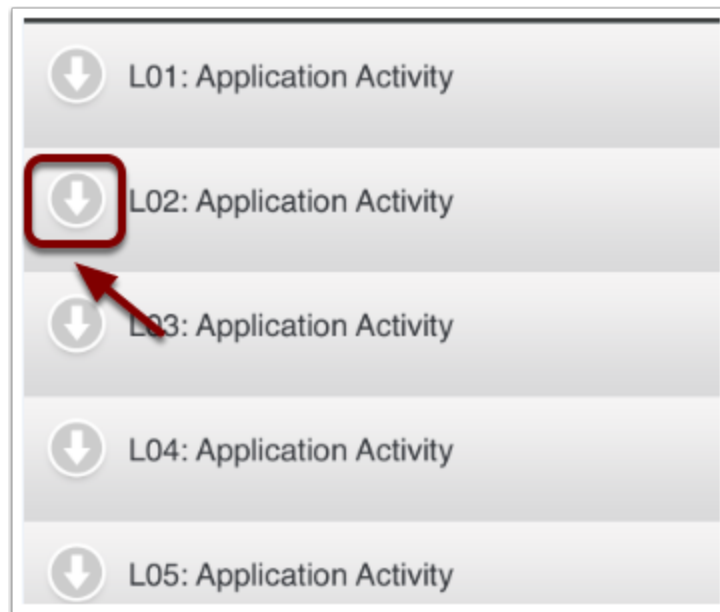
Select Your Account

BYU-Idaho Online Knowledgebase

The app will take you back to the EduDentity screen. Select your BYU-Idaho or Pathway account. It will then take you into your course.

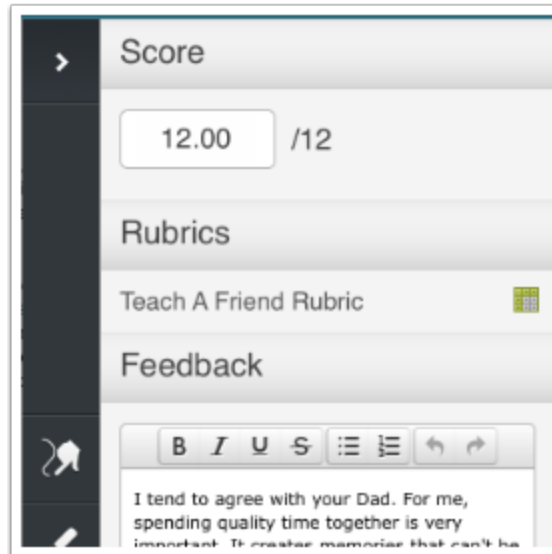
How Do I Grade Offline Using the D2L Assignment Grader?

Download




From the app's home screen, find the activity that you wish to download. Click the **download** icon next to its title. Submissions will then begin downloading to your iPad.

Grade



You can now grade the submissions offline the same way you would grade submissions with an internet connection.

How Do I Submit Final Grades? (Pathway)

 This only applies to Pathway courses. For all other courses, read the ["How Do I Submit Final Grades?"](#) article.

It is your responsibility to make sure that the gradebook is ready to go, so that Pathway can pull your grades into the Pathway system. Make sure that:

1. Every grade item that needs a zero (0) has a zero (0).
 1. You may need to submit quizzes that are in progress or assign a 0 in the gradebook.
Read this article to find out how: ["How Do I Submit an 'In Progress' Quiz for a Student?"](#)
2. All the grades have been updated and are finalized.
3. The final step is to set the grading scheme to "Pathway_Standard." (Follow the instructions below.)

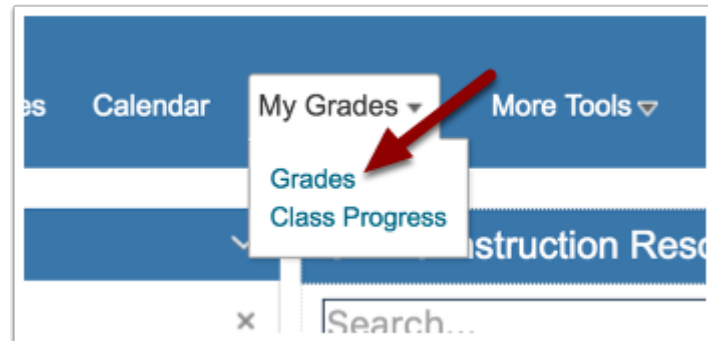
On the grade submit deadline, Pathway will pull your grades into its student records system. [There isn't any official grade submit button or confirmation.](#)

This article will show you how to change your gradebook grading scheme to "Pathway_Standard."

Incomplete and Unofficial Withdrawal Grades

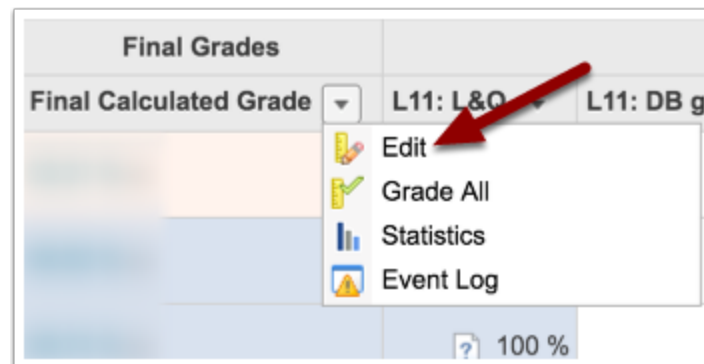
When issuing final grades, please be aware that Incomplete grades and Unofficial Withdrawals are currently not options available for Pathway students. Please enter a letter grade from A to F for each student.

Grades Tab



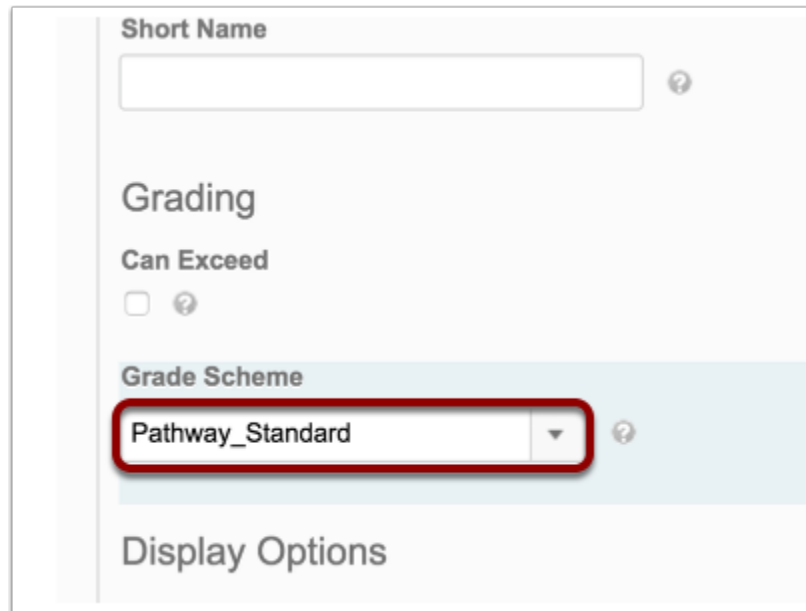
Under "My Grades," select Grades to go to the Gradebook.

Final Calculated Grade Column



Select the down arrow at the top of the "Final Calculated Grade" column. Select "Edit."

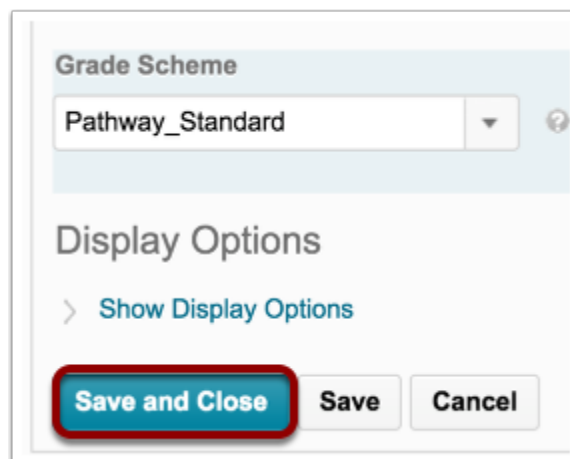
Grade Scheme



A screenshot of a web form for configuring a grade scheme. The form has a light gray background and a vertical sidebar on the left. The main content area contains the following sections: "Short Name" with a text input field and a help icon; "Grading" with a "Can Exceed" checkbox and a help icon; "Grade Scheme" with a dropdown menu showing "Pathway_Standard" and a help icon; and "Display Options" at the bottom. The "Grade Scheme" dropdown is highlighted with a red rectangular border.

Select the "Pathway_Standard" grading scheme.

Save and Close



A screenshot of the bottom portion of the grade scheme configuration form. It shows the "Grade Scheme" dropdown menu with "Pathway_Standard" selected. Below this is the "Display Options" section, which includes a link "> Show Display Options". At the bottom, there are three buttons: "Save and Close" (highlighted with a red rectangular border), "Save", and "Cancel".

Select "Save and Close" at the bottom of the screen to ensure that the grade scheme is saved for your course.



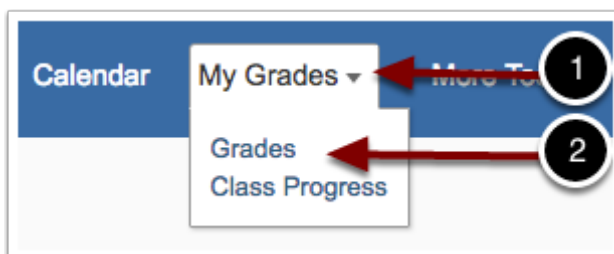
You might also be interested in: [How Do I Manually Edit a Final Grade? \(Pathway\)](#)

How Do I Give a Student a Failing Grade for the Course? (Pathway)

Pathway instructors cannot edit a student's final grade directly. Instead they need to adjust the score of a single grade item to affect the student's final grade. If you have a student that needs to be given a failing grade in the course for any reason, follow the steps below.

Give Failing Grade

Grades



1. Click **My Grades**
2. Click **Grades**

BYU-Idaho Online Knowledgebase

Student Gradebook

Last Name ▲, First Name		Final Grades
		Final Calculated Grade ▼
<input type="checkbox"/>	Ac...ua	80.99 %
<input type="checkbox"/>	Al...ina	93.86 %

Click on the student's name. (Name blurred in screenshot above).

Note the Final Calculated Grade

Final Grade

> [Show Comments](#)

Final Calculated Grade
946.01 / 1,168

Note the current grade so that you know what the grade was and can compare it to what the new grade will be.


Edit Grade Item

Grade Items

Math Quiz


L02.14 Math Quiz A

Submission



Grade

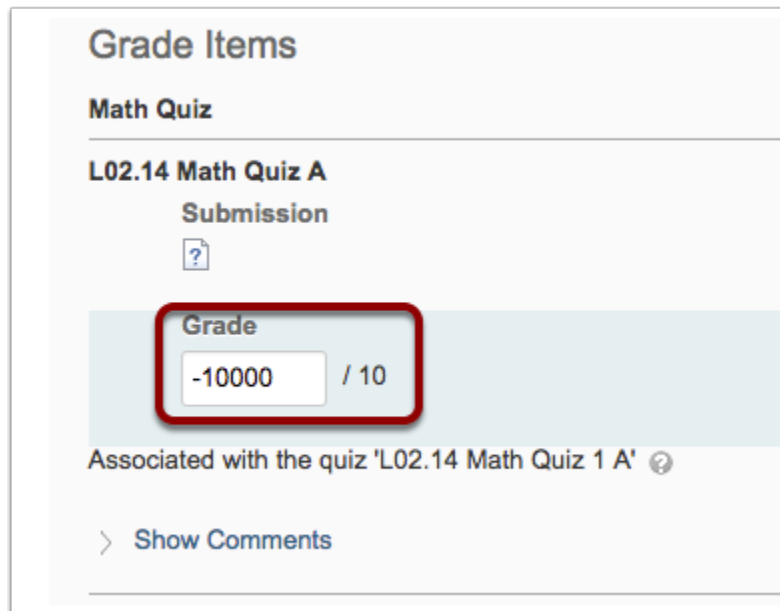
10

Associated with the quiz 'L02.14 Math Quiz 1 A' 

> [Show Comments](#)

Find the first grade item in the list below the Final Calculated Grade. Then delete the grade that is in the box.

Enter Negative Points




Grade Items

Math Quiz


L02.14 Math Quiz A

Submission



Grade

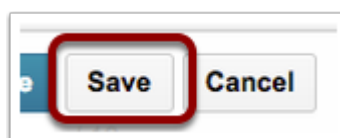
/ 10

Associated with the quiz 'L02.14 Math Quiz 1 A' 

[Show Comments](#)

Enter a score of "-10000." This number should be sufficient to bring the student's grade down to a '0.' It does not bring the grade down enough, increase the negative score to "-20000."

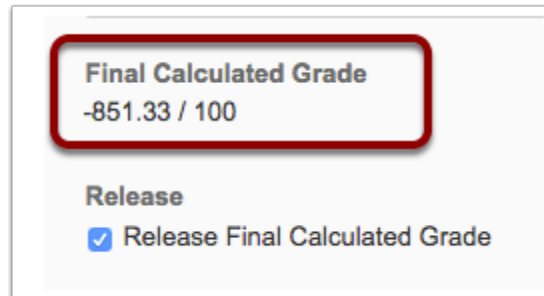
Save



Save **Cancel**

Click **Save** to update the page and view the updated Final Calculated Grade.

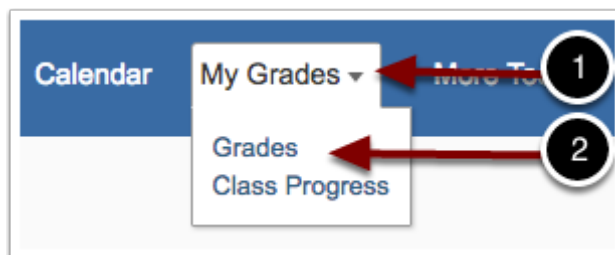
View New Final Calculated Grade



The students new Final Calculated Grade should now be calculated to be a failing grade. If the grade has not been sufficiently reduced, repeat the steps above, increasing the negative score until the total score is failing.

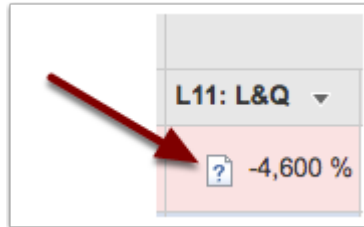
How Do I Undo the Steps above?

Grades



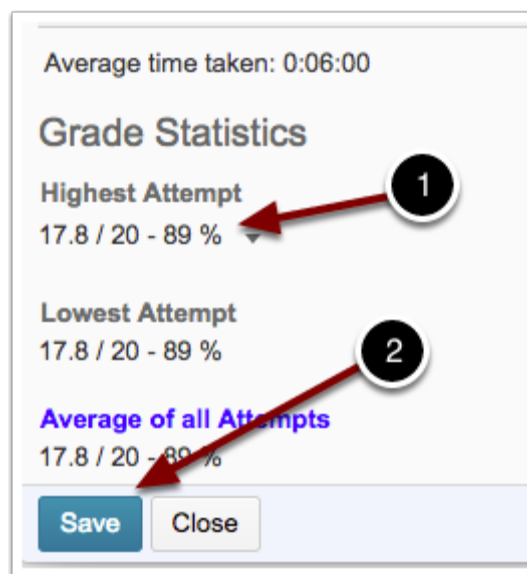
1. Click **My Grades**
2. Click **Grades**

Submission/Attempt Icon



Find and click on the submission/attempt icon in the gradebook.

Resubmit Grade



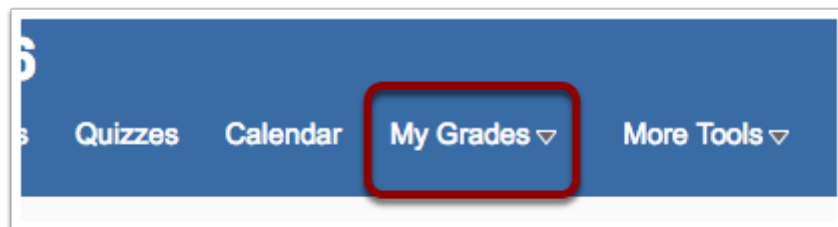
1. You should the original grade given on this quiz.
2. Click **Save**

This will override the negative point grade given in the steps above. (You may need to refresh the gradebook page to see the corected grade.)

How Do I Manually Edit/Adjust a Final Grade? (Pathway)

Currently Pathway instructors are not able to edit final grades manually. If you need to change a student's final grade, you will manually edit past grade items. Follow the following steps to do so:

Grades



Go to Grades.

Student Name



Click on the student's name.

Increase Final Score

Assign Points

The screenshot displays the 'Grade Items' section of a learning management system. It lists three items under 'Lesson 01':

- L01: Lesson Material and Quiz**
Grade: 0 / 20 (The '20' is highlighted in yellow)
- L01: Introduce Yourself DB**
Grade: 0 / 8 (The '8' is highlighted in yellow)
- L01: Attendance Report**
Grade: 0 / 30 (The '30' is highlighted in yellow)

Each item includes a link to 'Show Comments' and a note about its association with a specific quiz or discussion topic.

Since Pathway classes don't allow for extra credit you can't exceed the total points possible for any assignment. Choose any assignment(s) with a current score of 0 or any other low score where you can give points back to the student. You can give the students up to the maximum number of points allowed (highlighted in yellow).

Save



Click **Save** to see the new score.

Check New Final Calculated Grade

Final Grade
> [Show Comments](#)

Final Calculated Grade
1,103.04 / 1,429

Scheme: 77.19 %

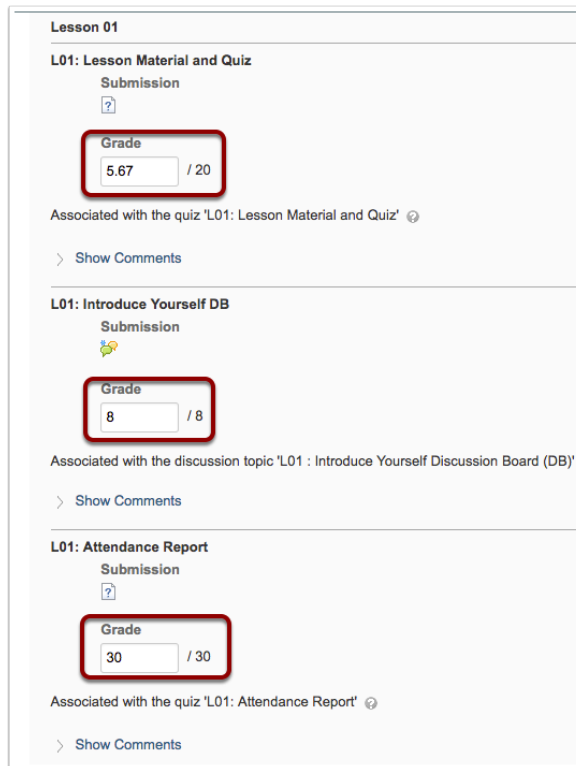
Check the student's new Final Calculated Grade. If the grade is changed to your satisfaction, you're done.

If the grade is not adjusted to your liking, repeat the steps above until the score is calculated as you would like.

BYU-Idaho Online Knowledgebase

Lower Final Score

Remove Points




The screenshot displays a web interface for managing grades. It is divided into three sections, each with a title, a 'Submission' icon, a 'Grade' input field, and a 'Show Comments' link. The first section, 'L01: Lesson Material and Quiz', has a grade of 5.67 / 20. The second section, 'L01: Introduce Yourself DB', has a grade of 8 / 8. The third section, 'L01: Attendance Report', has a grade of 30 / 30. In each section, the 'Grade' input field is highlighted with a red rectangle.

Section	Submission	Grade	Max Points
L01: Lesson Material and Quiz	[Icon]	5.67	20
L01: Introduce Yourself DB	[Icon]	8	8
L01: Attendance Report	[Icon]	30	30

Find grade items that have the highest point values where you can remove points. Change the score given to a lower score.

Save



The screenshot shows a dialog box with three buttons: 'End Close', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red rectangle.

Click Save to see the new score.

Check New Final Calculated Grade

Final Grade

> [Show Comments](#)

Final Calculated Grade
1,103.04 / 1,429

Scheme: 77.19 %

Check the student's new Final Calculated Grade. If the grade is changed to your satisfaction, you're done.

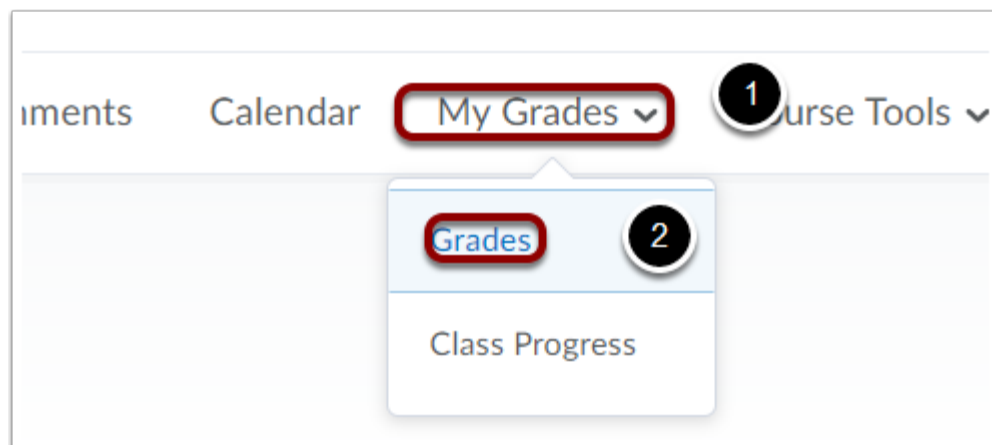
If the grade is not adjusted to your liking, repeat the steps above until the score is calculated as you would like.



You might also be interested in [How Do I Submit Final Grades? \(Pathway\)](#)

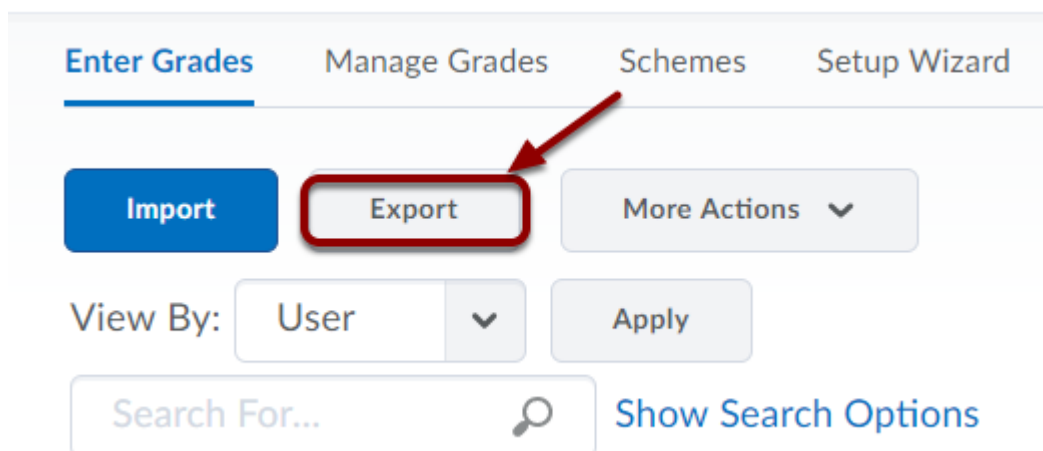
How Do I Export the Gradebook to a CSV file?

Grades Tab



Click My Grades and then select Grades.

Export



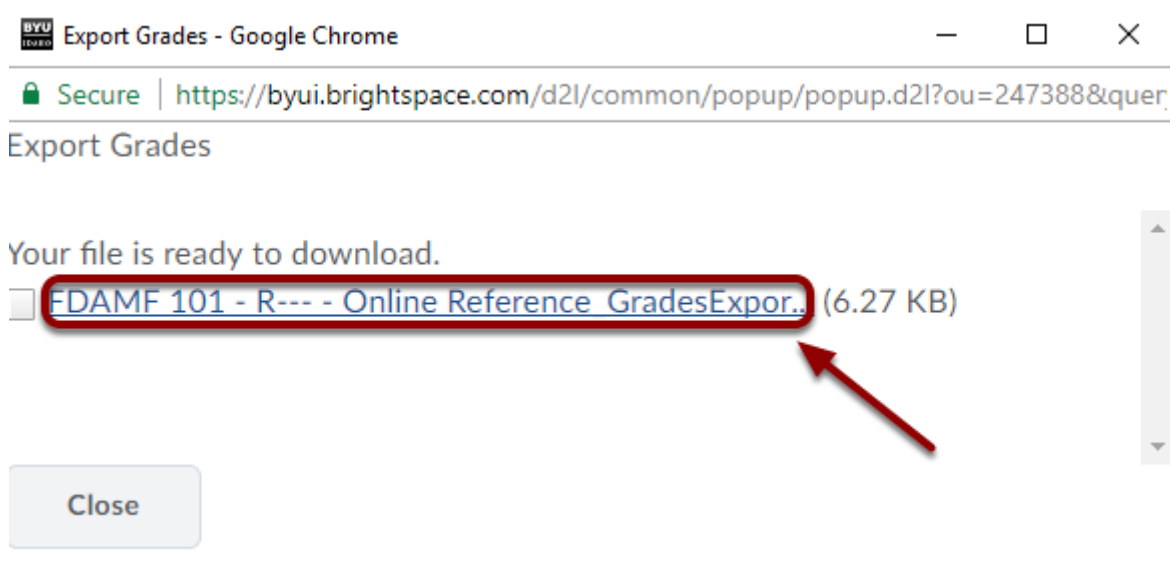
In the top left corner, select Export.

Export to CSV

<input type="checkbox"/>	Grade Item
<input type="checkbox"/>	Lesson 01
<input checked="" type="checkbox"/>	L01 Syllabus Quiz
<input checked="" type="checkbox"/>	L01 Pre-test
<input checked="" type="checkbox"/>	Subtotal ?
<input type="checkbox"/>	Lesson 02
<input type="checkbox"/>	L02 Essay Activity
<input type="checkbox"/>	L02 Evaluation
<input type="checkbox"/>	L02 Self-Assessment
<input type="checkbox"/>	Subtotal ?
<input type="checkbox"/>	Lesson 03
<input type="checkbox"/>	L03 Self-Assessment

Check the boxes next to the items you wish to export. To select all items, click the very first checkbox. Then select **Export to CSV**.

Download File



A window will appear with the file. Click on the file to download it.

How Do I Import Grades Into My Gradebook?

This tutorial will show you how to imports grades from a spreadsheet into I-Learn.

Excel

	A	B	C	D	E	F
1	OrgDefinedId	Last Name	First Name	Paper 3 Point	End-of-Line Indicator	
2	#1	Erickson	Roland	15	#	
3	#2	Taulbee	Christopher	10	#	
4	#3	McCord	Ethan	20	#	
5						
6						
7						
8						

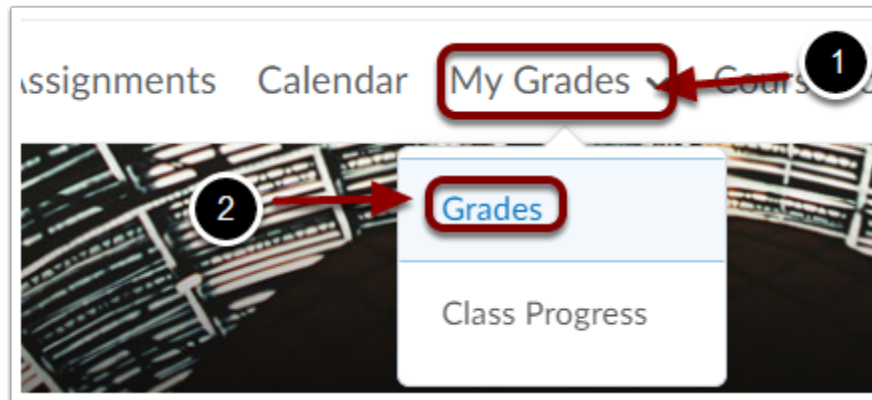
The spreadsheet must have the following columns:

1. Either **OrgDefinedId** (I-Number) or **Username**s
2. The **name of the grade item** as it appears in I-Learn. There is a lot of other information that needs to be included in the same cell as the grade item name. The easiest way to get the right information is to start by exporting the gradebook from I-Learn. Click the following link for details: [How Do I Export the Gradebook to a CSV file?](#)
3. An "End-of-Line Indicator" column with a # in each cell

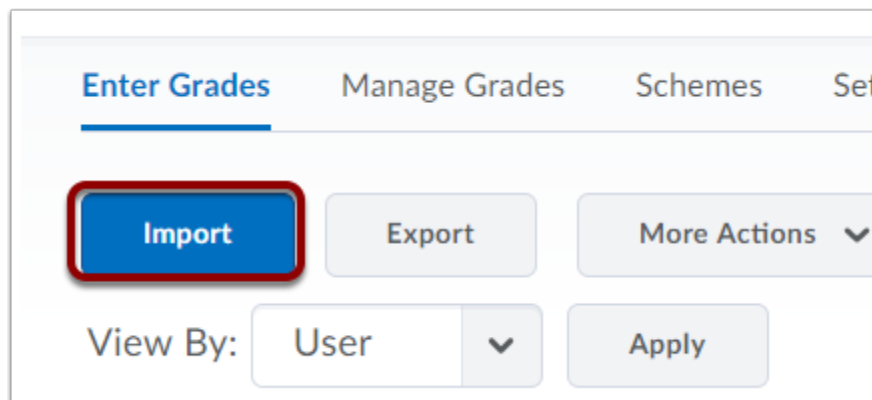


The spreadsheet must be saved as in a .csv format, not .xlsx or any other format.

I-Learn



In I-Learn, click **My Grades**, then **Grades**.



Click **Import**.

Choose File

Note: Only Numeric, Pass/Fail, Selectbox, and

Step 1: Select File to Import

Format

.CSV, .TXT

Sample

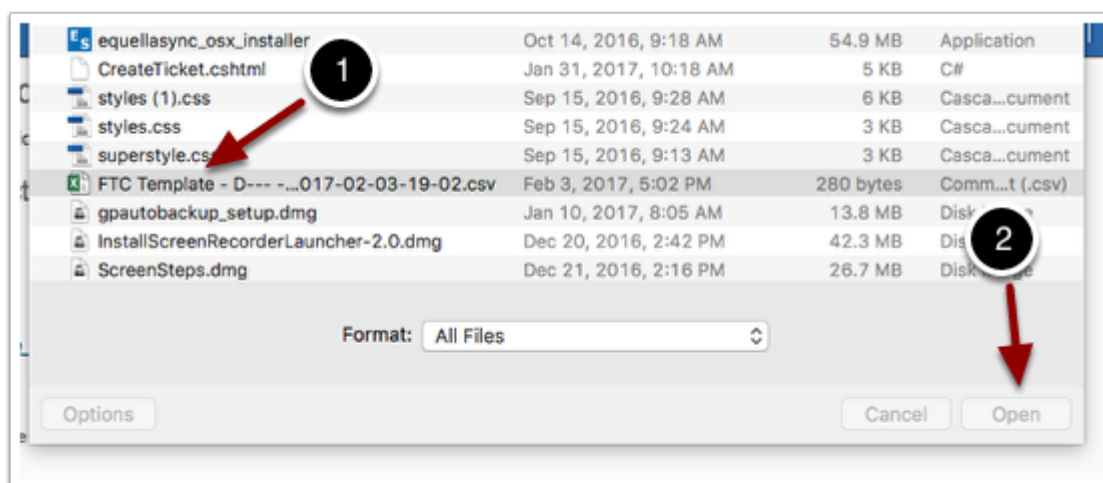
☐ [Grades_Sample_Import_File.csv](#) (656 Bytes)

Import File *

Choose File No file chosen

Select Choose File.

Open Spreadsheet File



BYU-Idaho Online Knowledgebase

Select the .csv file and click **open**.

Continue

Sample

☐ [Grades_Sample_Import_File.csv](#) (656 Bytes)

Import File *

Grades_Samp...rt_File.csv

Item Creation

☐ Create new grade item when an unrecognized it

Click the **Continue** button.

💡 if some of the columns in your spreadsheet have columns that don't already exist in your I-Learn gradebook, select the box that says "Create new grade item when an unrecognized item is referenced".

Address Errors

Step 2 : Errors and Warnings Found

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

No errors or warnings found.

Continue

Go Back

Cancel

If no errors are reported, select **continue**.

If there is an error, it will usually be for one of the following reasons:

1. One of the I-Numbers of the students is incorrect. If an I-Number starts with a 0, Excel will sometime clip off that zero.
2. The header with the name of the grade item is incorrect.

Preview Import

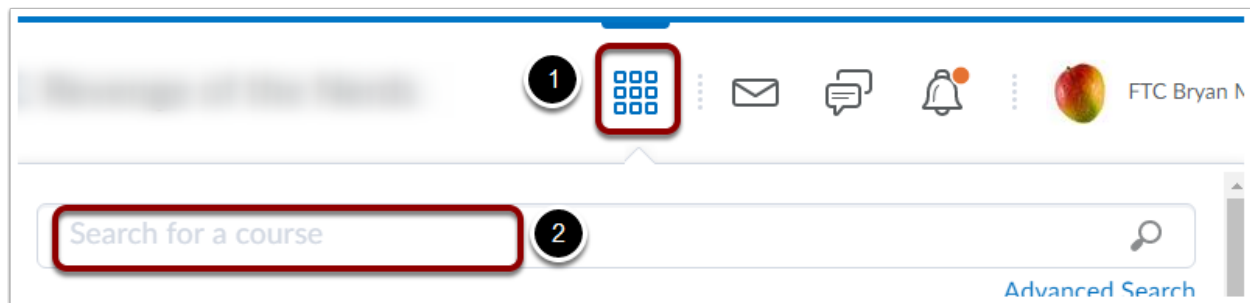
Step 3 : Preview Import

Last Name ▲ , First Name	Example
	TA Example Assign
Muller, Bryan	12 / 15
	13 / 15

You should now see a summary of the changes to the gradebook that will be made. Select **Import**.

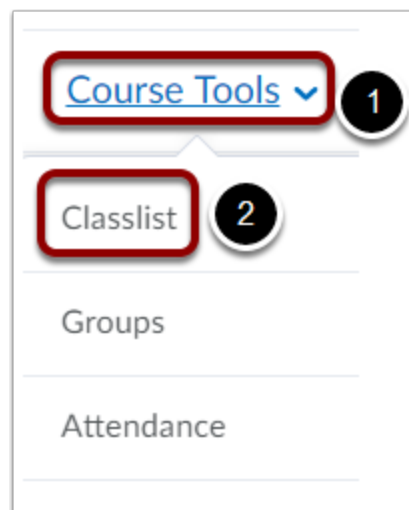
How Do I View a Student's Grade from a Previous Semester?

Select the Class



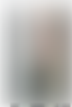





Click the waffle icon and type in the course name.

Class List



First click Course Tools then select Classlist.

Student Progress

	Image	Last Name ▲ , First Name	
<input type="checkbox"/>		[Redacted]	
<input type="checkbox"/>		[Redacted]	
<input type="checkbox"/>		[Redacted]	

Send Email

Impersonate

View progress

Next to the student click on the triangle and select **View progress**.

Quiz Scores

Quizzes

Quizzes Completed Attempts Awaiting Grade

16.67 % (1/6) 0

100 %

Graded Attempts: 1

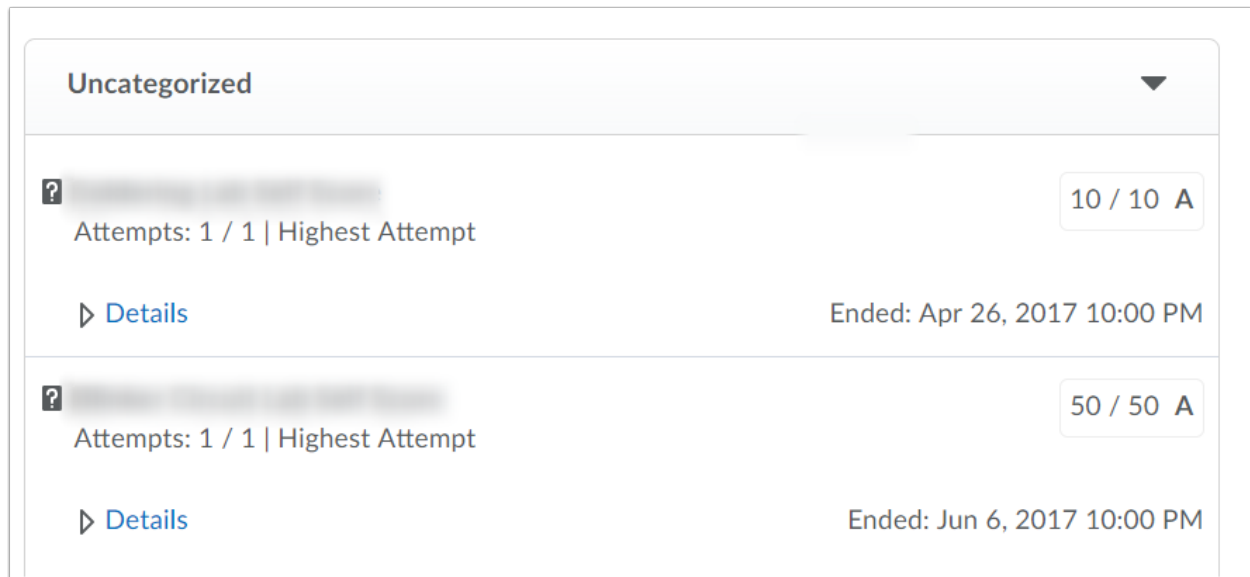
Scroll down to Quizzes and click to expand the **Graded Attempts**.

See All Attempts



Scroll down again and click on the **more attempts** box.

Find the Previous Quiz



Now you can see the quiz you want to review and view the student's score.

How Do I Submit an I or a UW Grade?

I Grades

An "I" grade denotes what is called an Incomplete Contract. This option is available if a student has an extenuating circumstance that makes it impossible for them to complete the course. Rather than simply failing the course, the student works with the instructor to complete the remaining coursework by the end of the following semester.

In order to be eligible for an Incomplete Contract, the student must meet all of the following criteria:

1. The student's extenuating circumstance occurred after the 10th week of a semester (4th week of a block). If the extenuating circumstance occurred after the drop date but before the 10th week, the student should instead withdraw from the course.
2. The student must have a passing grade at the time of petitioning for the Incomplete Contract. **An Incomplete Contract is not a substitute for a failing grade.**
3. The student must be able to complete the remaining work on an individual basis with the instructor. The student and the instructor work together to establish a deadline (which must be on or before the last day of the following semester).
4. The instructor must approve the Incomplete Contract.

Note: When submitting final grades, an instructor should leave the student's grade blank and submit an Incomplete Contract request through the BYU-Idaho Support Center. Click [here](#) to fill out an Incomplete Contract request form.

When the established deadline comes for completing the course, the instructor must request a change of grade through the Registrar's Office. Change the Incomplete Contract to the actual grade the student has earned. To access the Grade Change Portal, visit [this](#) page.

For further questions, refer to the [FAQ pdf](#) about changing grades.

UW Grades

A "UW" grade denotes an unofficial withdrawal, which differs from an official withdrawal in that the student has not contacted records and registration to notify them of dropping the class.

In order for an instructor to give a student a UW, the following criteria must be met:

1. The student did not complete proper withdrawal procedures from the course.
2. The student has a record of non-attendance.
3. The student did not complete any coursework, test, or class-related assignments after attendance ceased.
4. The student's record of non-attendance began **before** the last date to withdraw from classes without receiving the grade earned.

If all of the above criteria are NOT met and the student's academic performance warrants a failing grade, the instructor should assign the student an F rather than a UW.

Both an F and a UW are calculated into a student's GPA as 0.0.

After awarding a student an F or a UW, the instructor will need to indicate whether a student participated in the course. "Participation" is defined as any activity in the course other than logging into I-Learn. If the student submitted an assignment, took a quiz, posted a comment on a discussion board, etc. -- even once -- the student is deemed to have participated.

To account for participation, simply **select** "yes" or "no" as show below:

Submit	Participated
<input type="text"/>	
UW	<input type="radio"/> Yes <input type="radio"/> No
C+	
A	
F	<input type="radio"/> Yes <input type="radio"/> No
D+	