

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How Do I View Students Who Have Withdrawn From My Course?.....	55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

BYU-Idaho Online Knowledgebase

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

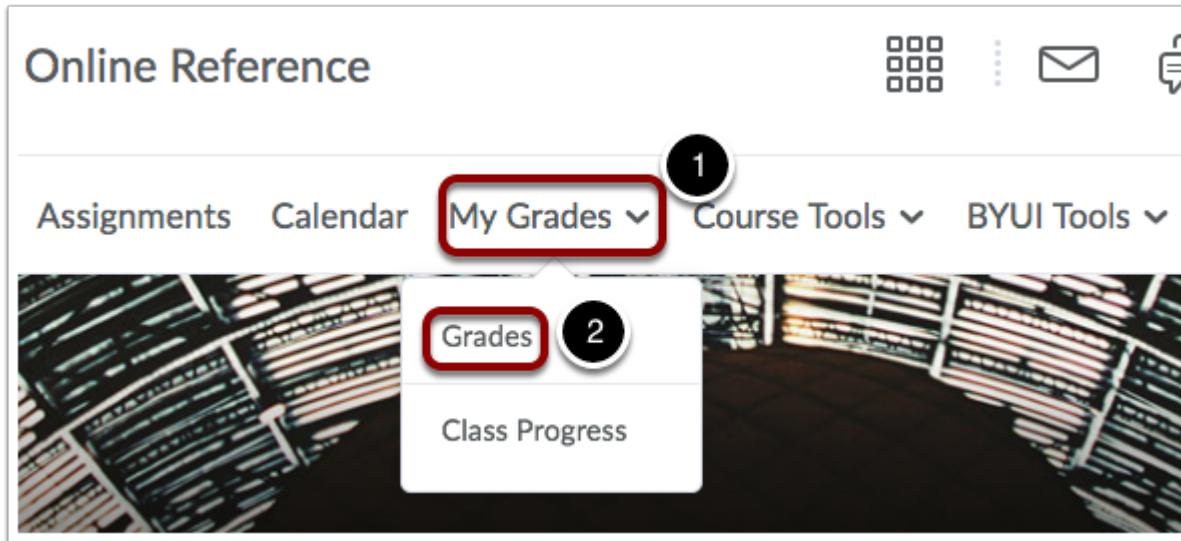
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How Do I View a Student's Grade from a Previous Semester?	216
How Do I Submit an I or a UW Grade?.....	219

Gradebook Settings

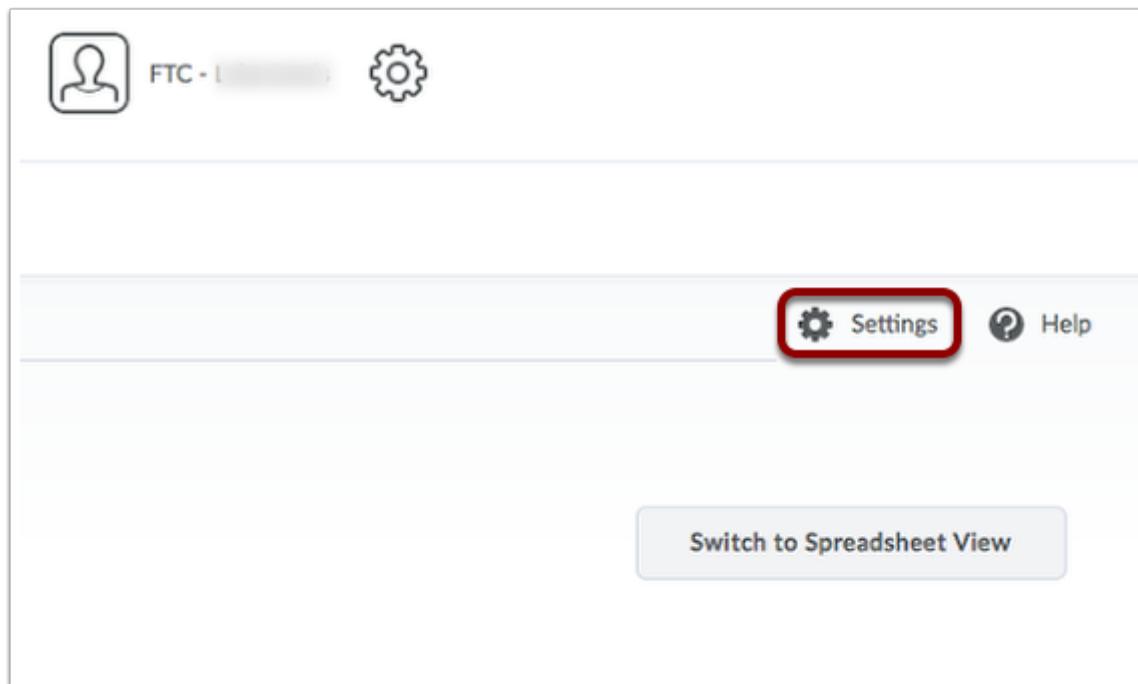
How Do I Make 'Enter Grades' the Default View?

Grades



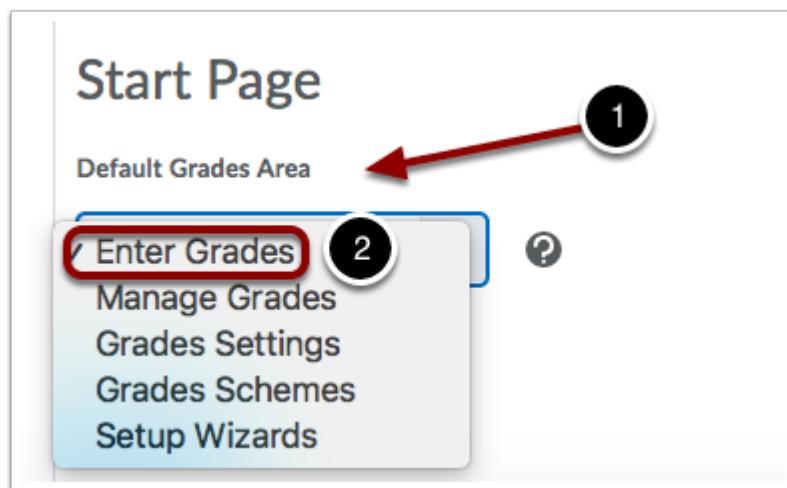
1. Click on My Grades in the upper navigation bar.
2. Select Grades.

Settings



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

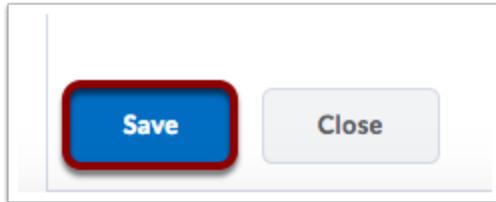
Default Grades Area



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

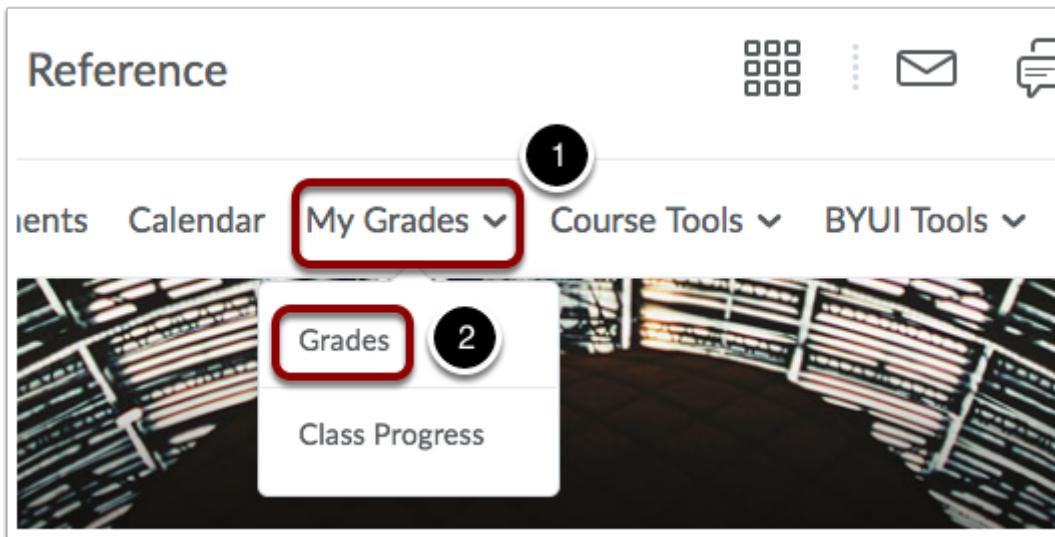
Save



Select Save

How Do I Collapse the Columns in my Gradebook?

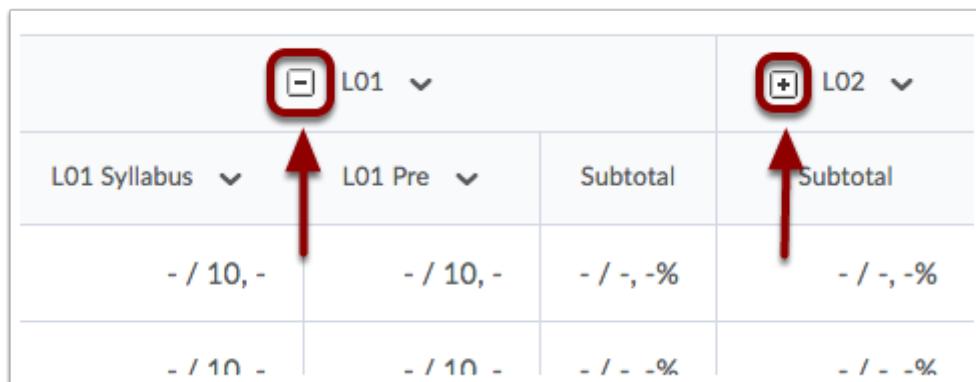
Grades Tab



1. Click on My Grades.

2. Click on Grades.

Collapse/Expand Columns



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.

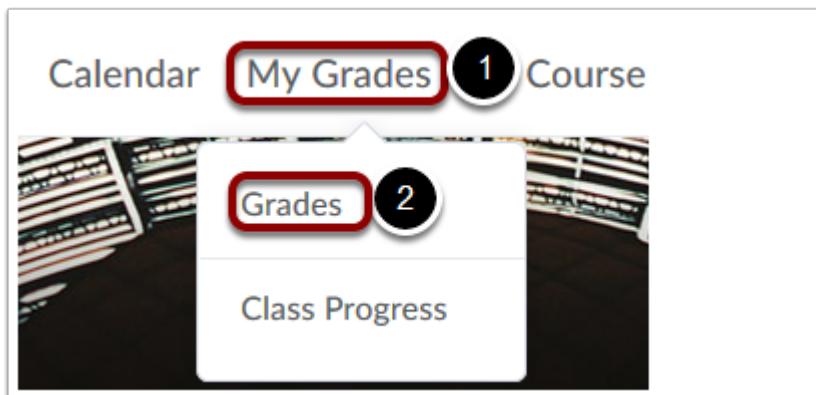
If, for some reason, an instructor would NOT like the overall grade to be visible to students throughout the semester (which is not recommended), this tutorial shows the process of unreleasing overall final grades.

(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



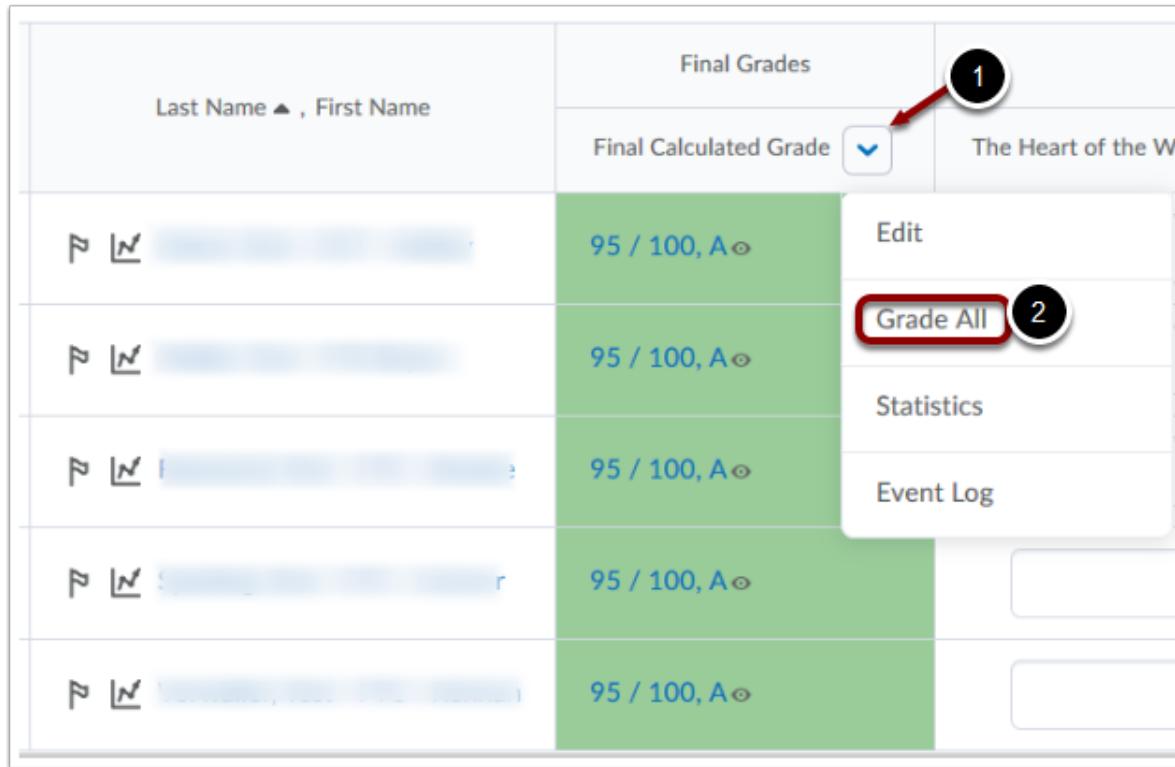
Click on My Grades and then select Grades.

Grades Released

Last Name ▲ , First Name	Final Grades
Final Calculated Grade ▼	
¶ [REDACTED]	95 / 100, A ⓘ
¶ [REDACTED]	95 / 100, A ⓘ
¶ [REDACTED]	95 / 100, A ⓘ
¶ [REDACTED]	95 / 100, A ⓘ
¶ [REDACTED]	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

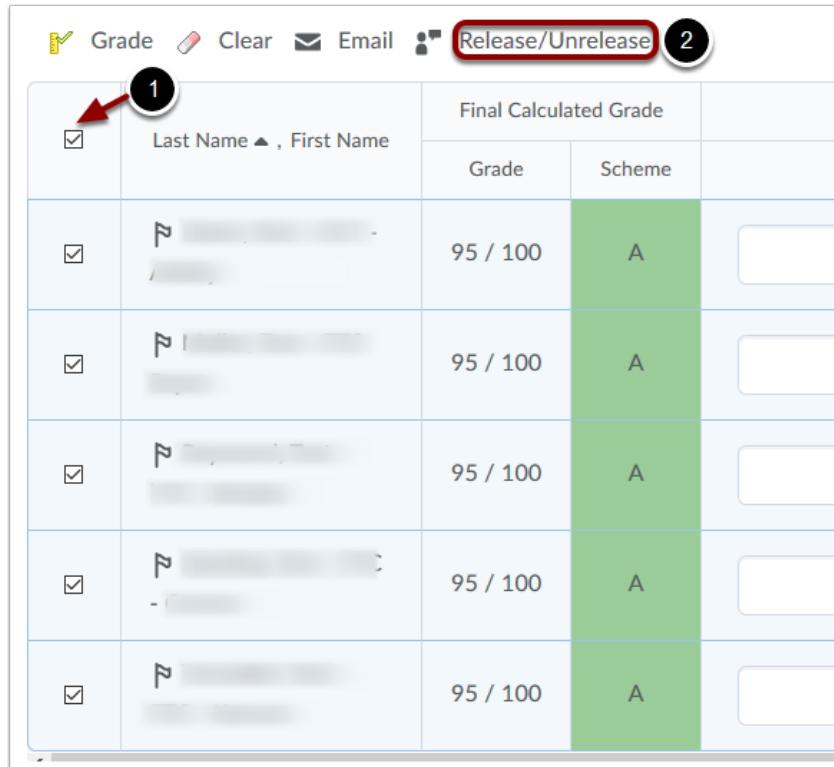


The screenshot shows a grade book interface with a table of student names and their final calculated grades. A context menu is open over the first student's grade cell. The menu items are: Edit, Grade All (which is highlighted with a red box and a circled '2'), Statistics, and Event Log. A red arrow points from a circled '1' to the dropdown arrow in the 'Final Calculated Grade' column header. The student names are partially obscured by a blue redaction marker.

Last Name ▲ , First Name	Final Grades
███████████	Final Calculated Grade ▼
███████████	95 / 100, A ◎
███████████	95 / 100, A ◎
███████████	95 / 100, A ◎
███████████	95 / 100, A ◎
███████████	95 / 100, A ◎

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

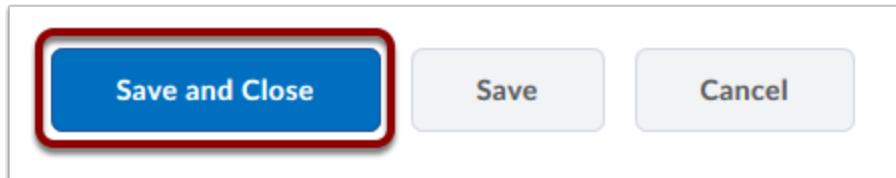
Unrelease All

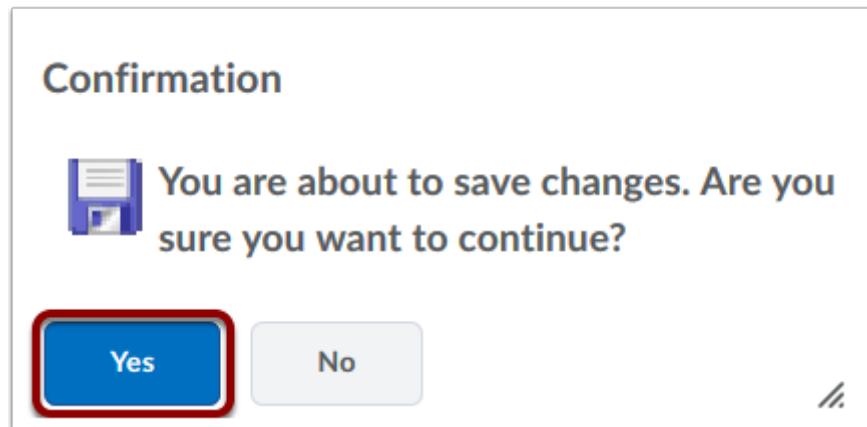


	Last Name ▲ , First Name	Final Calculated Grade	
		Grade	Scheme
<input checked="" type="checkbox"/>	██████████	95 / 100	A
<input checked="" type="checkbox"/>	██████████	95 / 100	A
<input checked="" type="checkbox"/>	██████████	95 / 100	A
<input checked="" type="checkbox"/>	██████████	95 / 100	A
<input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





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 ▼	
✉ [REDACTED]	95 / 100, A [✓]
✉ [REDACTED]	95 / 100, A [✓]
✉ [REDACTED]	95 / 100, A [✓]
✉ [REDACTED]	95 / 100, A [✓]
✉ [REDACTED]	95 / 100, A [✓]

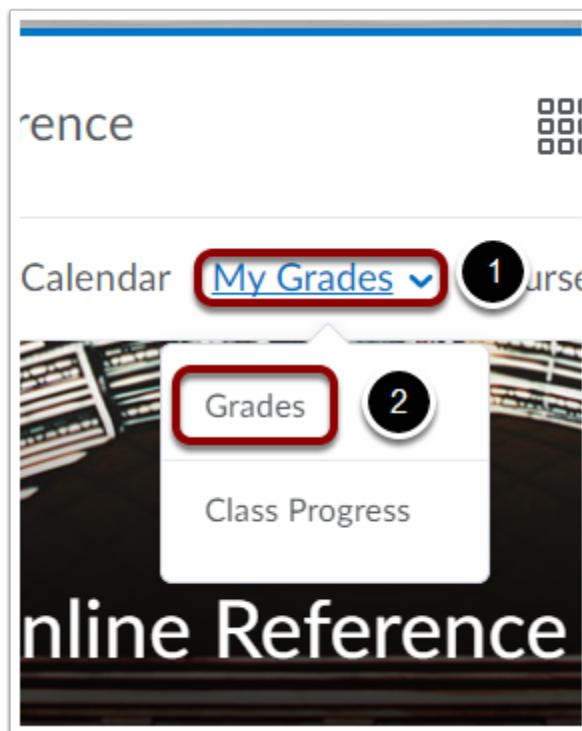
The symbol in the Final Calculated Grade column should change to an eye with a line through it. Grades are no longer visible to students.

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- 💡 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.

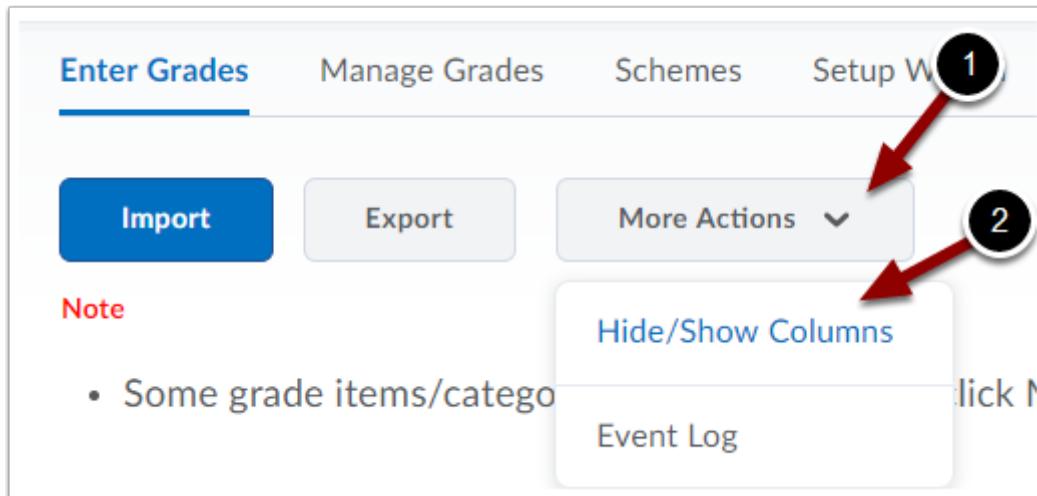
How Do I Hide Grade Columns in the Gradebook?

Grades Tab



Click My Grades and then select Grades.

More Actions



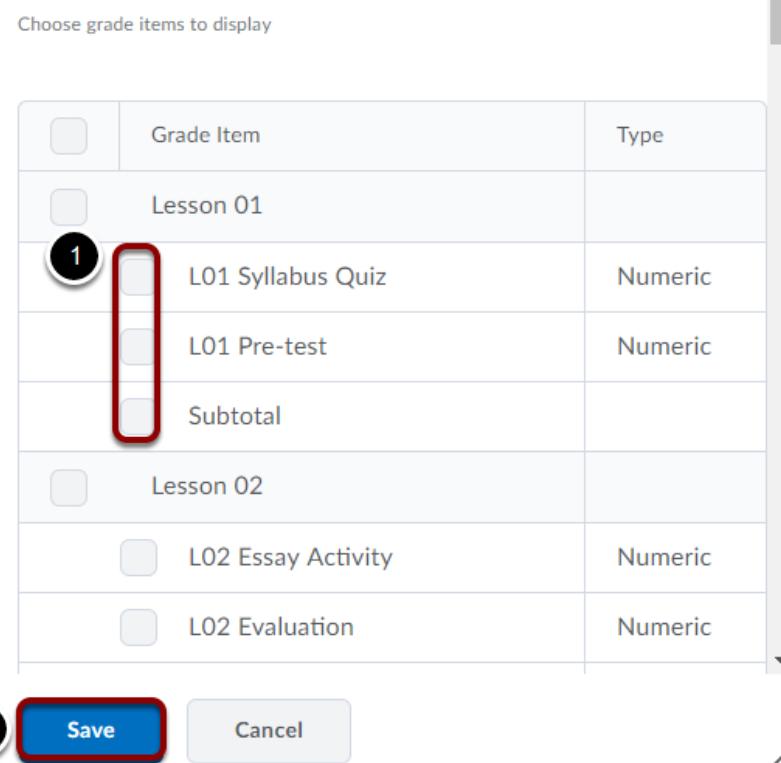
1. Near the top of the page, select More Actions.
2. Then select Hide/Show Columns.

Hide/Show Columns

Choose grade items to display

	Grade Item	Type
<input type="checkbox"/>	Lesson 01	
<input checked="" type="checkbox"/> 1	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

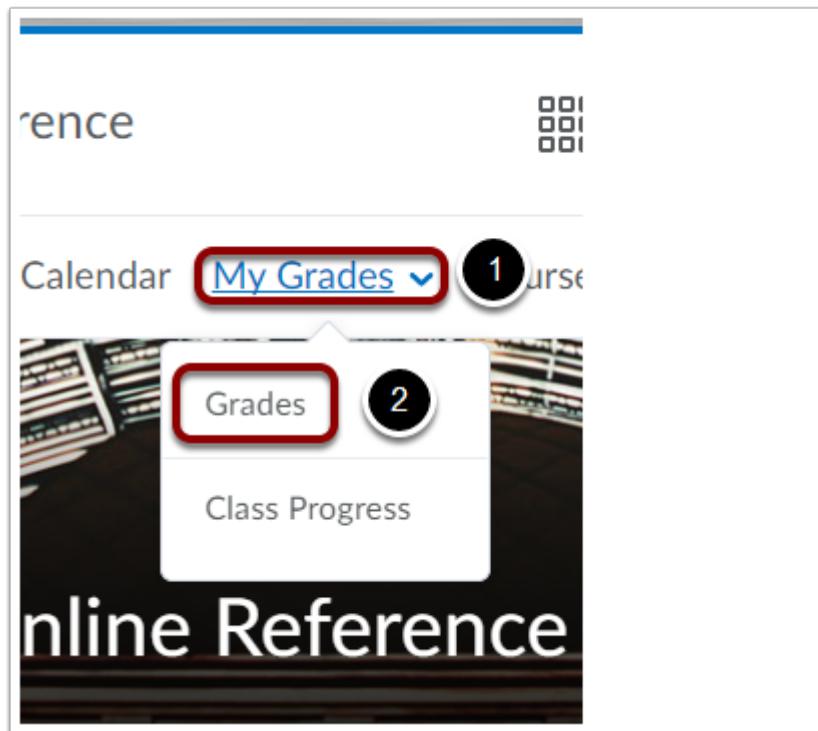
2 **Save** Cancel



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**.

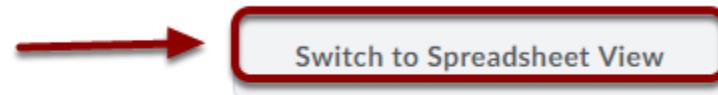
How Do I Manually Enter Grades Directly into the Gradebook Column?

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
- / -, -	/ 10	/ 10	- / -, -%
- / -, -	/ 10	/ 10	- / -, -%
- / -, -	/ 10	/ 10	- / -, -%

You can now enter grades directly into the gradebook.

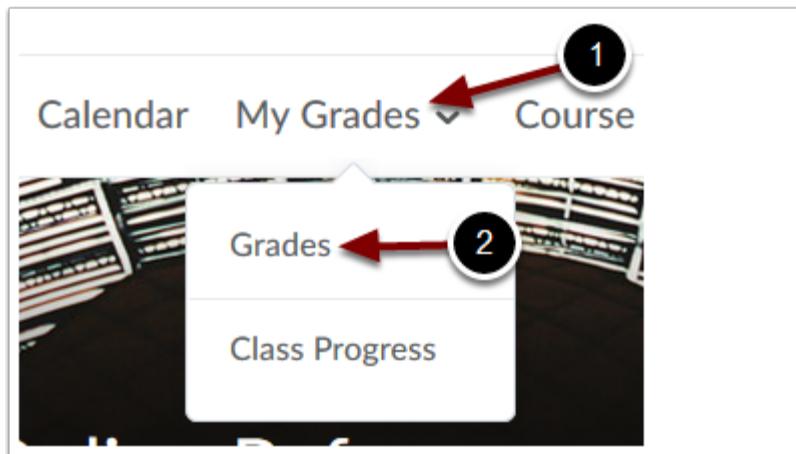
How Do I Exempt a Grade?

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

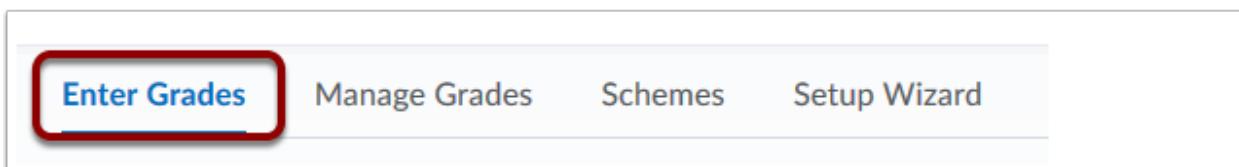
1. Use the Exempt Tool from the "Grade All" Screen

Grades



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

Enter Grades



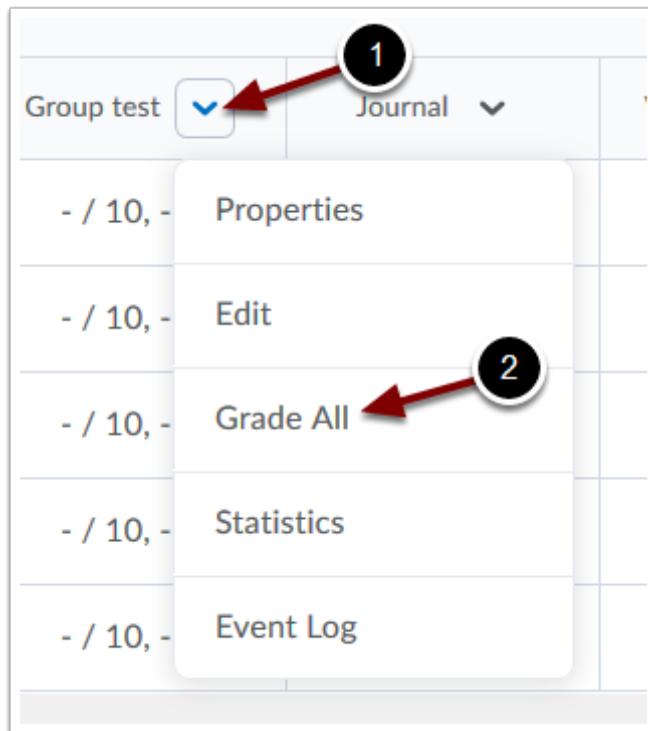
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If your default gradebook view is anything other than **Enter Grades**, navigate to **Enter Grades**.



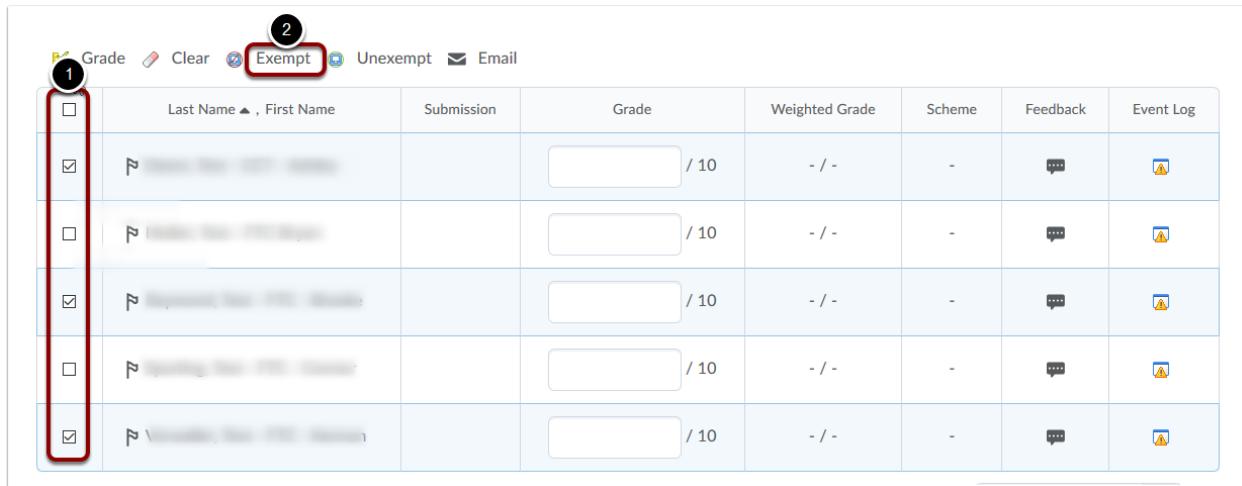
You might also be interested in [How Do I Make 'Enter Grades' the Default View?](#)

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

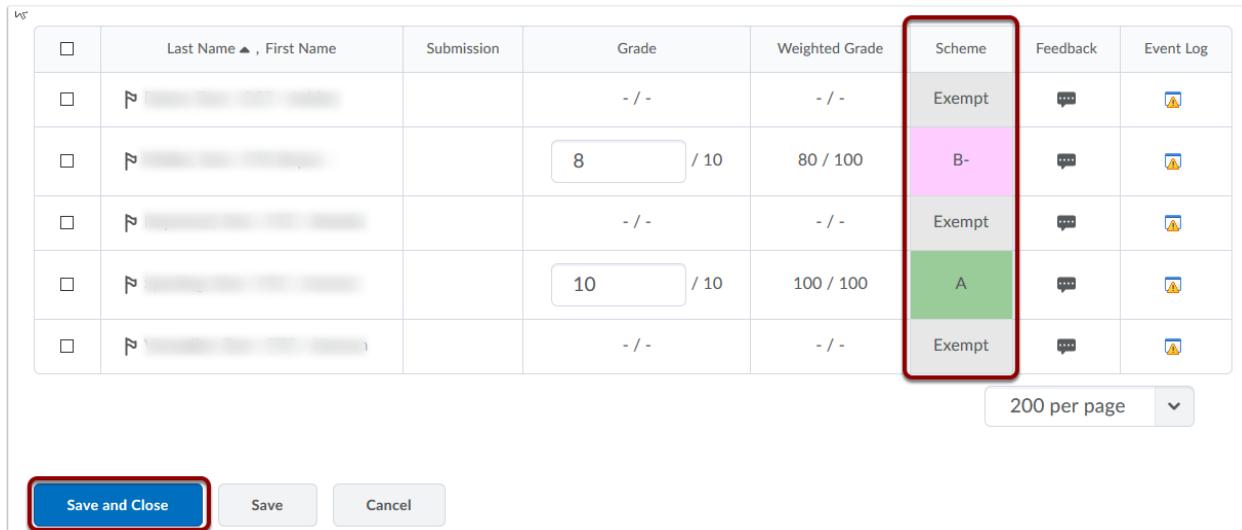
Exempt Grade



	Last Name ▲ , First Name	Submission	Grade	Weighted Grade	Scheme	Feedback	Event Log
<input type="checkbox"/>	██████████				- / -	-	
<input checked="" type="checkbox"/>	██████████				- / -	-	
<input type="checkbox"/>	██████████				- / -	-	
<input checked="" type="checkbox"/>	██████████				- / -	-	
<input type="checkbox"/>	██████████				- / -	-	
<input checked="" type="checkbox"/>	██████████				- / -	-	

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

Save & Close

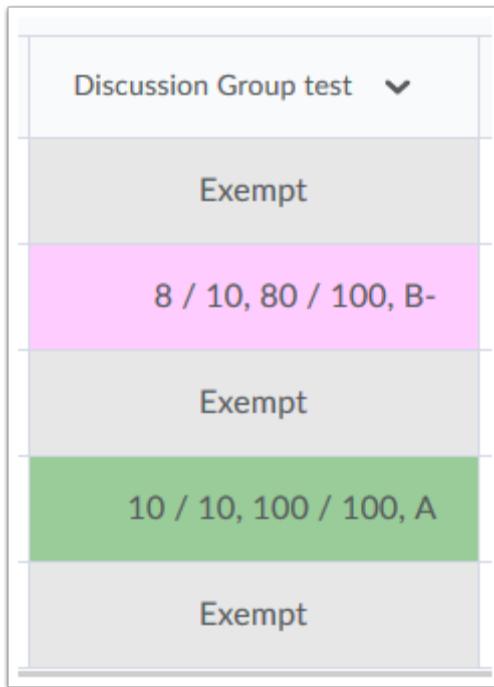


	Last Name ▲ , First Name	Submission	Grade	Weighted Grade	Scheme	Feedback	Event Log
<input type="checkbox"/>	██████████		- / -	- / -	Exempt		
<input type="checkbox"/>	██████████		8 / 10	80 / 100	B-		
<input type="checkbox"/>	██████████		- / -	- / -	Exempt		
<input type="checkbox"/>	██████████		10 / 10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

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

Click Save and Close to continue.

Enter Grades



The screenshot shows a list of students in a gradebook. The first student, "Discussion Group test", has an "Exempt" status. The second student has a grade of "8 / 10, 80 / 100, B-". The third student has an "Exempt" status. The fourth student has a grade of "10 / 10, 100 / 100, A". The fifth student has an "Exempt" status. The list is scrollable, indicated by a vertical scrollbar on the right.

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**.

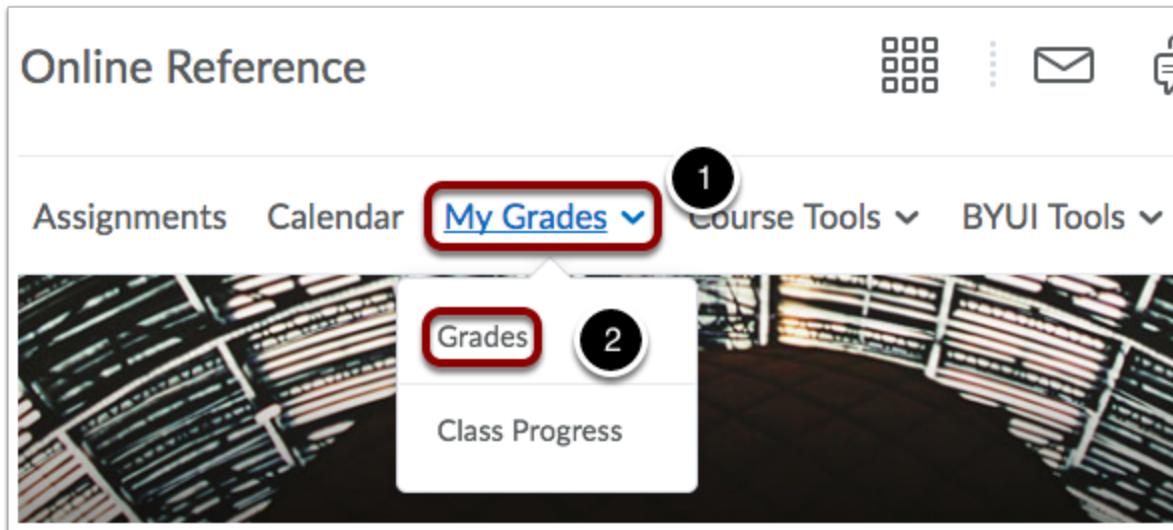
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Last Name ▲ , First Name	Group Sub. Test ▼
████████████████████	10 / 10
████████████████████	<input type="text"/> / 10
████████████████████	7 / 10
████████████████████	<input type="text"/> / 10
████████████████████	9.5 / 10

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

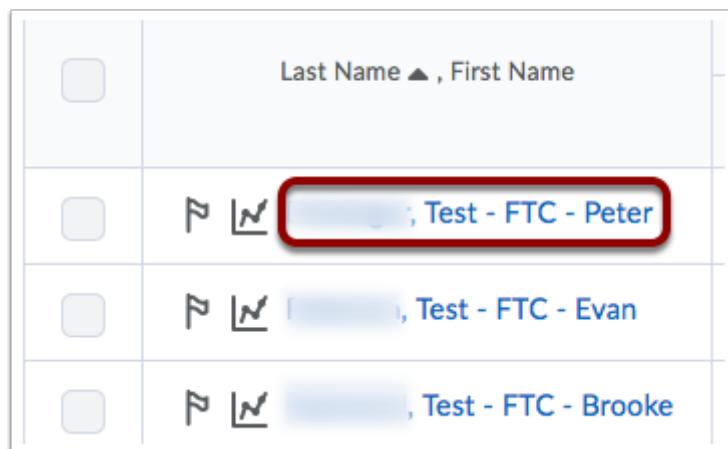
How Do I Exempt Multiple Grade Items?

Grades



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

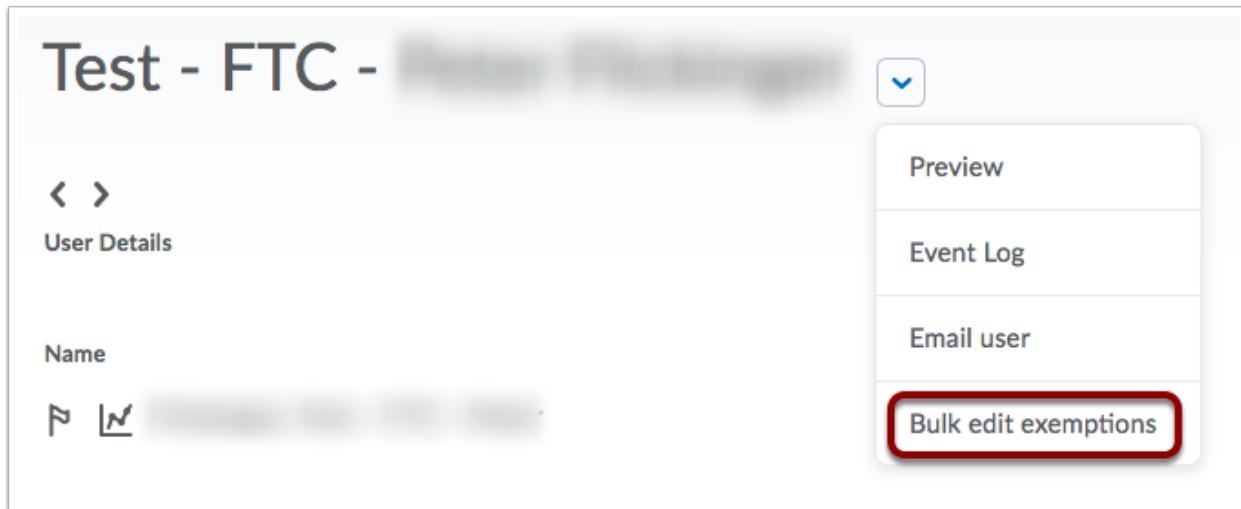
Select Student



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



The screenshot shows a user profile page for a student named 'Test - FTC - [REDACTED]'. The page includes a navigation bar with a dropdown arrow, and sections for 'User Details' and 'Name'. To the right is a vertical sidebar with options: 'Preview', 'Event Log', 'Email user', and 'Bulk edit exemptions'. The 'Bulk edit exemptions' button is highlighted with a red box.

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"/>

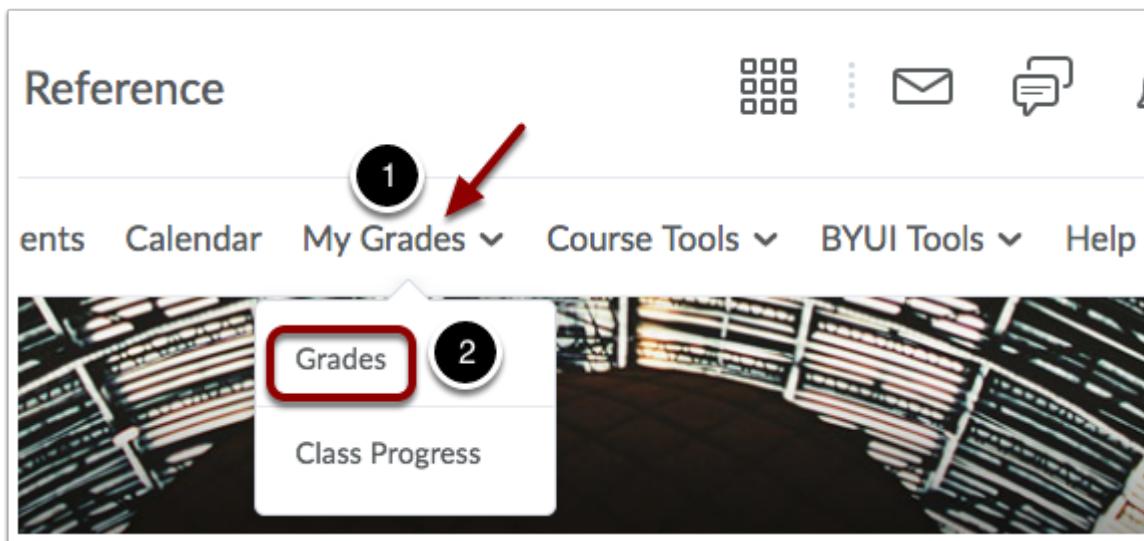
1 [Select / Unselect All](#)

2 [Save and Close](#)

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

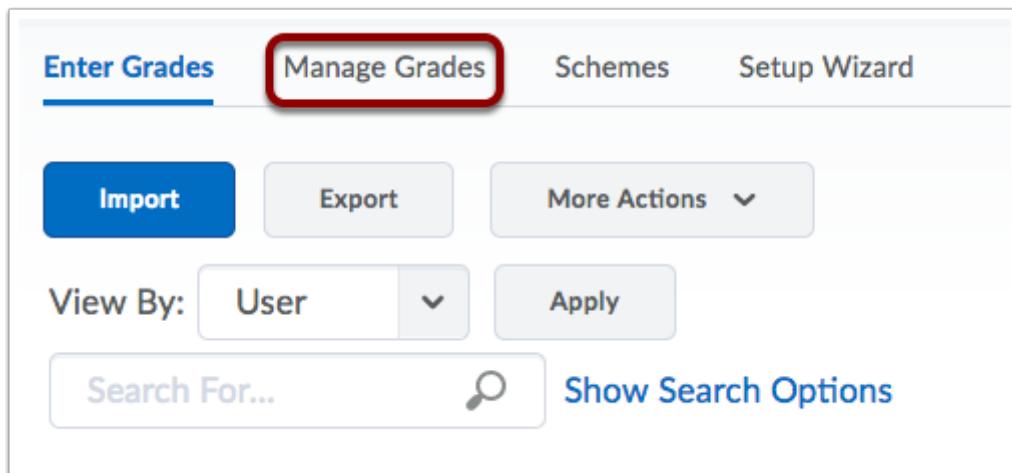
How Do I Create Points Categories in my Gradebook?

Grades Tab



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

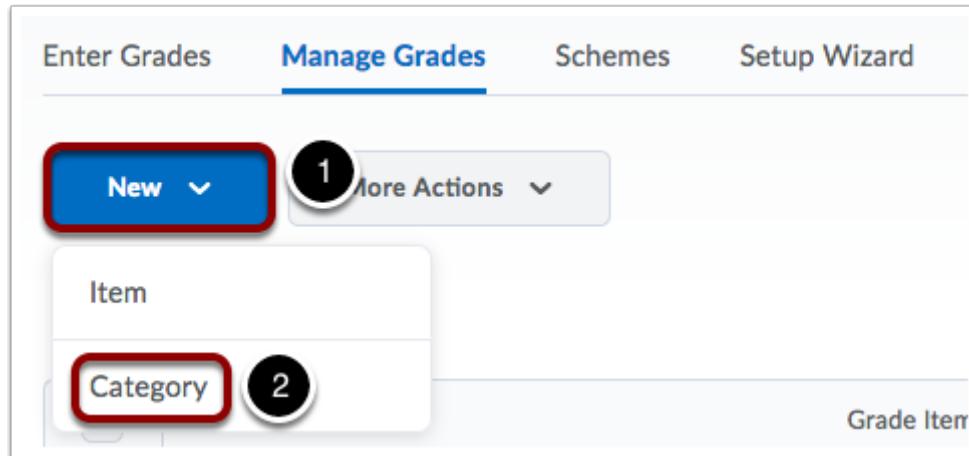
Manage Grades



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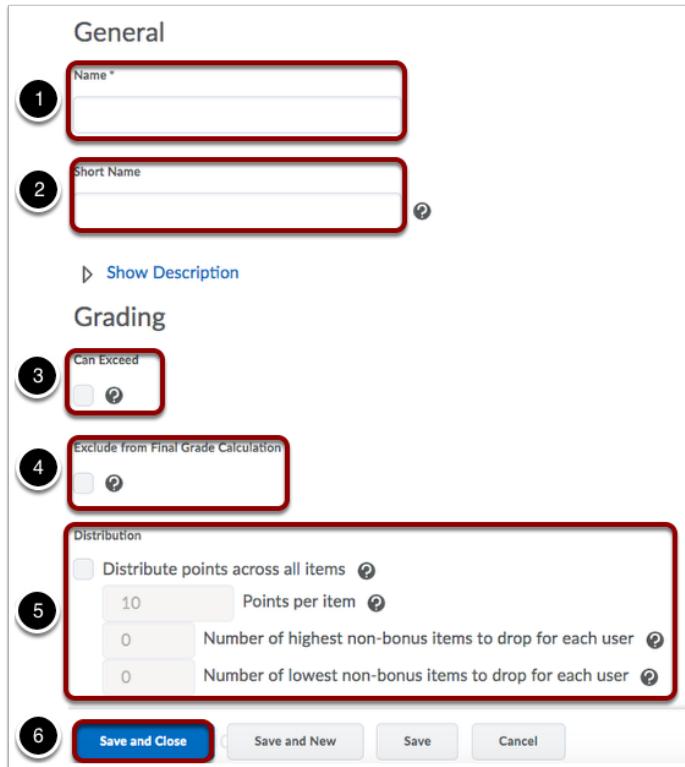
Click Manage Grades in the upper left-hand corner of the screen.

New Category



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

Category Setup



The screenshot shows the 'General' tab of the Category Setup dialog box. The interface is organized into sections: 'General', 'Grading', and 'Distribution'. Each section contains several input fields, some of which are highlighted with a red border and numbered 1 through 6. The 'General' section includes fields for 'Name *' (1) and 'Short Name' (2). The 'Grading' section includes 'Can Exceed' (3) and 'Exclude from Final Grade Calculation' (4). The 'Distribution' section includes 'Distribute points across all items' (5), 'Points per item' (10), 'Number of highest non-bonus items to drop for each user' (0), and 'Number of lowest non-bonus items to drop for each user' (0). At the bottom are buttons for 'Save and Close' (6), 'Save and New', 'Save', and 'Cancel'.

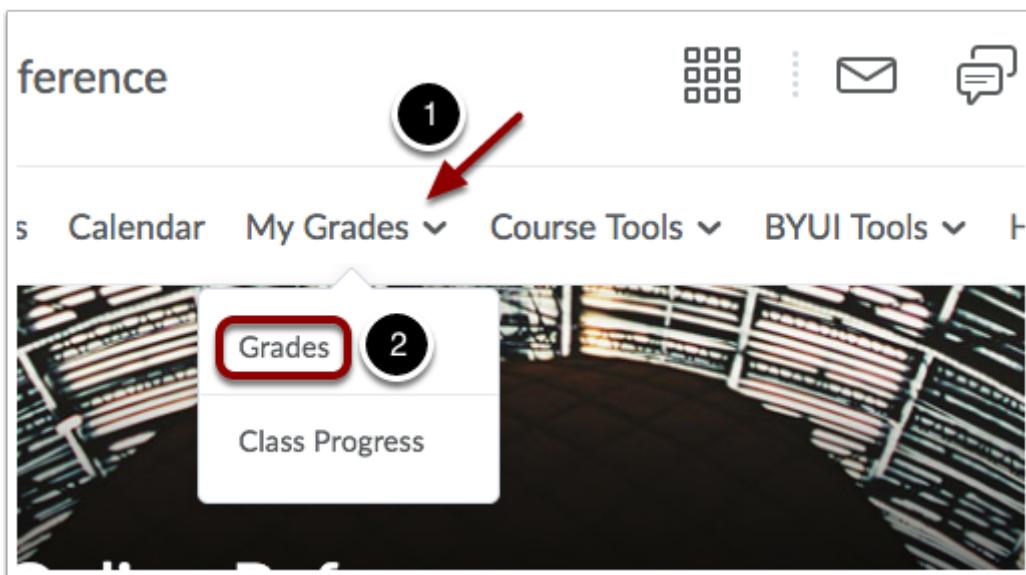
1. Input a name for the category.
2. Enter a short name if you want to shorten the display name of the category in the Gradebook.
3. Check **Can Exceed** if you are going to have any extra credit assignments or points.
4. There is an option to exclude the grade item from the final grade, but it is not 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?

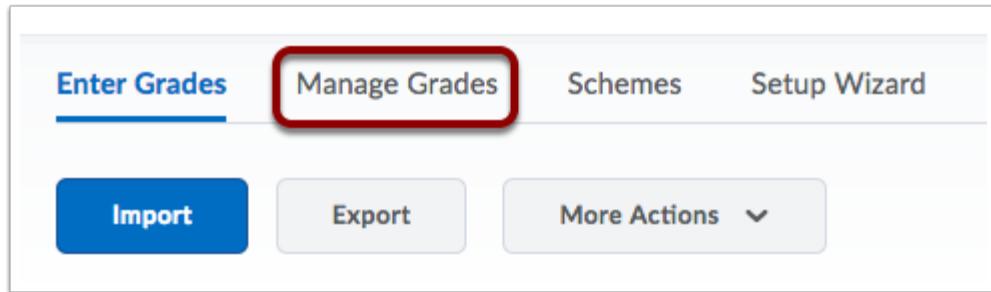
This tutorial is for gradebooks set to a weighted grading system.

Grades Tab



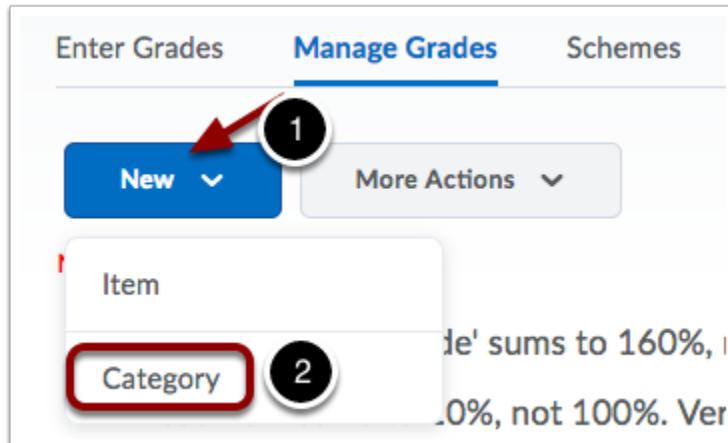
1. Click on My Grades in the upper navigation bar.
2. Select Grades.

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

General

1 Name*

2 Short Name

3 Weight
10
Allow category grade to exceed category weight

4 Distribution
Manually assign weight to items in the category
Distribute weights by points across all items in the category
Distribute weight evenly across all items
0 Number of highest non-bonus items to drop for each user
0 Number of lowest non-bonus items to drop for each user

Display Options

5 Save and Close

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**.

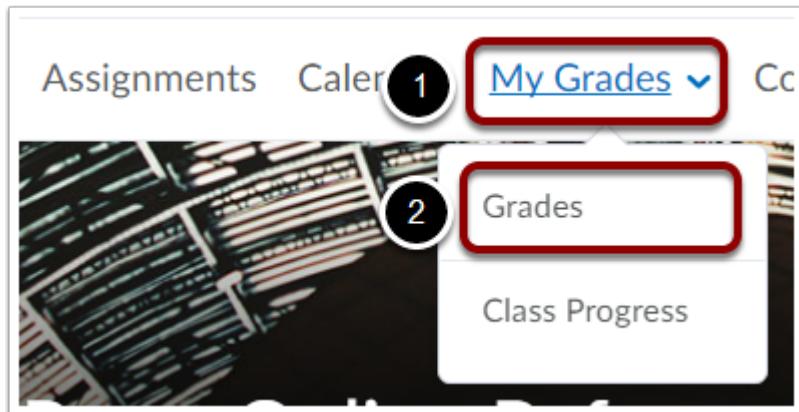
NOTE: The new Category will always be added to the bottom of the list of grade items.

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.

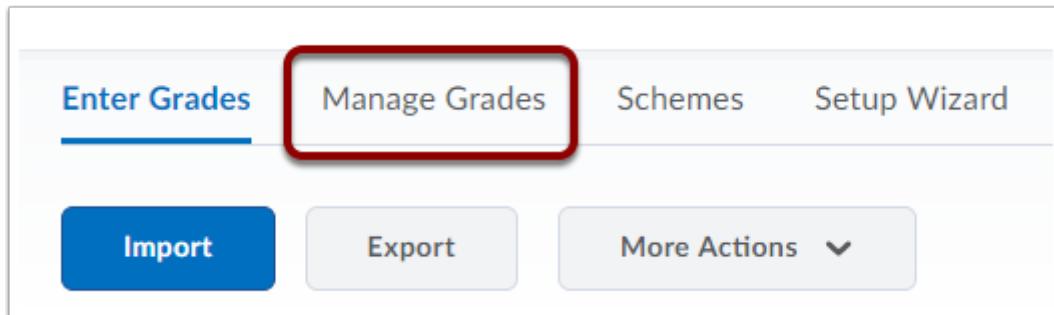
Bonus points, or Bonus Items, refer to grade items that can only improve a participant's grade. Failure to receive a score on a Bonus Item does not penalize a participant's grade.

Navigate to Grades



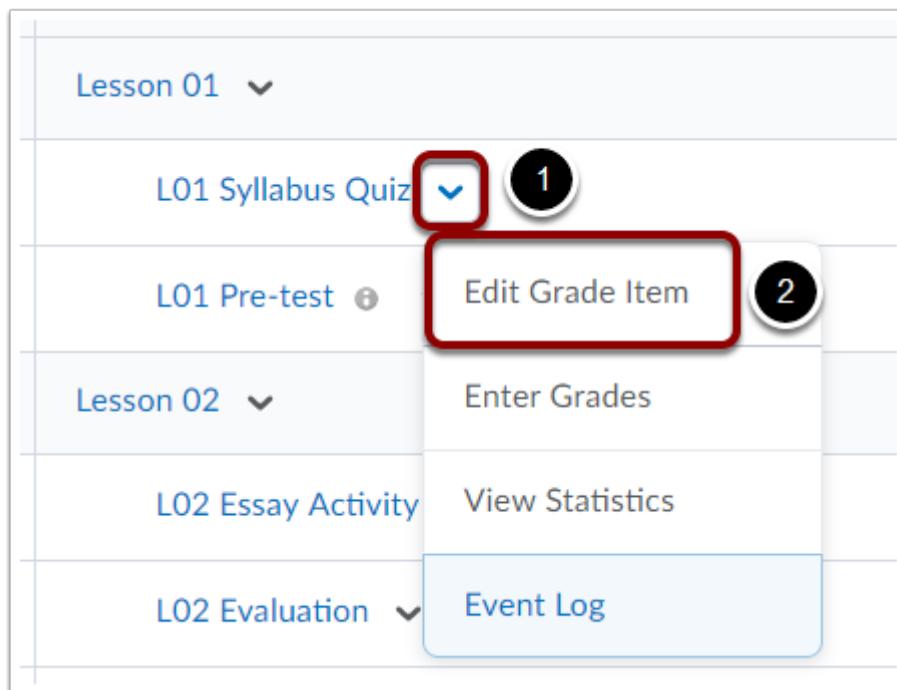
1. Click My Grades at the top of the page.
2. Select Grades from the drop down menu.

Manage Grades



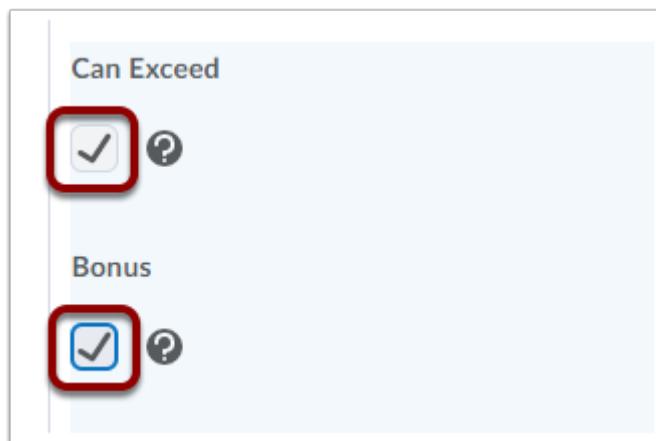
1. Select the Manage Grades section in the top left of the grade book.

Edit Grade Item



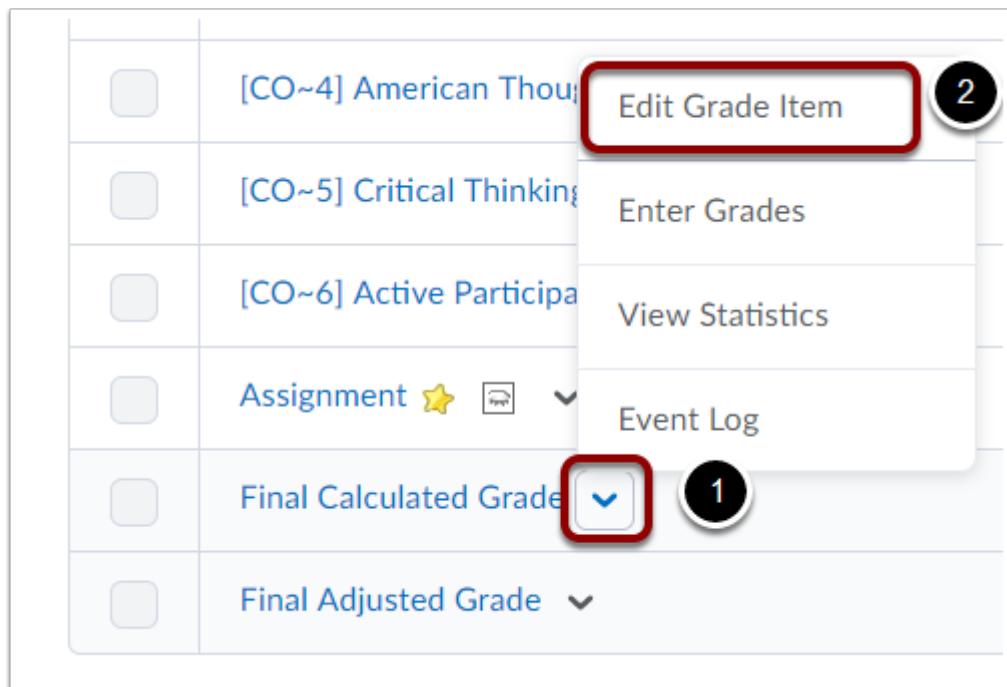
1. Select the drop down menu for the assignment you wish to add extra credit to.
2. Select the Edit Grade Item option in the menu.

Can Exceed and Bonus Grade Item



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

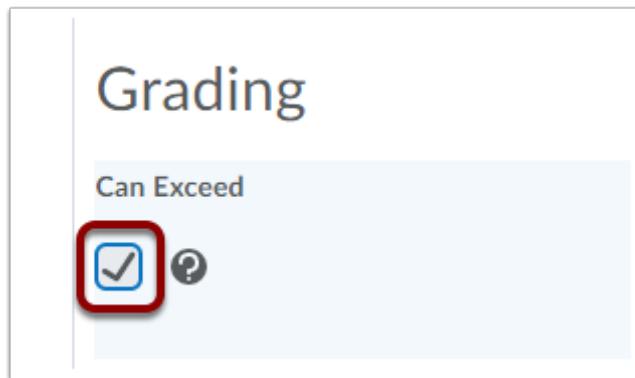
Edit Final Calculated Grade



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

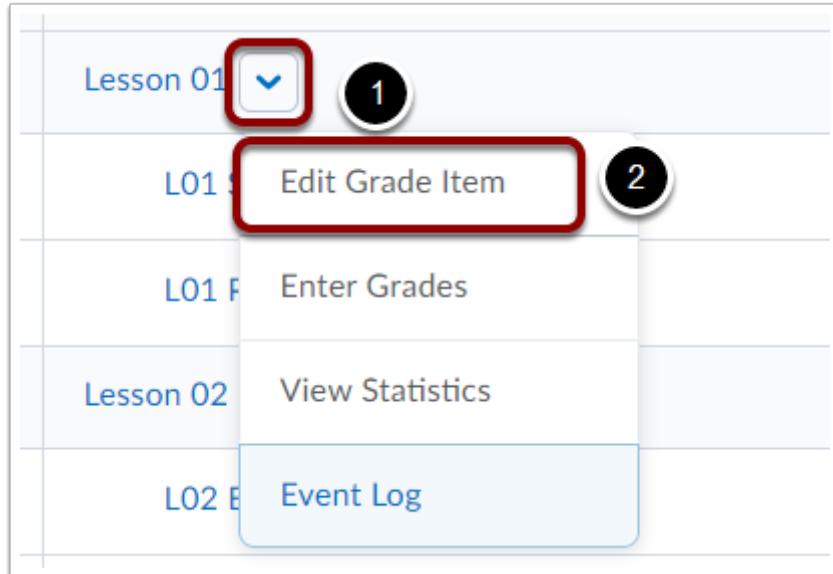
2. Select Edit Grade Item.

Can Exceed Final Calculated Grade



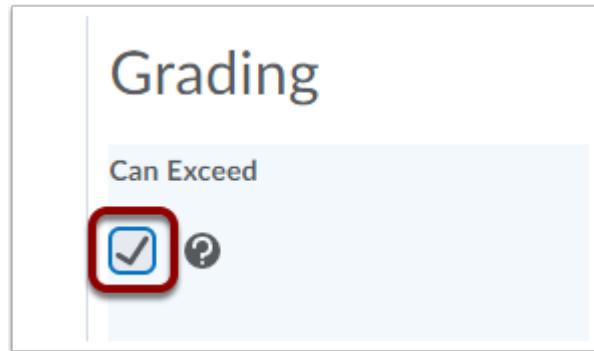
1. Check the Can Exceed box.

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



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
	/ 1 - / -, -%			
	/ 1 - / -, -%			
	/ 1 - / -, -%			
	/ 1 - / -, -%			
	/ 1 - / -, -%			

The spreadsheet view is excellent for entering zeros on assignments.

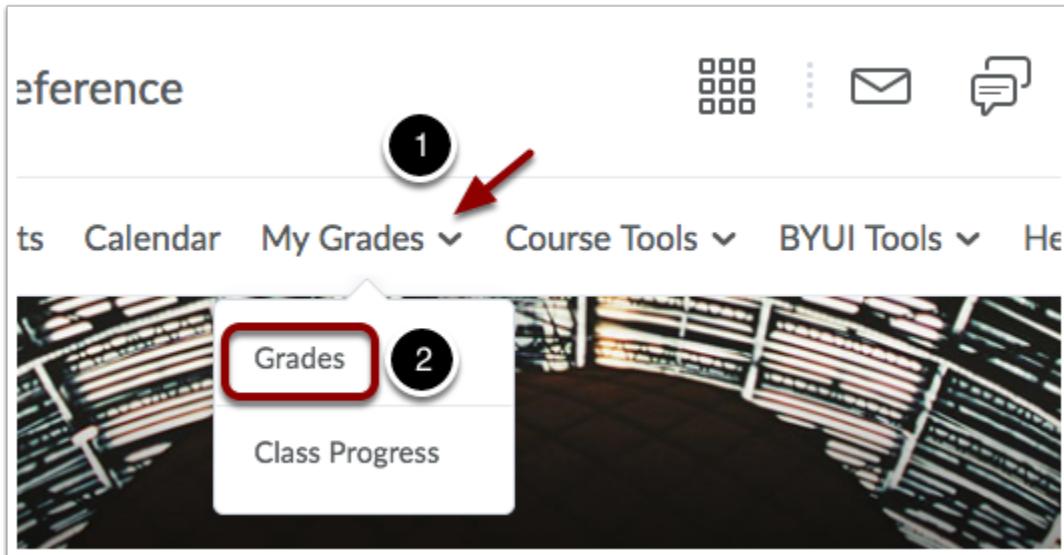
❗ Online instructors are cautioned not to use the spreadsheet view for entering any scores other than zeros. Scores entered into these blanks are not pushed to content pages and tools. Entering scores, other than zero, could result in students seeing inconsistent assignment scores around the LMS.

Final Grade Options in a Weighted Gradebook

How Do I Change the Points in my Gradebook?

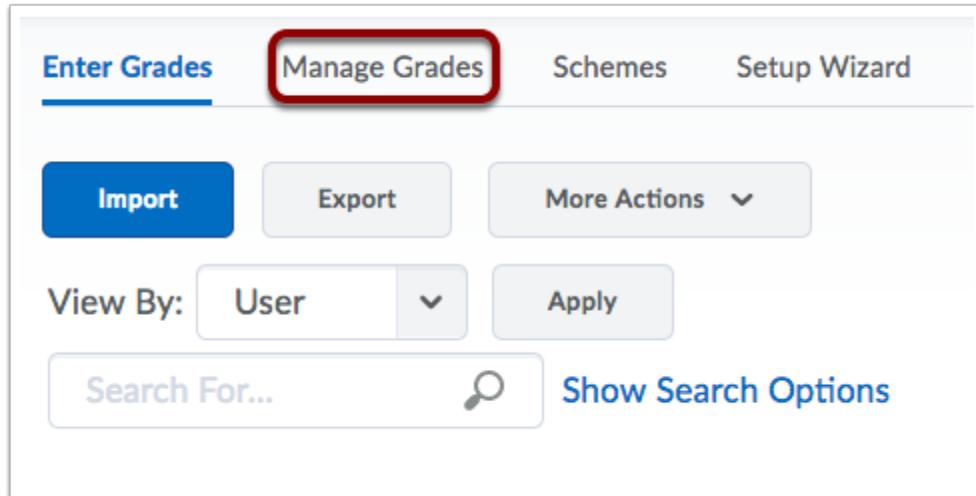
 NOTE: This is for changing points in a points-based grade book.

My Grades



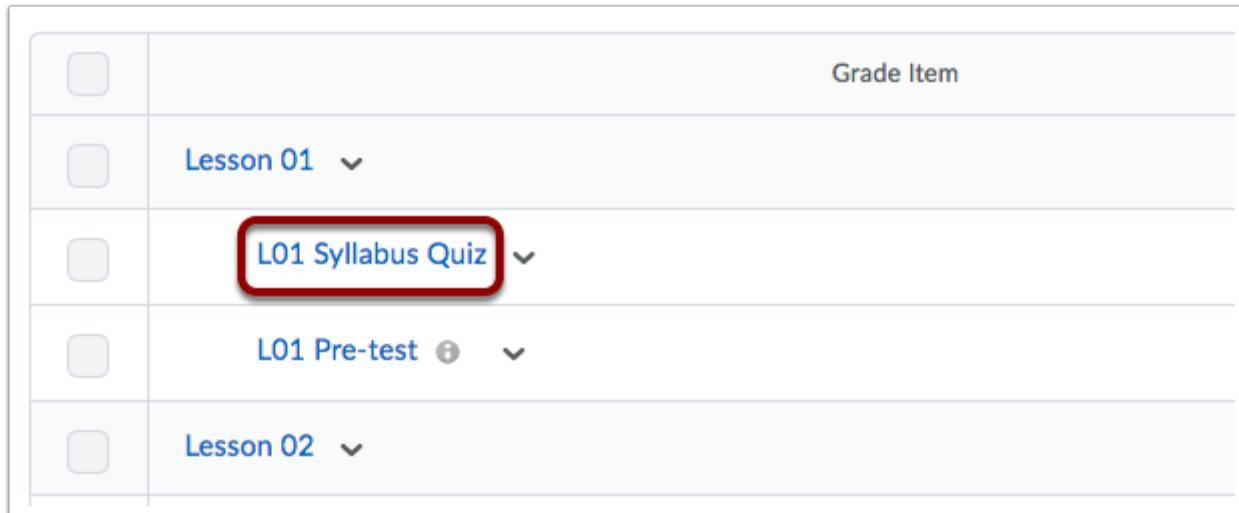
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

Manage Grades



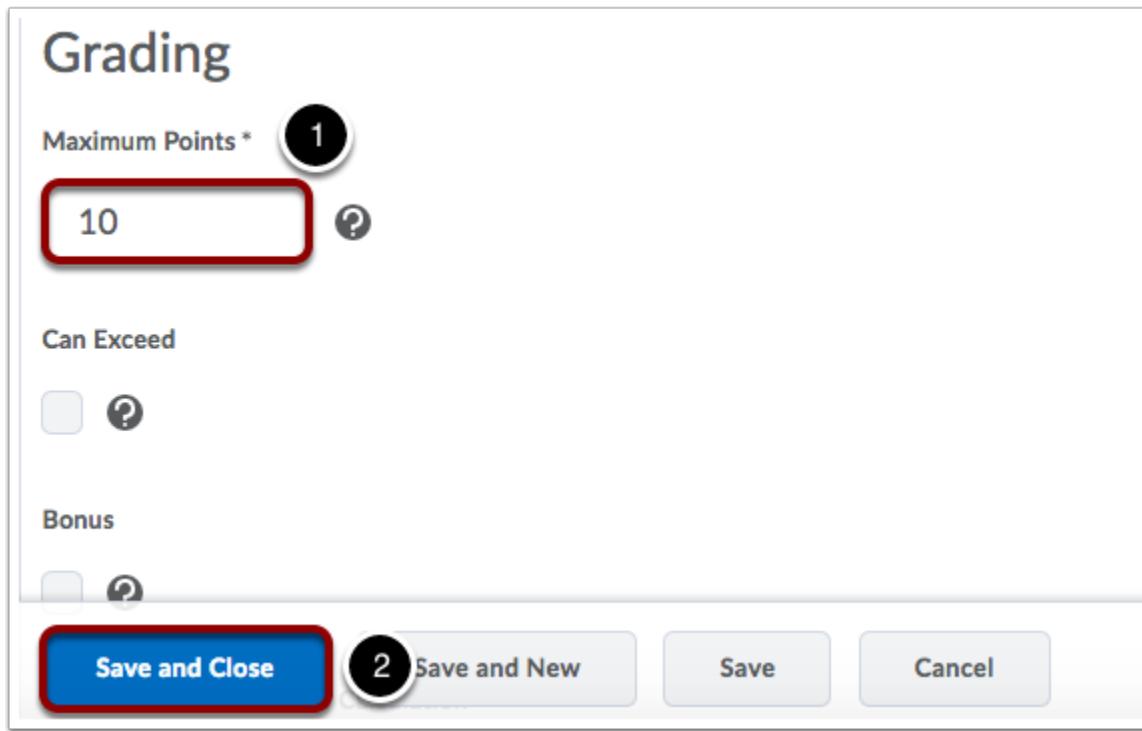
Click on Manage Grades.

Locate Assignment



Click on the assignment you will be editing.

Edit Quiz Page



Grading

Maximum Points * 1

10

Can Exceed

Bonus

Save and Close 2 Save and New Save 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.

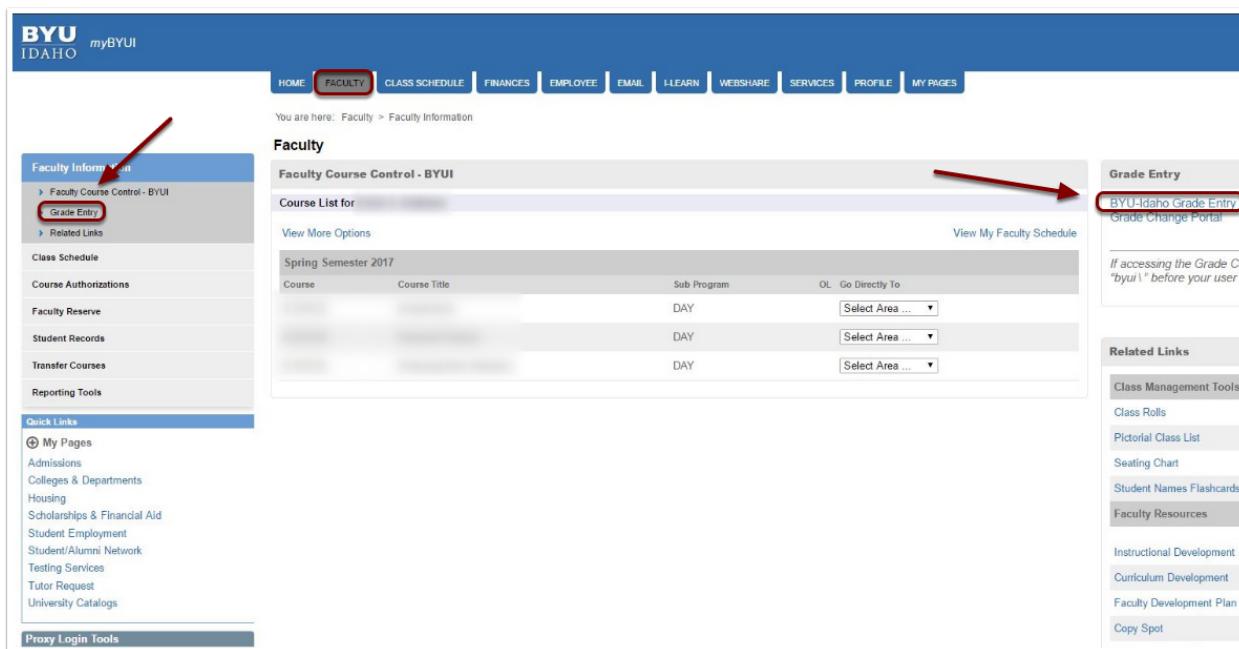
How Do I Submit Final Grades?

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 portal. The top navigation bar includes links for HOME, FACULTY (which is highlighted with a red box), CLASS SCHEDULE, FINANCES, EMPLOYEE, EMAIL, i-LEARN, WEBSHARE, SERVICES, PROFILE, and MY PAGES. The main content area is titled "Faculty Course Control - BYU" and shows a "Course List for Spring Semester 2017". The sidebar on the left is titled "Faculty Information" and includes links for Faculty Course Control - BYU (with a red arrow pointing to the "Grade Entry" link), Grade Entry (with a red box around it), and Related Links. The sidebar on the right is titled "Grade Entry" and includes a link for "BYU-Idaho Grade Entry/Grade Change Portal" (with a red box around it). The bottom sidebar contains "Related Links" for Class Management Tools, Class Rolls, Pictorial Class List, Seating Chart, Student Names Flashcards, Faculty Resources, Instructional Development, Curriculum Development, Faculty Development Plan, and Copy Spot.

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

BYU-Idaho Online Knowledgebase

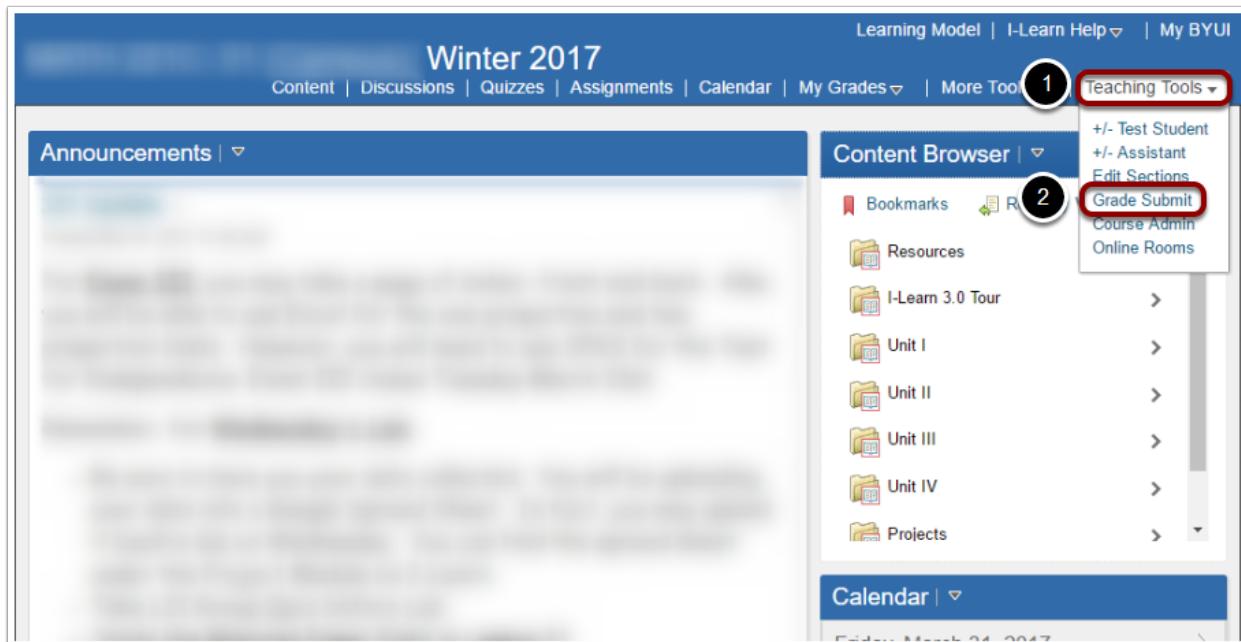
3. There are two ways to access the tool. You can either click on BYU-Idaho Grade Entry or Grade Entry.

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/sfl3wVUEVbqjBW3TfnS2fGNz08lFngis-1Tq3NA4fc7SkIW-zDXz6G-hB14kxpeJ?startTime=1532224661000>

Accessing Through I-Learn



The screenshot shows the I-Learn course interface for Winter 2017. The top navigation bar includes links for Learning Model, I-Learn Help, and My BYU. Below the navigation, there are links for Content, Discussions, Quizzes, Assignments, Calendar, My Grades, and More Tools. The 'More Tools' dropdown is open, showing options like Teaching Tools, Test Student, Assistant, Edit Sections, Grade Submit (which is highlighted with a red box and labeled '2'), Course Admin, and Online Rooms. The 'Teaching Tools' option is also highlighted with a red box and labeled '1'. The main content area on the left is titled 'Announcements' and shows a blurred list of announcements. The right sidebar is titled 'Content Browser' and lists 'Resources', 'I-Learn 3.0 Tour', 'Unit I', 'Unit II', 'Unit III', 'Unit IV', and 'Projects'. A 'Calendar' section is also present at the bottom of the sidebar.

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

View Class List

BYU-Idaho Grade Submission Portal

Submission Summary | Submit as Assistant

Grade Submission Summary for [REDACTED]

Proxied User: Wilcock, Arlen David

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

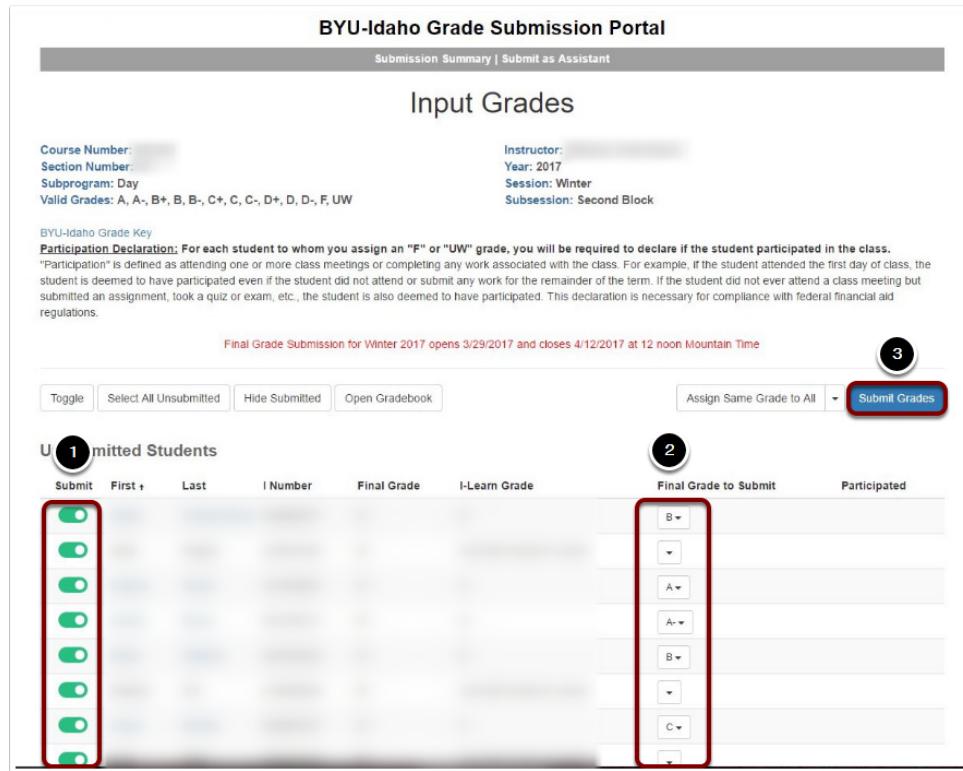
Grade Submit is only available during midterm and final grade submission periods.
Final Grade Submission for Winter 2017 opens 4/3/2017 and closes 4/12/2017 at 12 noon Mountain Time



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, B-, C+, C, C-, D+, 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

U	1	Submitted Students	2	Final Grade to Submit	Participated
Submit	First +	Last	I Number	Final Grade	I-Learn Grade
<input checked="" type="checkbox"/>				<input type="button" value="B -"/>	
<input checked="" type="checkbox"/>				<input type="button" value="A -"/>	
<input checked="" type="checkbox"/>				<input type="button" value="A -"/>	
<input checked="" type="checkbox"/>				<input type="button" value="B -"/>	
<input checked="" type="checkbox"/>				<input type="button" value="B -"/>	
<input checked="" type="checkbox"/>				<input type="button" value="C -"/>	
<input checked="" type="checkbox"/>				<input type="button" value="C -"/>	

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.

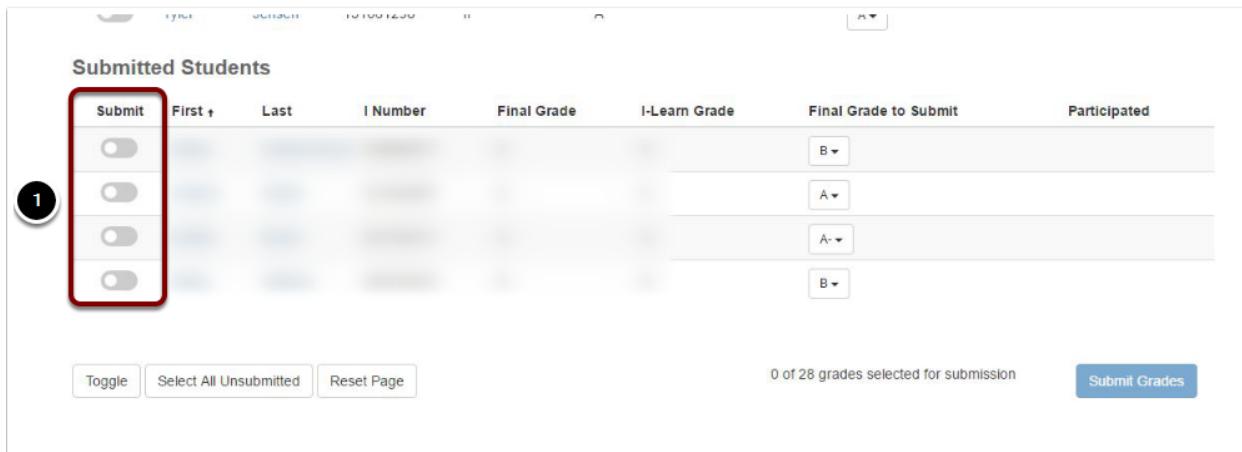
Participated

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

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.

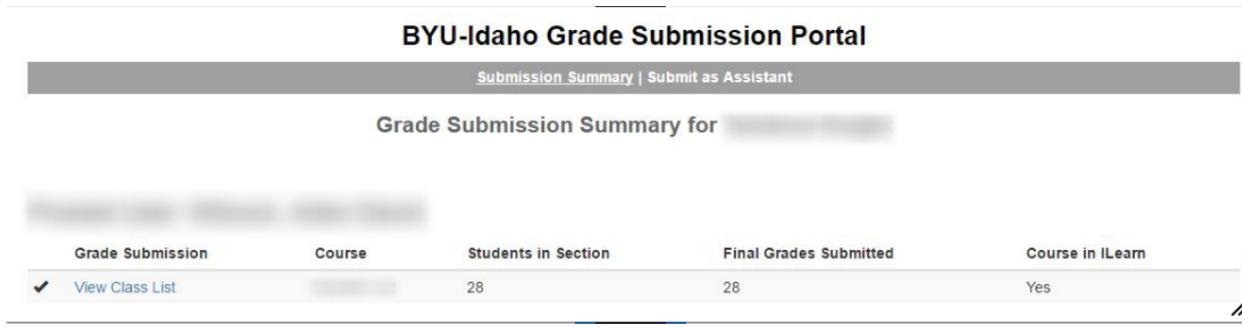
Do I Have to Submit All My Grades at Once?



The screenshot shows a table titled "Submitted Students" with the following columns: Submit, First, Last, I Number, Final Grade, i-Learn Grade, Final Grade to Submit, and Participated. The "Submit" column contains four toggle switches, with the first one circled in red. The "Final Grade to Submit" column contains dropdown menus with options B, A, A-, and B-. At the bottom, there are buttons for "Toggle", "Select All Unsubmitted", "Reset Page", "0 of 28 grades selected for submission", and a blue "Submit Grades" button.

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.



The screenshot shows a "Grade Submission Summary for" section. Below it is a table with the following data:

Grade Submission	Course	Students in Section	Final Grades Submitted	Course in iLearn
✓ View Class List	[redacted]	28	28	Yes

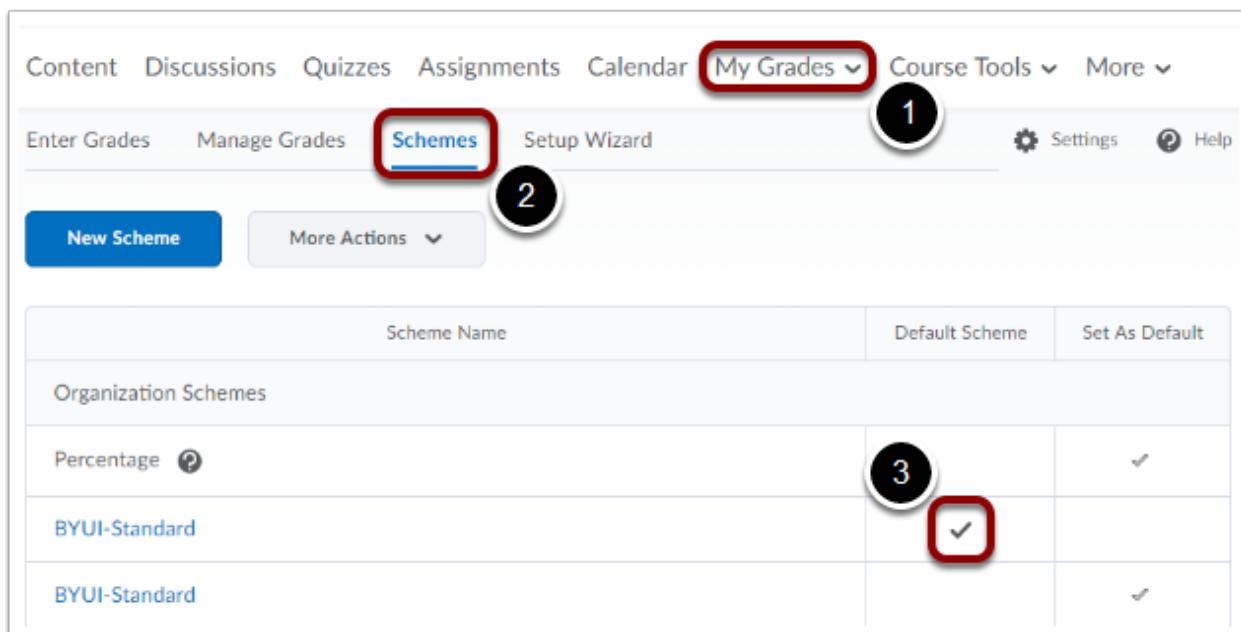
Once you have clicked the **Submit Grades** button, you will notice that your class is no longer highlighted in yellow, and that a checkmark has appeared to the left of the name.

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



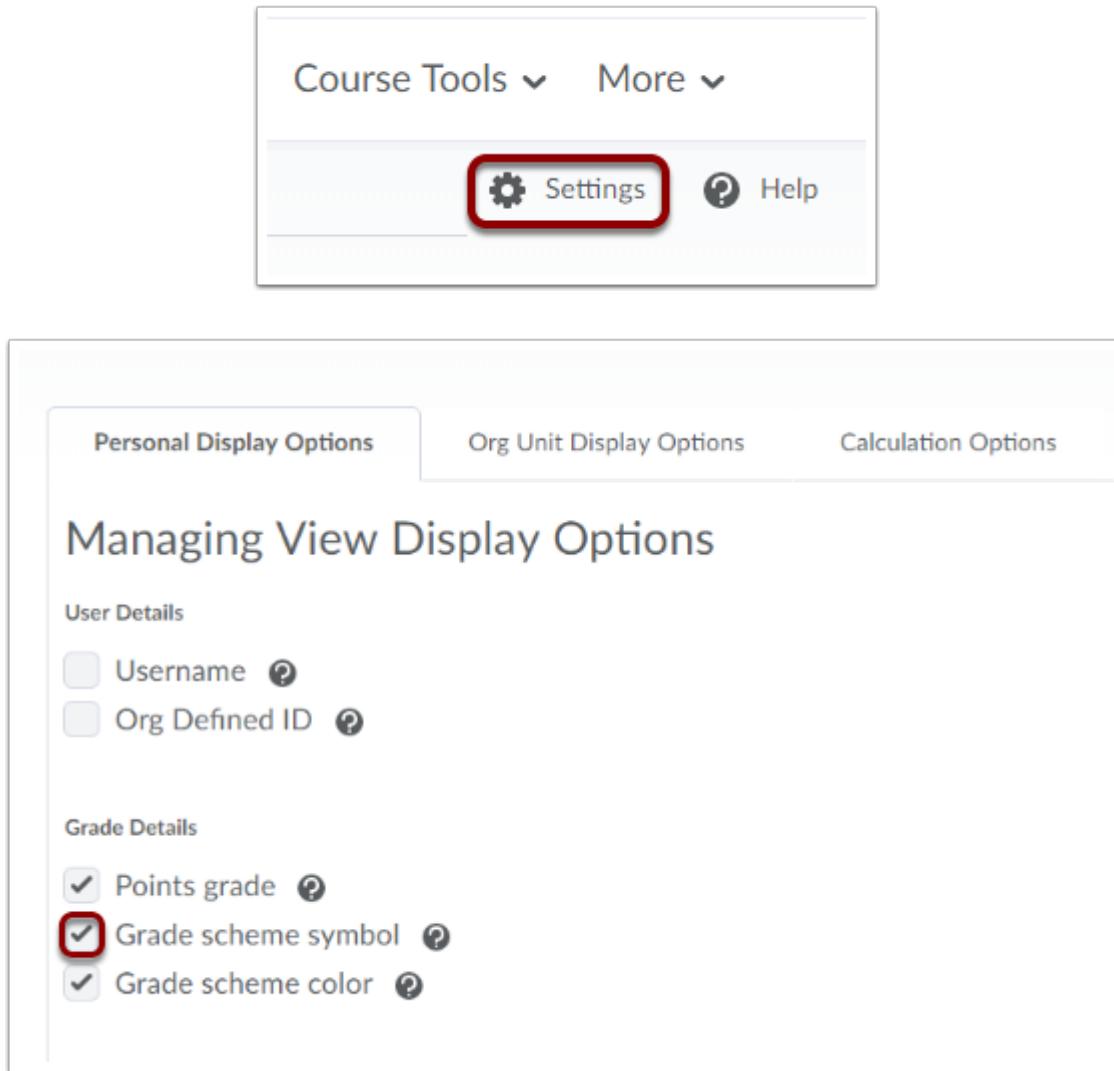
The screenshot shows the 'My Grades' page with the following steps highlighted:

1. Click on the 'My Grades' dropdown menu.
2. Click on the 'Schemes' tab.
3. Under the 'Default Scheme' column, click the checkbox next to 'BYUI-Standard'.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage		
BYUI-Standard	<input checked="" type="checkbox"/>	
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 BYUI- Standard

Show Grade Scheme Symbol

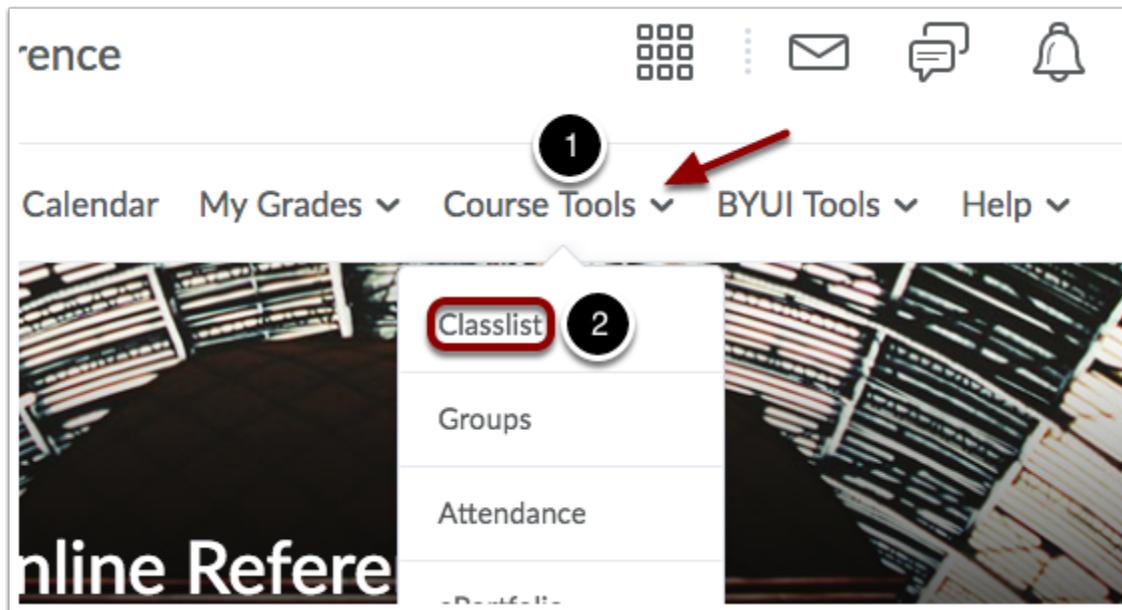


The image shows two screenshots of the BYU-Idaho Online Knowledgebase interface. The top screenshot is a header bar with 'Course Tools' and 'More' dropdowns, and a 'Settings' button (a gear icon) which is highlighted with a red box. The bottom screenshot is a 'Managing View Display Options' page with tabs for 'Personal Display Options', 'Org Unit Display Options', and 'Calculation Options'. The 'Grade Details' section contains three checkboxes: 'Points grade' (checked), 'Grade scheme symbol' (checked and highlighted with a red box), and 'Grade scheme color' (checked).

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.

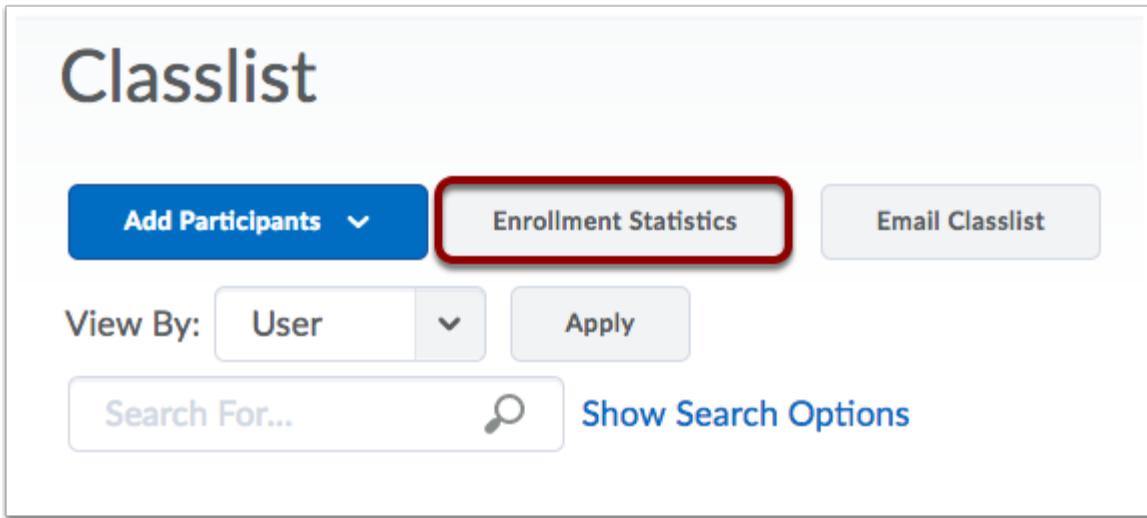
How Do I View Students Who Have Withdrawn From My Course?

Navigate to Classlist



1. Click Course Tools
2. Select Classlist

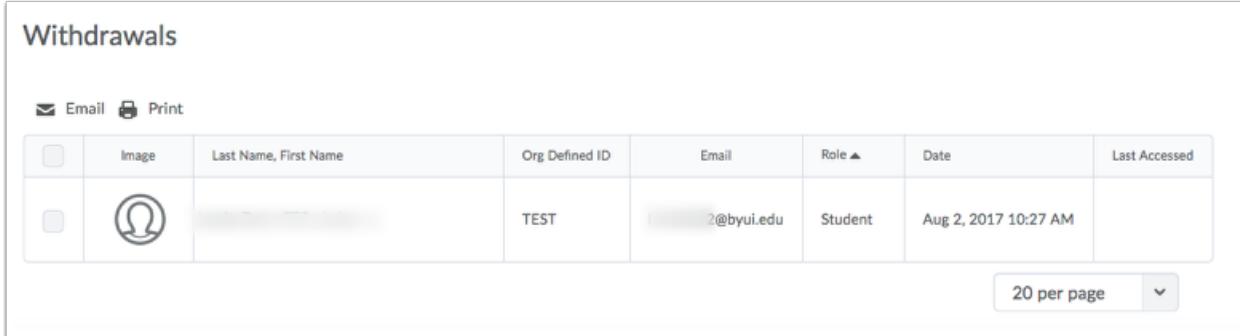
Enrollment Statistics



The screenshot shows the Classlist interface. At the top, there are three buttons: "Add Participants" (blue), "Enrollment Statistics" (white with a red border), and "Email Classlist" (light gray). Below these are two dropdown menus: "View By" set to "User" and a "Search For..." field with a magnifying glass icon. A "Show Search Options" link is also present.

Click Enrollment Statistics

Withdrawals



The screenshot shows the Withdrawals report. At the top, there are "Email" and "Print" buttons. Below is a table with the following data:

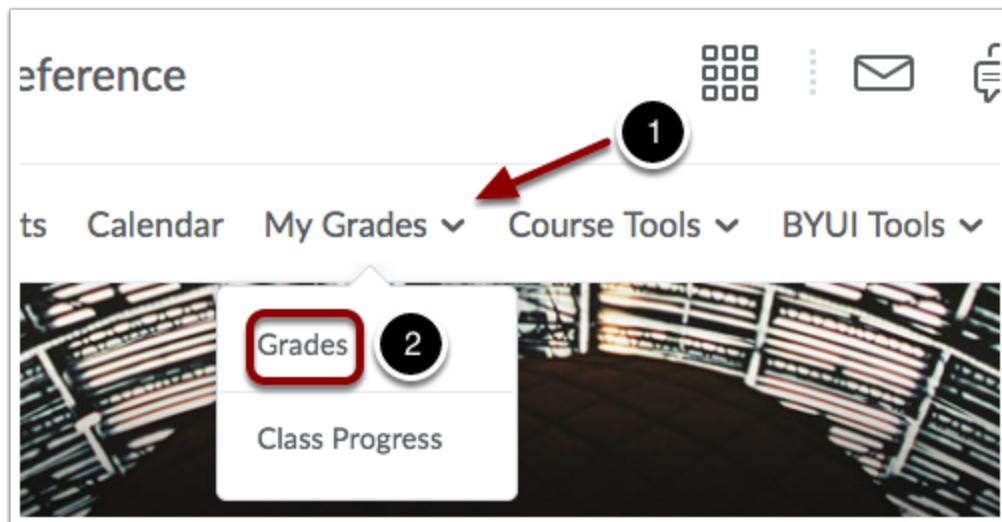
	Image	Last Name, First Name	Org Defined ID	Email	Role ▾	Date	Last Accessed
<input type="checkbox"/>		TEST	TEST	TEST@byui.edu	Student	Aug 2, 2017 10:27 AM	

At the bottom right is a "20 per page" dropdown.

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.

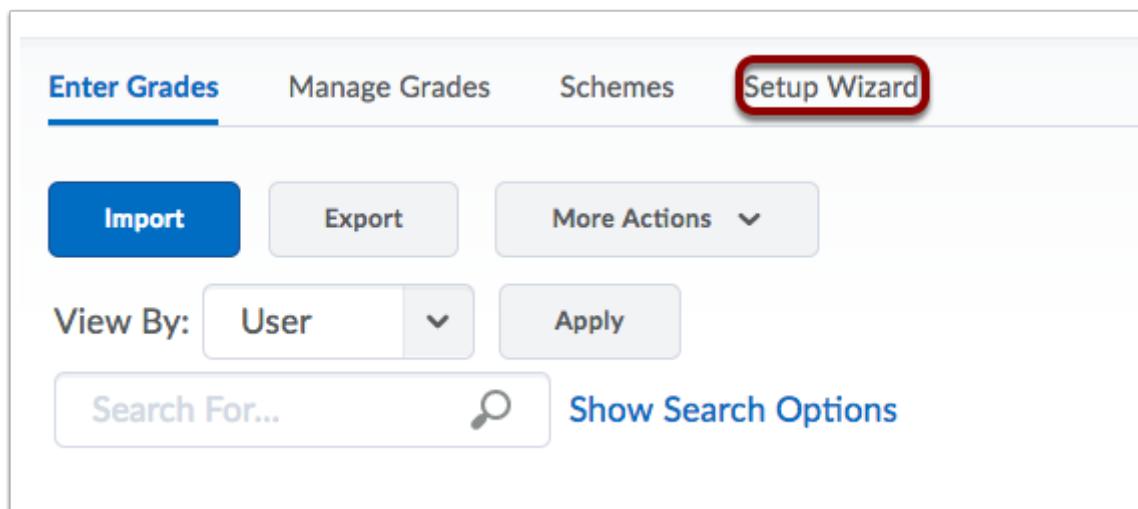
How Do I Use The Grades Setup Wizard?

My Grades

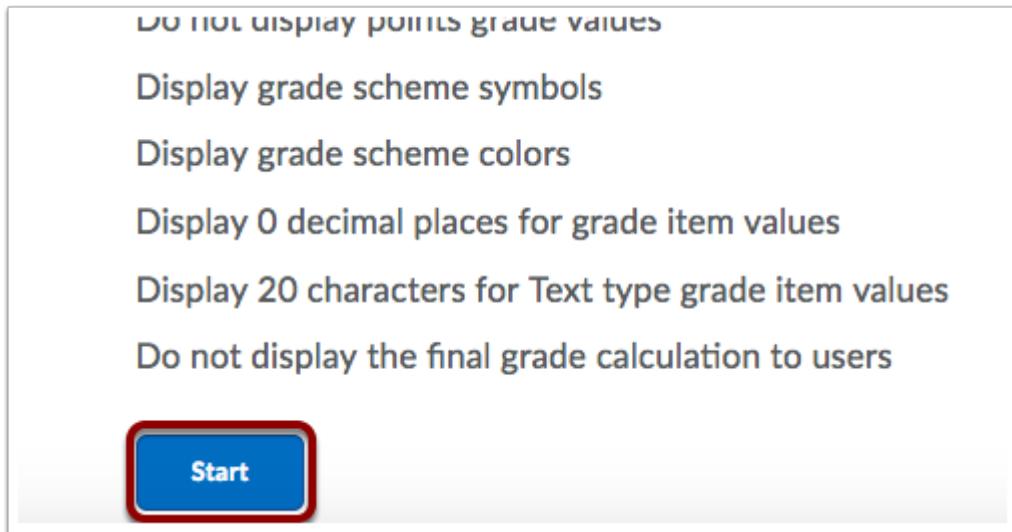


1. Click My Grades.
2. Click Grades.

Setup Wizard



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

Continue **Cancel**

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

- i** 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.

⚠ 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 <small>?</small>	<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 

Continue **Go Back** **Cancel**

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.

You are now ready to create grade items and categories

Grade Options

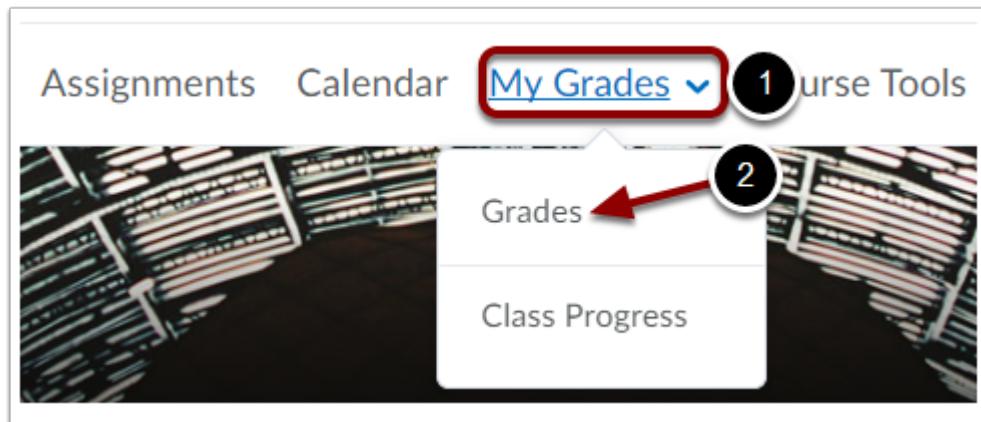
-  [Create a New Grade Category](#)
-  [Create a New Grade Item](#)
-  [Import Grades](#)
-  [Create a New Grade Scheme](#)
-  [Manage Grade Items and Categories](#)
-  [Enter Grades](#)

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

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

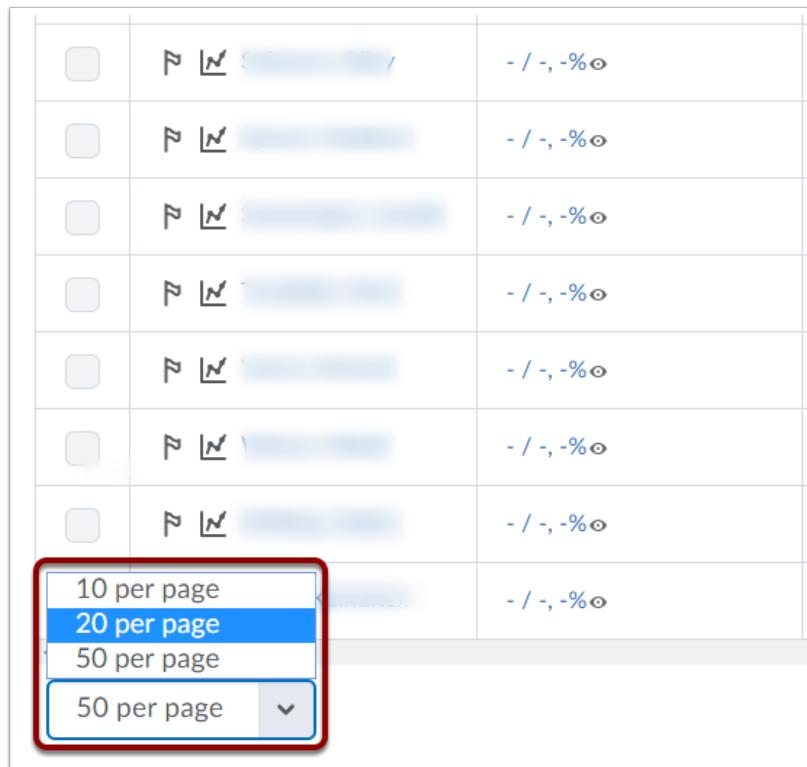
Since January 2017 there has been a widespread issue with the I-Learn gradebook. If too much information from the gradebook is displayed at once, slow loading times or errors can result. The current workaround is to limit the amount of information displayed concurrently by the gradebook. This article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

Gradebook



Click on My Grades, then Grades.

Hide Rows or Columns



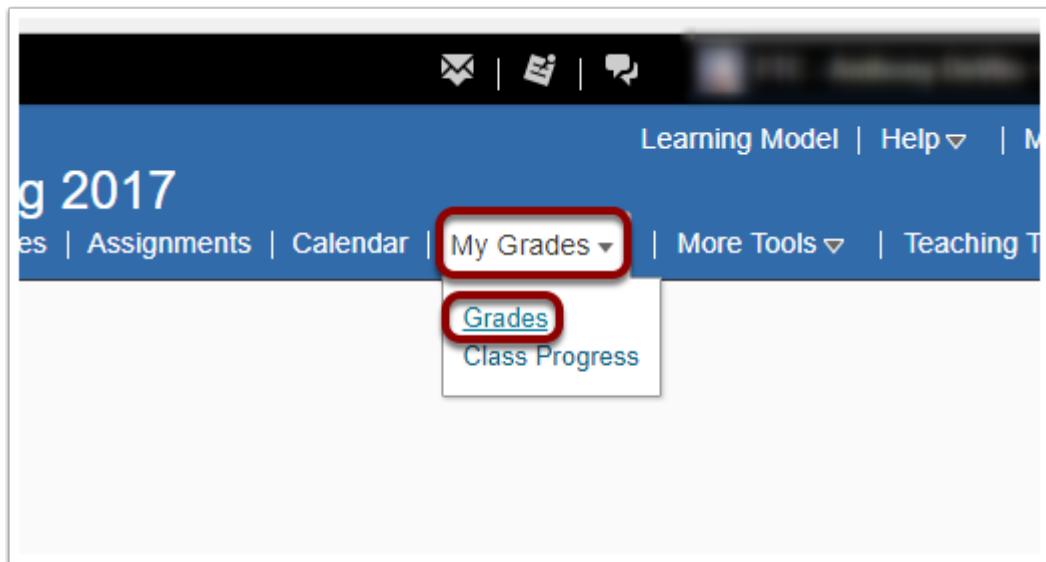
One option is to limit the number of rows that are displayed in the gradebook by [clicking the "per page" drop down menu](#) and changing the value to 20 or less.

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?

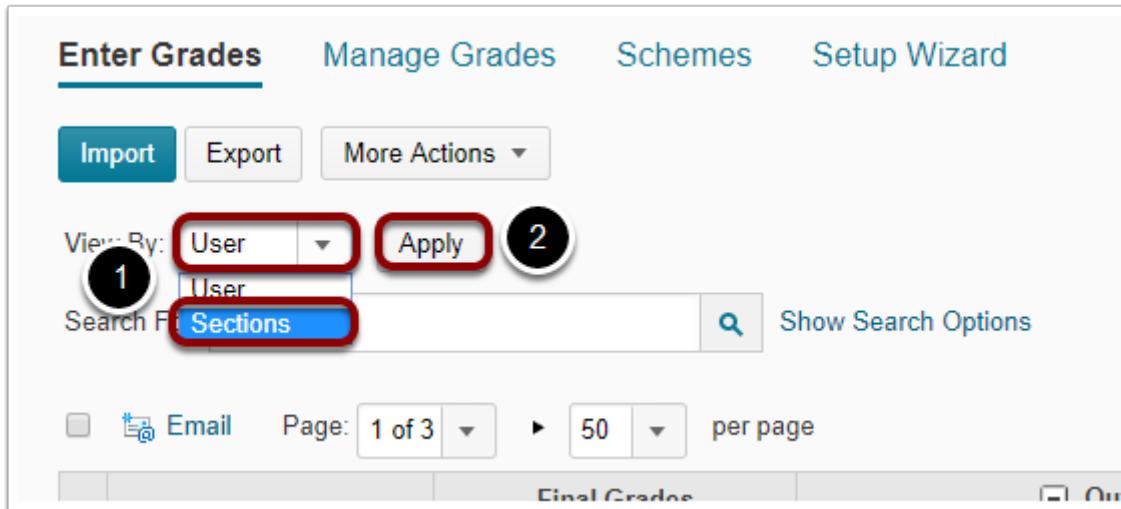
If you have two sections in one I-Learn class, it will be helpful to organize your gradebook by section. This will make it so it only displays the students of each individual section that is in your course.

Gradebook



Click on the **My Grades** tab and select **Grades**.

Enter Grades



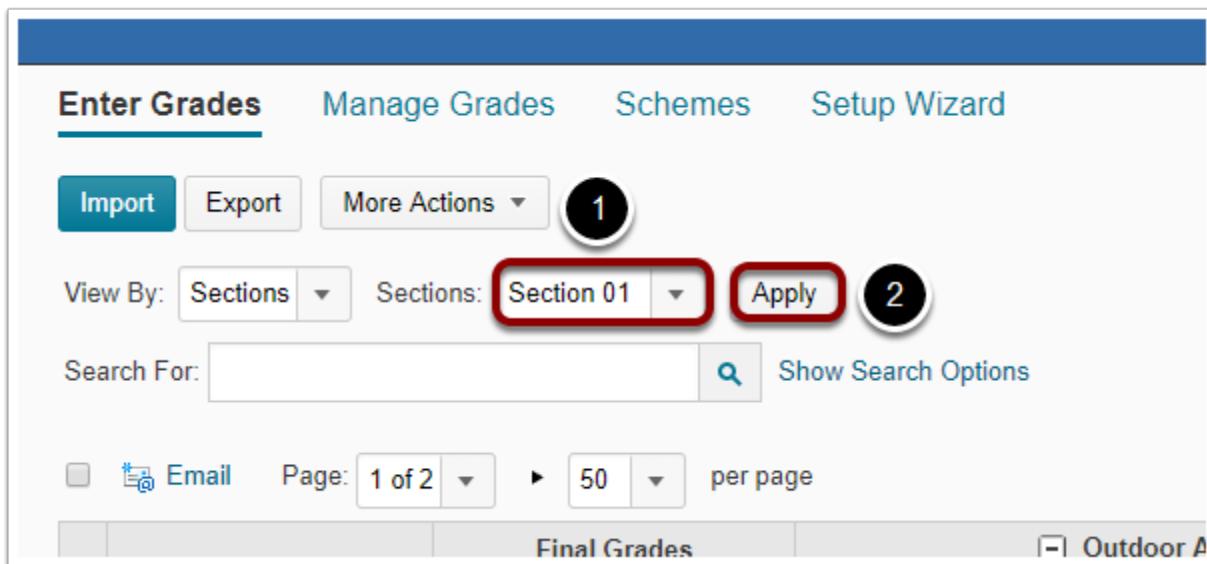
Once in your gradebook, you will see a subheading that says:

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' page of the BYU-Idaho Online Knowledgebase. At the top, there are tabs for 'Enter Grades' (which is underlined in blue), 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs are buttons for 'Import', 'Export', and 'More Actions'. A red box labeled '1' highlights the 'More Actions' button. Below these are search and filter options: 'View By: Sections' (with a dropdown arrow), 'Sections: Section 01' (with a dropdown arrow), and an 'Apply' button (which is also highlighted with a red box and labeled '2'). A red box also highlights the 'Section 01' dropdown. Below these are search fields for 'Search For:' and a 'Show Search Options' link. At the bottom, there are buttons for 'Email' (with an icon), 'Page: 1 of 2' (with a dropdown arrow), '50' (with a dropdown arrow), and 'per page'. The bottom navigation bar includes 'Final Grades' and 'Outdoor A'.

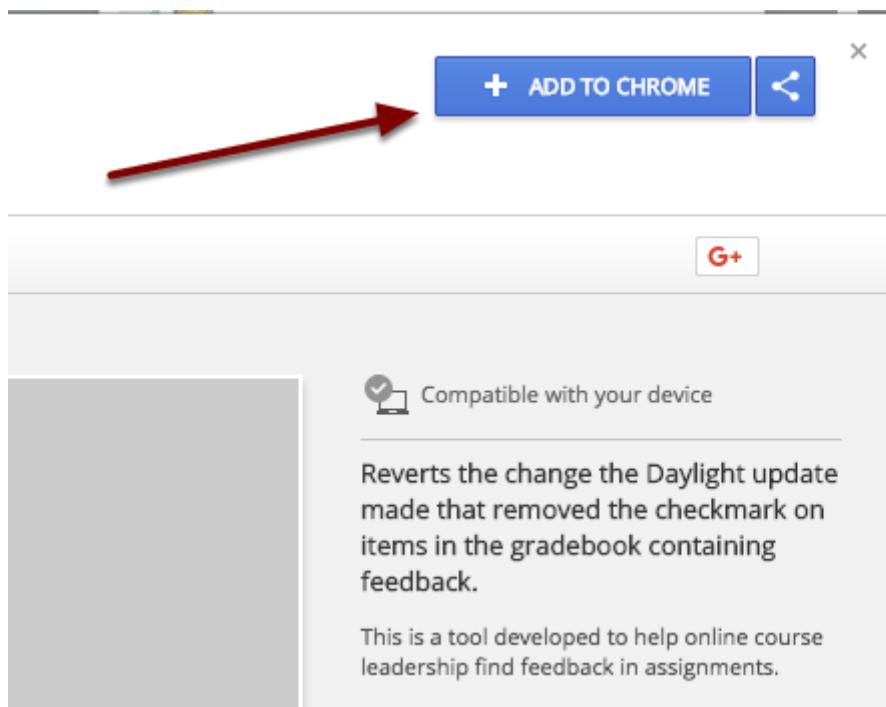
Once your class has been organized by section, you can change which section you are viewing.

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?

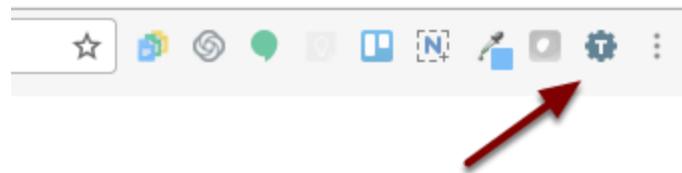
With the update to the "Daylight Experience" that was released by the vendor in July 2017, the icons that revealed when feedback had been left by the instructor in the gradebook had been changed and no longer indicate visually which students have and have not received feedback from the instructor. Below 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



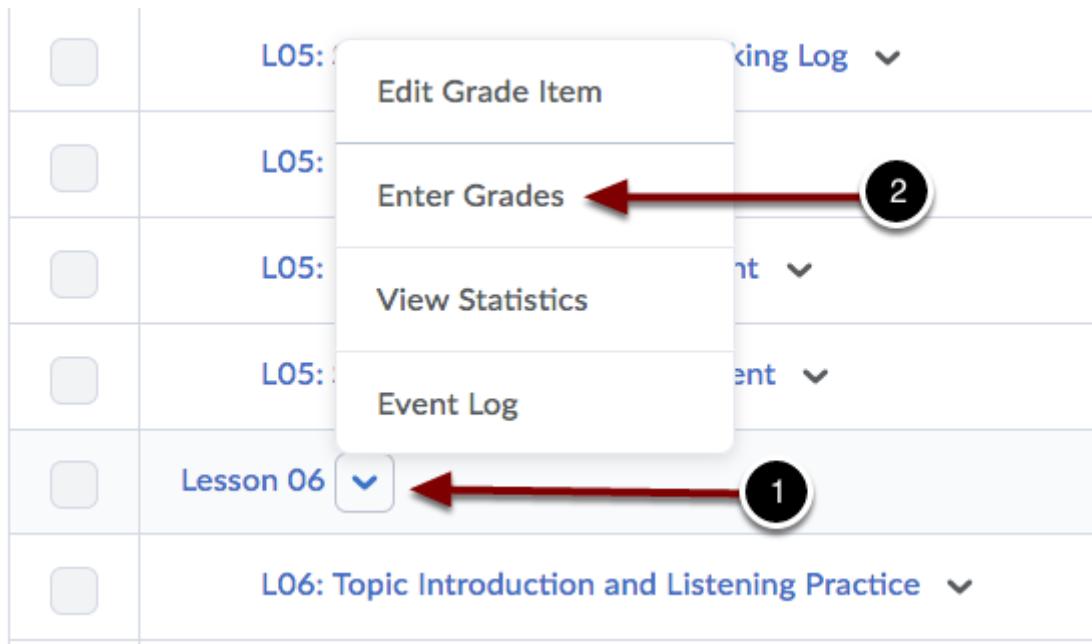
1. Using Chrome, go to this address for the BYU - Daylight Addon: <https://chrome.google.com/webstore/detail/byui-daylight-addon/iiifohhgjaljpdkgleddmjdphogjpcdk>
2. Click Add to Chrome

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).

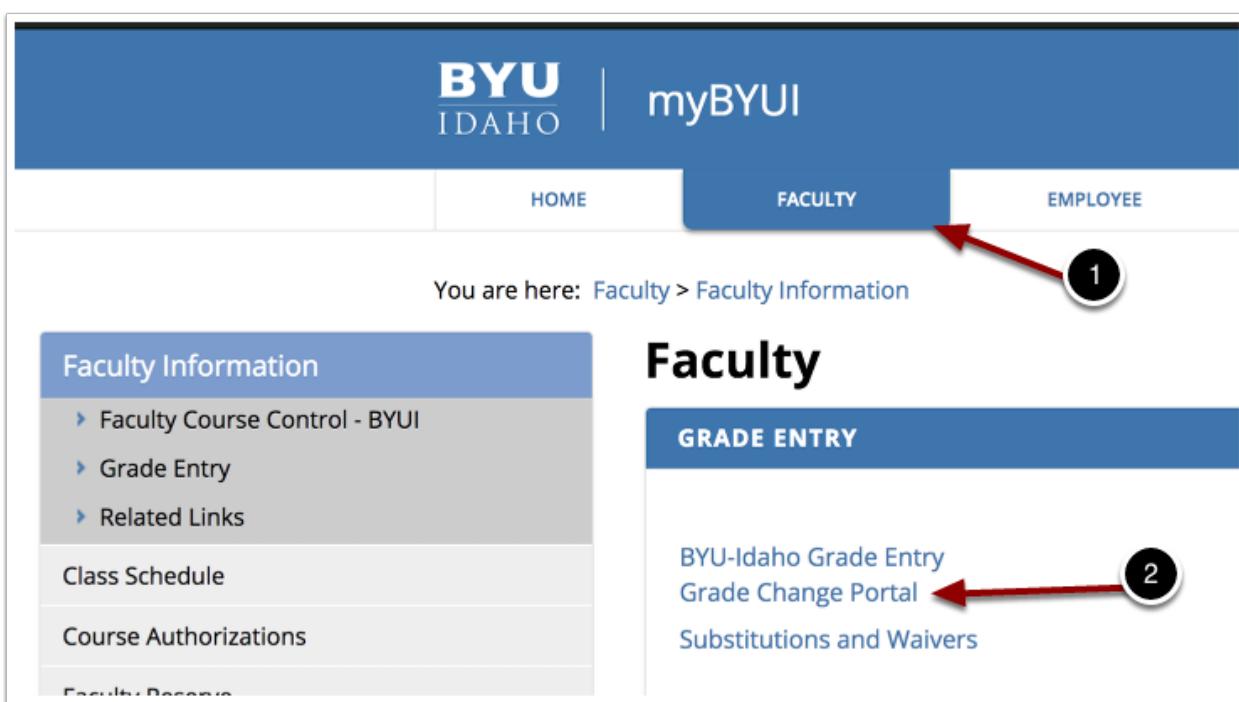


Pro Tip: When doing a course visit and looking for feedback, see more feedback data quickly by going into the grade all screen on the grade category rather than the grade item.

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



The screenshot shows the myBYUI Faculty Information page. At the top, there is a navigation bar with tabs for HOME, FACULTY (which is highlighted in blue), and EMPLOYEE. Below the navigation bar, a breadcrumb trail indicates the user is at Faculty > Faculty Information. The main content area is titled "Faculty" and contains a "GRADE ENTRY" section. Within this section, a link to "BYU-Idaho Grade Entry Grade Change Portal" is circled with a red arrow labeled "1". Below this link is another link to "Substitutions and Waivers". On the left side of the page, there is a sidebar titled "Faculty Information" with links to "Faculty Course Control - BYUI", "Grade Entry", and "Related Links". Other sidebar options include "Class Schedule", "Course Authorizations", and "Faculty Resources".

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

Grade Change Portal

University ▾ Academics ▾ Living ▾ Services ▾ Find ▾

BYU
IDAHO | Grade Change

Home + New Request Search Action Items

Welcome to the new BYU-Idaho Grade Change Portal.
If you need assistance, please email grading@byui.edu or call (208) 496-1025.

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

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

Grade Items

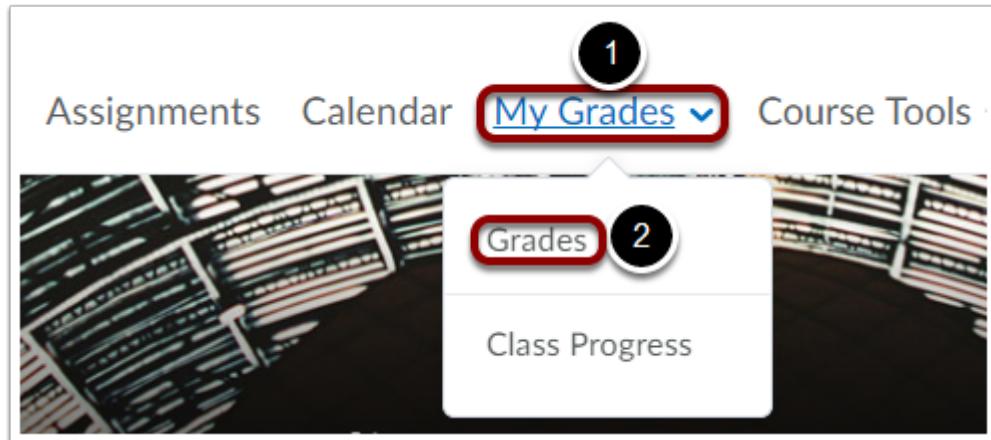
How Do I Reorder the Columns in the Gradebook?

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.

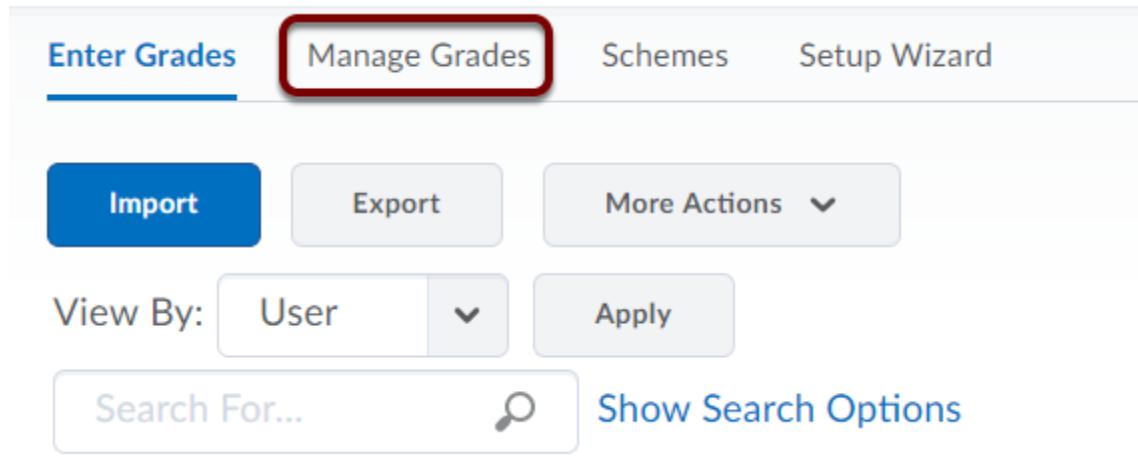
NOTE: Changing the order of the grade categories and grade items will change the order of grade columns in the gradebook for everyone in the course including the students.

My Grades



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

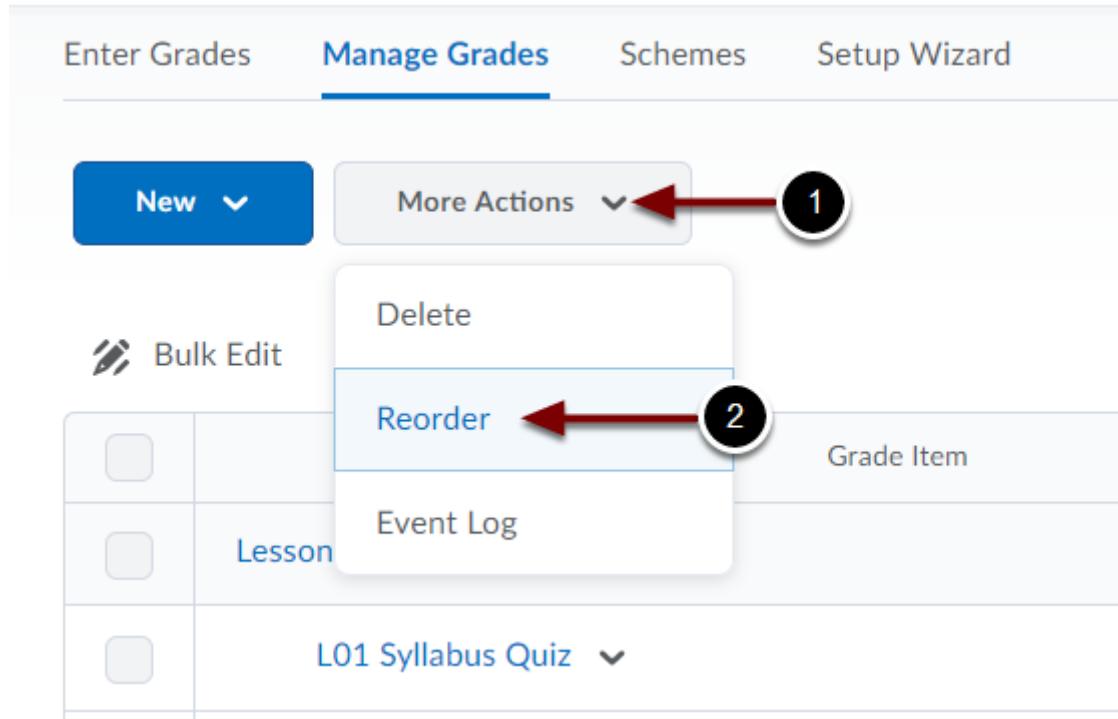
Manage Grades



The screenshot shows the 'Manage Grades' tab selected in the top navigation bar. Below the tabs are buttons for 'Import', 'Export', and 'More Actions'. The 'View By' dropdown is set to 'User' with an 'Apply' button. A search bar with a magnifying glass icon and a 'Show Search Options' link are also present.

Click on the Manage Grades tab.

More Actions



The screenshot shows the 'Manage Grades' tab selected. A 'More Actions' dropdown is open, with the 'Reorder' option highlighted. A red arrow labeled '1' points to the 'More Actions' button, and a red arrow labeled '2' points to the 'Reorder' option in the dropdown menu. The 'Grade Item' table below shows rows for 'Lesson' and 'L01 Syllabus Quiz'.

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

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.

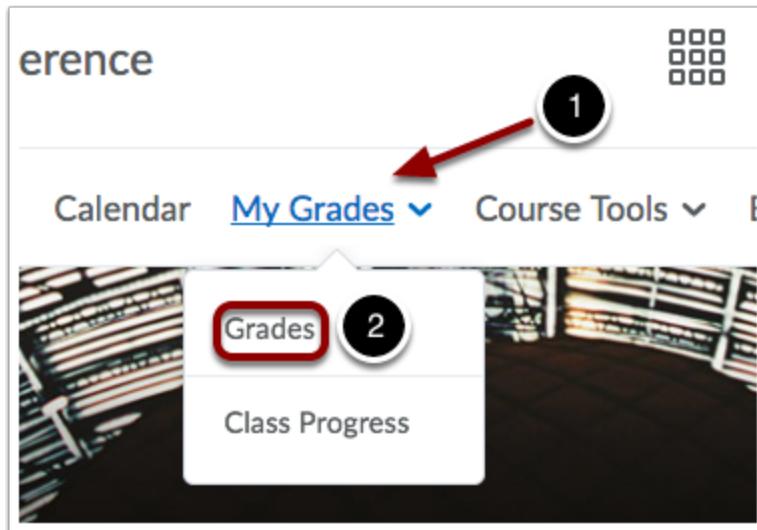
Save

▼ 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	4
Cancel	

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.

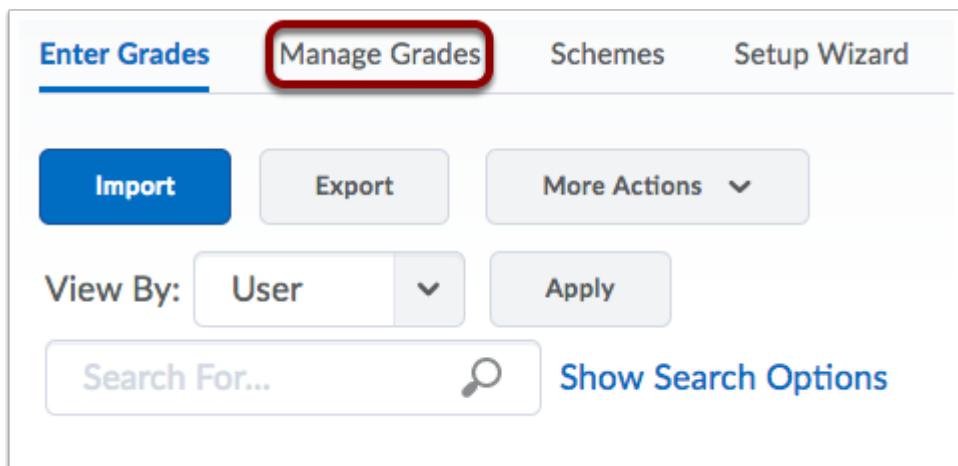
How Do I Edit a Grade Item?

My Grades



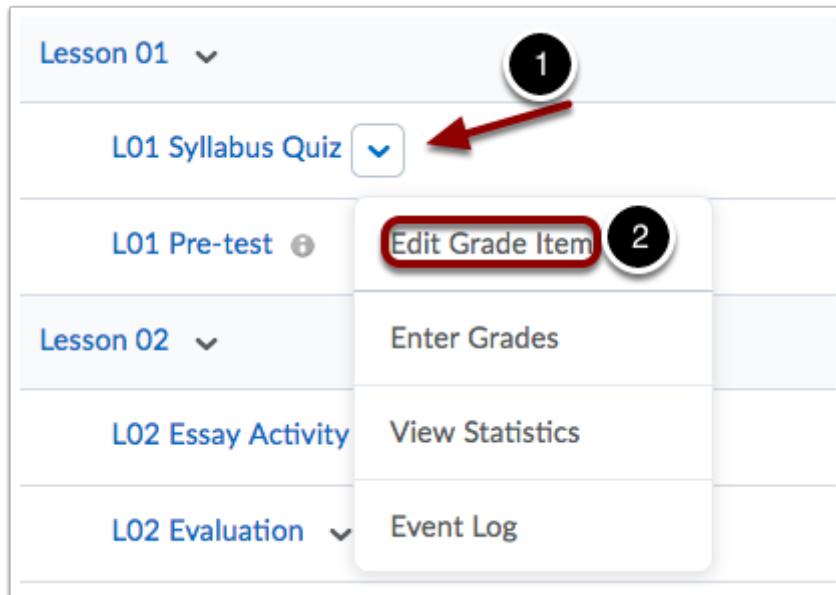
1. Click on the **My Grades** tab.
2. Click **Grades**.

Manage Grades



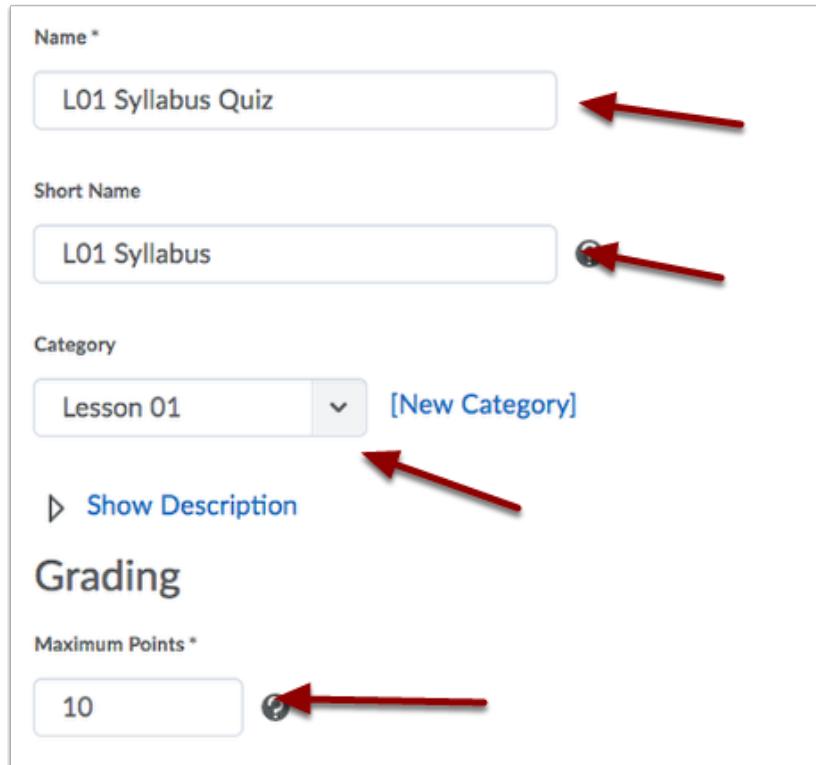
Select the **Manage Grades** tab

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



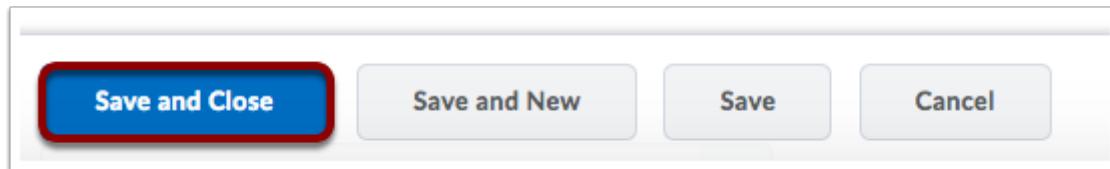
The image shows a form for editing quiz details. The fields and their current values are:

- Name ***: L01 Syllabus Quiz
- Short Name**: L01 Syllabus
- Category**: Lesson 01
- Maximum Points ***: 10

Red arrows point to each of these four fields, indicating they are the focus for editing.

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

Save

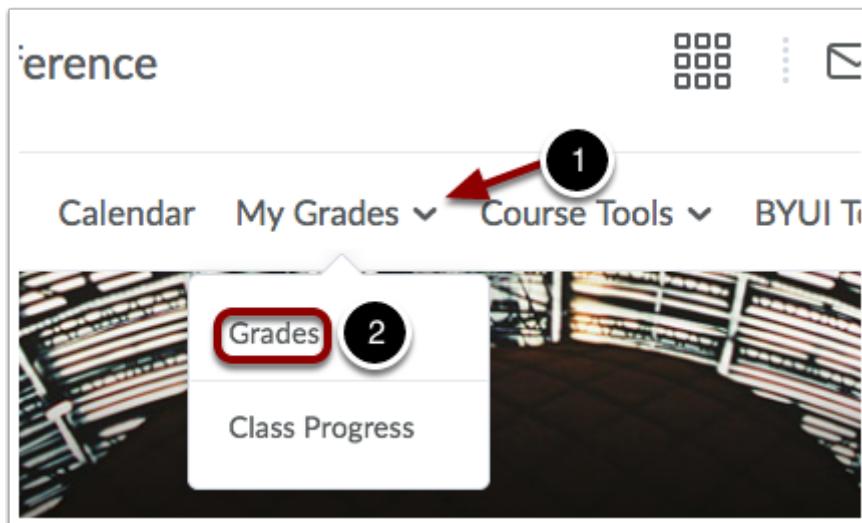


Click on Save and Close.

How Do I Create a Calculated Grade Item?

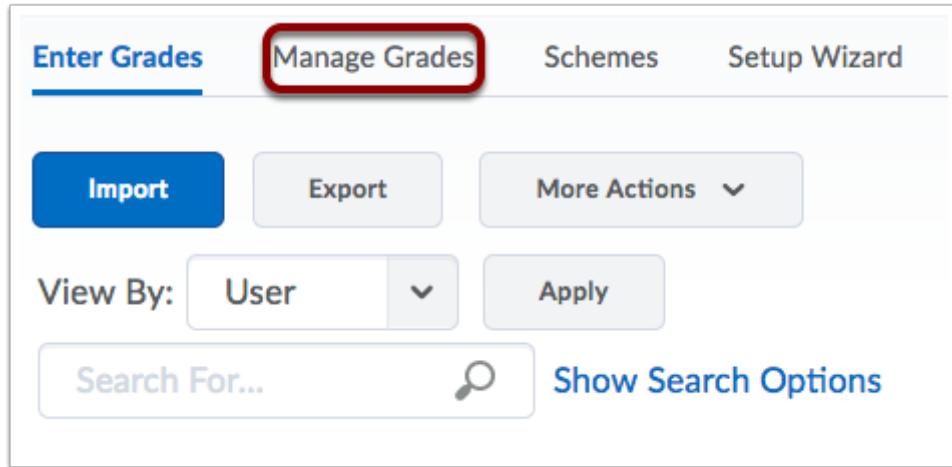
Calculated grade items allow the Instructor to create a column in the gradebook that will calculate student's cumulative scores across multiple grade items.

My Grades



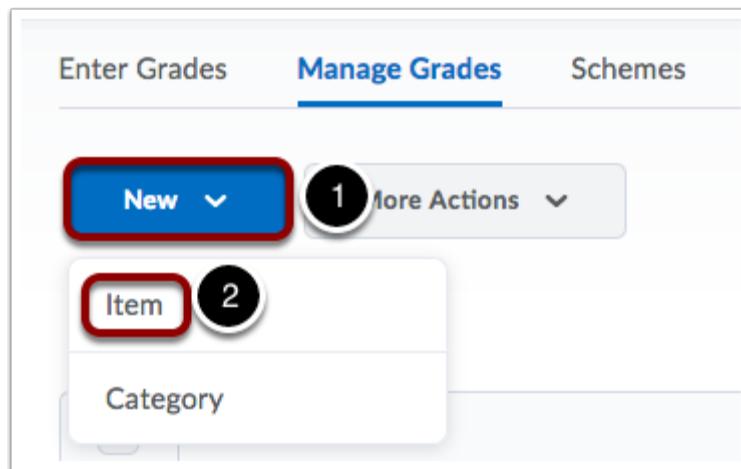
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

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 items a grade of 100.
 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.

Click on the Calculated option.

Name the Grade Item

Calculated

Name *

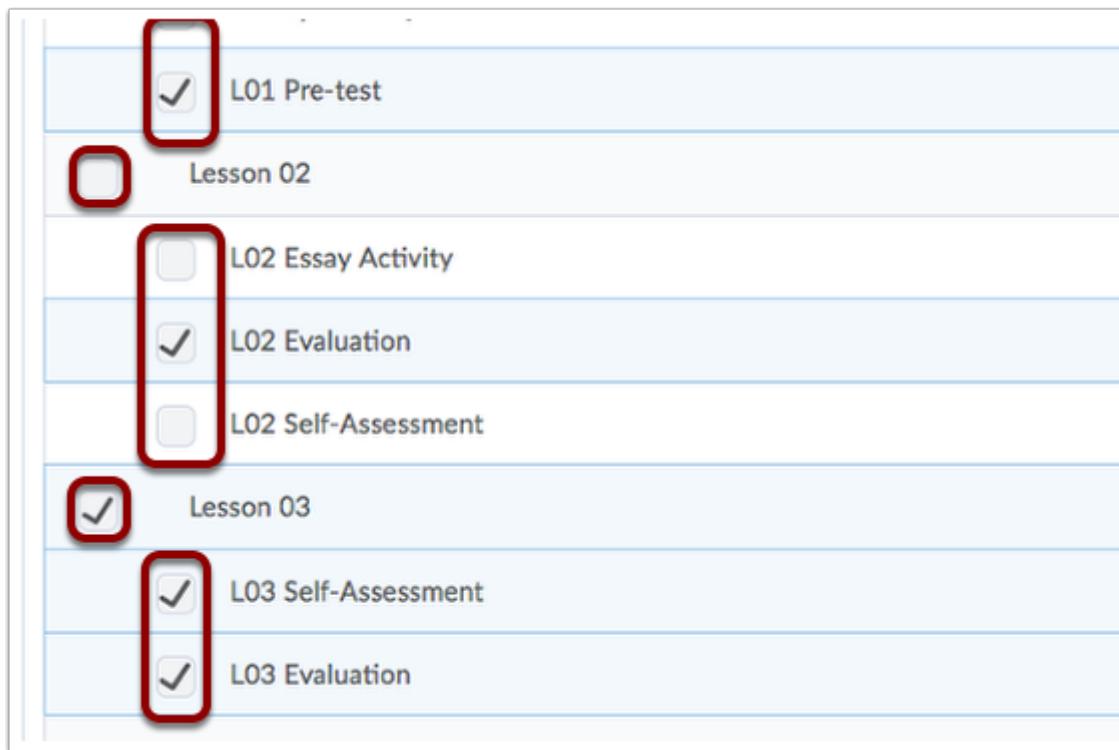
Short Name

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



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

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 [?](#)

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

Save and Close

Points grade

Grade scheme symbol

Grade scheme color

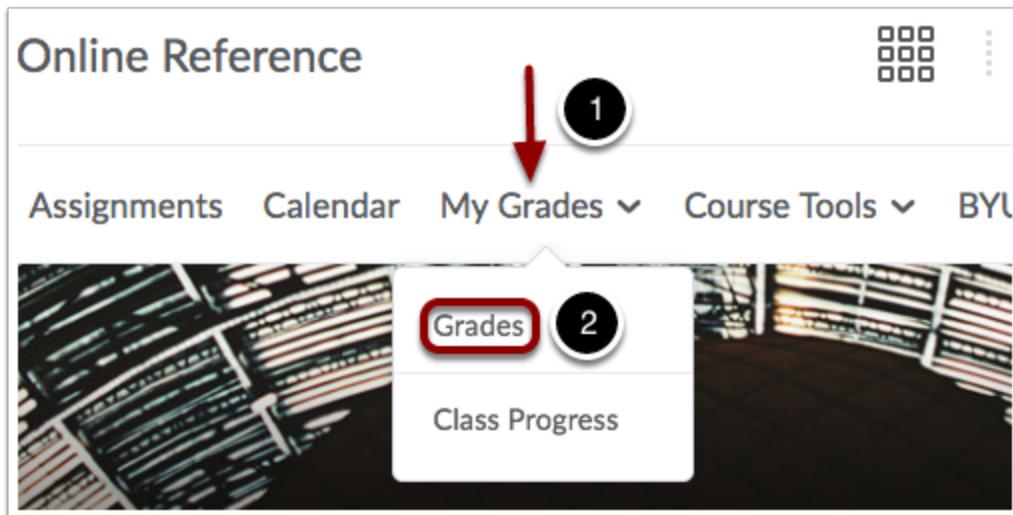
Save and Close [Save and New](#) [Save](#) [Cancel](#)

Click the Save and Close button in the bottom right.

How Do I Restrict Grade Items?

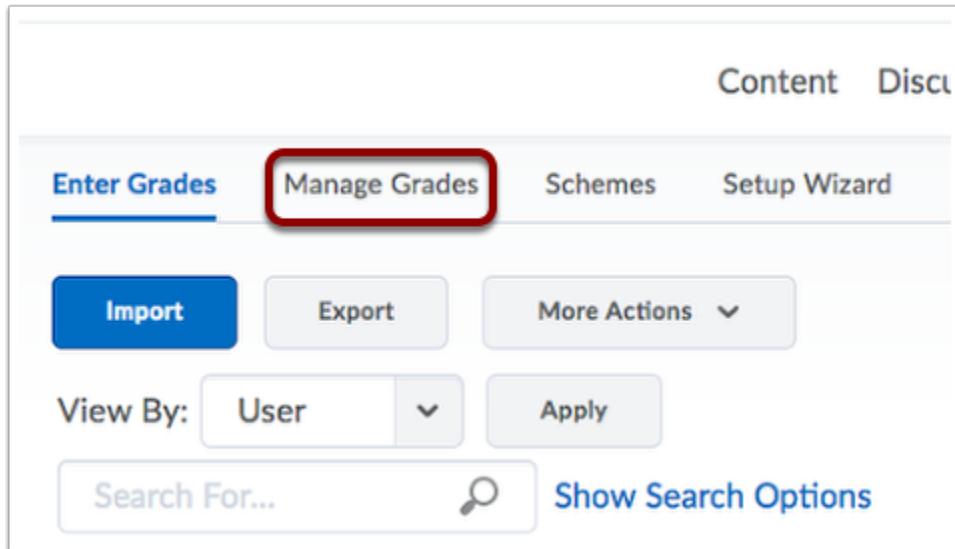
Restricting a grade item is important when building a group discussion board. Each Discussion topic requires a grade item to be associated with it in order for the Instructor to properly assign a grade to the students in that group. However, if the grade items for each topic are not restricted, it creates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

My Grades



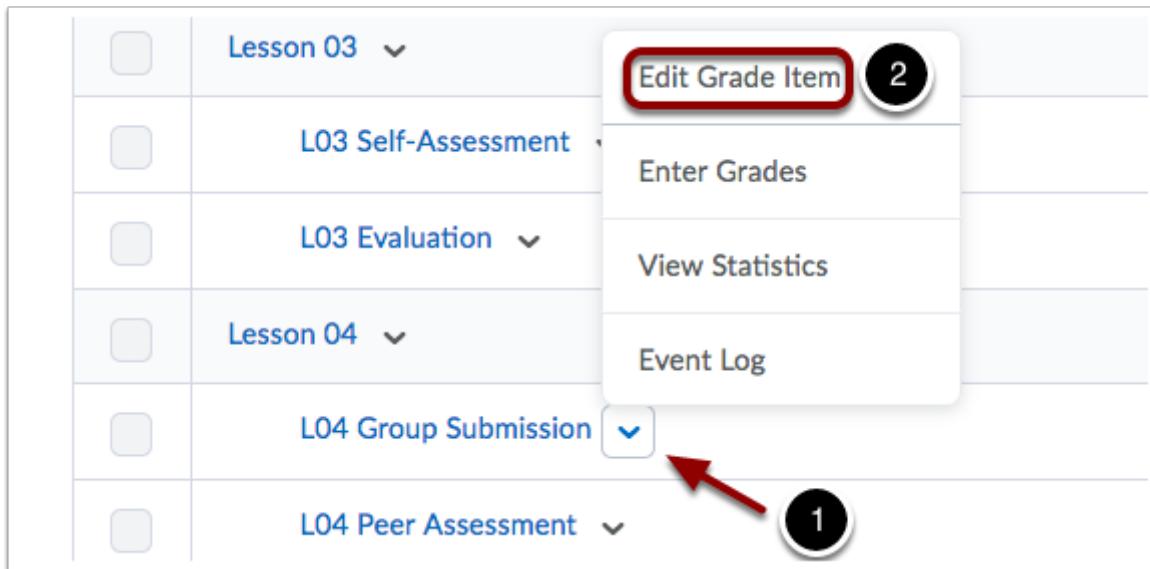
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

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

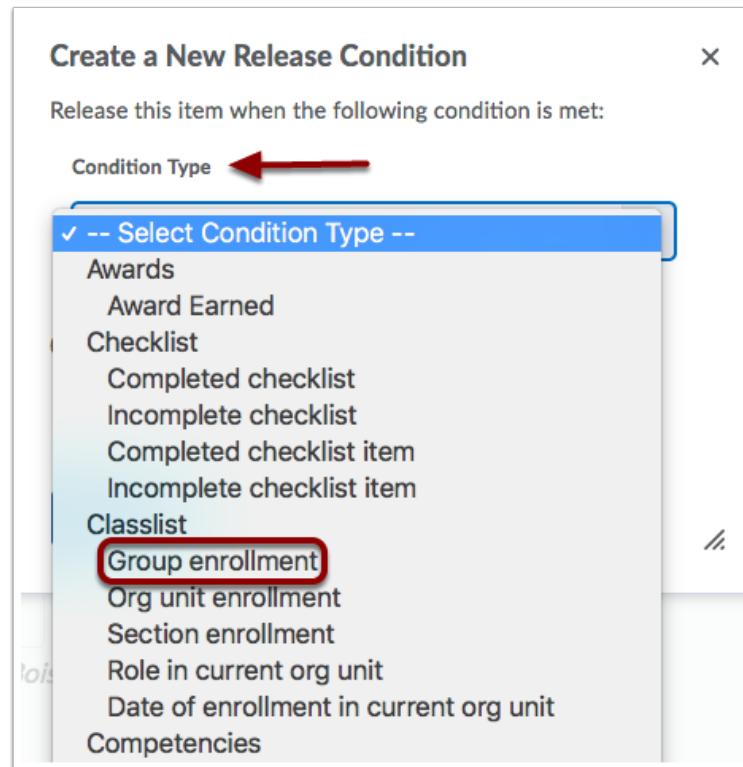
▼ Hide Release Conditions

Attach Existing **Create and Attach**  Remove All Conditions

There are no conditions attached to this item.

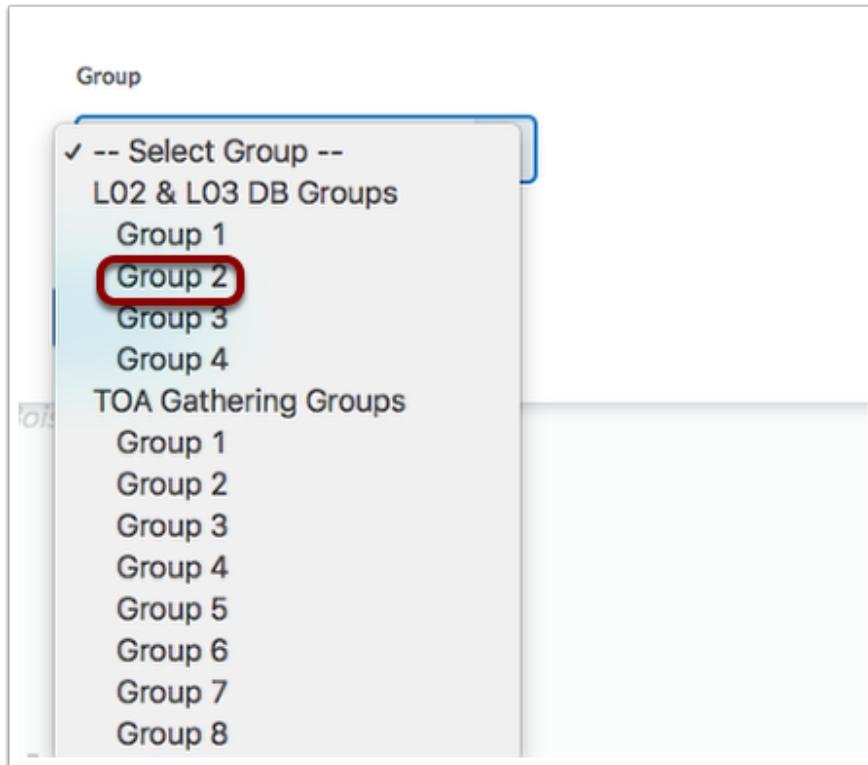
Click on Create and Attach

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

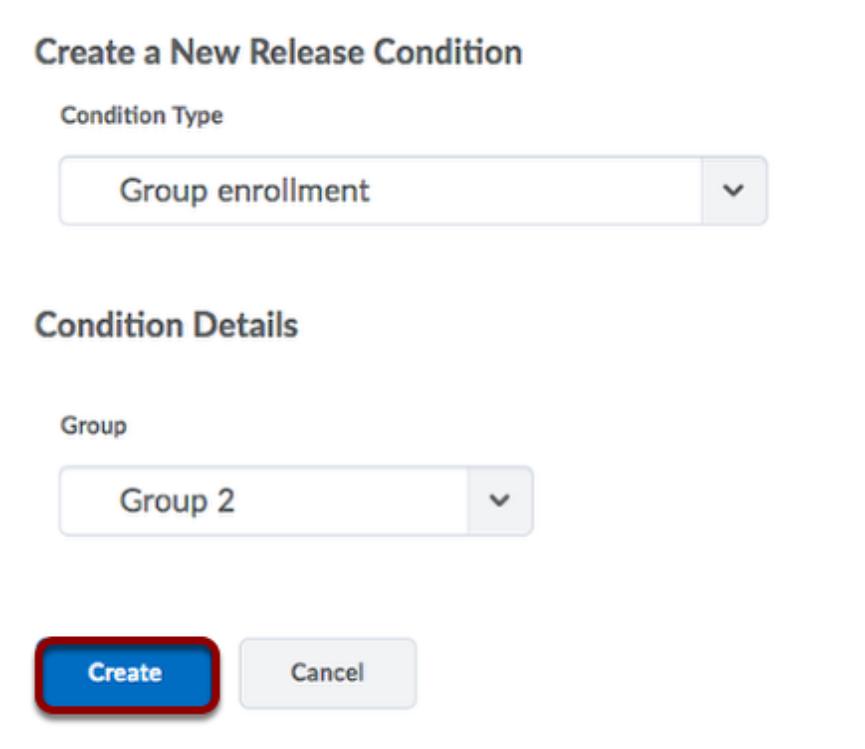
Group enrollment

Condition Details

Group

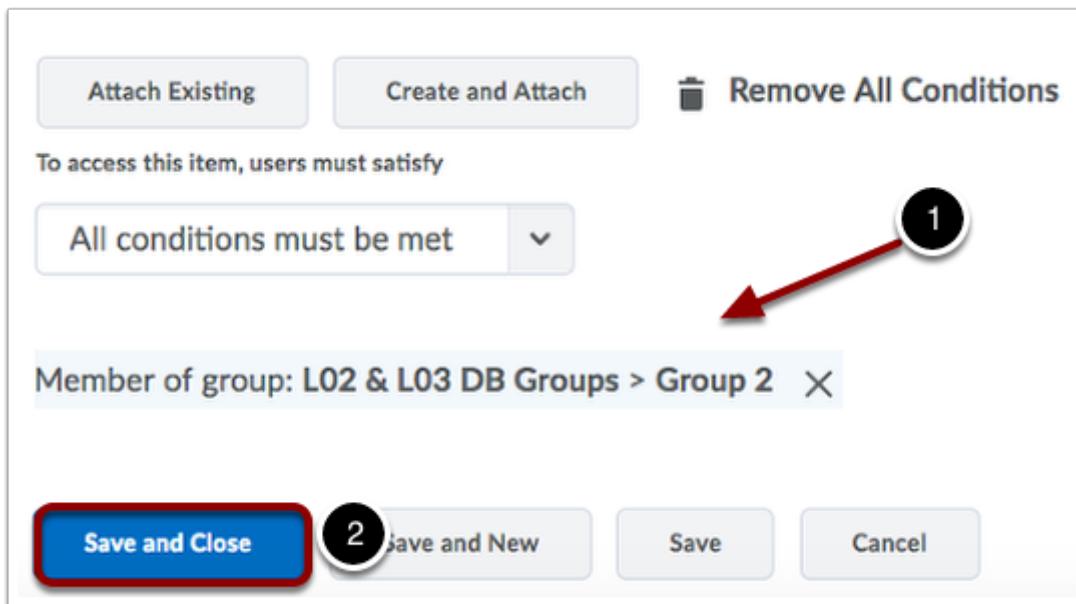
Group 2

Create Cancel



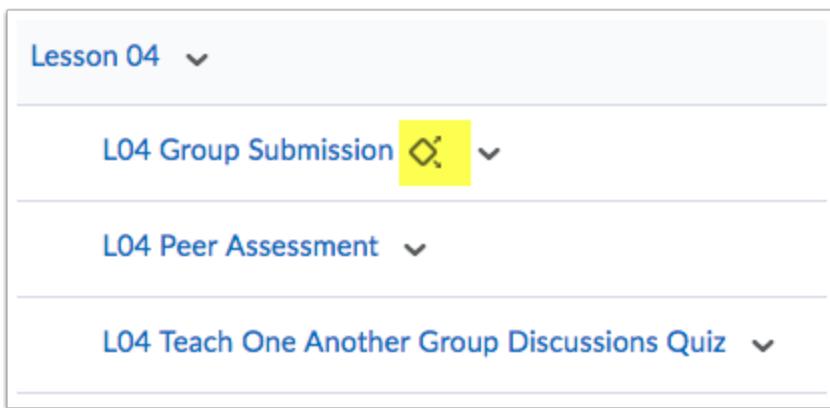
Click Create

Check, Save & Close



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

Grade Item Restriction Symbol

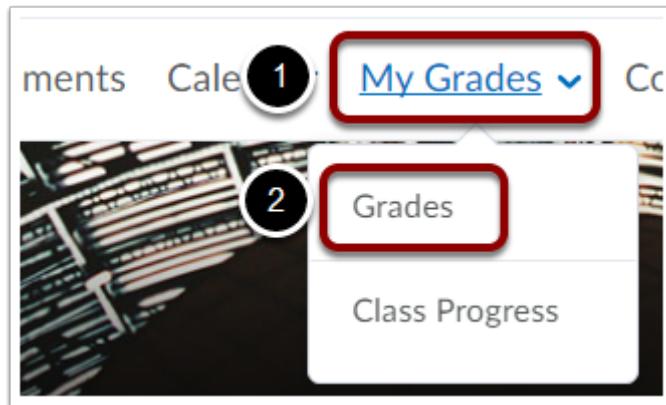


Observe the new symbol next to the grade item indicating it has been restricted.

How Do I Create a Numeric Grade Item?

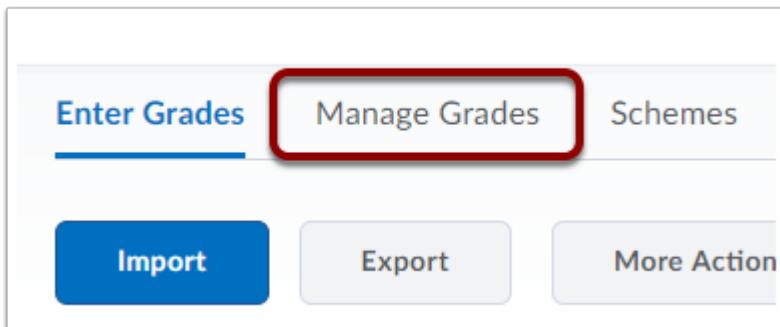
Numeric Grade items are the most commonly used grade items, and allow instructors to assign points to any course activity.

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

New Item

Choose a Grade Item Type

Numeric

Grade users by assigning a value out of a specified total number of points.
E.g. 8/10

Click on **Numeric** option

Name the Grade Item

General

Type
Numeric

Name *

Short Name

 ?

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**

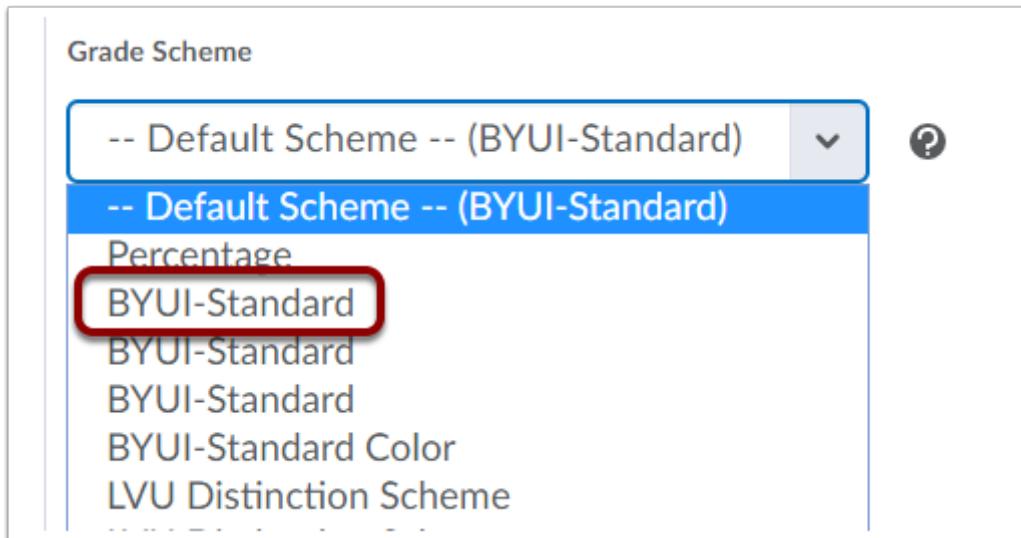
Can Exceed **3**

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



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 ?

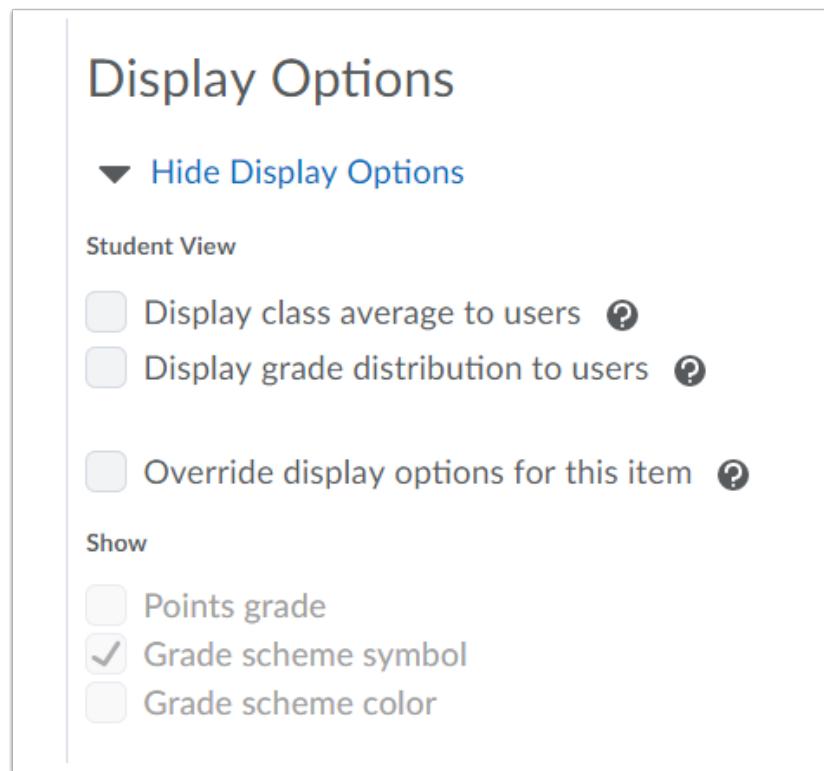
Override display options for this item ?

Show

Points grade

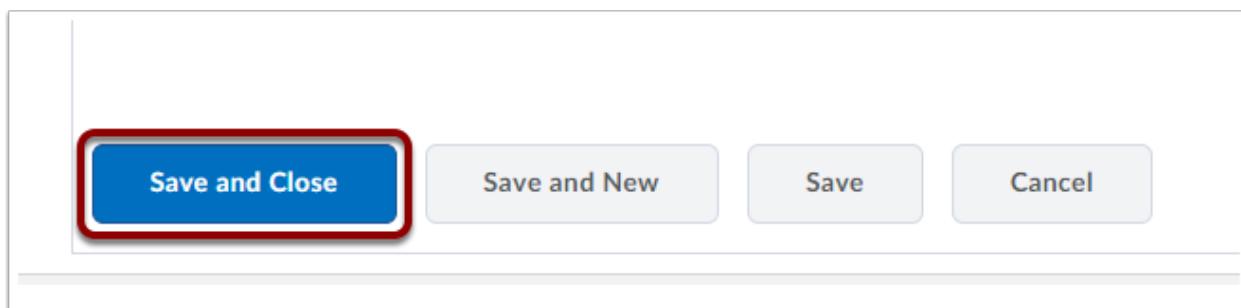
Grade scheme symbol

Grade scheme color



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

Save and Close



Save and Close

Save and New

Save

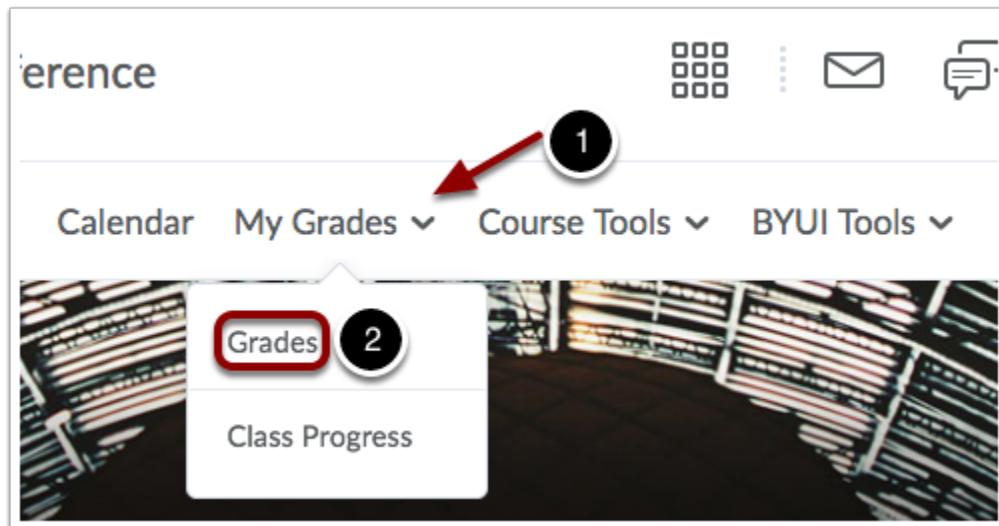
Cancel

Click the Save and Close button in the bottom right.

How Do I Create a Pass/Fail Grade Item?

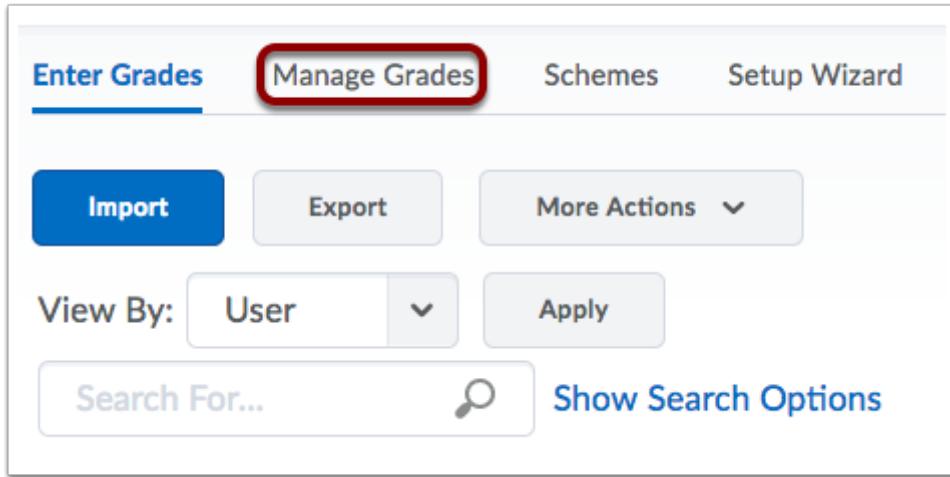
This Grade Item is used when the learning activity needs a simple pass/fail grade scheme.

My Grades



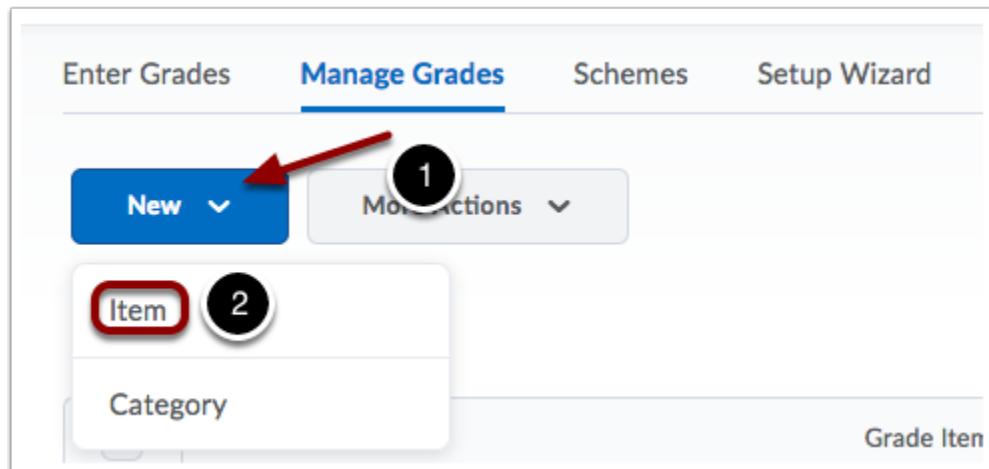
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

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 the 'Grading' section of the BYU-Idaho Online Knowledgebase. It includes fields for 'Category', 'Maximum Points *', 'Bonus', and 'Exclude from Final Grade Calculation'. Each field has a numbered callout (1, 2, or 3) and a red arrow pointing to it from the numbered list below.

Category
None 1 [View Category](#)

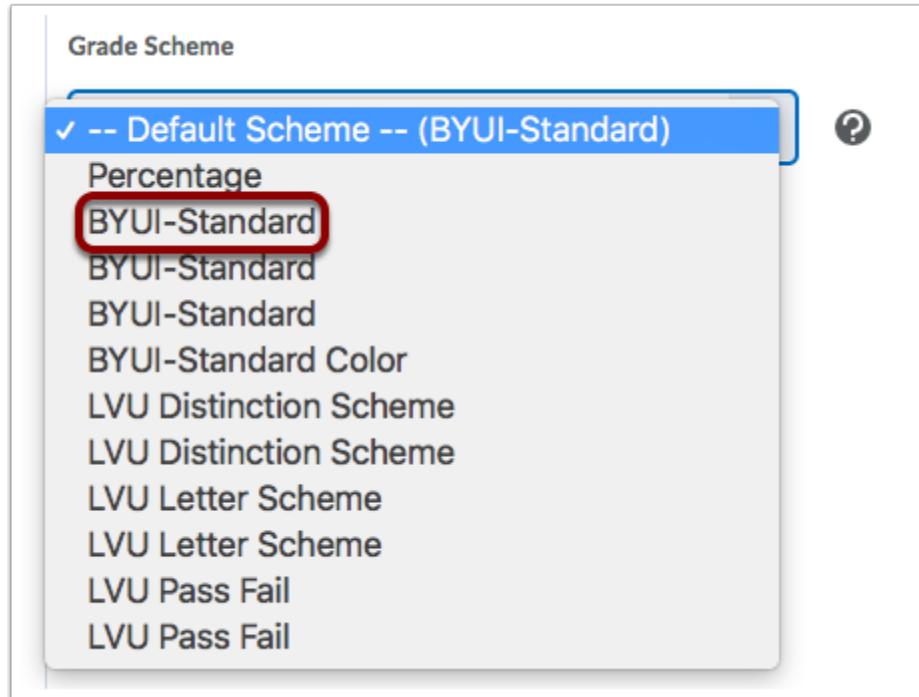
Maximum Points *
10 2

Bonus
 [?](#) 3

Exclude from Final Grade Calculation
 [?](#)

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

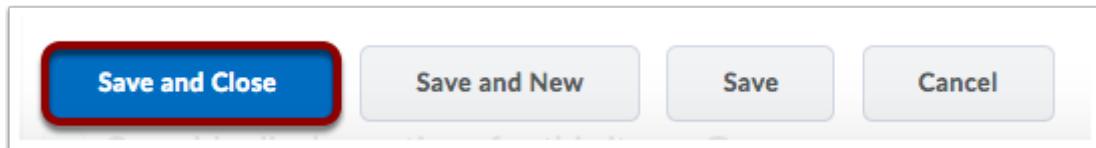
Points grade

Grade scheme symbol

Grade scheme color

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

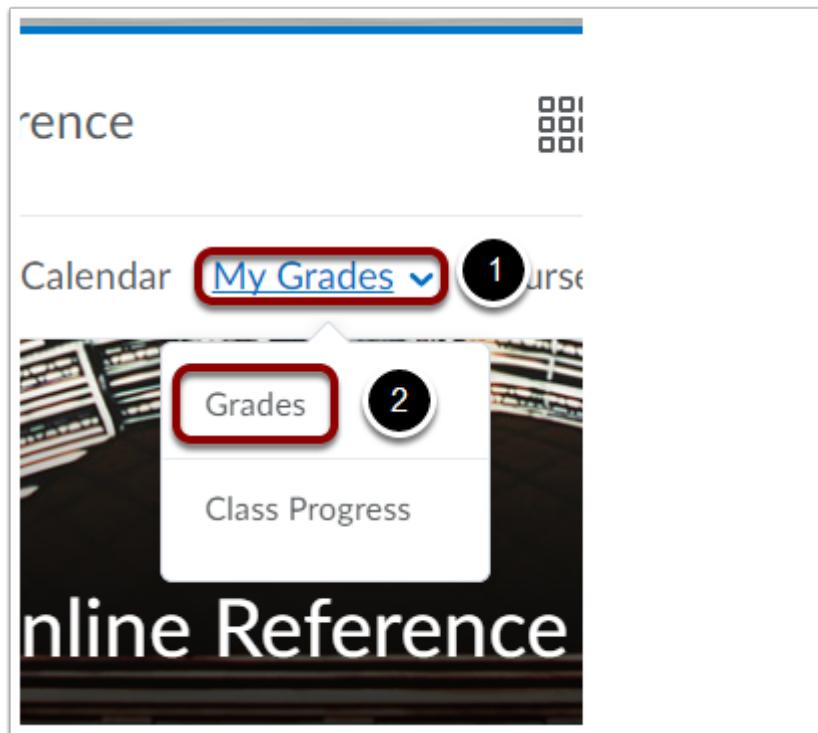
Save and Close



Click the Save and Close button in the bottom right.

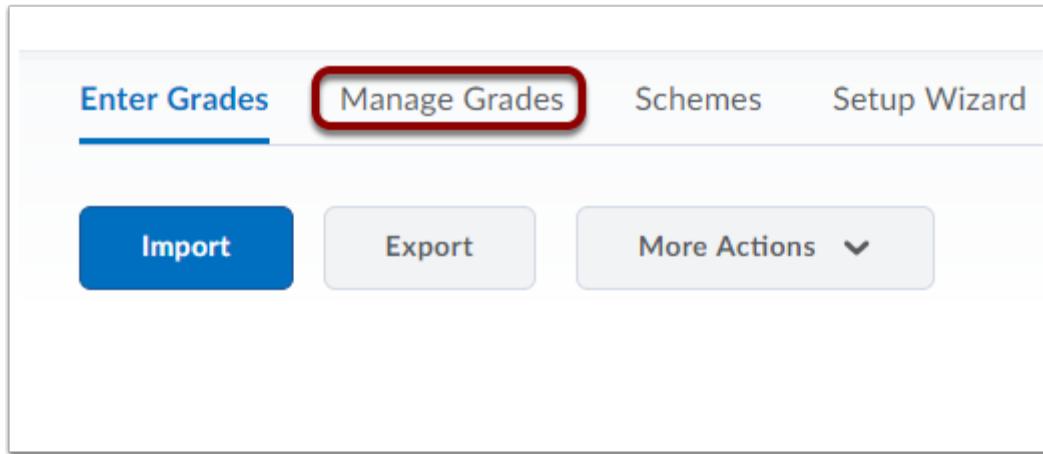
How Do I Create a Formula Grade Item?

My Grades



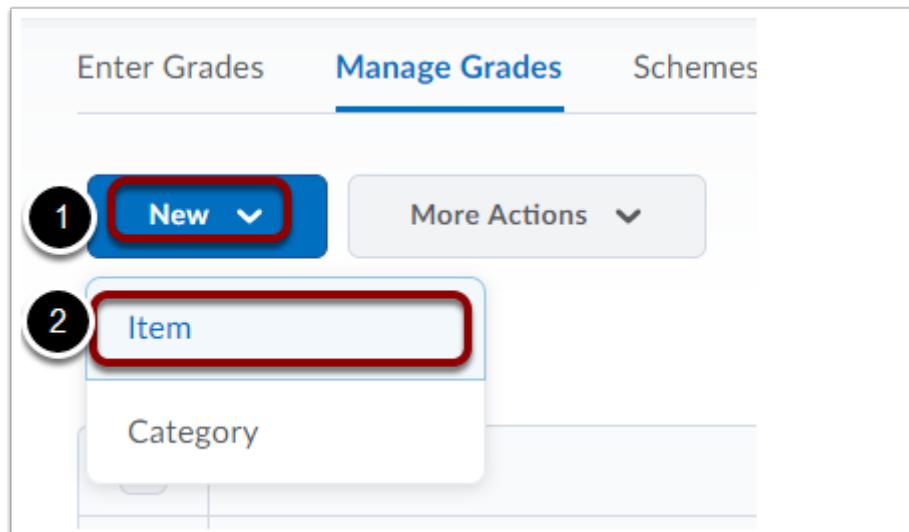
1. Click on the My Grades tab.
2. Select Grades in the drop down menu.

Manage Grades



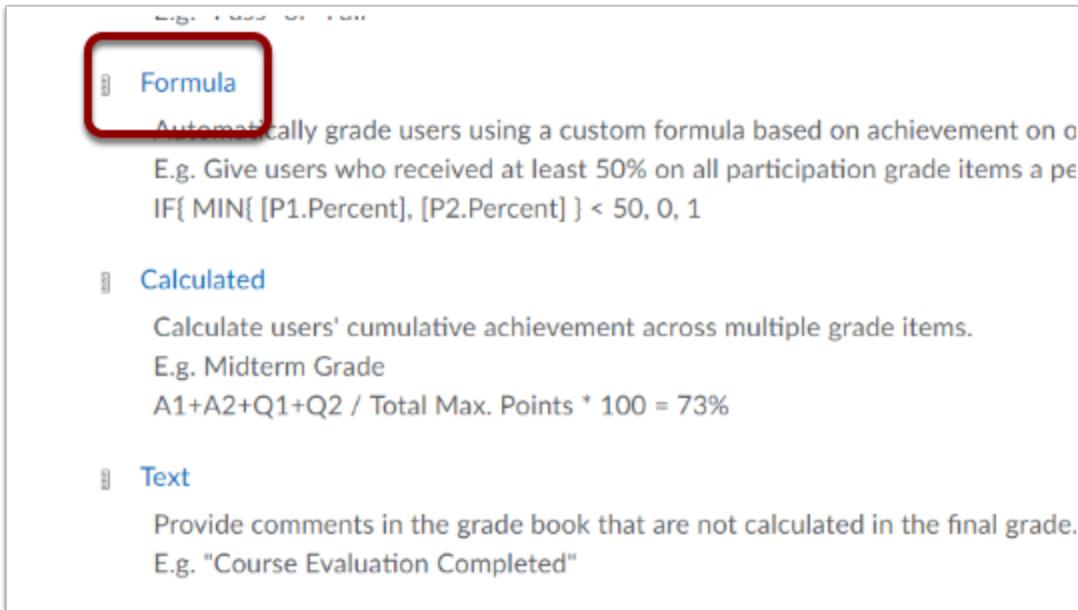
Click on Manage Grades.

Create a New Item



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

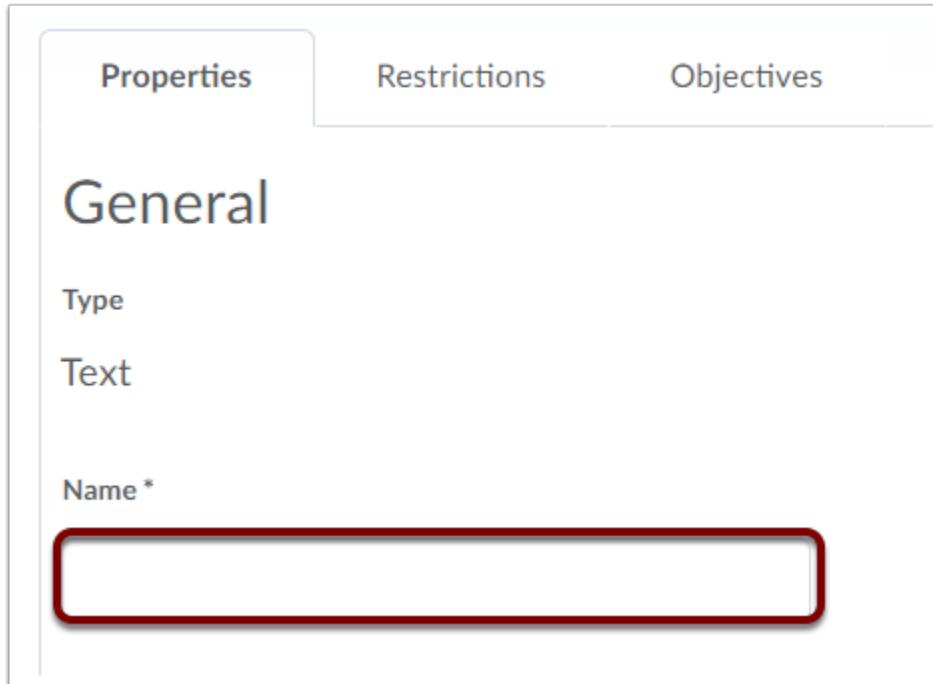
Formula



The screenshot shows a knowledge base article with the following content:

- Formula** (highlighted with a red box)
 - Automatically grade users using a custom formula based on achievement on other items.
 - E.g. Give users who received at least 50% on all participation grade items a participation grade of 50%.
 - 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 the 'General' tab of a grade item configuration. The tab has three tabs: **Properties**, **Restrictions**, and **Objectives**. The **Properties** tab is active. The configuration includes:

- Type**: Text
- Name ***:

Options

► Show Description

Grading

Maximum Points *

1 ?

Points Received

= {No formula defined.} 2

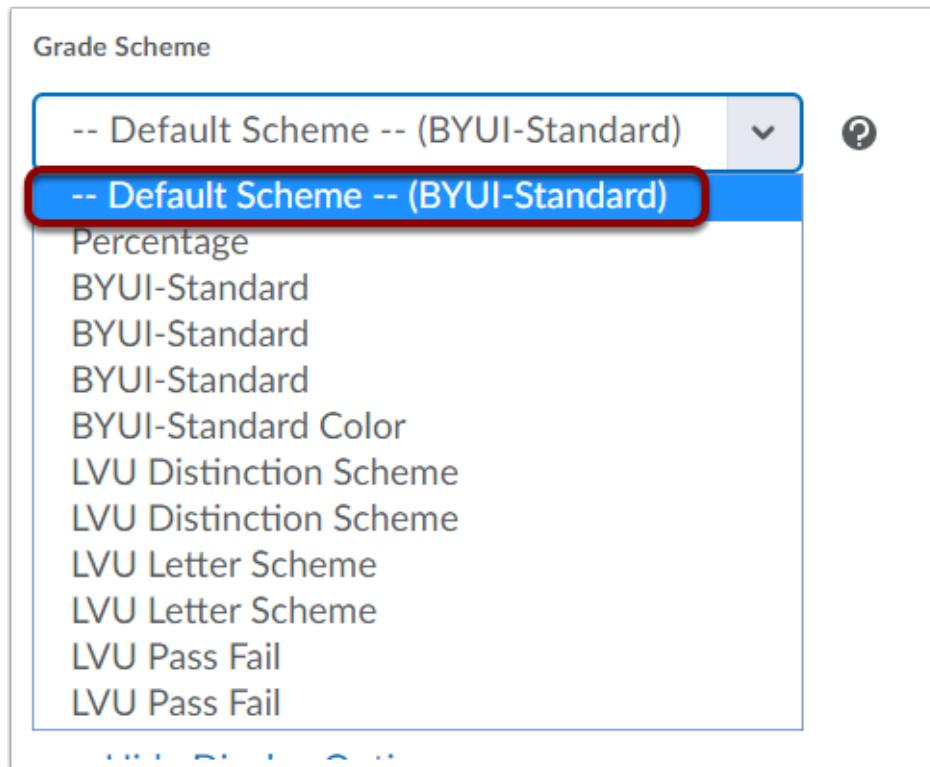
[\[Edit Using the Formula Editor\]](#)

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



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

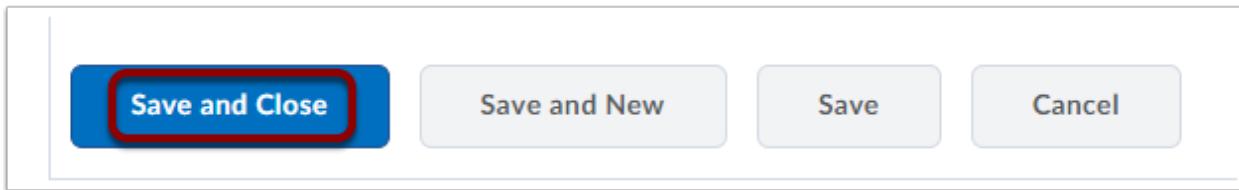
Points grade

Grade scheme symbol

Grade scheme color

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

Save and Close

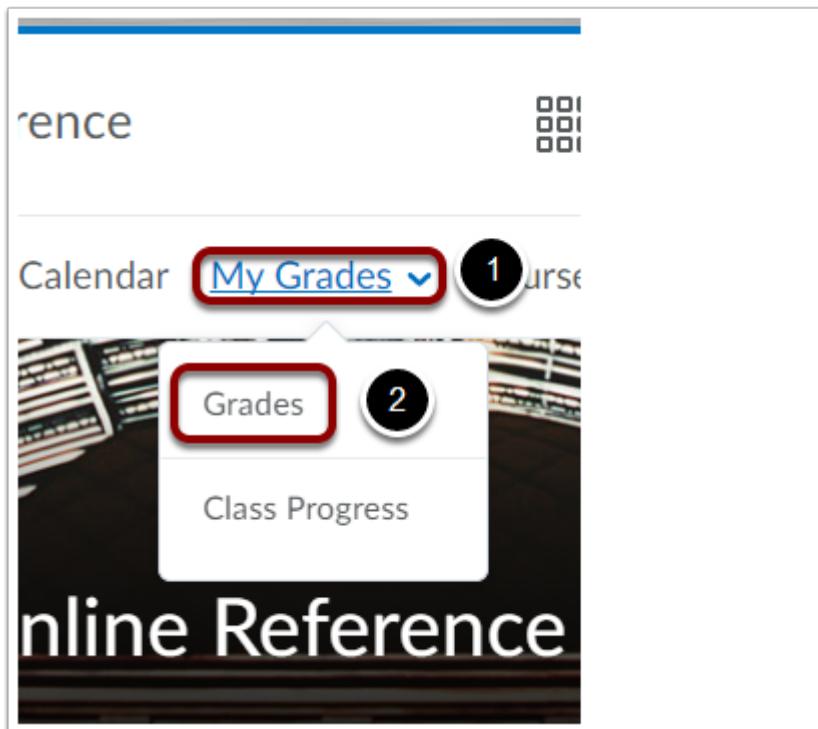


Click the **Save and Close** button in the bottom right.

How Do I Create a Text Grade Item?

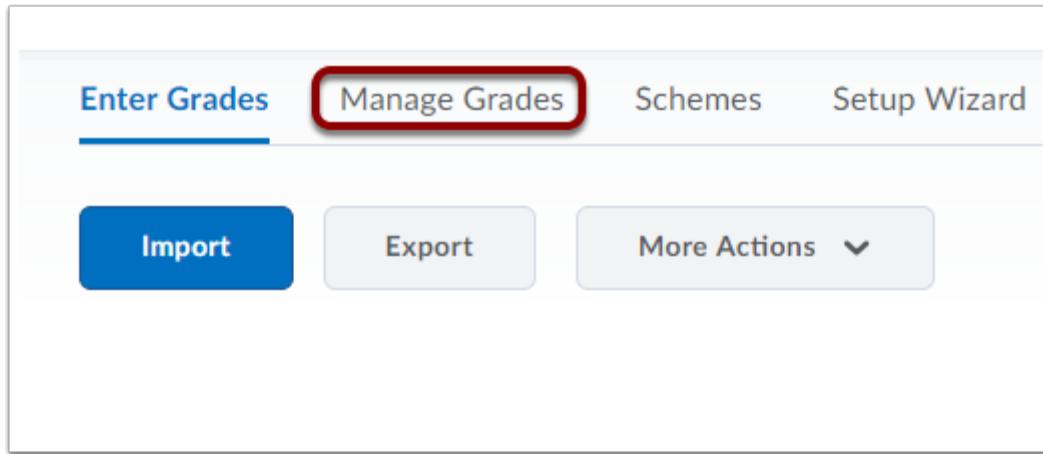
This grade item type can be used as a way of displaying text in the gradebook.

My Grades



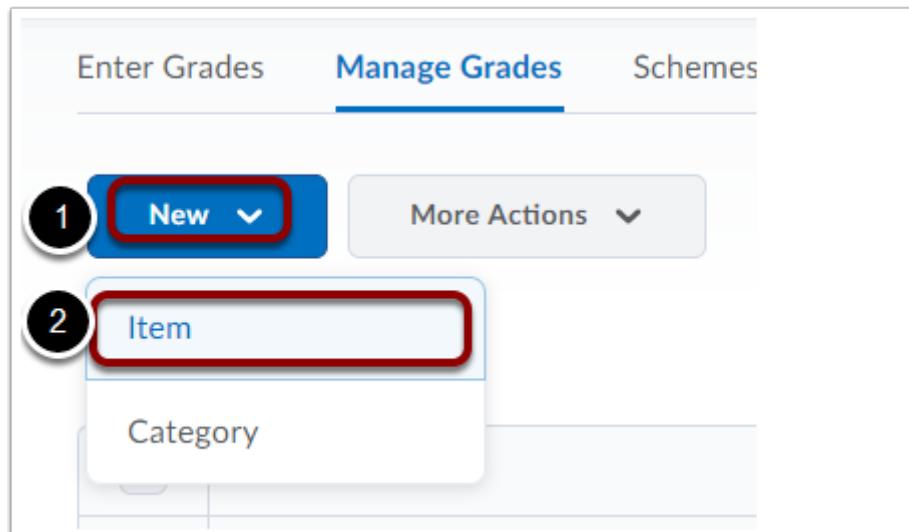
1. Click on the **My Grades** tab.
2. Select **Grades** in the drop down menu.

Manage Grades



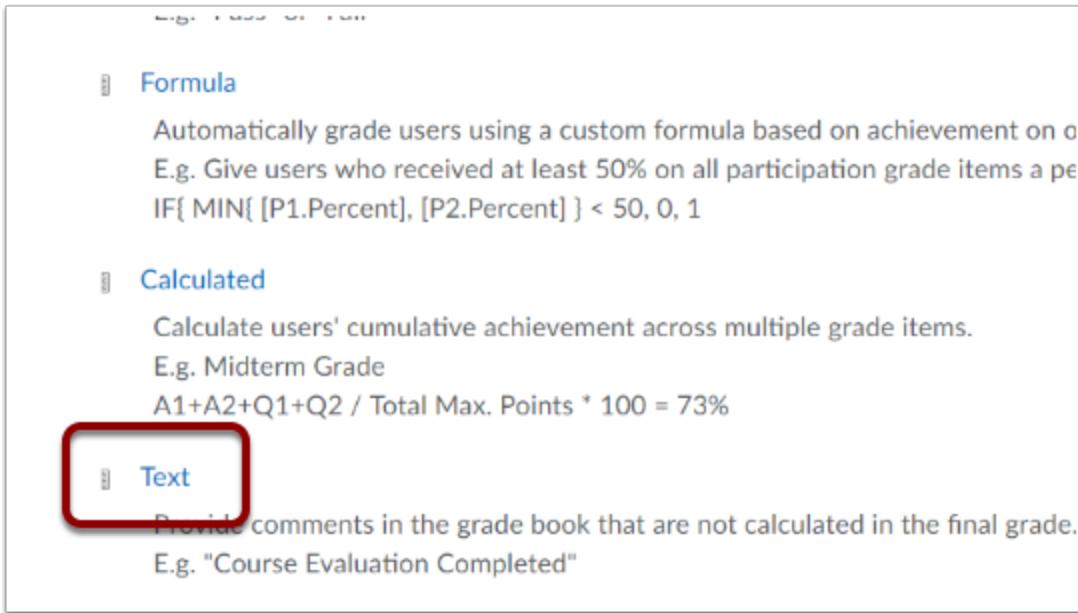
Click on Manage Grades.

Create a New Item



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

Pick Text



The screenshot shows a list of grade types:

- Formula**
Automatically grade users using a custom formula based on achievement on one or more items.
E.g. Give users who received at least 50% on all participation grade items a participation grade of 50%
IF[MIN([P1.Percent], [P2.Percent]) < 50, 0, 1]
- Calculated**
Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
$$\frac{A1+A2+Q1+Q2}{\text{Total Max. Points}} * 100 = 73\%$$
- 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
<h3>General</h3> <p>Type Text</p> <p>Name *</p> <input type="text"/>		

Enter a name for the grade item in the first box

Options

Display Options

▼ Hide Display Options

Managing View

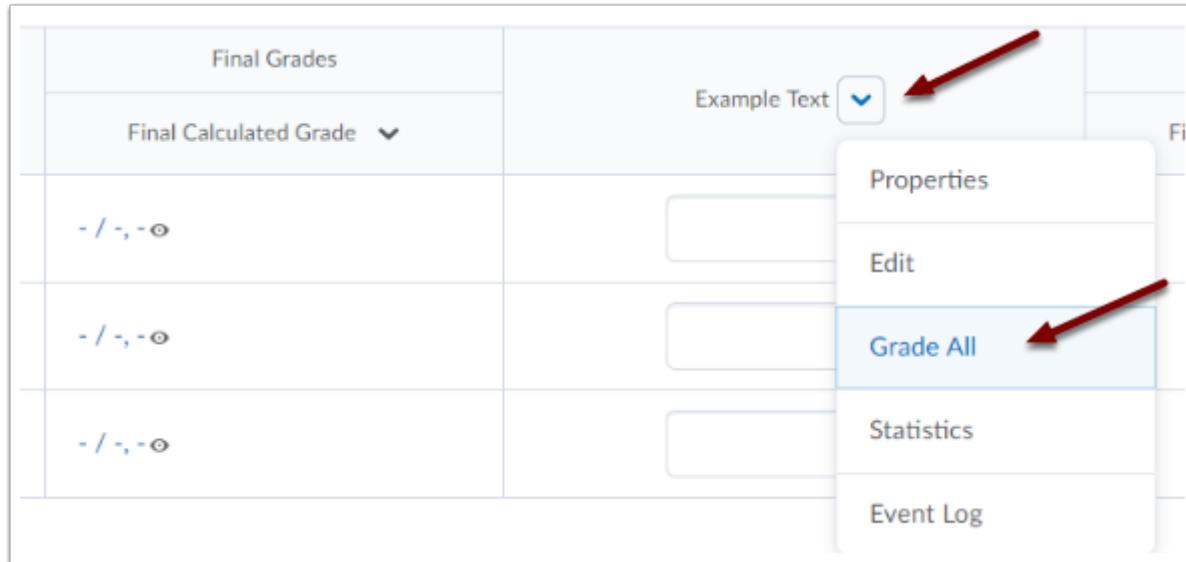
Override display options for this item [?](#) 1

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



The screenshot shows a gradebook interface with a table of final grades. The 'Final Calculated Grade' dropdown menu is open, revealing a list of actions: 'Example Text', 'Properties', 'Edit', 'Grade All' (which is highlighted with a red arrow), 'Statistics', and 'Event Log'. The 'Grade All' option is the intended target for the user's action.

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

Input Text



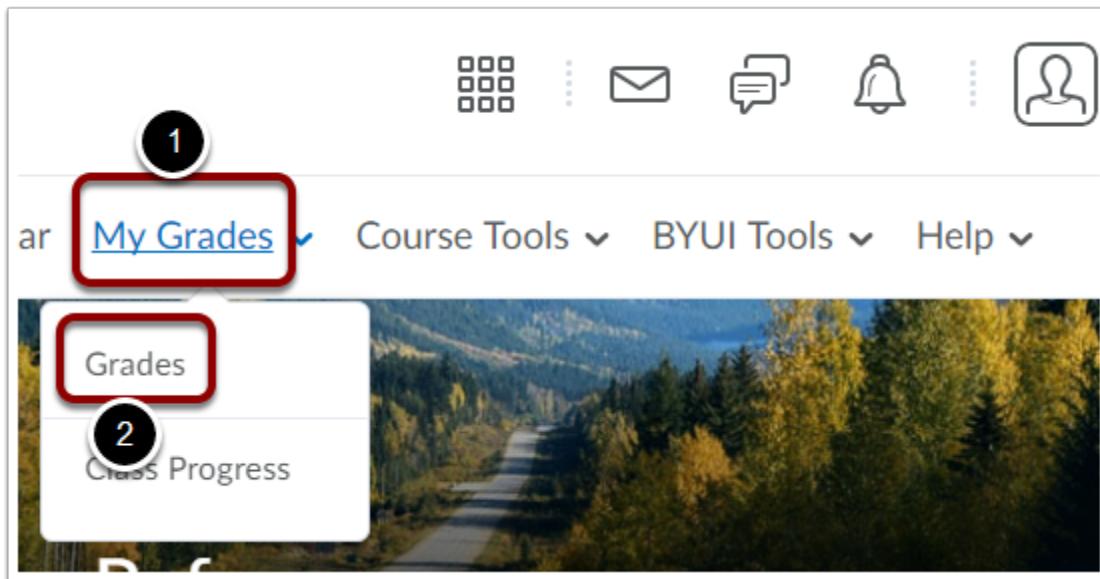
The screenshot shows a gradebook table with student names in the 'Last Name, First Name' column and a 'Grade' column. The 'Grade' column for the first student is highlighted with a red box, indicating the area where the user should input the grade.

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.

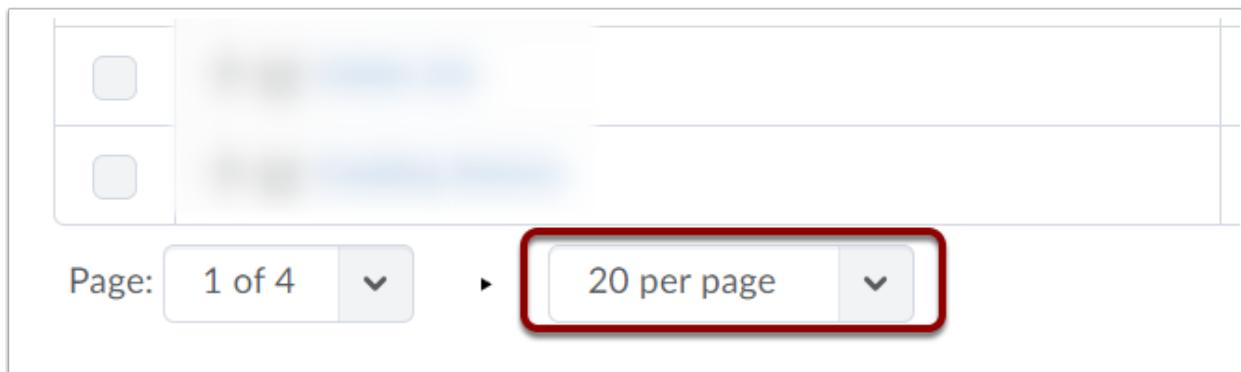
My Grades



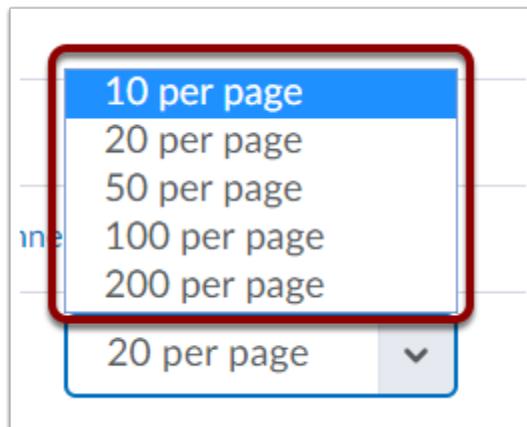
1. Click **My Grades**.
2. Click **Grades**.

Method 1: Hide Students

Display Options



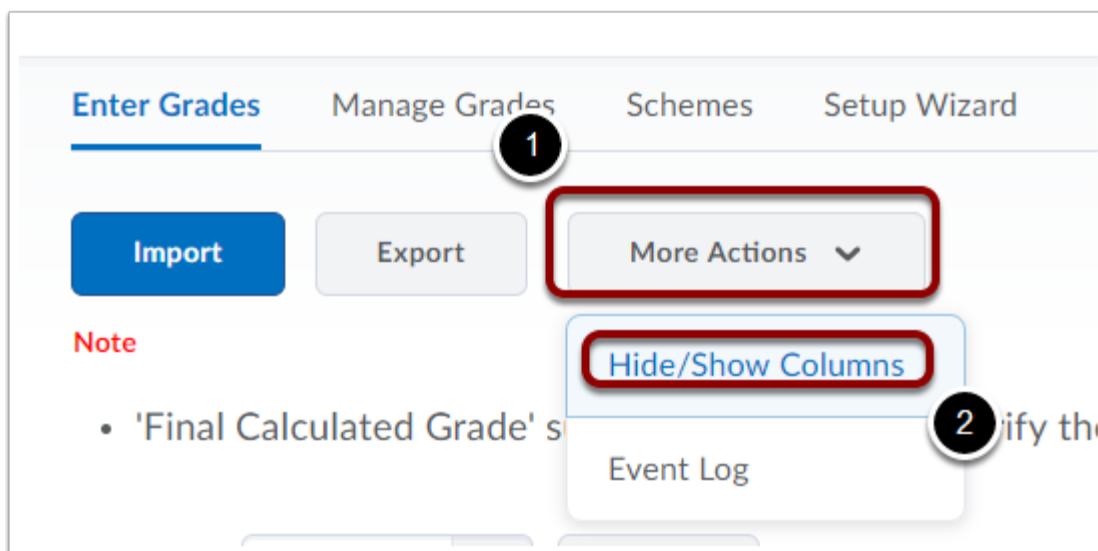
Change the number of students you are viewing by clicking the dropdown arrow at the bottom of the page and selecting a lower number.



- 💡 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.

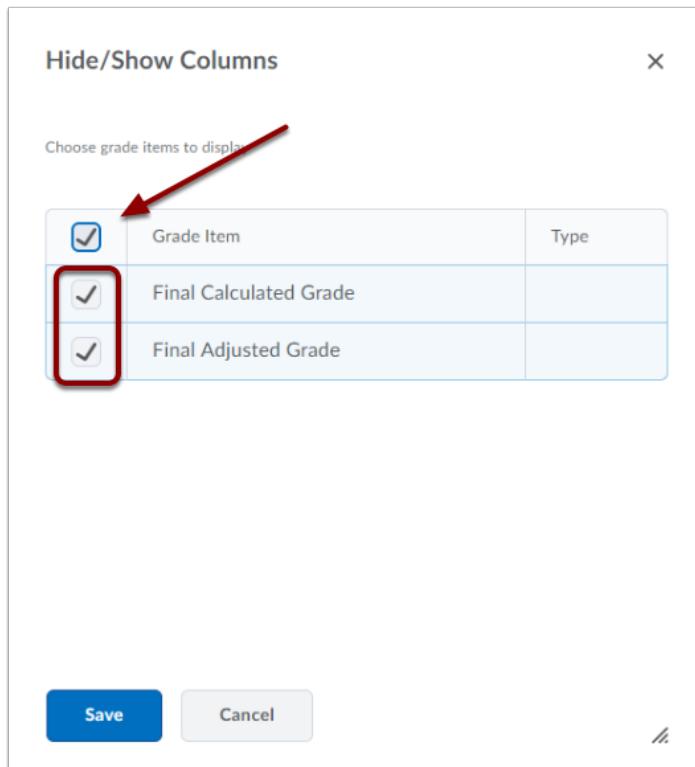
Method 2: Hide Columns

More Actions



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

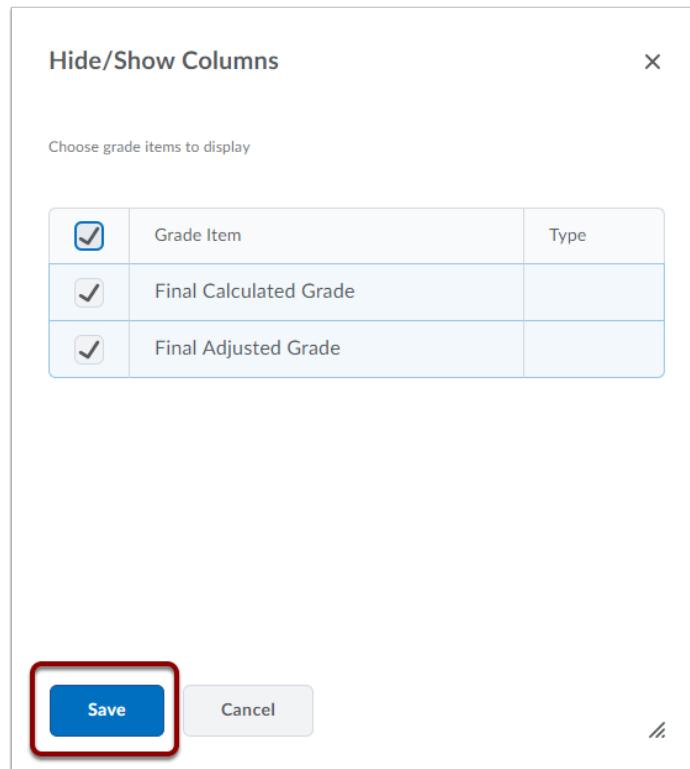
BYU-Idaho Online Knowledgebase



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.



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

Check Functionality

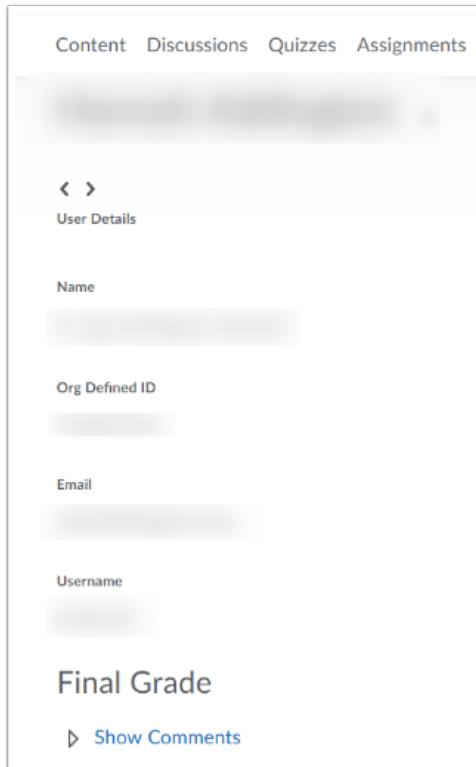
Search For... Show Search Options

✉ Email

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

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

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The screenshot shows a user profile page with the following details:

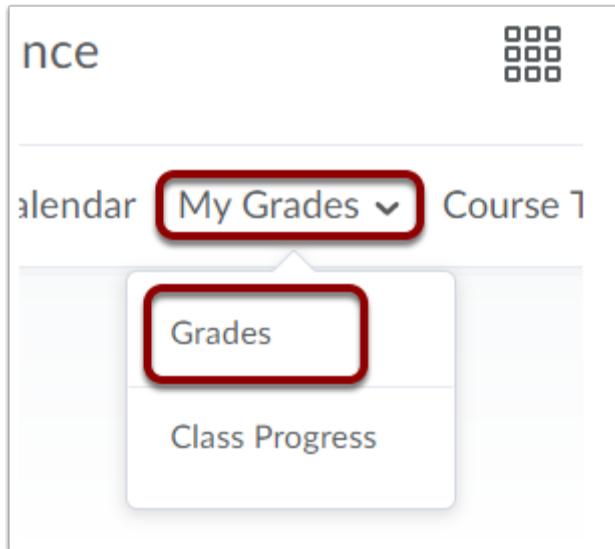
- Content, Discussions, Quizzes, Assignments tabs at the top.
- User Details section with back and forward arrows.
- Name: [REDACTED]
- Org Defined ID: [REDACTED]
- Email: [REDACTED]
- Username: [REDACTED]
- Final Grade: [REDACTED]
- Show Comments button.

You should be able to see students' grades individually.

How Do I Compare Two Grade Items?

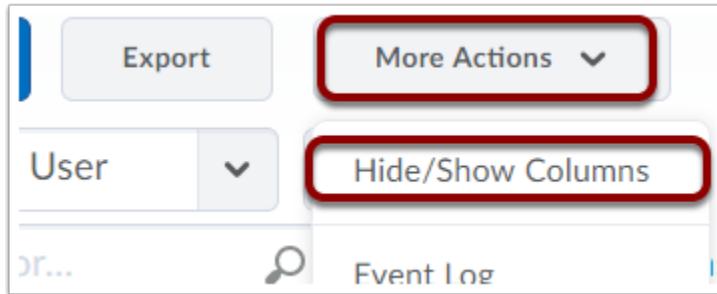
Compare two grade items and the scores students have received for these items.

Go to Grades



First Click My Grades then Grades.

Hide Columns



Under More Actions click Hide/Show Columns.

Select the Grade Items

Hide/Show Columns X

Choose grade items to display

	Grade Item	Type
<input type="checkbox"/>	Lesson 01	
<input checked="" type="checkbox"/>	L01 Syllabus Quiz	Numeric
<input checked="" type="checkbox"/>	1 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

2

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

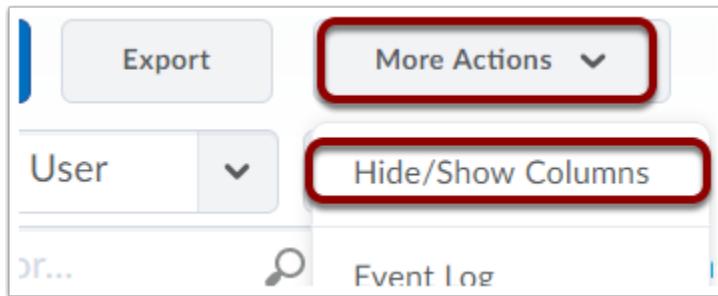
	Last Name ▲ , First Name	L02 ▼	L03 ▼
<input type="checkbox"/>		L02 Self ▼	L03 Self ▼
<input type="checkbox"/>	▶ ↴ Repeat Year - FTE - Weeks	<input type="text"/> / 6	<input type="text"/> / 6
<input type="checkbox"/>	▶ ↴ Spring Year - FTE - Classes	<input type="text"/> / 6	<input type="text"/> / 6

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

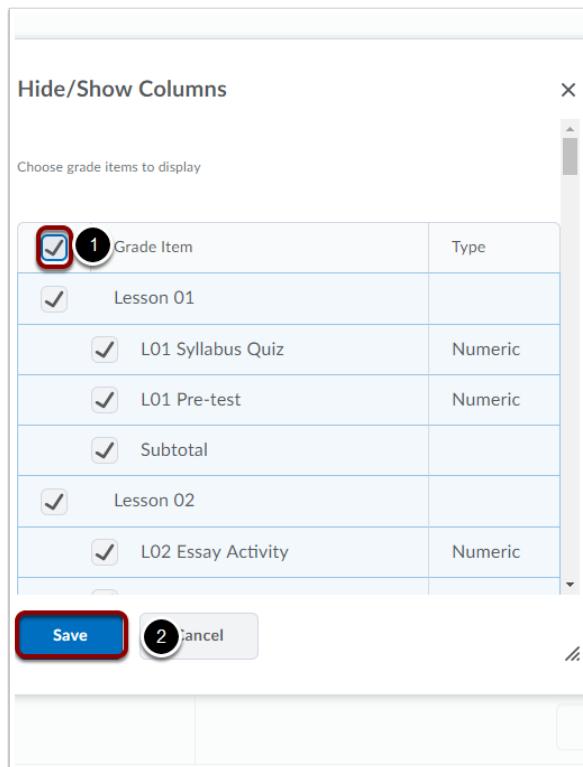
Return to Normal View

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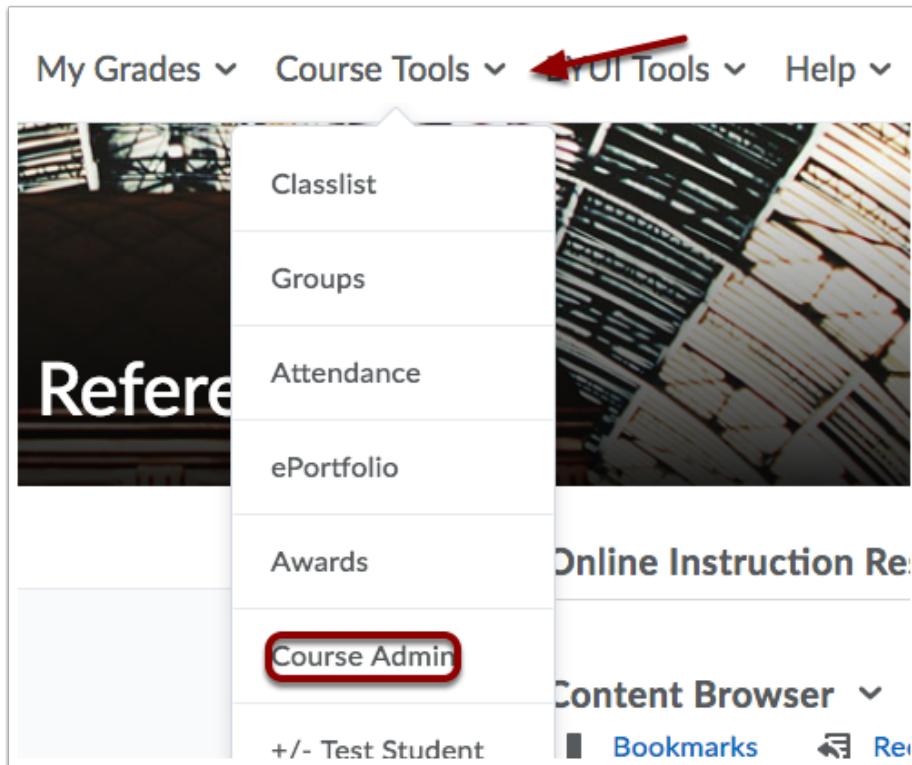
Check the box at the top right to select all grade items then click Save.

Now you can see your grade like normal again.

Grading Tools

How Do I Create a Rubric?

Course Tools



My Grades ▾ Course Tools ▾ YUI Tools ▾ Help ▾

Classlist

Groups

Attendance

ePortfolio

Awards

Course Admin

+/ - Test Student

Online Instruction Re...

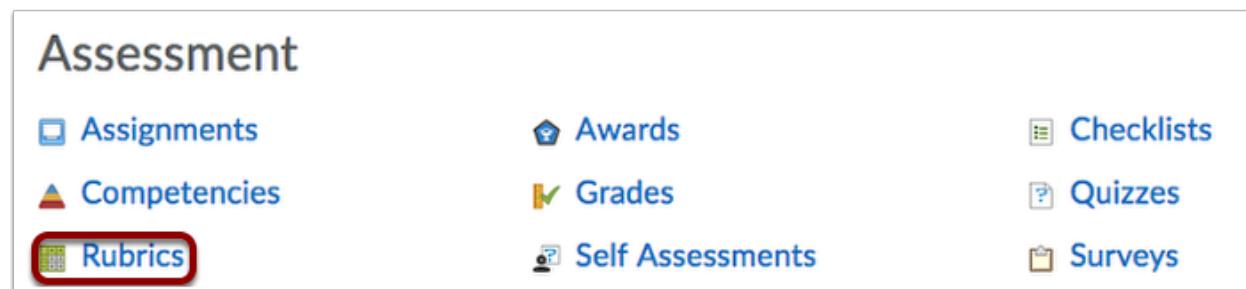
Content Browser ▾

Bookmarks

Re...

1. Click on Course Tools
2. Select Course Admin

Rubrics



Assessment

Assignments

Competencies

Rubrics

Awards

Grades

Self Assessments

Checklists

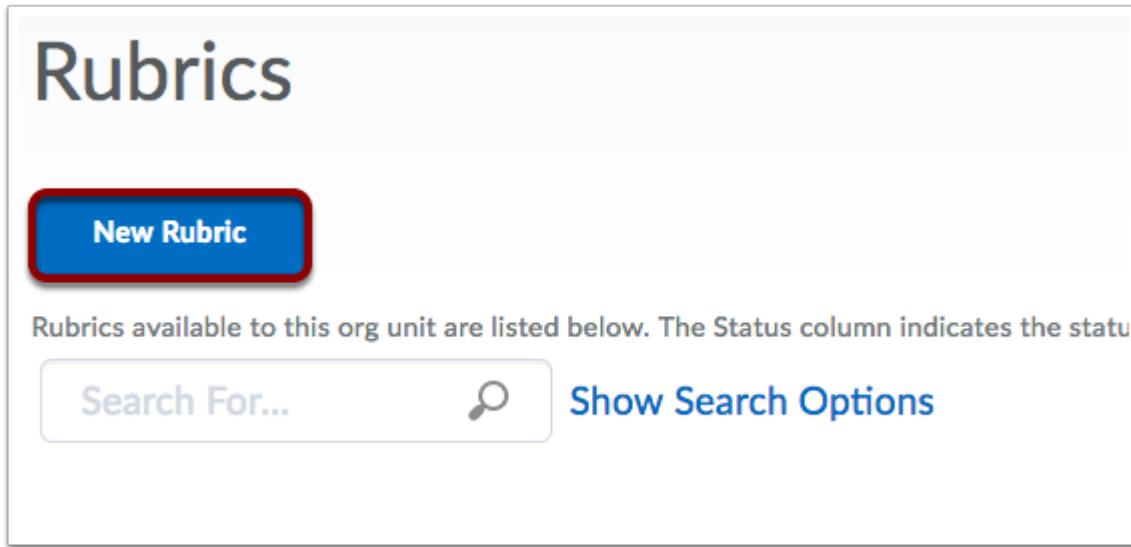
Quizzes

Surveys

BYU-Idaho Online Knowledgebase

Click on Rubrics under the Assessment Area.

New Rubric



The screenshot shows a web page titled "Rubrics". At the top is a blue button with the text "New Rubric". Below the button, a message reads: "Rubrics available to this org unit are listed below. The Status column indicates the status of the rubric." To the left of this message is a search bar with the placeholder "Search For..." and a magnifying glass icon. To the right of the search bar is a link "Show Search Options".

Select New Rubric.

Name and Status

The screenshot shows the 'General' configuration page for a rubric. The 'Name' field (1) is empty. The 'Rubric Status' dropdown (2) is open, showing 'Draft' (selected), 'Published', and 'Archived'. The 'Description' rich text editor (3) is 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 image shows a user interface for creating a rubric. It consists of three main sections: 'Rubric Type', 'Initial # of Levels *', and 'Initial # of Criteria *'. Each section has a text input field with a red border and a corresponding numbered button (1, 2, or 3) to its right. The 'Analytic' option is selected in the 'Rubric Type' section, while 'Holistic' is unselected. In the 'Initial # of Levels *' section, the number '4' is selected. In the 'Initial # of Criteria *' section, the number '3' is selected.

Rubric Type
✓ Analytic Holistic

Initial # of Levels *
4

Initial # of Criteria *
3

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.

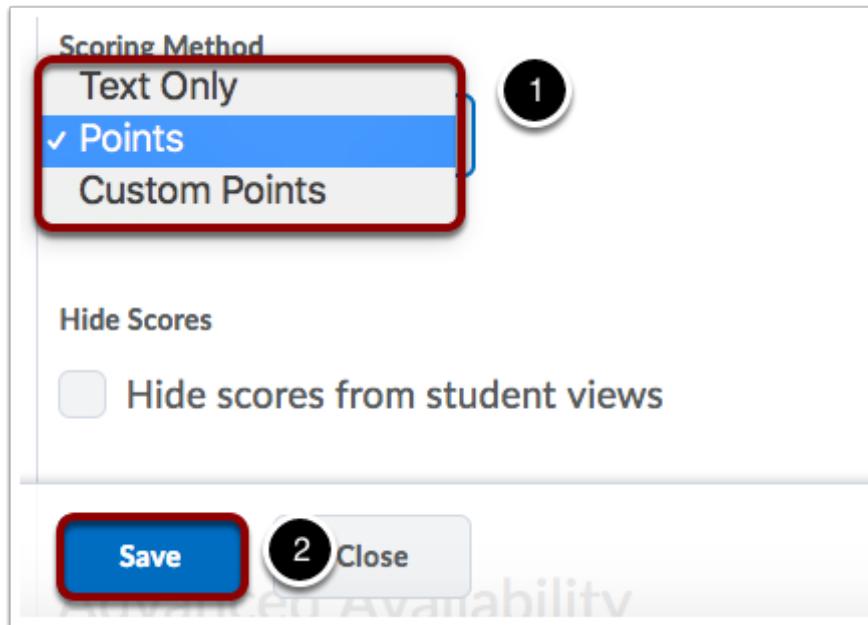
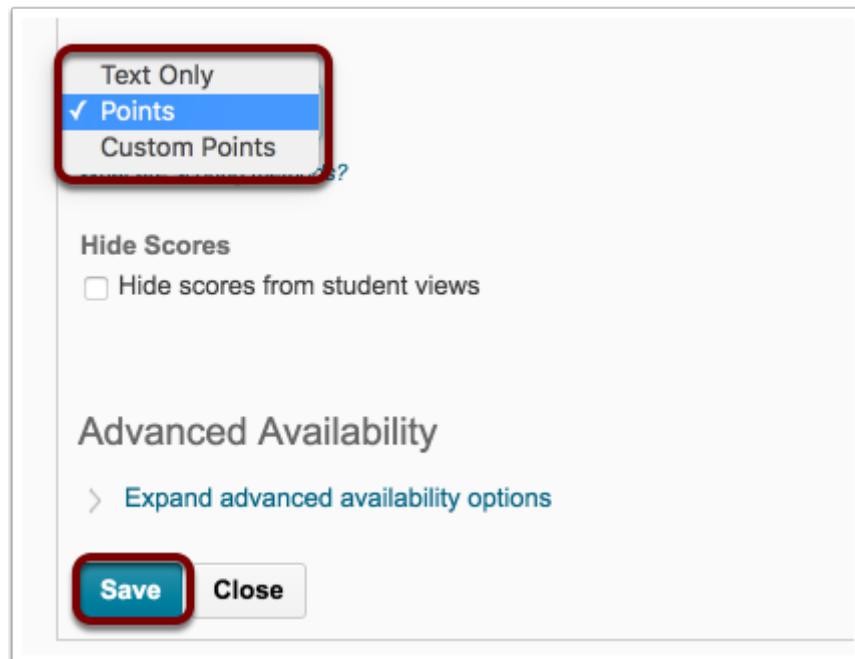
NOTE: Once the Rubric type has been chosen and saved it *cannot* be changed. To change the Rubric Type a new rubric will need to be created in its place.

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



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".

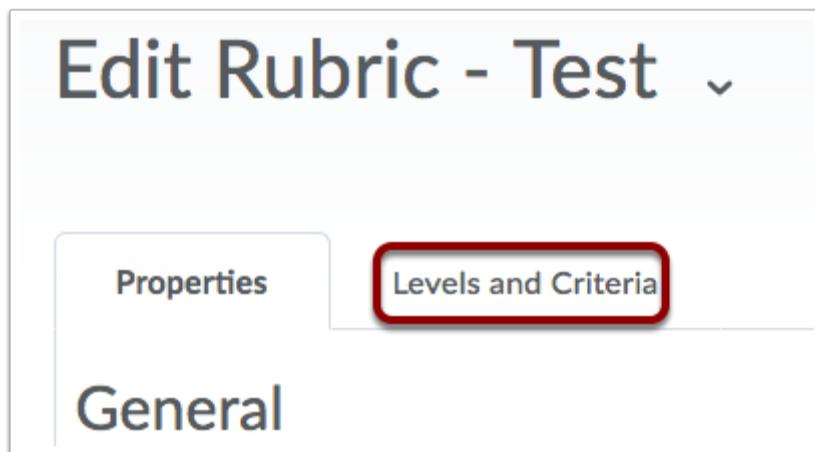
Points - Similar to Text Only, but includes points to assess performance. For example, three performance levels for a rubric can be "Poor (0 points)", "Good (75 points)", and "Excellent (125 points)"

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.

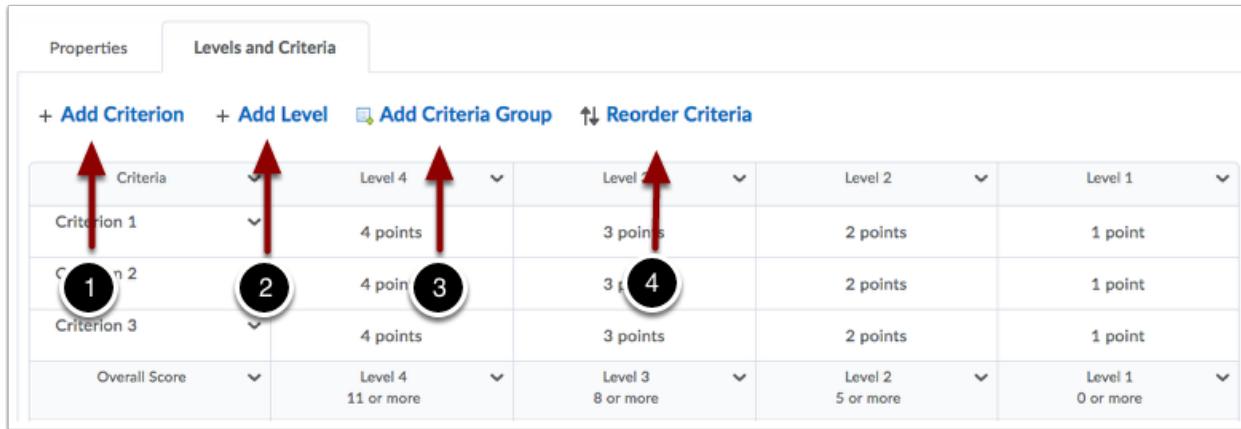
2. Click **Save**

Levels and Criteria



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

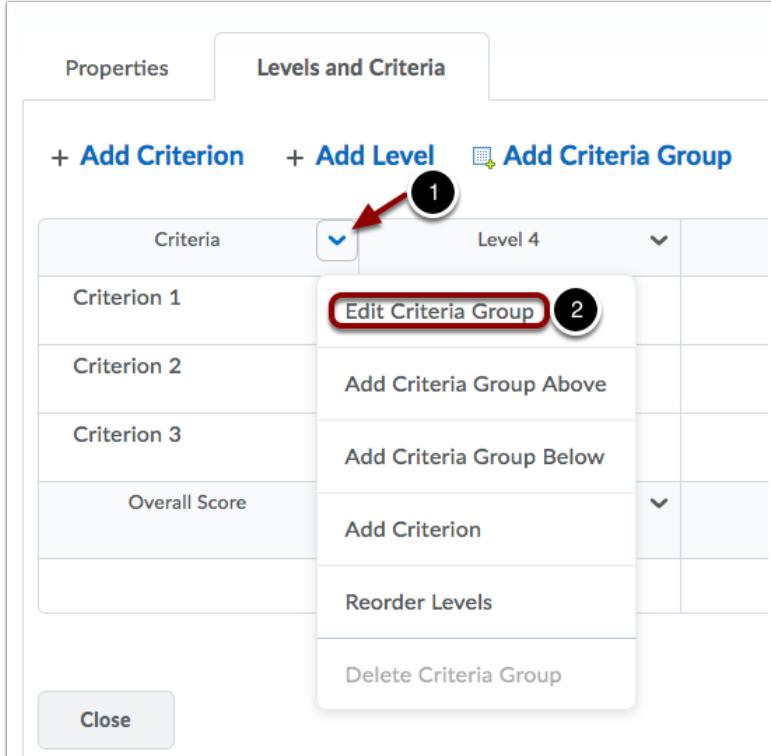
Add Criterion and Adding Levels



Criteria	Level 4	Level 7	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

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



The screenshot shows the 'Edit Criteria' dialog box with the 'Levels and Criteria' tab selected. At the top, there are buttons for '+ Add Criterion', '+ Add Level', and 'Add Criteria Group'. Below these are sections for 'Criteria' (with a dropdown arrow), 'Level 4' (with a dropdown arrow), and 'Overall Score'. A dropdown menu is open next to the 'Criteria' header, containing the following options: 'Edit Criteria Group' (highlighted with a red box and circled with a black circle, labeled '2'), 'Add Criteria Group Above', 'Add Criteria Group Below', 'Add Criterion', 'Reorder Levels', and 'Delete Criteria Group'. A 'Close' button is at the bottom left of the dialog.

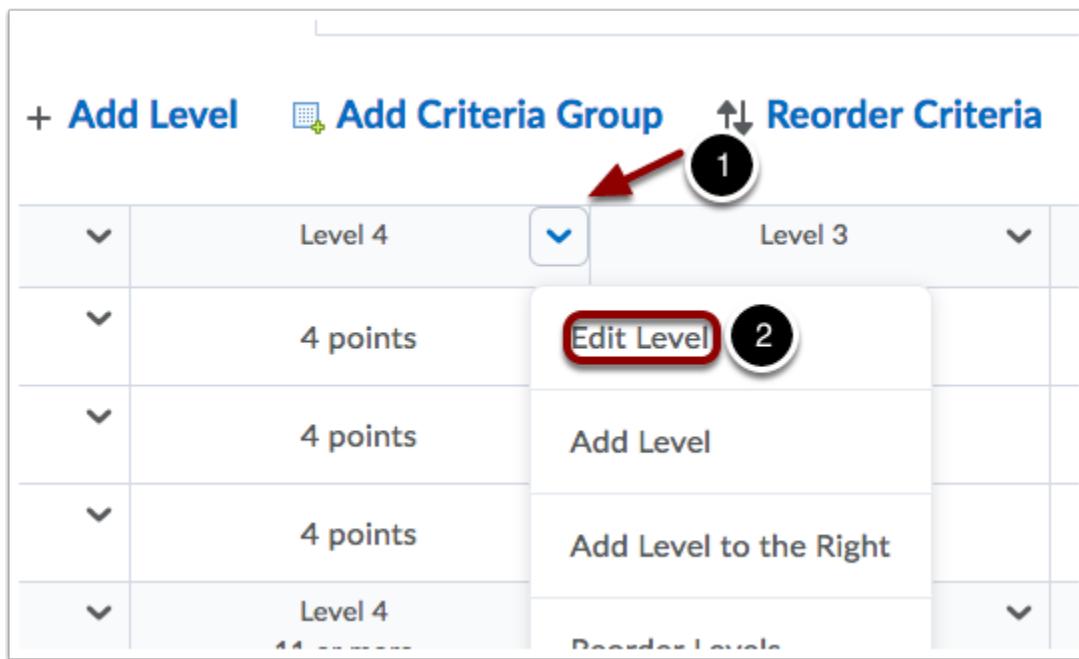
1. Click the pull down menu next to the Criteria Header
2. Click Edit Criteria Group

Names and Points

The screenshot shows a web-based configuration interface. At the top, there is a field labeled "Criteria Group Name*" with the placeholder text "Criteria" and a circled number "1" indicating the step. Below this is a section titled "Level Names" containing a list of four levels: "Level 4", "Level 3", "Level 2", and "Level 1", each with a circled number "2" to its right. A red box highlights the entire list of levels. Below this is a section titled "Criteria Names" containing a list of three criteria: "Criterion 1", "Criterion 2", and "Criterion 3", each with a circled number "3" to its right. A red box highlights the entire list of criteria. At the bottom of the form are two buttons: a blue "Save" button with a circled number "4" and a "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 style="border: 2px solid red; padding: 5px;">   1  2</div>
Criterion 2	4	<div style="border: 2px solid red; padding: 5px;">   1  2</div>

1. Add a description in the content box for the criteria

2. Click Save

Repeat

Level 3	Level 2
3 points	 3
3 points	Add Level
3 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	▼

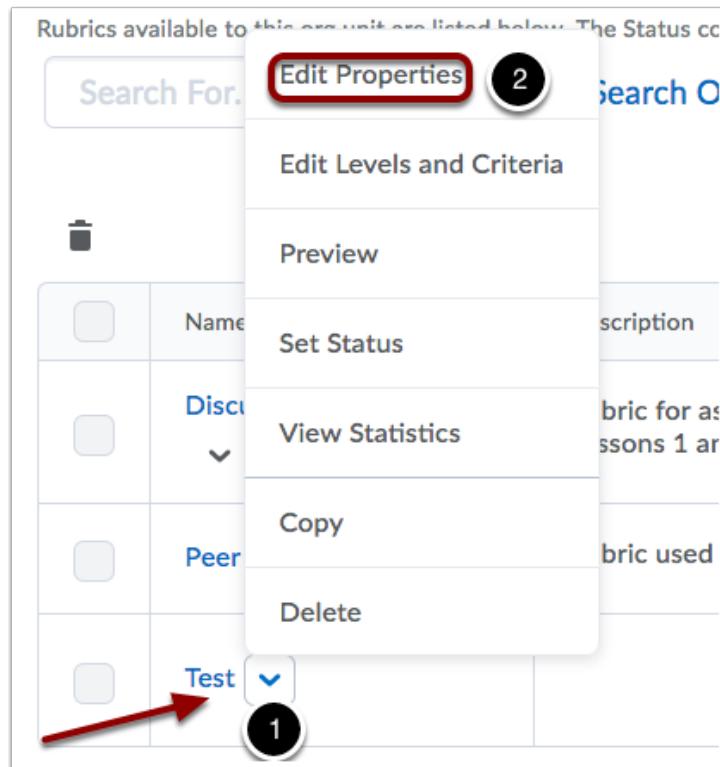
Close

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

Edit Properties



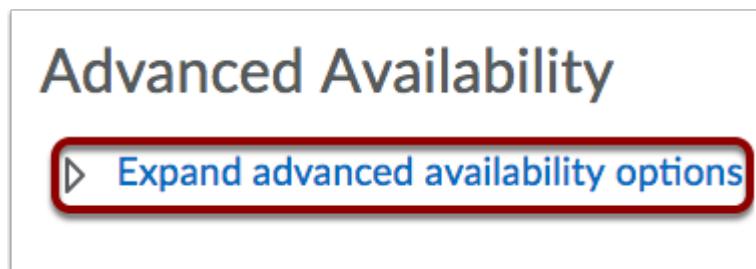
Before your rubric shows up, you will need to make sure that competencies are allowed in your course.



In the list of course rubrics:

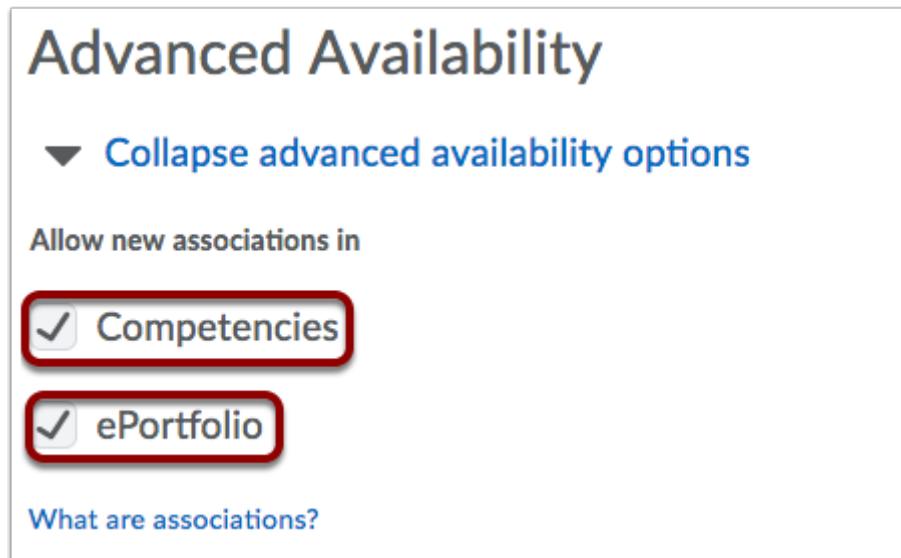
1. Click on the arrow to the right of the rubric you want to edit.
2. Click Edit Properties.

Advanced Availability



Click on Expand advanced availability options.

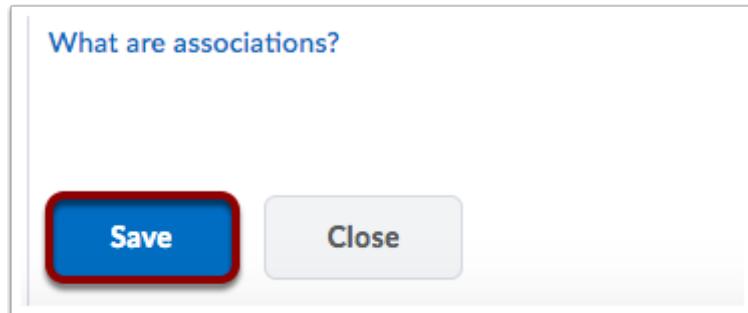
Check



Check the box for Competencies.

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

Save



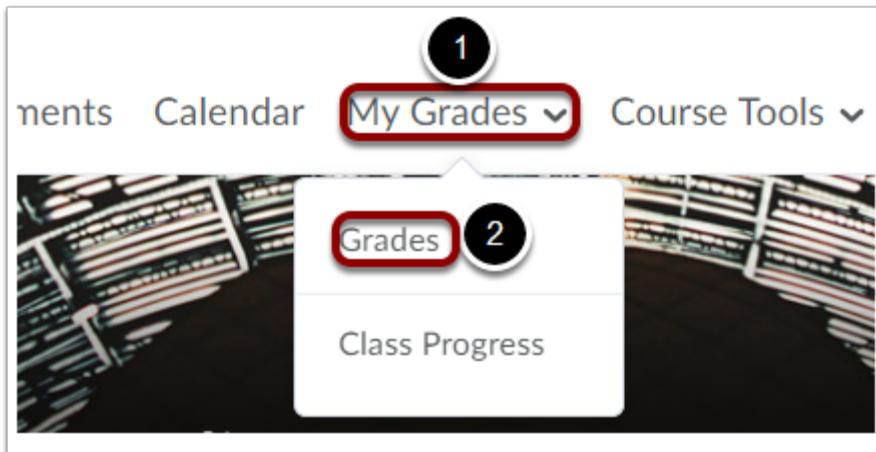
Click on Save to finish.

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.

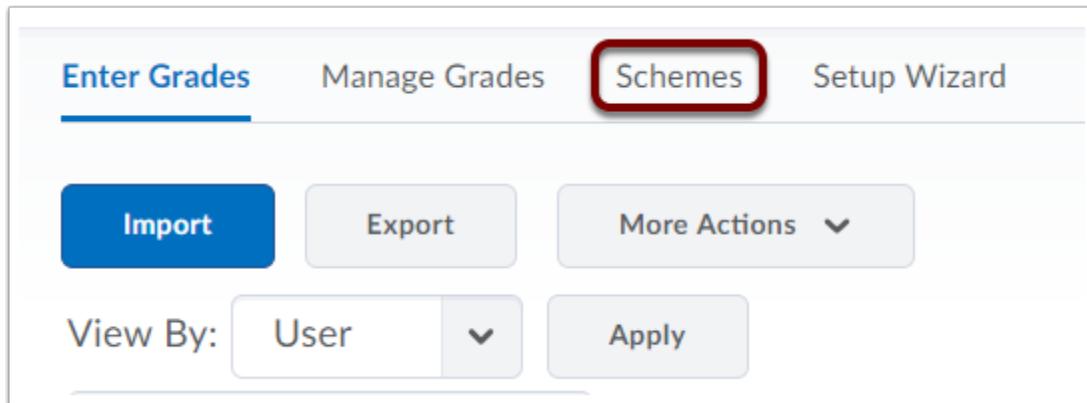
NOTE: If you choose to use a custom grading scheme the system will NOT automatically populate student grades when using the grade submit tool at the end of the semester. You will be required to add them manually by toggling between your gradebook and the grade submit tool.

My Grades



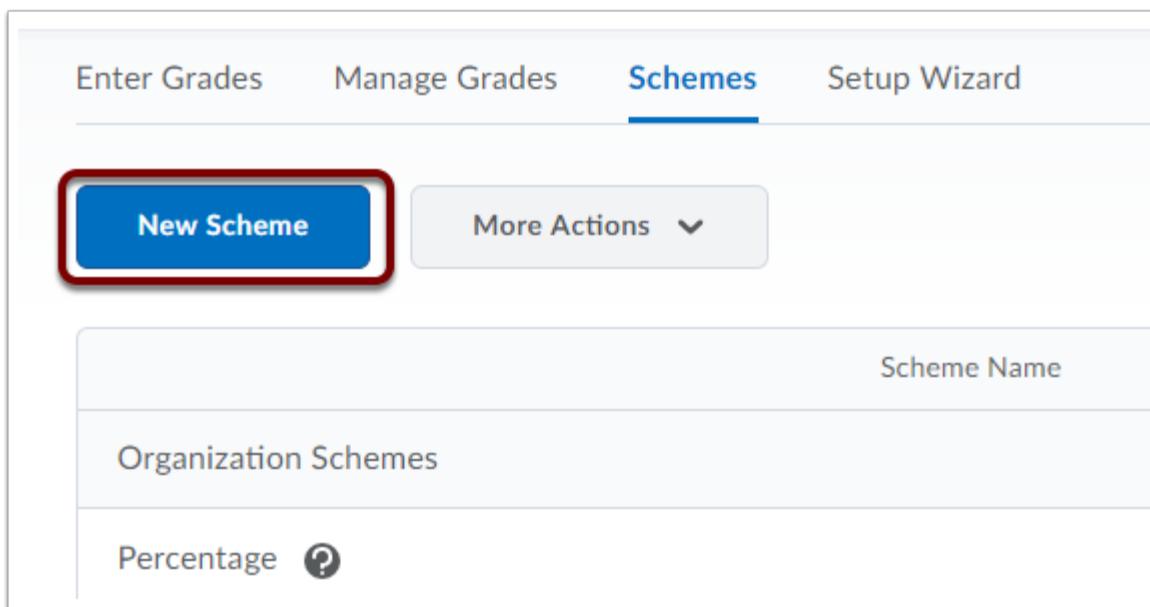
1. Click the **My Grades** Tab
2. Select **Grades** from the menu

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 configuration interface for grade ranges. A table lists five ranges with columns for Symbol, Start %, Color, Assigned Value %, and Remove. A color palette is shown with an arrow pointing to the color swatches. Buttons at the bottom include 'Add Ranges', 'Save and Close' (highlighted with a red box), 'Save', and 'Cancel'.

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

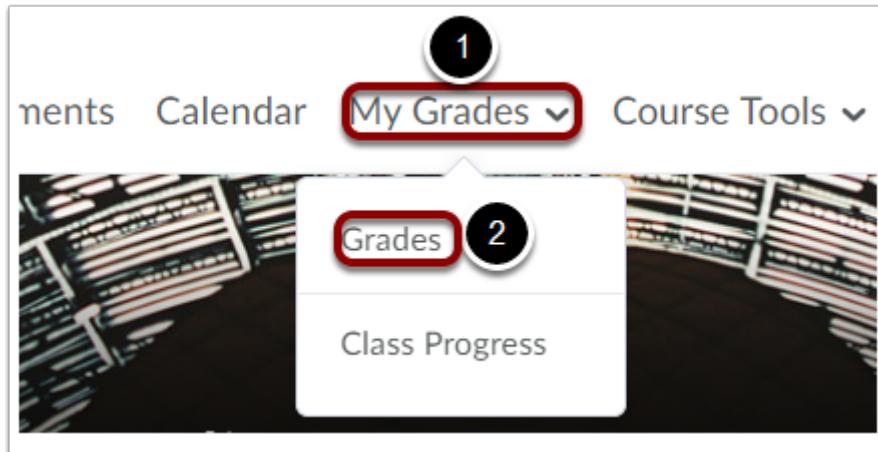
+ Add Ranges 1 5 Save Cancel

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?

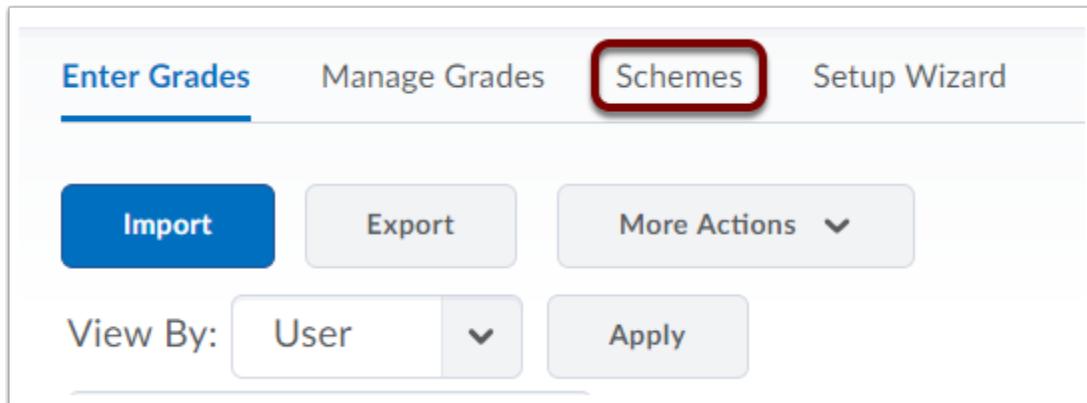
NOTE: If you choose to use a grading scheme other than BYUI-Standard the system will NOT automatically populate student grades when using the grade submit tool at the end of the semester. You will be required to add them manually by toggling between your gradebook and the grade submit tool.

My Grades



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

Schemes



Click the Schemes tab

Select Scheme

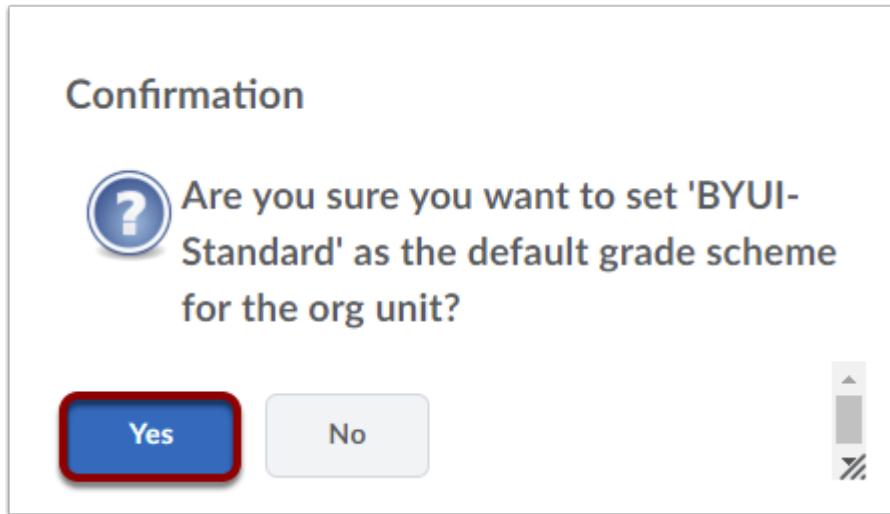
A screenshot of the 'Select Scheme' interface. The 'Schemes' tab is highlighted with a blue underline. Below the tabs are buttons for 'New Scheme' and 'More Actions'. The main area shows a table of schemes:

Scheme Name	Default Scheme	Set As Default
Percentage	<input checked="" type="checkbox"/>	
BYUI-Standard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BYUI-Standard		<input checked="" type="checkbox"/>
Course Schemes		
Pretty Scheme		<input checked="" type="checkbox"/>

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

Confirmation

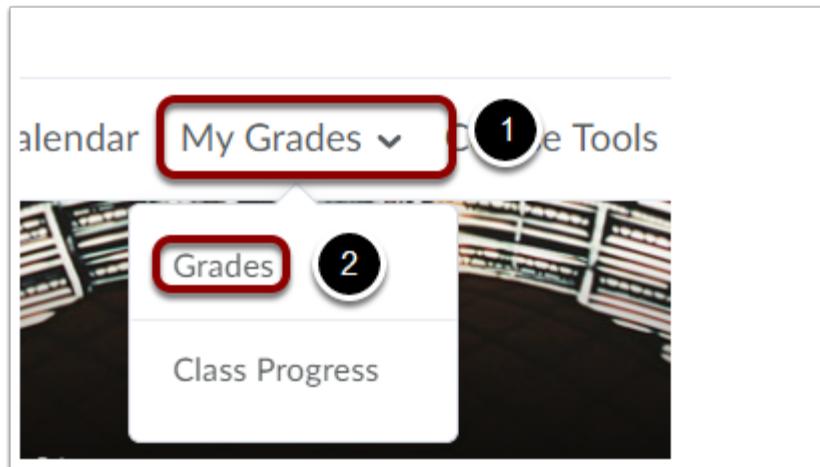


Confirm that you would like to change by selecting Yes.

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

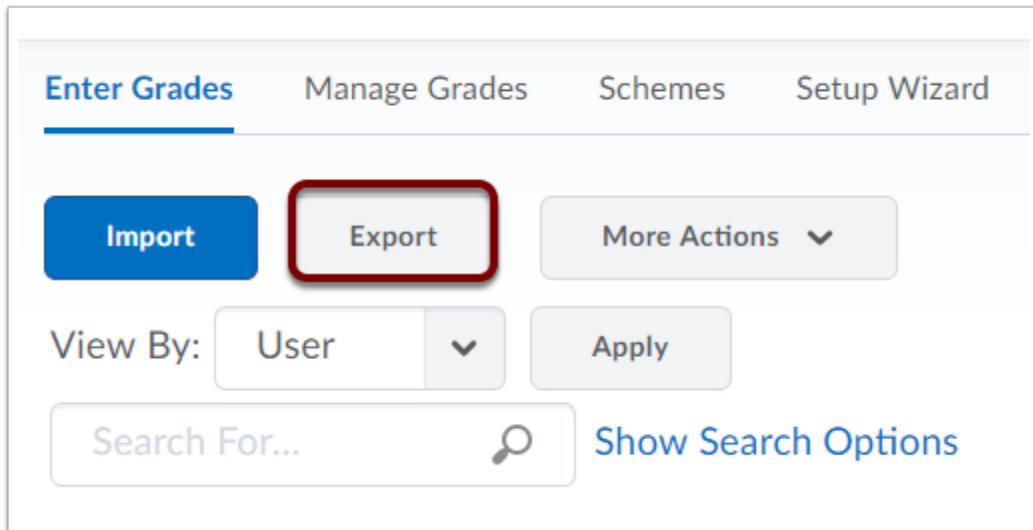
All student data including grades will be archived at the conclusion of each semester, however many Faculty and Online Instructors find it more convenient to maintain a personal copy of the gradebook for their own records. This Article shows how this is done.

My Grades



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

Export



In the gradebook click on the Export button

Options

Export Grades

Export Options

Export Grade Items For

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.

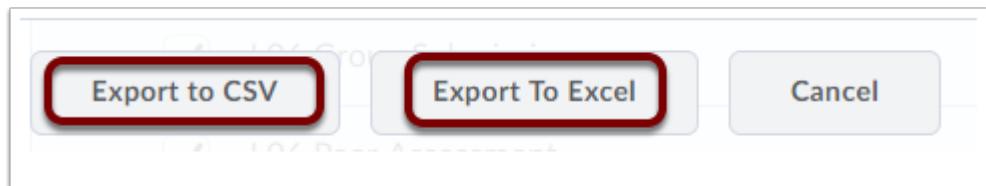
Choose Grade Items

Grade Item	
Lesson 01	<input type="checkbox"/>
L01 Syllabus Quiz	<input checked="" type="checkbox"/>
L01 Pre-test	<input checked="" type="checkbox"/>
Subtotal	<input checked="" 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	<input type="checkbox"/> ?

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

Secure | <https://byui.brightspace.com/d2l/commonpopup/popup.d2l?ou=24738&>

Export Grades

Your file is ready to download.

 [FDAMF 101 - R--- - Online Reference GradesExplor... \(2.69 KB\)](#)

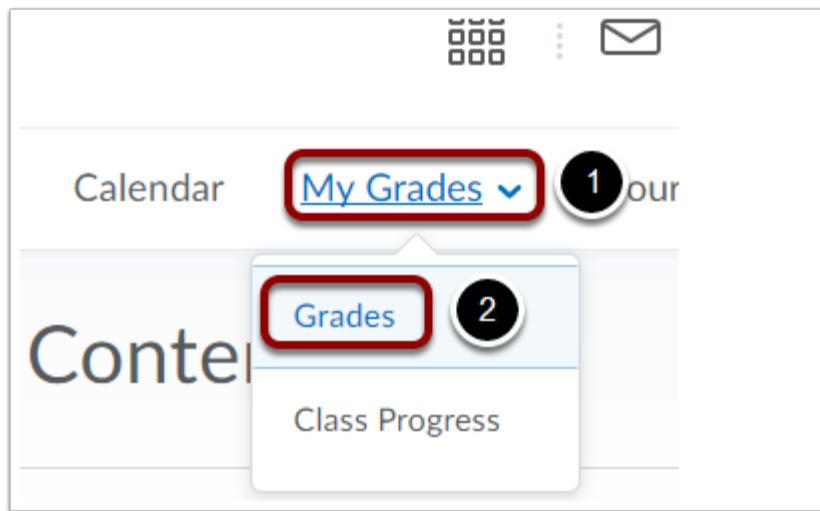
 Close

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

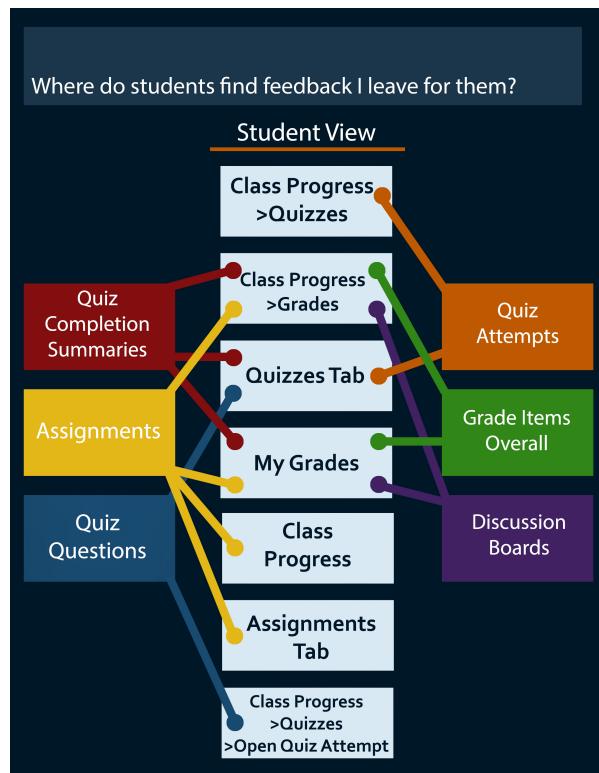
Essays	W02DB
50 / 50, A	0 / 30, F
- / 50, -	- / 30, -
- / 50, -	- / 30, -
- / 50, -	- / 30, -
- / 50, -	- / 30, -
 45.83 / 50, A-	 30 / 30, A

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 Feedback• Class Progress > Quizzes > Details > Attempt > View Feedback

BYU-Idaho Online Knowledgebase

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

BYU-Idaho Online Knowledgebase

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?](#)

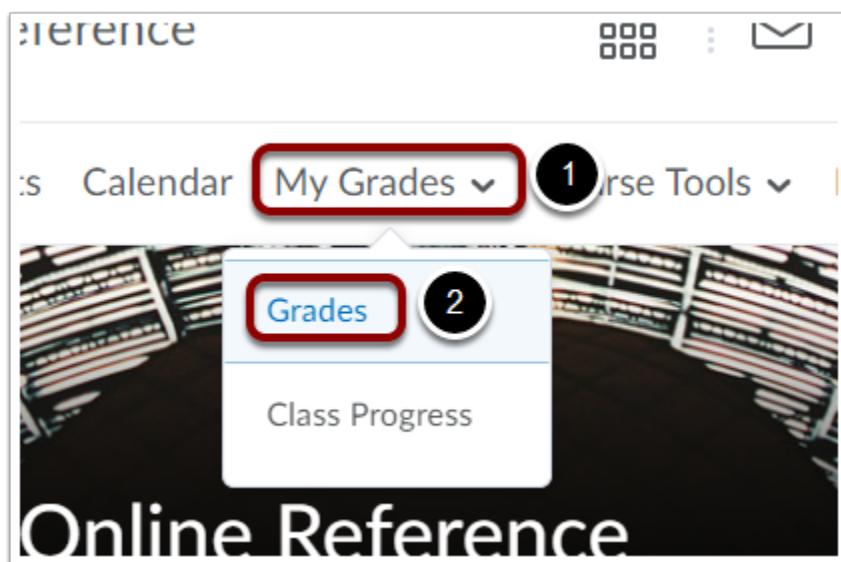
Discussions

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?

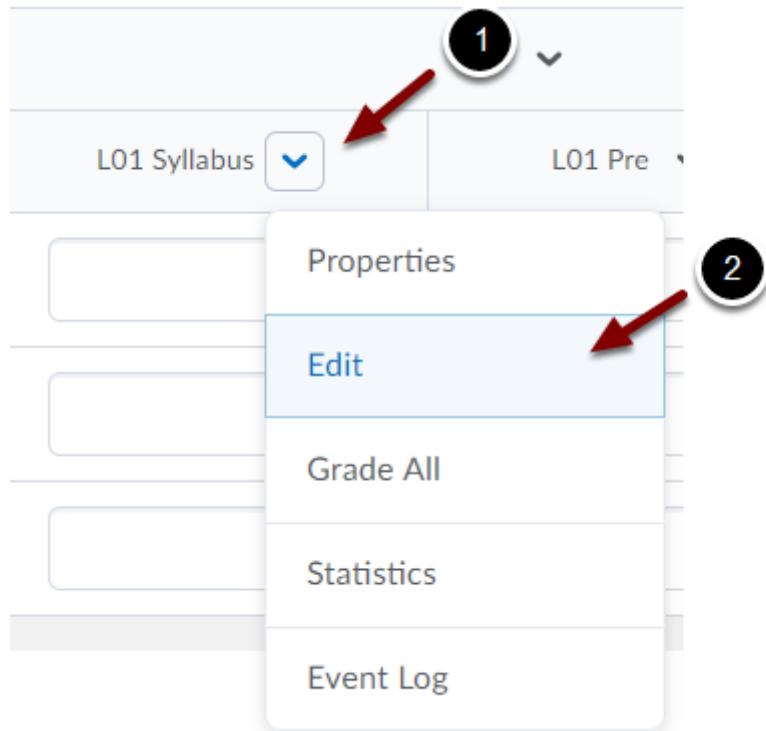
How to change a grade item's name or short name.

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

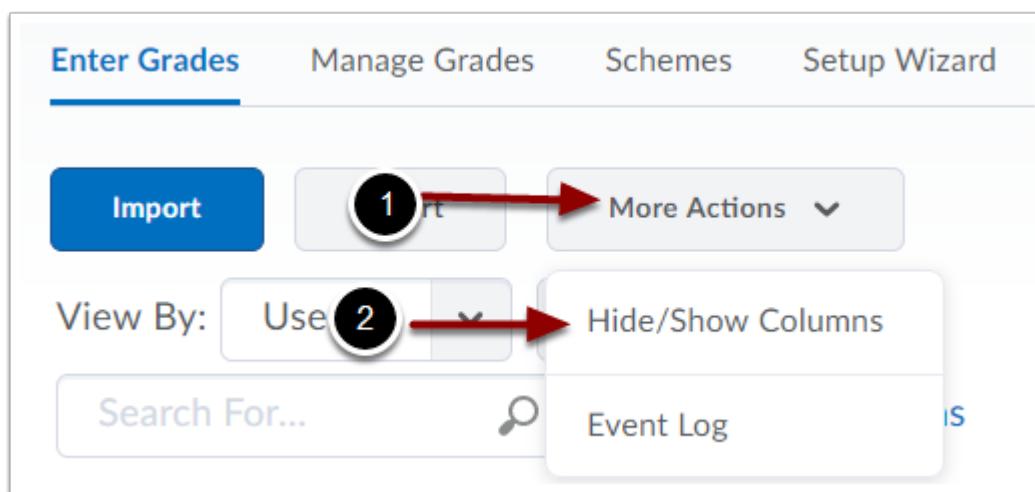
Cancel

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?

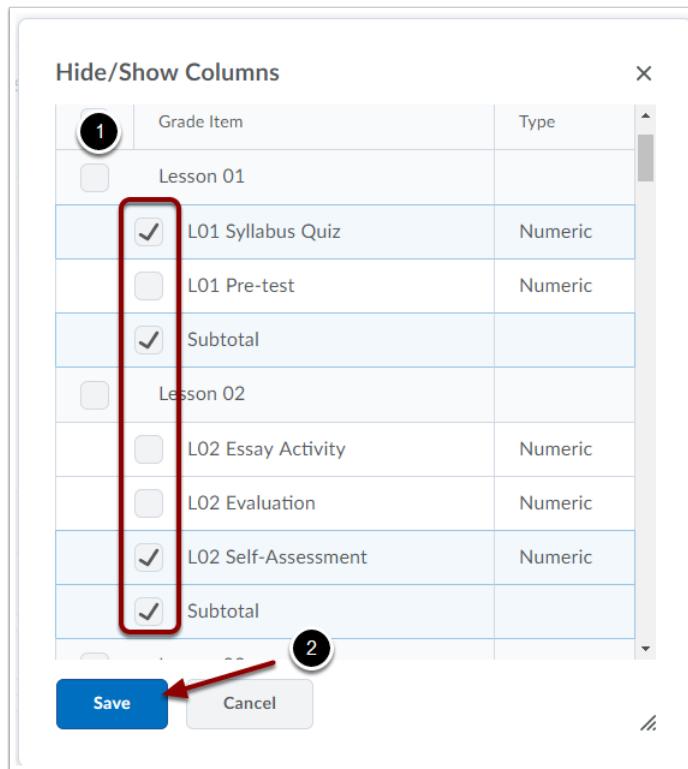
If your gradebook only shows a small amount of students, and your options to show more are capped at 20 or less, you can change the viewing options to allow you to show more.

Hide/Show Columns



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

Choose the Grade Items Needed



	Grade Item	Type
1	Lesson 01	
<input type="checkbox"/>	L01 Syllabus Quiz	Numeric
<input type="checkbox"/>	L01 Pre-test	Numeric
<input checked="" type="checkbox"/>	Subtotal	
2	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	

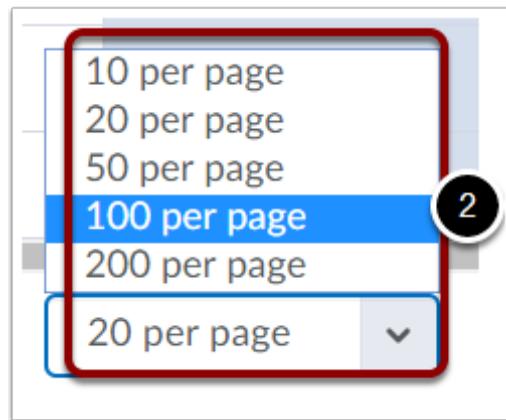
1. Check the boxes for the assignments you would like to show, and nothing more. (The more assignments you show, Brightspace will reduce the number of students it can show.)
2. Click >Save

Increase the Number of Students Shown



Page: 1 of 2

1 20 per page

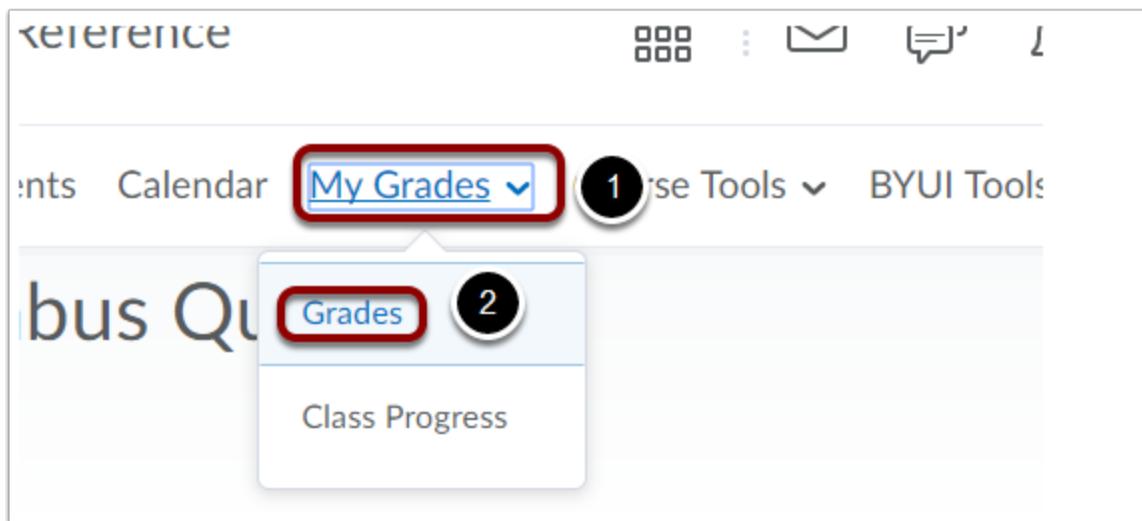


1. Click the number of students currently showing in the example shown >10.
2. Choose the number of students you would like to show. This option should be higher now than it was when you started the steps at the top of the article.

View Grading History on a Grade Item

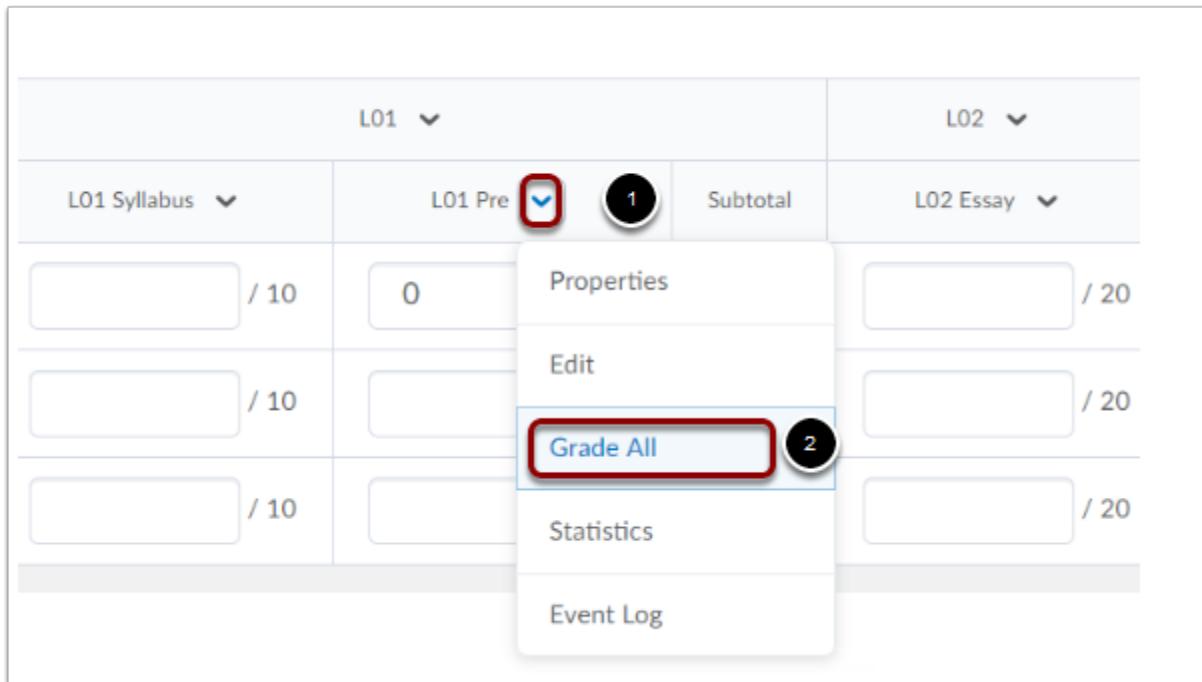
This article will show you how to view a student's grade history on a certain grade item. This is useful if a grade was accidentally changed, and you need to retrieve the old one.

Grades



1. Click My Grades
2. Click Grades

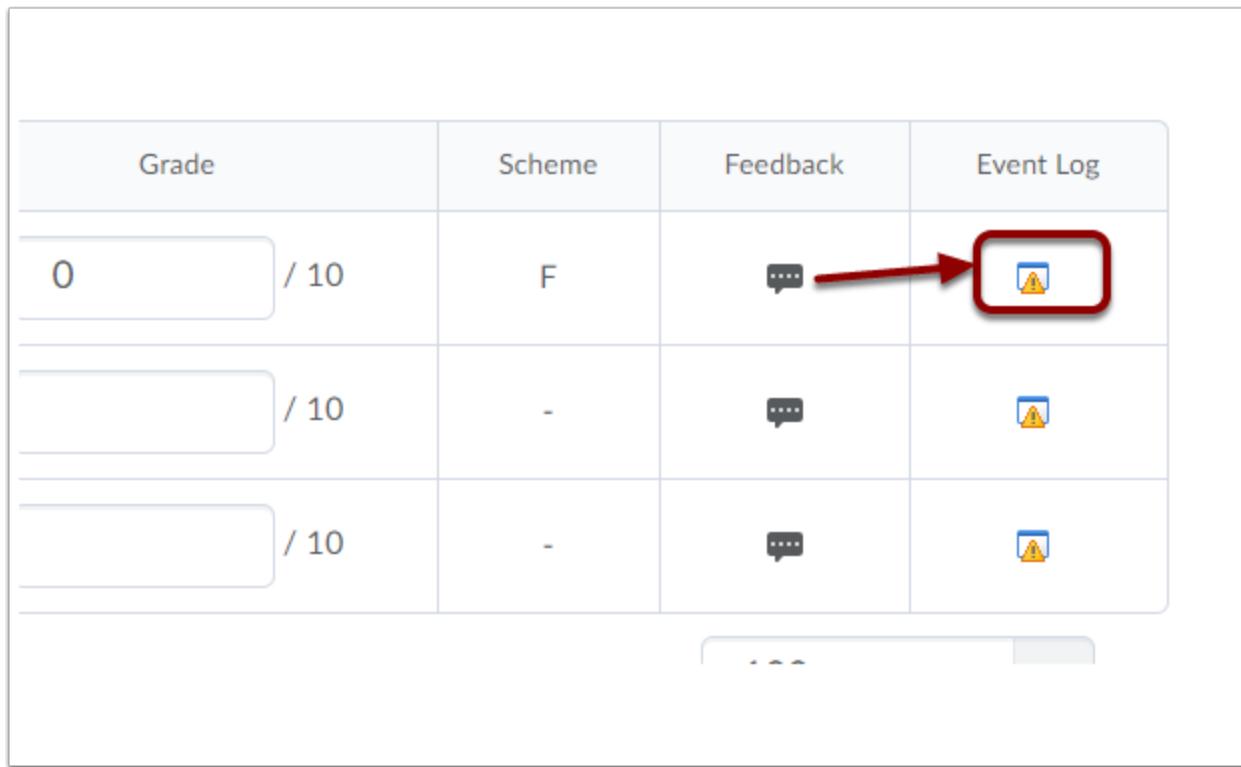
Grade All



L01		L02	
L01 Syllabus	L01 Pre	Subtotal	L02 Essay
	0	Properties	
		Edit	
		Grade All	
		Statistics	
		Event Log	

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

Event Log

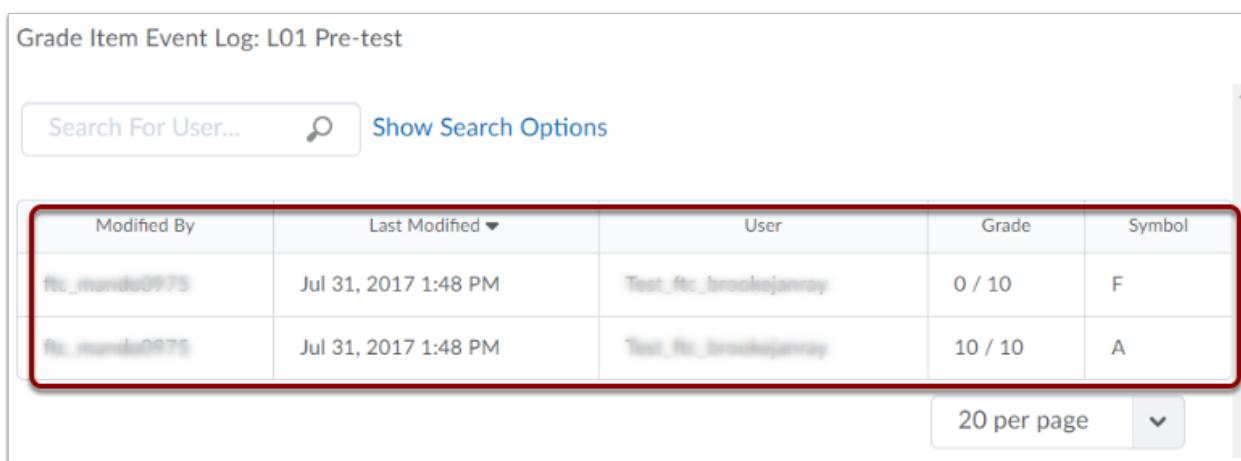


A screenshot of a student grade table. The table has four columns: Grade, Scheme, Feedback, and Event Log. The Grade column shows a score of 0 out of 10. The Scheme column shows an 'F'. The Feedback column contains a speech bubble icon. The Event Log column contains a blue square icon with a yellow warning sign, which is circled in red and has a red arrow pointing to it. There are three rows of data in the table, with a '...' button at the bottom.

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



A screenshot of the Grade Item Event Log table for L01 Pre-test. The table has columns: Modified By, Last Modified, User, Grade, and Symbol. Two rows are highlighted with a red box. The first row shows 'ftc_mundo0975' as the user, modified on Jul 31, 2017 1:48 PM, by 'Test_ftc_brockjarray', with a grade of 0 / 10 and a symbol of F. The second row shows 'ftc_mundo0975' as the user, modified on Jul 31, 2017 1:48 PM, by 'Test_ftc_brockjarray', with a grade of 10 / 10 and a symbol of A.

Modified By	Last Modified	User	Grade	Symbol
ftc_mundo0975	Jul 31, 2017 1:48 PM	Test_ftc_brockjarray	0 / 10	F
ftc_mundo0975	Jul 31, 2017 1:48 PM	Test_ftc_brockjarray	10 / 10	A

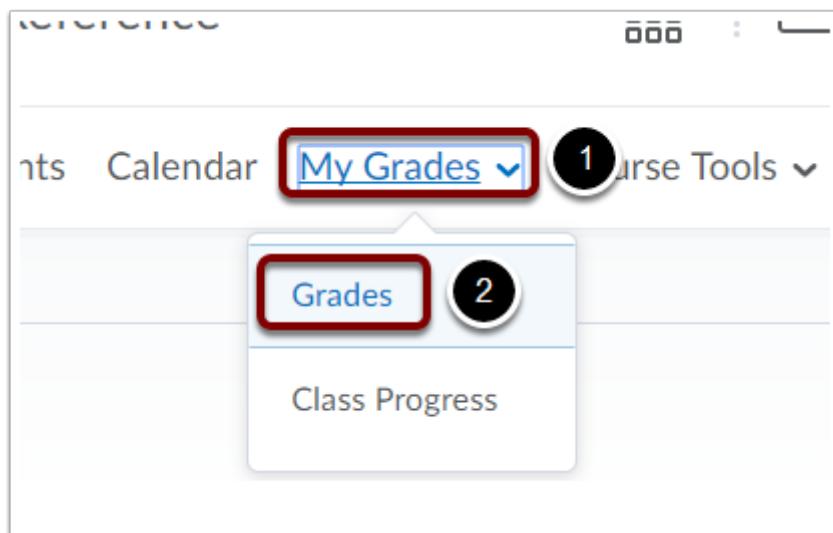
BYU-Idaho Online Knowledgebase

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

How Do I Add Private Comments to Grade Items?

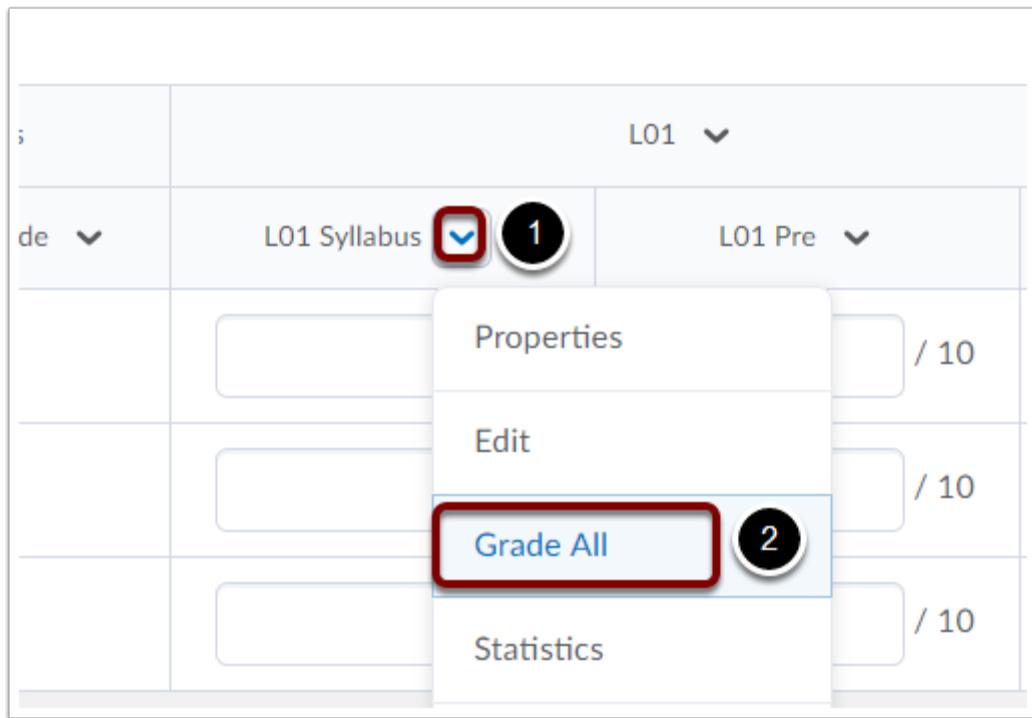
Instructors and TA's can add private feedback in the grade book that is only visible to other teachers or TA's. This tutorial explains where and how to do this within the grade book.

My Grades



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

Enter Grades



From the main grading page,

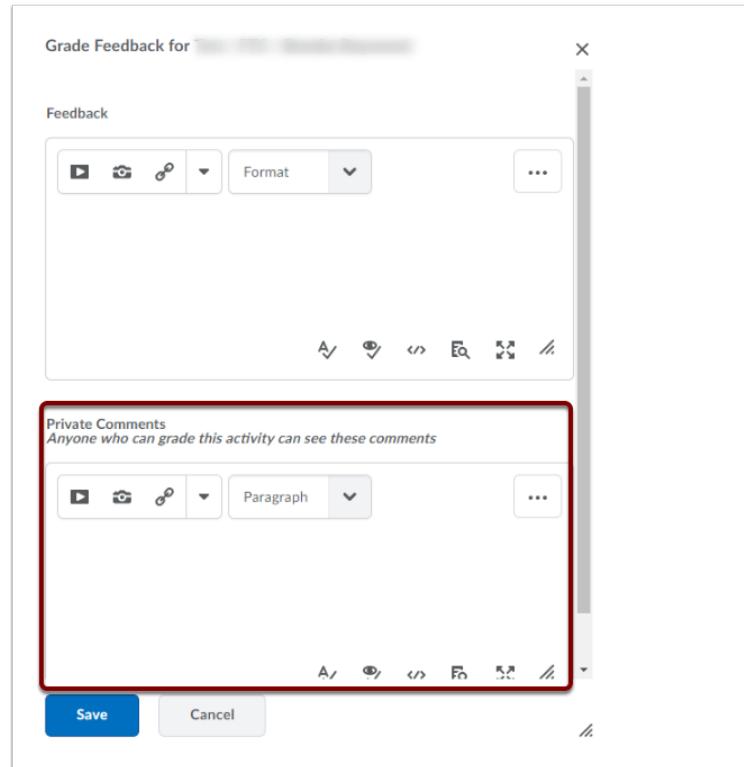
1. Click the dropdown arrow beside a grade item.
2. Click the Grade All button.

Grade Item

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

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

Feedback



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

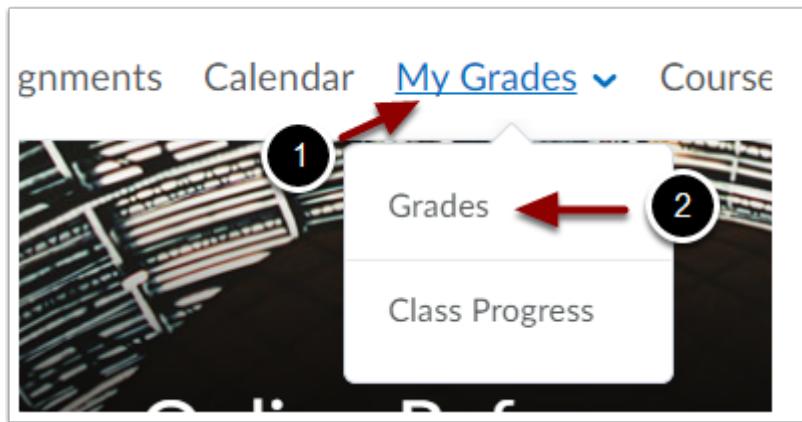
How Do I Automatically Give a Zero Once a Due Date Has Passed?

-  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

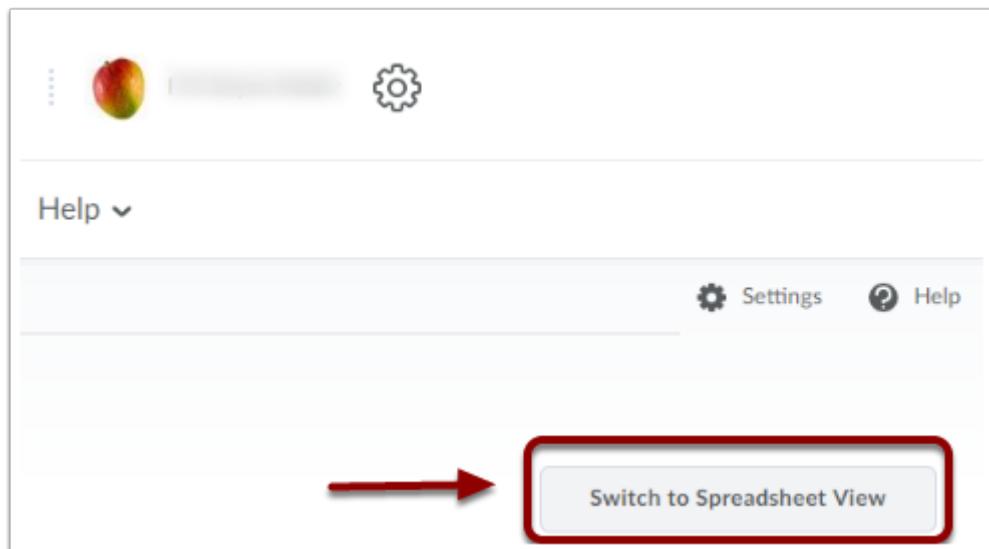
How Do I Grade a Grade Item That Is Not Connected to Any Activity?

Grades



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

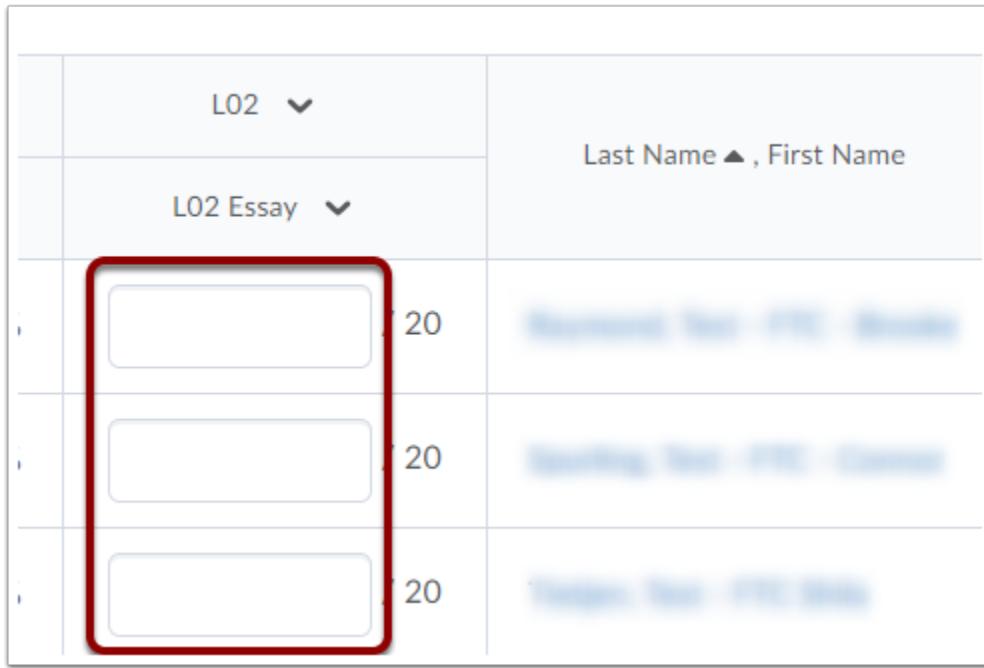
Spreadsheet View



BYU-Idaho Online Knowledgebase

If you are viewing the Gradebook in Standard View, click **Switch to Spreadsheet View**

Assign Grades



L02	▼	Last Name ▲ , First Name
L02 Essay	▼	
	20	Blurred student names
	20	Blurred student names
	20	Blurred student names

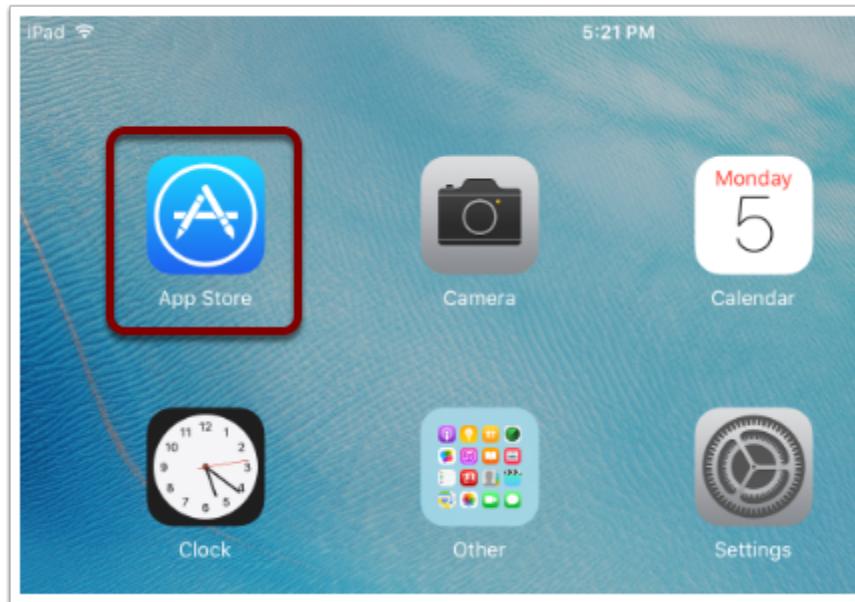
Find the item you wish to grade in the gradebook. Insert the students' grades into the corresponding text box.

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?

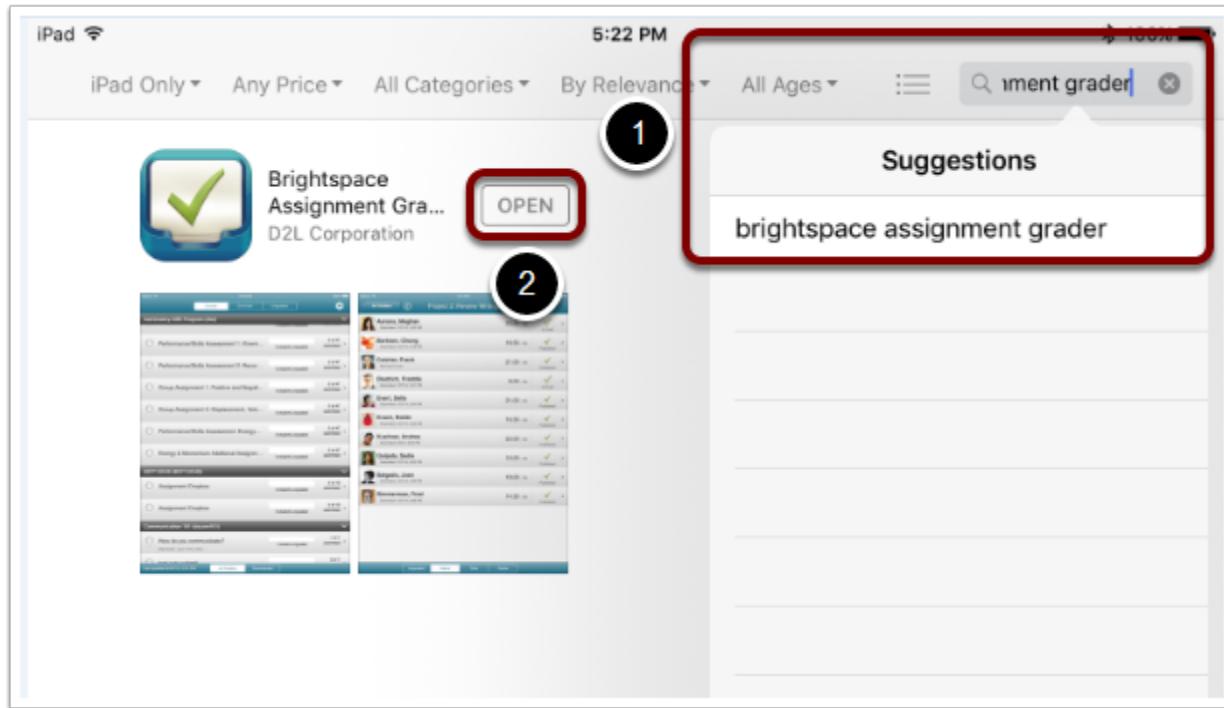
How Do I Install the iPad Grading App?

App Store



Select the App Store.

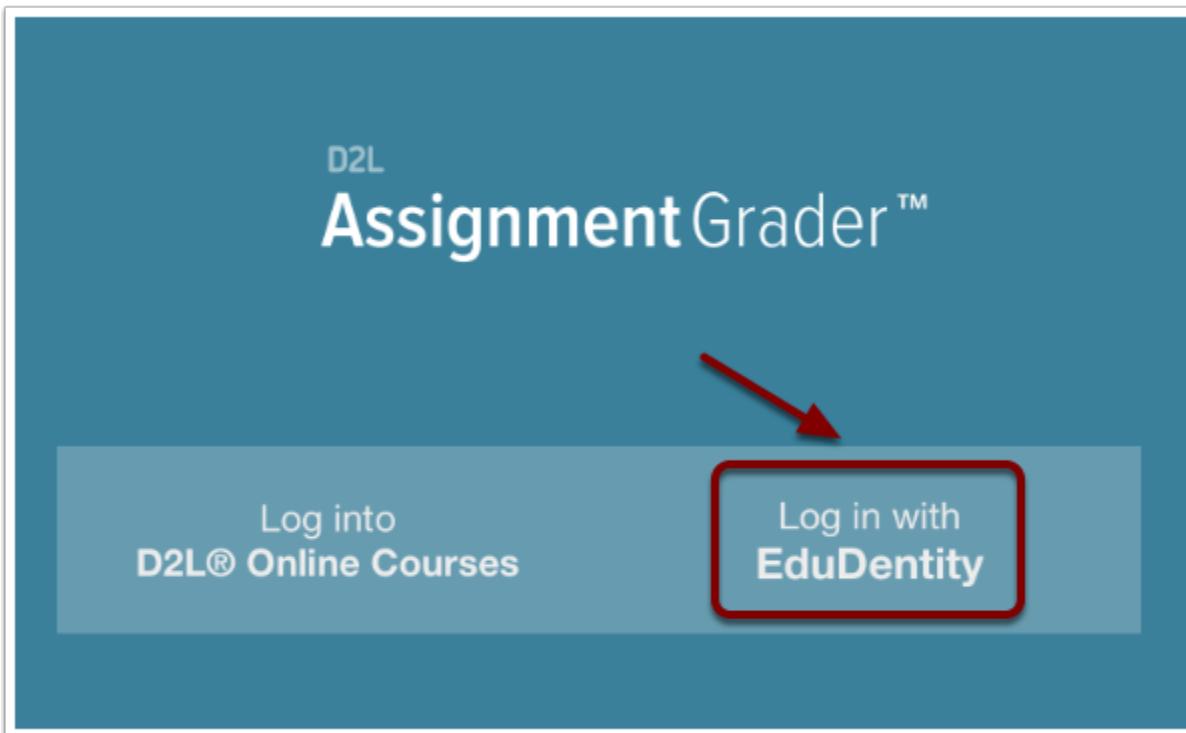
Brightspace Assignment Grader



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?

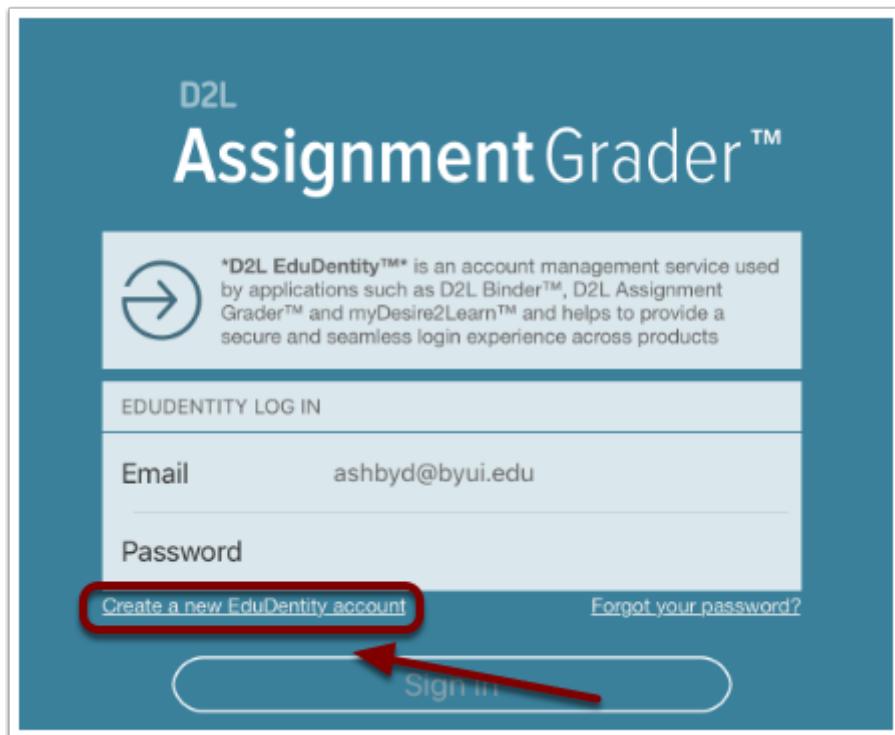
Log in with EduDentity



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'.

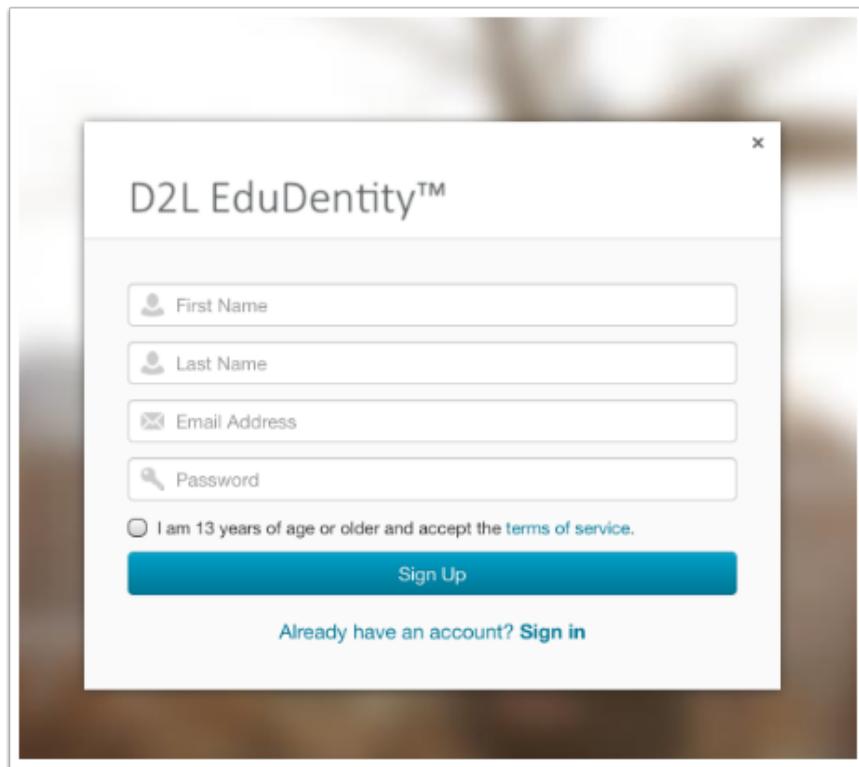
Create An EduDentity Account (if you haven't already done so.)

Create a New EduDentity Account



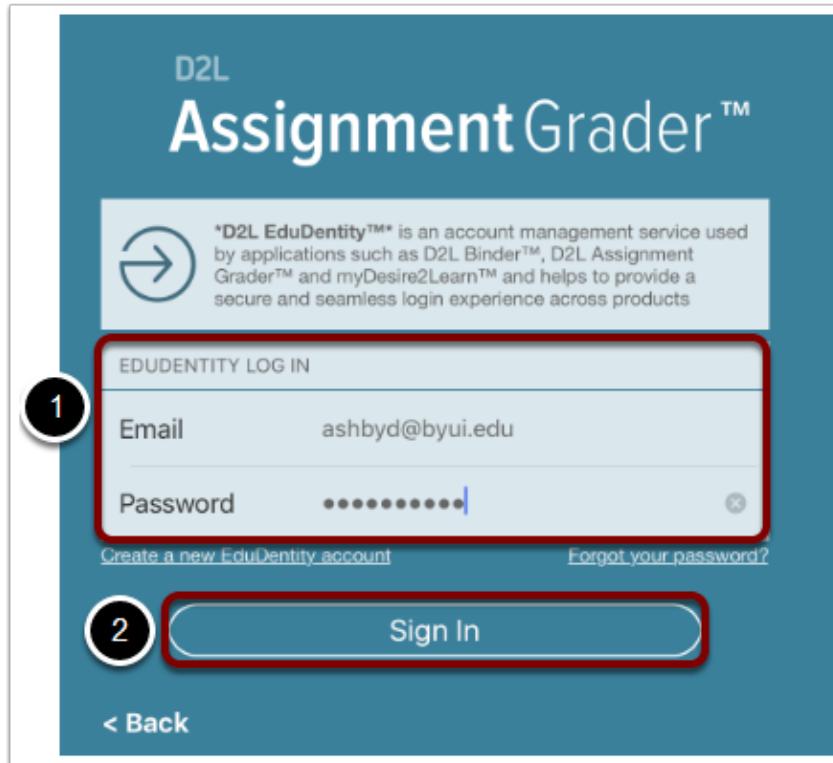
If you do not already have an EduDentity account, select **Create a new EduDentity account**.

Create EduDentity Account



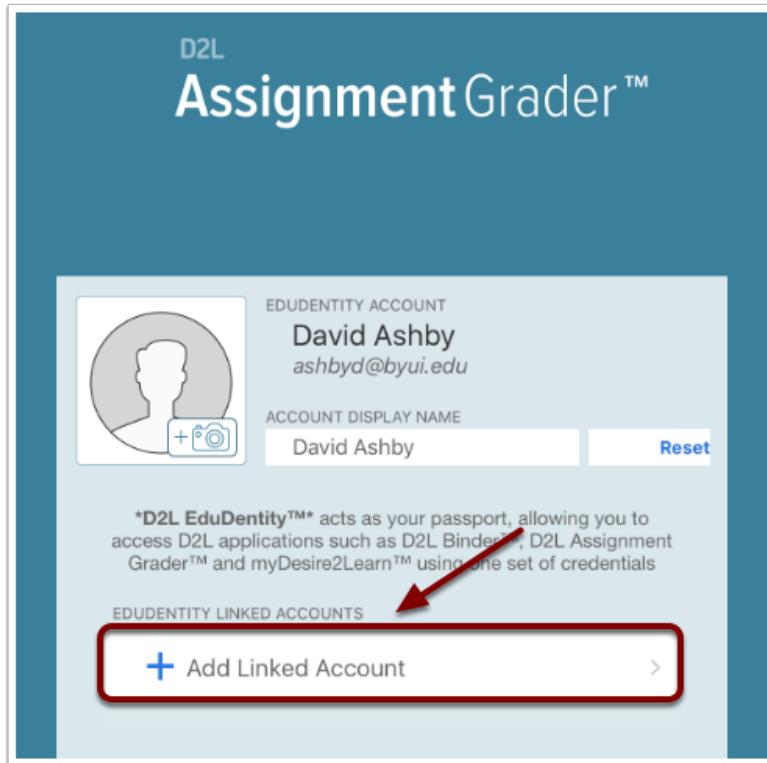
Fill in the form with your personal information and press **Sign Up**. You will then be taken back to the EduDentity login page. Continue to follow the steps below to log into the D2L Assignment Grader.

Sign into EduDentity



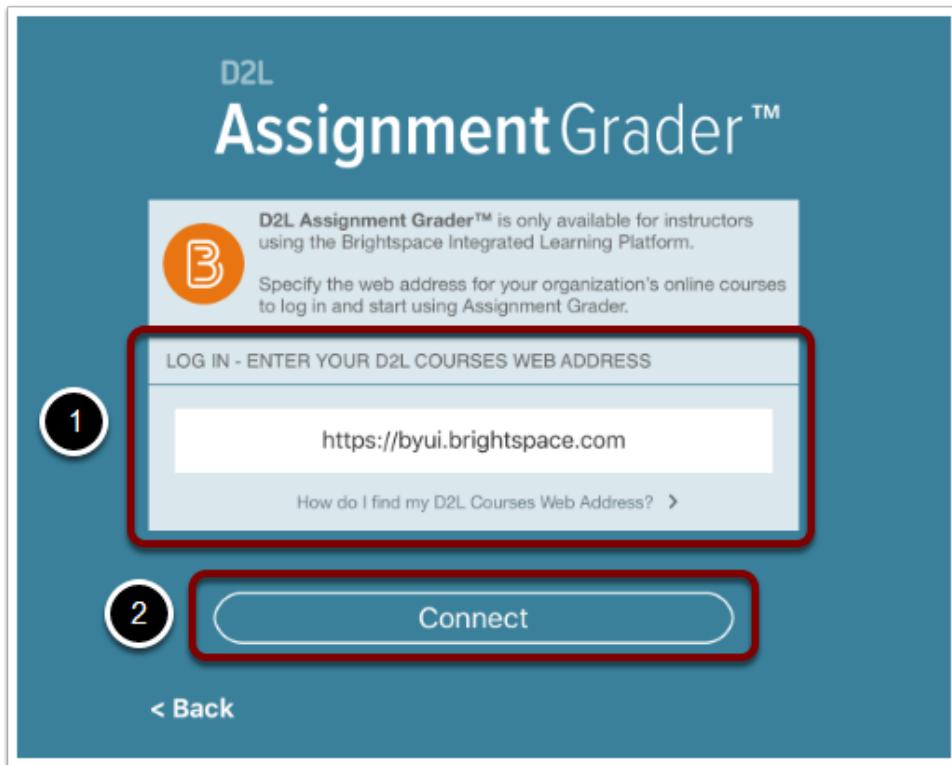
1. Insert your BYU-Idaho login credentials.
2. Click Sign In.

Add Linked Accounts



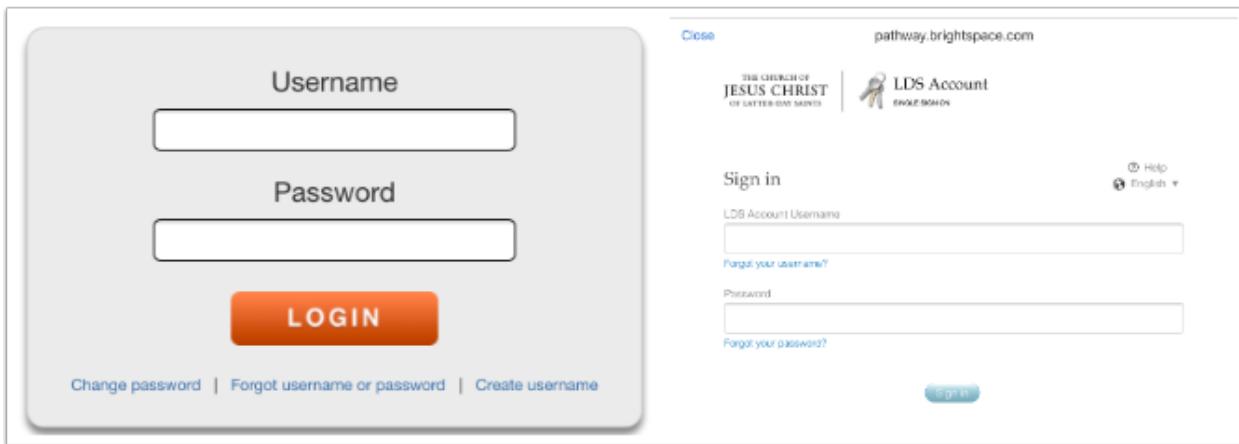
Click Add Linked Account.

Enter Course Web Address



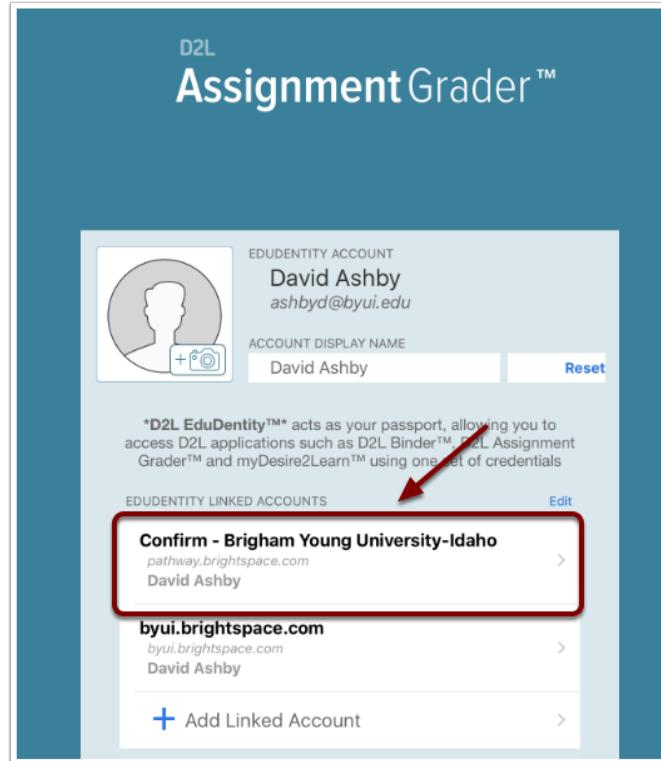
1. Enter your course web address. If you are a BYU-Idaho online instructor, the web address is <http://byui.brightspace.com>. If you are a Pathway instructor, the web address is <http://pathway.brightspace.com>.
2. Click Connect.

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.

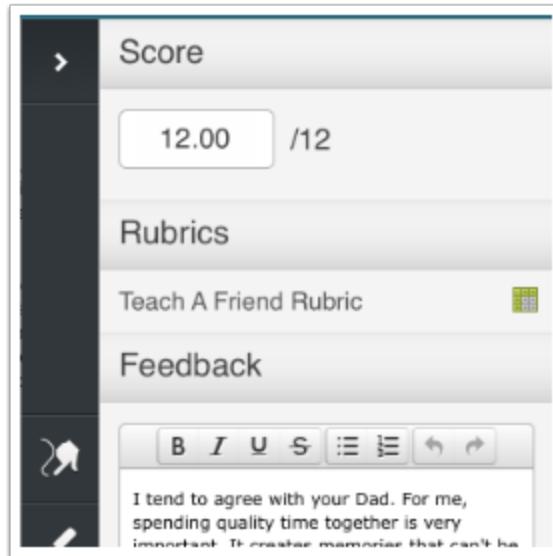
How Do I Grade Offline Using the D2L Assignment Grader?

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.)

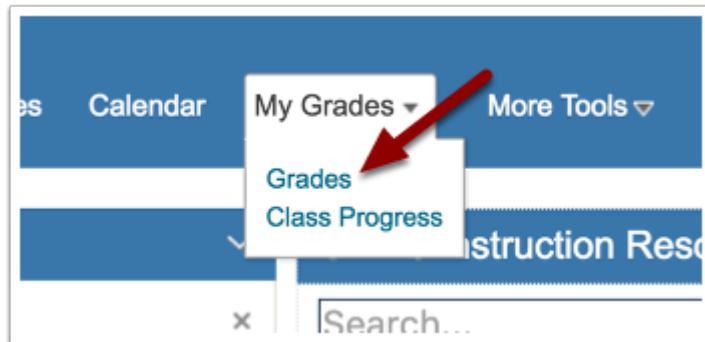
On the grade submit deadline, Pathway will pull your grades into its student records system. [There isn't any official grade submit button or confirmation.](#)

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

 **Incomplete and Unofficial Withdrawal Grades**

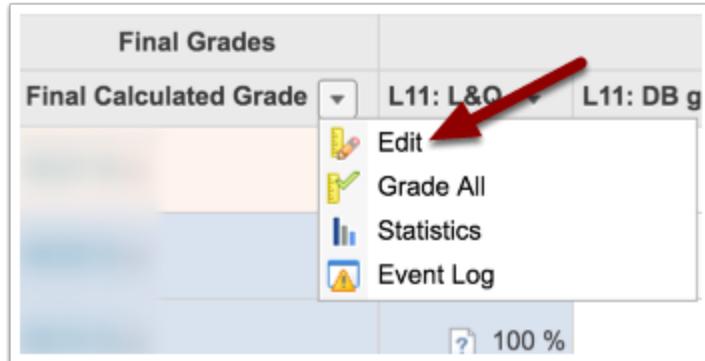
When issuing final grades, please be aware that Incomplete grades and Unofficial Withdrawals are currently not options available for Pathway students. Please enter a letter grade from A to F for each student.

Grades Tab



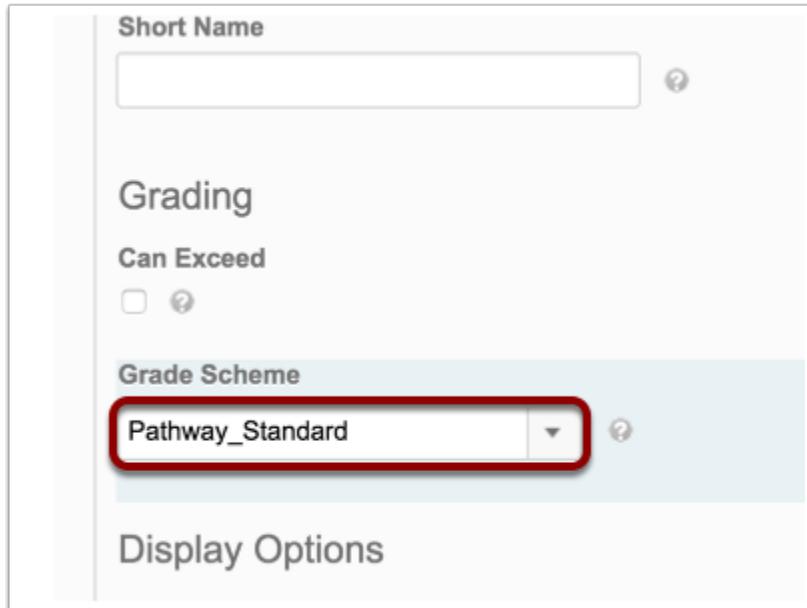
Under "My Grades," select Grades to go to the Gradebook.

Final Calculated Grade Column



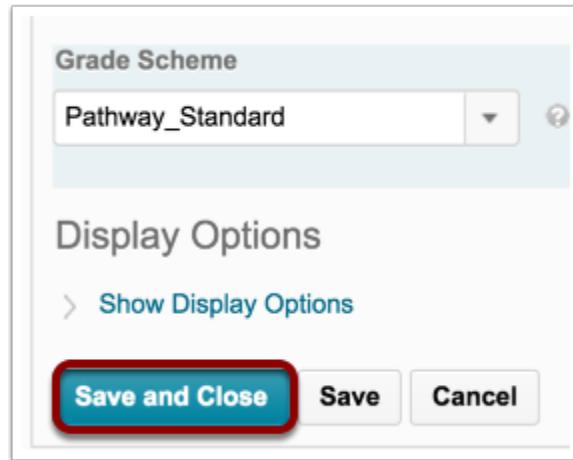
Select the down arrow at the top of the "Final Calculated Grade" column. Select "Edit."

Grade Scheme



Select the "Pathway_Standard" grading scheme.

Save and Close



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



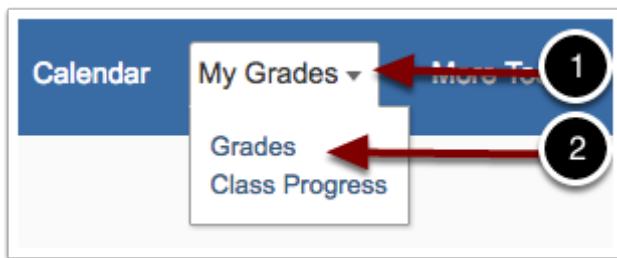
You might also be interested in: [How Do I Manually Edit a Final Grade? \(Pathway\)](#)

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

Student Gradebook

Last Name ▲, First Name	Final Grades
Final Calculated Grade ▾	
Ac ua	80.99 %
Ali na	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

?

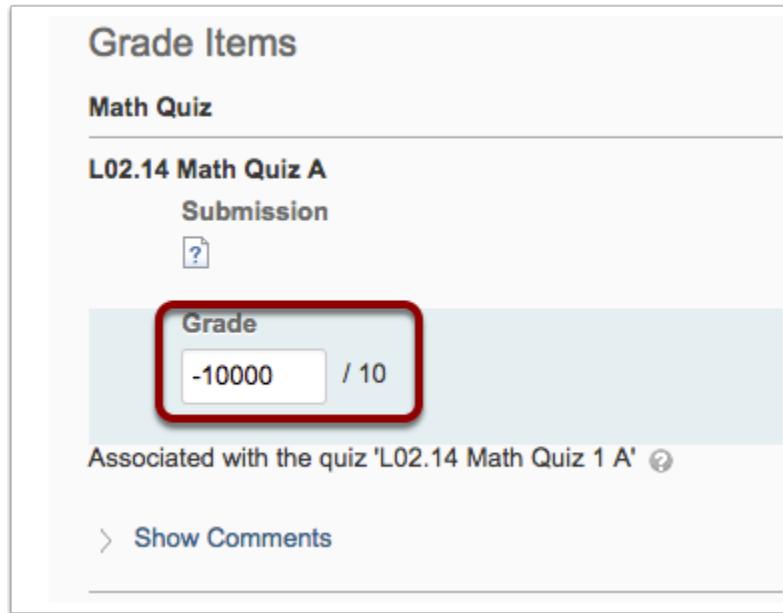
Grade	
10	10

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

-10000 / 10

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

>Show Comments

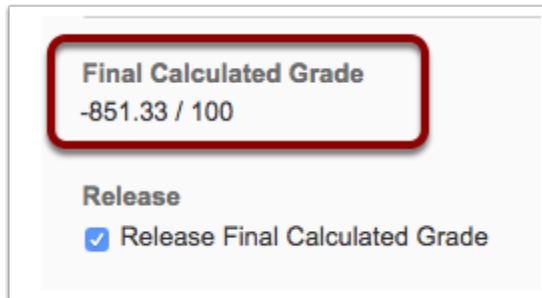
Enter a score of "-10000." This number should be sufficient to bring the student's grade down to a '0.' It does not bring the grade down enough, increase the negative score to "-20000."

Save



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

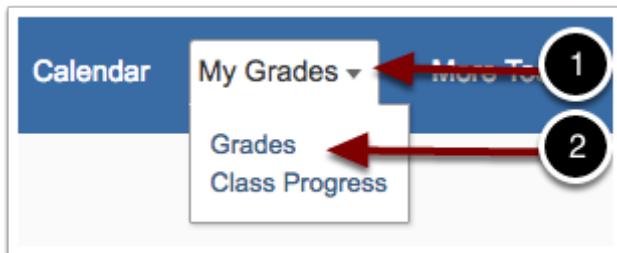
View New Final Calculated Grade



The student's 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



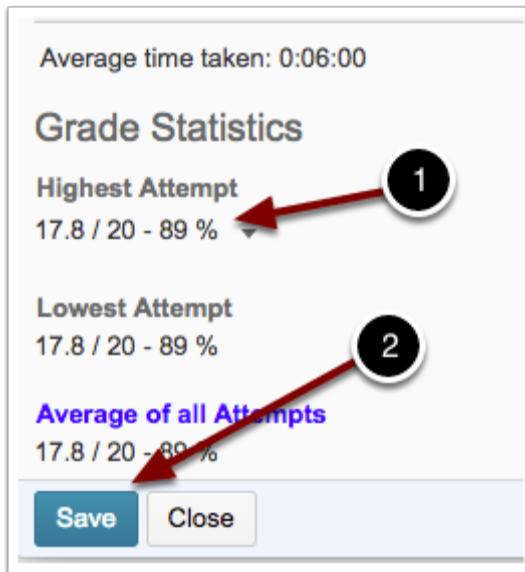
1. Click My Grades
2. Click Grades

Submission/Attempt Icon



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

Resubmit Grade



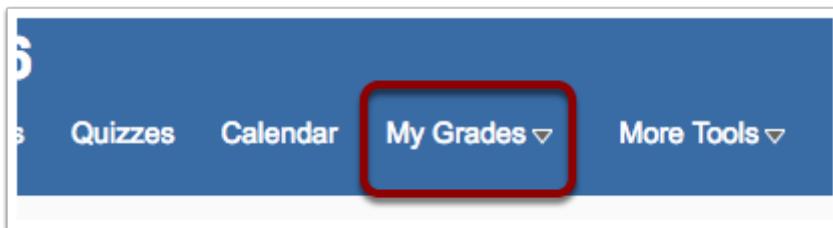
1. You should the original grade given on this quiz.
2. Click Save

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

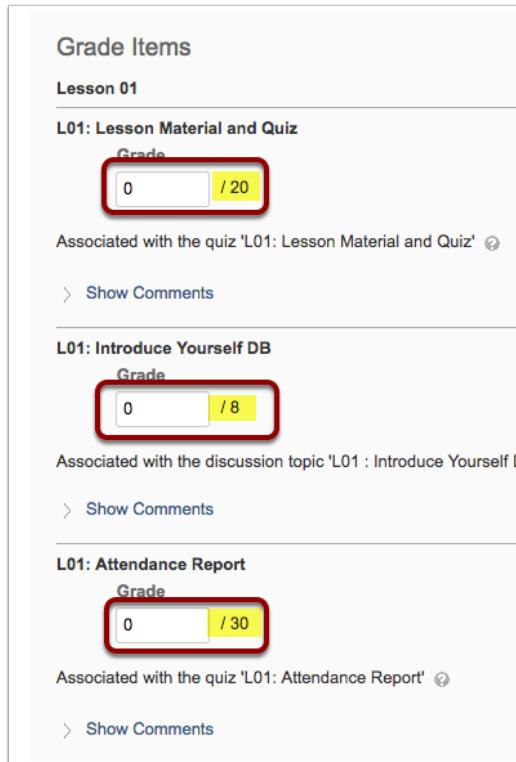
Student Name



Click on the student's name.

Increase Final Score

Assign Points



The screenshot shows the 'Grade Items' section of the BYU-Idaho Online Knowledgebase. It lists three assignments under 'Lesson 01': 'L01: Lesson Material and Quiz', 'L01: Introduce Yourself DB', and 'L01: Attendance Report'. Each assignment has a 'Grade' section with a text input field and a yellow-highlighted ' / 20', ' / 8', or ' / 30' box. Below each assignment is a 'Show Comments' link.

Assignment	Grade
L01: Lesson Material and Quiz	0 / 20
L01: Introduce Yourself DB	0 / 8
L01: Attendance Report	0 / 30

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

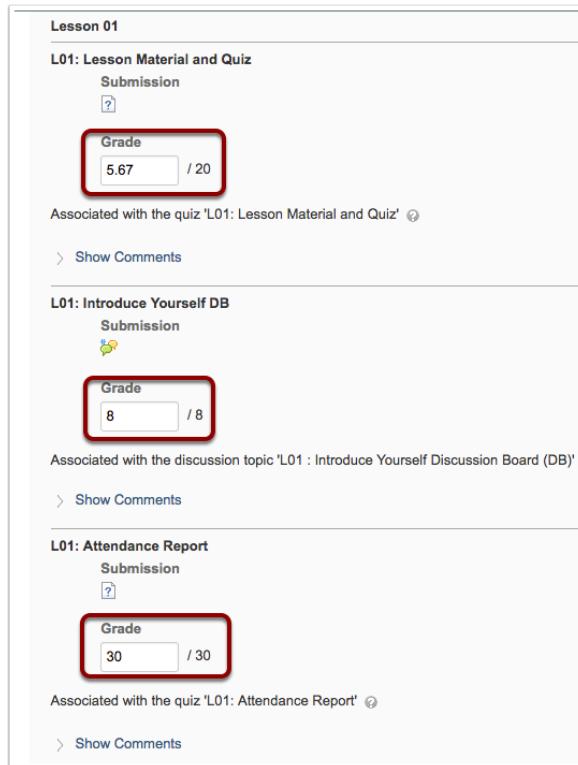
Scheme: 77.19 %

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.

Lower Final Score

Remove Points



The screenshot shows a list of three grade items under the heading 'Lesson 01':

- L01: Lesson Material and Quiz**
Submission 
Grade  / 20
Associated with the quiz 'L01: Lesson Material and Quiz' 
[Show Comments](#)
- L01: Introduce Yourself DB**
Submission 
Grade  / 8
Associated with the discussion topic 'L01 : Introduce Yourself Discussion Board (DB)'
[Show Comments](#)
- L01: Attendance Report**
Submission 
Grade  / 30
Associated with the quiz 'L01: Attendance Report' 
[Show Comments](#)

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

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.

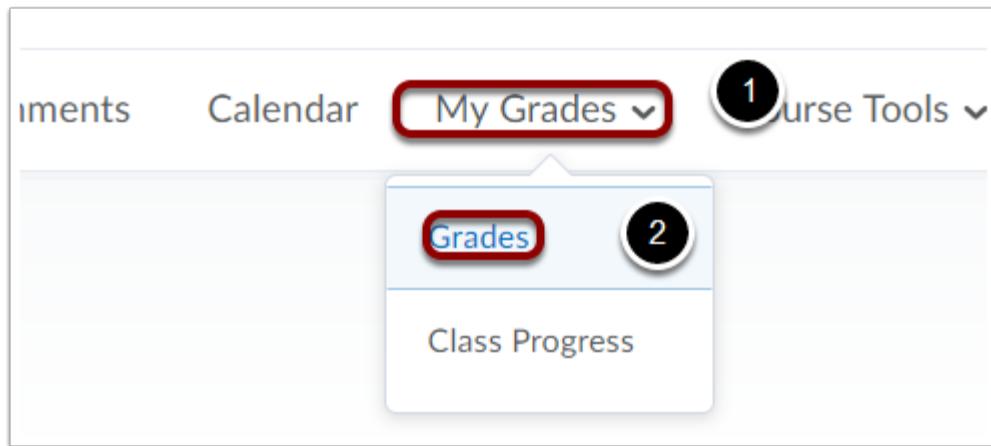
If the grade is not adjusted to your liking, repeat the steps above until the score is calculated as you would like.



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

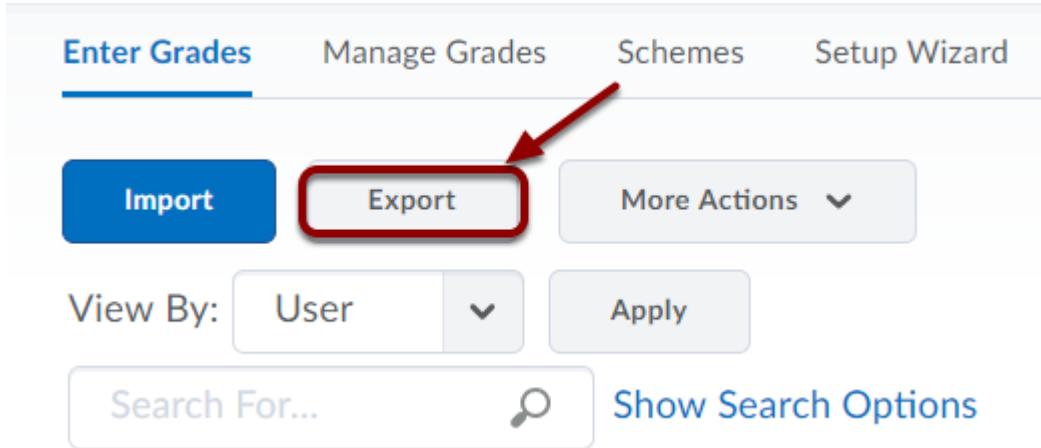
How Do I Export the Gradebook to a CSV file?

Grades Tab



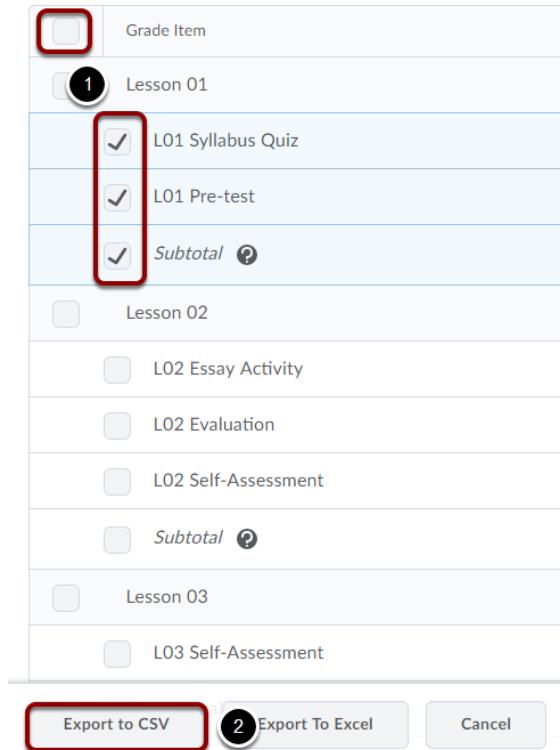
Click My Grades and then select Grades.

Export



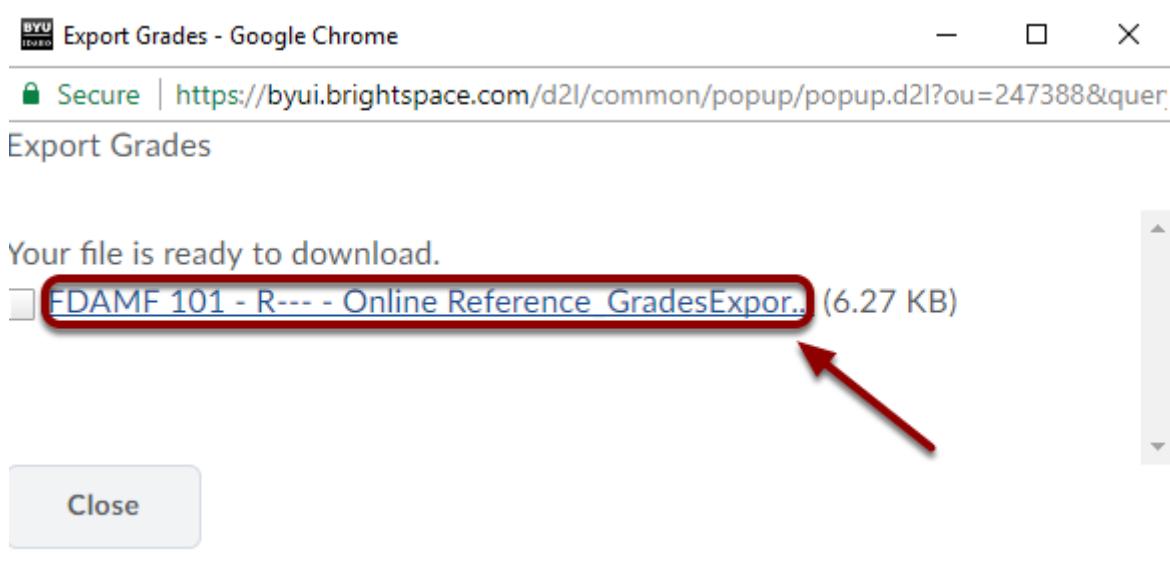
In the top left corner, select Export.

Export to CSV



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

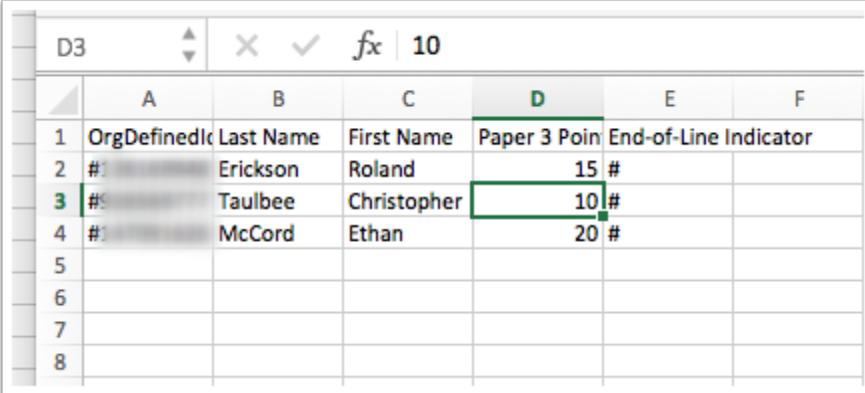


A window will appear with the file. Click on the file to download it.

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	#9	Taulbee	Christopher	10	#	
4	#1	McCord	Ethan	20	#	
5						
6						
7						
8						

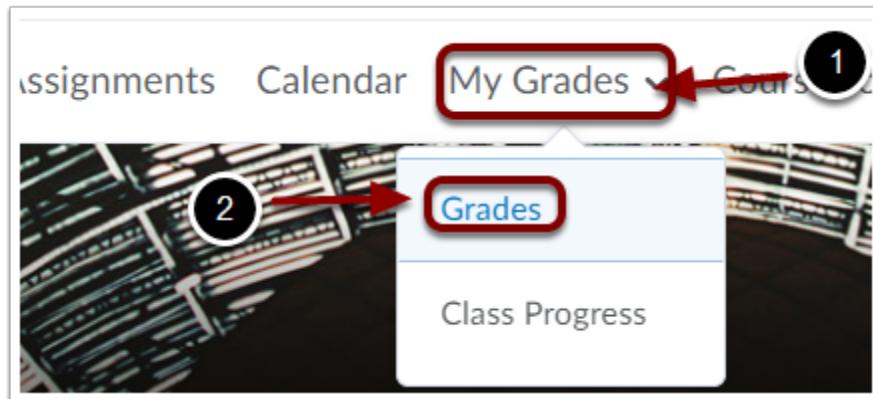
The spreadsheet must have the following columns:

1. Either **OrgDefinedId** (I-Number) or **Usernames**
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

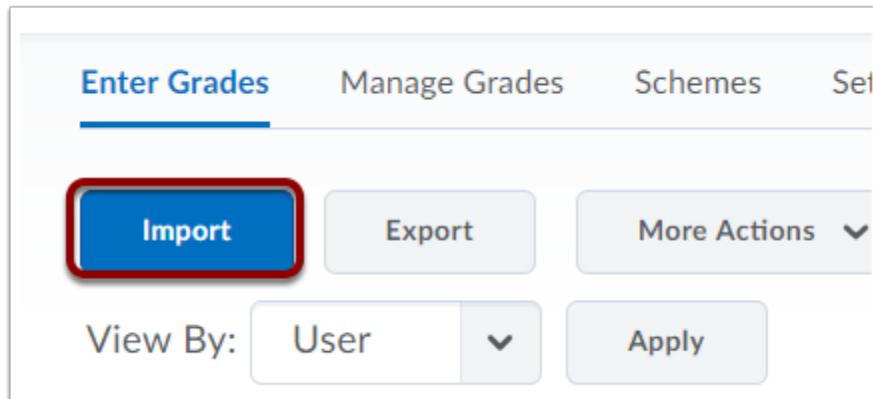


The spreadsheet must be saved as in a **.csv** format, not **.xlsx** or any other format.

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

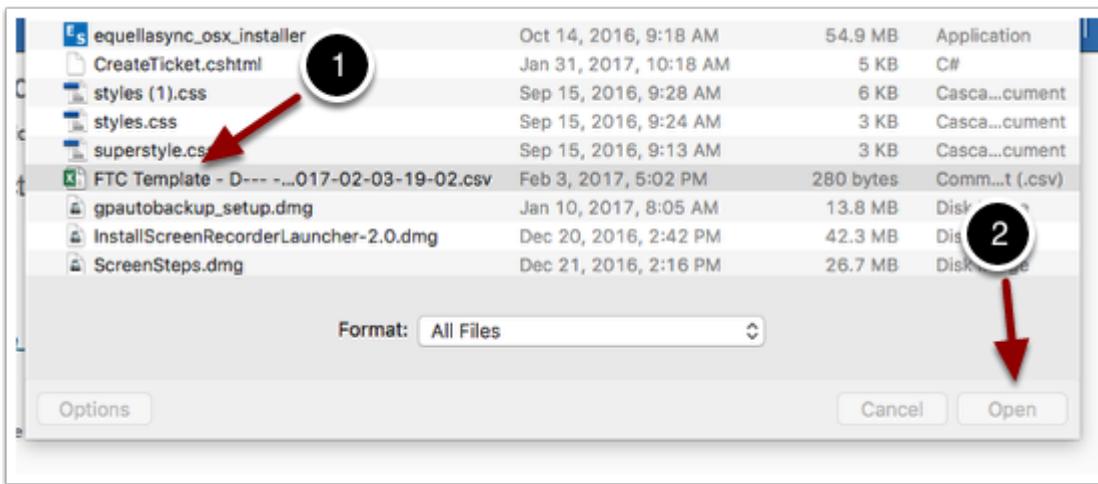
Sample
 [Grades_Sample_Import_File.csv \(656 Bytes\)](#)

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 item is referenced

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

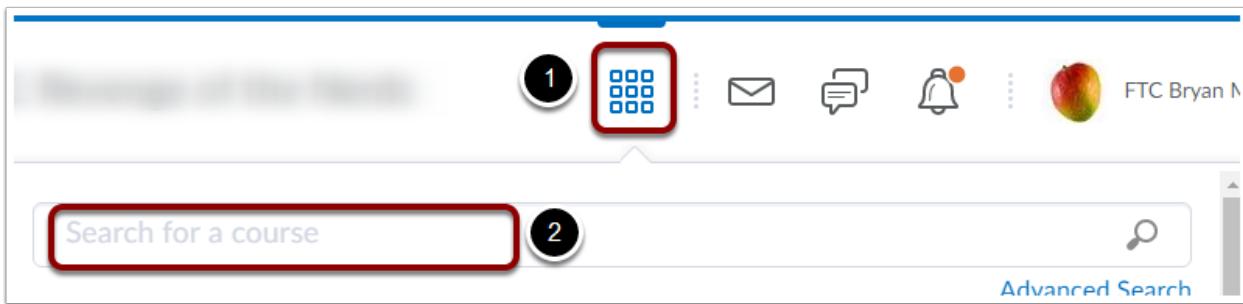
Last Name ▲ , First Name	Example
Muller, Bryan	TA Example Assign
	12 / 15
	13 / 15

Import [Go Back](#) [Cancel](#)

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

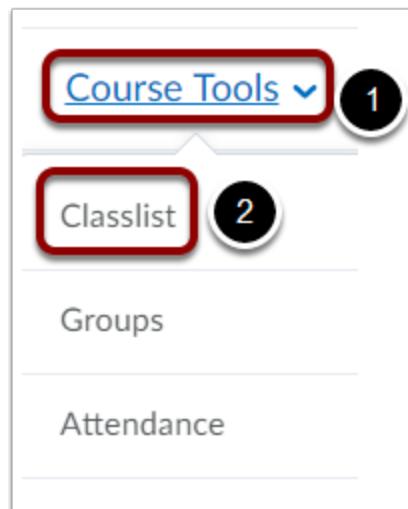
How Do I View a Student's Grade from a Previous Semester?

Select the Class



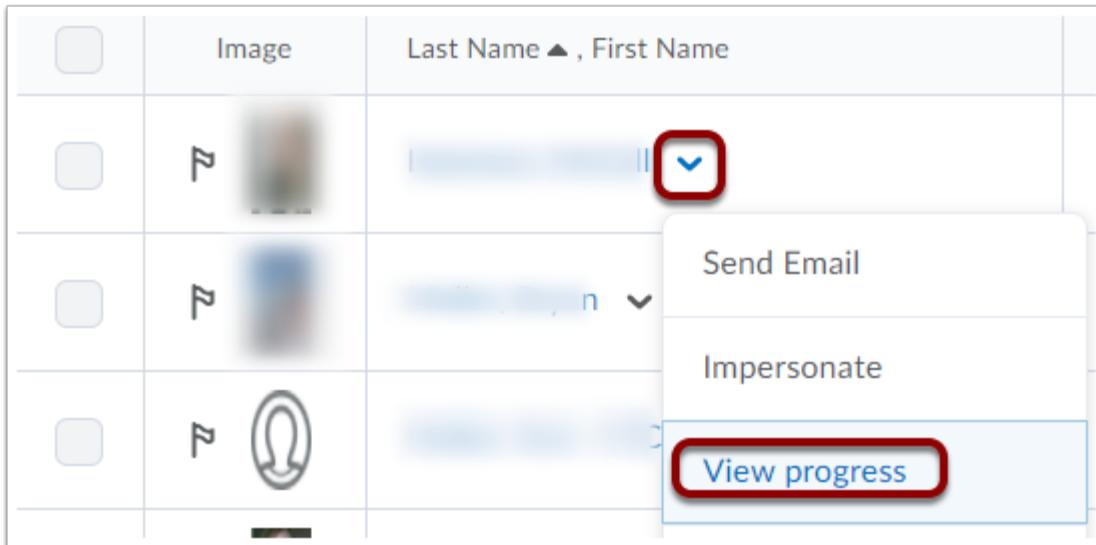
Click the waffle icon and type in the course name.

Class List



First click Course Tools then select Classlist.

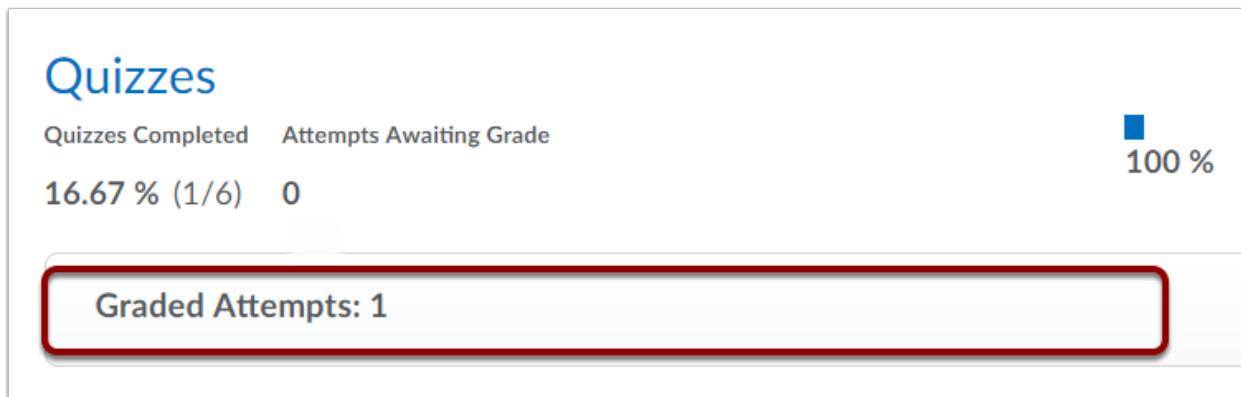
Student Progress



A screenshot of the BYU-Idaho Online Knowledgebase Student Progress page. The page displays a grid of student information. The columns are labeled 'Image' and 'Last Name ▲ , First Name'. The 'Image' column shows small profile pictures. The 'Last Name' column shows blurred names. To the right of the grid, a dropdown menu is open for a specific student row. The menu options are 'Send Email', 'Impersonate', and 'View progress'. The 'View progress' button is highlighted with a red box.

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

Quiz Scores



A screenshot of the BYU-Idaho Online Knowledgebase Quiz Scores page. The page features a 'Quizzes' section with the following data:

- Quizzes Completed: 16.67 % (1/6)
- Attempts Awaiting Grade: 0
- Grade: 100 % (represented by a blue square)

A red box highlights the 'Graded Attempts: 1' button, which is located below the completion statistics.

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

Quiz Title	Score	Ended
Uncategorized	10 / 10 A	Apr 26, 2017 10:00 PM
Uncategorized	50 / 50 A	Jun 6, 2017 10:00 PM

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="checkbox"/>	
<input type="checkbox"/> UW	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> C+	
<input type="checkbox"/> A	
<input type="checkbox"/> F	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> D+	