

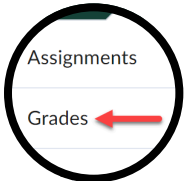
Using the Gradebook in D2L Brightspace

D2L

Adding Grade Items

1. The Gradebook

Within your course, access the gradebook by selecting “Assessments” in the navigation bar, followed by “Grades”.



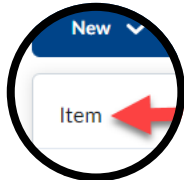
2. Management

Select the “Manage Grades” tab.



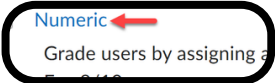
3. Grade Items

Select the blue “New” button and choose “Item”.



4. Item Type

Select “Numeric” for the grade item type.



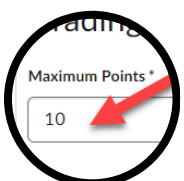
5. Naming

Enter a name for the grade item that matches the name of the activity.



6. Points

Scroll down and enter the maximum points that the grade item is worth.



7. Saving

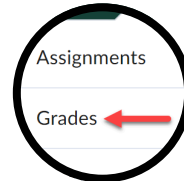
Click “Save and Close” when you have finished.



Entering Grades

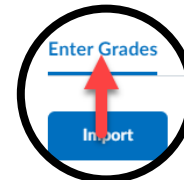
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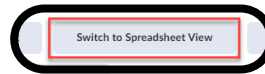
2. Entering Grades

Select the “Enter Grades” tab.



3. Viewing Options

Select the gray “Switch to Spreadsheet View” button



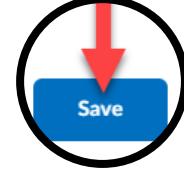
4. Earned Points

Type in the students' earned points for each grade item



5. Save

Click the “Save” button at the bottom.



6. Confirmation

Click “Yes” on the confirmation pop-up.



Center for Teaching
and Learning Innovation
MICHIGAN STATE UNIVERSITY



Questions?

Email EducationalTechnology@msu.edu

OR

Submit a request at ithelp.msu.edu