eGrading Step-by-Step Instructions

Assigning Letter Grades in D2L & Importing into PAWS

Moving grades automatically from D2L to PAWS can save instructors time and effort. There are five basic steps:

1. ***Create a grade scheme*** in D2L to translate percentage scores to letter grades.
2. ***Apply the grade scheme*** to your D2L final grades.
3. ***Transfer final calculated grade to final adjusted grade.***
4. ***Export the letter grades*** out of D2L.
5. ***Import the letter grades into PAWS*** for review and final approval. After importing the grades into PAWS, you must still review and approve final grades in PAWS, as always. More information about PAWS and grading is available at the [Registrar's Office instructor grading website](#).

Suggestions and Precautions

- Start early so that you have plenty of time to adjust your grade scheme or get help in case something goes wrong
- As a safety precaution, export your entire gradebook from D2L to an excel file on your desktop before you begin.
- If you've followed all the steps, but things don't seem right, check out our instructions for [Troubleshooting eGrading](#).
- If you need assistance, contact [CETL](#).

Step 1. Create a grade scheme in D2L

1. From your course homepage, click **Grades** on the main navigation bar.
2. Click **Schemes** and then **New Scheme**.
3. Type a **Name** for your grade scheme.
4. Type letter grades in the **Symbol** column of the **Ranges** table; begin with "F" in row 1.
5. Type "D-" and "D" in the next two rows, and fill in the corresponding percentages.
6. Click **Save**.
7. To add the rows for the remaining letter grade symbols, type the desired number of fieldsin the **Add Ranges** box and click the green **+** sign (see table below).

8. Fill in the remaining letter grades and percentages. [Note: D2L **does not** round to the nearest integer. Thus, if you would like a grade of 89.5 through 89.9 to calculate as an A-, you would need the starting percentage range for an A- to be 89.5.]
9. Click **Save** when done.

Step 2. Apply grade scheme to D2L final grades

1. Click **Grades**, then **Manage Grades**.
2. Click on the title of the **Final Adjusted Grade** item at the bottom of the list.
3. Under "Grading," use the drop-down list to select your grade scheme. Click **Save and Close**. You should be back in the Manage Grades page. If not, click **Grades**, then **Manage Grades** again.

4. Click on the drop-down arrow next to **Final Adjusted Grade** and select **Enter Grades** (the ruler and checkmark icon).
5. In the Final Grades page that appears, click the drop-down arrow next to **Final Grades**, and select **Recalculate All**.

Step 3. Transfer Final Calculated Grade to Final Adjusted Grade

The final calculated grade can not be edited, but the final adjusted grade can be. If you want to export final grades to PAWS, you will need to transfer grades from the Final Calculated Grade column to the Final Adjusted Grade column because the Final Adjusted Grades are actually what get released to PAWS.

To transfer the final calculated grade into the final adjusted grade:

1. Click on **Grades**.
2. Scroll over to Final Grades and click the drop-down arrow next to **Final Adjusted Grade** and select **Grade All**.
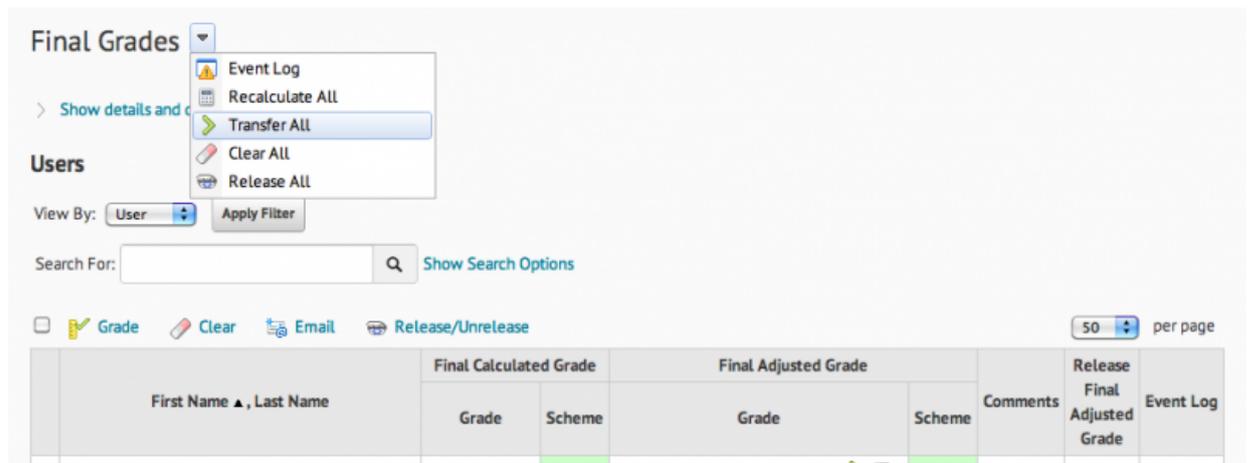
3. Click drop-down arrow next to **Final Grades** and select **Transfer All**.

4. You can then edit the Final Adjusted Grade values. **Be sure to save**.

Suggestions and Precautions

Larger classes are often displayed over multiple pages in the gradebook. In these instances, the above steps must be repeated for each page. Double check to ensure that grades have been calculated for all students.

- It is best to calculate final grades *outside* peak D2L usage daytime hours. Wait a while and try again or try before 10 a.m. orafter 3 p.m.
- You may want to choose not to display final grades in D2L to students since they will be seeing them in PAWS soon anyway. The delay might be useful in the event that you want to make any last-minute adjustments. If you wish to display the D2L final grades to your students, click on the drop-down arrow next to [Final Grades] and select [Release All].

If you have any problems with the D2L portion of this process, please email the UWM Center for Excellence in Teaching and Learning (ltc@uwm.edu).

Step 4. Export letter grades from D2L

Before you begin:

- **Check to make sure you have applied your letter grade scheme to the final adjusted grade.** To do this, in **Grades**, click **Manage Grades** and click on the title of the **Final Adjusted Grade** item at the bottom of the list. Under "Grading," ensure that your grade scheme has been selected. Click **Save and Close**.
- **Check to make sure the "Final Grade Released" settings are correct.** To do this, in **Grades**, click **Settings** (the small link under Edit Course or Logout at the upper right side of the Grades screen) and then click **Calculation Options**. Under "Final Grade Released" select **Adjusted Final Grade**. Click **Close.**

1. Click **Grades**, and then click **Export to SIS**.
2. Click **Yes** and **OK** in the popups.
3. Look for an e-mail addressed to your UWM email account within 15-20 minutes, signaling that your grades are ready for import into PAWS.

Step 5. Import letter grades into PAWS

You MUST login to PAWS to complete the final step of this process. Please refer to the Registrar's Office's tutorial [_"Importing Grades Into PAWS From D2L"_](#) to continue.

Note: PAWS does not clearly note that grades have been successfully submitted. In order to confirm your grades were submitted successfully, you can log back into PAWS and check the grade listing. If the grade boxes are not editable and the "Approval Status" above the gradebook says "Approved," then

grades have been successfully submitted.

PAWS Help

If you have any problems with the PAWS portion of this process, please [contact the Registrar's Office](#).
More information about instructor grading at UWM is available at the Registrar's Office website, ["Instructor Grading."](#)

To print this tutorial, click Ctrl-A to select the document, then click [File] and then [Print]. Choose [Selection,] then [OK] and proceed to print.

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