

# Transferring Grades from Vantage to D2L

# **Export Your Vantage Gradebook**

Navigate to the Gradebook area in your Vantage course.

| Active                            | Archive                                                  |                |
|-----------------------------------|----------------------------------------------------------|----------------|
|                                   |                                                          |                |
| Discover Sociol<br>Edition Sample | ogy: Core Concepts, Second<br>Course: Demonstration Only |                |
| Jan 24 – Jul 14, 202              | 0 Course ID: DEMOLS-9793                                 |                |
| Gradebook                         | Assignments Reports                                      | Student View 🗹 |

You can filter the gradebook to show only the grades you want to transfer to your D2L course. Start by clicking on the **Filter** button near the top right of the page.



| Gradebook Assig              | nments Reg | oorts Logs        |                    |        |               |                              |        |
|------------------------------|------------|-------------------|--------------------|--------|---------------|------------------------------|--------|
| 🕁 Download 🥥 B               | dit Grades |                   | Jump to cha        | pter   | ♥ Search stud | ents Q                       | Filter |
| Students: 12 Assignments: 13 | 4          |                   |                    |        | — Late 🕚 Cor  | npiete 🥚 instructor Modified | ::     |
| Name                         | Total      | Data Activity 1.1 | Video Activity 1.1 | KC 1.1 | KC 1.2        | Video Activity 1.2           |        |
| Paula Adams                  | 11/637     | ٠                 | •                  | ٠      | -             | -                            | ĥ      |
| Matthew Anderson             | 30 / 637   | •                 | •                  | •      | •             | •                            |        |
| Michael Garcia               | 56 / 637   | •                 | •                  | •      | •             | •                            |        |
| Anna Hernandez               | 17 / 637   | •                 | •                  | •      | •             | •                            |        |
| James Johnston               | 17 / 637   | •                 | •                  | •      | •             | •                            |        |
| Patricia Kim                 | 30 / 637   | •                 | •                  | •      | •             | •                            |        |
| Elizabeth Lee                | 30 / 637   | •                 | •                  | •      | •             | •                            |        |
| Joseph Miller                | 17/637     | •                 | •                  | •      | •             | •                            |        |
|                              | <          |                   |                    |        |               |                              |        |

Choose the Assignment Types you want to have grades for in D2L. Most courses are set up so only the Chapter Tests have grades. Under "Show grades in," tick the checkbox for **Points**, then click **Apply**.

| Gradebook Assignr             | ments Reg | oorts Logs        |                    |        |                                      |                               |     |
|-------------------------------|-----------|-------------------|--------------------|--------|--------------------------------------|-------------------------------|-----|
| 🕘 Download 🕜 Ed               | it Grades |                   | Jump to cha        | apter  | Filters                              |                               | ×   |
| Students: 12 Assignments: 134 |           |                   |                    |        | Assignment Types                     | /                             |     |
| Name                          | Total     | Data Activity 1.1 | Video Activity 1.1 | KC 1.1 | Chapter Tests  Multimedia Activities | Knowledge Checks     Past Due |     |
| Paula Adams                   | 11/637    | •                 | •                  | •      | Future Due                           | 0                             |     |
| Matthew Anderson              | 30 / 637  | •                 | •                  | •      | Show grades in                       |                               |     |
| Michael Garcia                | 56 / 637  | •                 | •                  | •      |                                      |                               |     |
| Anna Hernandez                | 17/637    | •                 | •                  | •      | Percent                              | Points                        |     |
| James Johnston                | 17/637    | •                 | •                  | •      | Groups                               |                               |     |
| Patricia Kim                  | 30 / 637  | •                 | •                  | •      | + NEW                                | GROUP                         | ור  |
| Elizabeth Lee                 | 30/637    | •                 | •                  | •      | DECAURY                              | ADDIV                         |     |
| Joseph Miller                 | 17 / 637  | •                 | •                  | •      |                                      | Anti                          |     |
| L                             | <         |                   |                    |        |                                      |                               | - × |

Once the gradebook is filtered to the grades you want to export, click the **Download** button.



| Gradebook Assignm                                                       | nents Re                    | ports Logs    |             |      |                 |                       |            |
|-------------------------------------------------------------------------|-----------------------------|---------------|-------------|------|-----------------|-----------------------|------------|
| 🕁 Download 🧷 Ed                                                         | t Grades                    |               | Jump to cha | pter | w Search studer | nts Q                 | Piller     |
|                                                                         |                             |               |             |      |                 |                       | -          |
| Iudents: 12 Assignments: 13                                             |                             |               |             |      | — Late 🕚 Comp   | fete 🥚 Instructor Mod | ified 🔅    |
| Name                                                                    | Total                       | CT 1          | CT 2        | стз  | - Late Comp     | Sete 😑 Instructor Mod | ified 👬    |
| itudents: 12 Assignments: 13<br>Name<br>Paula Adams                     | Total<br>07/100             | CT 1          | CT 2        | стэ  | - Lute Comp     | Sete 🥚 Instructor Mod | offed (;;) |
| itudents: 12 Assignments: 13<br>Name<br>Paula Adams<br>Matthew Anderson | Total<br>0 / 100<br>0 / 100 | ст 1<br>745 1 | CT 2        | CT 3 | CT 4            | ete instructor Mod    | Phed (:)   |

Select the option to Download only grades filtered in gradebook (.csv).

| Gradebook      | Assignments                 | Reports             | Logs |
|----------------|-----------------------------|---------------------|------|
| L Download all | grades for this course (.cs | v)                  | /    |
| L Download on  | y grades currently filtered | in gradebook (.cs\  | 1)   |
| ⊔ Download gra | des and completion dates    | for this course (.c | sv)  |
| Name           | Tot                         | al                  | CT 1 |
| Paula Adams    | 0 / 1                       | 180                 |      |

Save the file to your computer.

## **Export Your D2L Gradebook**

The information provided here on D2L functionality is current as of the time of this writing. For additional information on exporting and importing grades in D2L, the following resources may be helpful:

Export Grades Import Grades File format for importing grades



#### In the top navigation menu of your course, go to **Grades**. Next click **Export**.

|              |               | Classlis             | Content   | Grades     | Edit Cours |
|--------------|---------------|----------------------|-----------|------------|------------|
| Enter Grades | Manage Grades | Schemes Set          | up Wizard |            |            |
| Import       | Export        | Switch to Spreadshee | et View   | More Actio | ons 🗸      |
| Search For   | Q,            | Show Search Opti     | ons       |            |            |

Make the following selections:

- Under Grade Values, select **Points grade**.
- Under User Details, include at least the Last Name and First Name.
- If you have already created grade columns for your Vantage grades, you can choose to export them. Otherwise, do not export any grades.



| Export Options                                    |      |
|---------------------------------------------------|------|
| Key Field  Org Defined ID Username Both           |      |
| Sort By                                           |      |
| Last Name, First Name, Org Defined ID, Username 🗸 |      |
| Grade Values                                      |      |
| Points grade     Grade Scheme                     |      |
| User Details                                      |      |
| Last Name     First Name     Email                |      |
| Choose Grades to Export                           |      |
| Grade Item                                        | Type |
| Final Calculated Grade 🕖                          |      |
| Final Adjusted Grade                              |      |
| Export to CSV Export To Excel Cancel              |      |

Once your selections are made, click the **Export to CSV** button.

### **Combine Your Grades**

Open both your Vantage and D2L export files.

- Make sure you have the same number of students in both courses. If you have more students in Vantage than in D2L, you can delete the rows with extra students from the Vantage export file. If you have more students in D2L than in Vantage, you can add empty rows in the Vantage export to where the extra students are in D2L.
- 2. Copy the grade columns you want to import to the D2L file.



| Student First No | me Student Last Name | Raudana Garrie  | CT1(12) | CT 2 (12) | CT 3 (12) | CT4(12)  | CT 5 (12) | CT 6 (12) | CT 7 (12) | CT8(12) | CT 9/121  | CT 10(12)  | CT 11 (12) | CT 12/12 | CT 13 (12) | 2   |
|------------------|----------------------|-----------------|---------|-----------|-----------|----------|-----------|-----------|-----------|---------|-----------|------------|------------|----------|------------|-----|
| Paula            | Adams                | Prosting of the | 8.8     |           |           | C. aller | C1 3 (14) | croting   | C. r (in) | cro(m)  | C1 7 (14) | C. In (in) | C ()       | C ()     | c. m (m)   | 1-1 |
| Grea             | Gunderson            |                 | 8.8     | 9.6       | 5.6       |          |           |           |           |         |           |            |            |          |            |     |
| Brian            | Hassler              |                 | 8.8     |           |           |          |           |           |           |         |           |            |            |          |            |     |
| Anna             | Hernandez            |                 | 8       | 10.4      |           |          |           |           |           |         |           |            |            |          |            |     |
| Alfred           | Jones                |                 | 8       | 6.4       |           | 8.5      | 8.8       |           |           |         |           |            |            |          |            |     |
| Joseph           | Miller               |                 | 8       | 8.8       |           | 5.0      | 7.2       |           |           |         |           |            |            |          |            |     |
| Arthi            | Muralidharan         |                 | 8.8     | 9.6       | 4.8       | -        |           |           |           |         |           |            |            |          |            |     |
| Elena            | Nolan                |                 | 7.2     | 8         | 8.5       |          |           |           |           |         |           |            |            |          |            | -   |
| 0 Dave           | Nurkiewicz           |                 | 8.8     | 11.2      | 8.8       | 9.6      | 9.6       | 8.8       |           |         |           |            |            |          |            | -   |
| 1 Angela         | Seither              |                 | 8       | 8         |           |          |           |           |           |         |           |            |            |          |            | -   |
| 2 Sample         | Student              |                 | 11.2    | 10.4      | 6.4       |          |           |           |           |         |           |            |            |          |            |     |
| 1 Sage           | Student19            |                 | 11.2    | 9.6       | 8         |          |           |           |           |         |           |            |            |          |            | 1   |
| 4                |                      |                 |         |           |           |          |           |           |           |         |           |            |            |          |            |     |

- 3. Change the column title from the Vantage format to the required D2L format. You can leave the item name the same (or edit it, if you wish), but replace the points value from Vantage (in parentheses) with "Points Grade."
- 4. Add a column at the end that says "End-of-Line Indicator." Add a hashtag (#) in each row of this column.

|              | c          | D                                        | <u> </u>          | 1 1               | ő                 | н       | 1         | 1       |                       |
|--------------|------------|------------------------------------------|-------------------|-------------------|-------------------|---------|-----------|---------|-----------------------|
| Last Name    | First Name | Email                                    | CT 1 Points Grade | CT 2 Points Grade | CT 3 Points Grade | CT4(12) | CT 5 (12) | CT6(12) | End-of-Line Indicator |
| Adams        | Paula      | melissajseserko+s1@gmail.com             |                   | 8.8               | 1                 |         |           |         |                       |
| Gunderson    | Greg       | gregory.gunderson.instructor@sagepub.com | 8.8               | 9.6               | 5.6               |         |           |         |                       |
| Hassler      | Brian      | brian.hasslerd@sagepub.com               | 8.8               |                   |                   |         |           |         |                       |
| Hernandez    | Anna       | melissajseserko+s4@gmail.com             | 8                 | 10.4              | 4                 |         |           |         |                       |
| Jones        | Alfred     | sagestudent19+s1@gmail.com               | 8                 | 6.4               |                   | 8.8     | 8.0       | l       |                       |
| Miller       | Joseph     | melissajseserko+s8@gmail.com             | 8                 | 8.8               |                   | 5.6     | 7.2       | 1       |                       |
| Muralidharan | Arth       | arthi.muralidharan@sagepub.com           | 8.8               | 9.6               | 4.1               |         |           |         |                       |
| Nolan        | tiena      | melissajseserko+sti@gmail.com            | 7.2               | 8                 | 8.1               |         |           |         |                       |
| Nurkiewicz   | Cave       | dave.nurkiewicz@sagepub.com              | 8.8               | 11.2              | 8.0               | 9.6     | 9.6       | 8       |                       |
| Seither      | Angela     | angela.seither@sagepub.com               | 8                 | 8                 | 1                 |         |           |         |                       |
| Student      | Sample     |                                          | 11.2              | 20.4              | 6.4               |         |           |         |                       |
| Student19    | Sage       | sagestudent19@gmail.com                  | 11.2              | 9.6               |                   | 0       |           |         |                       |
|              |            |                                          |                   |                   |                   |         |           |         |                       |

Save the file in a comma separated values format (.csv).

**Note**: Excel offers a variety of files with the .csv extension. Be sure to choose the one that says "comma separated values."

### **Upload Your Grades to D2L**

To upload the new grades, in the top navigation menu of your course, go to **Grades**. Next click **Import**.



| Enter Grades | Manage Grades | Schemes Setup Wizard       | -              |
|--------------|---------------|----------------------------|----------------|
| Import       | Export        | Switch to Spreadsheet View | More Actions 🗸 |
| Search For   | ٩,            | Show Search Options        |                |

In Step 1, make the following selections:

- Click Choose File to navigate to your file.
- Under "Item Creation," tick the checkbox to **Create new grade item when an unrecognized item is referenced**.
- Click **Continue**.

| Import Grades                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported<br>Step 1: Select File to Import<br>Format<br>.CSV, .TSV, .TXT |
| Sample Grades_Sample_Import_File.csv (657 Bytes) Import File*                                                                                                               |
| Choose File Grade Export14-55.xitx  Rem Creation  Create new grade item when an unrecognized item is referenced                                                             |
| Continue Cancel                                                                                                                                                             |

In Step 2, set all new grade items to Numeric, then click Continue.



| Step 2: Create New Grade It                                                             | ems                                                         |           |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------|
| he following unrecognized items have beer<br>o create a new grade item for an unrecogni | n found.<br>zed item, select the Create New Grade Item cheo | k box.    |
| Unrecognized Item                                                                       | Create New Grade Item                                       | Type      |
| CT 1                                                                                    | $\checkmark$                                                | Numeric 👻 |
| CT 2                                                                                    | $\checkmark$                                                | Numeric 🗸 |
| CT 3                                                                                    | $\checkmark$                                                | Numeric 🗸 |
| CT 4                                                                                    |                                                             | Numeric 🗸 |
| CT 5                                                                                    | $\checkmark$                                                | Numeric 👻 |
| CT 6                                                                                    | $\checkmark$                                                | Numeric 🗸 |
|                                                                                         |                                                             |           |
| Continue Go Back Cancel                                                                 |                                                             |           |

In Step 3, update the **Maximum Points** for each item. By default, Chapter Tests are always worth 15 points in Vantage. Once you have entered the points for each item, click **Next** to continue through the confirmation screen. Your Vantage grades should now appear in D2L.



| Step 3: New Grade Item Properties |
|-----------------------------------|
| CT 1 (Numeric)                    |
| Category None                     |
| Maximum Points *                  |
| Can Exceed                        |
| _ v                               |
| Bonus                             |
| ○ 0                               |
|                                   |
| CT 2 (Numeric)                    |
| Category None                     |
| Maximum Points *                  |
| Can Exceed                        |