

Exporting Grades from D2L into the Registrar's Office file using VLOOKUP.

1. From **Grades**, select **Schemes** and click on **New Scheme** to create a new grading scale. NOTE: Reduce each minimum percent (Start % column) by 0.5 if you would like to allow for rounding.
2. From **Manage Grades**, edit the **Final Calculated Grade** and/or **Final Adjusted Grade**, and select the **4.0 Grade Scheme** to display. You can also select items from the Manage Grades list and use Bulk Edit to change the displayed Grade Scheme for any given item. Most important is to display a 4.0 Grade Scheme for the final grade columns.
3. Export the final calculated grade as scheme, including the email address and export to Excel.

Export Grades

Export Options

Export Grade Items For


Key Field

- Org Defined ID
 Username
 Both

Sort By

Grade Values

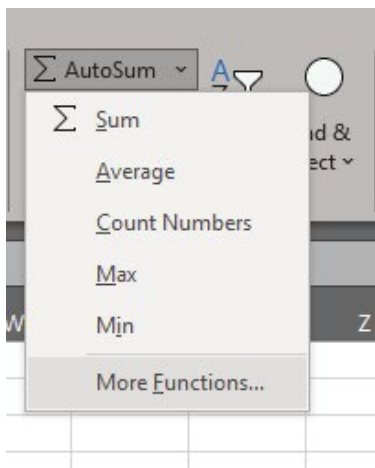
Choose Grades to Export

<input type="checkbox"/>	Grade Item	Type
<input type="checkbox"/>	Attendance (Bonus)	Numeric
<input checked="" type="checkbox"/>	Final Calculated Grade 	
<input type="checkbox"/>	Final Adjusted Grade	

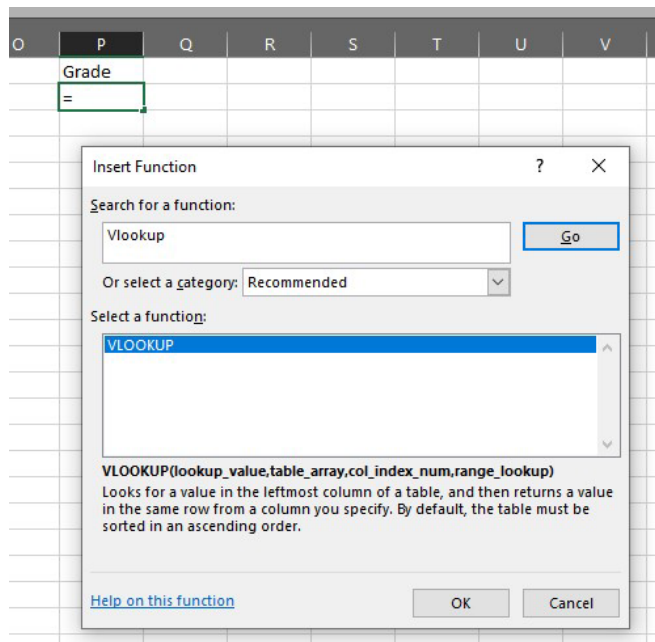
You will get a file resembling the image below, where the Final Calculated Grade is in column E.

	A	B	C	D	E
1	Username	Last Name	First Name	Email	Calculated
2	#netid123	Studentla	Studentfir	netid123	4
3					

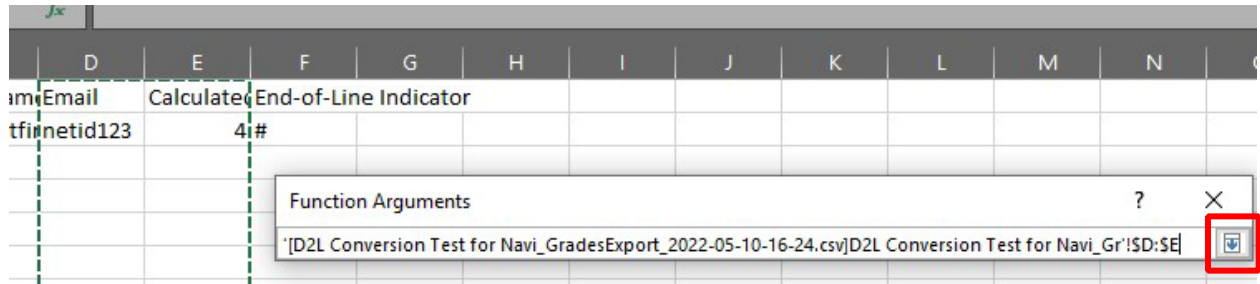
4. Download the Registrar's Office Graded Classlist.
5. The grade should be in Column P; The NetIDs should be in Column J.
6. Place your cursor in the first cell below **Grade** in the Registrar's Office Graded Classlist File.
7. Select the dropdown arrow next to **AutoSum** and choose **More Functions...**



8. Search for and select 'vlookup'.



- Under **Lookup_value**, from within the Registrar's Office file, click on the cell that contains the first NetID, J2.
- Click the arrow to the right of **Table_array**, and from the D2L Grades file, select the columns containing the **Email** and **Calculated Final Grade**, columns D through E.



- Click the arrow to the right of the text field to return to the Vlookup function menu.
- The **Col_index_num** should be 2, as we want the value in the second column from the array.
- Range Lookup** should be 'FALSE' for an exact match. Click **OK**. This should add the grade to the Grade field in the Registrar's Office Graded Classlist file, for the first student.
- Select the first cell below **Grade**, and from the bottom right-hand corner of that cell, click and drag to the bottom of the list of students to copy the formula to the other cells. This will add the students' grades.
- Save the Registrar's Office Graded Classlist file as CSV and it is ready to upload.