Exporting end-of-semester grades to PRISM

**Note:** Step-by-step instructions follow later in this document. As always, questions should be directed to the D2L Support Staff, Pat Fellows or Karla Farrell. Contact us via the Service Center at [http://uwex.uwc.edu/it/forms/service/](http://uwex.uwc.edu/it/forms/service/).

**Background:** Together with UW-Madison, UW-Green Bay piloted a process that allows instructors to transfer final grades from their D2L Gradebook to their PRISM Grade Roster with just a few mouse clicks. This greatly streamlines the grade submission process at the end of the semester for those instructors who use the D2L Gradebook.

**What is required?** - An instructor must have a D2L course and use the D2L Gradebook. The D2L Gradebook must include a Final Grade column and must have a grading scheme assigned to that column. The grading scheme will probably be a new grading scheme defined by the instructor but it can be one of the Organization Schemes available to all instructors. The grading scheme must produce valid letter grades, e.g., A, A-, B+, B, B-, etc., and cannot include A+, Ok, INC, Pass, etc.

**How it works?** - At the end of the semester the instructor looks over the D2L Gradebook and confirms that it is complete and accurate. With two clicks of the mouse the final grades are transferred to PRISM. The instructor logs into PRISM and navigates to their grade roster. The instructor clicks one button and the grades that were exported from D2L are brought into the Grade Input column of PRISM. The instructor confirms, saves, and approves their grades in PRISM.

**Who benefits most?** - Instructors using the D2L Gradebook with large classes will benefit most from this process. Instructors with very small classes might choose to enter grades in PRISM as they have in the past. What if I make a mistake on a grade: This process imports grades into PRISM but the instructor must save and approve those grades before the process is complete. An instructor can still change one or more grades in PRISM after the import and before the grades are approved.

**What if I don't want to use it?** - This process is completely optional. Any instructor is welcome to ignore this process and enter their grades in PRISM as they have in the past.
How to Transport Final Grades from D2L to PRISM:

Steps in D2L:

1. Logon to D2L and go to the Gradebook of the completed course.
2. Check over the final grades. **Note that letter grades are determined by the Adjusted Grade, not the Calculated Grade.**
3. The final grade must use a grade scheme that produces only those characters recognized by the PRISM, e.g., A, A-, B+, B-, etc. It cannot include characters such as A/B, A+, 90%, etc. Most instructors create their own grade schemes so they can define the exact grade cutoffs but the built-in schemes are also available for use. Instructors can create a separate grade scheme to apply only to the final grade. There is a document at https://cits.uwex.uwc.edu/training/desire2learn that explains how to create a letter grade, grade scheme for the purpose of grade export to SIS.
4. Note that it is acceptable to leave some final grades empty in D2L as long as those grades are later entered in PRISM.
5. Click the third import/export option: "Export to SIS." (Note that the "Export to SIS" option will not display if the Gradebook was never set up.)
6. You will see a "Grades Export was successful!"message when the grades are sent. If you see an html 500 error, wait a few minutes and try again.

Steps in PRISM:

1. Currently, grade files are uploaded to PRISM every 10 minutes, but that time might be adjusted. There is also a three minute delay after the grades arrive until they make it into PRISM course Gradebook. So, after grades are exported from D2L the instructor will have to wait no more than 10-15 minutes, and possibly less.
2. Logon to PRISM and navigate to the Record Grades section for the desired course.
3. If the grade file is there, you will see a yellow "Import D2L Grades" button.
4. Click on the "Import D2L Grades" button, and the grades appear in the PRISM grade table. Note that this process overwrites existing grades in the PRISM grade table so any grades already entered in the grade table will be replaced with whatever grade is being imported from D2L. This also means that instructors can import grades, return to D2L to make large-scale changes, and re-import the grades. It also means that an instructor can try it with just a few final grades and then come back and finish with all grades.
5. Check over the grades and make changes as you see fit. Look for any missing grades and any grades that came in with unusual characters.
6. If an "F" is assigned, it will need to be followed by a number between 0 and 16, representing the number of weeks that the student attended class.
7. Make corrections as needed.
8. Approve your grades in PRISM as you normally do.