

Topic: Importing Grades into ISRS from D2L Brightspace

Final grades can be imported from D2L Brightspace into the official grades record (ISRS) via the eServices Grade and LDA Entry tool. This functionality can save time and increase accuracy when posting final grades. Instructors with multiple sections of the same course merged into one site in D2L Brightspace can pull each section's grades out of the merged section automatically when pulling grades over into ISRS at the end of the semester.

Importing grades into ISRS from D2L Brightspace is a multistep process. Before you can pull grades from D2L Brightspace you must ensure you have the right gradebook settings in place, and **must convert all grades to letter grades**. The following four sections (i.e. I. Select Grade Scheme and Display Grade Scheme, II. Release Final or Adjusted Final Grades, III. Release Final Grades, and IV. Importing Grades to ISRS using the eServices Grade and LDA Entry) explain the process. To avoid errors it is **strongly recommended** that faculty follow these four steps in order.


- I. [Select & Display Grade Scheme in Final Grade Column](#)
- II. [Release Final or Adjusted Grades](#)
- III. [Release Final Grades](#)
- IV. [Importing Grades into ISRS using eServices Grade and LDA Entry](#)

I. Select & Display Grade Scheme in Final Grade Column

A **Grade Scheme** is a percentage scale and corresponding letter grade (e.g. 80% = B). A Grade Scheme must be set for the Final Grade in D2L Brightspace in order for the letter grade to transfer to ISRS.

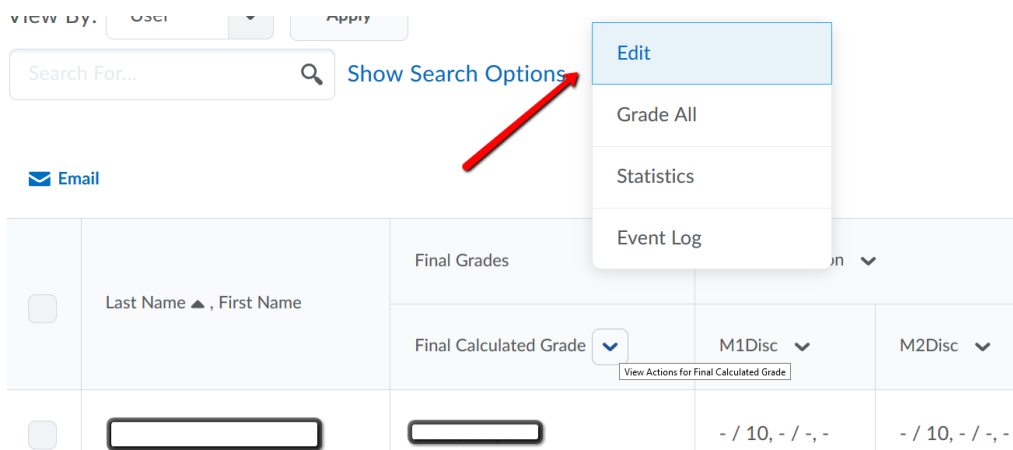
The default scheme is Percentage; however, percentages will not carry over to ISRS, only letter grades.

There are three commonly used Grade Schemes already available to you in D2L Brightspace, or you may [create your own scheme](#). The three standard schemes available are located on the following page.

Organization Schemes
Percentage 
01-Classic-90-80-70-60
02-Plus-Minus_94-90-88-84-80-78-74-etc
03-Plus-Minus_withA+_98-93-90-88-83-80-78-73-etc

To select a **Grade Scheme** for the Final Grade within the D2L Brightspace Grade tool:

1. Within the course select the **Assessments** tab and choose **Grades**.
2. Click the **Edit** option from the **Final Calculated Grade** or the **Final Adjusted Grade** drop-down menu.



3. Under **Grade Scheme**, from the menu, select your preferred Scheme.

To display the Grade Scheme Symbol (letter grade):

1. Under **Edit Calculated Final Grade**, if the menu is collapsed, click **Show Display Options**.
2. Under **Student View**, check the box to **Override the display options for this item**.

Student View

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

Show

Points grade

Weighted grade

Grade scheme symbol

Grade scheme color

3. Select to show **Grade scheme symbol** (you may also choose to display other items in addition to the symbol such as Points grade or Grade Scheme Symbol color).
4. Click the **Save and Close** button.

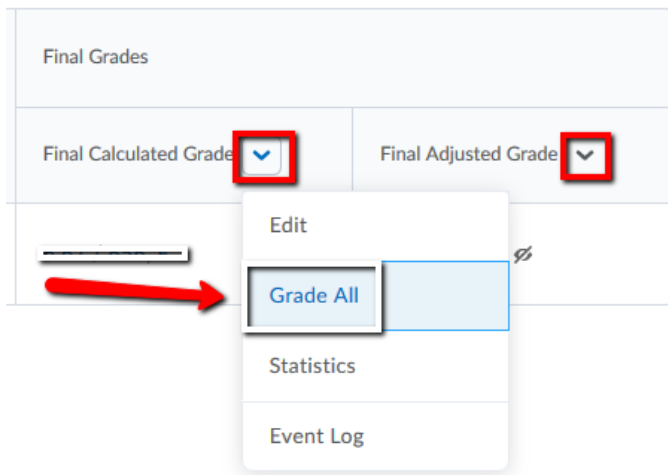
II. Release Final or Adjusted Grades

Final Grades must be released before they can be exported from D2L Brightspace into ISRS. In the following steps you will select whether you want to release the Calculated Final Grade or Adjusted Final Grades.

1. In the **Grades** tool select **Setting** (see top right).
2. Click the **Calculations Option** tab.
3. Under the **Final Grade Release** section, choose **Calculated Final Grade** or **Adjusted Final Grade**.
4. Click **Save**, then **Yes**.
5. Click the **Close** button.

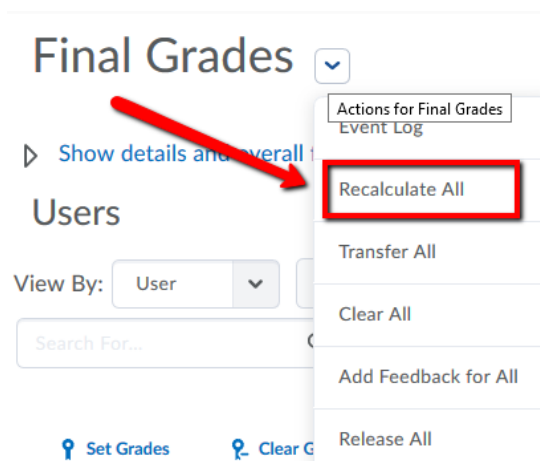
III. Release Final Grades

1. In the Grades tool go to **Enter Grades**.
2. Select **Grade All** from the **Final Calculated Grade** or **Final Adjusted Grade** drop-down menu (whichever option you chose in **II. Release Final or Adjusted Grades**).



3. If you have chosen to release the **Adjusted Final Grade**, and have not yet done so, you must first **Recalculate the Final Grade** to transfer the grade from the Calculated Grade column to the Adjusted Grade column.

a. From the Final Grades drop down menu, select **Recalculate All**.



b. Check the top box to select all, or make individual selections of what items to include in the final grade.

c. Click the **Calculate** button.

d. Click **Yes**.

e. Make any necessary grade adjustments.

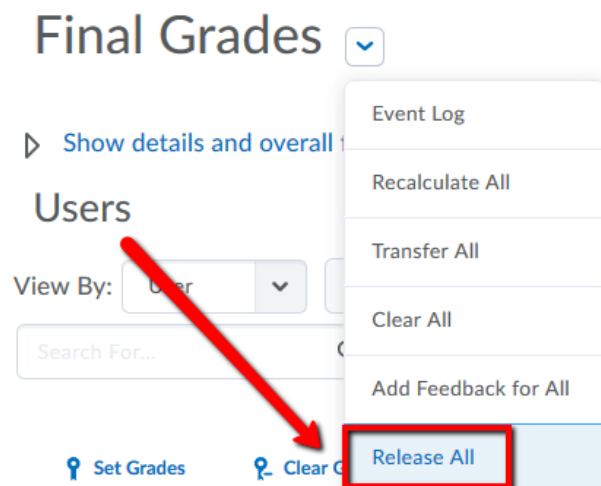
f. Click **Save**.

4. Choose the check mark by the Grade icon, above the list of student names, to select all students.

5. Next, click **Release/Unrelease**.

Note: Larger sections might have two pages listed and you should make sure the entire class list appears and is selected (or repeat the process on each page).

Alternative to Steps 3 & 4: Click the drop down menu to the right of **Final Grades** at the top of the page, and select **Release All.**)



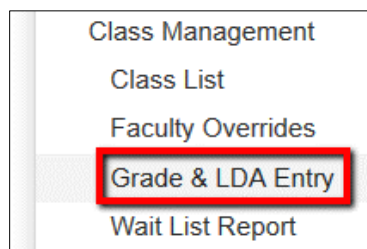
6. Click **Yes** in the confirmation window.
7. Click the **Save and Close** button.

Note: Any students who should have other entries in ISRS (e.g. I, IP, AU, or W) will need to be entered manually and some will require an LDA (Last Date Attended) as well. These can be entered after the import from D2L process has been completed.

IV. Importing Grades into ISRS using eServices Grade and LDA Entry

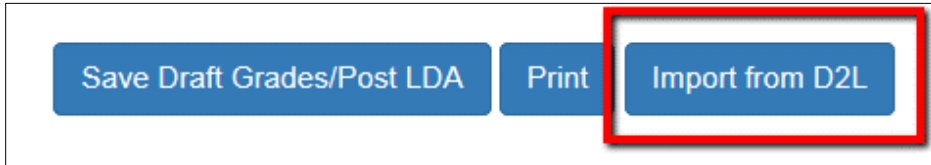
The final step of import is to log into ISRS using the eServices **Grade and LDA Entry** pages.

1. Go to the [eServices](#) page.
2. Click [Employee Login].
3. Login using your StarID and password.
4. Click **Faculty** in the upper left portion of the window to open the menu.
5. Click Grade & LDA Entry for final grade entry.



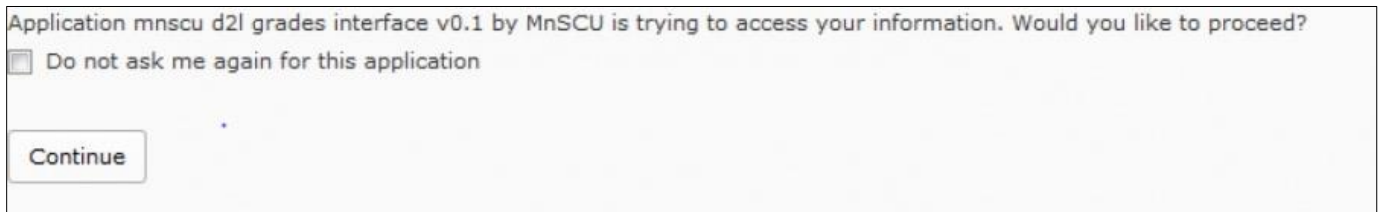
A list of your classes for the current semester should appear on the Course List and Grade Entry window.

6. Click **Enter Grades** for the course that you wish to use to import grades from D2L Brightspace.
7. Select **Import from D2L** at the bottom of the Class Roster.



After selecting the **Import from D2L** button you will be prompted to login to D2L Brightspace (if you are currently not) and allow the system to pull this data over to Grade and LDA Entry.

8. Click **Continue**.

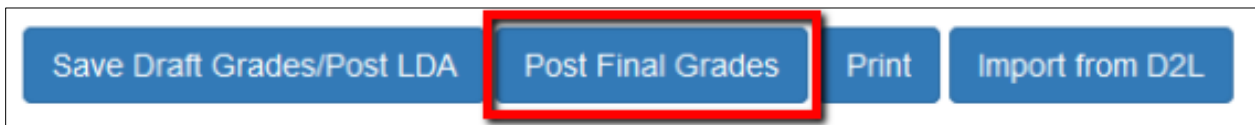


Successful imports will show **“Imported”** under the Grade Status column and a letter grade will appear in the Grade column.



NOTE: If any errors occurred during the import process they will appear in the Errors/Warnings column and at the top of the page and can be viewed by clicking on the Details button. **NOTE:** *If you do have errors and click the Details button you will want to **print** this page so you have a record.*

9. After grades have been entered, click the **Post Final Grades** button and authenticate with your StarID to complete the process.



For More Information

Additional Help Documentation

- The Minnesota State **ISRS team** has documentation for using the eServices [ISRS Faculty Application](#).
- [Additional FAQ documentation](#) is available online through Minnesota State support.

Questions?

If you have **non-D2L** Brightspace related questions **related to final grade entry**, please contact the Registrar's Office via [email](mailto:registrar@mnstate.edu) (registrar@mnstate.edu) or by phone (218.477.2565).

If you have questions about formatting your D2L Brightspace gradebook, please contact the Office of Online Learning via [email](mailto:support@mnstate.edu) (support@mnstate.edu) or by phone at 218.477.2603, option 3.