D2L Gradebook

As you start grading assignments and need to use the gradebook tool in D2L, here are some tutorials that can come in handy:

1. Create a grade item in D2L.
2. Link course activities to your gradebook by associating activities with grade items.
3. Group related grade items by creating categories in your gradebook.
4. Enter a grade in D2L.
5. Share with learners how they did in your course by releasing their final grades from your gradebook.

Remember: We highly recommend that you use the gradebook tool in D2L for grades in an online course. This measure will help you protect student information.

Faculty should avoid emailing grades to students using their AU email, which is not a FERPA-compliant tool. Doing so can pose a privacy threat. However, they can use the D2L email system to send out grades as long as they email one student at a time.

Alternatively, a one-on-one Teams or WebEx meeting is a fully FERPA compliant way to talk to a single student about a grade or exam. If necessary, a phone call can be used but the faculty member must verify the identity of the person on the phone before sharing or discussing FERPA-sensitive information. If a student is not able to confirm their identity, you should not relay FERPA-sensitive information.