

## Forcing Grades from a Quiz into the Grade Book

Follow the instructions below if students' grades for a Quiz in D2L Brightspace are not showing in Grades, even though all the settings are correct.

Before you begin, please check the following 3 items on the **Properties** tab of the Quiz.

1. Is there a **Grade Item** associated with the quiz?
2. Is **Allow automatic export to grades** checked?
3. Is **allow attempt to be set as graded immediately upon completion** checked?

If the answer to all 3 questions is **yes**, then continue with these instructions.

1. From the *Course Home* page, select **Quizzes** from the top menu.
2. Click the **down arrow** next to the quiz in question.
3. Select **Grade** from the dropdown menu that appears.

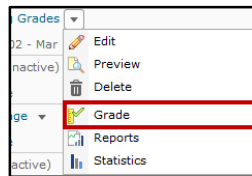
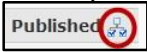



Figure 1 - Select Grade

4. The grading screen should appear, listing all completed attempts. If needed, choose to see a higher number of students per page, so that all attempts are visible on one screen.  per page
5. De-select all the checkboxes in the *Published* column by clicking the checkmark icon at the far right of the header row, next to the word *Published*. 
6. Scroll down and click the **Save** button.
7. Re-select all the checkboxes in the *Published* column by clicking the checkmark icon at the far right of the header row, next to the word *Published*. 
8. Scroll down and click the **Save and Close** button.
9. Go to **Grades** to verify that the quiz grades have appeared.

### What causes this issue?

We usually see this problem when **Allow automatic export to grades** is not checked at the time that students take the quiz. Sometimes in D2L Brightspace, grades will not auto-export if the box is checked after the fact.