**Overview:** The D2L Gradebook Tool makes grading convenient and organized. Your students can always view their most recent grade, and you can even associate your Gradebook with other D2L tools such as Dropbox, Discussions, and more.

**Objectives:** Upon reading this reference guide you should be able to...

- Complete the Setup Wizard
- Create a Grade Book Category
- Create a Grade Item

Complete the Setup Wizard:

1. From your course home page in D2L, select "Assessments" from the NAV bar. Then choose the "Grades" option.
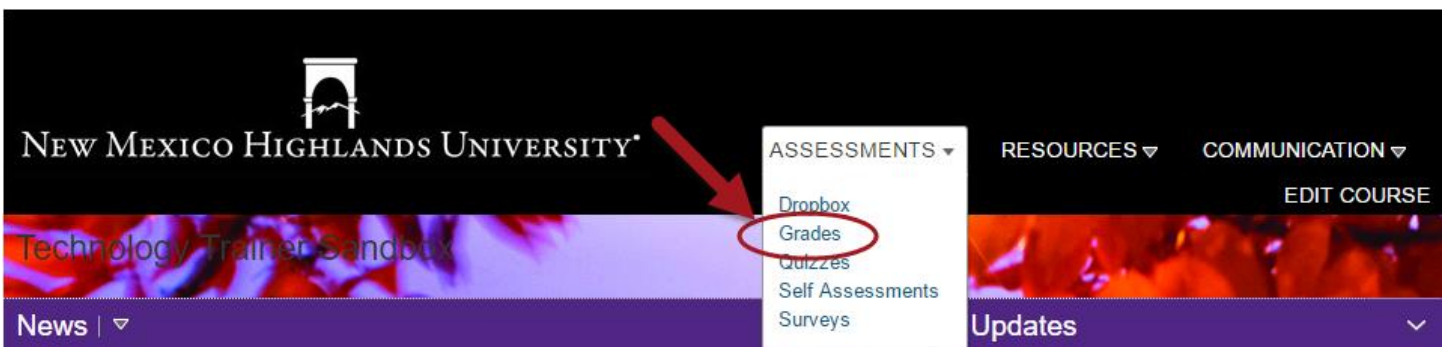
2. Notice the four tabs at the top of the page. These tabs include Enter Grades, Manage Grades, Schemes, and Setup Wizard. Click on "Setup Wizard".
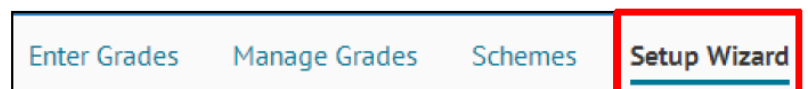
3. You will notice a summary of the list of items you are about to choose settings for, click "Start" at the bottom of the page to get started with the Setup Wizard.

4. **Step 1: Choose a Grading System:** Select the radio button next to the type of grading system you would like to use, and click "continue".

The grading system determines how the grade items in your grade book contribute to users' final grades.

- Grade items can count as a percentage of a final grade worth 100% (**This is a Weighted Gradebook)**
- Grade items can be worth a certain amount of points that are totaled for a final grade. (**This Is a Points Gradebook)**
- You can define a custom formula for how grade items contribute to a final grade.

This training will cover the **Points** system.

Step 1: Choose Grading System

Grading System
- Weighted ⊘

    Example:
    Assignments Category (20% of final grade)
    - Assignment 1 Item (50% of Assignments)
    - Assignment 2 Item (50% of Assignments)
    Final Exam Item (80% of final grade)

    Final Grade: /100%

- Points ⊘

    Example:
    Assignments Category (40 points)
    - Assignment 1 Item (20 points)
    - Assignment 2 Item (20 points)
    Final Exam Item (200 points)

    Final Grade: /240 points

- Formula ⊘

    Final grade is determined by a custom defined formula Grade items and categories use the Points system

[Continue]   [Cancel]

5. **Step 2: Final Grade Released**: Choose how you would you like the final grade for your students to be released, and click "Continue".

Calculated Final Grade: The grade that will automatically be released to students is the grade that is calculated by D2L, based on the type of Gradebook you have chosen. (Either points or weighted.)

Adjusted Final Grade: The grade that will automatically be released to students is a grade that you have had a chance to review and adjust if necessary. (**Recommended)**

Step 2: Final Grade Released

Release
- Calculated Final Grade

    The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

- Adjusted Final Grade

    Allows you to modify or adjust users' grades before releasing them.

[Continue]   [Go Back]   [Cancel]

6. **Step 3: Grade Calculations**: Select how you would like the D2L Gradebook to handle ungraded items using the radio buttons, and click "Continue". Checking the Auto Update box will tell D2L to automatically update your student's grades, as you enter their scores.

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

○ Drop ungraded items ⑦

○ Treat ungraded items as 0 ⑦

Auto Update

☑ Automatically keep final grade updated ⑦

[Continue]   [Go Back]   [Cancel]

Drop Ungraded Items: If a student has not turned in an assignment and there is no grade present in the Gradebook, D2L will automatically drop this assignment from the student's final score – and it will **NOT** count against them. **If you choose this option, you MUST manually enter 0 for any assignments that have not been turned in.**

Treat Ungraded Items as 0: If a student has not turned in an assignment, D2L will automatically assume an ungraded item is a 0. **If you choose this option, all assignments which have not yet been graded (even future assignments that have not been assigned yet) will appear as a 0 (or an F) until you enter scores.**

7. **Step 4: Choose Default Grade Scheme:** Choose the grade scheme that you would like to automatically apply to each grade item you create, and click "Continue".

Step 4 of 7

Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ⓘ	◉	

[Continue] [Go Back] [Cancel]

8. **Step 5: Managing View Display Options:** Enter the number of decimal places in your student's grade percentage you wish to display to your students, and click "Continue".

Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display [2] ←

[Continue] [Go Back] [Cancel]

9. **Step 6: Student View Display Options:** Choose the display options you'd like your students to see, and click "Continue".

Points Grade: Checking this box will display the number of points received out of the number of points possible.

Grade Scheme Symbol: Checking this box will display the letter grade.

Grade Scheme Color: Checking this box will display a color that matches the letter grade. This is beneficial for organization. Typically warm colors (such as red) apply to lower grades (like an F) while cooler colors (such as blue) apply to a higher grade (like an A).

Decimals Displayed: The number of decimal places in your student's grade.

Characters Displayed: The number of characters of your grade item name that is displayed.

Final Grade Calculation: Checking this box will display how students' final grades were calculated.

Step 6: Student View Display Options

Grade Details
☑ Points grade ⓘ
☑ Grade scheme symbol ⓘ
☑ Grade scheme color ⓘ

Decimals Displayed *
Number of decimal places to display [2] ←

Characters Displayed *
Number of characters to display for Text items [15] ←

Final Grade Calculation
☐ Display final grade calculation to users ⓘ ←

[Continue] [Go Back] [Cancel]

10. **Step 7: Grades Setup Summary**: Step 7 displays a summary of all options you have chosen when using the Setup Wizard. If you are satisfied with the options you have selected you can click "Finish", otherwise choose "Go Back" and make any desired changes.

Step 7: Grades Setup Summary

Grading System
Points

Final Grade To Release
Release the Adjusted Final Grade

Grade Calculations
Drop ungraded items
Automatically keep final grades updated

Default Grade Scheme
Percentage

Managing View Display Options
Display 2 decimal places for grade item values

Student View Display Options
Display points grade values
Display grade scheme symbols
Display grade scheme colors
Display 2 decimal places for grade item values
Display 15 characters for Text type grade item values
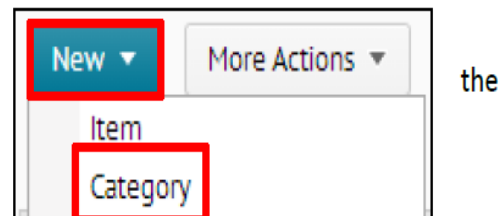Do not display the final grade calculation to users

Finish　Go Back　Cancel

Create a Grade Book Category:

1. Recall the four tabs at the top of the screen under the "Grades" tool. Click the "Manage Grades" tab.

| Enter Grades | **Manage Grades** | Schemes | Setup Wizard |
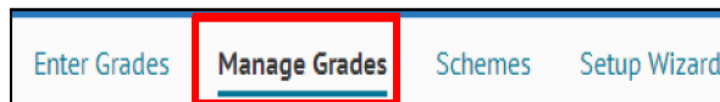
2. Click the "New" button at the top of the screen, and choose "Category" from the dropdown menu.

New ▼   More Actions ▼

Item

Category

New Category

Properties   Restrictions

General

Name *

Short Name

❓

> Show Description

3. Enter a **Name** for your grade book category such as, Homework, Quizzes, etc.

Grading

Can Exceed

☐ ❓

You can allow students to receive more than the points possible (extra credit points) by checking this box.

Exclude from Final Grade Calculation

☐ ❓

Distribution

☐ Distribute points across all items ❓

4. Enter the amount of points for the items in this category

[10]   Points per item ❓

[0]   Number of highest non-bonus items to drop for each user ❓
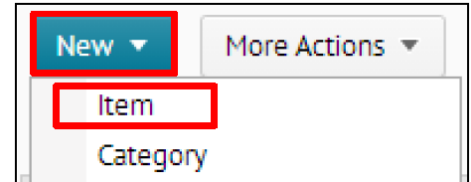
You can allow students to drop the lowest scored items in the category.

[0]   Number of lowest non-bonus items to drop for each user ❓

Display Options

> Show Display Options

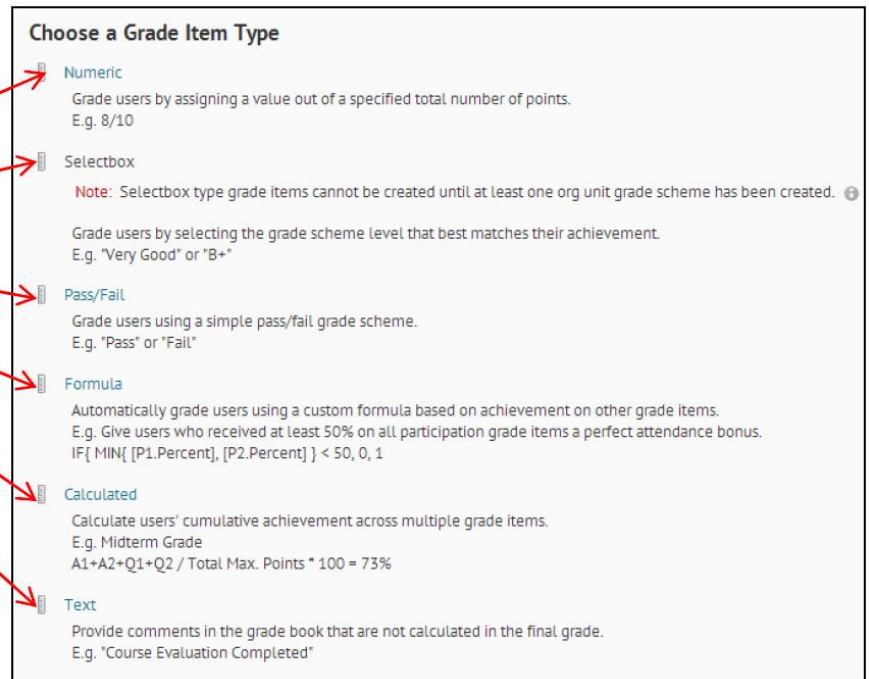**Save and Close**   Save and New   Save   Cancel

5. Click "Save and Close".

Create a Grade Item:

1. Click the "New" button on the Manage Grades page, and select "Item" from the dropdown menu.

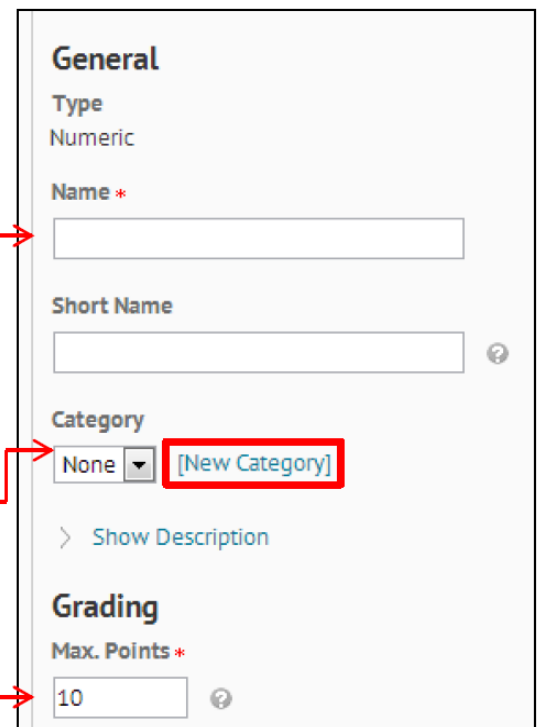| New ▼	More Actions ▼
Item	
Category	

2. Choose a **Grade Item Type**.

Choose a Grade Item Type

Numeric
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10

Selectbox
Note: Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"

Pass/Fail
Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"

Formula
Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

Calculated
Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
A1+A2+Q1+Q2 / Total Max. Points * 100 = 73%

Text
Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

3. Enter a **Name** for your Grade Item

4. Select a **Category** for your grade item, or create a new one.

5. Enter the maximum amount of points allowed for the grade item.

General

Type
Numeric

Name *

Short Name

Category
None ▼ [New Category]

> Show Description

Grading

Max. Points *
10

6. Next, select any options you might want to apply to your grade item.

Can Exceed: Checking this box will allow you to assign a score that exceeds the total number of points possible.

Bonus: Checking this box will designate this assignment as a "Bonus" or "Extra Credit" assignment. Students will not be penalized

Exclude from Final Grade Calculation: Checking this box will allow you to exclude this assignment grade from the final grade calculation.

7. You may choose to grade this assignment according to a different grade scheme than the other assignments in your course. If you choose to do so, you can change the grade scheme that should be used to grade this assignment by choosing the grade scheme you'd like from the dropdown menu.
8. If you have already created a rubric using the D2L Rubrics Tool, you can attach it by clicking the "Add Rubric" button.
9. When you are finished, click "save and close".