



# **FACULTY QUICK START GUIDE**

Developed by eLearning

## **In this Guide:**

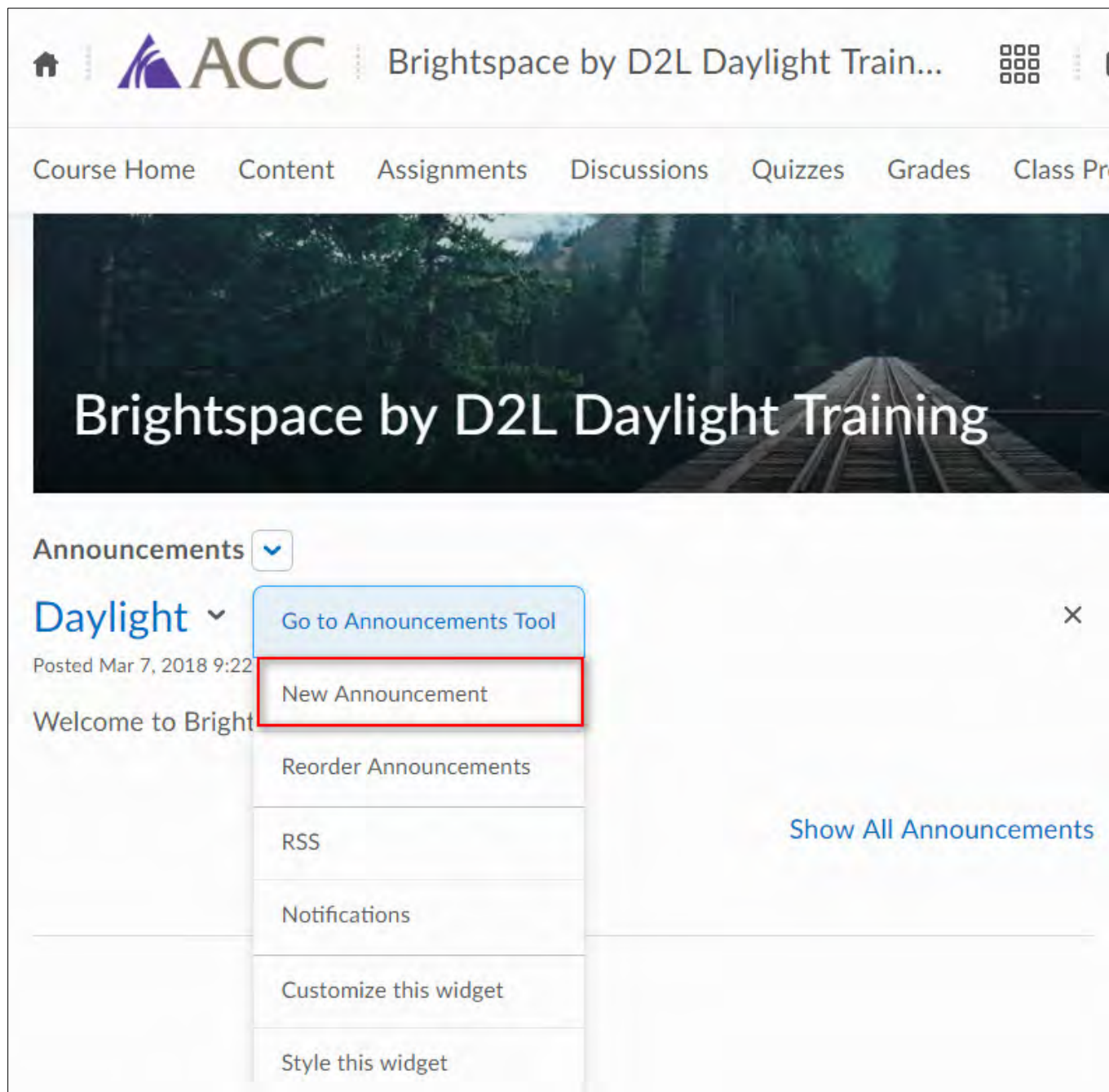
We have included the minimum requirements to setup your D2L shell for your face-to-face courses. These include the following:

- 1. Creating a News Posting/Announcement**
- 2. Adding Instructor Contact Information in the 'Welcome' Widget**
- 3. Uploading the Course Syllabus**
- 4. Uploading the Course Schedule**
- 5. Setting up the Grade Book**

There are other optional tools that you can use in D2L. These include Discussions, Dropbox Assignments, Quizzes and many more. Training on how to use each tool is available in the eLearning department by appointment. We have included our contact information at the end of this document if you need to schedule an appointment for special training.

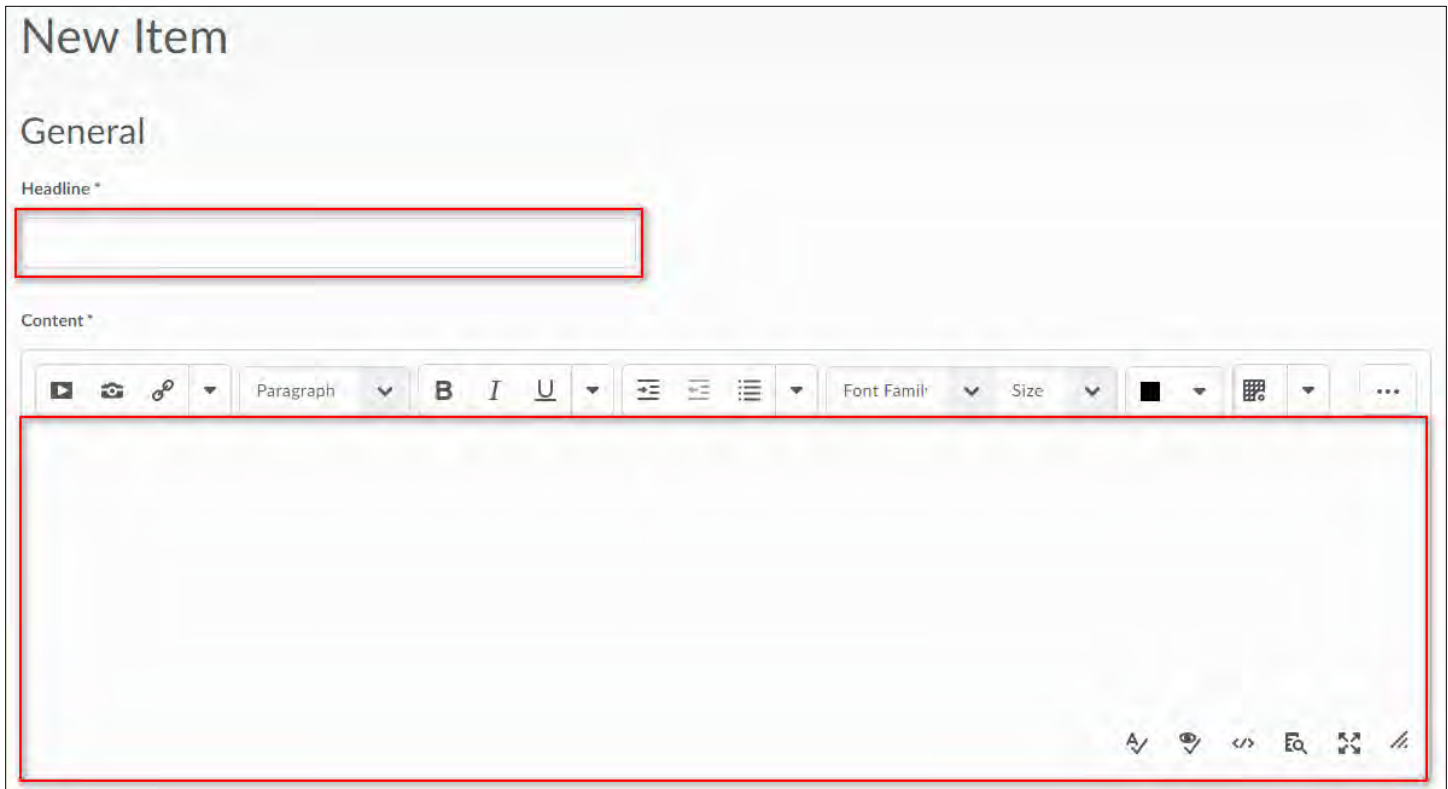
## Creating an Announcements Posting

**Step 1:** On the **Course Homepage**, select the dropdown menu on the **Announcements** widget. Select **New Announcement**.



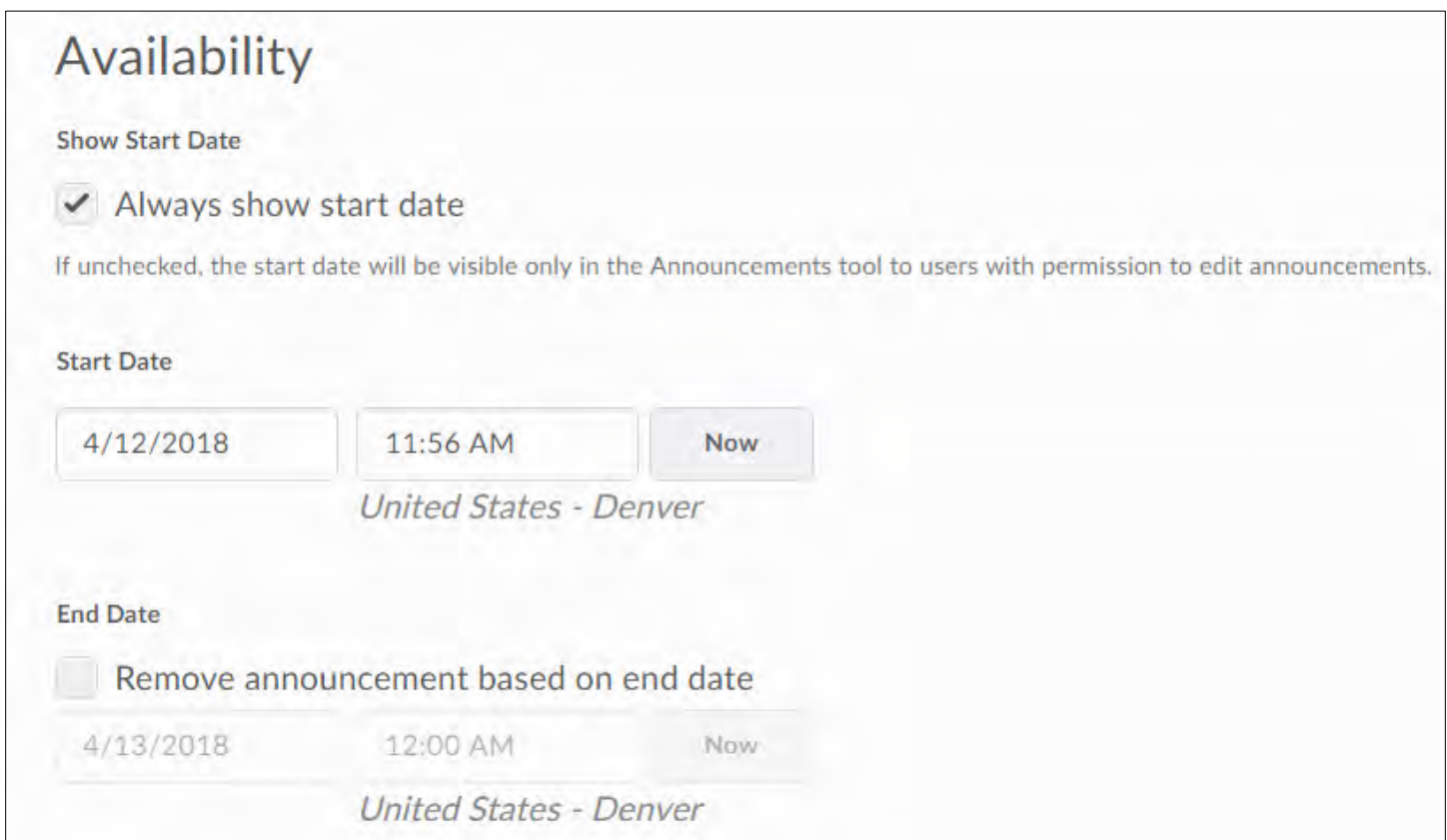
The screenshot displays the Brightspace by D2L Course Homepage. At the top, the ACC logo is visible next to the text "Brightspace by D2L Daylight Train...". Below the header, a navigation bar includes links for "Course Home", "Content", "Assignments", "Discussions", "Quizzes", "Grades", and "Class Pr...". A large banner image shows a train track receding into a forest, with the text "Brightspace by D2L Daylight Training" overlaid. Below the banner, the "Announcements" widget is shown with a dropdown arrow. The dropdown menu is open, displaying several options: "Go to Announcements Tool", "New Announcement" (highlighted with a red border), "Reorder Announcements", "RSS", "Notifications", "Customize this widget", and "Style this widget". To the right of the dropdown, there is a "Show All Announcements" link and a close button (X).

**Step 2:** A **New Item** window appears where you can type in a **Headline** and **Content** for your welcome announcement.



The screenshot shows a 'New Item' window with a 'General' tab. It features a 'Headline' field (a single-line text box) and a 'Content' field (a large multi-line text area). Above the 'Content' field is a rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, size, background color, and a grid. The 'Content' field is currently empty.

**Step 3:** If you scroll down the page, you also have **Availability** restrictions where you can set **Start Dates** and **End Dates** for when you want the news item to appear and disappear.



The screenshot shows the 'Availability' section. It includes a 'Show Start Date' checkbox labeled 'Always show start date', which is checked. Below this is a note: 'If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.' The 'Start Date' section has three input fields: '4/12/2018', '11:56 AM', and 'Now'. Below these is the text 'United States - Denver'. The 'End Date' section has a checkbox labeled 'Remove announcement based on end date', which is unchecked. Below this are three input fields: '4/13/2018', '12:00 AM', and 'Now'. Below these is the text 'United States - Denver'.

**Step 4:** When you scroll down further, under **Attachments** you can add a file or record audio to add to that announcement item if you need to.

## Attachments

Add a File
Record Audio

**Step 5:** You may also add Release Conditions if necessary. After you have completed setting up your announcement item, select Publish to save your work and publish it to the homepage. If you want to edit later, you can select the Save as Draft option.

## Additional Release Conditions

Attach Existing
Create and Attach
Remove All Conditions

There are no conditions attached to this item.

Publish
Save as Draft
Cancel

**Step 6:** The **Announcements** window will show up where you can see all your current and past news items. To go back to the course homepage, select the **Course Home** link located on the navigation bar.

Course Home
Content
Assignments
Discussions
Quizzes
Grades
Class Progress
Classlist
Course Admin
More

## Announcements

New Item
More Actions

Search For...
Show Search Options

Delete

	Title	Start Date	End Date	Status
	Daylight	Mar 7, 2018 9:22 AM	-	Published
Welcome to Brightspace Daylight training.				
	Home Stretch	Nov 29, 2017 7:14 AM	Mar 9, 2018 10:51 AM	Expired
Hi Everyone!				
What a great class we have! We're in the home stretch and you can be proud. You've done a great job!				

## Adding Instructor Contact Information in the 'Welcome' Widget

**Step 1:** Select the drop-down menu for **Welcome** and select **Edit this widget**.

**Step 2:** The screen changes to the **Edit Widget** page. Select the **Content** tab.

**Step 3:** In the Widget Content box, type in your name, e-mail address and phone number. If appropriate, enter your office location and hours.

**Step 4:** Select **Save and Close** to save your changes.

## Widget Content

Contents

Paragraph

B

I

U

Font Family

Size

...

Instructor Name: eLearning Department

E-mail: elearning@arapahoe.edu

Phone: 303-797-5080

Office Hours: Monday through Friday, 8 a.m. to 5 p.m. in M1710

Helpful Links

Rendering

☐ Render in IFrame

Style

Customize Widget Style

Save and Close

Save

Cancel

## Uploading the Syllabus and Schedule into your D2L Class

Best practice is to first load your files into your **Manage Files** area. The reason for this is so that your files can be easily found and managed. Loading files into Manage Files is simple.

**Step 1:** Select **Course Admin**

ACC

Brightspace by D2L Daylight Train...

ACC Designer II

Course Home

Content

Assignments

Discussions

Quizzes

Grades

Class Progress

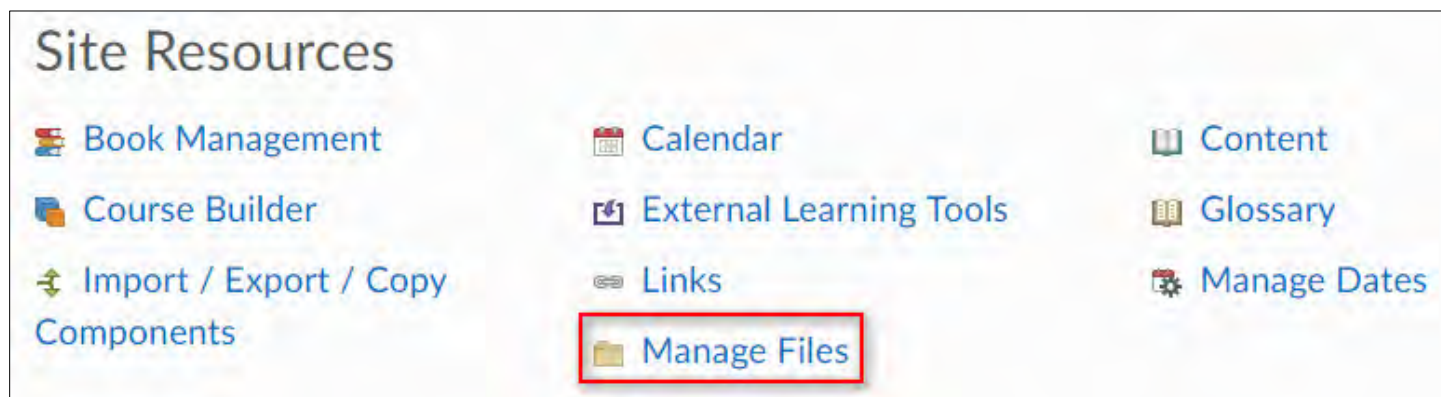
Classlist

Course Admin

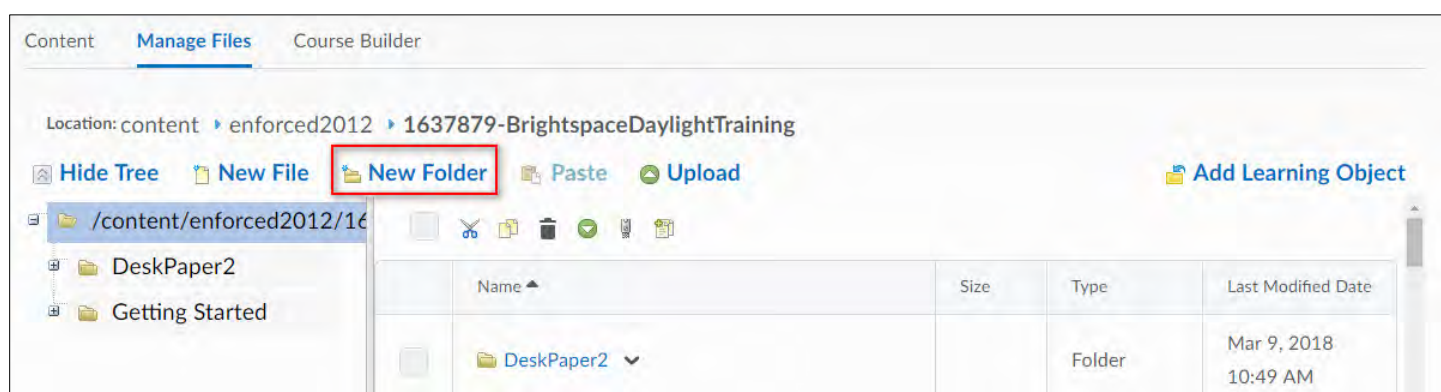
More



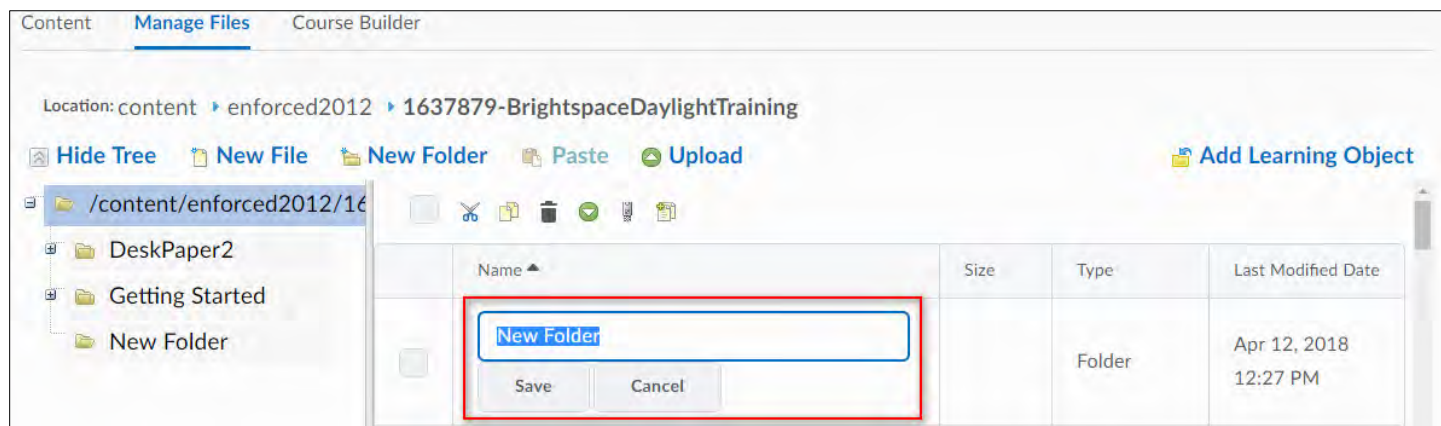
**Step 2:** Under Site Resources, select **Manage Files**.



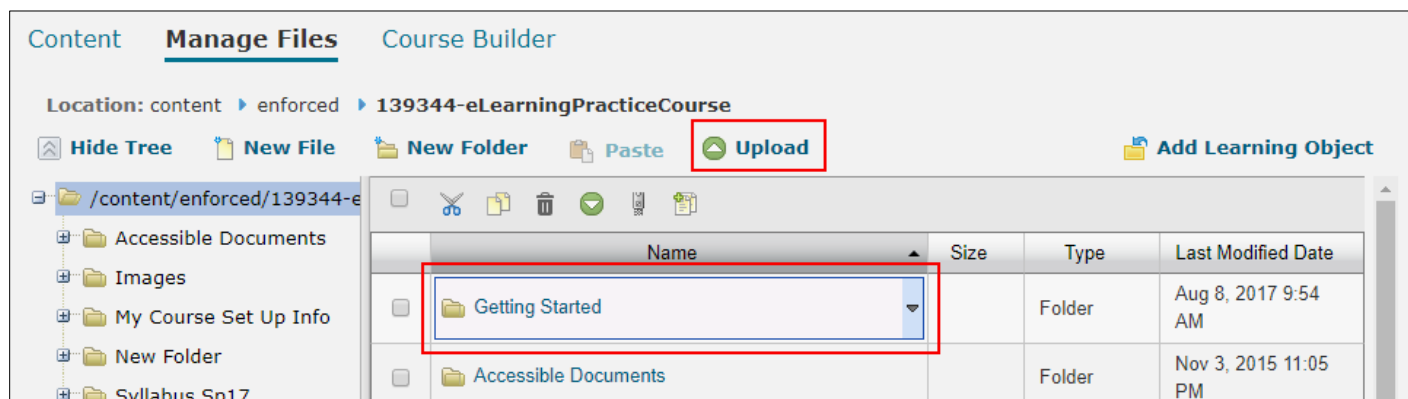
**Step 3:** On the Manage Files page, select **New Folder** to add a new folder.



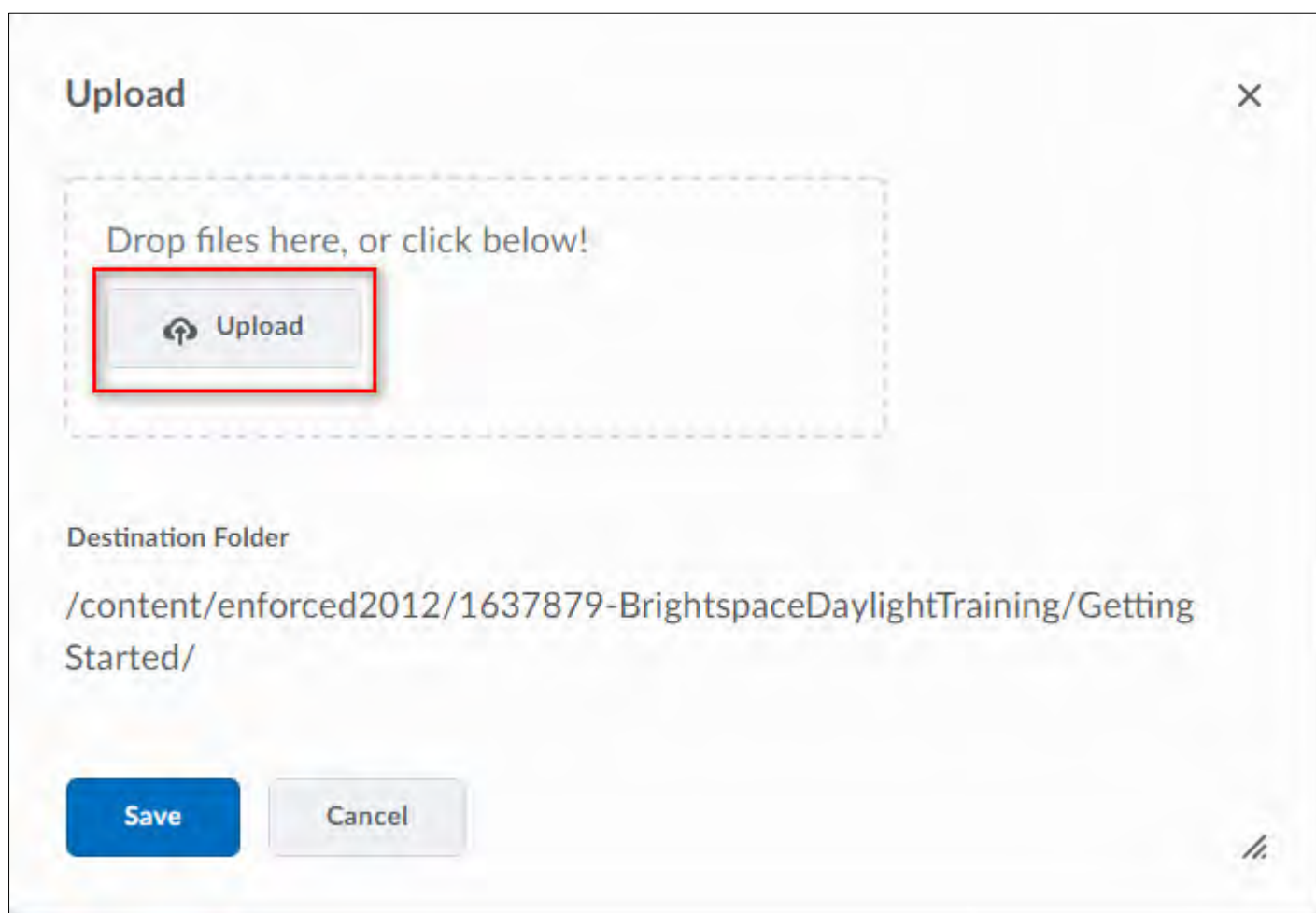
**Step 4:** Type in the name for your new folder and select **Save**.



**Step 5:** Select the folder to which you want to upload a file and select **Upload**.

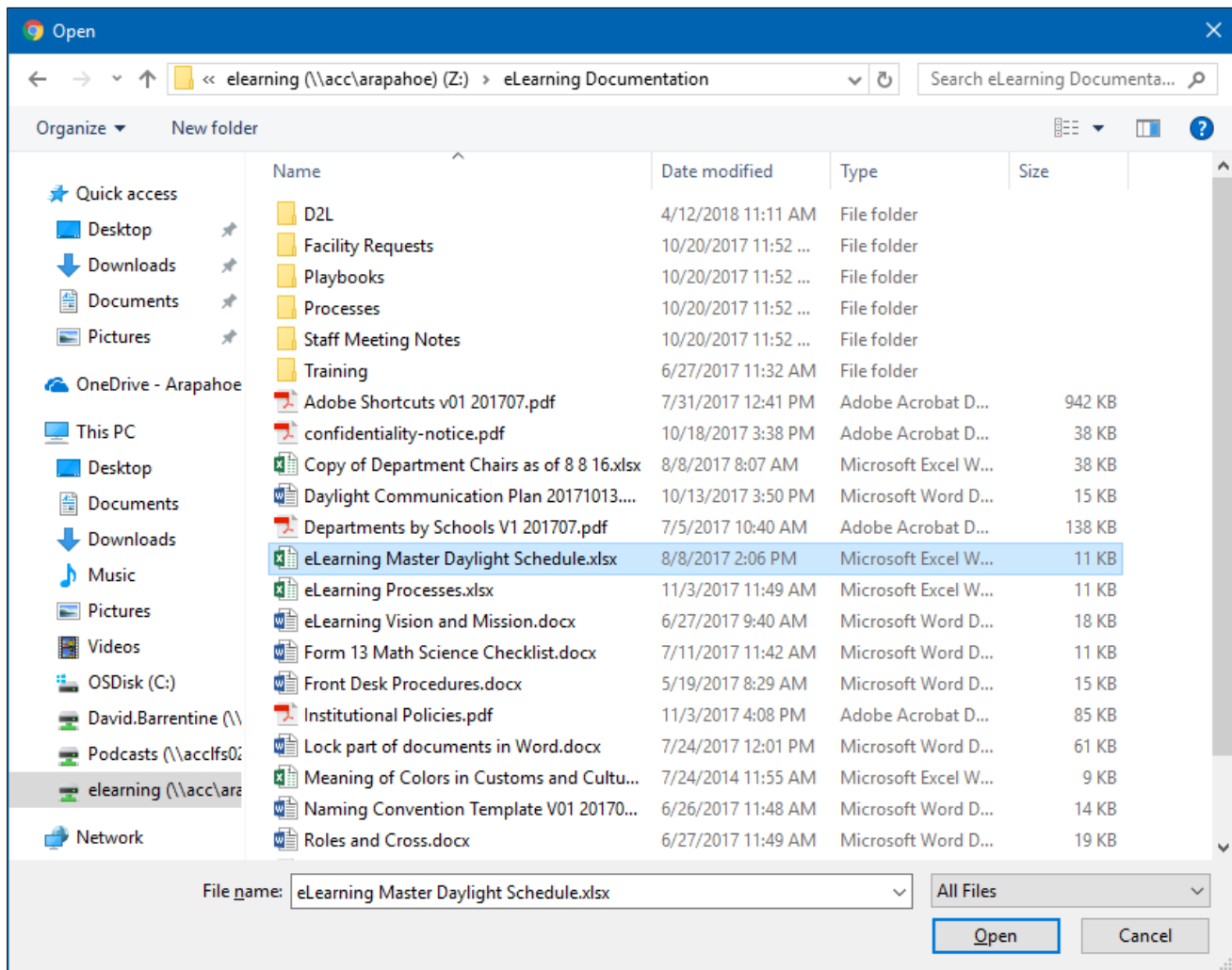


**Step 6:** Select the **Upload** button in the Upload screen.

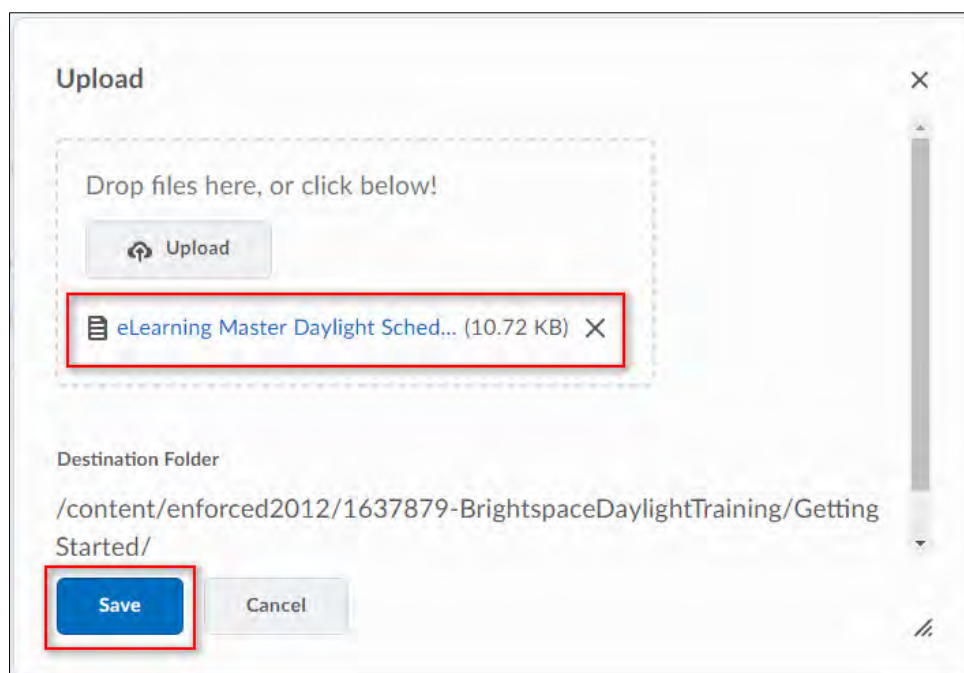




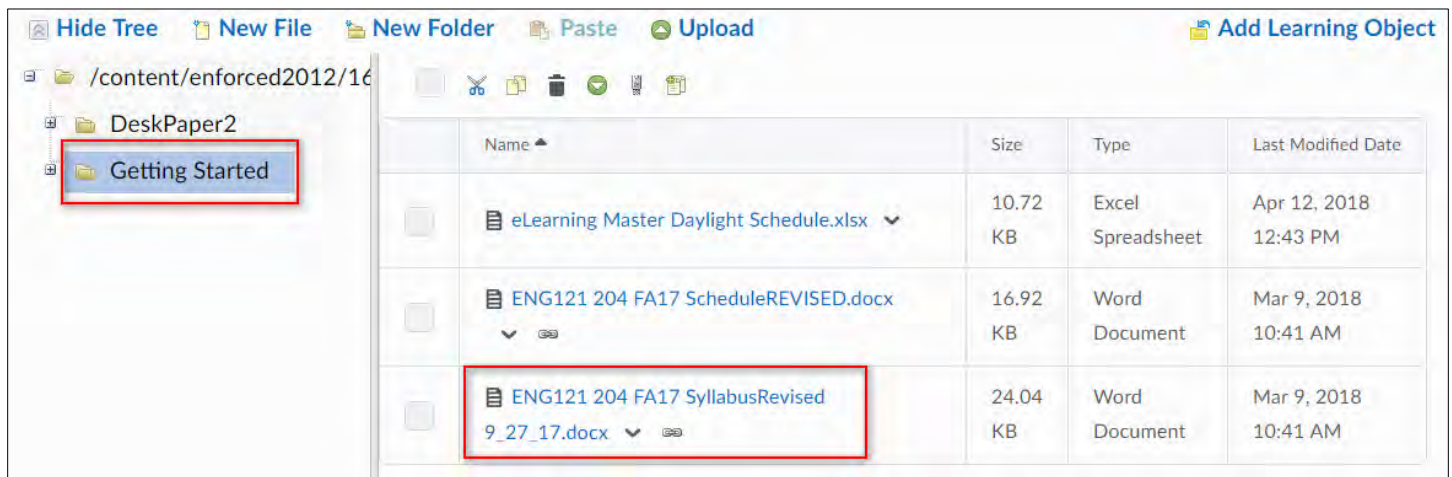
**Step 7:** This will open the browse window from which you can add content by selecting the file(s) then selecting **Open**.



**Step 8:** Once the files appear in the upload area, select **Save** to load them to the destination folder.



The file(s) now appears in the destination folder.



Hide Tree New File New Folder Paste Upload Add Learning Object

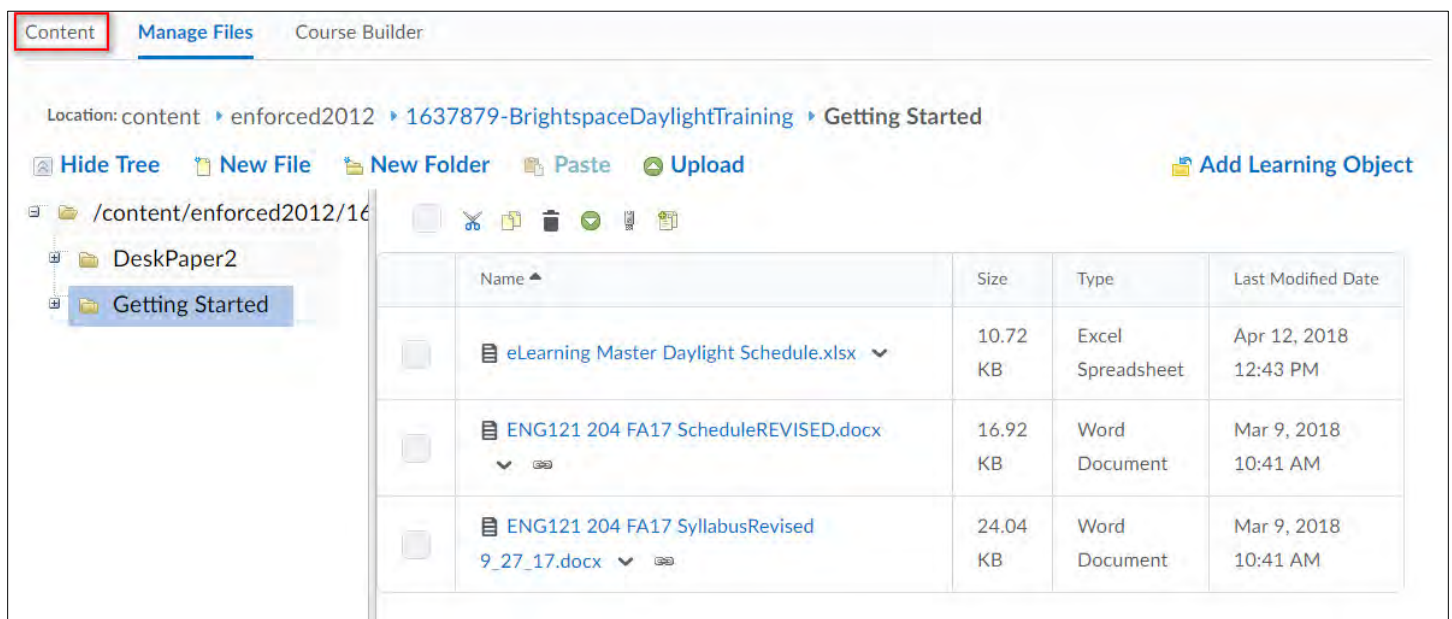
/content/enforced2012/16

DeskPaper2

Getting Started

Name	Size	Type	Last Modified Date
eLearning Master Daylight Schedule.xlsx	10.72 KB	Excel Spreadsheet	Apr 12, 2018 12:43 PM
ENG121 204 FA17 ScheduleREVISED.docx	16.92 KB	Word Document	Mar 9, 2018 10:41 AM
ENG121 204 FA17 SyllabusRevised 9_27_17.docx	24.04 KB	Word Document	Mar 9, 2018 10:41 AM

**Step 9:** Click on the **Content** tab.



Content Manage Files Course Builder

Location: content > enforced2012 > 1637879-BrightspaceDaylightTraining > Getting Started

Hide Tree New File New Folder Paste Upload Add Learning Object

/content/enforced2012/16

DeskPaper2

Getting Started

Name	Size	Type	Last Modified Date
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**Step 10:** In this case, we will select the **Getting Started** module link. If you do not have a module, you can create one by typing a name for the module in the **Add a Module** field (under the Table of Contents menu on the left pane) followed by the Enter key.

The screenshot shows the course management interface. On the left, the 'Table of Contents' menu is visible with 'Getting Started' highlighted. The main content area displays the 'Getting Started' module details, including 'Course Learning Outcomes' and a list of 'Student Learning Outcomes' with checkboxes for each.

**Table of Contents (Left Pane):**

- Overview
- Bookmarks
- Upcoming Events
- Table of Contents (413)
- Getting Started (3)
- UNIT ONE (17)
- UNIT TWO (9)
- UNIT THREE (19)
- UNIT FOUR (11)
- Little Seagull Handbook (237)
- Video Resources (117)
- Add a module...

**Getting Started Module Details (Main Content):**

**Course Learning Outcomes**

1. Exhibit an understanding of audience, purpose, genre, context, and formatting that is responsive to the situation.
2. Plan, write, revise and review multi-paragraph compositions that stress analytical, evaluative, exploratory, and persuasive/argumentative writing within various rhetorical situations.
3. Apply conventions of composition including organization, presentation, and stylistic choices.
4. Employ critical and evaluative reading skills in order to synthesize evidence and/or sources in support of a claim, using an appropriate documentation system.
5. Apply genre conventions including structure, paragraphing, tone, mechanics, grammar, syntax, and style.

**Student Learning Outcomes**

- Student Learning Outcomes (Web Page) ✓
- ENG121 204 FA17 SyllabusRevised 9\_27\_17 (Word Document) ✓
- ENG121 204 FA17 ScheduleREVISED (Word Document) ✓

**Step 11:** You can now select the dropdown menu under **New** and select **Add from Manage Files**.

The screenshot shows the course management interface with the 'New' dropdown menu open. The 'Add from Manage Files' option is highlighted. The background shows the 'Getting Started' module details, including the 'Course Learning Outcomes' and 'Student Learning Outcomes'.

**Table of Contents (Left Pane):**

- Table of Contents (413)
- Getting Started (3)
- UNIT ONE (17)
- UNIT TWO (9)
- UNIT THREE (19)
- UNIT FOUR (11)
- Little Seagull Handbook (237)
- Video Resources (117)

**New Dropdown Menu (Main Content):**

- Upload Files
- Video or Audio
- Create a File
- Create a Link
- Add from Manage Files
- Add Object from LOR
- New Checklist



**Step 12:** A new window will pop up allowing you to select and add files from the Manage Files area. Select the boxes next to the files that you would like to add and then select **Add** located on the lower left corner of the window.

**Add a File** [X]

Submit From: Getting Started [v] [Icons]

More

<input type="checkbox"/>	File Name ▲	Size
<input checked="" type="checkbox"/>	<a href="#">eLearning Master Daylight Schedule.xlsx</a>	10.72 KB
<input type="checkbox"/>	<a href="#">ENG121 204 FA17 ScheduleREVISED.docx</a>	16.92 KB
<input type="checkbox"/>	<a href="#">ENG121 204 FA17 SyllabusRevised 9_27_17.docx</a>	24.04 KB

Files of Type: All Files [v] [Go] [?]

[Add] [Back] [Cancel]

The file(s) will now appear in the Table of Contents area under the **Getting Started** module.

Search Topics [magnifying glass]

**Getting Started** [v] [Print] [Settings]

Add dates and restrictions... Published [v]

**Course Learning Outcomes**

1. Exhibit an understanding of audience, purpose, genre, context, and formatting that is responsive to the situation.
2. Plan, write, revise and review multi-paragraph compositions that stress analytical, evaluative, exploratory, and persuasive/argumentative writing within various rhetorical situations.
3. Apply conventions of composition including organization, presentation, and stylistic choices.
4. Employ critical and evaluative reading skills in order to synthesize evidence and/or sources in support of a claim, using an appropriate documentation system.
5. Apply genre conventions including structure, paragraphing, tone, mechanics, grammar, syntax, and style.

[New v] [Add Existing Activities v] [Bulk Edit]

**Table of Contents**

- Getting Started 4
- UNIT ONE 17
- UNIT TWO 9
- UNIT THREE 19
- UNIT FOUR 11
- Little Seagull Handbook 237

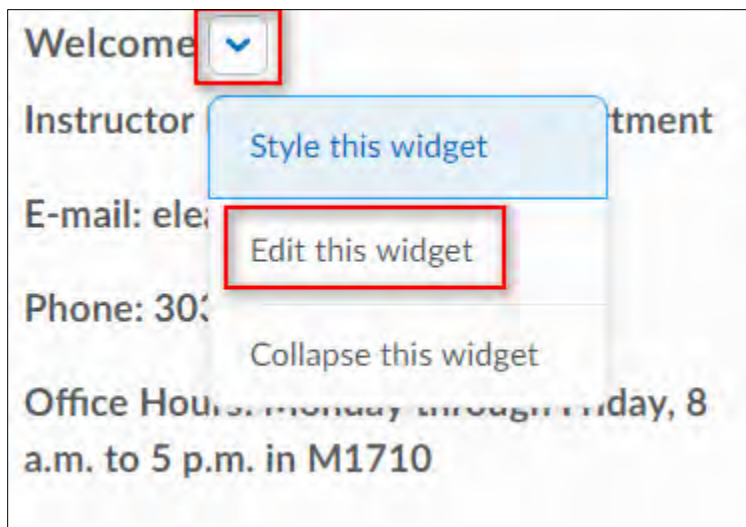
**Student Learning Outcomes** [v] ✓

- Web Page
- ENG121 204 FA17 SyllabusRevised 9\_27\_17 [v] ✓
- Word Document
- ENG121 204 FA17 ScheduleREVISED [v] ✓
- Word Document
- eLearning Master Daylight Schedule** [v] ✓
- Excel Spreadsheet

## Linking the Syllabus/Schedule to the Welcome widget

The 'Welcome' widget is located on the course homepage and this is where QuickLinks can be added for the Syllabus and Schedule.

**Step 1:** Use the pull down menu on the Welcome widget on the Course Homepage. Select the **Edit this widget** option.



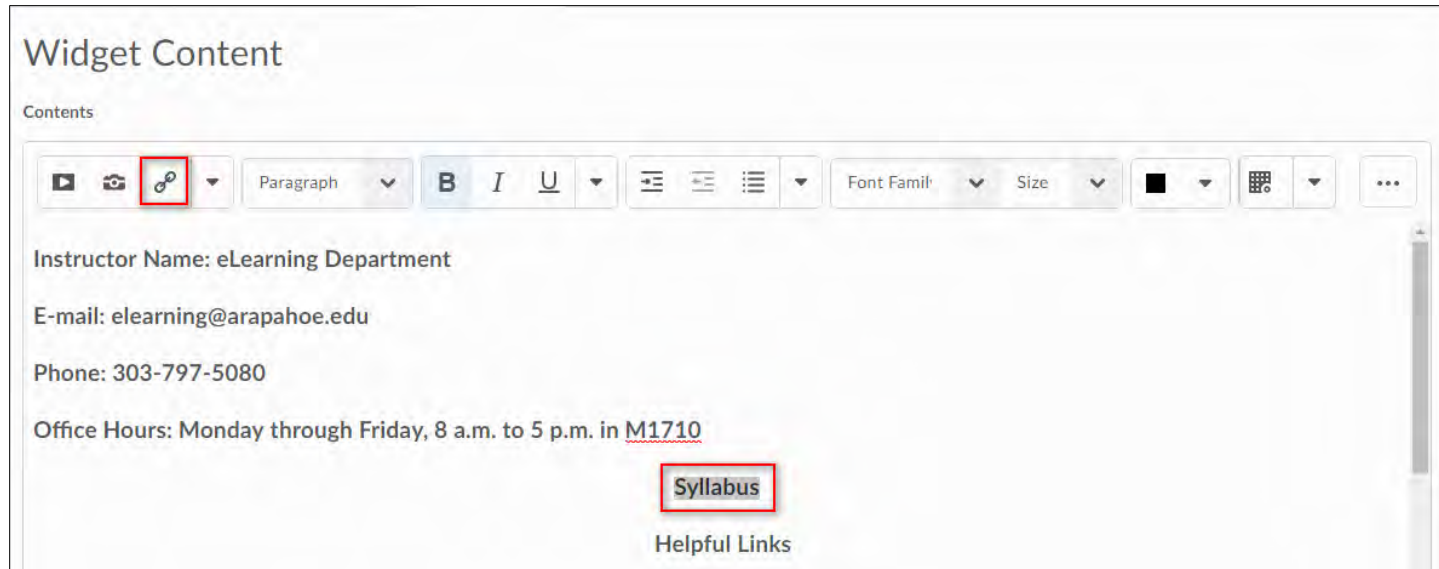
**Step 2:** The screen changes to an **Edit Widget** page. Select the **Content** tab.

 A screenshot of the 'Edit Widget' page for the 'Welcome' widget. The page has a header 'Edit Widget' and a sub-header 'Welcome'. Below the header is a 'Preview Widget' button. There are three tabs: 'Properties', 'Release Conditions', and 'Content' (highlighted with a red box). The 'Edit Widget Properties' section is visible, containing a 'Name \*' field with the value 'Welcome' and a 'Description' text area. At the bottom are three buttons: 'Save and Close' (highlighted in blue), 'Save', and 'Cancel'.

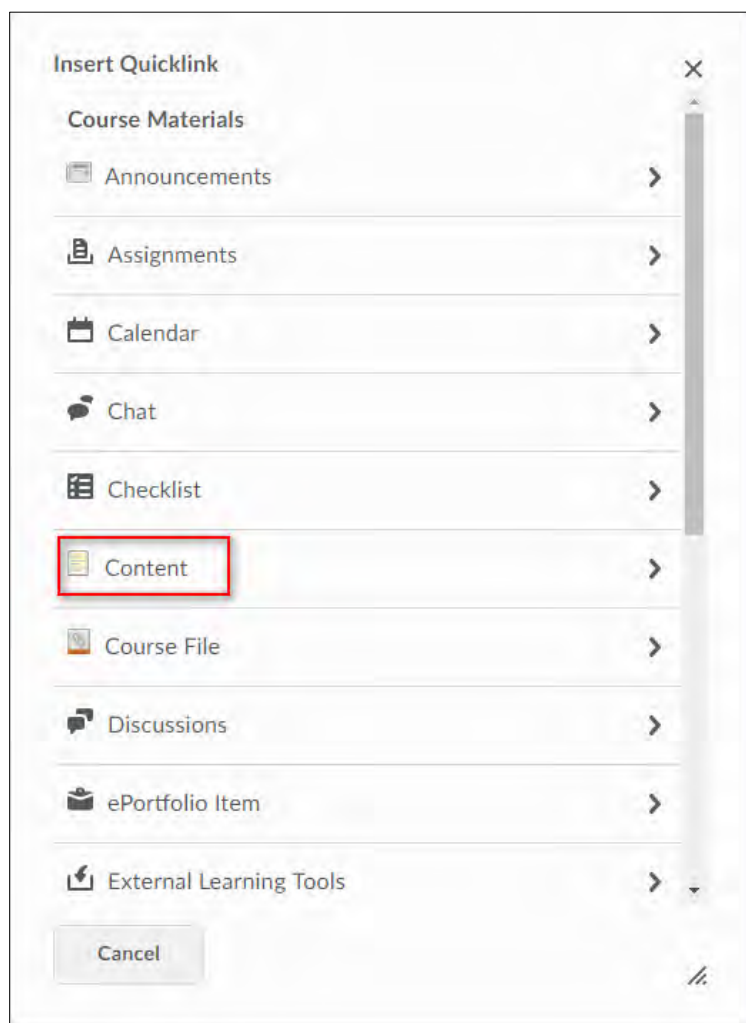


**Step 3:** In the **Widget Content** box, highlight the existing **Syllabus** link or place the cursor where you want to create a new link to the syllabus file.

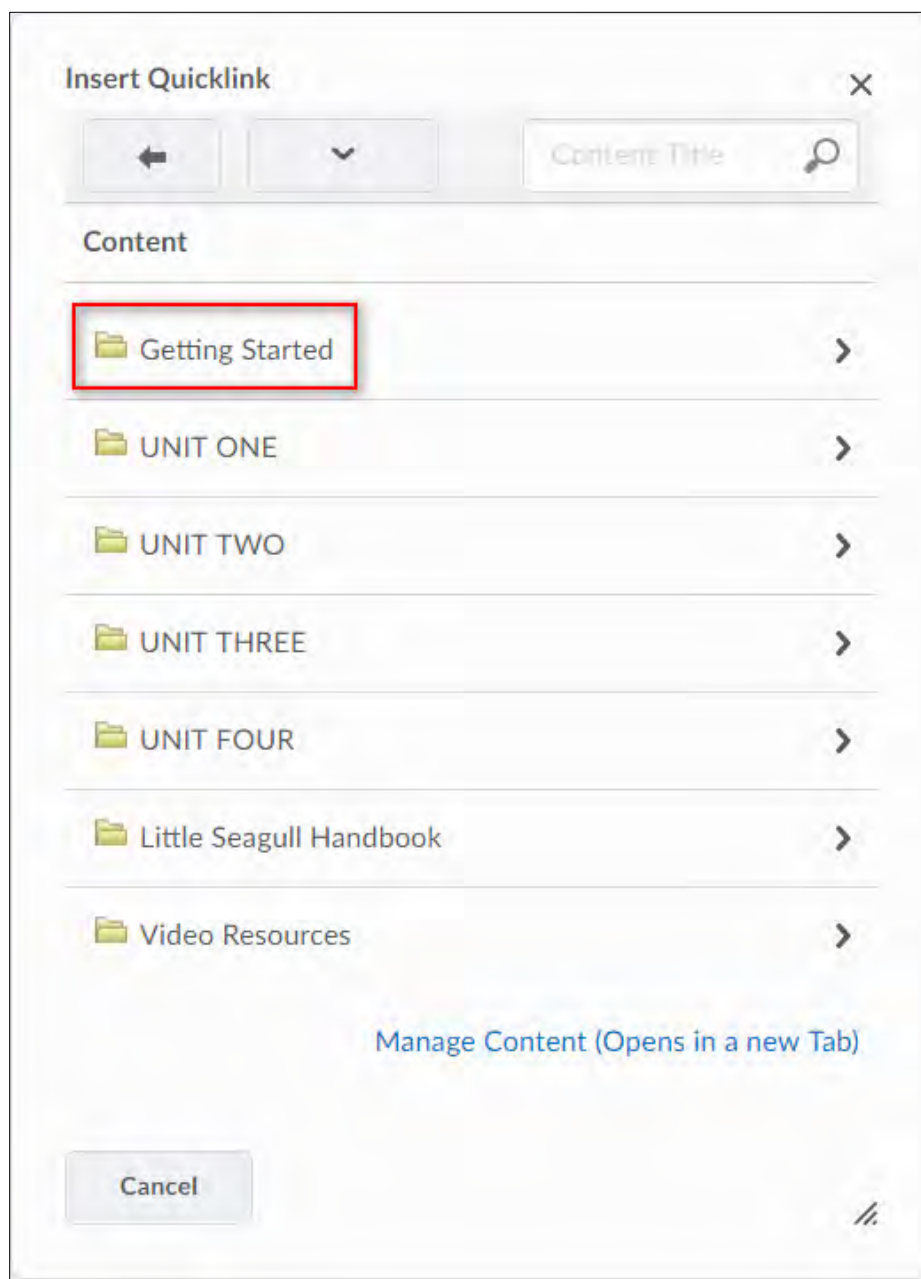
**Step 4:** Select the **QuickLink** icon located on the toolbar at the top of the editor.



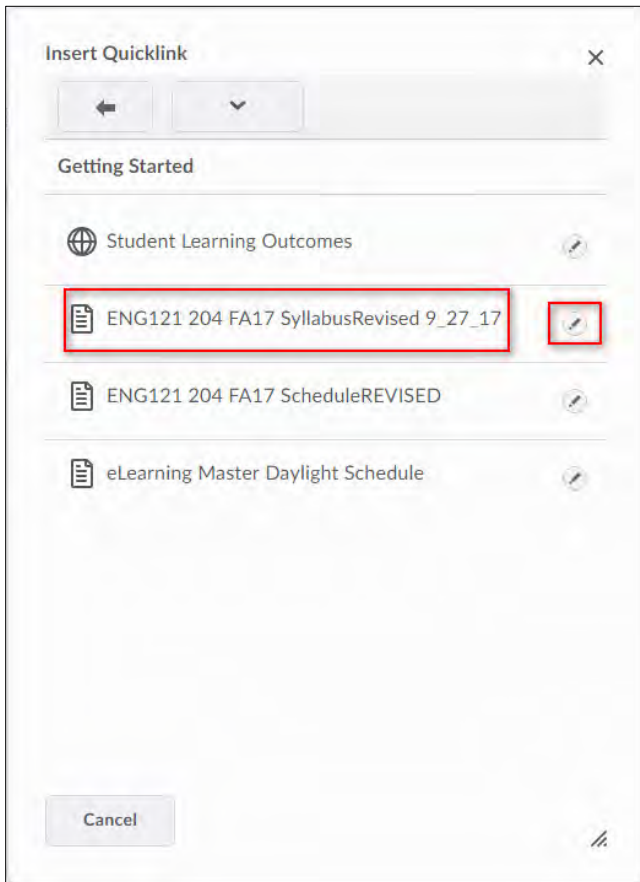
**Step 5:** A new **Insert QuickLink** window will pop up. You can now select the resource that you want to insert. Select **Content**.



**Step 6:** The Content modules window will open, select the module (folder) that contains the the file you want to use.



**Step 7:** If you need to rename the link, select the Options (pencil) icon and type in the new title. If the title is good select the file name (ENG121 204...) and the link will be added to the widget.

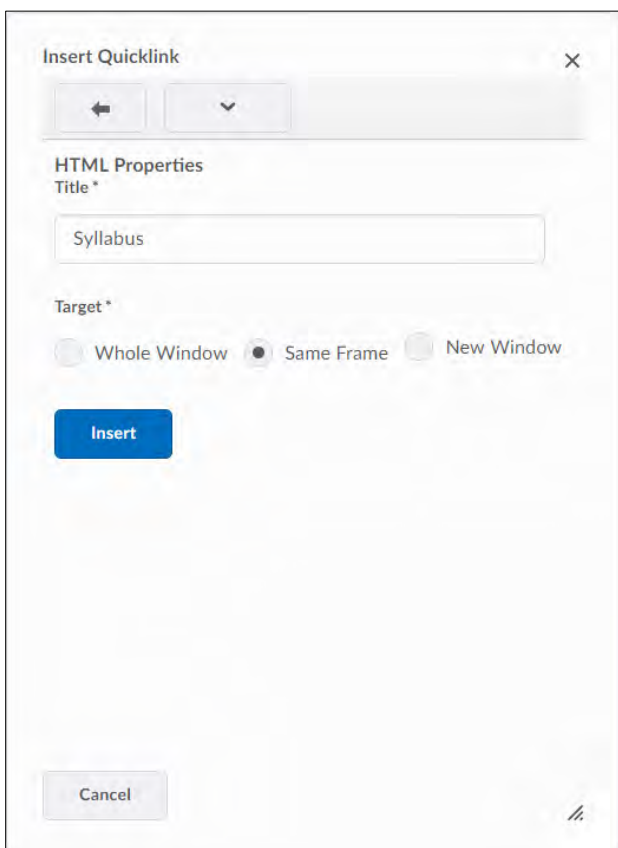


Insert Quicklink

Getting Started

- Student Learning Outcomes
- ENG121 204 FA17 SyllabusRevised 9\_27\_17**
- ENG121 204 FA17 ScheduleREVISED
- eLearning Master Daylight Schedule

Cancel



Insert Quicklink

HTML Properties

Title \*

Syllabus

Target \*

☐ Whole Window ☒ Same Frame ☐ New Window

Insert

Cancel

Changing link title

Revised: April 27, 2018

**Step 8:** You may now edit the link text for size (12 pt. is recommended), alignment, etc.

**Edit Widget**  
Welcome

Preview Widget

Properties Release Conditions **Content**

**Widget Content**

Contents

Instructor Name: eLearning Department  
E-mail: elearning@arapahoe.edu  
Phone: 303-797-5080  
Office Hours: Monday through Friday, 8 a.m. to 5 p.m. in M1710

[Syllabus](#)

Helpful Link

**Step 9:** Once you have the link text the way you want it to appear, you can select **Save and Close** to save your changes.

**Widget Content**

Contents

Instructor Name: eLearning Department  
E-mail: elearning@arapahoe.edu  
Phone: 303-797-5080  
Office Hours: Monday through Friday, 8 a.m. to 5 p.m. in M1710

[Syllabus](#)

Rendering

☐ Render in IFrame

Style

Customize Widget Style

**Save and Close** Save Cancel

**Step 10:** You will be returned to the **Widgets** page, select **Course Home** from the navbar to return to the course homepage where you can check the link in the Welcome widget. You can follow the same steps to link to your course schedule if it is a separate file.

Course Home Content Assignments Discussions Quizzes Grades Class Progress Classlist Course Admin More ▾

Homepages **Widgets**

Create Widget

Custom Widgets System Widgets

### Custom Widget List

Name ▲	Actions
ACC Library Research Tool	
Arapahoe Pinnacle	
Welcome	

Welcome ▾

Instructor Name: eLearning Department

E-mail: [elearning@arapahoe.edu](mailto:elearning@arapahoe.edu)

Phone: 303-797-5080

Office Hours: Monday through Friday, 8 a.m. to 5 p.m. in M1710

**Syllabus**

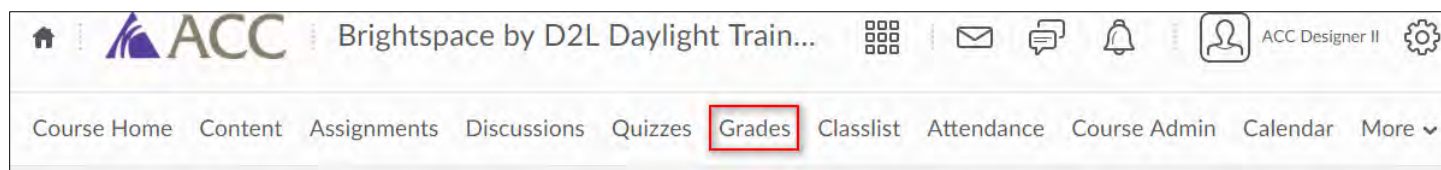
### Helpful Links

<a href="#">24x7 Help Desk</a>	<a href="#">ACC Online Learning</a>
<a href="#">ACC Website</a>	<a href="#">myACC</a>
<a href="#">ACC Library</a>	<a href="#">ACC iTunes U</a>



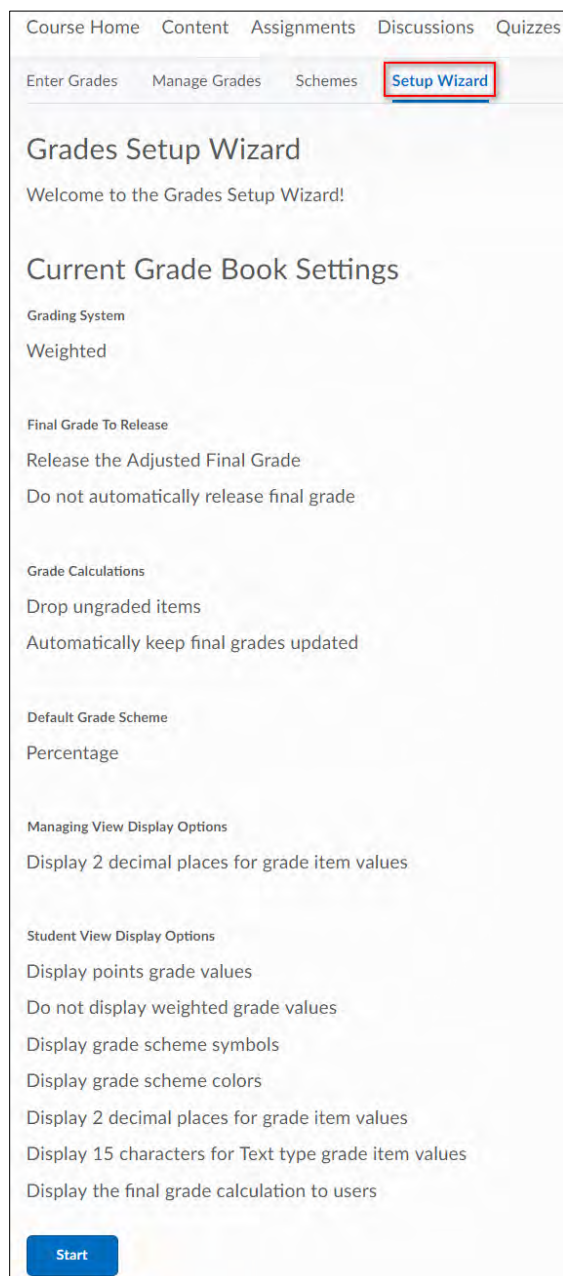
## SETTING UP THE GRADEBOOK

After you log in to your course in D2L, click on the **Grades** link on the navigation bar.



### Grades Setup Wizard

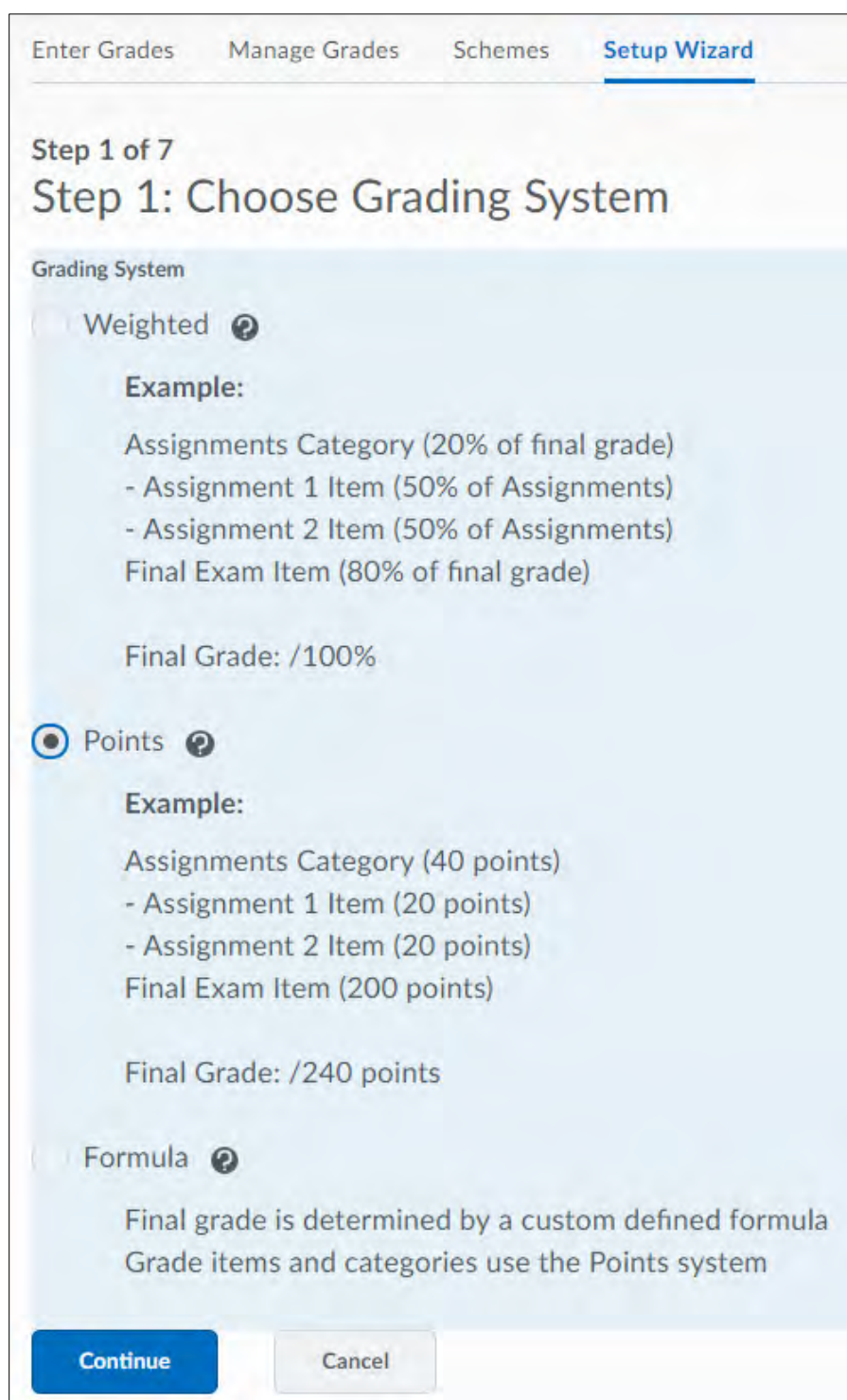
When creating a Gradebook for the first time, the Grades **Setup Wizard** will take you through several steps that are designed to help you select options that best fit your gradebook needs. The first screen in the Wizard will tell you the current settings in your gradebook. Once you have finished reviewing the settings, select **Start** to begin the Wizard.



**Please note:** The Grades **Setup Wizard** will not start automatically if you already have an existing Gradebook in the course. In that case, select the **Setup Wizard** tab.

**Step 1** of the Setup **Wizard** is **Choose Grading System**.

- **Choose the Points option.**



Enter Grades   Manage Grades   Schemes   **Setup Wizard**

Step 1 of 7  
**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

**Points System:** Under a Points System, items are given a value in points. The final grade becomes the total number of points for all the graded items.

**Step 2** of the Wizard deals with the release of final grades in D2L.

- Choose **Adjusted Final Grade**.

Enter Grades   Manage Grades   Schemes   **Setup Wizard**   Settings   Help

Step 2 of 7  
**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.

☐ Automatically release final grade  
When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

**Continue**   Go Back   Cancel

**Please Note:** Selecting an option does **NOT** automatically release the Final Grade to students.

- **Adjusted Final Grade:** This option allows you to alter a student's grade manually. This may include rounding a student's score up to the next letter grade or penalizing a student for absences.
- **Calculated Final Grade:** This option releases the total that D2L has calculated based on the scores that have been entered.

**Step 3** of the Setup Wizard focuses on **Grade Calculations**.

- Choose the options that best suit your needs.

Enter Grades   Manage Grades   Schemes   **Setup Wizard**

Step 3 of 7  
**Step 3: Grade Calculations**

Ungraded Items

☒ Drop ungraded items ?

☐ Treat ungraded items as 0 ?

Auto Update

☒ Automatically keep final grade updated ?

**Continue**   Go Back   Cancel

- **Drop ungraded items:** If this option is selected, grade items that have not been assigned a value will be ignored when final grades are calculated. This option creates a running total in your

gradebook. If a student has received a 0 for an assignment, it is important that you enter a score of 0 for that assignment. If you don't, the student's final grade will not be accurate.

- **Treat ungraded items as 0:** When this option is selected, grade items with no grade value will automatically be given a grade value of 0. Selecting this option makes it look as though your students are failing for at least half of the course because they have not yet completed all grade assignments.
- **Auto Update:** When this option is selected, the **Calculated Final Grade** will re-calculate automatically when any change that affects final grade calculations (i.e. modifying a user's grade, changing the 'bonus' property of a grade item, etc.) is made. If this option is **NOT** selected, the **Calculated Final Grade** must be manually re-calculated. Out-of-date final grades are indicated by a small calculator icon beside a user's final grade.

Keep the **Auto Update** option checked.

**Step 4** of the Setup Wizard allows you to select a **Grade Scheme** for your course.

There are two **Organization Schemes** to choose from, **Percentage** and **Letter Grade**, (Percentage is the default).

**Please note:** You can create a custom grade scheme (such as a custom letter grade scheme), but that is covered in the document **Creating and Applying a Grade Scheme**.

Enter Grades   Manage Grades   Schemes   **Setup Wizard**   Settings   Help

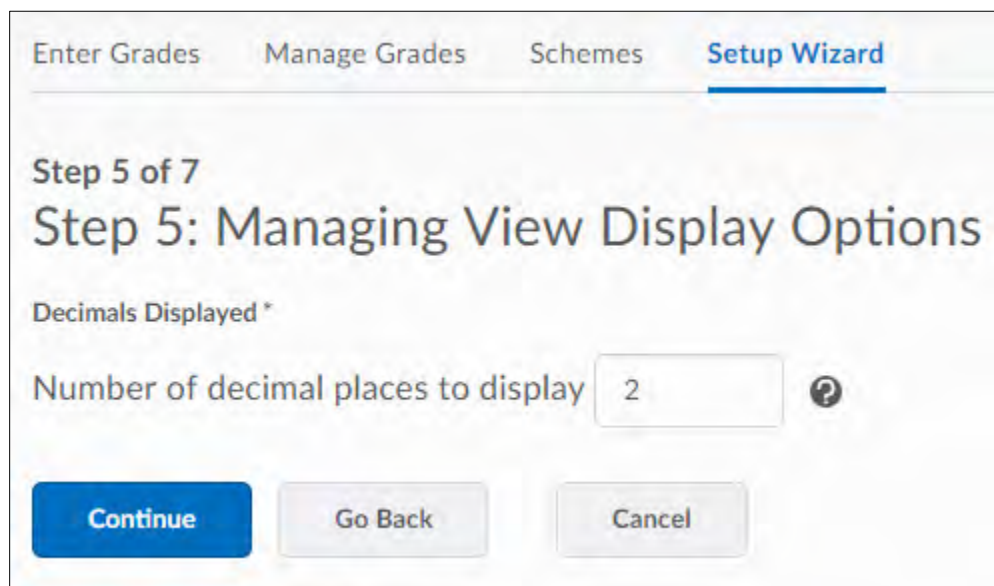
Step 4 of 7  
Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ?	<input checked="" type="radio"/>	
Letter Grade	<input type="radio"/>	

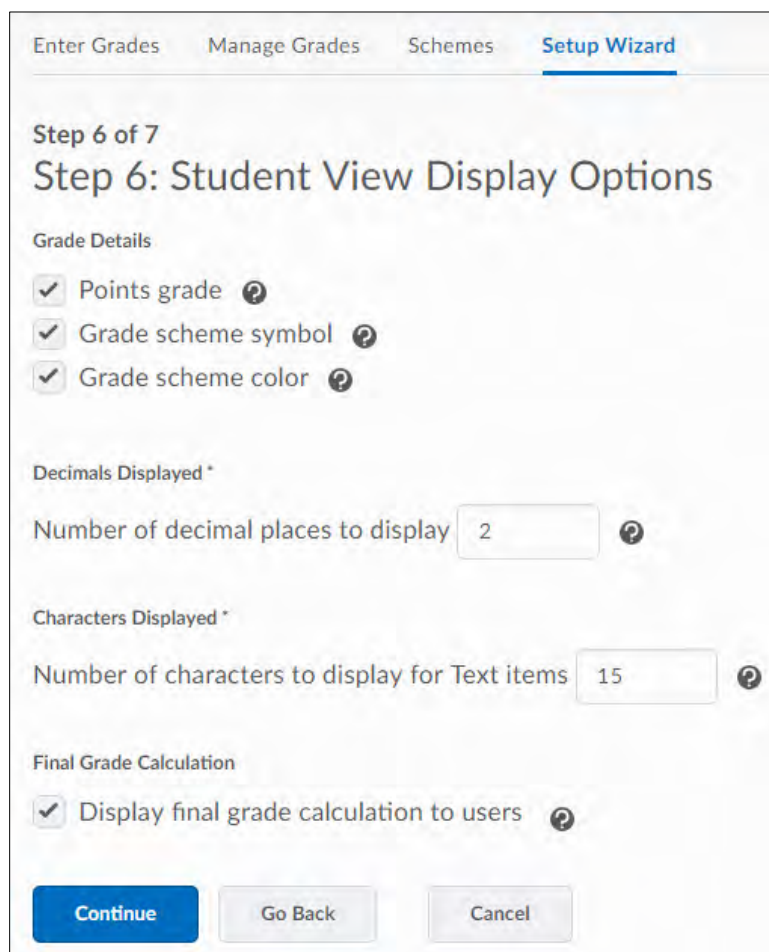
Continue   Go Back   Cancel

**Step 5** of the Setup Wizard allows you to set how many decimal places will be displayed in the Gradebook.

- **It is recommended that you leave the default setting at 2.** (This only applies when you have auto graded quizzes/ assignments where students can get a value such as 89.75. You can manually change this to a 90 or an 89 in the Gradebook.)



**Step 6** of the **Wizard** allows you to set display options for your students.





Displaying the **Final Grade Calculation** to users allows them to view how their final grade was calculated. Students can see which grade items contributed to their final grade, the total points for each item, which grade items were bonus grades, and whether their grade was adjusted.

**Note:** This option is only available in the **weighted** and **points** grading systems.

**Step 7** of the Setup **Wizard** gives you a summary of all of the options you selected.

- Click **Finish** to complete the Setup Wizard.

Enter Grades   Manage Grades   Schemes   **Setup Wizard**

Step 7 of 7  
Step 7: Grades Setup Summary

Grading System  
Points

Final Grade To Release  
Release the Adjusted Final Grade  
Do not automatically release 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  
Display the final grade calculation to users

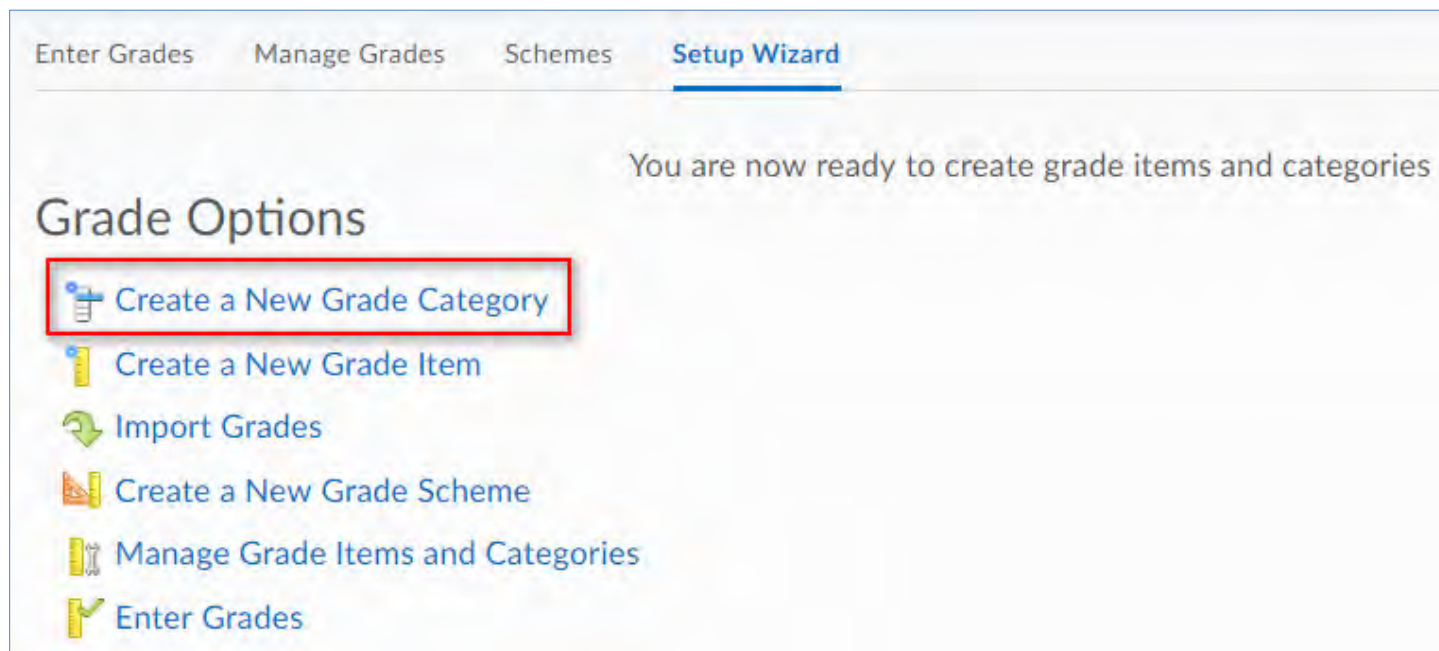
**Finish**   Go Back   Cancel

## Creating a Gradebook category

Gradebook categories help you organize and group related grade items into sections. For example, you could have separate categories for Assignments, Quizzes, Case Studies, Participation, Discussions, etc. When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group.

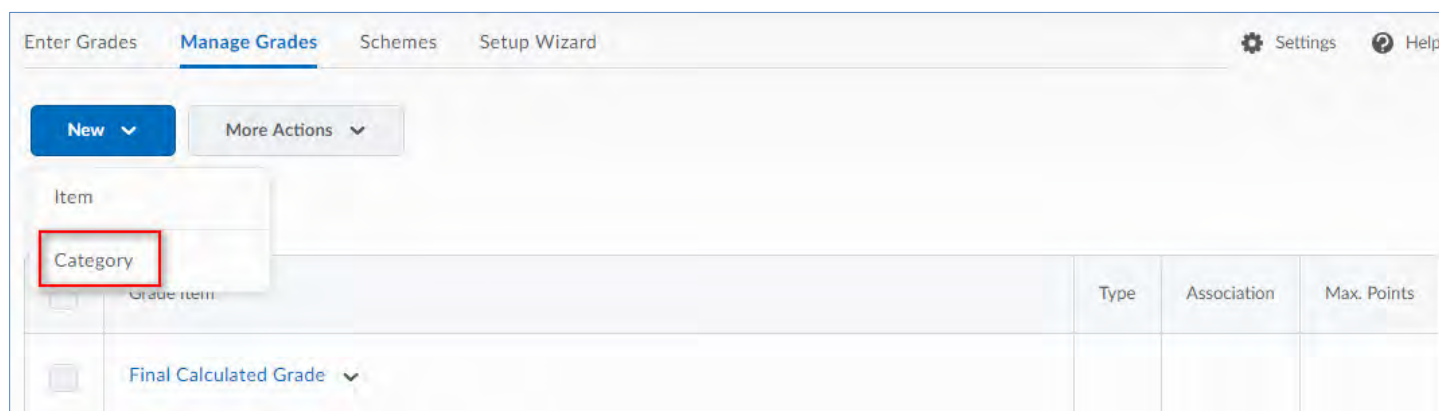
There are two options for creating Gradebook Categories:

1. You can begin creating your grade categories immediately after completing the Grades Setup Wizard. To do so, select **Create a New Grade Category**.



2. If you completed the Setup Wizard earlier, or are just coming back to create a new category, please do the following:

From the **Manage Grades** area, select **Category** from the **New** dropdown menu.



You can now create a **New Category**.

- Add a **Name** for the category.
- You may add a **Short Name** to display in the Gradebook (optional).
- You may add a **Description** of the category (optional).
- Select the **Allow users to view description** check box if you want to make the category description available to users (optional).

## New Category

Properties

Restrictions

### General

Name \*

Short Name

▶ [Show Description](#)

### Grading

Can Exceed

☐

Exclude from Final Grade Calculation

☐

Distribution

☐ Distribute points across all items

10 Points per item

0 Number of highest non-bonus items to drop for each user

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

- Leave the **Can Exceed** box unchecked.
- Leave the **Exclude from Final Grade Calculation** box unchecked unless you want to exclude this whole category from the Final Grade.
- If all your grade items under this category have the same point values, choose **Distribute points across all items**.
- Enter the **Points per item**.
- If you wish to drop the lowest score in this category: Enter the number of items to drop.
- Choose what you would like students to see for this category: Select **Display class average to users** or **Display grade distribution to users** or leave unchecked.
- Click **Save** to save this newly created category or **Save and New** to start creating another one.

## Grading

Can Exceed

☐ ?

Exclude from Final Grade Calculation

☐ ?

Distribution

☐ Distribute points across all items ?

Points per item ?

Number of highest non-bonus items to drop for each user ?

Number of lowest non-bonus items to drop for each user ?

## Display Options

☐ Hide Display Options

Student View

☐ Display class average to users ?

☐ Display grade distribution to users ?

☐ Override display options for this item ?

Show

☒ Points grade

☒ Grade scheme symbol

☒ Grade scheme color

Save and Close

Save and New

Save

Cancel

Once you have finished creating your Categories you can start creating your Grade Items.

## Creating a Numeric grade item

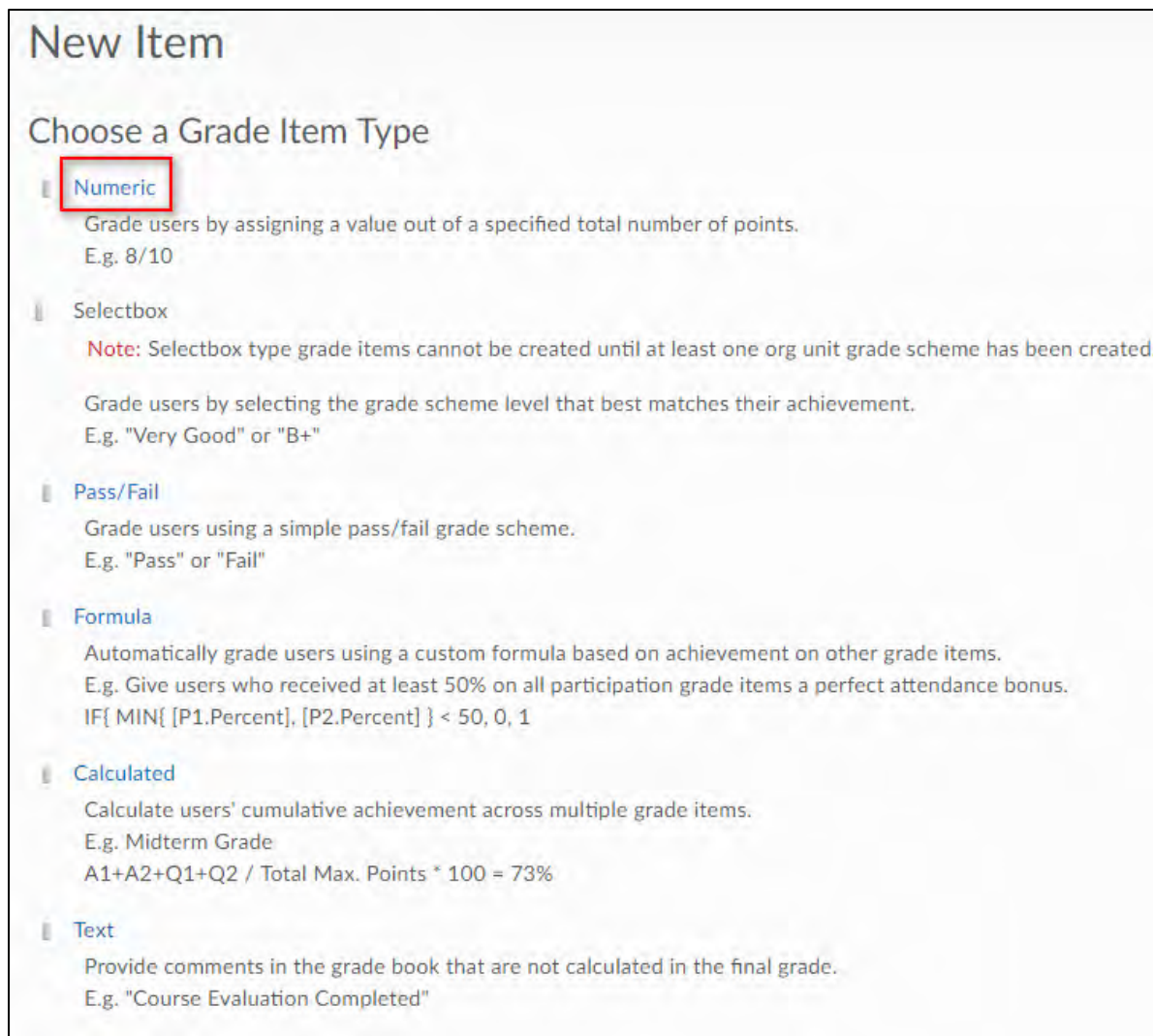
- From the **Manage Grades** area, select **Item** from the **New** dropdown menu.



The screenshot shows the 'Manage Grades' tab in a software interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades' (active), 'Schemes', and 'Setup Wizard'. On the right, there are links for 'Settings' and 'Help'. Below the tabs, there is a 'New' button with a dropdown arrow and a 'More Actions' button. The 'New' dropdown menu is open, showing 'Item' as the selected option, which is highlighted with a red box. Below the dropdown, there is a table with columns: 'Category', 'Type', 'Association', and 'Max. Points'. The table contains four rows: 'Quizzes', 'Final Calculated Grade', 'Final Adjusted Grade', and an empty row.

Category	Type	Association	Max. Points
Quizzes			
Final Calculated Grade			
Final Adjusted Grade			

- Select **Numeric**.



The screenshot shows the 'New Item' dialog. The title is 'New Item'. Below it is the section 'Choose a Grade Item Type'. There are several options listed, each with a description and an example. The 'Numeric' option is selected and highlighted with a red box.

**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  
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$

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



- Enter a **Name** for the grade item.
- Enter a **Short Name** to display in the Gradebook (optional).
- If you want the grade item to be associated with a category you just created, select the appropriate category from the **Category** drop-down.
- Enter a **Description** of the grade item (optional).
- If you want to make the description available to users, select **Allow users to view grade item description** (optional).

Revised: April 27, 2018

- Enter the value you want the item graded out of in the **Maximum Points** field.

## Grading

Maximum Points \*

10 ?

Can Exceed

☐ ?

Bonus

☐ ?

Exclude from Final Grade Calculation

☐ ?

Grade Scheme

-- Default Scheme -- (Percentage) ?

Rubrics

Add Rubric

No rubrics selected.

[\[Create Rubric in New Window\]](#)

## Display Options

☐ Show Display Options

Save and Close

Save and New

Save

Cancel

**Please Note:** This field will be grayed out if you have placed this item under a category and have defined a point value to be distributed evenly.

- If you want users' grades to be able to exceed the maximum points, select **Can Exceed** (e.g. 12/10).
- Select the **Bonus** checkbox if you want this grade item to be counted as extra credit.

**Please Note:** Bonus items are **NOT** counted towards the total possible points for a category or the final grade. They are added to the students' total only.

- If you want to exclude this grade from the Final Calculation, choose **Exclude from Final Grade Calculation**.
- The default scheme is 'Percentage'. Leave the default setting unless you have created your own grade scheme (more advanced).
- Under **Display Options**: Choose your preferred **Submission View** options.
- Under **Display Options**: Choose your preferred **Managing View** options.
- Select **Override display options for this item**, if you want to customize your display settings for students.

Select **Points Grade** and the **Grade Scheme Symbol** if you want students to see the Points (Example 10/10) and the Percentage (Example 100%) for this Grade Item.

**Please Note:** These options are already checked by default if you have successfully completed the Grades Setup Wizard.

## Display Options

☐ Hide Display Options

Student View

☐ Display class average to users ?

☐ Display grade distribution to users ?

☐ Override display options for this item ?

Show

☒ Points grade

☒ Grade scheme symbol

☒ Grade scheme color

Managing View

☐ Override display options for this item ?

Show

☒ Points grade

☐ Grade scheme symbol

☒ Grade scheme color

Save and Close

Save and New

Save

Cancel

When you have finished creating all of your Grade Categories and Grade Items, your **Manage Grades** area shows a list of grade categories and items. Below is a screenshot of an example:

Enter Grades <b>Manage Grades</b> Schemes   Setup Wizard					Settings   Help	
<div> <div>New ▾</div> <div>More Actions ▾</div> </div>						
Bulk Edit						
<input type="checkbox"/>	Grade Item	Type	Association	Max. Points		
<input type="checkbox"/>	Quizzes ▾					
<input type="checkbox"/>	Quiz 1 ▾	Numeric	-	10		
<input type="checkbox"/>	Final Calculated Grade ▾					
<input type="checkbox"/>	Final Adjusted Grade ▾					

You can now start Entering Grades by Selecting the **Enter Grades** tab.

Students are listed on the first column followed by your Grade Items. To start entering grades either:

1. Select **Switch to Spreadsheet View** in the upper right area, OR
2. Click on the **Grade All** icon from the Grade Item dropdown menu

Enter Grades <b>Manage Grades</b> Schemes   Setup Wizard					
<div> <div>Import</div> <div>Export</div> <div>Switch to Spreadsheet View</div> <div>More Actions ▾</div> </div>					
<div> <div>Search by First Name</div> <div>Show Search Options</div> </div>					
Internal Message					
<input type="checkbox"/>	Last Name ▲, First Name	Final Grades	Quizzes ▾		Final Grades
		Final Calculated Grade ▾	Quiz 1 ▾	Subtotal	Final Calculated Grade ▾
<input type="checkbox"/>	STUDENT, D2L DEMO	- / -	- / 10	-%	- / -
<input type="checkbox"/>	Student286, ACC	- / -	- / 10	-%	- / -
<input type="checkbox"/>	Student287, ACC	- / -	- / 10	-%	- / -
<input type="checkbox"/>	Student288, ACC	- / -	- / 10	- / -, -%	- / -
<input type="checkbox"/>	Student289, ACC	- / -	- / 10	- / -, -%	- / -

- Make sure to select **Save** after you have entered your grades or made changes.

<input type="checkbox"/>	Student289, ACC	- / -	<input type="text" value="8"/> / 10
<input type="checkbox"/>	Student290, ACC	- / -	<input type="text" value="9"/> / 10
<input type="checkbox"/>	Student291, ACC	- / -	<input type="text" value="10"/> / 10
<input type="checkbox"/>	Student292, ACC	- / -	<input type="text" value="8"/> / 10
<input type="checkbox"/>	Student293, ACC	- / -	<input type="text" value="7"/> / 10
<input type="checkbox"/>	Student294, ACC	- / -	<input type="text" value="8"/> / 10
Last Name ▲ , First Name		Final Grades	Quizzes ▼
		Final Calculated Grade ▼	Quiz 1 ▼
<input type="checkbox"/>	Student295, ACC	- / -	<input type="text" value="10"/> / 10

20 per page ▼



## **For more information, or to receive more personalized training, contact eLearning at:**

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