Setting up a Weighted Gradebook and Entering Grades

After you log in to your course in D2L, select Grades on the navigation bar.

Grades Setup Wizard

When creating a new 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. Select Continue after each step to proceed to the next step.
Note: The Grades Setup Wizard will not start automatically if you already have an existing gradebook in the course. In that case, simply select the Setup Wizard tab.

**Step 1:** Select the type of grading system you will be using. Choose the **Weighted** option.

**Weighted System:** Under a **Weighted System**, grade categories are assigned a weight as a percentage of the final grade. For example, Discussions are worth 20% of the Final Grade, Assignments are 30% and Exams are worth 50% of the Final Grade.

**Note:** All the **Grade Categories** need to add up to 100%.
Step 2: Final Grade Released. Choose Adjusted Final Grade.

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

- **Calculated Final Grade:** This option displays the final grade as the total number of points calculated from all the scores that have been entered.

- **Adjusted Final Grade:** This option allows you to modify or adjust users' grades before releasing them. For example, you may want to round a calculated score up to the next letter grade or round down to penalize a student for absences. Adjusted Final Grades is usually preferred.

Select the option you prefer and then select Continue.

Step 3: Grade Calculations
• **Drop ungraded items:** If this option is selected, grade items that have not been assigned a grade 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 do not, the student's final grade will not be accurate.

• **Treat ungraded items as 0:** If this option is selected, grade items that have not been assigned a grade 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 do not, the student's final grade will not be accurate.

• **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.

Select the **Auto Update** option.

**Step 4: Choose a Grade Scheme.** For now, leave **Percentage** as the setting and then select **Continue.**

![Screenshot of grade scheme setup](image)

• **Percentage:** The Percentage Grade Scheme displays calculated grades as a percentage of the total possible points. Percentage is the default grade scheme.

• **Letter Grade:** The Letter Grade Scheme displays grades as the letter grade (A, B, C, D, F) corresponding to the calculated value.

**Note:** You can create a custom grade scheme (like a letter grade scheme). For more details, refer to the document **Creating and applying a Grade Scheme.**
Step 5: Managing View Display Options. This setting 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.

Step 6: Student View Display Options. This step allows you to specify how students will see their grades.

Note: It is recommended that you do not select the Weighted grade option. This displays how much weight was achieved for a particular grade and could look confusing to students.
**Step 7: Grades Setup Summary.** This gives you a summary of all of the options you selected. Select **Finish** to complete the Setup Wizard.

<table>
<thead>
<tr>
<th>Grading System</th>
<th>Weighted</th>
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<tbody>
<tr>
<td>Final Grade To Release</td>
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<tr>
<td>Release the Adjusted Final Grade</td>
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<tr>
<td>Do not automatically release final grade</td>
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<tr>
<td>Grade Calculations</td>
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<tr>
<td>Drop ungraded items</td>
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<td>Automatically keep final grades updated</td>
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<td>Default Grade Scheme</td>
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<td>Percentage</td>
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<tr>
<td>Managing View Display Options</td>
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<tr>
<td>Display 1 decimal places for grade item values</td>
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<tr>
<td>Student View Display Options</td>
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<tr>
<td>Display points grade values</td>
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<tr>
<td>Do not display weighted grade values</td>
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<td>Display grade scheme symbols</td>
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<td>Do not display grade scheme colors</td>
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<tr>
<td>Display 2 decimal places for grade item values</td>
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<tr>
<td>Display 15 characters for Text type grade item values</td>
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<tr>
<td>Display the final grade calculation to users</td>
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</tbody>
</table>

[Finish] [Go Back] [Cancel]
Creating Grade Categories

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

There are two options for creating Grade Categories.

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

**Option 2:** If you completed the Setup Wizard earlier, or are coming back to create a new category, select **Manage Grades** and then select **Category** from the **New** dropdown menu.
You can now create the **New Category**.

**Step 1:** Enter **General** information for the new category.

![New Category form](image)

- Type a **Name** for the category.
- If you type in a **Short name** (optional), this is what will appear in the grade book.
- Type a **Description** of the category (optional).
- Select the **Allow users to view description** checkbox if you want to make the category description available to users (optional).
**Step 2:** Select **Grading** options.

- **Weight:** Enter the percentage that you want this category to contribute towards the final grade. Leave the **Allow category grade to exceed category weight** box unchecked.

- **Distribution:** Select a **Distribution** option, which will determine how the weight is distributed across grade items in this category.
  - **Manually assign weight to items in the category** lets you specify the weight of each grade item in the category.
  - **Distribute weights by points across all items in the category** causes grade items weights to be assigned automatically according to the points you assign for each item.
  - **Distribute weight evenly across all items** assigns the same weight to all items in the category. Select this option if you want to drop the highest or lowest score in this category. Enter the number of items to drop.

**Step 3:** Select **Display** options.
These options determine how this grade category will appear to students.

- **Display class average to users**: Select this option if you want students to be able to see the class grade average.

- **Display grade distribution to users**: Select this option to allow users to see a graph showing how grades were distributed between different percentiles.

- **Override display options for this item**: Select this option if you want users to view grade information for this category differently from other categories in the grade book.

**Step 4:** Select **Save and Close** to save this newly created category or **Save and New** to start creating another one.

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

**Creating Numeric Grade Items**

**Step 1:** From the **Manage Grades** area, select **Item** from the **New** dropdown menu.
Step 2: Select **Numeric**.

- 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 a category from the **Category** dropdown.
• If you want to make the description available to users, select **Allow users to view grade item description** (optional).

![Description Section](image)

**Step 3:** Grading options. Enter the value you want the item graded out of in the **Maximum Points** field. Enter a **Weight** for the grade.

![Grading Section](image)
Note: You do not have to enter the weight if you have placed this item under a Category and had selected to automatically or evenly distribute the weight in the Category.

If you want users’ grades to be able to exceed the max points, select Can Exceed (e.g. 12/10).

Select this as a Bonus item if you want the item to be counted as extra credit.

Note: Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the student’s total points.

- The default scheme is ‘Percentage’. Leave the default setting unless you have created your own grade scheme (more advanced).
- If you have a Rubric (previously created) or you would like to create, you can add it to the grade item.

Step 4: Display Options. If the Display options do not appear, select Show Display Options
• Under **Display Options**: Choose your preferred **Student 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.

**Step 6:** Select **Save and Close** to save this item and return to Manage Grades. Select **Save and New** to save this item and start creating another one.
What's next?

When you have finished creating all of your **Grade Categories** and **Grade Items**, your **Manage Grades** area will show the completed Category/Grade items.

![Diagram showing grade categories and items](image)

**Entering Grades**

You can now start Entering Grades by selecting the **Enter Grades** tab on the top left. The **Enter Grades** page will show your student list in the first column followed by your Grade items.

![Diagram showing grade entry interface](image)

There are two options for entering grades.
**Option 1:** To enter grades for one grade item, select **Grade All** from the dropdown menu for that item.

You can now enter grade values for this item for any or all of your students.

**Option 2:** To enter grades for multiple items, select **Switch to Spreadsheet View**.
You can now enter grade values for any or all grade items and students.

Note: Make sure to select Save after you have entered your grades or made changes.