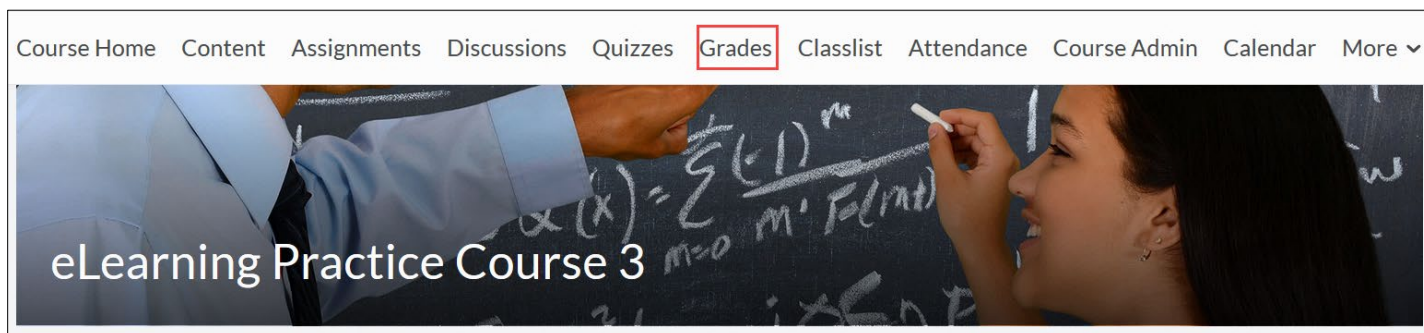


Setting up a Points Gradebook and Entering Grades

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



Grades Setup Wizard

When creating a grade book for the first time, the Grades **Setup Wizard** starts automatically and takes you through seven steps that help you select options for how grades are calculated and displayed.

Note: If you have already set up a grade book, the Grades Setup Wizard will not start automatically. In that case, select the **Setup Wizard** tab.

The first screen in the Setup Wizard shows the current grade book settings. Review the current settings and then select **Start** to begin the Wizard.

Enter Grades Manage Grades Schemes **Setup Wizard**

Grades Setup Wizard

Welcome to the Grades Setup Wizard!

Current Grade Book Settings

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
Do not 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

Start


Step 1: Choose Grading System.

For this example, select **Points** and then select **Continue**.

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

Note: Using a points grading system, you assign each grade item a value in points. The final grade becomes the total number of points of all the grade items.

Step 2: Final Grade Released

Select **Adjusted Final Grade**.

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

- **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 alter a student's calculated grade. 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.

Please Note: Selecting an option does **NOT** automatically release the Final Grade to students. Releasing Final Grades is covered in the document **Releasing Final Grades to Students**.

Step 3: Grade Calculations

Select the options you prefer and then select **Continue**.

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 grade value will be ignored in the final grade calculation. If a student has received a 0 for an assignment, it is important that you enter a score of 0 to ensure that the final grade is calculated accurately.

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. Note that this option makes final grades look as though students have earned a 0 for assignments they have not yet completed.

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, you must manually recalculate the **Calculated Final Grade**. Out-of-date final grades are indicated by a small calculator icon beside a user's final grade.

Keeping this option checked is recommended.

Step 4: Choose Default Grade Scheme

There are two default schemes to choose from, **Percentage** and **Letter Grade**. For now leave the setting as is and go to the next step by selecting **Continue**.

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"/>	EQ
Course Schemes		
Custom Scheme	<input type="radio"/>	EQ
Letter Grade	<input type="radio"/>	EQ

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. The standard Letter Grade Scheme is used unless you create a custom grade scheme. For information on creating custom grade schemes, see **Creating and Applying a Grade Scheme**.

Step 5. Managing View Display Options

This setting lets you specify the number of decimal places that will appear in grade calculations. It is recommended that you leave the default setting at 2.

Enter Grades Manage Grades Schemes Setup Wizard

Step 5 of 7
Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

Step 6: Student View Display Options

This step allows you to specify how students will see their grades.

Step 6 of 7

Step 6: Student View Display Options

Grade Details

☒ Points grade ?

☒ Grade scheme symbol ?

☐ Grade scheme color ?

Decimals Displayed *

Number of decimal places to display ?

Characters Displayed *

Number of characters to display for Text items ?

Final Grade Calculation

☒ Display final grade calculation to users ?

Grade Details – Specify whether points values, grade scheme symbols, and grade scheme color will be displayed in the student view of grades. Note that grade scheme color can only be displayed if the grade scheme symbol is also displayed.

Decimals Displayed – Specify the number of decimal places you want displayed in calculated grade values

Characters Displayed – Specify the number of characters that can be displayed in text comments associated with grades

Final Grade Calculation – Specify whether students will be able to view how their final grades were calculated, including which grade items contributed to their final grades, which grade items were bonus grades, and whether their calculated grades were adjusted.

Step 7: Grades Setup Summary

This step displays a summary of the options you selected. Select **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 Calculated 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 0 decimal places for grade item values

Student View Display Options

Display points grade values

Display grade scheme symbols

Do not display grade scheme colors

Display 0 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

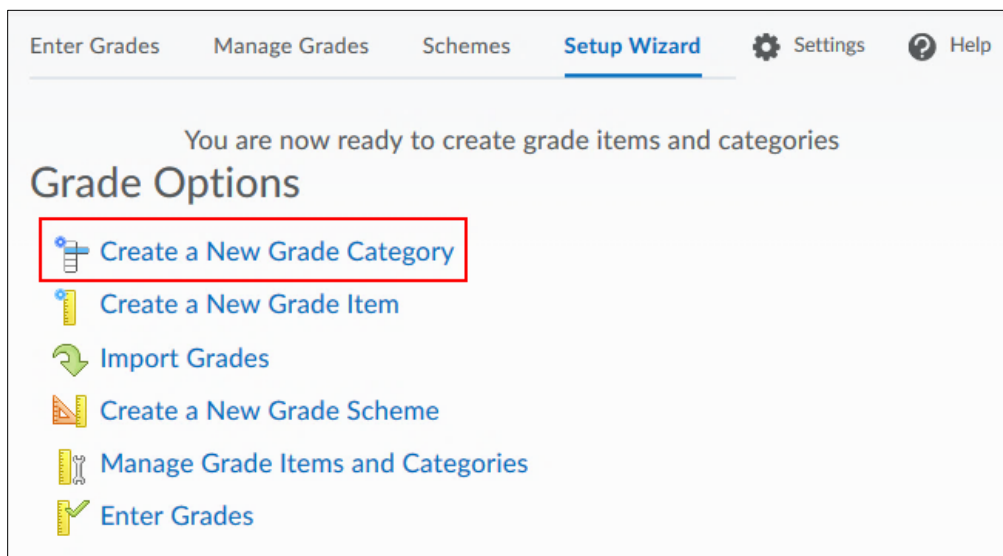
Cancel

Creating Gradebook Categories

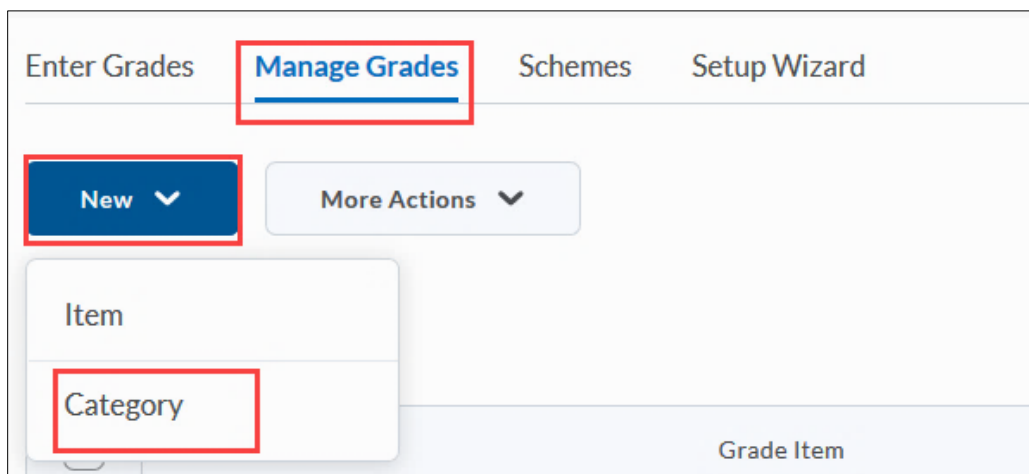
Gradebook categories let you organize and group related grade items into sections. For example, you could have separate categories for Assignments, Quizzes, Participation, Discussions, etc. When grade items are grouped together in a category, you can distribute points equally across all grade items and 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.



- Type a **Name** for the category.
- Enter a **Short Name** that will appear in the grade book, (optional).
- Select **Show Description**, enter the description text and select the **Allow users to view description** check box to make the description visible to users, (optional)

Revised: March 9, 2020

Grading

- **Can Exceed** -- Select this option if you want grades to be able to exceed the maximum value for the category.
- **Exclude from Final Grade Calculation** – Select this option if you want to exclude this grade category final grade calculation.
- **Distribute points across all items** – Select this option if you want all items in the category to be worth the same number of points. If you select this option, enter the **Points per item**. You also have the option of dropping the highest and lowest scores for each user.

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

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. If you select this option, you will then be able to indicate that the **Points grade**, **Grade scheme symbol**, and **Grade scheme color** should be displayed for this item.
- Select **Save and Close** to save this category and return to Manage Grades.
- Select **Save and New** to save this category and start creating another one.

Select **Save** to save the selections you have made and continue work on this category.

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

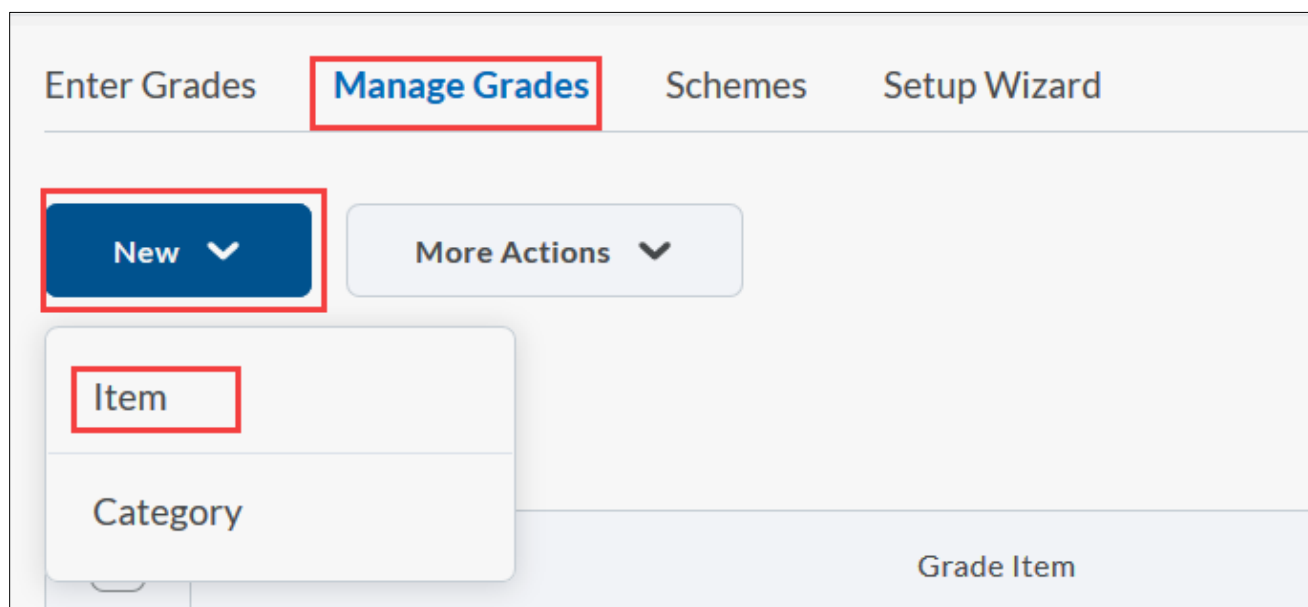
☐ Grade scheme color

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

When you have finished creating your Categories you can 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** from the **Choose a Grade Item Type** list.


Manage Grades > New Item

New Item


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


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"

Step 3: General options

After you have selected the Numeric Grade Item Type, complete the following:

- 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).

New Item

Properties Restrictions Objectives

General

Type
Numeric

Name *
Quiz 2

Short Name
Optional

Category
Quizzes [New Category]

▼ Hide Description

Description

Paragraph B I U List Font Family Size Background Color

Allow users to view grade item description

Step 4: Grading options

Maximum Points: Enter the maximum possible points for this item. This field will be grayed out if you placed this item in a category and specified points to be distributed evenly.

Can Exceed: Select this option if you want users' grades to be able to exceed the maximum points.

Bonus: Select this option if you want this grade item to be counted as extra credit. Bonus items are not counted towards the total possible points for a category or the final grade, but are added to the students' total only.

Exclude from Final Grade Calculation: Select this option to exclude this grade from the Final Calculation.

Grade Scheme: **Percentage** is the default grade scheme. Keep **Percentage** to display calculated grades as a percentage of the total possible points. Select **Letter Grade** to display the letter grades corresponding to the calculated values.

Rubrics: To attach an existing grading rubric, select **Add Rubric**. To create a new rubric for this grade item, select **Create Rubric in New Window**.

Grading

Maximum Points *

10 ?

Can Exceed

☐ ?

Bonus

☐ ?

Exclude from Final Grade Calculation

☐ ?

Grade Scheme

-- Default Scheme -- (Percentage) v ?

Rubrics

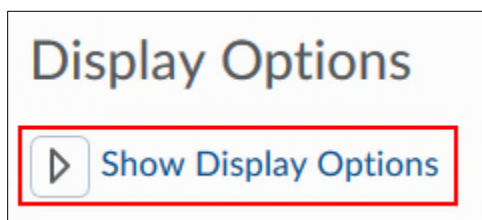
Add Rubric

No rubrics selected.

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

Step 5: Display Options

If the Display options do not appear, select **Show Display Options**.



You can select different **Display** options for students (**Student View**) and yourself (**Managing View**) by selecting the **Override display options for this item** check box.

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
 ☐ Weighted grade
 ☒ Grade scheme symbol
 ☐ Grade scheme color

Managing View

☒ Override display options for this item ?

Show

☒ Points grade
 ☒ Weighted grade
 ☐ Grade scheme symbol
 ☒ Grade scheme color

Save and Close

Save and New

Save

Cancel

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 item differently from other items in the grade book. If you select this option, you will then be able to indicate that the **Points grade**, **Grade scheme symbol**, and **Grade scheme color** should be displayed for this item.

Step 6: Save your new grade item.

- 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.
- Select **Save** to save the selections you have made and continue work on this grade item.

When you return to **Manage Grades**, you will see your Grade Categories and Grade Items.

The screenshot shows the 'Manage Grades' tab in a software interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades' (which is active), 'Schemes', and 'Setup Wizard'. Below the tabs, there are buttons for 'New' and 'More Actions'. A 'Bulk Edit' section is visible. Below this is a table with columns for selection (checkboxes) and grade items. The first row is 'Grade Item'. The second row has a dropdown menu labeled 'QUIZZES'. The third, fourth, and fifth rows have dropdown menus labeled 'Quiz 1', 'Quiz 2', and 'Quiz 3' respectively. Red boxes highlight the 'QUIZZES' dropdown and the 'Quiz 1', 'Quiz 2', and 'Quiz 3' dropdowns.

Entering Grades

To enter grades, select the **Enter Grades** tab.

The screenshot shows the 'Enter Grades' tab in a software interface. At the top, there are tabs for 'Enter Grades' (which is active), 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs, there are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. Below these buttons, there is a 'View By:' section with a dropdown menu labeled 'User' and an 'Apply' button. At the bottom, there is a search bar labeled 'Search For...' with a magnifying glass icon and a link labeled 'Show Search Options'.

You now have two options for entering grades.

Option 1: To enter grades for one grade item, select **Enter Grades** from the dropdown menu for that item.

Email							
<input type="checkbox"/>	Last Name ▲, First Name	Final Grades	Midterm Exam ▼	Final Exam ▼	Quizzes ▼		
		Final Calculated Grade ▼			Quiz 1 ▼	Quiz 2 ▼	Subtotal
<input type="checkbox"/>	STUDENT, D2L DEMO ▼	190 / 350, 54.29 %	100 / 100	50 / 200	<div> Properties Edit Enter Grades Statistics Event Log </div>		40 / 50, 80 %
<input type="checkbox"/>	Student10, ACC ▼	132 / 307, 43 %	- / 100	50 / 200			37 / 57, 64.91 %
<input type="checkbox"/>	Student21, ACC ▼	96 / 300, 32 %	51 / 100	45 / 200			- / -, - %
<input type="checkbox"/>	Student23, ACC ▼	90 / 300, 30 %	45 / 100	45 / 200			- / -, - %

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

Set Grades Clear Grades Add Feedback Email						
<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Scheme	Feedback	
<input type="checkbox"/>	STUDENT, D2L DEMO ▼		40 / 50	80 %	No feedback provided.	
<input type="checkbox"/>	Student10, ACC ▼		30 / 50	60 %	No feedback provided.	
<input type="checkbox"/>	Student21, ACC ▼		/ 50	- %	No feedback provided.	
<input type="checkbox"/>	Student23, ACC ▼		/ 50	- %	No feedback provided.	

Option 2: To enter grades for multiple items, select **Switch to Spreadsheet View**.

Enter Grades
Manage Grades
Schemes
Setup Wizard

Import

Export

Switch to Spreadsheet View

More Actions ▼

You can now enter grade values for all grade items for any or all students.

<input type="checkbox"/>	Last Name ▲, First Name ▼	Final Grades	Midterm Exam ▼	Final Exam ▼	Quizzes ▼	
		Final Calculated Grade ▼			Quiz 1 ▼	Quiz 2 ▼
<input type="checkbox"/>	STUDENT, D2L DEMO ▼	190 / 350, 54.29 %	<input type="text" value="100"/> / 100	<input type="text" value="50"/> / 200	<input type="text" value="40"/> / 50	<input type="text"/> / 7
<input type="checkbox"/>	Student10, ACC ▼	132 / 307, 43 %	<input type="text"/> / 100	<input type="text" value="50"/> / 200	<input type="text" value="30"/> / 50	<input type="text" value="7"/> / 7
<input type="checkbox"/>	Student21, ACC ▼	96 / 300, 32 %	<input type="text" value="51"/> / 100	<input type="text" value="45"/> / 200	<input type="text"/> / 50	<input type="text"/> / 7
<input type="checkbox"/>	Student23, ACC ▼	90 / 300, 30 %	<input type="text" value="45"/> / 100	<input type="text" value="45"/> / 200	<input type="text"/> / 50	<input type="text"/> / 7
<input type="checkbox"/>	Viera Sarmiento, Andree ▼	100 / 100, 100 %	<input type="text"/> / 100	<input type="text"/> / 200	<input type="text" value="50"/> / 50	<input type="text"/> / 7

Make sure to select **Save** after you have entered or changed grades.