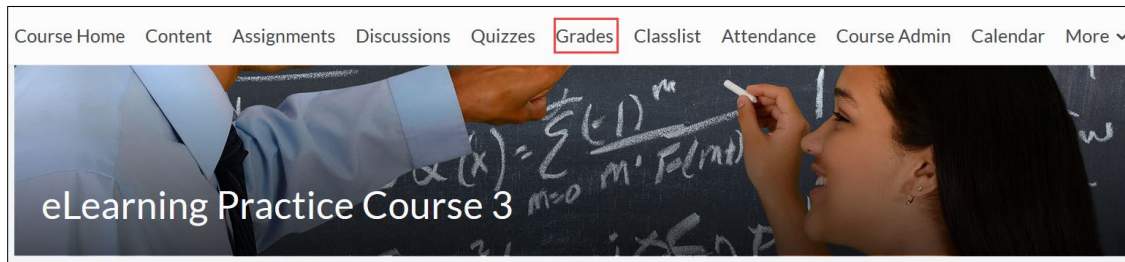# Setting up a Weighted Gradebook and Entering Grades

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.

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

Enter Grades   Manage Grades   Schemes   **Setup Wizard**

Step 1 of 7
Step 1: Choose Grading System

Grading System

● Weighted ❷

  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 ❷

  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 ❷

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

[Continue]   [Cancel]

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.

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.

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

Step 3: Grade Calculations

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 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.**

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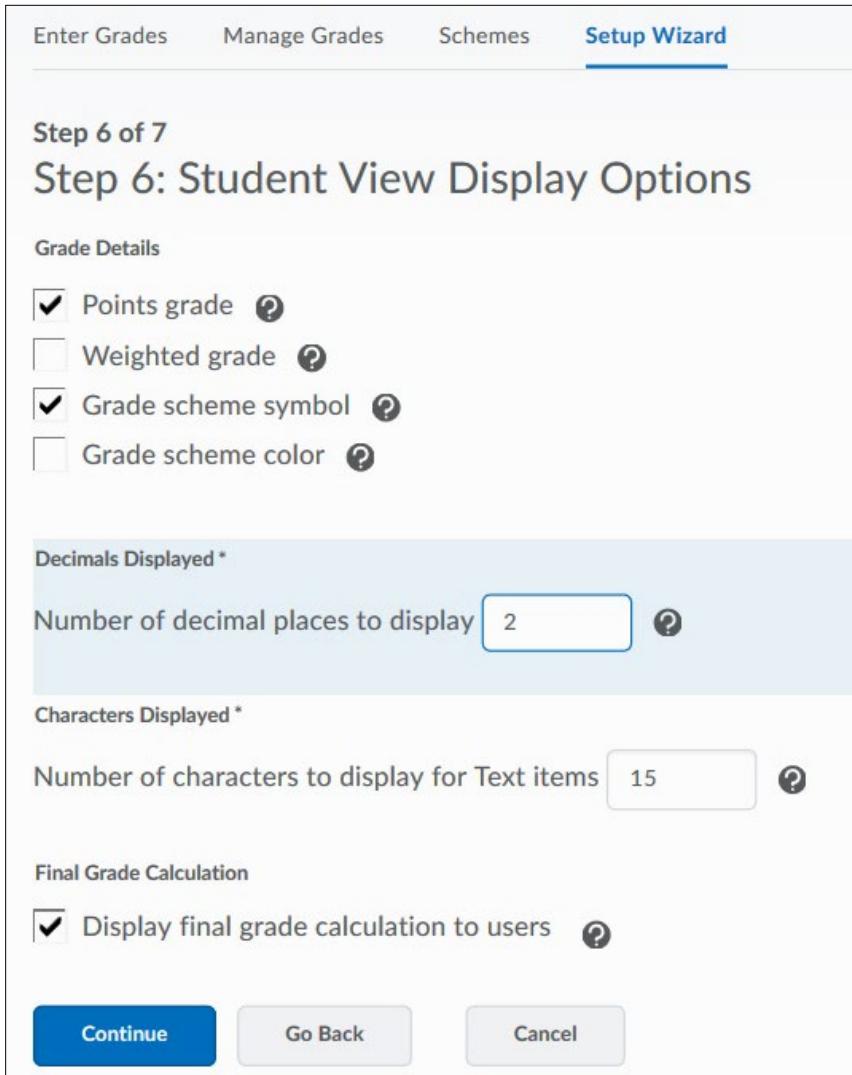
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Step 6: Student View Display Options. This step allows you to specify how students will see their grades.

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.

Enter Grades   Manage Grades   Schemes   **Setup Wizard**

Step 7 of 7

Step 7: Grades Setup Summary

Grading System

Weighted

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 1 decimal places for grade item values

Student View Display Options

Display points grade values

Do not display weighted 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

[Finish]   [Go Back]   [Cancel]

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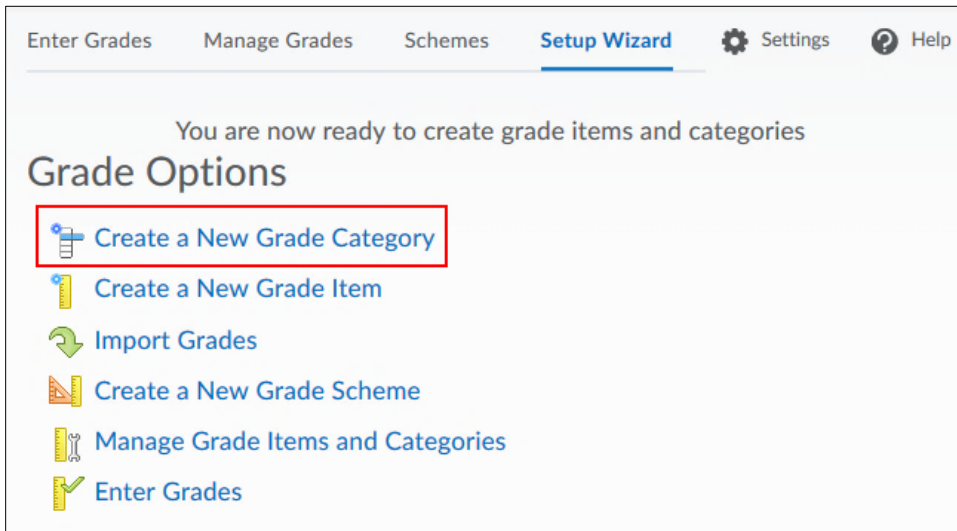
Option 2: If you completed the **Setup Wizard** earlier, or are coming back to create a new category, select **Manage Grades** and then select **Category** from the **New** dropdown menu.
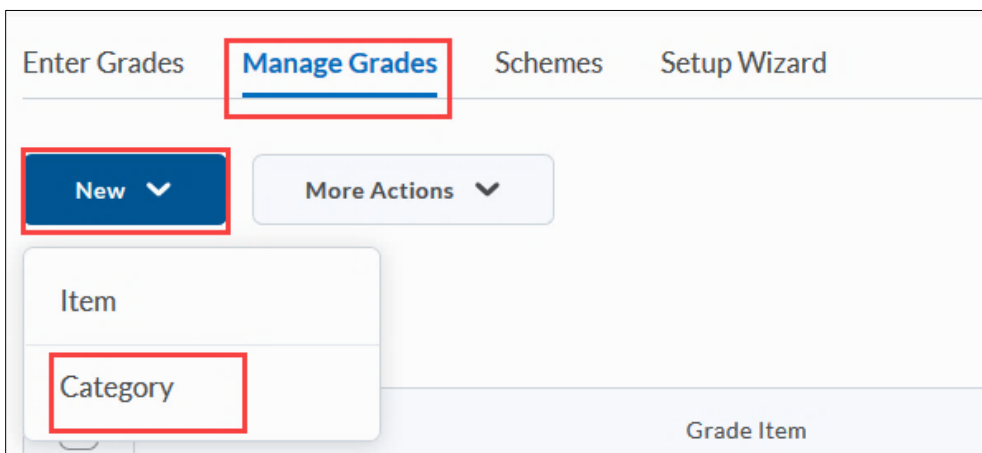
You can now create the **New Category**.

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

New Category

Properties | Restrictions

General

Name *

Quizzes

Short Name

❓

▷ Show Description

- 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).

New Category

Properties | Restrictions

General

Name *

Quizzes

Short Name

❓

▼ Hide Description

Description

[toolbar: Paragraph | B I U | list tools | ...]

Weekly quizzes

✔ Allow users to view description

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Step 2: Select **Grading** options.

Grading

Weight

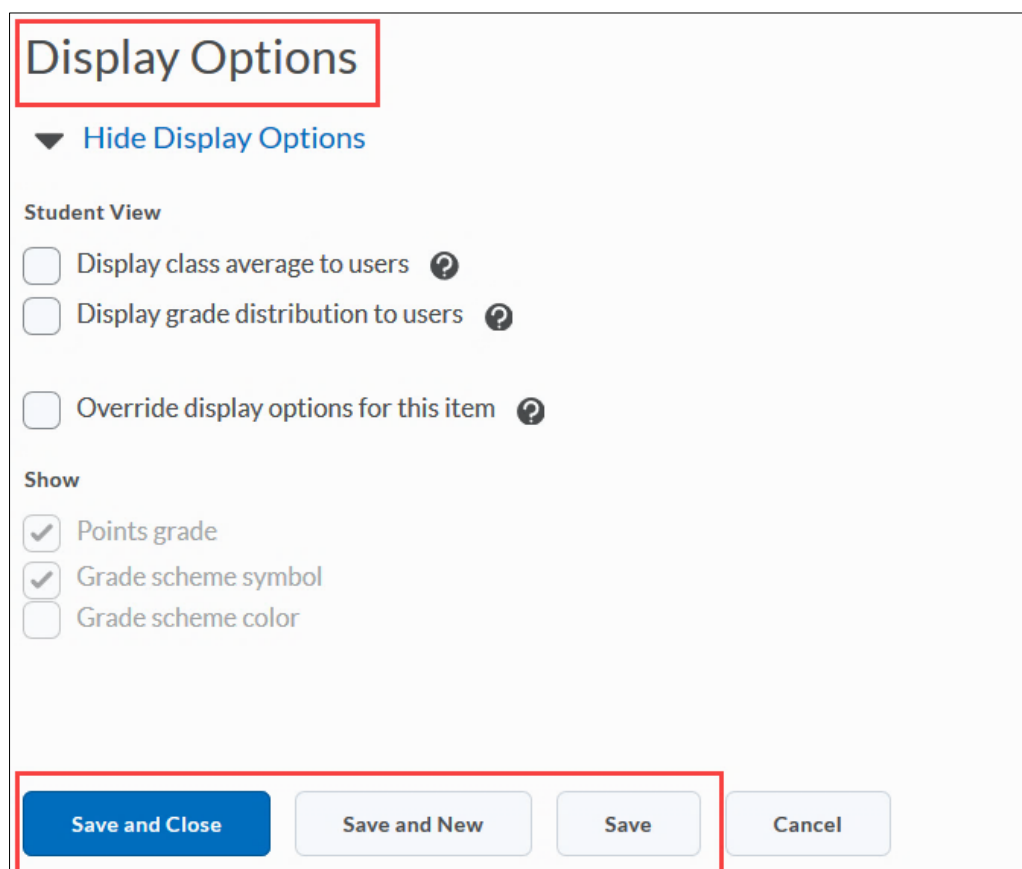[10] ❷

☐ Allow category grade to exceed category weight ❷

Distribution

◉ Manually assign weight to items in the category
○ Distribute weights by points across all items in the category
○ Distribute weight evenly across all items

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

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

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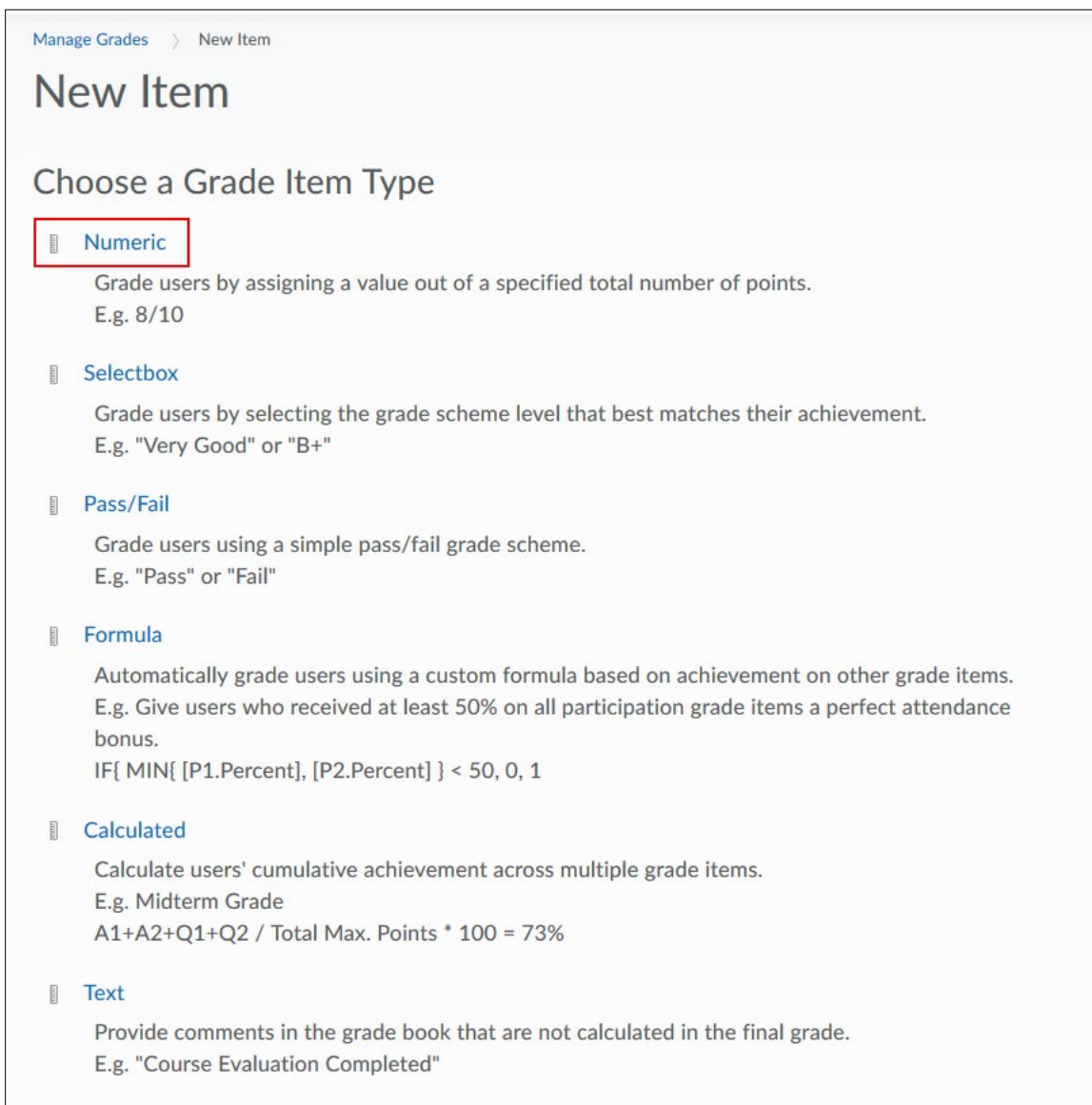
Once you have finished creating your Categories, start creating your Grade Items.

Creating Numeric Grade Items

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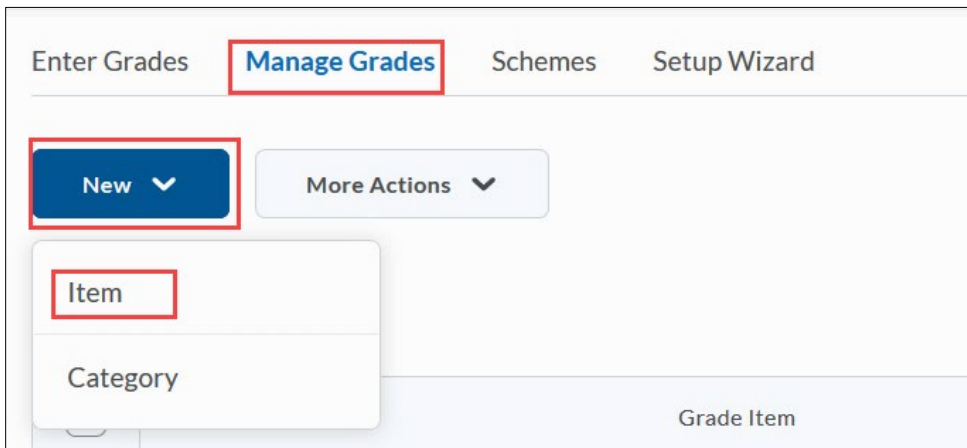
Step 2: Select **Numeric**.

- 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.

New Item

| Properties | Restrictions | Objectives |

General

Type

Numeric

Name *

Quiz 2

Short Name

Category

QUIZZES (10% of final grade)   ∨   [New Category]

▷ Show Description

If you want to make the description available to users, select **Allow users to view grade item description** (optional).

▼ Hide Description

Description

| Paragraph ∨ | **B** *I* <u>U</u> ▼ | ⋯ |

Week 2 Quiz

✔ Allow users to view grade item description

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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.

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.

Grading

Maximum Points *

10   ?

Weight *

10   ?

Can Exceed

☐ ?

Bonus

☐ ?

Grade Scheme

-- Default Scheme -- (Percentage)   ⌄   ?

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Step 4: Display Options. If the Display options do not appear, select **Show Display Options**

Display Options

▷ Show Display Options
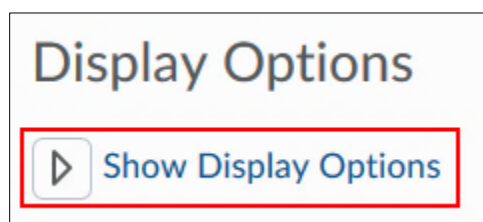
- Under **Display Options:** Choose your preferred **Student View** options.
- Under **Display Options:** Choose your preferred **Managing View** options.
- Select **Override display options for this item,** if you want to customize your display settings for students.

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

Step 6: Select **Save and Close** to save this tem 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.

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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.
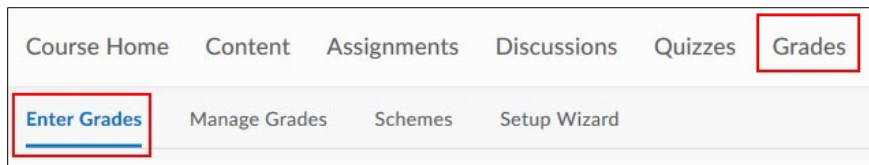
There are two options for entering grades.

Option 1: To enter grades for one grade item, select **Enter Grades** 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.**

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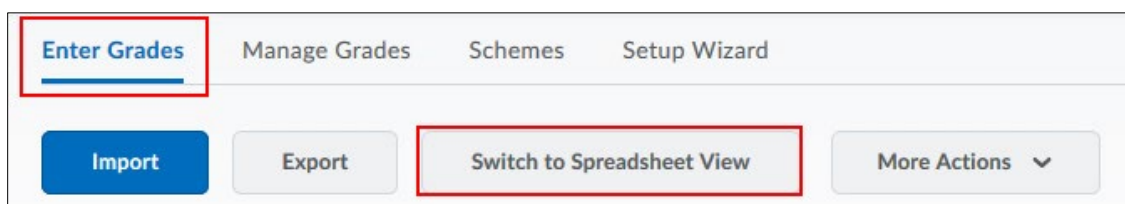
You can now enter grade values for any or all grade items and students.

	Last Name ▲ , First Name	Final Grades	Midterm Exam ∨	Final Exam ∨	Quizzes ∨	
		Final Calculated Grade ∨			Quiz 1 ∨	Quiz 2 ∨
☐	⚑ 📈 STUDENT, D2L DEMO ∨	190 / 350, 54.29 %	100 / 100	50 / 200	40 / 50	/ 7
☐	⚑ 📈 Student10, ACC ∨	132 / 307, 43 %	/ 100	50 / 200	30 / 50	7 / 7
☐	⚑ 📈 Student21, ACC ∨	96 / 300, 32 %	51 / 100	45 / 200	/ 50	/ 7
☐	⚑ 📈 Student23, ACC ∨	90 / 300, 30 %	45 / 100	45 / 200	/ 50	/ 7
☐	⚑ 📈 Viera Sarmiento, Andree ∨	100 / 100, 100 %	/ 100	/ 200	50 / 50	/ 7

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

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