D2L Grades:

Creating and managing grades in D2L
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Overview

This D2L Workshop will cover all the aspects of the D2L Grade Tool. You will learn how to use the D2L Grades Setup Wizard to set the various settings for your D2L course. You will also learn how to create D2L Grade Categories and Items. And finally, how to manage and enter grades for your individual Grade Items.

Objectives

- Learn about the D2L Grades Tool
- How to use the D2L Grades Setup Wizard
- How to create Grade Categories and Items
- Entering and Managing Grades

D2L Grades Overview

The D2L Grades Tool will allow you to track and enter your student’s grades and also display detailed class statistics about all your assessments. You can import, export, and edit single or multiple grades and also give students the ability to view their personal grades as well as class statistics.

To Access the Grades Tool you need to click the Grades link from the top navigation bar of your Course home. If you have not previously entered the course Gradebook the Grades Setup Wizard will appear. The setup wizard is a great resource to setup your Gradebook the first time you setup your Gradebook.

Grades Setup Wizard

The Grades Setup Wizard will help set up the framework for your Gradebook. You can change these settings any time you want and can run the wizard multiple times if necessary. To begin settings up your Gradebook select the "Start" button from the Grades Setup Wizard.

Support Contact: Specialist Chelsie Dubay (dubaye@etsu.edu; 439-8616)
Grades Setup Wizard

Welcome to the Grades Setup Wizard!

Current Gradebook Settings

Grading System: Weighted

Final Grade To Release: Release the Calculated Final Grade

Grade Calculations: Treat ungraded items as 0
Automatically keep final grades updated

Default Grade Scheme: Percentage

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

Submission view Display Options: Display points grade values
Display weighted 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

Step 1

The First step of the wizard is where you will select your Grading System. You can choose from a Weighted, Points, or Formula grading system. This is one step that it is best not to change after the Gradebook has been created. Once you have selected your grade system click next to continue.
Step 2

The second step is where you will choose whether to use a Calculated or Adjusted Final Grade. If Calculated Final Grade is chosen, when the final grades are released to students the grade displayed in the Calculated Grade will be visible to students and not an Adjusted Final Grade. If Adjusted Final Grade is chosen, the Adjusted Grade is the one released to students which is either transferred from the Calculated Grade or manually filled in.

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.

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Step 3

The third step will allow you to select some Grade Calculation options. You can select how you want to treat ungraded items, if you choose **Drop ungraded items**, any grade items that do not have a grade will be dropped from the Final Grade calculation. If you select **Treat ungraded items as 0** any grade items that do not have a grade will be graded as a 0 in the Final Grade calculation. If you choose to **Auto Update**, the final grade will be updated any time you make changes to any grade items. If this option is not selected you must manually re-calculate final grades after updating any grade item.

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**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

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Step 4

The fourth step is where you will select the Default Grade Scheme for the Gradebook. You can create other grade schemes that you design, such as letter grades or points or you can choose to apply grade schemes to particular grade items in the Gradebook. You will have to create other Grade Schemes before you will have the option here to change it to anything other than the default “Percentage”.

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**Step 4 of 7**

**Step 4: Choose Default Grade Scheme**

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Default Scheme</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Schemes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage</td>
<td></td>
<td><img src="image" alt="Preview" /></td>
</tr>
</tbody>
</table>

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Step 5

In the fifth step you can change the default number of decimal places displayed to fewer or more.
Step 6

The sixth step is where you can setup the Submission View for your Gradebook. This affects both what you and your students see in the Grade View. Select the **Display Final Grade Calculation** option to show students how their final grades are calculated.

Step 7

The final step will give you a summary of everything you have setup in the Grades Setup Wizard. You can select back to return to previous steps to change a setting or when you are done choose Finish. You can return to the Grade Setup Wizard at any time to make changes.
Step 7 of 7

Step 7: Grades Setup Summary

- Grading System: Weighted
- Final Grade To Release: Release the Calculated Final Grade
- Grade Calculations: Treat ungraded items as 0
  Automatically keep final grades updated
- Default Grade Scheme: Percentage
- Managing View Display Options: Display 2 decimal places for grade item values

Submission view Display Options:
- Display points grade values
- Display weighted 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

Setting Up Gradebook

Once you have finished the Grades Setup Wizard you are now ready to start setting up your Gradebook. You can now begin to create Grade Categories and Grade Items for your course. Select Grades from the top navigation bar or select Manage Grades from the Grades Area options to the left of the screen.
Creating Grade Categories

Creating Grade Categories will allow you to organize and group related grade items into sections that you can easily manage. For example, you may choose to group all of your assignments under a category labeled “Assignments” and all of your quizzes under a category labeled “Quizzes”.

Sorting your grade items under Categories helps you keep your Gradebook organized but also helps when creating Graded Categories. It is recommended that you create categories for tests, papers, discussions, participations, etc.

1. From the Manage Grades page, click the New Category button
2. Type a Name for your Category, for example “Tests” or “Assignments”
3. Type an optional Short Name. This is used on the Grades List page as the Category title, if your Category name is long it will cause the spreadsheet to expand, making it long and difficult to read. By using a concise Short Name you can eliminate this particular issue.
4. The next area is where you will define your Grading preferences:
   a. If you are using the weighted system (defined on the Grade Calculations page), you can specify how much a category contributes to the final grade by typing the value (for example, 30%) in the Weight field. You will not see the Weight field if using Points.
   b. Check Allow category grade to exceed total points/weight to allow the total points/weight of the grade items in the category to exceed the maximum points/weight allotted for that category.
      1. Example (Points System) An “Assignments” category has been created that contains two grade items: Assignment 1 and Assignment 2. Both assignments are out of 10 points, and both items are allowed to exceed the maximum points allotted for the item. Student A receives 12/10 and 11/10 on the grade items. By checking Allow category grade to exceed total points, Student A will receive 23/20. If this option is not checked, the student would receive 20/20, even though the individual grade items exceeded the maximum.
      2. Example (Weighted System) An “Assignments” category has been created that contains two grade items: Assignment 1 and Assignment 2, both worth 50% of the category. Both items are also allowed to exceed the weight allotted for the item. Student A receives 100% on Assignment 1 and 110% on Assignment 2. By checking Allow category grade to exceed total weight, Student A will receive 105% on the assignment category. If this option is not checked, the student would receive 100%, even though the grade items are allowed to exceed the maximum weight.
   c. If you are using the weighted system, check the Distribute weight evenly across all items in the category box if you want to make all grade items worth an equal amount within the category. As you add items to a category, they are automatically re-weighted for you. For example, if you have two grade items in the category, one out of 10 points and one out of 20, if you select Distribute weight evenly, each grade item will be worth 50% of the category. (If you are using the points system, this option will not appear.)
   d. The Distribution option will also allow you to assign the Number of highest non-bonus grade values to drop and Number of lowest non-bonus grade values to drop, enter the
applicable numbers in the appropriate fields if you want to drop the highest and lowest grades achieved in the category for each student.

1. **Example:** If you create five grade items in a category but only want three of the items to count towards each student’s final grade, you could enter a 1 in each field to drop the highest and the lowest grade that each student receives in that grade category. Alternatively, you could type a 0 in the **Number of highest...** field and a 2 in the **Number of lowest...** field to drop each student’s two lowest grades in the category.

2. Items can only be dropped if they belong to a category and if the **Distribute weight evenly across all items** in the category option is turned on. Dropped items appear on the Grades List as “Dropped” and do not count towards the student’s final grade.

**e.** The Display Options field will allow you to enable certain Statistical options to be viewable to your course.

1. **Display class average for this category to everyone** will show students and instructors a graphical representation of the class average for this category.

2. **Display grade distribution for this category to everyone** will show users a grade distribution graph.

**f.** Be sure to Save when finished by clicking Save, or Save and New to continue creating grade categories.
Creating Grade Items

You can create Grade Items and assign them to individual tests, quizzes, assignments, etc.

1. From the Manage Grades page, click the New Item button
2. By clicking the New Item button you will be asked to pick a Grade Item Type, your options are:
   1. **Numeric** - Graded by assigned a value out of a specified total number of points
   2. **Selectbox** - Graded by selecting the grade scheme level that matches their achievement, for example “Very Good” or “B+”
   3. **Pass/Fail** - Graded by using a simple pass/fail grade scheme
   4. **Formula** - Graded using a custom formula
   5. **Calculated** - Graded by calculating users’ cumulative achievement across multiple grade items
   6. **Text** - Provide comments in the grade book that are not calculated into Final Grade
3. After you select the Grade Item Type, you will be taken to the New Item page to enter a Name for your item
4. Type an optional **Short Name**. This is used on the Grades List page as the Grade Item title, if your Grade Item name is long it will cause the spreadsheet to expand, making it long and difficult to read. By using a concise **Short Name** you can eliminate this particular issue
5. Select a Category if you want the Grade Item to be associated with one
6. Add an optional description for this Grade Item, students can view the description
7. Enter the maximum number of points the student can achieve on this grade item.

Select the weight of the assignment. If you are using a weighted system, this value will be either a percentage of the entire Gradebook or of the grade category. If this item belongs to a category and you have elected to make each item of equal weight within that category, the Gradebook will figure this for you.
Entering Grades

You can enter grades from either the Spreadsheet view or the Standard view. The Spreadsheet view will give you a little more control when you enter grades and offers the option to tab from cell to cell when entering grades.

To Assign Grades for a Single Grade Item

1. From the Enter Grades List, Select the Ruler/Checkmark icon beside the applicable grade item.
2. You can enter general comments for the grade item in the Overall Comments text field. Overall comments will be displayed to all users who see this item in their grade book.

3. Enter student grades. Depending on the type of item you are grading, you will see different options:
   1. If you are grading a Numeric grade item, enter a grade value for each student in the Out Of Grade or Points column.
   2. If you are grading a Selectbox grade item, select the appropriate grade range from the Selectbox Grade drop-down list for each student. Each grade range is associated with an Assigned Value (set up in the Grade Scheme), and where no Assigned Value has been added the value is the starting percentage for the range.
   3. If you are grading a Check box grade item, check the box in the Out Of Grade/Points column for students who have successfully completed the grade item. This is an all or nothing grade item type—pass or fail. That is, students will either receive full points/weight for the item (if the box is checked) or no points/weight at all (if the box is unchecked).

4. Click the Comments icon to enter individualized feedback. The Grade Comments page displays, where you can type Comments for the student to view along with their grades. You can also type Private Comments that will not be visible to the student.

5. Click on the Log of Events icon to see all recorded events concerning this user and grade item.

6. There are also icons on the top of the page that allow you to perform various functions:
   1. Click View Log of Events to view details of changes made to the grades for users, such as last modified date, modified by, and adjusted grade.
   2. Click Enter Grade for All to enter the same grade value for all users.
   7. Click Clear All Grades to remove all previously entered grades for this grade item.

8. Be Sure to Save when Finished.

Support Contact: Specialist Chelsie Dubay (dubayc@etsu.edu; 439-8616)
To Assign Grades to a Grade Category

1. From the Enter Grades List, Select the Ruler/Checkmark icon beside the applicable grade item

2. The Category Details will show you the weight of this particular Grade Category toward the final grade

3. Enter student grades for each of the grade items. Depending on the type of item you are grading, you will see different options:
1. If you are grading a **Numeric** grade item, enter a grade value for each student in the **Out Of Grade** or **Points** column.

2. If you are grading a **Selectbox** grade item, select the appropriate grade range from the **Selectbox Grade** drop-down list for each student. Each grade range is associated with an Assigned Value (set up in the Grade Scheme), and where no Assigned Value has been added the value is the starting percentage for the range.

3. If you are grading a **Check box** grade item, check the box in the **Out Of Grade/Points** column for students who have successfully completed the grade item. This is an *all or nothing* grade item type—pass or fail. That is, students will either receive full points/weight for the item (if the box is checked) or no points/weight at all (if the box is unchecked).

4. Click the Comments icon to enter individualized feedback. The Grade Comments page displays, where you can type Comments for the student to view along with their grades. You can also type Private Comments that will not be visible to the student.

5. Click on the Log of Events icon to see all recorded events concerning this user and grade item.

6. Click **Clear All Grades** to remove all previously entered grades for this grade item.

7. The Total Weight or Total Points (depending on selected Grades calculation) column displays the category's contribution to the final grade for the student and changes to reflect the modifications you make to the grades.

8. Be Sure to Save when Finished.
Calculating Final Grades

You can choose to calculate the Final Grades for your course by the user or by the entire class. The final grade properties are setup by clicking on the Ruler/Checkbox button in the column header on the Grades List Page.

1. To calculate the final grade for the final grade, click the Recalculate Calculated Grade icon. The Calculated Grade is the total points/grade the student received in a course before any grade items were adjusted (removed or changed). You can then transfer the calculated grade to the adjusted grade by clicking the transfer option.

2. The Adjusted Grade is the final grade after all grade items have been adjusted.

3. You can override these options by manually altering the grade in the Adjusted Grade field.

4. Click the check box next to the Release icon (the eyeball) to release final grades to the user.

5. The View Log of Events will show you the date of last modification, user, grade, out of grade, adjusted grade, grade symbol, and who made the modifications.

6. Be sure to Save your changes.
Important Grade Tips

Deleting Grade Categories or Items
To Delete a Grade Item/Category go to the Manage Grades page and use the Delete Grades button to remove that item. Simply select the checkbox to the left of the Grade Item/Category and then select the Delete button. A dialog box asking if you are sure you want to delete will pop up, just click Ok to delete. If the grade book item is being used by a quiz or a Dropbox folder, you will not be able to delete it until you have removed its association with the quiz or Dropbox folder that is using it. Deleting any grade item will permanently delete any grades entered into the system.
How to Know if Final Grade is Released to Students

A simple way to know if you have released the Final Grade to students and they can view it is the eyeball indicator. Once you have released the Final Grade a visible indicator will show beside those users Final Calculated Grade.

Extra Resources

- Office of eLearning Help Page can be located at: [http://www.etsu.edu/d2l](http://www.etsu.edu/d2l)
- Desire2Learn Community website: [http://community.desire2learn.com](http://community.desire2learn.com)
- Call the Office of eLearning at: 423-439-8611
- Contact D2L Help at: [d2lhelp@etsu.edu](mailto:d2lhelp@etsu.edu)