Gradebook in D2L

Objectives:

✓ Set up your Gradebook using the Setup Wizard.
✓ Create grade categories.
✓ Create grade items.
✓ Enter grades.
✓ Delete categories and grade items.
✓ Calculate final grades.

Table of Contents:

Setting up your Gradebook .................................................................................................................. 2
  I. Accessing the Grades Tool. ............................................................................................................ 2
  II. Setup Wizard ................................................................................................................................... 2
Creating Grade Categories ...................................................................................................................... 6
Creating Grade Items ............................................................................................................................. 10
Deleting Categories and Grade Items .................................................................................................. 12
Entering Grades ....................................................................................................................................... 13
  I. Standard View ................................................................................................................................. 13
  II. Spreadsheet View .......................................................................................................................... 14
Calculating Final Grades ....................................................................................................................... 15
Setting up your Gradebook

The D2L Grades tool allows you to set up a Gradebook where you can create grading items for assessments completed by students outside of D2L and in D2L, such as discussions, quizzes, and dropbox assignments. Students’ grades of assessments completed in D2L can be transferred to the Gradebook automatically. The Gradebook calculates final grades, and allows you to control what and how grades are released to your students.

I. Accessing the Grades Tool: Go to http://d2l.mu.edu and use your Checkmarq username and password to log in. After you log in to D2L, click on the course you wish to edit. Click on Grades on the Main Navigation Bar.

II. Setup Wizard: The first time that you access the Grades tool in a course, you will need to go through the Setup Wizard to configure the general settings for your Gradebook. You may run the Wizard multiple times, if needed.

- This is a seven (7) step process.
- To begin, click Start in the Setup Wizard.
Seven steps to set up your Gradebook:

1. Choose a Grading System. D2L presents two options:

   - **Weighted**: Grade categories and items are calculated as a percentage of a final grade worth 100%. Individual items contribute towards the final grade according to the percentage assigned to their Category.

   - **Points**: Grade categories and items are calculated using a point system, where the sum of the grade items is totaled in the final grade.

2. Select a Final Grade Release. This option indicates the final grade calculations the students will see in the Gradebook.

   - **Calculated Final Grade**: Students’ grades will be visible based on the grading formula you used. You cannot adjust the final grade without adjusting grade item scores. If chosen, this will be the grade released to students, not the Final Adjusted Grade.

   - **Adjusted Final Grade**: The grade can be transferred from the Final Calculated Grade but you can edit it manually without having to adjust the grade items. If chosen, this will be the grade released to students, not the Final Calculated Grade.
3. Decide on **Grade Calculations**. Select how you want to treat ungraded grade items, which show up with a value of zero (0). You can also choose if you want grades to be automatically updated every time you make changes to the items in your Gradebook.

   ![Grade Calculations](image1)

   **Drop ungraded items**: Any ungraded item will be eliminated from the final grade calculation.

   **Treat ungraded items as 0**: Any ungraded item will be counted as a zero (0) in the final grade calculation.

4. Click **Continue** under **Choose Default Grade Scheme**. D2L has “Percentage” set as the default grading scheme.

   ![Default Grade Scheme](image2)

5. Enter the amount of decimal places you want displayed in the Gradebook. The default is set to two (2).

   ![View Display Options](image3)
6. Manage Student View Display Options. This affects what your students see in the Grade area. *Note: If you choose a Points Grading System, the option for Weighted grade will not show up on this page.

![Grade Details](image1)

**Grade Details**

- **Points Grade**: shows grade items as 8/10.
- **Weighted Grade**: shows grades as 80%.
- **Grade Scheme Symbol**: shows grades as 80% because percentage is the default grade scheme. *Note: The Grade scheme symbol must be selected for students to see Text Items in the Gradebook.
- **Grade Scheme Color**: color codes your Gradebook. Blue is 90th percentile, green is 80th percentile, yellow is 70th, orange and red follow in succession.

- **Decimals Displayed**: Choose the amount of decimal places you want displayed in the Gradebook for students.
- **Check if you want the final grade visible for students.**
- **Text Items**: Are Grade Items that allow you to write comments for students. They do not contribute to the final grade calculation.

7. The last window gives you a summary of everything that you have setup in the Wizard. You can select **Go Back** if you wish to change something. Otherwise, click on **Finish**.
Creating Grade Categories

**Category:** Categories allow you to organize or group Grade Items under one section. For example, you may choose to have an “Essays” Category and another one named “Quizzes”. Each Category will have a point or percentage value assigned, depending on the Grading System that you chose. Categories are recommended if you’re using a weighted Grading System or if you want to drop the lowest or highest grade item within a Category.

1. Click on **Manage Grades.** *Note:* This is the tool you need to access when you need to add, delete or edit Categories or Grade Items.

2. Click on **New** and then click on **Category** from the dropdown menu.

3. Edit the Category Properties:

   **A. General:**
   a. Type a **Name** for your Category, such as “Assignments” or “Exams”.
   b. If you want, you can enter a **Short name** for your Category. This name will show up in the Gradebook. This is recommended if your Category name is long, which will make it difficult to read the spreadsheet of grades.
   c. If you want, add a **Description** of the Category. Check the **Allow users to view description** box if you want to make the Category description available to students.
B. **Grading:** Define your grading preferences. Options will vary based on the Grading System (weighted or points) that you chose in the Grading System (step 1) page of the Setup Wizard.

- **If you’re using a Weighted Grading System:**
  
  a. **Weight:** You can specify how much a category contributes to the final grade. For example, the “Assignments” category is 25% of the final grade.
  
  b. **Allow category grade to exceed category weight:** Allows the total weight of the grade items in the category to exceed the weight assigned to that category.
     
     i. **Example:** You create an “Assignments” category that contains two grade items: Assignment 1 and Assignment 2. Both assignments are worth 50% of the category and can exceed the weight specified. A student receives 100% on Assignment 1 and 110% on Assignment 2. By checking this option, the student receives 105% in the Assignments category. If not checked, the student receives 100%.

  c. **Distribution:**
     
     i. **Manually assign weight to items in the category:** Allows you to control weighting of individual items in the category.
     
     ii. **Distribute weights by points across all the items in the category:** Uses the points of individual, non-bonus grade items to determine the relative weighting of each item out of 100%.
     
     iii. **Distribute weight evenly across all items:** All grade items in the category are worth an equal amount, regardless of the number of points of the individual items. For example, if you have two items in the category, one worth 15 and the other one 25, each item will be worth 50% of the category. This option also allows you to drop the highest grade (Number of highest non-bonus items to drop for each user) or the lowest grade (Number of lowest non-bonus items to drop for each user) in the category for each student. Enter the number of items you want dropped in each option.

- **If you’re using a Points Grading System:**

  a. **Can Exceed:** Allows the total points of the grade items in the category to exceed the points assigned to that category.
     
     i. **Example:** If you have a Grade Item of 10 points and a student receives 12/10, this feature allows the 12/10 to be calculated in the final grade. Otherwise, if unchecked, the grade will be 10/10 in the final grade calculation.
b. **Exclude from Final Grade Calculation:** Allows you to exclude this category from the final grade calculation.

c. **Distribution:**
   i. **Distribute points across all items:** All the items in the category will be worth the same amount.
      1. **Points per item:** Use this if all the grade items under the category are worth the same amount of points. For example, in the Quizzes category you have 5 quizzes and each is worth 10 points.
      2. **Number of highest non-bonus items to drop for each user:** Allows you to drop the highest grade in the category for each student. Enter the number of items you want dropped.
      3. **Number of lowest non-bonus items to drop for each user:** Allows you to drop the lowest grade in the category for each student. Enter the number of items you want dropped.

C. **Display Options:** Allows you to enable certain Statistics options to be viewable to your course.
   a. **Display class average to users:** Shows the class average for items in the Category.
   b. **Display grade distribution to users:** Shows students and instructor a graph of how grades for this Category were distributed in different percentiles.
   c. **Override display options for this item:** Allows you to modify some of the general display options you selected in Step 6 of the Setup Wizard. Select if you want students to view information for this Category differently from others in the Gradebook.

D. **Restrictions:** The Restrictions tab allows you to set up parameters for when the Category is visible for students. You can also establish release conditions. For example, a student may not see the Category until completing a specific task in D2L, such as a quiz.
4. Click **Save and Close** or **Save and New**. The latter will open another window to create a new category.

**New Category Page Overview**

*(The example is from a Weighted Grading System)*

**Restrictions tab:** Choose when the Category is visible for students.

**Enter a name for the Category here.**

**Enter a short name for the Category that will appear in the Gradebook.** *(Optional)*

**Select the Category’s grading options.** Note: These vary based on the Grading System (points or weighted).

**Select if you want grade statistics to be visible for your students.**

**Write a description of the Category and choose if it’s visible for students.** *(Optional)*

**Be sure to save!!!**
Creating Grade Items

**Item:** Grade Items can exist independently in your Gradebook or they can be grouped under a Category. For example, under the category “Essays” you have three Grade Items: Essay 1, Essay 2, and Essay 3. Grade Items can also be associated with course objects such as discussions, quizzes, and dropbox folders.

1. Click on the **Grades** tool on the Main Navigation Bar.
2. Under **Manage Grades**, click on **New** and choose **Item**.

3. Select a **Grade Item Type**. You will be given several options:
   a. **Numeric**: Graded by assigning a value out of a specific total number of points.
   b. **Pass/Fail**: Graded by using a simple pass/fail grade scheme.
   c. **Calculated**: Graded by calculating a student’s cumulative achievement across multiple grade items. Calculated grade items cannot belong to a Category and cannot contribute to the calculated final grade.
   d. **Text**: Allows you to provide comments that are not calculated in students’ final grade. Text grade items cannot be part of a Category.

4. After selecting a **Grade Item Type**, enter a name (required) for your grade item on the New Item page. You can type an optional **Short Name**, which will show up on the grades spreadsheet (optional).
5. If applicable, select a **Category** if you want the Grade Item to be associated with one.
6. You can write a **Description** of the Grade Item. This is optional.
7. Under the Grading section, enter the maximum number of points a student can achieve on the grade item for Numeric and Pass/Fail grade types.

8. **Weight (%)**: If the Grade Item is grouped under a Category and you’re using a weighted grading system, enter the Weight (%) you want the assignment to contribute to the Category. **Note**: If you have selected to make each item of equal weight within the Category, then the Gradebook will automatically figure out the weight of the grade item for you.

9. If you’re creating a Grade Item that is not part of a Category, you must adjust the Weight value to the weight the item has towards the final course grade.

10. **Can Exceed**: If students can achieve a higher grade than the maximum amount of points through extra credit (e.g., 11/10), check the box next to Can Exceed.

11. **Bonus**: If the entire Grade Item is extra credit in the course (e.g., an extra credit assignment), check the box next to Bonus.

12. If you want, you can also associate a rubric to this Grade Item. You can also edit the Display Options (just like for Categories).

13. Just like when you create a Category, you can add restrictions to the Grade Item by clicking on the Restrictions tab on the New Item page. This tab allows you to set up parameters for when the Grade Item is visible for students. You can also establish release conditions.

14. Click **Save and New** to create another Grade Item, or **Save**.

**Note**: You can always edit a Grade Item after you’ve created it. To do so, go to Manage Grades and click on the downward facing arrow next to the items name. Select **Edit Grade Item**.
Deleting Categories and Grade Items

1. Go to the **Manage Grades** page.
2. Click on the **More Actions** button and choose **Delete** from the dropdown menu.

   ![Dropdown Menu](image)

3. **Select the check box** for each Grade Item or Category you want to delete. Notice that the font color for categories and grade items changed from blue to black.

   ![Select Grade Items](image)

4. Click on **Delete**.

*Notes:*
- Selecting a Category does not select the Grade Items that reside in it.
- You cannot delete a Grade Item that is associated with a course object (quiz, dropbox assignment or discussion). You must first remove the association and then delete the grade Item. Click on the Information icon next to the Grade Item to view the details about the association.
Entering Grades

You can choose to enter grades by user, Category or Grade Item. You can view your Gradebook in two ways: the Standard View and the Spreadsheet View.

1. Click on the Grades tool on the Main Navigation Bar.
2. Click Enter Grades.

3. To switch from one view to another, click on the option on the right-hand button, located on top of the Gradebook.

I. Standard View

1. Click on the downward facing arrow next to the name of the Grade Item you wish to grade and select Grade All from the dropdown menu.

2. Enter the grades in the space provided. You can also add comments as feedback.
3. Click **Save**.

II. **Spreadsheet View** offers the option to tab from cell to cell when entering grades.

1. Click on the space provided under each Grade Item and type the grade for each student.

2. If you wish to add comments as feedback, click on the downward facing arrow next to the name of the Grade Item. Select **Grade All** from the dropdown menu.

3. Click on the comment’s icon under the Feedback column.

4. Click on **Save**.
Calculating Final Grades

1. Click on **Enter Grades**.
2. If you chose *Automatically keep final grade upgraded* (Step 3 of the Setup Wizard), grades will show up upgraded in the Final Calculated Grade column. *Note:* Every time you enter a grade for a Grade Item and save it, the Final Calculated Grade gets updated.
3. If you did not choose *Automatically keep final grade upgraded* (Step 3 of the Setup Wizard), click on the arrow next to **Final Calculated Grade** on the Enter Grades page and select **Grade All** from the dropdown menu.

1. Click on the downward facing arrow next to **Final Grades** on the top of the page and select **Recalculate all** from the dropdown menu.
2. Choose the grade that you want updated.

![Recalculate All dialog box]

- **If you choose Final Calculated Grade** a window will open up with a list of all the Grade Items that will be included in the grade calculation.
  *Note:* You can override the final grade calculation by manually altering the grades under the Adjusted Grade column, if you selected the Final Adjusted Grade in the Setup Wizard (step 2).

- **If you choose Final Adjusted Grade** a window will open up for you to choose the Grade Items you want to include in the Final Grade Calculation. Click on the check box next to the Grade Items you want to include or click on the top check box to select all the Grade Items.

![Grade Items Included in Adjusted Final Grade dialog box]

3. Click on **Calculate** at the bottom of the page. This will take you back to the Gradebook.
4. Click **Save.**