# **Gradebook**

#### **Grade Tool Areas**

- Enter Grades enter grade values for students
- Manage Grades add, remove, and edit grade items and categories
- Schemes create/choose scheme (letter grade or percentage) for your course



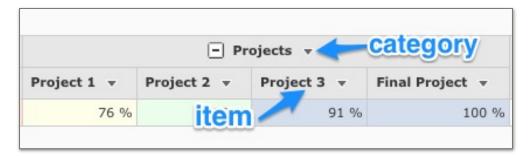
- · Setup Wizard guides you through initial setup
- · Settings adjust display for you and students, set calculation options for final grade

#### **Grade Tool Terms**

- Final Calculated Grade: Final grade automatically calculated by the Grades tool
- Final Adjusted Grade: Instructors can modify the final calculated grade before releasing it to students
- **Grading Scheme**: how grades are defined in a course or for a grade item. Display text or letter grades (like A, B or Excellent, Good) or a percentage for a range of grades
- Course Grading System: the configuration of the grade tool: Points, Weighted, Formula
- **Non-graded item**: an item that a student did not submit or do so there is no grade. If you include these in the calculations, the grade is a 0 for the item

# **Categories**

The Grades tool provides a category feature so you can group related grade items. Additionally, you can set default scores/weights for items and drop highest/lowest scores within a category.



# **Grade Item Types**

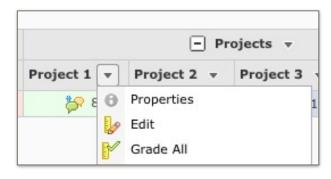
There are several types of grade items you can add to the gradebook depending on your needs:

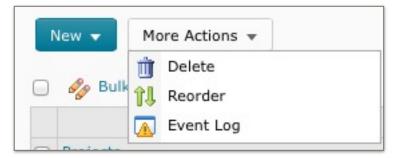
- **Numeric** the student receives an assigned number for the item (Example: 8 out of 10 points)
- Pass/Fail for a pass/fail type assignment. A check receives full value for the grade item.
- **Selectbox** the student gets a symbol and associated grade value (Example: Student sees "Good", gets a 6/10, another sees "Excellent" and gets a 10/10
- Text student gets text comments in the grade item
- Calculated a grade item that is a calculation based on other grade items ex. mid-term

#### **Enter Grades**

Use the Enter Grades screen to input students' scores, import/export grades, and more.

- Choose Grade All from the context menu to enter all students' grades for a grade item
- Choose Edit from the context menu to alter the item's points, name, or other properties
- Import/Export download or upload CSV files to use in Excel
- Switch to Spreadsheet View enter grades for multiple items and students using keyboard shortcuts



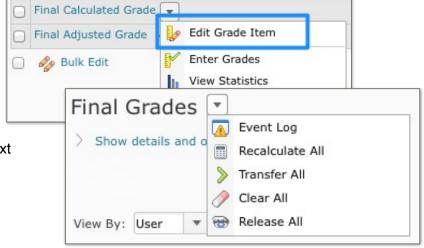


## **Manage Grades**

- •New Item creates a new grade item (column)
- New Category adds a new category to help organize your grade book. Very useful for weighted setup
- •Re-Order changes the display order of columns in the view
- Delete deletes grade items and categories

#### **Final Grades**

The Final Grade item in D2L must be released to students. There are also several properties for the instructor to consider before it is released. These properties are edited by clicking the in the Final Grade column in the Manage Grades area. Once these settings are made, final grades can be calculated, modified, and released by using the context menu for the Final Grades item.



## **Gradebook Setup Wizard**

The Setup Wizard guides you through the choices to define your initial gradebook settings. Use the wizard to setup:

- Grades System weighted, points, or formula
- Final Grade Released calculated or adjusted
- · How to handle ungraded items
- The **Default Grade Scheme** for the course
- And display items for both the Managing View (instructor) and Submission View (student)