

Setting Up Grades

In this document we will explore how to adjust the settings for the Grades tool in your course. Settings can be copied between courses, so you no longer need to modify settings each semester if you copy materials from a Master Course or previous offering. To access the Settings area, click on the small **Settings** link in the top right corner of the Grades page.

Set Personal and Course display options

The **Personal Display Options** tab determines what you see when you access the Grades tool. your options include:

- Showing additional student details such as username, P umber, or Email address. This is useful if you have two students with the same name.
- Displaying or hiding the Points grade (ie. 85/100) and Grade Scheme Symbol/Color (letter grade or percentage grade and accompanying color).
- Setting how often you want your row and column headings to repeat.
- Determining the area of the Grades tool that will be displayed first when clicking on the Grades link in the navbar.

Personal Display Options

Personal Display Options
Org Unit Display Options

Managing View Display Options

User Details

Username ?

Org Defined ID ?

Email ?

Grade Details

Points grade ?

Grade scheme symbol ?

Grade scheme color ?

Number of characters to display for text items *

?

Number of columns before user details repeat *

?

Number of users before column header repeats *

?

Repeat Final Grades

Repeat calculated final grade at the start of the user list ?

Repeat adjusted final grade at the start of the user list ?

Start Page

Default Grades Area

Manage Grades ▼ ?

Org Unit Display Options

Use this tab set options that affect how grades are viewed by individuals in your course.

- Set the number of decimal points displayed to users (0-5). Type the number of decimals instructors see under the **Managing View Display Options**. Type the number for students under the **Student View Display Options** heading.
- Show/hide the Points grade, Grade Scheme Symbol, and Grade Scheme color for the student view.
- Choose whether or not to display the final grade calculation to students.

Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

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 how final grade was calculated to users ?

Set your Grade Calculation system

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

The **Calculation Options** tab lets you determine how grades are determined for your course. You have 3 main options:

- **Points** - grades are determined by adding all of the total points earned and dividing by the total possible points
- **Weighted** - percentages of the final grade are assigned to items and categories - - for example 40% quizzes, 40% exams, and 20% homework.
- **Formula** - you define your own formula for calculating the final grade. ETS does not recommend this option.

You also check whether to release an adjusted final grade or the one calculated by the system. **ETS recommends choosing Adjusted so that you can modify the calculated grades if necessary.**

Determine how you want to handle ungraded assignments using the options at the bottom of the page. **Drop ungraded items** means that students aren't penalized for grades that are not submitted to the system. In most cases, you will need to check the option to **Treat ungraded items as 0** option to have accurate final scores.

Turning on the **Auto Update** option keeps the students' final grades updated throughout the semester for the instructor view. However, it has a negative affect on system performance, so we recommend unchecking that option unless you specifically need to see each student's current status.

Selecting a Default Grade Scheme

The D2L Learning Environment accommodates a variety of grading schemes. The default scheme is used for all Grade Items unless you choose a different scheme for a particular item. Set your default grade scheme by navigating to the Grades tool and clicking on the **Schemes** tab at the top of the page.



Select your default scheme by clicking the gray check mark in the **Set as Default** column. If you choose **Percentage**, students will see a percentage scheme (ie. 85%), but you can also select letter Grade schemes to display an A, B, C, etc. If you don't want to show a percentage or letter grade, make sure to turn off **Grade Scheme Symbol** and **Grade Scheme Color** in the **Settings** area. If you don't see a scheme that matches your syllabus, you can create your own by clicking the **New Scheme** button.