COURSE GRADES TOOL SET UP

Even if you copied your grade book over from a master course, you must do the following for every course that will use the Grades tool:

A. Check both Personal and Course Display settings
B. Check your Grade Calculation System
C. Check Your Default Grade Scheme

The first two are done under Grades Settings. To get there:
1. Within your D2L course, click GRADES
2. Click **GRADES SETTINGS**

A. Set Personal and Course display options:

Click Grades Settings in Grades tool

**Set PERSONAL Display Options (this is for YOUR view):**

- **Show additional user details** (email, student ID, etc)
  - NOTE: if you have two or more students with the same name, select one of the items from this category to differentiate the students.

- **Select additional grade details** you wish to display
  - ⇒ **Out of Grade/Points Grade** displays the total number of points accrued for each grade item (e.g., 9/10).

**ETS RECOMMENDATION:** If you want to see the points your students are making on grades, be sure this is checked

  ⇒ **Grade Scheme/Colors** Shows the Grade Scheme result in your Grades view

  ⇒ **Repeat user details every ___ grade items** is the number of grade items that appear consecutively before the student information is repeated.

  ⇒ **Repeat grade item details every ___ users** is the number of students before D2L repeats the column names as you scroll down.

**ETS RECOMMENDATION:** About 5-7
Repeat final grade at start reaps the Final Grade column as the first column in your gradebook.

Select ORG UNIT Display Options (along the top) for the options students will see when viewing their Grades.

- **Select if you want to show points grade to students**: Students will see the total number of points they accrued for each grade item (e.g., 9/10).
- **Select if you want to show grade scheme to students**: Students will see the scheme symbol (percentage or A-F grade) and/or color.
- **IF YOU USE WEIGHTED GRADES Show weighted grade to students**: Students will see the weighted grade earned for each item.
  
  **ETS RECOMMENDATION**: Leave this option unselected.
- **Enter the number of decimal places to show to students**: Specify the number of decimal places you’d like to display to students.
- **Enter number of characters to show for text type items in the Grades List**
  
  **ETS RECOMMENDATION**: 15 or less.
- **Deselect Show Final Grade calculation formula to students**
  
  **ETS RECOMMENDATION**: Do not select this option.

- **BE SURE TO CLICK SAVE**

C. SET YOUR GRADE CALCULATION SYSTEM

In Grades Settings, Click **CALCULATIONS OPTIONS** to get the Grade Calculation screen.

- **Select your grading system from TOTAL POINTS or WEIGHTED**
  
  **Total Points** means all grade items together for a grade
  **Weighted** means percentages of categories and items are used to the grade.
  example: 40% quizzes and 40% homework and 20% exams)

- **Select Release Adjusted Final Grade to Students**
  
  **ETS RECOMMENDATION**: This gives you the most flexibility when with the final grade.
Select how to handle ungraded items

**IMPLICATION:** If you choose “Treat ungraded items as 0” - D2L will consider any item that has NO GRADE PUT IN IT as a ZERO, which could confuse students and/or cause problems with final grade calculations.

**NOTE:** When recording grades, enter zeros for any grade items that a student did not complete. This ensures that your gradebook will calculate accurately.

Do NOT SELECT Automatically Keep Calculated Final Grade Updated

ETS RECOMMENDATION: Leaving this option off will improve the speed with which your gradebook loads during the semester.

BE SURE TO CLICK SAVE

### C. Selecting A Default Grade Scheme

Desire2Learn 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.

In Grades, click **GRADE SCHEMES**

- Under Default Scheme, select either Percentage if you do not want to assign letter grades to any grade items. You can choose another, but remember, you now have the option to show the grade scheme to the students (same as POINTS ONLY)

  **IMPLICATIONS:** Percentage will show the grade to the students.
  Percentage Shown will show a hyphen for the “grade” next to the points.
  For example: Sally Student made 85 out of 100 on a test.

  If Percentage was selected: She will see a result similar to this

<table>
<thead>
<tr>
<th>Name</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>85/100</td>
<td>85%</td>
</tr>
</tbody>
</table>

- If you want a Letter Grade to be displayed for every grade item, select the appropriate Grade Scheme or create your own.

  **BE SURE TO CLICK SAVE**

For more Grades information: [http://www.pstcc.edu/online/faculty/tools/grades/grades.html](http://www.pstcc.edu/online/faculty/tools/grades/grades.html)