QuickRef Card - Gradebook

Grade Tool Areas
- **Enter Grades** – put in actual grade values
- **Manage Grades** – add items/categories/adjust properties
- **Grades Settings** – adjust display for you & students and calculation options for final grade
- **Grades Scheme** – create/choose scheme for course
- **Setup Wizard** – guide you through initial settings

GRADE TOOL TERMS

**Final Adjusted Grade**: The grade that can be adjusted by the instructor

**Final Calculated Grade**: the calculation done by the Grades tool. It may or may not included non-graded items

**Grading Scheme**: how grades are defined in a course or for a grade item. Allow you display text (like A, B or Excellent, Good) 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 similar grade items together. If you use the weighted system, you MUST use categories. Click the plus/minus sign to expand or collapse the categories for less scrolling.

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. Example: A mid-term grade
**ENTER GRADES**
A summary of the actions under each main icon on the Grades List screen
- **User List** - listing of the students and grades
- **Import/Export** - download or upload CSV files to use in Excel
- **Display Options** - choose which grades are shown to you
- **Enter Spreadsheet View** – screen where keyboard shortcuts will help data entry go faster

**MANAGE GRADES**
- **Grades List** – list of all grade items and categories
- **New Item** - adds a new grade item (column)
- **New Category** - adds a new category to organize grade items (required for weighted setup)
- **Re-Order** - changes the order of the columns in the view
- **Delete** - delete grade items and categories

**FINAL GRADE**
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 Manage Grades area.

**GRADEBOOK SETUP WIZARD**
Guides you through the choices to get your gradebook set up each term:
- Select a Course Grading System (under Grades > Grade Setup > Grade Calculations)
- You have three options: Total Points, Weighted and Formula

Select how to display grades to students and your own view preferences