

# QuickRef Card - Gradebook

## Grade Tool Areas

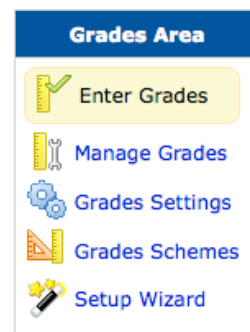
**Enter Grades** –put in actual grade values

**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 include 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.

First Name ▲, Last Name	A24	Category				Subtotal
		PP	Final Project	Project	Quizzes	
Al, Einstein	95 / 100	0* / 10	0* / 100	0 / 110, F	0* / 10	
Audrey J, Williams	58 / 100	10 / 10	94 / 100	104 / 110, A	10 / 10	

## 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

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## ENTER GRADES

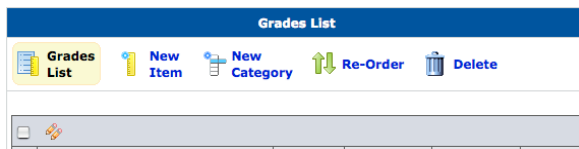
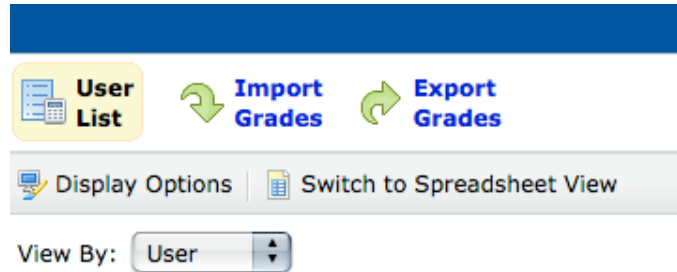
A summary of the actions under each main icon on the Grades List screen

**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)

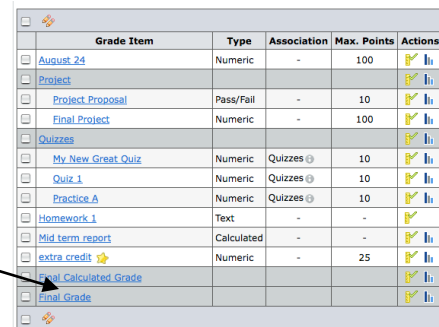
**New Category** - adds a new category to organize grade items (required for weighted setup)

**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.



Grade Item	Type	Association	Max. Points	Actions
August 24	Numeric	-	100	[Icons]
Project				[Icons]
Project Proposal	Pass/Fail	-	10	[Icons]
Final Project	Numeric	-	100	[Icons]
Quizzes				[Icons]
My New Great Quiz	Numeric	Quizzes ☺	10	[Icons]
Quiz 1	Numeric	Quizzes ☺	10	[Icons]
Practice A	Numeric	Quizzes ☺	10	[Icons]
Homework 1	Text	-	-	[Icons]
Mid term report	Calculated	-	-	[Icons]
extra_credit ⭐	Numeric	-	25	[Icons]
Final Calculated Grade				[Icons]
Final Grade				[Icons]

## 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