

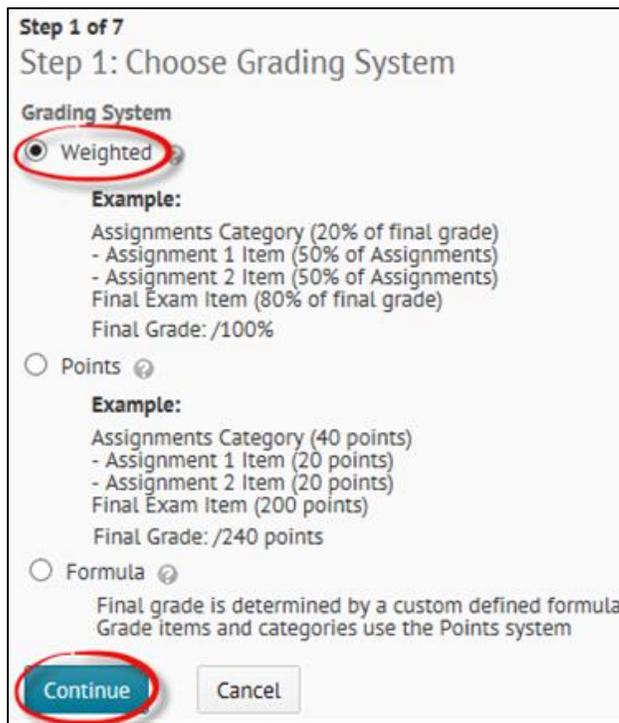
D2L Gradebook Setup Wizard: Recommended Settings

In the red navigation bar, click **Assessments** and select **Grades** from the dropdown menu.

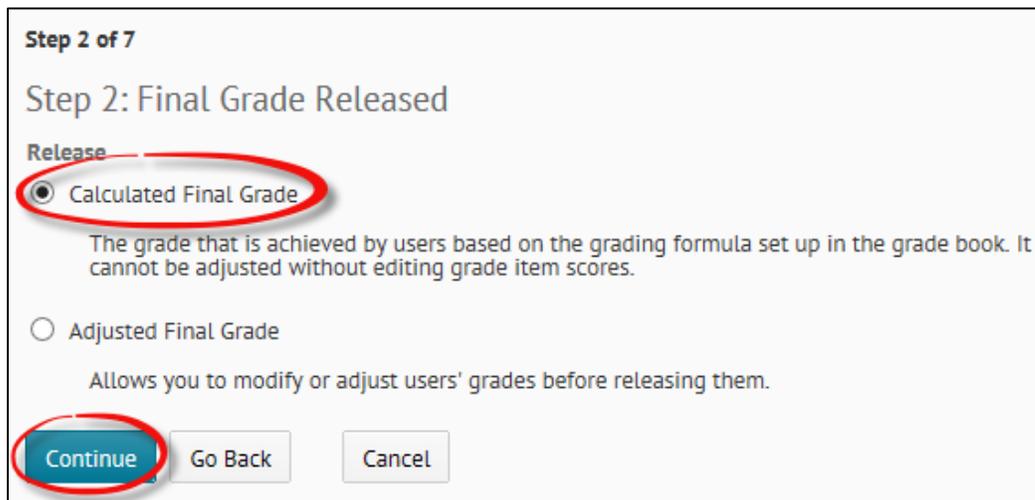
Click **Setup Wizard**. Each step in the wizard requires the user to make decisions that affect the content and functionality of assessment and grading. To ensure success in setting up the Gradebook, it is recommended that you make the following setting selections. Scroll to the bottom of the page and click **Start**.



1. When selecting a Grading System, we recommend that you choose **Weighted**. This option provides the most latitude in grading options. Click **Continue**.



2. Choose **Calculated Final Grade** for an absolute arithmetic grade calculation. Choose **Adjusted Final Grade** to allow for final manual grade adjustments. Click **Continue**.



Step 2 of 7

Step 2: Final Grade Released

Release

Calculated Final Grade

The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

Adjusted Final Grade

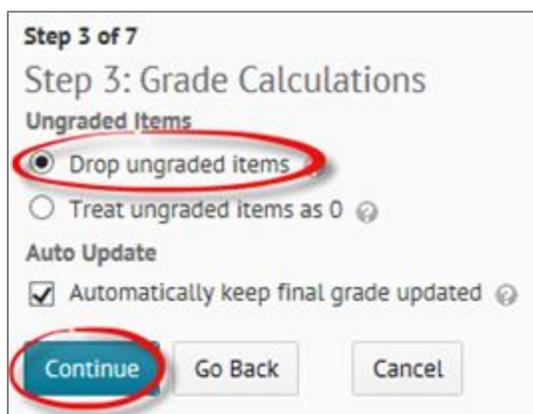
Allows you to modify or adjust users' grades before releasing them.

3. There are two options for Grade Calculations:

- **Drop ungraded items:** this allows the most latitude in assessment and is the recommended. For example, if a student is exempt from completing an assignment, the ungraded assignment will be excluded from the final grade calculation.
- **Treat ungraded items as zero:** this means that unmarked assignments will automatically be assigned a grade of zero.

Note: When **Drop Ungraded Items** is selected, ensure that a grade of zero is entered for all assigned work that was not received per expectations.

We recommend that you check the **Automatically Keep Final Grade Updated**. This provides a running total of the final grade and gives an overview of the student's current standing with each grade that is entered. Select **Continue**.



Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

Drop ungraded items

Treat ungraded items as 0 ?

Auto Update

Automatically keep final grade updated ?

4. Choose your preferred **Grading Scheme**. Select **Continue**.

Step 4 of 7

Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ?	<input checked="" type="radio"/>	

Continue Go Back Cancel

5. Raw scores are used for all calculations. The number of decimal places displayed will not affect the final grade calculation. We recommend that you display at least 2 decimal places. Select **Continue**.

Enter Grades Manage Grades Schemes Setup Wizard

Step 5 of 7

Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display ←

Continue Go Back Cancel

6. The **Student View Display Options** allows instructors to determine how much assessment information is provided to students when the grade item is made visible. It is recommended that **Points Grade** (raw score) is selected. **Grade Scheme Symbol**, the letter grade associated with the percentage, is optional. Uncheck **Grade Scheme Colour** unless you have set it up earlier.

Do not check **Display Final Grade Calculation to users**. This allows flexibility in grade adjustments to accommodate late assignment submissions, or remedial work. Select **Continue**.

Step 6 of 7

Step 6: Student View Display Options

Grade Details

Points grade 

Weighted grade 

Grade scheme symbol

Grade scheme colour 

Decimals Displayed *

Number of decimal places to display 

Characters Displayed *

Number of characters to display for Text items 

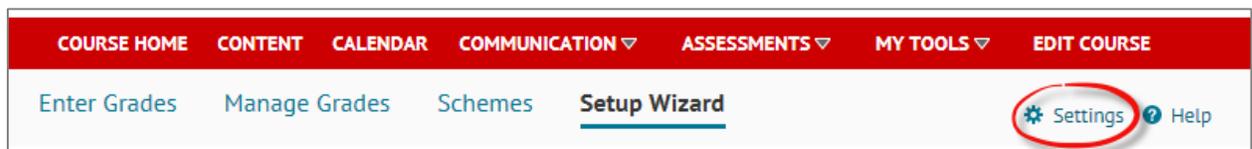
Final Grade Calculation

Display final grade calculation to users 

[Continue](#) [Go Back](#) [Cancel](#)

7. Finish

8. Click **Settings** to review or modify preferences at a later date, if necessary.



There are three tabs within the **Settings** page:

- Personal Display Options: instructor D2L display settings
- Org Unit Display Options: student view display options, with the exception of “Manage View Display Options, which is an instructor’s view settings
- Calculation Options: overall assessment calculations

