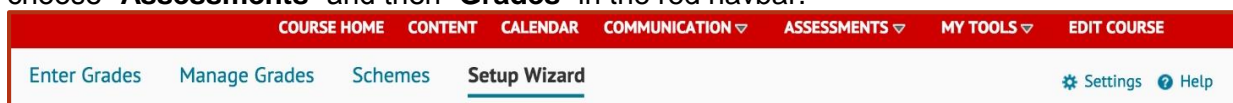



SETTING UP GRADEBOOK IN D2L

OVERVIEW

This handout is a supplement to the tutorial video located at: www.vimeo.com/107951745
The following 4 sections will help you set up your gradebook. The sections correlate to persistent menus in Grades as shown below. To get to Grades, login to your course, choose “**Assessments**” and then “**Grades**” in the red navbar.



Section 1 (page 1): [Setup Wizard](#)– Helps set up basics settings.


Note: These settings and others can also be found by clicking on the  [Settings](#) button on the right

Section 2 (page 2): [Schemes](#) - Create or copy a letter grade scheme

Section 3 (page 4): [Manage Grades](#) - Create grade book items/categories

Section 4 (page 6): [Enter Grades](#) - View student gradebook

SETUP WIZARD

It is a good idea to go through the Setup Wizard to make sure the settings you want are enabled. All of the options in the Setup Wizard are also available in the  [Settings](#) menu. If you wish, you can use that option instead of the wizard. You can use the settings menu to make changes later.

- Click on [Setup Wizard](#), click Start.

Step 1: The most common option is “**Weighted**”. If you assign a % to each component of your course, use this option. You will still be able to assign how many points you wish to grade the item out of.

Step 2: Choose if you want the ability to potentially adjust a student’s final grades (at the end of the semester) from what D2L has calculated as their average.

Step 3: Choose if you want D2L to automatically treat ungraded marks as a 0 or for them to be excluded from calculations.

Note: We recommend that you chose “Drop ungraded items” as “Treat as 0” will not allow you to excuse students from an assessment.

Step 4: If you do not have a letter grade scheme in by default then you can just skip this step (we will cover it in the next section).

Step 5: Choose how many decimal places you want visible in your grade book (just to you, not the student)

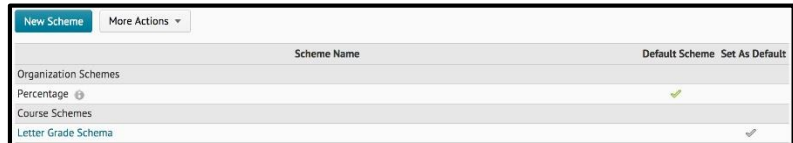
Step 6: Choose the default settings for how students see their grades. You can change these settings for individual items later if necessary.

- Points Grade: Shows students their raw score
- Weighted grade (if applicable): Shows the item weight out of the course total.
- Grade Scheme Symbol/Colour: Will show the associated scheme if it has been set up. If no scheme is set up, it will show the percentage of their raw score.
- Final Grade Calculation: It is not recommended to show the final grade to students in D2L, as it is not their official grade (this will come from PeopleSoft).

Step 7: Review your selections. Click Finish.

LETTER GRADE SCHEME

By default, a simple percentage scheme is used and visible under schemes. It is suggested that you set up a letter grade scheme corresponding to what is outlined in your course syllabus. Some faculties have a standardized grading scheme prepopulated in this area. If this is the case, simply click the grey check mark to make it the default scheme.



	Scheme Name	Default Scheme	Set As Default
Organization Schemes			
Percentage		✓	
Course Schemes			
Letter Grade Scheme			✓

To create a new letter grade scheme (an example is shown below):

- In **Grades**, click [Schemes](#)
- Choose **New Scheme**
- By default, D2L has 3 ranges by default; a standard letter grade scheme will require 12. Add an additional 9 ranges by entering “9” and then clicking **Add Ranges**.



Add Ranges 9

- Fill in the fields for each column:
 - Symbol Column: Enter the Symbols (starting with F and working your way to A+)
 - Start %: Enter the value that that letter grade range starts at.
 - Colour (optional): Choose a colour to be associated with that letter grade.
 - Assigned Value % (optional): Only if you want to be able to assign letter grades (not numeric values) from a drop down list in your gradebook (to be setup later). This value is what D2L will use to numerically calculate that score for a student's final average. If you plan to always create a numeric grade book item, you can leave this column blank.
- Click Save and Close.
- Click on the grey checkbox to set your scheme as the default.

#	Symbol*	Start %*	Colour	Assigned Value %	Remove
1	F	0		25	
2	D	50		51	
3	D+	52		53.5	
4	C-	55		57.5	
5	C	60		62.5	
6	C+	65		67.5	
7	B-	70		72.5	
8	B	75		77.5	
9	B+	80		82.5	
10	A-	85		87.5	
11	A	90		92.5	
12	A+	95		97.5	

To copy a previously created scheme from another course in which you are an instructor:

- In **Grades**, click [Schemes](#)
- Under **More Actions**, chose **Copy**
- Search for the course that contains the letter grade scheme you want to copy.
- Chose the letter grade scheme and click **Copy**
- Give that scheme a new name
- Click on the grey checkbox to set your scheme as the default.



MANAGE GRADES – CREATE YOUR GRADE BOOK

In your gradebook, you can create **Items** and **Categories**. We will first go through how to create Items, then show you how to create Categories, which will contain individual Items. Categories are simply a way to group Items if needed. Categories are useful if you want to drop the highest or lowest items within that category, or if you wish to simply keep your items

IMPORTANT: If you use Categories, you need to set up the Items within a category different from if they were on their own.

All the items within the Category must add up to 100%, not the weight of the overall course weight that you would put if not within a Category. The following chart helps illustrate the difference.

	If you only use Items <i>Item name - weight</i>	If you use Items within Categories <i>Category/Item name - weight</i>
organized. <i>Example #1</i>	Assignment #1 - 10% Assignment #2 - 10% Midterm - 30% Final - 50% Sum of all Items - 100%	Assignments Category - 20% Midterm - 30% Final - 50% Sum of all Cat. and independent items 100%
<i>Example #2</i>	Lab #1 - 10% Lab #2 - 5% Lab #3 - 5% Midterm - 30% Final - 50% Sum of all Items - 100%	Labs Category - 20% <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Assignment #1 - 50% Assignment #2 - 50% Sum of items in Cat. - 100% </div> Midterm - 30% Final - 50% Sum of all Cat. and independent items 100%

Creating an Item:

- In Grades, click on [Manage Grades](#). You will initially see one or two rows that D2L automatically creates for Final Grade calculations.
- Click **New**, then choose **Item**.
- Choose **Numeric** (most popular) for items that you assigning a numeric score to the student. Note that cannot be changed later.

Lab #1	- 50%
Lab #2	- 25%
Lab #3	- 25%
Sum of items in Cat.	- 100%

will be
this option

Selectbox will allow you to choose a letter grade from a dropdown menu, no numeric scores will be assigned. Note that Selectbox will only be available if you have created a letter grade scheme.

- Under the Properties tab:
 - **Name:** Name students will see
 - **Short Name:** Name that will go in your gradebook
 - **Category:** If you wish to place this item in a Category
 - **Maximum Points:** What this item will be graded out of
 - **Weight:** What percentage this item is worth in the course.
 - **Can Exceed:** Allows a self-graded item (Quiz, etc.) to be calculated over 100%
 - **Bonus:** This ENTIRE item is a bonus item. It won't be counted towards the overall calculations. If a student scores 100% on this bonus, they will receive a bonus of the Weight you have assigned the Item.
 - **Display options** (not shown in screenshot): Here you can override the default view details that have been chosen in [Settings](#) for both student and personal views.

The screenshot shows a form with two main sections: 'General' and 'Grading'.
Under 'General':
- Type: Numeric
- Name: [Empty text box]
- Short Name: [Empty text box]
- Category: None (dropdown menu) with a link for [New Category]
- A link for Show Description
Under 'Grading':
- Maximum Points: 10 (text box)
- Weight: 10 (text box)
- Can Exceed: [Checked checkbox]
- Bonus: [Checked checkbox]

- NOTE: By default, all grades entered are immediately visible to students. You may want to restrict visibility, for example, to have the grades shown to students only after everyone's grades have been entered. This allows us

Additional controls are in the Restrictions Tab: Here you can set visibility options for the grade item to students. It can be permanently visible or hidden, or you can set a date range.

- Click [Save and Close](#)

Creating a Category:

- In **Grades**, click on [Manage Grades](#).
- Click **New**, then choose **Category**.
- Set the Weight of the Category (relative to the entire course).
- The setup will be similar to setting up an Item, with the difference of being able to choose how you want to set up the distribution of weight for Items within the Category.
- A useful tool within Categories is the ability to drop the highest or lowest grades in that Category. The image below is an example of how to drop the lowest 2 Item grades that have been put in that Category.

Distribution

Manually assign weight to items in the category

Distribute weights by points across all items in the category

Distribute weight evenly across all items

Number of highest non-bonus items to drop for each user

Number of lowest non-bonus items to drop for each user

To Edit a Gradebook Item or Category:

Click on the dropdown arrow beside the grade item (in **Enter Grades** or **Manage Grades**) and choose **Edit**.

ENTERING GRADES

Option 1: Click on the dropdown arrow beside an item (in **Enter Grades** or **Manage Grades**) and choose **Grade All**. This allows you to enter grades for that Item as well as add group or individual feedback. You can also see a change log in case you have accidentally overwritten a grade.

Option 2: In **Enter Grades**, click the button on the right that says “**Switch to Spreadsheet view**” (you only need to do this once). You can then enter grades as you would in any spreadsheet program, field by field.

The screenshot shows the 'Enter Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. On the right, there are links for 'Settings' and 'Help'. Below the tabs, there are buttons for 'Import', 'Export', and 'More Actions'. A 'View By: User' dropdown menu is set to 'User' with an 'Apply' button. A search bar is present with a 'Show Search Options' link. Below the search bar, there is an 'Email' button and a '20 per page' dropdown. At the bottom, there is a table with columns for 'First Name ▲, Last Name', 'Final Grades', 'Assignments', 'Final', and 'Final Grades'. The 'Final Grades' column has a dropdown menu. A black arrow points to the 'Switch to Spreadsheet View' button on the right side of the interface.

Be sure to click Save.

HINT: You can sort users by Groups or Sections if they have been created. This is helpful in large classes with different TA’s marking different groups of students. To get your class sorted by lab or tutorial sections automatically, send an email to IT support (itsupport@ucalgary.ca).

For additional support, please watch our video walk through at www.vimeo.com/107951745 or email itsupport@ucalgary.ca. You can also visit <http://elearn.ucalgary.ca> for additional support resources.