

Desire2Learn Quickguide: Grades Tool

Overview

The Grades tool allows you to enter assignment grades, track a student's progress, and calculate final grades. You can set up your gradebook to calculate final grades based on points or with assignments as percentages of the final grade. Students can access the Grades tool to see all their grades in one place.

How to Access the Grades Tool

To access the Grades tool, click **Grades** in the top navbar.

In This Guide

- Running the Setup Wizard
- Creating Grade Items and Categories
- Entering Grades
- Viewing Grade Statistics
- Calculating Final Grades
- Creating a Grade Scheme

Run the Setup Wizard to change how the final grade will be calculated and change display options

Add grade items and categories

Toggle between Standard View and Spreadsheet view. In Spreadsheet view, you can enter grades from this screen.

Grade Category

Save changes

Calculated Grade Category Subtotal

Save

20 per page

First Name ▲, Last Name	quizzes			Subtotal	assign1	Final Grades	
	quiz 1	quiz 2				Final Calculated Grade	Final Adjusted Grade
<input type="checkbox"/> d2l.testuser	9 / 10	7 / 10	16 / 20, 80 %	85 / 100		25.7 / 30	
<input type="checkbox"/> Test_Student	10 / 10	9 / 10	19 / 20, 95 %	90 / 100		/	
<input type="checkbox"/> Test user 2, D2L	6 / 10	7 / 10	13 / 20, 65 %	70 / 100		29.4 / 42	

20 per page

Student list. Click a student's name to grade all assignments from one student at once and preview the grades area from the student view.

View class statistics for this grade item

Calculate and modify final grades

Instructions

- To grade multiple items at once, click the Switch to Spreadsheet View option.
- To grade by user, click on a user's name.
- The Enter Grades tool allows users leading a course to

Running the Setup Wizard

The Grades Setup Wizard will allow you to set up how the final grade will be calculated and how the Grades tool will display to you and to students.

1. From any page in the “Grades” area, click **Setup Wizard** in the left-hand menu (Figure 1).
2. Click **Start**.
3. Choose a Grading System (Figure 2).
 - **Weighted** allows you to select what percentage a particular grade item or category makes up of the final grade; e.g., Quizzes are 20 percent of final grade.
 - **Points** calculates the final grade by dividing the total points earned by the total points possible.
 - **Formula** allows you to create a more complicated grading calculation.
4. Click **Next**.
5. Select a final grade release option (Figure 3):
 - Select **Final Calculated Grade** to calculate the final grade based strictly on the grading formula you have set up.
 - Select **Final Adjusted Grade** if you want to be able to manually modify or adjust a student’s grade before releasing it to the student.
6. Click **Next**.
7. Select whether items that do not have a grade are omitted from the final grade calculation or counted as a 0.

Note: If you select “Treat ungraded items as 0” and show the final grade to students, their final grade will appear lower due to grade items on assignments that are due later in the quarter. However, if you select “Drop Ungraded Items,” you must remember to

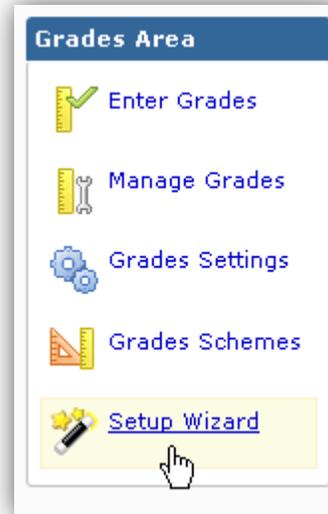


Figure 1

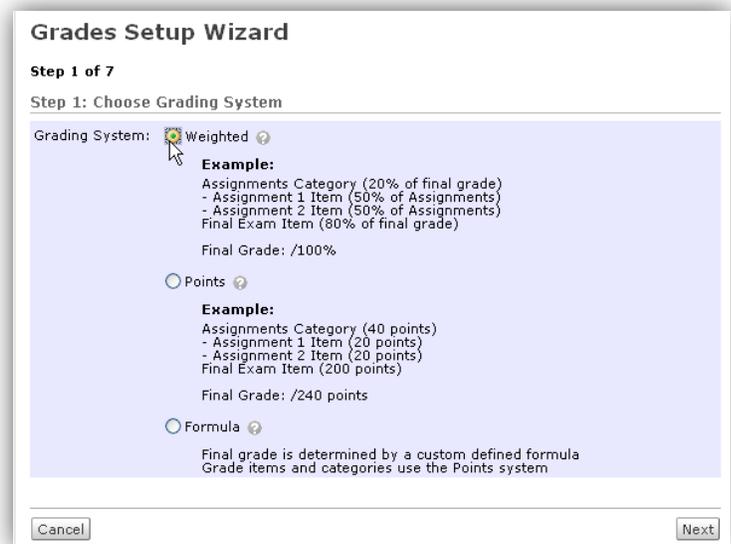


Figure 2

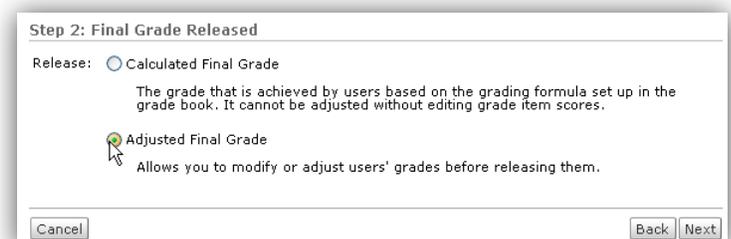


Figure 3

mark unsubmitted, past-due assignments as “0,” or they will not count against the student.

8. Select the “Automatically keep final grade updated” checkbox if you want students’ final grade to update automatically when you enter grades (Figure 4).
9. Click **Next**.
10. Select your default grade scheme for new grade items. This can be manually changed in individual grade items.

Note: The Grade Scheme is how your grades appear to students. By default, they appear as percentages, but you can create your own grade scheme to assign letter grades. See the “Creating a Grade Scheme” section below.

11. Click **Next**.
12. Enter the number of decimal places to display in calculated grades.
13. Click **Next**.
14. Modify the “Submission View Display Options.” This is what students see when they click **Grades** in the navbar.
15. Click **Next**. You will see a confirmation screen with all the options you selected.
16. Click **Finish** to save (Figure 5).

Note: To change any of these settings, simply restart the wizard and change the appropriate options.

Creating Grade Items

Create a Grade Category

Grade categories allow you to keep your gradebook organized and to set a number of points or a percentage of the final grade. For example, you could create a quizzes category and set it to be worth 30 percent of the final grade. You can also use grade categories to drop the lowest score(s) in that category from grade calculation.

1. From any page in the “Grades” area, click **Manage Grades** in the left-hand menu (Figure 6).
2. Click  **New Category**.

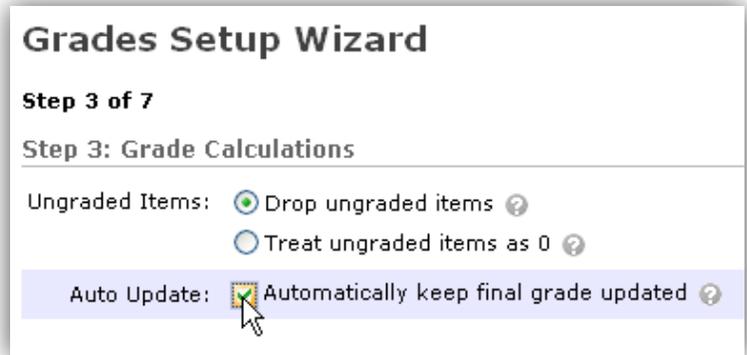


Figure 4

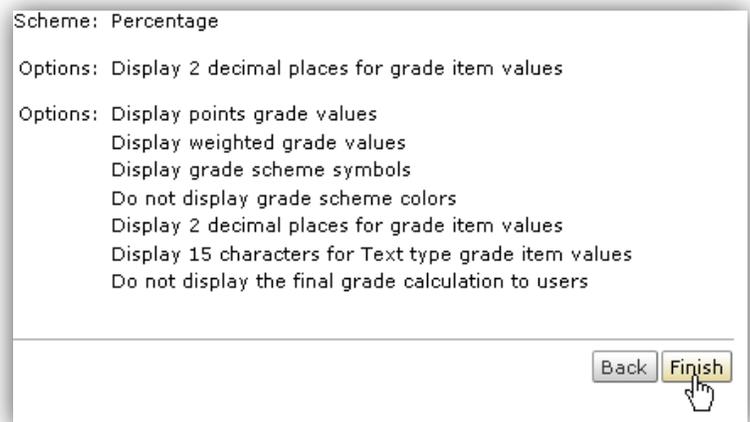


Figure 5

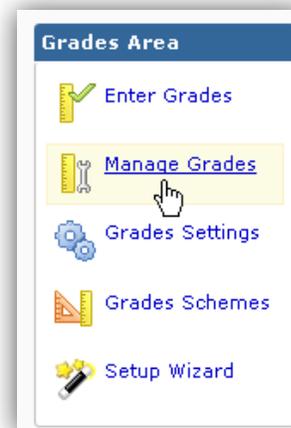


Figure 6

3. Enter a name (required) and a short name (optional).

Note: Short names are displayed in the “Enter Grades” screen and are a good way to keep the grades table from getting too wide to navigate.

4. Select grading calculation options.

- If you are using a weighted grade system, enter the percentage the category makes up of the final grade in the “Weight” field (Figure 7).
- Select **Allow category grade to exceed category weight** if you plan on having extra credit within the category that you want to count towards the final grade if the student exceeds 100 percent credit in the category.
- Select **Distribute weights by points across all items in the category** to automatically set the weight of grade items in the category by the total points possible in all grade items in the category.
- Select **Distribute weight/points evenly across all items** to make each grade item in the category worth the same amount. If you have a points-based system, enter the number of points each item in the category should have in the “points per item” field.

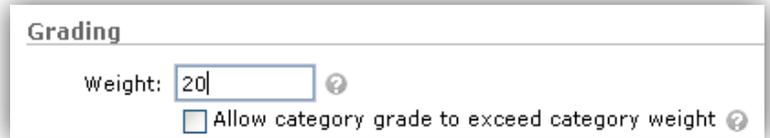
Note: You must select **Distribute weight/points evenly across all items** to drop the lowest score(s) in a category.

- To drop the lowest grade(s) in the category, enter the number of assignments to drop in the “Number of lowest non-bonus items to drop for each user” (Figure 8).

5. Click **Save**.

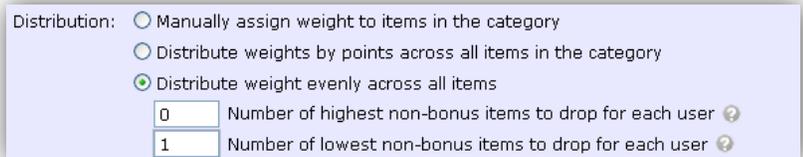
Create a Grade Item

There are two ways to create grade items. You can use the instructions in this section to create grade items from within the Grades tool, or you can create grade items while you



The screenshot shows a section titled "Grading". Below the title, there is a "Weight:" label followed by a text input field containing the number "20". To the right of the input field is a small question mark icon. Below the input field is a checkbox labeled "Allow category grade to exceed category weight" with a question mark icon to its right.

Figure 7



The screenshot shows a section titled "Distribution:". There are three radio button options: "Manually assign weight to items in the category", "Distribute weights by points across all items in the category", and "Distribute weight evenly across all items". The third option is selected. Below the radio buttons are two input fields. The first input field contains the number "0" and is followed by the text "Number of highest non-bonus items to drop for each user" with a question mark icon. The second input field contains the number "1" and is followed by the text "Number of lowest non-bonus items to drop for each user" with a question mark icon.

Figure 8

are creating the corresponding dropbox folder, quiz, or discussion topic. See the Quickguides for those tools for instructions on creating grade items within the tool.

1. From any page in the “Grades” area, click **Manage Grades** in the left-hand menu (Figure 9).
2. Click **New Item**.
3. Select a grade item type based on how you will input grades. Select “Numeric” to input a point score or “Selectbox” to select grades from a grade scheme.

Note: You must have a grade scheme to choose Selectbox. See the “Creating a Grade Scheme” section below. The choice you select only controls how you input grades—not how students see them.

4. Enter a name (required) and a short name (optional) for your grade item.
5. If you have a category set up for this grade item, select it in the categories drop-down menu. Some fields on the screen may be automatically filled in based on your category settings (Figure 10).
6. Fill out the “Grading” options.
 - Enter the number of max points, if applicable.
 - Select “Can exceed” to allow extra credit on the assignment.
 - Select “Bonus” if it is an extra credit assignment.
 - Select “Exclude from Final Grade Calculation” to have this item not count towards the final grade.
 - Select a grade scheme. This is how grade will display to students.

7. Click **Save** (Figure 11).

Entering Grades

Using the Grades tool, you can see, enter, and modify all grades for all students in the course

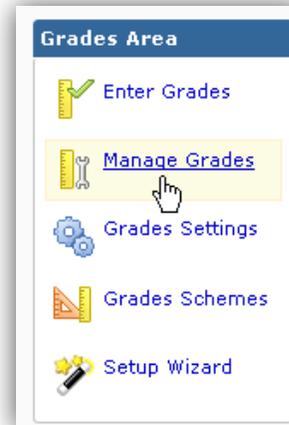


Figure 9

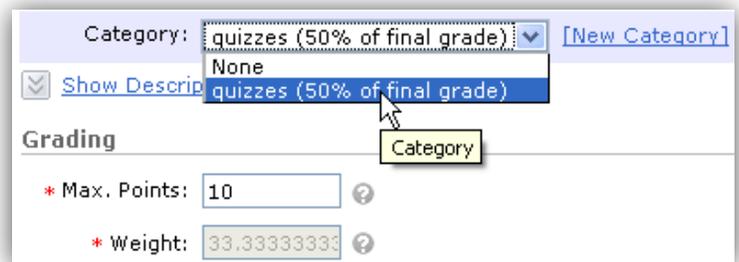


Figure 10



Figure 11

on one screen. You can also grade students by grade item, category, student, or final grade.

Note: You can also grade quizzes, dropbox folders, and discussion topics from within those tools, allowing you to see the student work and grade on the same screen. If an assignment has an associated grade item, grades you enter in these tools will automatically transfer into the Grades area.

Enter Grades Using the Spreadsheet View

The spreadsheet view enables you to enter and modify grades for all students and all assignments on one screen. However, this view will not allow you to leave students feedback on assignments.

1. From any page in the Grades tool, click **Enter Grades** (Figure 12).
2. In the top menu, click  **Switch to Spreadsheet View** (Figure 13).
3. Enter grades in the input fields in the grade spreadsheet.
4. Click **Save** (Figure 14).

Enter Grades by Student

1. From any page in the Grades tool, click **Enter Grades**.
2. Click the name of the student you wish to enter grades for (Figure 15).
3. Enter grades for the student in the Grade fields for the appropriate grade items.
4. Click **Show Comments** to add “Comments for User,” which your students can see.
5. Click **Save**.
6. Click  **Preview** to see a display view of the student’s grades. This is what the student will see when he or she clicks **Grades** in the top navbar.
7. Click  **Event Log** on the action bar to see the history of grade changes for this student.

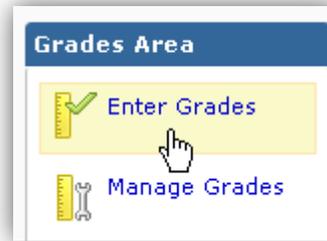


Figure 12

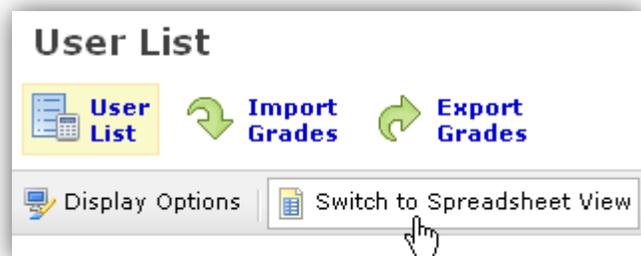


Figure 13

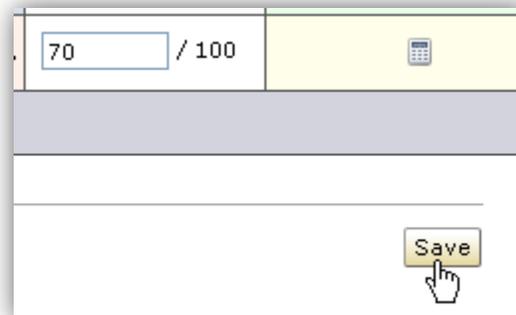


Figure 14

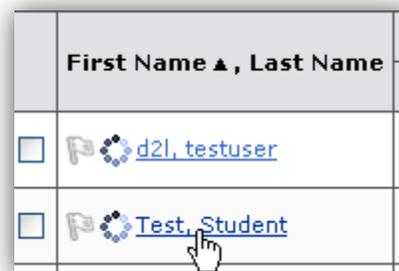


Figure 15

Enter Grades by Category

1. Click the  Enter Grades icon next to the category you'd like to grade (Figure 16).
2. Enter grades in the "Grade" fields.
3. Click  **Enter Comments** if you want to add comments on a student's performance.
4. Click **Save**.

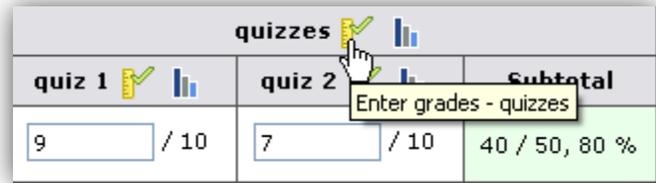


Figure 16

Enter Grades by Grade Item

1. Click the  Enter Grades icon next to the grade item (Figure 17).
2. Enter grades in the "Grade" fields.
3. If you want to add comments on a user's performance, click  **Enter Comments**.

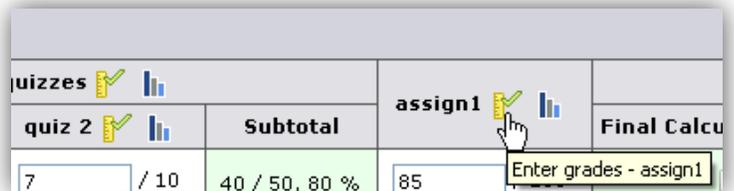


Figure 17

Give multiple students the same grade at the same time

1. Select the checkbox next to each student you want to assign the same grade to.
 - Select the checkbox above the student list to select all students (Figure 18).
2. Click the  Enter Grades icon above the student list (Figure 19).
3. Enter a grade.
4. Click **Save**.

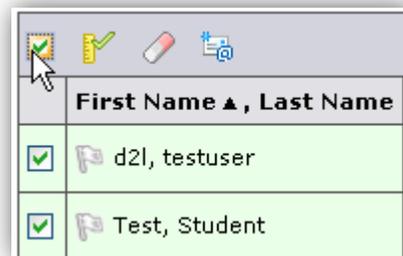


Figure 18

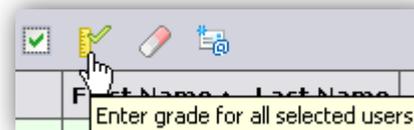


Figure 19

View event log

Click  **Event Log** on the action bar to see the history of grade changes for this grade item (Figure 20).

Note: Clicking the event log icon to the right of the student's name will show only grade changes for that student.

Viewing Grade Statistics

You can access a statistics page for individual grade items, for grade categories, or for the final grade from the main grades spreadsheet. The statistics page shows the class average, the minimum grade, the maximum grade, and a graph of the distribution of grades.



Figure 20

Click  **Statistics** next to the name of the grade item or category or within the “Final Grade” column to see the appropriate grade statistics (Figure 21).

Calculating Final Grades

The “Final Grades” page lists the Final Calculated Grade for each student. If, in the setup wizard, you did not select “Automatically Keep Final Grades Updated” you must manually recalculate the final grade. You can also adjust final grades and release them to students, depending on how you set up your gradebook in the setup wizard.

1. Click the  Enter Grades icon for Final Grades on the main spreadsheet (Figure 22).
2. Click  **Recalculate All** (Figure 23).
3. In the pop-up dialog box, click **Calculate**.
4. Click **Calculate** again.
5. Click **Yes** to confirm you want to overwrite the existing calculated final grade.
6. If you are using Final Adjusted Grades, enter the student’s final grade in the “Final Adjusted Grade” column:
 - If you want to accept the Final Calculated Grade as the final grade, click the green  transfer icon (Figure 24).
 - If you want a student’s grade to be different from the Final Calculated Grade, enter the adjusted grade in the Final Adjusted Grade field.



Figure 21

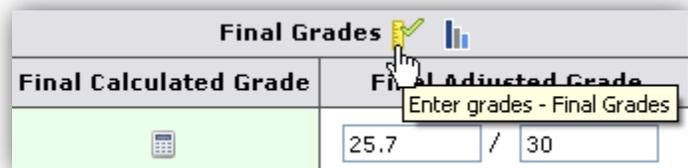


Figure 22

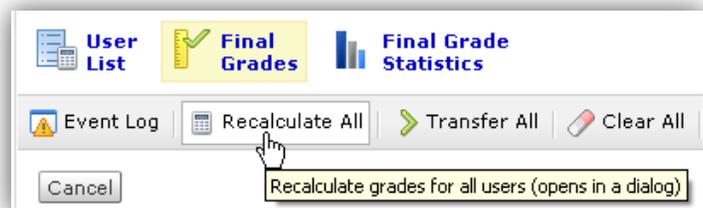


Figure 23

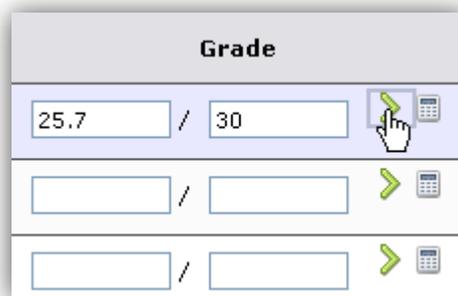


Figure 24

- Click  **Release All** to release the final grades to students (Figure 25).

Create a Grade Scheme

Grade Schemes allow you to display grades to students as a letter grade or another kind of custom-defined symbol.

- From anywhere in the grades tool, click **Grade Schemes** (Figure 26).
- Click  **New**.
- In the “Name” text box, enter a name for the grade scheme.
- In the first row “Symbol” text box, enter the lowest letter grade that can be earned.
- In the second row “Symbol” text box, enter the next lowest letter grade that can be earned.
- In the second row “Start %” text box, enter the lowest possible percentage that will earn this letter grade (Figure 27).
 - If this grade scheme will be used for a selectbox grade item, in the “Assigned Value %” text box, enter a value for this letter grade. When you grade the student using the selectbox, the Assigned Value % is the numeric value Desire2Learn will use to calculate final grades.
 - Repeat steps 5-6 for each grade range.

Note: To add additional grade ranges, enter the number of additional ranges in the “Add Ranges” text box and click  **Add**.

- After you have entered all of the grade ranges, click **Save**.

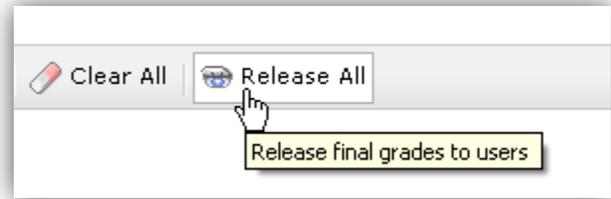


Figure 25



Figure 26

Ranges					
#	* Symbol	* Start %	Color	Assigned Value %	Remove
1	F	0	 	0	
3	D	60	 	65	
4	D+	67	 	68	
5	C-	70	 	72	
6	C	74	 	75	
7	C+	77	 	78	
8	B-	80	 	82	
9	B	83	 	85	
10	B+	87	 	88	
11	A-	90	 	92	
12	A	93	 	100	

 [Add Ranges](#)

Figure 27