Grade Book Support for Faculty

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WHAT IS THE GRADE BOOK?

A grade book contains your grading system, grade calculations, grade scheme, grade items, and view and display options. Instructors can create grade items for such tasks as assignments, quizzes/tests, and discussions and add them to their grade book. The final grade can automatically be calculated. If the instructor provides permission, students can view their grades when they click on Grades in the navbar.

Important note: The grade book **MUST** be set up prior to using the Grades tool.

HOW TO ACCESS THE GRADE BOOK

To access the grade book, click on Grades in the Navigation bar.

![Grades, Roster, Edit Course](image)

PLAN BEFORE SETTING UP A GRADE BOOK

Before you create your grade book, it is a good idea to plan ahead.

- How do you want to organize your grade book?
- What items do you want to assess?
- What grading system do you plan to use (Weighted or Points)?
- How do you plan to handle ungraded grade items?
- Will you allow for bonus points?
- Do you want your students to be able to view their grades?
- How do you want to calculate final grades?
- What information do you want to extract from the grade book? For example, if you organize your grade book with categories such as Homework, Quizzes, etc. and place the associated grade items in the category, you will be able to obtain overall statistical data for the category such as the average score for all quizzes or individual student’s average grade for all quizzes.

**NOTE:** If you make changes to your grade book's settings and calculation options after you begin grading, student’s grades can be significantly affected.
SET UP A GRADE BOOK WITH SETUP WIZARD

If you have not set up your grade book, you will automatically be taken to the Setup Wizard to create your overall grade book settings.

Step 1: Select a grading system *(we suggest choosing either the Weighted or Points system)*

**Weighted** – Grade items and categories are calculated as a percentage of the final grade worth 100%. The weighted system calculates grade items as a percentage of a final grade worth 100%. The Max. Points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them.

Grade items in a category count as a percentage of that category, not of the final grade. Therefore, grade items in a category should combine to a weight of 100%.

For example, if you have a category worth 10% of the final grade with two equally weighted grade items, the weight of each grade item is 50%, (its contribution to the category), not 5% (its contribution to the final grade).
Since it's a category's weight and not an individual grade item's weight that counts toward the final grade, the final grade is inaccurate until all the items in the category are graded. Therefore, releasing calculated final grades to students before the end of the course might be misleading.

If your grade items do not add up to 100% you receive a warning message. You can ignore this message if you choose; a balanced grade book is not required. If the weights assigned to grade items do not sum to 100%, the tool adjusts the weight of each item. For example if you have three grade items with a weight of 25% each, each item is actually calculated as 33%. This is true for categories and the final grade.

**Points-based** – Use the points system when you want the Max. Points assigned to a grade item to be equal to its contribution to the final grade. Final grades are calculated by adding a student’s score on all grade items together and dividing by the sum of the Max. Points values. The sum of the Max. Points values for all grade items does not need to equal 100.

With the points system you do not specify a category's weight or total points. It is the Max. Points assigned to an individual grade item that counts toward the final grade.

**TIP** Make sure the Max. Points assigned to grade items reflect how much you want them to be worth. For example, don’t grade each of your 20 homework assignments out of 50 points and then your final exam out of 80 points.

Another option in the point system is to exclude an item from the final grade calculation. This enables you to evaluate a grade category or grade item without including the grade in students calculated or adjusted final grades. The Exclude from Final Grade Calculation check box is available from the Grading section of the New/Edit Item page and the New/Edit Category page.

You can achieve similar functionality in the weighted system by setting the grade item or category's weight to 0%.

**Formula** – *(not recommended)* Use the formula system when you want to calculate final grades using a custom formula that allows for conditions. The formula system is based on the points system, but allows you to set conditions around grade items to determine the final grade. For example, you could require that students receive at least 50% on their midterm and final exam to pass a course.
Step 2: Final Grade Released – choose the type of final grade calculation to release to students. Note that grades are not released until the instructor chooses to release them.

- **Calculated Final Grade** – final grade is calculated by the grades within the grade book. You cannot adjust the final grade without adjusting grade item scores
- **Adjust Final Grade** – You can manually change the final grade without adjusting all grade item scores. This is a good option to use if final grade is scored on a curve.

Step 3: Grade Calculations - Select how you want to calculate ungraded items and whether you want to keep students’ final grades up to date automatically (recommended).

| Drop ungraded items | Grade items that you have not entered grades for are not counted towards students’ milestone grades and final grades. They are ignored in both calculation types. Assign a 0 for grade items you want to treat as incomplete or grade 0.

| Treat ungraded items as 0 | Grade items that you have not entered grades for automatically count as 0 towards students’ final grades. Select this option if you leave grade items blank because no work was submitted and you do not want to manually evaluate incomplete grade items.  

*NOTE: If you add new items to the grade book later, students receive 0 until you update their scores.*
Automatically keep final grade updated

If you select this check box, final grades are automatically adjusted after changing a grade item or a calculation option. If you do not select this option, you must manually go to grade book to perform final grade recalculations.

_TIP:_ Do not select this check box if you need to reduce page reload time for a grade book that contains a large class size.

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**Step 4: Choose Default Grade Scheme** – By default, West Chester University Official Grading Scheme is selected however instructors may also create their own grade scheme. Please refer to the Grade Scheme section for additional information on this subject.
**Step 5: Managing View Display Options** – This is the number of decimal points that display for items in the instructors view of the grade book. This option does not manage how many decimal places are displayed to students.

![Image of Step 5: Managing View Display Options]

**Step 6: Student Display Options** - This step controls how grades appear to students. You can set whether they see their grades as straight values, percentages, or scheme levels, and whether they can see the calculation method (logic) behind their final grade.

![Image of Step 6: Student View Display Options]

**Points grade**

This setting determines whether or not the Points grade value associated with a grade item is displayed in the student view of grades.

E.g., 6/10.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weighted grade</strong></td>
<td>This setting determines whether or not the Weighted grade value associated with a grade item is displayed in the student view of grades.</td>
<td>E.g., 3/5 (for a student who scored 60% on a grade item worth 50% of a category worth 10% of the final grade).</td>
</tr>
<tr>
<td><strong>Grade scheme symbol</strong></td>
<td>Releasing the grade scheme symbol to a student shows them the scheme level they received on a grade item.</td>
<td>E.g., “Good”, &quot;A-&quot;</td>
</tr>
<tr>
<td><strong>Grade scheme color</strong></td>
<td>Releasing the grade scheme color shows a student the color associated with the scheme level they received.</td>
<td></td>
</tr>
<tr>
<td><strong>Number of decimal places to display</strong></td>
<td>Controls the number of decimal places students see in the grade book. The default value is 2 and the maximum value is 5.</td>
<td></td>
</tr>
<tr>
<td><strong>Number of characters to display for Text items</strong></td>
<td>Controls the number of characters students see for a text item. When setting this value you should try to find a balance between presenting enough information for students to recognize the Text item and keeping the item short enough that it displays nicely. The default value is 15 and the maximum value is 50.</td>
<td></td>
</tr>
<tr>
<td><strong>Display final grade calculation to students</strong></td>
<td>Displaying the final grade calculation to students allows them to view how their final grade was calculated. They can see which grade items contributed to their final grade and how much, which grade items were bonus grades, and whether their grade was adjusted.</td>
<td><strong>NOTE: This option is only available in the weighted and points grading systems.</strong></td>
</tr>
</tbody>
</table>

**Step 7: Grade Setup Summary** – Provides a summary of the choices you made while setting up your grade book. If you change your mind on any of the choices, click Go Back to return to the step and adjust it. Clicking Finish on this page completes the set up and takes you to a list of options for continuing work in the Grades tool:
CHANGING GRADE BOOK SETTINGS

To access Grade book settings:

1. Log into course in D2L.
2. Click on Grades in the navigation bar.
3. Click on grade Settings on the right side of the screen.

PERSONAL DISPLAY OPTIONS tab – This is settings for the instructor’s view of the grade book. Changing the options below will only change the way the grade book looks to the instructor. It is suggested that faculty select all options under Grade Details.

If you have many grade book items, it is recommended that you set your “Number of columns before user details repeat” to 5.

If you would like to see the student’s final grades right beside the student’s name, check the two boxes under Repeat Final Grades.

4. Click the Save button.
ORG UNIT DISPLAY OPTIONS tab – This is settings for student’s view of the grade book.
**CALCULATIONS OPTIONS** tab – This displays how the overall grade are to be calculated.

1. Grading System – this was the overall grading system for the grade book.
2. Final Grade Released - this is the choice of which final grade is to be released to students.
3. Ungraded Items: determine how you would like to treat ungraded items
4. Auto Update - make sure **Automatically keep final grades updated** is selected.
5. Click on **Save**.
UNDERSTANDING GRADE CATEGORIES AND GRADE ITEMS

Grade items in your grade book represent all the work that you want to evaluate students on in a course. Grade items can exist independently in your grade book, or you can associate them with course objects such as discussions, quizzes, and dropbox folders. Each grade item has its own entry in the grade book, which you assign a grade to for each student.

Terminology:

Grade Category: A grade category is a folder/group where grade items are organized.

Grade Item: A grade item is the actual assignment/test that you will be grading. In order to grade your students in D2L, you must have grade items. Note that only grade items can be assessed.

CREATE GRADE CATEGORIES IN A GRADE BOOK

Once you have set up the overall grade book, you are ready to add grade categories and grade items to your grade book.

Creating Grade Categories – Use grade book categories to organize related grade items into sections (such as Homework, Quizzes, Participation, etc.). The benefit of creating grade categories is that your grade book is organized and easier to view, you can distribute points or weight evenly across grade items, drop the highest/lowest item in the group, useful for pulling assessment data, etc.

HOW TO CREATE GRADE CATEGORIES:

1. Click on Grades from the Navigation bar and then click on Manage Grades.
2. From the dropdown box next to New, select Category.
3. Type a Name for the category.
4. If you want, enter a Short Name to display in the grade book.
5. Optional: Enter a Description of the category. Select the Allow students to view description check box if you want to make the category description available to students.
6. If you are using the weighted system, enter the total Weight or percentage that you want the category to contribute towards the final grade.
7. Set additional grade categories options as required

**Additional grade category options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow students’ grades to exceed the maximum value for the category</td>
<td>Select the Can Exceed check box.</td>
</tr>
<tr>
<td></td>
<td><strong>Weighted system example</strong> You create an “Assignments” category that contains two grade items: A1 and A2. Both assignments are worth 50% of the category and can exceed the weight specified. Frank Catcher receives 100% on A1 and 110% on A2. Frank receives 105% in the Assignments category.</td>
</tr>
<tr>
<td></td>
<td><strong>Points system example</strong> You create an “Assignments” category that contains two grade items: A1 and A2. Both assignments are out of 10 points and can exceed the maximum points specified. Frank Catcher receives 12/10 and 9/10 on the grade items.</td>
</tr>
<tr>
<td>Exclude items in the category from the final grade calculations</td>
<td>Select either:</td>
</tr>
<tr>
<td></td>
<td>• 0% in the Weight field in the weighted system.</td>
</tr>
<tr>
<td></td>
<td>• Exclude from Final Grade Calculation in the points system.</td>
</tr>
<tr>
<td>Distribution of weights and points for grade items in the category</td>
<td>For the weighted system select one of:</td>
</tr>
<tr>
<td></td>
<td>• Manually assign weight to items in the category Calculating and setting item weights enables you to control the weighting of individual items that belong to a weighted category.</td>
</tr>
<tr>
<td></td>
<td>• Distribute weights by points across all items in the category Uses the points of individual, non-bonus grade items to determine the relative weighting of each item out of 100%.</td>
</tr>
<tr>
<td></td>
<td>• Distribute weight evenly across all items Gives all grade items equal weighting in the weighted category regardless of the number of points the individual item is out of.</td>
</tr>
<tr>
<td></td>
<td>For the points or formula system:</td>
</tr>
<tr>
<td></td>
<td>• Distribute points across all items then enter the Points per item.</td>
</tr>
<tr>
<td>Drop the highest or lowest grade item in a category</td>
<td>Enter the number of items to drop in either:</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Number of highest non-bonus items to drop for each student</td>
</tr>
<tr>
<td></td>
<td>• Number of lowest non-bonus items to drop for each student</td>
</tr>
</tbody>
</table>

*NOTE: Grades must be distributed evenly to use this option and you cannot drop bonus items.*

<table>
<thead>
<tr>
<th>Change what students see for this category from your standard display settings</th>
<th>Select or clear:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Display class average to students</td>
</tr>
<tr>
<td></td>
<td>• Display grade distribution to students</td>
</tr>
</tbody>
</table>

8. Click either **Save and Close**, **Save and New**, or **Save**.
9. Via the Restrictions tab, you may add visibility and release conditions to the category.
HOW TO CREATE GRADE ITEMS

You can create grade items directly in the grade book or within the assessment item in your course.

Option 1: To create a grade item from the assessment item:

For dropbox:

- Under the Properties tab, enter a name for the dropbox item
- Under Grade Item, select an existing grade item or [add grade item]
- Complete the other fields and click on Save and Close.

For Quizzes:

- Under the Assessment tab, select an existing grade item or [add grade item]
• Complete the other fields and click on Save and Close.

*For Discussions:*

- Under the Assessment tab, select an existing grade item or [add grade item]
- Complete the other fields and click on **Save and Close**.
**Option 2: To create a grade item within the grade book:**

- Click on Grades from the navbar and then Manage Grades
- From the dropdown next to New, select Item

There are a variety of grade items types you can choose from:

- **Numeric:** *(most common)* Grade students by assigning a value out of a specified total number of points. This is the default when a grade item is created directly from dropbox, quiz or discussion.
- **Selectbox:** Grade students by assigning a grade scheme level that is equal to a percentage grade (Example: A+=97% - 100%, A=94% - 96%, etc). Selectbox grade items cannot be created until at least one grade scheme for the course is created.
- **Pass/Fail:** Grade students using a pass/fail grade scheme. A Pass/Fail grade scheme must be created.
- **Formula:** *(not recommended)* Automatically grade Students via a custom formula based on grades from other grade items.
- **Calculated:** Display student’s cumulative achievement across multiple grade items.
- **Text:** Provide comments that are not counted toward students final grades.

**How to create a Numeric grade item**

- Click on Grades from the navigation bar.
- Click on Manage Grades and from the dropdown next to New, select Item.
- Select Numeric.
- Enter a Name for the grade item.
- Enter a Short Name to display in the grade book *(optional).*
- If you want the grade item to be associated with a category, select a category from the Category drop-down list or click New Category.
- Enter a Description of the grade item *(optional).*
- If you want to make the description available to Students, select Allow Students to view grade item description.
- Enter the value for Max. Points.
- If you are using the weighted system, enter the Weight you want the grade item to contribute to its category. If the item does not belong to a category, enter the Weight you want it to contribute to the final grade.
- If you are using the points system, you may also choose the Exclude from Final Grade Calculation option, if applicable. If you are using the weighted system you can accomplish the same results by setting the weight to 0%.
- Select a Grade Scheme to associate with the item, if applicable.
- Click Add Rubric to add a rubric, or click the Create Rubric in New Window link to create a new rubric.
- Click Save and Close.
How to create a Selectbox Grade Item

Note: You must create a grade scheme to associate with this grade item.

- Click on Grades from the navigation bar.
- Click on Manage Grades and from the dropdown next to New, select Item.
- Click Selectbox.
- Enter a Name for the grade item.
- Enter a Short Name to display in the grade book (optional).
- Select a category from the Category drop-down list or click New Category if you want the grade item to be associated with a category.
- Enter a Description of the grade item (optional).
- Select Allow Students to view grade item description if you want to make the description available to Students.
- Enter the value you want the item to contribute towards the final grade in the Weight field for the weighted system or the Max. Points field for the points or formula system.
- If you are using the points system, you may also choose the Exclude from Final Grade Calculation option, if applicable. If you are using the weighted system you can accomplish the same results by setting the weight to 0%.
- Select a Grade Scheme to associate with the item.
- Click Add Rubric to add a rubric, or click the Create Rubric in New Window link to create a new rubric.
- Click Save or Save and New.

How to create a Pass/Fail grade item

Note: You must create a grade scheme to associate with this grade item.

- Click on Grades from the navigation bar.
- Click on Manage Grades and from the dropdown next to New, select Item.
- Click Pass/Fail.
- Enter a Name for the grade item.
- Enter a Short Name to display in the grade book (optional).
- If you want the grade item to be associated with a category, select a category from the Category drop-down list or click New Category.
- Enter a Description of the grade item (optional).
- If you want to make the description available to Students, select Allow Students to view grade item description.
- Enter the value you want the item to contribute towards the final grade in the Weight field for the weighted system or the Max. Points field for the points or formula system.
- If you are using the points system, you may also choose the Exclude from Final Grade Calculation option, if applicable. If you are using the weighted system you can accomplish the same results by setting the weight to 0%.
- Select a Grade Scheme to associate with the item.
- Click Add Rubric to add a rubric, or click the Create Rubric in New Window link to create a new rubric.
- Click Save or Save and New.
How to create a Formula grade item \textit{(not a recommended)}

- Click on Grades from the navigation bar.
- Click on Manage Grades and from the dropdown next to New, select Item.
- Select Formula.
- Enter a Name for the grade item.
- Enter a Short Name to display in the grade book \textit{(optional)}.
- Enter a Description of the grade item \textit{(optional)}.
- If you want to make the description available to Students, select Allow Students to view grade item description.
- Enter the value for Max. Points
- Click Edit Using the Formula Editor to define a calculation formula.
- Select a Grade Scheme to associate with the item.
- Click Add Rubric to add a rubric, or click the Create Rubric in New Window link to create a new rubric.
- Select Display Options.
- Click Save or Save and New.

How to create a calculated grade item

- Click on Grades from the navigation bar.
- Click on Manage Grades and from the dropdown next to New, select Item.
- Select Calculated.
- Enter a Name for the grade item.
- Enter a Short Name to display in the grade book \textit{(optional)}.
- Enter a Description of the grade item \textit{(optional)}.
- If you want to make the description available to Students, select Allow Students to view grade item description.
- Select a Grade Scheme to associate with the item.
- In the Calculation section, select the check boxes beside the items you want to include in the calculation. Clicking a category selects all grade items in the category. Clicking the check box at the top or bottom of the list selects all items.
- Click Add Rubric to add a rubric, or click the Create Rubric in New Window link to create a new rubric.
- Select Display Options.
- Click Save or Save and New.
EXTRA CREDIT / BONUS POINTS

You can give extra credit or bonus points either as extra points within a quiz or grade item or as a separate grade item. Bonus items will not negatively affect a student’s grade.

ADD POINTS TO GRADE ITEM

*This method will allow extra credit points to be added on top of a perfect score*

1. Create new grade item
2. Select Can Exceed
3. Click on Save

CREATE EXTRA CREDIT POINTS WITHIN A QUIZ:

1. Open the quiz that you would like to create bonus questions for.
2. Click on Add/Edit Questions located in the Properties tab.
3. Select the checkbox next to the question(s) that you want to turn into bonus points and click Edit Values.
4. Select Bonus checkbox for each question. Note that the bonus value is equal to the points value assigned to the question.
5. Click on Save.

CREATE BONUS ITEM WITHIN A CATEGORY OF WEIGHTED GRADE BOOK:

1. Create a new grade item
2. Select a Category
3. Enter Max Points (number of possible extra credit points)
4. Enter the weight of this item as a percentage of the category
5. Can Exceed:
   a. If you want this bonus item to only boost the grade within the category, do not select Can Exceed (*ex. A student has received 100% for every item within a category. If Can Exceed is not selected, the bonus item will not have any effect to the overall category score.*)
   b. If you want this bonus item to potentially increase the student’s final overall grade, select Can Exceed. (*ex. A student has received 100% for every item within a category. If Can Exceed is selected, the student can receive more than the maximum points/weight for the category.)*
6. Select the Bonus check box
7. Click Save
8. A yellow star icon will appear in the instructor’s view of Manage Grades to indicate that this item is a bonus item.
CREATE BONUS ITEMS WITHIN A CATEGORY OF POINTS BASED GRADE BOOK:

It is not necessary to put bonus items into a grade category in a points based system, but it is recommended for organizational purposes.

1. Create a new grade item
2. Select a Category
3. Enter Max Points (number of possible extra credit points)
4. Can Exceed:
   a. If you want this bonus item to only boost the grade within the category, do not select Can Exceed (ex. A student has received 100% for every item within a category. If Can Exceed is not selected, the bonus item will not have any effect to the overall category score.)
   b. If you want this bonus item to potentially increase the student’s final overall grade, select Can Exceed. (ex. A student has received 100% for every item within a category. If Can Exceed is selected, the student can receive more than the maximum points/weight for the category.)
5. Select the Bonus check box
6. Click Save
7. A yellow star icon will appear in the instructor’s view of Manage Grades to indicate that this item is a bonus item.

CREATE BONUS ITEMS TO APPLY DIRECTLY TO FINAL GRADE IN A WEIGHTED GRADE BOOK:

1. Create a new grade item
2. Enter Max Points (number of possible extra credit points)
3. Enter the weight of this item within the category
4. If you want to allow this grade item to exceed the category weight, select Can Exceed (ex. A student has received 100% for every item within the grade book. If Can Exceed is selected, the student’s overall grade for the category will be able to exceed the maximum points for the grade book. If Can Exceed is NOT selected, this student would not receive any benefit for completing the bonus item since she/he has already received the maximum possible points).
5. Select the Bonus check box
6. Click Save
7. A yellow star icon will appear in the instructor’s view of Manage Grades to indicate that this item is a bonus item.
CREATE BONUS ITEMS TO APPLY DIRECTLY TO FINAL GRADE IN A POINTS BASED GRADE BOOK:

1. Create a new grade item
2. Enter Max Points (number of possible extra credit points)
3. If you want to allow this grade item to exceed the category weight, select Can Exceed (ex. A student has received 100% for every item within the grade book. If Can Exceed is selected, the student’s overall grade for the category will be able to exceed the maximum points for the grade book. If Can Exceed is NOT selected, this student would not receive any benefit for completing the bonus item since she/he has already received the maximum possible points).
4. Select the Bonus check box
5. Click Save
6. A ⭐ yellow star icon will appear in the instructor’s view of Manage Grades to indicate that this item is a bonus item.
7. If this bonus point will allow the final grade to now exceed the maximum grade book points, edit the final calculated grade and check Can Exceed.
EDITING GRADE ITEMS AND CATEGORIES

It is simple to change your grade items or categories if you have made an error or would like to change something.

To edit a single grade item or category:

*From the Manage Grades area,*

1. Click on the grade item or category you want to change.
2. Make your changes.
3. Click Save.

To edit multiple items and/or categories at the same time:

*From the Manage Grades area,*

1. Select the grade items you want to edit by clicking on the check box associated with it. To select all click on the checkbox at the very top.
2. Click on the double pencil icon.
3. Make your changes.
4. Click Save.
GRADE SCHEMES

Grade schemes are used to help identify the progress of students. Grade schemes in D2L are color based and are customizable. By default, courses at WCU are set to the West Chester University Official Grading Scheme.

HOW TO CREATE A GRADE SCHEME

1. Click on Schemes located in the top menu.
2. Click the New Scheme button.
3. Enter a name for your grading scheme.
4. Create your grading scheme by entering your lowest grade in the first row and assign a color (optional). In the Symbol field, enter the value of this field (ex. A, B, C, Excellent, Poor, etc.) Enter the Start % value. Unless you are creating a scheme for a Select Box grade item, there is no need to enter a value in the Assigned Value % field. Continue entering your grade ranges until you have completed your grade scheme. If you need more ranges, enter the number or ranges that you want and click on the Add Ranges button. Click on the icon to remove ranges.
5. Click Save.
COPYING A GRADE SCHEME

Copying a Grade Scheme is useful if you would like to only make minor changes to a grade scheme or if you would like to use the Select Box grade item option without creating a completely new grade scheme.

HOW TO COPY A GRADE SCHEME:

1. Click on Grades
2. Click on Schemes
3. From the dropdown next to More Actions, select Copy.
4. Select the Scheme you want to copy.
5. Enter a name for this scheme.
6. Click Copy.
SETTING A DEFAULT GRADE SCHEME

- To set a default grade scheme, click on Schemes to display a list of available schemes.
- Click on the checkmark next to your new scheme.

- A confirmation page will pop up.

- Click Yes to confirm the default grade scheme.
ENTERING GRADES

There are several methods to enter grades.

**REMINDER: Grades can be entered for Grade Items, not Grade Categories.** In the Manage Grades section of the grade book you will notice that grade categories have a gray background and grade items have a white background. If you are having difficulty entering a grade, make sure that you are trying to enter a grade for a grade item, not a grade category.

**NOTE:** To make it easier to view your grade book, you can hide/show columns. From Enter Grades, select Hide/Show Columns from the More Actions dropdown list. Select or clear the check boxes beside the items you want to appear, and click Save.

**ENTER GRADES USING THE SPREADSHEET VIEW OF THE STUDENT LIST**

1. On the Enter Grades page, click Switch to Spreadsheet View.
2. Enter grades in the input fields in the Student List.
3. Click Save.
ENTER GRADES BY STUDENT

1. On the Enter Grades page, click on the name of a student.

   TIP: Use the Search For and View By fields, or the Next Page icon to locate a specific student.

2. On the student's page, enter grades for the student for the appropriate Grade Items.
3. Click the Show Comments link to add Comments for Student or Student Leading a Course Only Comments for your records.
4. Perform additional tasks as required:

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag student for future reference</td>
<td>Click the Flag icon beside the student’s name.</td>
</tr>
<tr>
<td>Preview the student’s grades</td>
<td>Click Preview in the student's action menu.</td>
</tr>
<tr>
<td>View the event log for the student’s grades</td>
<td>Click Event Log in the student’s action menu.</td>
</tr>
<tr>
<td>Email the student</td>
<td>Click Email student in the student's action menu.</td>
</tr>
<tr>
<td>Change final grades</td>
<td>See Calculating final grades.</td>
</tr>
</tbody>
</table>

5. Click Save.

ENTER GRADES BY CATEGORY

1. On the Enter Grades page, click Grade All from the category's context menu.
2. Enter grades in the Grade fields.
3. Click the Enter Comments icon if you want to add comments for student.
4. Perform additional tasks as required:
Flag student for future reference
Click the Flag icon beside their name.

Email students
Select the check boxes beside the students you want to email and click Email.

Clear all grades in the category for selected students
Select the check boxes beside the students whose grades you want to clear and click Clear.

Clear all grades in the category for all students
Click Clear All in the item's context menu.

5. Click Save.

ENTER GRADES BY GRADE ITEM

1. On the Enter Grades page, click Grade All from the item's context menu.
2. Enter grades in the Grade fields.
3. Click the Enter Comments icon if you want to add comments for student.
4. Perform additional tasks as required:

Flag students for future reference
Click the Flag icon beside their name.

Apply a common grade to all students
a. Click Grade All from the item's action menu.
b. Enter a Grade.
c. Click Save.

Apply a common grade to selected students
d. Select the students.e. Click Grade at the top or bottom of the list, and enter the grade you wish to give the students.f. Click Save.
<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate grade items associated with a learning objective</td>
<td>g. Click the 📝Evaluate objective-based assessment icon.</td>
</tr>
<tr>
<td></td>
<td>h. Select an achievement level for the student.</td>
</tr>
<tr>
<td></td>
<td>i. Click Save.</td>
</tr>
<tr>
<td>Email selected students</td>
<td>Select the check boxes beside the students you want to email and click 📧Email.</td>
</tr>
<tr>
<td>Clear grades for selected students</td>
<td>Select the check boxes beside the students you want to clear grades for and click ✖️Clear.</td>
</tr>
<tr>
<td>Clear grades for all students</td>
<td>Click ✖️Clear All in the grade item's context menu.</td>
</tr>
<tr>
<td>View the Event Log for the grade item for a particular student</td>
<td>Click the 📋Event Log icon in the student's row.</td>
</tr>
<tr>
<td>View the Event Log for the grade item for all students</td>
<td>Click 📋Event Log in the item's context menu.</td>
</tr>
</tbody>
</table>

5. Click Save.
ENTER GRADES BY DROPBOX GRADE ITEM

1. Click on Dropbox tab.
2. Click on the name of the dropbox.
3. Next to student’s name, click on Evaluate Submission.
4. Click on document name to open up submission.
5. Enter score.
6. Click Publish.

ENTER GRADES BY QUIZZES GRADE ITEM

1. Click on Quizzes tab.
2. From the dropdown next to the selected quiz, select Grade.
3. Select Students tab.
4. Under student’s name, click on Attempt #.
5. Score test and enter final grade.
6. Click Save and Close.
7. If you want students to view their grade, make sure to select Publish.

ENTER GRADES BY DISCUSSION GRADE ITEM

1. From the dropdown on the Collaborate tab, select Discussions.
2. From the dropdown next to the discussion topic, select Assess Topic.
3. Under the Students tab, click on Topic Score, or under the Assessment tab, click on the student’s name.
4. Enter grade.
5. If you would student’s to view their grade, select Publish to Grades.
6. Click Save and Close.
HOW TO EXCLUDE GRADE ITEMS/CATEGORIES FROM THE FINAL CALCULATED GRADE

It is possible to evaluate and record grades for grade items that you don't want included in student's final grades. For example, you could evaluate practice assignments or course participation even though they are not included in students' final grades so that students get ongoing feedback and support.

Exclude a grade item or category in the weighted grade system:

- Click on Grades
- Click on the Manage Grades tab
- Click on the name of the grade item or category you would like to exclude from the final grade
- Set the Max. Points to whatever value you want to evaluate the item or category out of
- Set the Weight to 0%
- Click Save

Exclude a grade item or category in the points system:

- Click on Grades
- Click on Manage Grades tab
- Select Exclude from Final Grade Calculation option
- Click Save

Notes:

- Items are excluded from both the calculated and adjusted final grades
- You cannot use excluded points grade items in calculated grade items.
EXPORT AND IMPORT GRADES

Exporting your grades can be useful if you wish to work offline, or keep a record of grades off of D2L. Importing grades will allow you to make changes on the grades sheet on your computer and upload it directly to D2L instead of having to enter the information again.

EXPORT GRADE BOOK

After you have set up your Grade book and your students have been enrolled in your course, you can export your Grade book to an Excel CSV file for record keeping off of D2L.

To Export your grades:

1. Navigate to the Grades area of your course and click Enter Grades.
2. Click on Export
3. Choose the options for your export:
   a. Key Field: OrgDefinedID is recommended
   b. Grade Value: Points Value is recommended (anything more will result in a more complicated spreadsheet)
   c. Student Detail: First name and Last name are recommended.
4. Choose the grade fields you want to export. You can export all the grade fields, or just certain ones.
5. Click Export to CSV.
6. A pop up screen will open with your Grade book file to download. Download this to an area of your choosing on your computer.
IMPORT YOUR GRADES

Before importing your grades make sure that your file is saved in a .CSV file format.

To Import your grades:

1. Navigate to the Grades area of your course and click Import.

2. Click Browse.
3. Locate and upload the file you want to import.
4. Click Continue.

5. Confirm your changes and click Import.

Please note: It is strongly recommended that if you plan on importing your grades back into D2L you have your Grade book finalized before exporting and you do not change the format of the file after you have exported your Grades. Any improper changes to the format of the file will result in errors when importing back to the Grade book. Make sure to always save your file as a .CSV file format.
SAVING A SPREADSHEET IN .CSV FILE FORMAT

When working with a spreadsheet that will be uploaded into the D2L grade book, you MUST save in a .CSV file format.

1. With your Excel spreadsheet open, click on File
2. Click on Save As
3. Choose a location to save your file.
4. From the Save as type dropdown box, choose the .CSV file option
5. Click on Save.

HOW TO RELEASE FINAL GRADES

In the D2L grade book, final grades (calculated or adjusted) are not released to students until the instructor allows them to be released.

To release final grades:

- Log into your course in D2L
- Click on Grades in the navigation bar
- Click on Enter Grades

- You can release the Final Calculated Grade or the Final Calculated Grade depending upon how the grade book was set up.
- From the dropdown next to Final Calculated Grade or Final Adjusted Grade, select Grade All.
Do one of the following:

- Select the student(s) whose grades you want to release and click on Release/Unrelease and then click on Save.

- Select the Release Adjusted Final Calculated Grade check box for the student(s) whose grades you want to release, and then click Save.

- To release the final calculated grade for the entire class, select all students and click Release/Unrelease and then click Save.

- To release the final calculated grade for the entire class, select Release All from the dropdown next to Final Grades. Click on Yes from the Confirmation pop up window.
Note: Students will now be able to view their final grade when they click on Grades.

- You can leave a feedback for the entire class by adding comments in Overall Feedback (visible to all). You can also leave individual comments by clicking on the icon in the Feedback column.