

## Haskayne “How To”

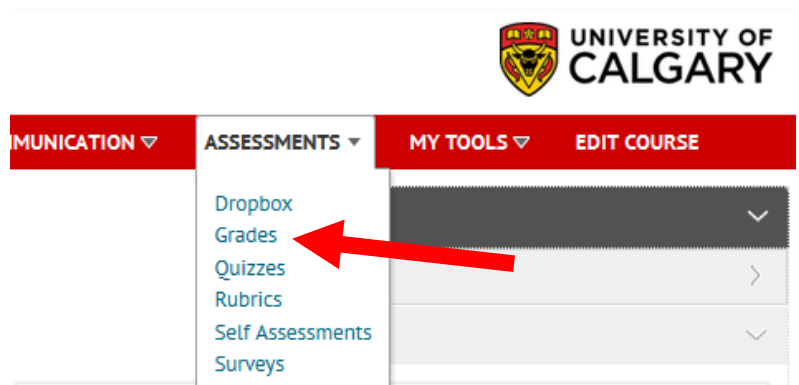
### How to... set up a grade book for grade items that will be graded using letter grades only.

Use when: you want to assign letter grades for a grade item as opposed to percentage grades.

- In your class’s D2L site, click “Assessments” in the red navigation bar and then in the drop-down menu select “Grades” to open the Gradebook

If you have not already done so, make sure your letter grade scheme is set up properly. You need to set the “assigned values” to the middle of the grade range.

Check-in with the Teaching & Learning admin in your area to make sure your grade scheme is set up to apply to selectbox grade items.



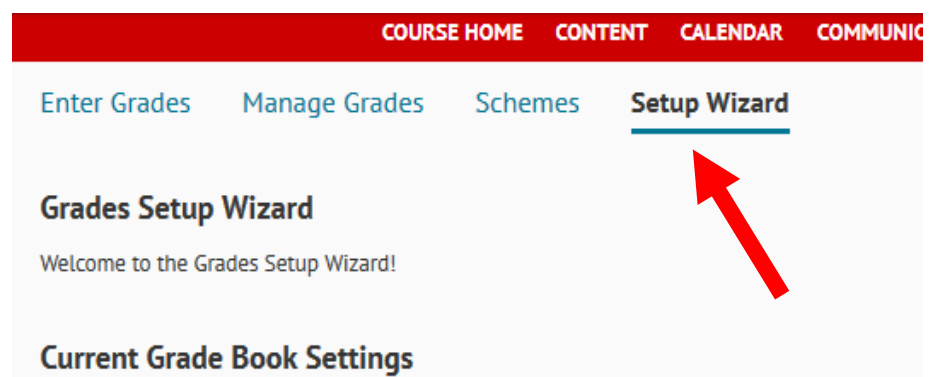
### Grades Setup Wizard

If you will be grading all assessments (called ‘grade items’ in D2L) using letter grades, you can make the following selections in the gradebook Setup Wizard before creating any grade items in the gradebook:

- Click “Setup Wizard” and at the bottom left of the Grades Setup Wizard Screen, click

“Start”

[Start](#)



- Step 1: Choose Grading System
  - Select “Weighted”
- Step 2: Final Grade Released
  - Select “Adjusted Final Grade”
- Step 3: Grade Calculations
  - Select “Drop ungraded items”
  - Select “Automatically keep final grade updated”
- Step 4: Choose Default Grade Scheme
  - Select the course Grade Scheme that you created

- Step 5: Managing View Display Options

Select "2" Decimals Displayed

- Step 6: Student View Display Options

Under Grade Details, select "Grade scheme symbol" - do not select Points grade or Weighted grade.

Depending on your preferences, you may choose to have the grade scheme colour display to students.

The screenshot shows the 'Setup Wizard' interface for Step 6 of 7. At the top, there are navigation tabs: 'COURSE HOME', 'CONTENT', and 'CALENDAR'. Below these are sub-tabs: 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard' (which is underlined). The main heading is 'Step 6 of 7' followed by 'Step 6: Student View Display Options'. Under 'Grade Details', there are four checkboxes: 'Points grade' (unchecked), 'Weighted grade' (unchecked), 'Grade scheme symbol' (checked, with a red arrow pointing to it), and 'Grade scheme colour' (unchecked). Below this is the 'Decimals Displayed' section with a label 'Number of decimal places to display' and a text input field containing '2'. The 'Characters Displayed' section has a label 'Number of characters to display for Text items' and a text input field containing '50'. At the bottom, there is a 'Final Grade Calculation' section with a checkbox 'Display final grade calculation to users' (unchecked). Navigation buttons 'Continue', 'Go Back', and 'Cancel' are at the bottom.

- Step 7: Grades Setup Summary

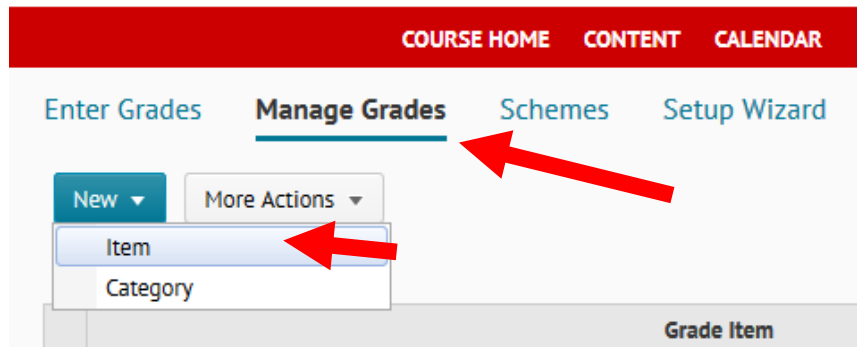
Your summary should reflect as follows:

The screenshot shows the 'Setup Wizard' interface for Step 7 of 7. At the top, there are navigation tabs: 'COURSE HOME', 'CONTENT', 'CALENDAR', and 'COMMU'. Below these are sub-tabs: 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard' (which is underlined). The main heading is 'Step 7 of 7' followed by 'Step 7: Grades Setup Summary'. The summary is organized into sections: 'Grading System' (Weighted), 'Final Grade To Release' (Release the Adjusted Final Grade), 'Grade Calculations' (Drop ungraded items, Automatically keep final grades updated), 'Default Grade Scheme' (MBA Grade Scale), 'Managing View Display Options' (Display 2 decimal places for grade item values), and 'Student View Display Options' (Do not display points grade values, Do not display weighted grade values, Display grade scheme symbols, Do not display grade scheme colours, Display 2 decimal places for grade item values, Display 50 characters for Text type grade item values, Do not display the final grade calculation to users). Navigation buttons 'Finish', 'Go Back', and 'Cancel' are at the bottom.

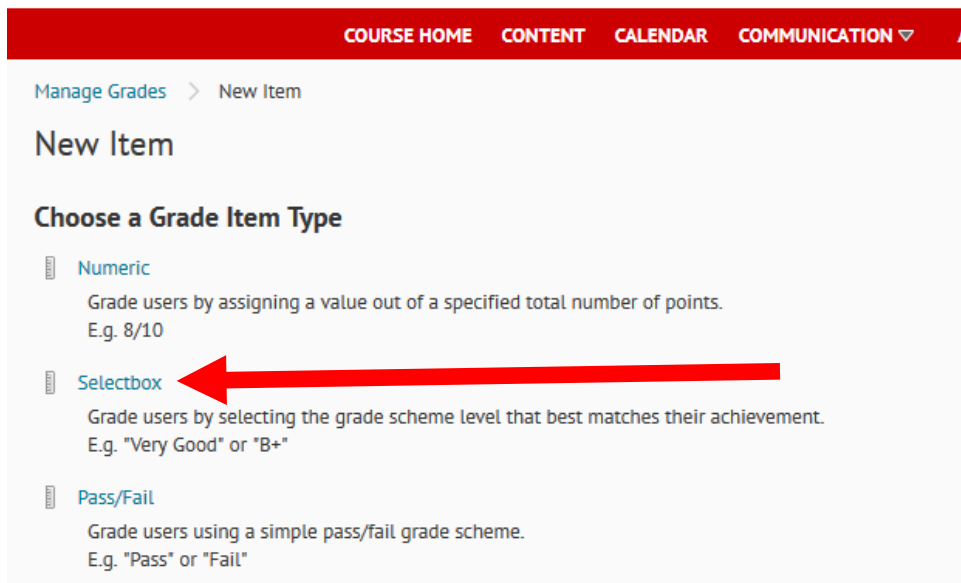
## Create a new Selectbox grade item:

Creating the Selectbox grade items for Instructors who will assign letter grades as opposed to percentage grades or points grades.

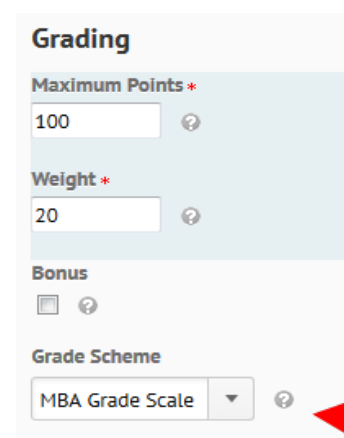
- On the Manage Grades page:
- Click the "New" button;  
Choose "Item" from the dropdown



- Choose "Selectbox" for grade item type



- Name the grade item.
- If you want the grade item associated with a category, select a category from the Category drop-down list or click New Category.
- Enter the value that the grade item will count for towards the final grade in the "Weight" field.
- Ensure the correct Grade Scheme is associated with the item.
- Under Display Options
  - Under Student View, ensure only "Grade Scheme Symbol" is selected



- b. Under **Managing View**, you can choose the same options for consistency.

**Display Options**

Hide Display Options

**Student View**

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

**Show**

Weighted grade

Grade scheme symbol

Grade scheme colour

**Managing View**

Override display options for this item ?

**Show**

Weighted grade

Grade scheme symbol

Grade scheme colour

**Save and Close** **Save and New** **Save** **Cancel**

8. Click Save and Close.