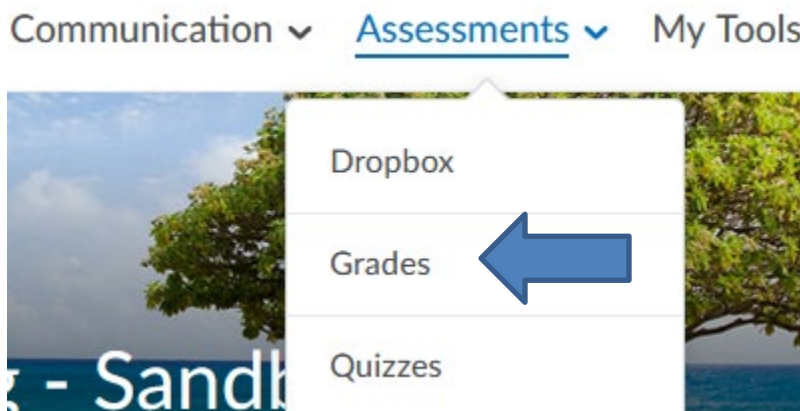


How to set up a grade book for grade items that will be graded using letter grades only.

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 top 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 and Learning admin. In your area to make sure your grade scheme is set up to apply to the 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:

[Enter Grades](#)[Manage Grades](#)[Schemes](#)[Setup Wizard](#)

Grades Setup Wizard

Welcome to the Grades Setup Wizard!



Click **Setup Wizard** and at the bottom left of the grades Setup Wizard click **“Start”**

Start

1. Choose Grading System Select “Weighted”
2. Final Grade Released Select “Adjusted Final Grade”
3. Grade Calculations
Select “Drop ungraded items”
Select “Automatically keep final grade updated”
4. Choose Default Grade Scheme
Select the course Grade Scheme that you created.
5. Managing view Display Options
Select “2” Decimals Displayed
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.

Course Home Content Calendar Communication ▾ Assessments ▾

Enter Grades Manage Grades Schemes Setup Wizard

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. Grades Setup Summary should reflect as follows:

Enter Grades Manage Grades Schemes **Setup Wizard**

Step 7 of 7

Step 7: Grades Setup Summary

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

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

Finish Go Back Cancel

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:
 1. Click the “New” button; Choose “Item” from the dropdown

Enter Grades

Manage Grades

Schemes

Setu

New ▾

More Actions ▾

View Actions

Item

Category

de' sums to 90%, not 10

2. Choose "Selectbox" for grade item type

Course Home

Content

Calendar

Communication ▾

Ass

Manage Grades > New Item

New Item

Choose a Grade Item Type

☐ **Numeric**

Grade users by assigning a value out of a specified total
E.g. 8/10

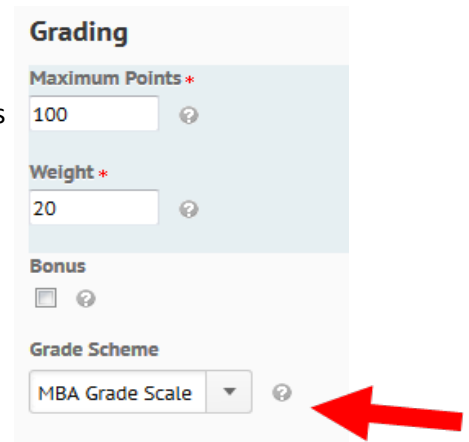
☐ **Selectbox**

Grade users by selecting the grade scheme level that be
E.g. "Very Good" or "B+"

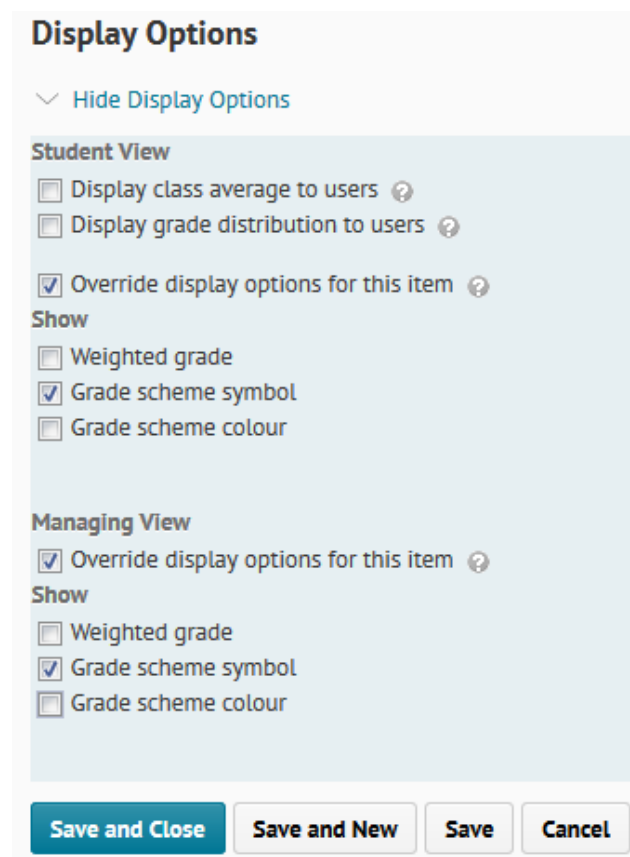
☐ **Pass/Fail**

3. Name the grade item.
4. If you want the grade item associated with a category, select a category from the Category drop-down list or click New Category.

5. Enter the value that the grade item will count for towards the final grade in the “Weight” field.
6. Ensure the correct Grade Scheme is associated with the item.
7. Under Display Options
 - a. Under Student View, ensure only “Grade Scheme Symbol” is selected
 - b. Under **Managing View**, you can choose the same options for consistency.



The image shows a 'Grading' configuration panel. It has three main sections: 'Maximum Points *' with a text input set to '100', 'Weight *' with a text input set to '20', and 'Bonus' with a checkbox. Below these is the 'Grade Scheme' section, which features a dropdown menu currently showing 'MBA Grade Scale' and a help icon. A red arrow points to the help icon.



The image shows a 'Display Options' panel. At the top is a toggle for 'Hide Display Options'. Below are two sections: 'Student View' and 'Managing View'. Each section has an 'Override display options for this item' checkbox (checked) and a 'Show' section with three checkboxes: 'Weighted grade', 'Grade scheme symbol' (checked), and 'Grade scheme colour'. At the bottom are four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

8. Click Save and close.

