

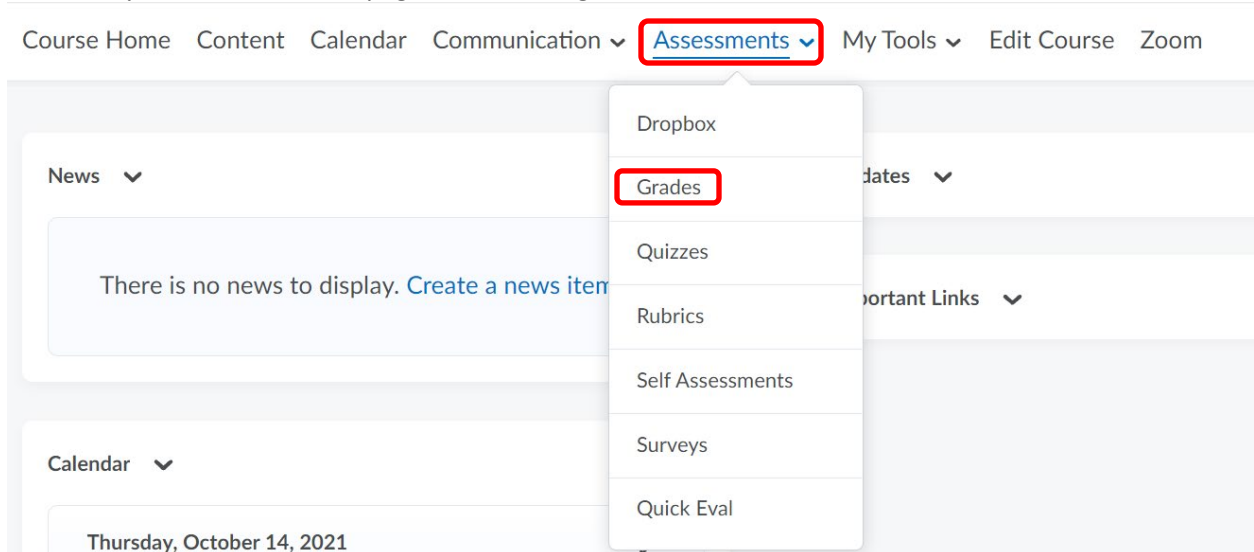
How to set up a gradebook in D2L

Note: you first need to set up your grade scheme and then go through the Setup Wizard if you have not done so already. Please see “How to Set Up a Grade Scheme in D2L” and “How to Use the Setup Wizard to Set Up your Grades in D2L” for more information.

First, you need to know the difference between an item and a category. An item is a single assessment such as a quiz, an assignment, or a final exam. A category is a group of assessments that are lumped together. For example, you can create a category for weekly quizzes, within which you can put each quiz as a grade item.

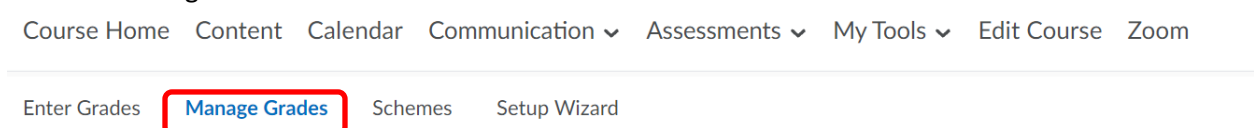
We will start by creating a grade item:

1. From your course's home page on D2L, navigate to Assessments → Grades



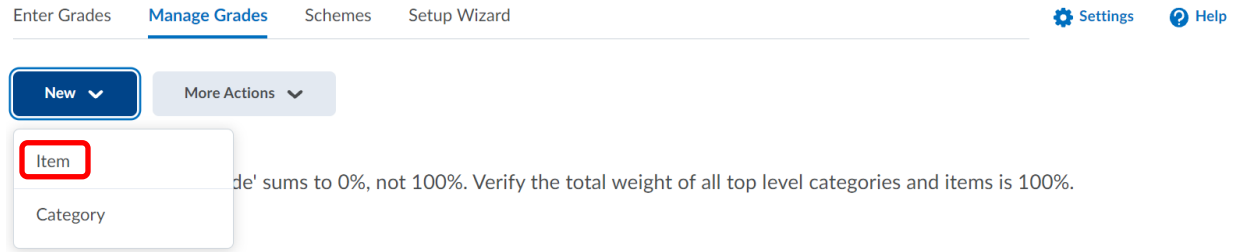
The screenshot shows the D2L course home page. The top navigation bar includes links for Course Home, Content, Calendar, Communication, Assessments (highlighted with a red box and a dropdown arrow), My Tools, Edit Course, and Zoom. The Assessments dropdown menu is open, showing options: Dropbox, Grades (highlighted with a red box), Quizzes, Rubrics, Self Assessments, Surveys, and Quick Eval. The main content area shows a 'News' section with a message 'There is no news to display. Create a news item' and a 'Calendar' section showing the date 'Thursday, October 14, 2021'.

2. Click Manage Grades.



The screenshot shows the D2L course home page with the 'Assessments' dropdown menu open. The 'Manage Grades' button is highlighted with a red box. The bottom navigation bar includes links for Enter Grades, Manage Grades, Schemes, and Setup Wizard.

3. Click New and then select Item.



4. Select the Grade Item Type according to the way the assessment is graded. For this guide, we will use the Numeric grade item type. *Note: Please consult your Teaching and Learning Coordinator to ensure grade schemes are set up correctly if using a different type of grade item.

[Manage Grades](#) > [New Item](#)

New Item

Choose a Grade Item Type

☒ **Numeric**

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

Continued on next page...

5. Fill out the details of the assessment.

New Item

The screenshot shows the 'New Item' form with several sections and fields. Annotations with arrows point to specific fields, explaining their purpose:

- General**
 - Name ***: Name of assessment (ie Midterm)
 - Short Name**: Optional Short Name (ie MT)
 - Category**: None (dropdown), [New Category]
- Grading**
 - Maximum Points ***: Maximum number of points/score (what the assessment is out of)
 - Weight ***: Weighting for the assessment (per the course outline)
 - Can Exceed**: Check if students can score more than 100% on the assessment (ie 105/100)
 - Bonus**: Check if this is a bonus assignment
 - Grade Scheme**: If there is a different grade scheme for this assignment, select it here (rare)
- Rubrics**
 - Add Rubric**: Add a rubric if you wish to do online grading (optional)
- Display Options**
 - Hide Display Options**: Review "Student View" to adjust what students see
 - Student View**
 - ☐ Display class average to users
 - ☐ Display grade distribution to users

At the bottom, there are four buttons: **Save and Close**, **Save and New**, **Save**, and **Cancel**.

6. Click Save and Close. Your grade item has been created.

7. To create a grade category, click New and then select Category.

Enter Grades Manage Grades Schemes Setup Wizard

Settings Help

New ▾

More Actions ▾

Item

Category

de' sums to 0%, not 100%. Verify the total weight of all top level categories and items is 100%.

8. Fill in details of the category.

New Category

Properties Restrictions

General

Name*

Short Name

► Show Description

Grading

Weight

☐ Allow category grade to exceed category weight

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

Display Options

▼ Hide Display Options

Student View

☐ Display class average to users

☐ Display grade distribution to users

☐ Override display options for this item

Show

☒ Points grade

☒ Weighted grade

☒ Grade scheme symbol

☐ Grade scheme colour

Save and Close Save and New Save Cancel

Name of category (ie Quizzes)

Short Name (Optional)

Overall weight of the category (for example, 5 quizzes at 5% each would be 25% of the overall grade)

Items within category have different weights

Items are weighted proportionally according to points

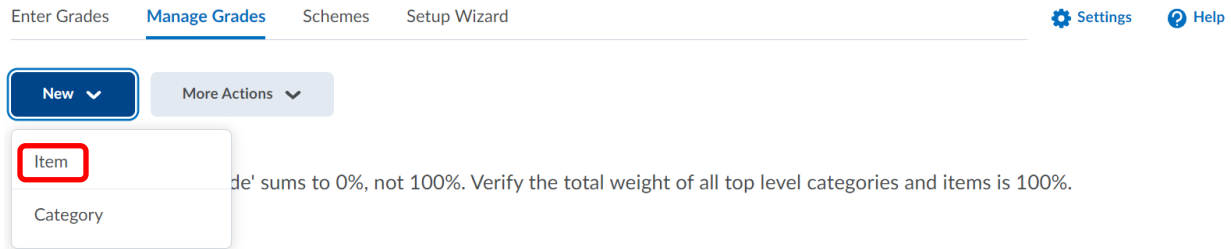
Items are worth the same amount

If items are weighted equally, you can drop the highest or lowest grade automatically (for example, only 5 out of 6 quizzes count towards final grade and the lowest is dropped)

Here, you can adjust what stats the student sees about the overall category scores

9. Click Save and Close.

10. Back at the gradebook page. To add a grade item to your newly created grade category click New and select Item.

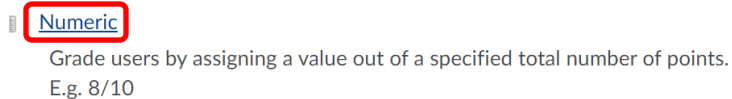


11. Select the Grade Item Type according to the way the assessment is graded. For this guide, we will use the Numeric grade item type. *Note: Please consult your Teaching and Learning Coordinator to ensure grade schemes are set up correctly if using a different type of grade item.

[Manage Grades](#) > [New Item](#)

New Item

Choose a Grade Item Type



Continued on next page...

12. Fill out the details of the assessment.

New Item

The screenshot shows the 'New Item' form with the 'Properties' tab selected. The form is divided into several sections: General, Grading, Rubrics, and Display Options. Annotations with colored boxes and arrows point to specific fields, explaining their purpose.

General

- Name of assessment (ie Midterm)**: Points to the 'Name' field.
- Optional Short Name (ie MT)**: Points to the 'Short Name' field.
- Now that you have set up a category, you can assign this assessment to the category by selecting it from this dropdown menu.**: Points to the 'Category' dropdown menu, which currently shows 'None' and a '[New Category]' link.

Grading

- Maximum number of points/score (what the assessment is out of)**: Points to the 'Maximum Points' field, which is set to 10.
- Weighting for the assessment (per the course outline)**: Points to the 'Weight' field, which is set to 10.
- Check if students can score more than 100% on the assessment (ie 105/100)**: Points to the 'Can Exceed' checkbox, which is currently unchecked.
- Check if this is a bonus assignment**: Points to the 'Bonus' checkbox, which is currently unchecked.
- If there is a different grade scheme for this assignment, select it here (rare)**: Points to the 'Grade Scheme' dropdown menu, which currently shows '-- Default Scheme -- (Winter 2022 Grade Scheme)'.

Rubrics

- Add a rubric if you wish to do online grading (optional)**: Points to the 'Add Rubric' button.

Display Options

- Review "Student View" to adjust what students see**: Points to the 'Student View' section, which includes checkboxes for 'Display class average to users' and 'Display grade distribution to users', both of which are currently unchecked.

At the bottom of the form, there are four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

13. Click Save and Close. Repeat the steps above until your gradebook is complete.

14. *Note: D2L will display a note to let you know if the weight in your gradebook does not add up to 100%

Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

New More Actions

Note

- 'Final Calculated Grade' sums to 75%, not 100%. Verify the total weight of all top level categories and items is 100%.

15. Once completed, your gradebook might look something like this:

Course Home Content Calendar Communication Assessments My Tools Edit Course Zoom

Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

New More Actions

Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes			50	25
<input type="checkbox"/>	Quiz 1	Numeric	-	10	16.666666667
<input type="checkbox"/>	Quiz 2	Numeric	-	10	16.666666667
<input type="checkbox"/>	Quiz 3	Numeric	-	10	16.666666667
<input type="checkbox"/>	Quiz 4	Numeric	-	10	16.666666667
<input type="checkbox"/>	Quiz 5	Numeric	-	10	16.666666667
<input type="checkbox"/>	Quiz 6	Numeric	-	10	16.666666667
<input type="checkbox"/>	Written Assignment	Numeric	-	50	25
<input type="checkbox"/>	Midterm Exam	Numeric	-	50	20
<input type="checkbox"/>	Final Exam	Numeric	-	100	30
<input type="checkbox"/>	Final Calculated Grade			250	100
<input type="checkbox"/>	Final Adjusted Grade				