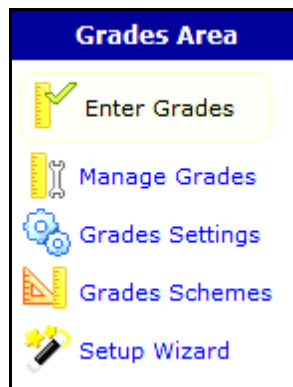


GRADES: Creating Grade Categories and Items

The Grades tool is one of the most commonly used features in D2L. Using this tool you can create a gradebook for online classes as well as for on-campus classes.

Note: These instructions assume that you have already set up the basic gradebook using the Grades Setup Wizard or the Grades Settings and Grades Schemes tools. [Refer to the tutorial “GRADES: Setup Wizard” for instructions.]

To access the Grades tool from your Course Home page, click the **Grades** link on the course navigation bar located near the top of the screen. You will be taken to the **User List** page. From here, use the **Grades Area** menu to navigate through your gradebook.



Note: When setting up your gradebook, it is helpful to have your course syllabus nearby with information on how the students will be evaluated throughout the semester.

Creating Grade Categories

NOTE: Once you become more familiar with setting up the gradebook, you may want to use Grade Categories to group similar grade items together. You can find instructions on creating grade categories at the end of this document.

Creating Grade Items

There are a number of Grade Item types in D2L. For this tutorial, only the **Numeric** and **Pass/Fail** grade types will be discussed.



Grade Item Types

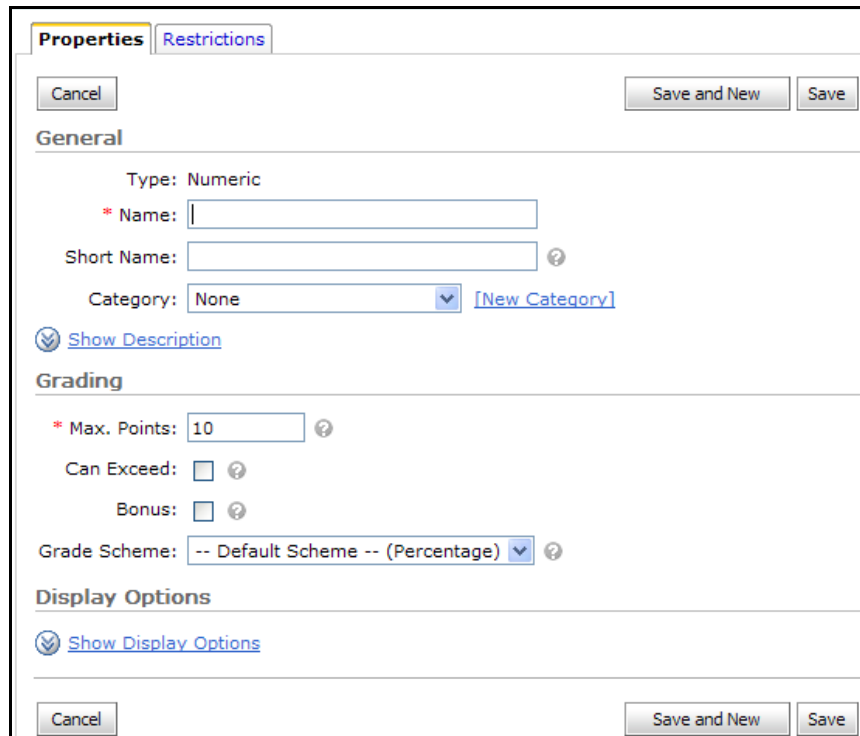
- **Numeric:** This is the most commonly used grade type. A student receives a specific total number of points (i.e.: 8/10).
- **Selectbox** [Not currently available at BSU].
- **Pass/Fail:** The student receives either full credit or no credit.
- **Calculated** [Rarely Used]: The student views a grade item that is made up of a combination of selected grade items (e.g.: Assignment 1 + Essay 1 + Quiz 1 = Week 1 Grade). This grade item does not affect the final grade.
- **Text** [Rarely Used]: The student receives a text comment.

Numeric Grade Items

The majority of your grade items will be numeric. These items may include weekly assignments or papers, exams, and discussion participation.

To create a **Numeric Grade** Item in a **POINTS** gradebook:

1. Click on  **Manage Grades** in the Grades Area.
2. Click the  **New Item** icon located near the top of the Grades List screen.
3. Select **Numeric** from the list of grade items.



The screenshot shows a web-based form for configuring a grade item. The form has two tabs: 'Properties' (selected) and 'Restrictions'. At the top, there are buttons for 'Cancel', 'Save and New', and 'Save'. The form is divided into three sections: 'General', 'Grading', and 'Display Options'. In the 'General' section, the 'Type' is set to 'Numeric'. There are input fields for '* Name' and 'Short Name', and a dropdown menu for 'Category' set to 'None'. A 'Show Description' link is visible. In the 'Grading' section, there is an input field for '* Max. Points' set to '10', and checkboxes for 'Can Exceed' and 'Bonus'. A dropdown menu for 'Grade Scheme' is set to '-- Default Scheme -- (Percentage)'. In the 'Display Options' section, there is a 'Show Display Options' link. At the bottom, there are buttons for 'Cancel', 'Save and New', and 'Save'.

4. Enter a **Name** for your item. You may also choose to give your grade item a Short Name. Entering a Short Name will save space in your gradebook.
5. Enter the point value in the **Max. Points** field.
6. If students can earn more on this assignment than the Max. Points, select **Can Exceed**.
7. If this grade item is **not** to be used in determining the total points possible for the course, select **Bonus Item** (i.e. extra credit). **Please Note:** When using Bonus Items, you need to allow the Final Grade to exceed points.
8. Leave the **Grade Scheme** default selected.
9. Click **Show Display Options** to choose whether or not to display the item's statistics to everyone.

Recommendation 1: Remove checkmarks from the two **Submission View** options.

Recommendation 2: Do **not** "Override display options for this item."

Submission View: Display class average to users ?
 Display grade distribution to users ?

Managing View: Override display options for this item ?



Show: Points grade
 Grade scheme symbol
 Grade scheme color

10. Click **Save** to save your grade item, or click **Save & New** to save your grade item and continue creating new grade items.

Pass/Fail Grade Items

Another type of grade item is Pass/Fail. You may want to use this type of Grade Item for things such as classroom attendance, participating in an orientation session, or other course requirements.

To create a **Pass/Fail Grade** Item in a **POINTS** gradebook:



1. Click on  **Manage Grades** in the Grades Area.
2. Click the  **New Item** icon located near the top of the Grades List screen.
3. Select **Pass/Fail** from the list of grade items.

4. Enter a **Name** for your item. You may also choose to give your grade item a Short Name. Entering a Short Name will save space in your gradebook.
5. Enter the point value in the **Max. Points** field.
6. If this grade item is **not** to be used in determining the total points possible for the course, select **Bonus Item** (i.e. extra credit). **Please Note:** When using Bonus Items, you will need to allow the Final Grade to exceed points.
7. Leave the **Grade Scheme** default selected.
8. Click **Show Display Options** to choose whether or not to display the item's statistics to everyone.
Recommendation 1: Remove checkmarks from the two **Submission View** options.
Recommendation 2: Do **not** "Override display options for this item."
9. Click **Save** to save your grade item, or click **Save & New** to save your grade item and continue creating new grade items.

Deleting Grade Items and Categories

* **WARNING:** Deleting a grade item will permanently delete all students' grades that have been entered for that item. *

To delete Grade Items and Categories:



1. In Grades, click on  **Manage Grades** in the Grades Area.
2. Click the  **Delete** icon located near the top of the Grades List screen.
3. Select the items and/or categories that you would like to delete.
Note: Deleting a category will **NOT** delete the associated grade items. These items will be moved to the end of the Grades List and will no longer belong to a category.
4. Click **Delete Selected** to complete the process.

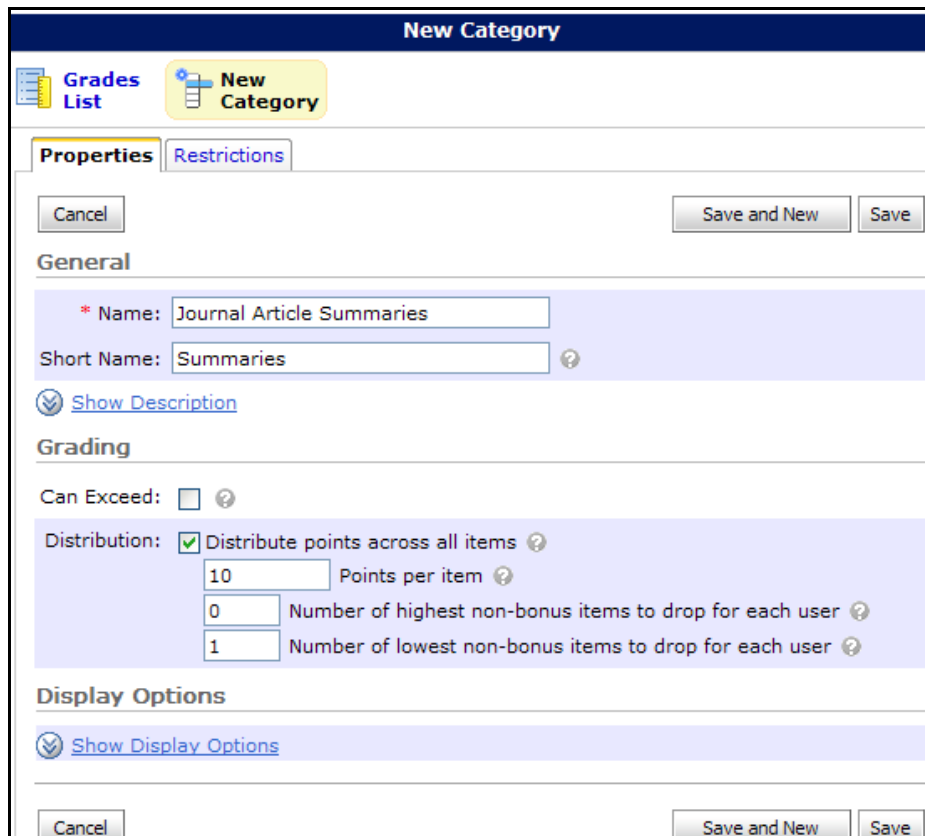
Creating Grade Categories

As you begin creating your gradebook, you may want to consider using categories to group similar grade items together. For example, if you plan to have your students complete five journal article summaries during the term, you may consider creating a category called “Journals.” Under this category heading you would create five grade items called “Journal1,” “Journal2,” etc.

Creating categories gives you additional grading options. These include distributing points evenly across grade items in a category and dropping the highest or lowest grade in a category.

To create a new category in a **POINTS** gradebook:

1. Click on  **Manage Grades** in the Grades Area.
2. Click the  **New Category** icon located near the top of the Grades List screen.



3. Enter a **Name** for the category (i.e. "Journals."). You may also choose to give your category a Short Name. A short name, such as "Jrnls" will reduce the amount of horizontal scrolling you will need to do when working in the gradebook.
4. [Optional] Enter a description for the category by clicking **Show Description**. If you would like students to see the description, check **Allow students to view description**.
5. If students can earn more points than assigned in this category, select **Can Exceed**.

Grading

Can Exceed: ?

Distribution: Distribute points across all items ?

Points per item ?

Number of highest non-bonus items to drop for each user ?

Number of lowest non-bonus items to drop for each user ?

Display Options

[Show Display Options](#)

6. Select **Distribution** if you would like all grade items in this category to be worth the same; otherwise, skip to step 8.
7. [Optional for Distributed items]: Enter the number of points each item will be worth.
8. [Optional for Distributed items]: Enter the number of highest and/or lowest non-bonus items you would like to drop for each user.
9. If you would like students to see grade statistics for the category, leave the boxes checked for **Submission View**. **Recommendation:** Remove checkmarks from both items.

Submission View: Display class average to users ?

Display grade distribution to users ?

10. Click **Save** to save your category. If you wish to create multiple categories, click **Save & New**.