

GRADES: Setup Wizard

Bemidji State University uses the course management software, Desire2Learn (D2L). If you are using D2L for your course and would like your students to be able to look up their grades online, you can set up an online gradebook. The first thing you need to do is go through the Grades Setup Wizard.

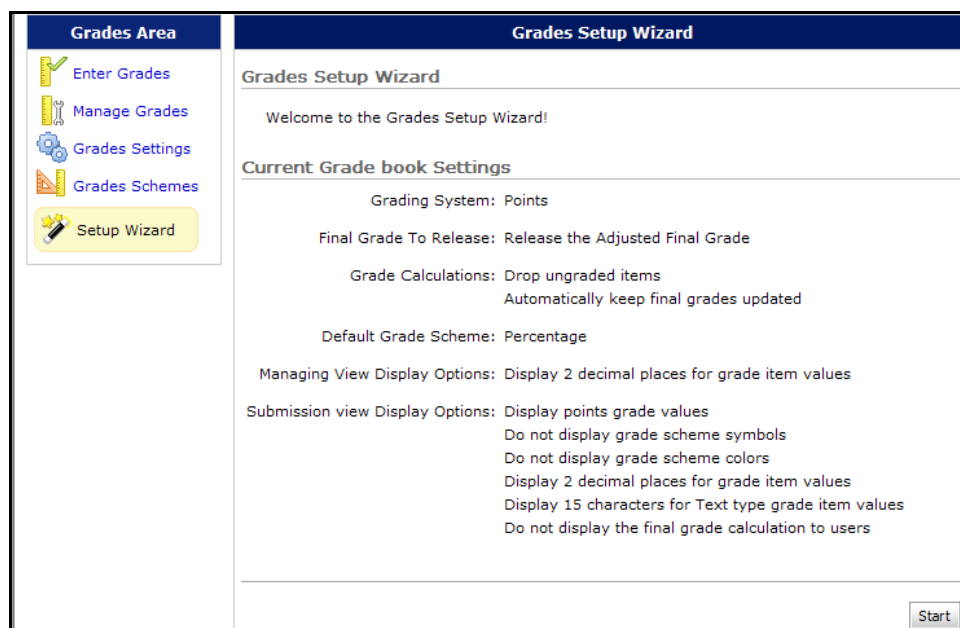
Using the Grades Setup Wizard

When you click on the Grades link for the first time in any course, you will be prompted to use the Grades Setup Wizard. It is a seven step process that allows you to set the basic structure of the gradebook even before you add grade items. The Wizard makes selecting the necessary elements of your gradebook easy. Once the structure is in place, you can simply begin adding grade items and categories.

Getting Started

To begin, log in to your D2L course and click on the **Grades** link on the course navigation bar. You will automatically be brought into the **Grades Setup Wizard** if this is a new course. (If you are not automatically brought to the Wizard, click on the Setup Wizard button in the Grades Area.) The page you see is a summary of the Wizard defaults.

Click on the **Start** button at the bottom of the window.

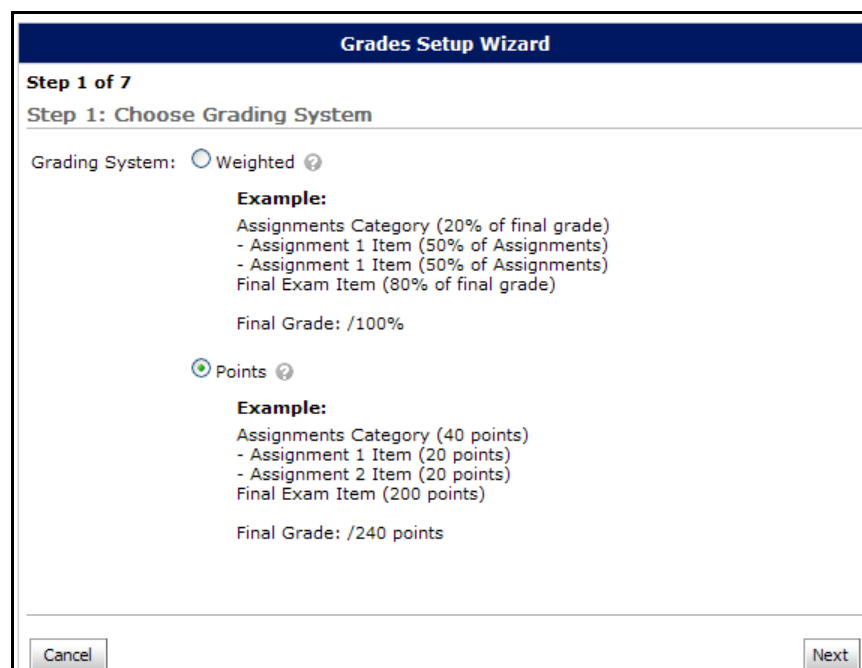


Step 1:

In step 1, you will decide which grading system you want to use: weighted or points.

- Use the **weighted** system if you want grade items to be calculated as a **percentage** of a final grade worth 100%.
- Use the **points** system if you want to calculate the final grade by **totaling the points** students received on grade items.

There are examples of each system on your screen. To keep your gradebook simple, choose the points system, and then click *Next*.



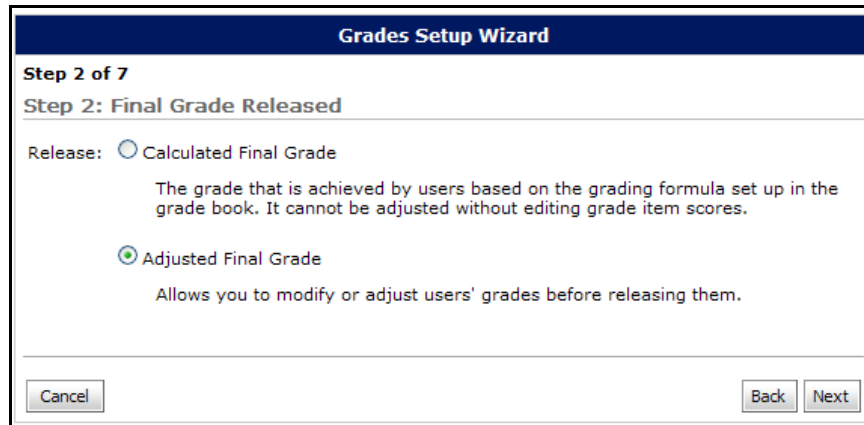
The screenshot shows a window titled "Grades Setup Wizard" with a dark blue header. Below the header, it says "Step 1 of 7" and "Step 1: Choose Grading System". There are two radio button options: "Weighted" (unselected) and "Points" (selected). Each option has an "Example:" section. The "Weighted" example shows: "Assignments Category (20% of final grade)", "- Assignment 1 Item (50% of Assignments)", "- Assignment 1 Item (50% of Assignments)", "Final Exam Item (80% of final grade)", and "Final Grade: /100%". The "Points" example shows: "Assignments Category (40 points)", "- Assignment 1 Item (20 points)", "- Assignment 2 Item (20 points)", "Final Exam Item (200 points)", and "Final Grade: /240 points". At the bottom, there are "Cancel" and "Next" buttons.

Step 2:

In step 2, you will decide which final grade will be released to students at the end of the term: calculated or adjusted.

- Choose **calculated** if you want to release the final grade that is achieved by students based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.
- Choose **adjusted** if there is a chance you would need to modify or adjust students' grades to determine their final grade.

Make your selection, and then click *Next*.



The screenshot shows a window titled "Grades Setup Wizard" with a dark blue header. Below the header, it says "Step 2 of 7" and "Step 2: Final Grade Released". Under the heading "Release:", there are two radio button options. The first is "Calculated Final Grade" with an unselected radio button. Below it is the text: "The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores." The second option is "Adjusted Final Grade" with a selected radio button. Below it is the text: "Allows you to modify or adjust users' grades before releasing them." At the bottom of the window, there are three buttons: "Cancel" on the left, and "Back" and "Next" on the right.

Step 3:

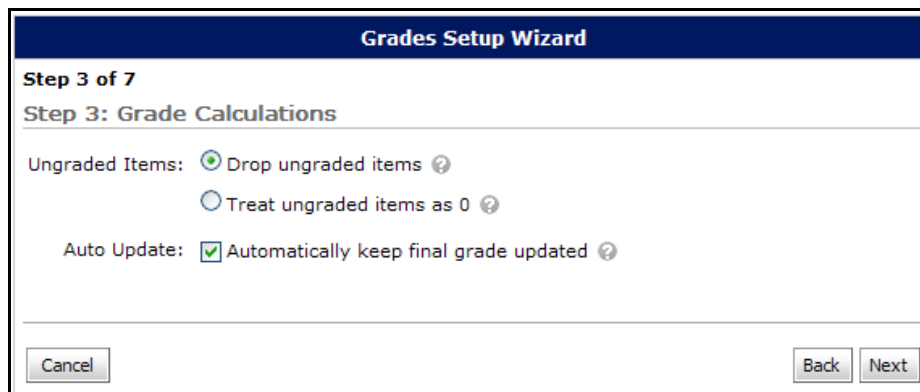
In step 3, you will decide how ungraded items will be used in calculating the final grade: drop ungraded items, or treat ungraded items as 0.

- If you **drop ungraded items**, as you move through the term, the student's final grade will reflect how they are doing based on completed grade items.
- If you **treat ungraded items as 0**, the student will start the term with an "F" and will work their way up.

Note: If you decide to begin the term by dropping ungraded items, at the end of the term you can change the setting to treat ungraded items as 0. By doing this, you eliminate the need to manually enter 0's for all incomplete assignments.

- Leave the checkmark for **Automatically keep final grade updated**.

Make your selection, and then click *Next*.



The screenshot shows a window titled "Grades Setup Wizard" with a dark blue header. Below the header, it says "Step 3 of 7" and "Step 3: Grade Calculations". Under the heading "Ungraded Items:", there are two radio button options. The first is "Drop ungraded items" with a selected radio button and a help icon. The second is "Treat ungraded items as 0" with an unselected radio button and a help icon. Below this is the heading "Auto Update:" followed by a checked checkbox and the text "Automatically keep final grade updated" with a help icon. At the bottom of the window, there are three buttons: "Cancel" on the left, and "Back" and "Next" on the right.

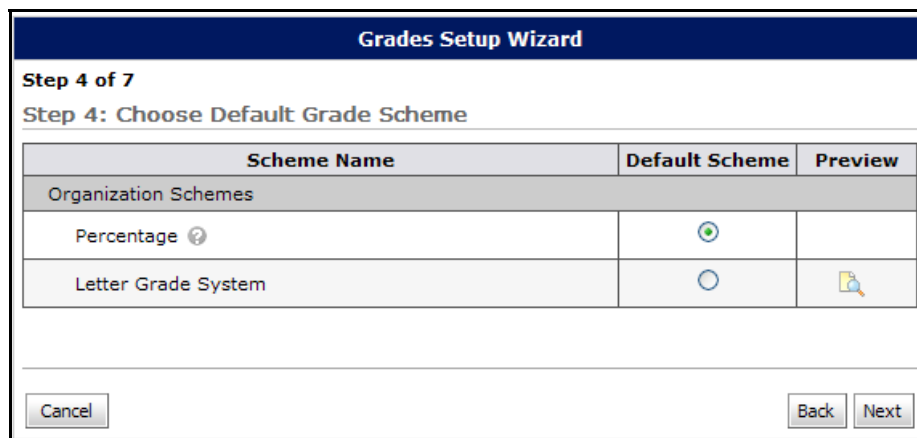
Step 4:

In step 4, you will select a default grade scheme: percentage or letter grade system.


- Choose **percentage** if you want your students to see the points received or the percent correct for all grade items, depending on the display settings.
- Choose **letter grade system** if you want your students to see a letter grade for all grade items.

Note: You are setting the default scheme in this step. If you want some grade items listed as percents and some as letter grades, you can modify the individual grade item settings.

Make your selection, and then click *Next*.



The screenshot shows the 'Grades Setup Wizard' interface. The title bar reads 'Grades Setup Wizard'. Below the title bar, it says 'Step 4 of 7' and 'Step 4: Choose Default Grade Scheme'. There is a table with three columns: 'Scheme Name', 'Default Scheme', and 'Preview'. Under the 'Organization Schemes' section, there are two rows: 'Percentage' with a selected radio button (indicated by a green dot) and 'Letter Grade System' with an unselected radio button (indicated by a blue circle). A 'Preview' icon is visible in the 'Preview' column for the 'Letter Grade System' row. At the bottom of the wizard, there are three buttons: 'Cancel', 'Back', and 'Next'.

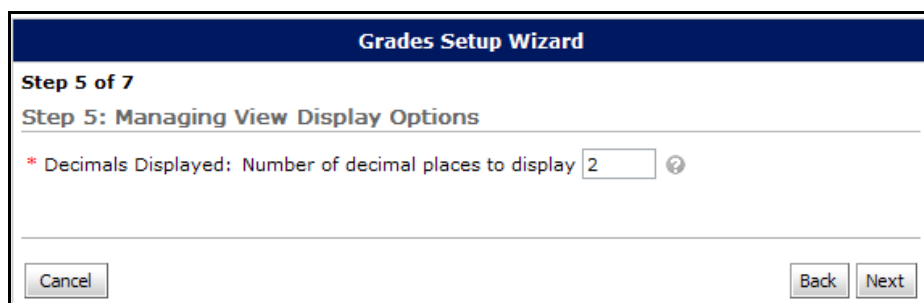
Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ?	<input checked="" type="radio"/>	
Letter Grade System	<input type="radio"/>	

Step 5:

In step 5, you will select your managing view display options: how many decimals to display. This setting controls how many decimals will be displayed to the instructor grading the course. The value must be an integer between 0 and 5.

Note: if you choose 0, all percentages of points will be rounded to the nearest integer.

Enter a number, and then click *Next*.



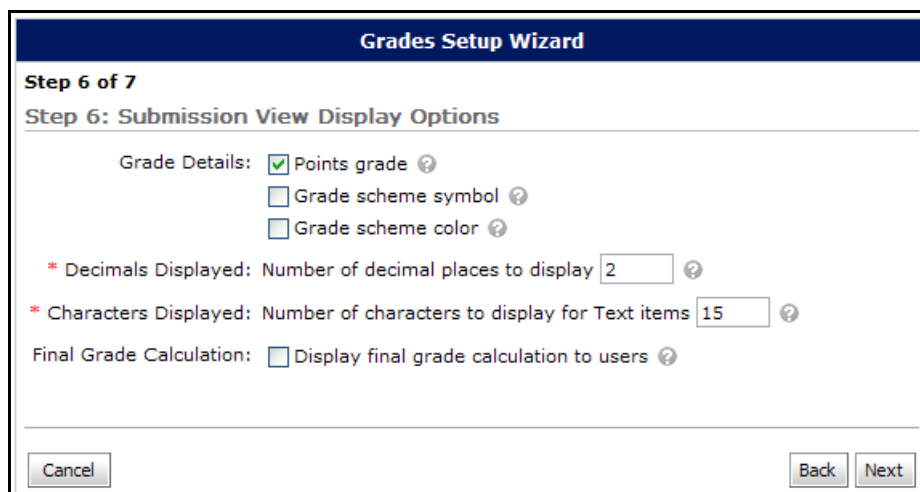
The screenshot shows the 'Grades Setup Wizard' interface. The title bar reads 'Grades Setup Wizard'. Below the title bar, it says 'Step 5 of 7' and 'Step 5: Managing View Display Options'. There is a text input field with the label '* Decimals Displayed: Number of decimal places to display' and the value '2'. A help icon (?) is next to the input field. At the bottom of the wizard, there are three buttons: 'Cancel', 'Back', and 'Next'.

Step 6:







In step 6, you will select your submission view options: grade details, decimals displayed, characters displayed, and final grade calculation. These options affect the student's view of the gradebook.

- **Grade Details:** Select how grades will be displayed to students. You may choose points, grade scheme symbol, and/or grade scheme color. You may select one or more options.
- **Decimals Displayed:** Select the number of decimals that will be displayed in the student's view of Grades. The value must be an integer between 0 and 5.
- **[Rarely Used] Characters Displayed:** Select how many characters of a Text grade item display on the student list. The value must be an integer between 0 and 50. If the Text item is longer than the value specified, the text will be truncated.
- **Final Grade Calculation:** Choose whether or not students can see how their final grade was calculated.

Make your selections, and then click *Next*.



The screenshot shows a window titled "Grades Setup Wizard" with a dark blue header. Below the header, it says "Step 6 of 7" and "Step 6: Submission View Display Options". The form contains the following options:

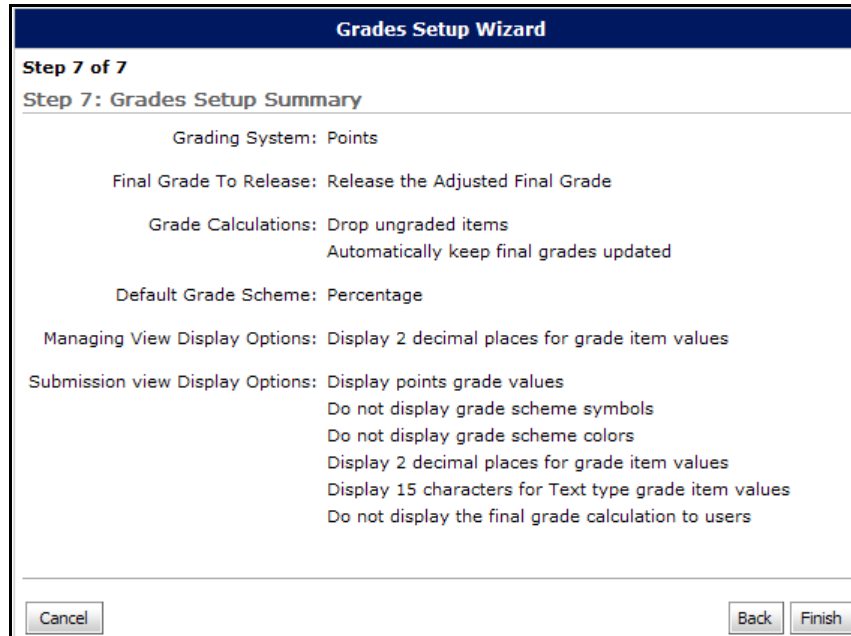
- Grade Details: Points grade 
- Grade scheme symbol 
- Grade scheme color 
- * Decimals Displayed: Number of decimal places to display 
- * Characters Displayed: Number of characters to display for Text items 
- Final Grade Calculation: Display final grade calculation to users 

At the bottom of the window, there are three buttons: "Cancel" on the left, and "Back" and "Next" on the right.

Step 7:

In step 7, you see a summary of the new gradebook settings. Please review the summary and go back to make changes, if necessary.

If you are satisfied with your selections, click *Finish*.



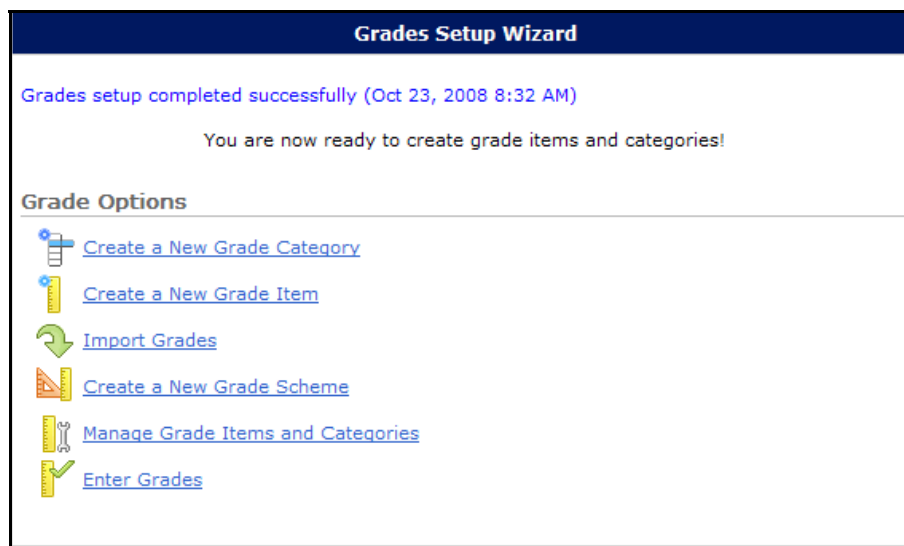
The screenshot shows the 'Grades Setup Wizard' window, titled 'Step 7 of 7' and 'Step 7: Grades Setup Summary'. The window contains the following summary information:

- Grading System: Points
- Final Grade To Release: Release the Adjusted Final Grade
- Grade Calculations: Drop ungraded items
Automatically keep final grades updated
- Default Grade Scheme: Percentage
- Managing View Display Options: Display 2 decimal places for grade item values
- Submission view Display Options: Display points grade values
Do not display grade scheme symbols
Do not display grade scheme colors
Display 2 decimal places for grade item values
Display 15 characters for Text type grade item values
Do not display the final grade calculation to users

At the bottom of the window, there are three buttons: 'Cancel', 'Back', and 'Finish'.

Wizard Complete







Congratulations! You have successfully completed the Grades Setup Wizard. You are now ready to begin creating grade items and categories. For help, please see the D2L Gradebook Guide.



The screenshot shows the 'Grades Setup Wizard' window after completion. The title bar reads 'Grades Setup Wizard'. The main content area displays the following information:

- Grades setup completed successfully (Oct 23, 2008 8:32 AM)
- You are now ready to create grade items and categories!

Below this, there is a section titled 'Grade Options' with a list of actions, each accompanied by a small icon:

-  [Create a New Grade Category](#)
-  [Create a New Grade Item](#)
-  [Import Grades](#)
-  [Create a New Grade Scheme](#)
-  [Manage Grade Items and Categories](#)
-  [Enter Grades](#)