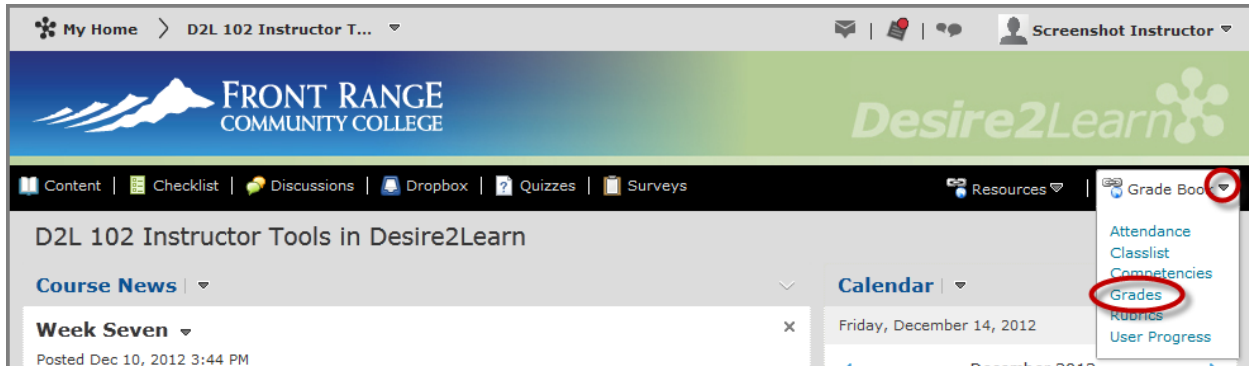


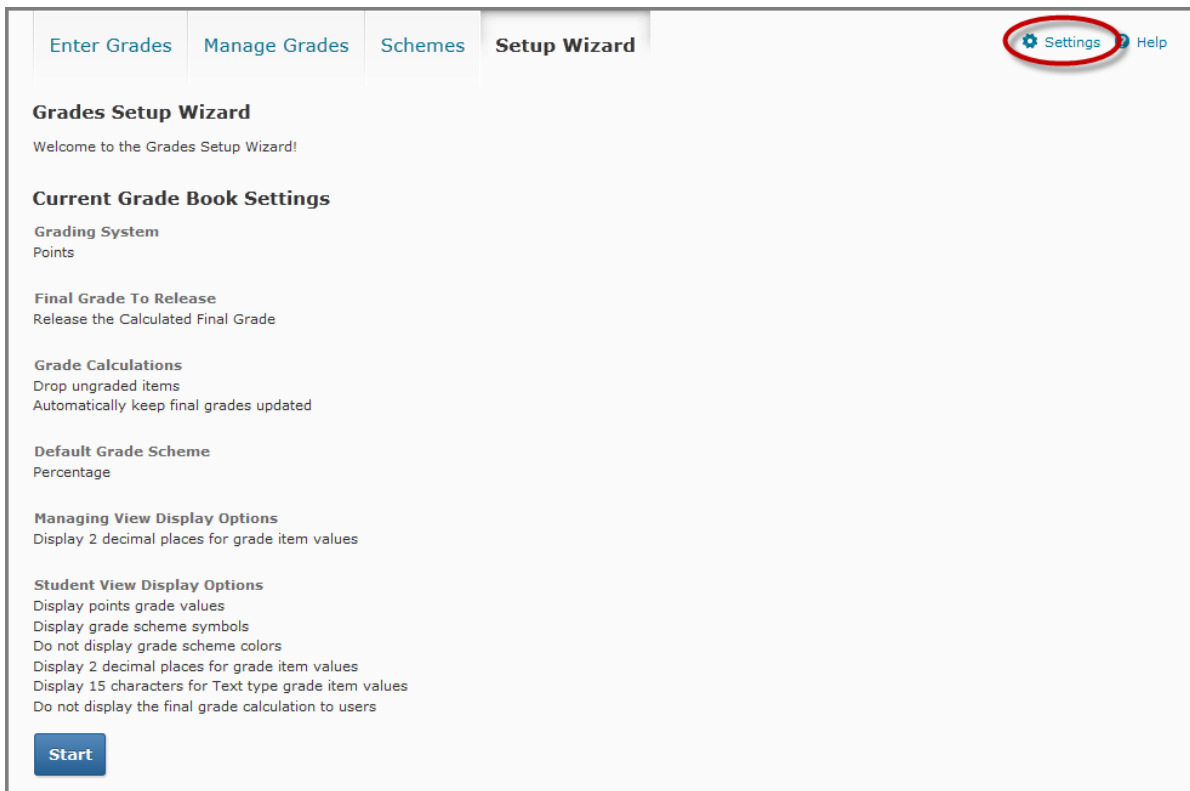
Settings for the Grades Area in Desire2Learn

Log into D2L and open one of your courses. Click on Grade Book in the Course Navigation Bar and choose **Grades** in the dropdown menu that opens.



NOTE: If you have not yet built any components in your grade book, you will be taken to the Grades Setup Wizard. While this can be a helpful way to choose your initial settings, it is not commonly used to make changes after the grade book has been created. This tutorial will teach you to setup your grade book the same way you will make edits to your settings after the initial setup is finished.

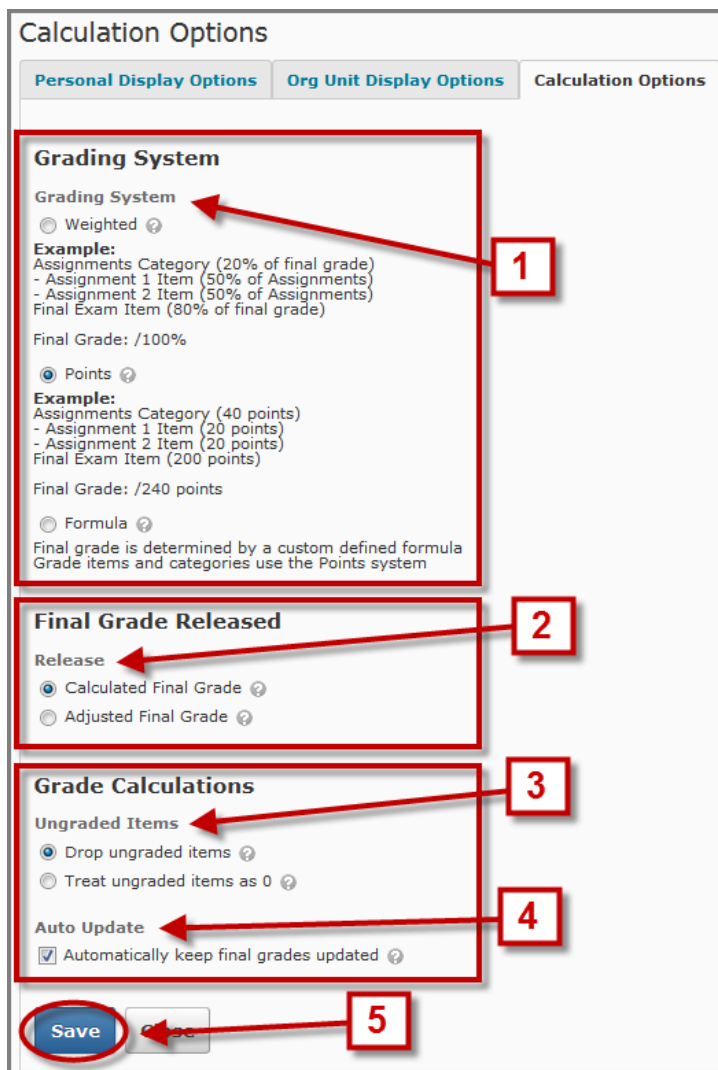
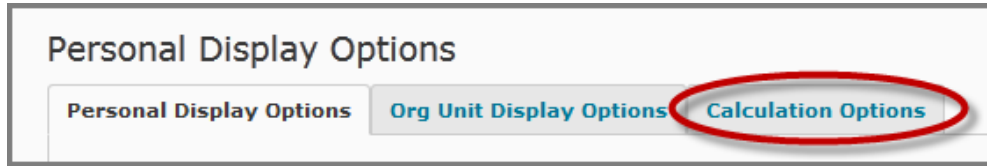
When the Grades Setup Wizard opens, click on **Settings** in the top right corner of the page to bypass the wizard and begin choosing your settings.



There are 3 tabs to the Settings page:

- **Personal Display Options** – Where you will change your own display settings.
- **Org Unit Display Options** – Where you will set the display for the Org Unit or class.
- **Calculation Options** – Where you can set how the Grades are calculated and your scoring method (Points or Weighted Grades).

Begin by clicking on the **Calculation Options** tab.



1. The **Grading System** can be set to a Weighted, Points, or Formula based system. Most instructors will not need to use the Formula system. If you are not sure if you should use a **Weighted** or **Point** system, please speak with an Instructional Designer for assistance.

2. In the **Final Grade Released** area, choose which Final Grade you have the *option* to display to students. See below for more information about this setting.

NOTE: This will not yet release the grade to students. To learn how to actually release the item you choose in this setting, see the tutorial on Releasing Final Grades.

3. The settings for **Ungraded Items** in Grade Calculations determines how the final grade will calculate items you have not graded:

Drop Ungraded Items – Items that have no grade will not be counted in the final grade. If a student has 48 pts out of 50 pts in the first week of class, the final grade will show 48/50 or 96%.

Treat Ungraded Items as 0 – Items that have no grade will be given a zero. If a student has 48 pts out of 50 in the first week of a 1000 pt class, their final grade will show as 48/1000 or 4.8%.

4. When **Automatically keep final grades updated** is checked, the final grade will automatically update as you enter scores for each item. We recommend making sure this is checked.

5. Press **Save** when you are satisfied with your selections.

When determining whether to display the **Final Calculated Grade** or the **Final Adjusted Grade**, consider the purpose for each item with respect to the time of the semester:

- **Final Calculated Grade** – Calculates the score automatically based on what settings are made when building the gradebook. It totals all points awarded out of points possible as well as weight, where applicable, to determine an overall grade. It is purely based on the data entered in each grade item.
- **Final Adjusted Grade** – Since Front Range Community College has instructors input Final Grades in another system, this item is not always used. It is intended as a place to track changes made to the Final Calculated Grade at the end of each semester.

The Final Adjusted Grade might be used if an instructor wishes to round up a student’s grade to award them a higher letter grade than they earned numerically. For example, if a student has a final grade of 79.5% and the instructor feels that they have earned a B grade rather than a C, the Final Adjusted Grade could be used to bump the score up to 80%.

Next, click on the **Org Unit Display Options** tab to setup the display for the student view of their grades.

The screenshot shows the 'Org Unit Display Options' dialog box with three tabs: 'Personal Display Options', 'Org Unit Display Options', and 'Calculation Options'. The 'Org Unit Display Options' tab is active. It is divided into two main sections: 'Managing View Display Options' and 'Student View Display Options'. Red boxes and arrows with numbers 1 through 6 highlight specific settings: 1 points to the 'Decimals Displayed' field in the 'Managing View Display Options' section; 2 points to the 'Grade Details' section in the 'Student View Display Options' section; 3 points to the 'Decimals Displayed' field in the 'Student View Display Options' section; 4 points to the 'Characters Displayed' field in the 'Student View Display Options' section; 5 points to the 'Final Grade Calculation' checkbox in the 'Student View Display Options' section; and 6 points to the 'Close' button at the bottom of the dialog.

1. Set the number of **Decimals Displayed** when you are viewing grades for the entire class.

2. Grade Details allows you to select what will display to students for each grade item:

Points Grade – Displays points awarded out of points possible, ex: 48/50.

Grade Scheme Symbol – The default scheme displays the percentage for the respective score, ex: 96%.

Grade Scheme Color – Color codes each grade based on a default scale. The colors range from pink (F) to yellow (C) to pale blue (A).

3. Set the number of **Decimals Displayed** to students. (We recommend that you set the number of decimals you display to students to the same number you chose in the **Managing View Display Options**)

4. For text-based grade items, choose how many **Characters to display** to students. Text grade items are not commonly used.

5. Displaying the **Final Grade Calculation** allows students to see how their final grade is calculated.

6. **Save** when finished.

Click on **Personal Display Options** to set the items for the instructor view of the grades.

The screenshot shows the 'Personal Display Options' configuration page. It has three tabs: 'Personal Display Options' (selected), 'Org Unit Display Options', and 'Calculation Options'. The main content is divided into two sections: 'Managing View Display Options' and 'Start Page'. The 'Managing View Display Options' section includes: 'User Details' with checkboxes for Username, Org Defined ID, and Email; 'Grade Details' with checkboxes for Points grade, Grade scheme symbol, and Grade scheme color; 'Number of characters to display for text items' with a text input field set to 15; 'Number of columns before user details repeat' with a text input field set to 10; 'Number of users before column header repeats' with a text input field set to 10; and 'Repeat Final Grades' with checkboxes for 'Repeat calculated final grade at the start of the user list' and 'Repeat adjusted final grade at the start of the user list'. The 'Start Page' section has a 'Default Grades Area' dropdown menu set to 'Enter Grades'. At the bottom are 'Save' and 'Close' buttons. Red callout boxes with numbers 1 through 8 point to: 1. User Details section; 2. Grade Details section; 3. Number of characters to display for text items; 4. Number of columns before user details repeat; 5. Number of users before column header repeats; 6. Repeat Final Grades section; 7. Start Page section; 8. Save button.

1. The **User Details** allow you to choose what information you see for each student. The first and last names are always displayed.
2. **Grade Details** are the same for the Org Unit Display options covered above. This setting controls how much information is visible for each item when viewing grades for the entire course.
3. The **number of characters to display for text items** changes how much information is displayed in text grade items when viewing the grades for the entire course.
4. When grade books become too large to fit on the screen, you may decide that you need to **repeat the columns containing student names** more frequently so it's easier to line up the grades with each student's name.
5. For classes with many students, you may have to scroll down to view student grades that appear lower in the screen. **Repeating the header** more frequently will allow you to still see which grade items you are viewing.
6. The Final Calculated and Adjusted grades appear at the far right end of the grade book. **Repeat Final Grades** to have them also display on the left end of the grade book.
7. When you first access the Grades page from the Course Navigation Bar you will start on the Enter Grades page. If you prefer to start on a different page, change the settings under **Start Page**.
8. Press **Save** when you are done.

After you have reviewed all of the different settings, you are now ready to start building the components of your grade book. If needed, the settings can be changed even after you have built the grade book and entered grades.