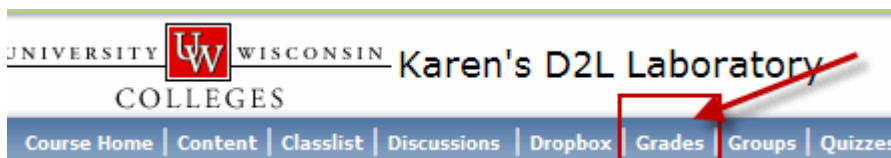


Desire2Learn 8.3 QuickStart Guide

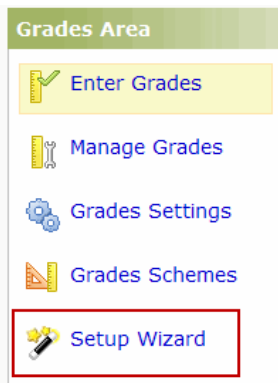
Gradebook Basics

The Grades area of D2L has many helpful features, including: automatic grade calculations, student progress feedback, an online record of assignment and quiz scores, and the ability to export data to Excel and PRISM. A simple gradebook can be set up just to post final grades, or you can create a more complex gradebook by entering scores for each assignment and quiz. Instructor feedback to individual students can also be typed in, if desired.

1. On your course home page, click on the Grades link.



2. In the Grades Area, click on Setup Wizard.



3. On the Grades Setup Wizard page, click on the Start button in the lower right corner.



4. For each of the next five pages (Steps 1 -5) , click on the **Next** button to accept the default settings.

Step 1 default: Points

Step 2 default: Adjusted Final Grade

Step 3 default: Drop ungraded items

Step 4 default: Hensch




Step 5 default: 2 decimal places


5. For Step 6 the setting should appear as in the image below:


Grades Setup Wizard


Step 6 of 7

Step 6: Submission View Display 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 

6. On the Step 7 page, click on the **Finish** button in the lower right corner.







7. On the Grades Setup Wizard page that appears, click on **Create a New Grade Category**. This is where you will create your main gradebook categories.

Grades Setup Wizard

 Saved Successfully (Sep 15, 2009 8:28 AM)


You are now ready to c

Grade Options

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

8. In the New Category window, type in a name for the new category, such as Unit 1.

New Category

 **Grades List**  **New Category**

Properties Restrictions

Cancel Save and New Save

General

* Name:

Short Name: ?

[Show Description](#)

Grading

9. Click **Save and New** to open a new screen to create another category. Click Save and New after you've typed in the second category name. Continue in this manner until your last category name. On that last one, click on Save.

10. To add grade items to each gradebook category, click on **Grades List**.

New Category

 **Grades List**  **New Category**

11. On the Grades List screen, click on **New Item**.

Grades List

 **Grades List**  **New Item**  **New Category**  **Re-Order**  **Delete**

12. In the New Item window, choose Numeric.

New Item

Grades List 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

13. On the next New Item screen, type in a name for this grade item, such as Quiz 5.

Grades List New Item

Properties Restrictions

Cancel Save

General

Type: Numeric

* Name:

14. Next to Category, choose which category you want this grade item to appear under in your gradebook.

* Name:

Short Name:

Category: **None** [New Category]

None
Quizzes
Unit 1
Unit 2
Unit 3
sample

* Max. Points:

Show Description

Grading

15. Next to Max. Points, type in the number of points that you wish to assign to this grade item.

Grading

* Max. Points: ?

Can Exceed: ?

Bonus: ?

Exclude from Final Grade Calculation: ?

Grade Scheme: ?

Display Options

[Show Display Options](#)

16. If you will be adding more grade items, click on **Save and New**. If this is the only grade item that you'll be creating right now, click on **Save**.

17. To view your gradebook, click on the **Grades** link in the blue navigation bar. You will note that the students' names are automatically entered in the gradebook, along with the categories and grade items that you've created.

User List

[User List](#) [Import Grades](#) [Export Grades](#)

[Display Options](#) [Switch to Spreadsheet View](#)

View By:

Search For: [Show Search Options](#)

	First Name ^, Last Name	Quizzes			
		Chapt 1	Chapter 2 Quiz	Chapter 3	Subtotal
<input type="checkbox"/>	Pat Fellows	B+	B-	-	17 / 20, B
<input type="checkbox"/>	Zoe Fellows	D	C-	-	13 / 20, D+

18. To enter a student grade or score, click on the student's name in the list.

	First Name ▲, Last Name
<input type="checkbox"/>	Pat Fellows
<input type="checkbox"/>	Zoe Fellows

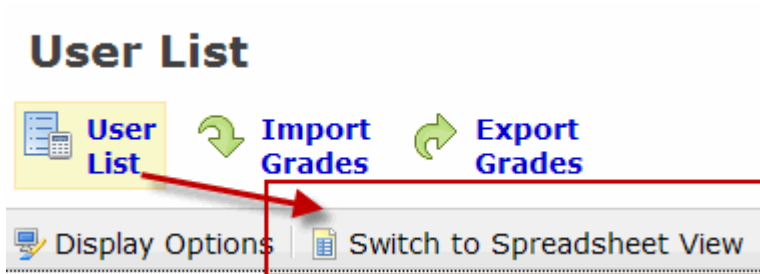
19. On the Grade User page, type in the appropriate points score for that grade item. Add comments by clicking on the Show Comments link.

Unit 1	- / - points
Project 1	- / 10 points
Grade: <input type="text"/> / 10	Scheme: -
<input checked="" type="checkbox"/> Show Comments	

20. Type in comments in the box provided next to **Comments for users**. Click on the **Save** button when done. Your comments that are typed in the **Comments for users** box will only be viewable by that particular student. If you wish to make notes to yourself about a particular student, use the "User leading a course Only comments" box.

Unit 1	- / - points
Project 1	- / 10 points
Grade: <input type="text" value="8"/> / 10	Scheme: -
<input checked="" type="checkbox"/> Hide Comments	
Comments for users:	Basic Advanced
	<p>Great job on this project! You have researched this topic well and have made some interesting points.</p>
User leading a course Only Comments:	
Unit 2 No Items!	- / - points
Unit 3 No Items!	- / - points
sample No Items!	- / - points
<input type="button" value="Cancel"/>	<input checked="" type="button" value="Save"/>

21. If you are entering many students' grades at one time, you may find it easier to enter those grades in Spreadsheet view. That way you don't have to open a separate window for each student and can enter grades right in the spreadsheet table. To access Spreadsheet view, click on the Grades link in the blue navigation bar and then click on the "Switch to Spreadsheet View" icon.



		spreadsheet view			
	First Name ^, Last Name	Quizzes			Subtotal
		Chapt 1	Chapter 2 Quiz	Chapter 3	
<input type="checkbox"/>	Pat Fellows	9 / 10	8 / 10	/ 10	17 / 20, B
<input type="checkbox"/>	Zoe Fellows	6 / 10	7 / 10	/ 10	13 / 20, D+