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Grades Tool: Process Overview

Grades Area Overview and Terminology

The Grades area has two major areas: the **Enter Grades** area and the **Manage Grades** area.

Enter Grades Overview

The **Enter Grades** area has two views, Standard View and Spreadsheet View.

Standard View

The Standard View, shown below, displays students grades based on the settings that instructors choose under the Grades Settings area.

	First Name ▲, Last Name	test ▼	test1 ▼	Welcome Discussion ▼	Dropbox ▼
<input type="checkbox"/>	Jane, Doe	10 / 10	? 10 / 10	- / 10	17 / 20
<input type="checkbox"/>	John, Doe	8 / 10	8 / 10	10 / 10	- / 20
<input type="checkbox"/>	Joy, Doe	9.5 / 10	9.5 / 10	- / 10	- / 20

The grades that are linked to assignments on D2L such as Dropbox submissions or Discussions have icons next to them that instructors can click on to open a new dialog box and view the user submission, edit any comments made by the instructor, and view the grade.

Email 20 per page

	First Name ▲, Last Name	test ▼	test1 ▼	Welcome Discussion ▼	Dropbox ▼
<input type="checkbox"/>	Jane, Doe	10 / 10	? 10 / 10	- / 10	? 17 / 20
<input type="checkbox"/>	John, Doe	8 / 10	- / 10	? 10 / 10	- / 20
<input type="checkbox"/>	Joy, Doe	9.5 / 10	- / 10	- / 10	- / 20

Email 20 per page

Spreadsheet View

The Spreadsheet View allows instructors to enter grades as if using an Excel spreadsheet. It is one of many ways to enter grades.

View By:
Switch to Standard View

Search For: [Show Search Options](#)

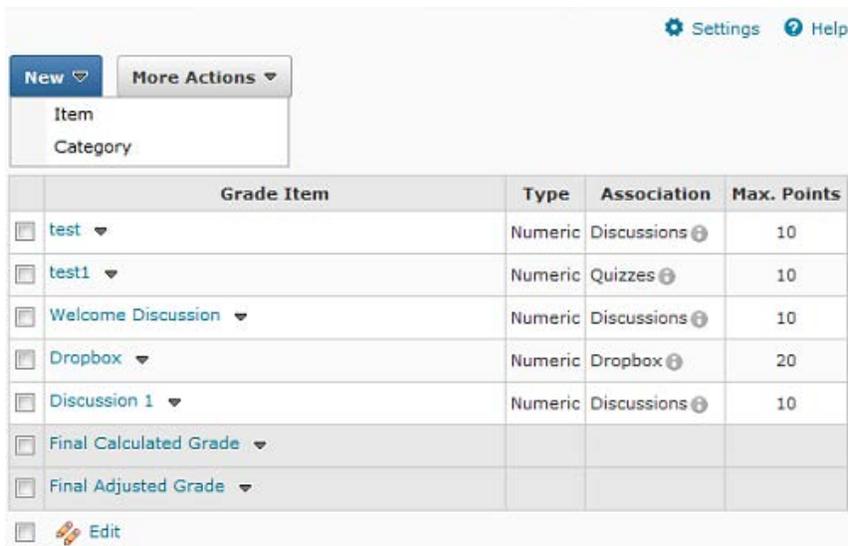
Email 20 per page

	First Name ▲, Last Name	test ▼	test1 ▼	Welcome Discussion ▼
<input type="checkbox"/>	Jane, Doe	<input type="text" value="10"/> / 10	<input type="text" value="10"/> / 10	<input type="text"/> / 10
<input type="checkbox"/>	John, Doe	<input type="text" value="8"/> / 10	<input type="text" value="8"/> / 10	<input type="text" value="10"/> / 10
<input type="checkbox"/>	Joy, Doe	<input type="text" value="9.5"/> / 10	<input type="text" value="9.5"/> / 10	<input type="text"/> / 10

Email 20 per page

Manage Grades Overview

The Manage Grades area allows instructors to add categories and items to the Grades area.



The screenshot shows the Grades Tool interface. At the top right, there are links for 'Settings' and 'Help'. Below these is a 'New' button with a dropdown arrow, and a 'More Actions' button with a dropdown arrow. The 'New' dropdown menu is open, showing 'Item' and 'Category' options. Below the menu is a table with the following columns: 'Grade Item', 'Type', 'Association', and 'Max. Points'. The table contains the following rows:

Grade Item	Type	Association	Max. Points
test	Numeric	Discussions	10
test1	Numeric	Quizzes	10
Welcome Discussion	Numeric	Discussions	10
Dropbox	Numeric	Dropbox	20
Discussion 1	Numeric	Discussions	10
Final Calculated Grade			
Final Adjusted Grade			

At the bottom left of the table, there is an 'Edit' button with a pencil icon.

Grades Tool: Terminology

Bonus Item

Offers an opportunity for students to earn additional points towards the final grade. For example, each week students may take a two-question current events quiz. Students who opt to take the quizzes receive one point for each correctly answered question. **These points add to their final grade.** Students who opt not to take the quizzes will not be penalized.

Calculated Type Grade Item

This type of grade item is not included in the final grade; it is another form of reference. This type of item calculates the total of selected grade items (e.g., all assignments leading up to the midterm).

Extra Credit

Provides an opportunity for a student to earn additional points beyond those assigned to that grade item.

Formula Grading System

Allows instructors to create a grading system based on a custom-defined formula that the instructor creates.

Formula Type Grade Item

Gives credit based upon pre-determined formula.

Grade Colors

When creating a grade scheme for the Grades Tool, instructors can assign colors for the various grade levels. Student's grades will appear with a color cue when viewed in the User List.

Grade Scheme

Relates percentages to letter grades (e.g., 60% = D). Instructors may create multiple grade schemes for use within a single course. (e.g., a grade scheme for quizzes and a separate grade scheme for exams).

Numeric Type Grade Item

Assigned point value (e.g., an exam worth 100 points).

Pass/Fail Type Grade Item

Gives full or no credit (e.g., a student did or did not attend a guest lecturer's presentation).

Points Grading System

Under the 'points' system each grade item is assigned a point value. If categories are used, they are for organizational purposes only.

Selectbox Type Grade Item

Graded manually using a pull-down menu. The letter grades in the pull-down menu are based on a grade scheme that the instructor creates (the grade scheme for Selectbox grade items should be distinct from other grade schemes).

Text Type Grade Item

Provides brief comments rather than a letter or percentage grade. This type of item serves more as a reference for instructors who may want additional criteria when deciding borderline grades.

Weighted Grading System [D2L Definition]

"Under the 'weighted' system grade categories are assigned a weight as a percentage of the final grade and grade items are assigned a weight as a percentage of their parent category (or of the final grade if they have no parent category)." All categories must total 100% and all items within a category must total 100% of the category.

Recommended Implementation Process for the Grades Area

Instructors have many options in the Grades area. The chart below shows the options available and a recommended order of implementation.

Step 1: Grades Setup	<ul style="list-style-type: none"> • Gather all supporting documentation. • Set up the gradebook in the Grades > Settings area (This must be done every semester for every class even if you have copied the Grades area from a previous course.)
---------------------------------	---

	<ul style="list-style-type: none"> Establish a grade scheme [93 - 100 = A, etc.] - optional
Step 2: Create Categories	<ul style="list-style-type: none"> In the Manage Grades area, use categories to group items if using a points grading system (optional) Use categories to weight items if using a weighted calculation system Use categories to drop the highest and lowest grade values from a category such as quizzes.
Step 3: Create Grade Items	<ul style="list-style-type: none"> In the Manage Grades area, add a grade item(s) Select a grade item type Assign the grade item to a category, if desired Assign points Determine whether the item is a bonus item or contains extra credit Assign a grading scheme if not using the default
Step 4: Maintain Grades List	<ul style="list-style-type: none"> Modify grade items / categories Grade certain items manually Change grades Delete grades Export grades for backup
Step 5: Final Grades	<ul style="list-style-type: none"> Calculate the final grades Release the final grades

Step 1: Grades Setup

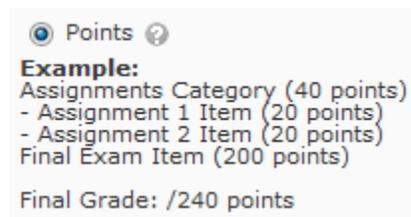
We recommend that course instructors gather all course materials (syllabus, list of assignments, grading plan) before beginning the grades setup process. **Even if copying a grade book over from a previous semester, instructors need to set up the grade book using the Grades Settings area.** Follow the steps listed below to set grade calculation system, scheme, and display options. Instructors who follow these steps in setting up their grades have are less likely to forget any important grading details which may cause problems when it comes time to submit grades.

Selecting a Grade Calculation System

- From the Course Home page on the Navigation bar, click on the **Grades** link.
- At the top right of the screen, click on the **Settings** button  [Settings](#). The Personal Display Options page appears.
- Click on the **Calculation Options** tab.

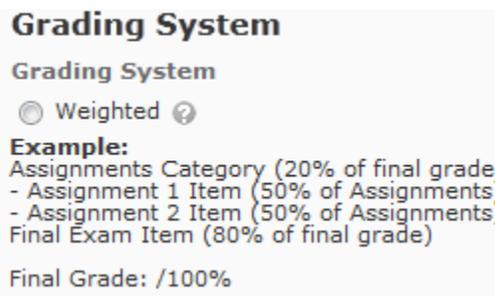
- In the Grading System section select desired grading system (Points, Weighted, or Formula) by selecting the radio button next to the word.

Points System: Instructors can use the Max. Points assigned to a grade item to be equal to its contribution to the final grade. Final grades are calculated by adding a user's score on all grade items together and dividing by the sum of the Max. Points values. The final grade becomes the total number of points of all the grade items.



Weighted System: Instructors can use the weighted system to calculate grade items as a percentage of a final grade worth 100%. Grade items are assigned a weight as a percentage of their parent category (or final grade if no parent category exists). The Max. Points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them.

- Since it is a category's weight and not an individual grade item's weight that counts toward the final grade, the final grade is inaccurate until **all the items** in the category are graded.
- D2L will display a warning message if your grade items and categories do not add up to 100%. You can choose to ignore this warning; a balanced grade book is not required however, final grades will be calculated with the assumption that everything sums up to 100%.
- If the weights assigned to grade items do not sum to 100%, the weight of each item is adjusted.



Formula System: The final grade is determined by a formula designed by the instructor where the grade items and categories use a points system and custom fit into the calculated final grade.

- In the "Final Grade Released" section, select the radio button next to the Calculated or Adjusted Final Grade option. The Adjusted Final Grade option provides the most flexibility by allowing instructors to make changes to the final grade. **Selecting a Final Grade Release option does NOT automatically release the Final Grade to students.**

Final Grade Released

Release

- Calculated Final Grade ?
- Adjusted Final Grade ?

- In the Grade Calculations section, select the radio button next to the desired option.

Grade Calculations

Ungraded Items

- Drop ungraded items ?
- Treat ungraded items as 0 ?

Auto Update

- Automatically keep final grades updated ?

IMPORTANT: If the **Drop ungraded items** or **Treat ungraded items as 0** option is changed after any scores have been entered in the Grades area, all final grades will become out of date and will require recalculation.

Option Meaning	Drop ungraded items	Treat ungraded items as 0
Choice	The Drop ungraded items selection ignores ungraded items and displays the current points out of the scored items. Creates a running total of the grade book.	Treats any non-graded items as zero and displays the current points out of the total possible points.
Insure grade book accuracy	When recording grades enter zeros for any grade items that a student did not complete. This insures that the grade book will	No additional information needs to be entered. All ungraded items are automatically given a 0.

	calculate accurately.	
Final Grade Example - after completing two assignments Jane Doe has an 89/100. The total points available for the semester is 600.	Jane's final grade would show a running total of 89/100.	Jane's final grade would show a total of 89/600.

- To keep final grades updated after entering/changing grades or grade options (bonus setting), click on the checkbox next to the words, "**Automatically keep final grades updated.**" Leaving this option *unchecked* will improve the speed with which the grade book loads during the semester **however**, the final grade will need to be recalculated. A small calculator icon indicates that final grades are out-of-date and need to be recalculated.
- Click on the **Save** button.

The next step after selecting the grade calculation system is to set display options.

Select Display Options

- From the Course Home page navigation bar, click on the **Grades** link.
- In the Grades Area widget, click on the **Settings** button. The Personal Display Options pane appears.
- From the "Managing View Display Options" section, select the desired options:

Display Options include:

User Details

By default the students' first and last name appear in the Enter Grades area. Additionally, instructors can select the username or email address to also display in the Enter Grades area.

Grade Details

Points grade displays the total number of points accrued for each grade item (e.g., 9/10). Grade scheme symbol toggles whether or not a grade scheme symbol displays in the Enter Grades area when associated with a grade item. Any custom grade schemes will also appear in this list. Grade scheme color displays colors that are associated with a letter grade in any given grade scheme.

Number of characters to display for text items

By entering a number in the adjacent text box, an instructor can set how many characters of a grade item or category will be displayed on the User List. The value set must be

between 0 and 50.

Number of columns before user details repeat

This is the number of grade items that appear consecutively before the student information repeats. About 5-7 is recommended.

Number of users before column header repeat

This is the number of users that appear before the column header repeats in the user list (in Enter Grades area).

Repeat Final Grades

These options allow instructors to repeat the calculated final grade at the start of the user list (in the Enter Grades area), repeat the adjusted final grade at the start of the user list (in the Enter Grades area), or both.

EXAMPLE:

Personal Display Options

Personal Display Options
Org Unit Display Options
Calculation Options

Managing View Display Options

User Details

Username ?

Email ?

Grade Details

Points grade ?

Grade scheme symbol ?

Grade scheme color ?

Number of characters to display for text items *

?

Number of columns before user details repeat *

?

Number of users before column header repeats *

?

Repeat Final Grades

Repeat calculated final grade at the start of the user list ?

Repeat adjusted final grade at the start of the user list ?

Start Page

Default Grades Area

?

Save
Close

1. To set course level or student view of the display options, click on the Org Unit Display Options tab.
2. Select from the following options:

Managing View Display Options

**Decimals displayed

Specify the number of decimal places visible to instructors.

Student View Display Options

**Decimals displayed

Specify the number of decimal places visible to students.

**It is important to keep these numbers the same as different decimal places can give the impression of different grades and affect the final. For example: D2L will round down an 89.4 to a B while and 89.49 will be rounded to an A.

Student view display options

Everything in this section pertains to the students' view.

Grade details

Points grade displays the total number of points accrued for each grade item (e.g., 9/10). Grade scheme symbol toggles whether or not a Grade scheme symbol is displayed in the user list when associated with a grade item. Any custom grade schemes will also appear in this list. Grade scheme color displays colors that are associated with a letter grade in any given grade scheme.

Characters displayed

Specify the number of characters displayed for a text grade item.

Final grade calculation

This option shows the final grade calculation formula to the students, and is ignored when the Formula grading system is used.

EXAMPLE:

Org Unit Display Options

Personal Display Options **Org Unit Display Options** Calculation Options

Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

Student 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 how final grade was calculated to users ?

3. Click on the **Save** button.

After selecting the display options, create a grade scheme.

Create a Grades Scheme (Optional)

Creating a customized grade scheme is a two-step process: (1) create the scheme and (2) select it as the default scheme for the course.

(1) Create the Scheme

1. From the Course Home page navigation bar, click on the **Grades** link.
2. In the Grades Area navigation at the top of the screen, click on the **Schemes** link.
3. Click on the **New Scheme** button.
4. In the Name text box, type a name for the course scheme, like "ENG101." If desired, type an abbreviated name for this course scheme in the Short Name text box.

- In row 1 go to the Symbol text box and type the lowest letter grade that can be earned. If desired, select a color from the color pull-down menu to specify a color code for each grade. Place the highest grade in the Assigned Value % text box.
- To add additional grade ranges in the Add Ranges text box type the number of desired additional ranges and click. 
- Follow steps 5 and 6 until complete.
- After entering all of the grade ranges, click on the **Save** button  or the **Save and Close** button. 

(2) Setting the new Grades Scheme as the Course Default

- From the Course Home page navigation bar, click on the **Grades** link.
- In the Grades Area navigation at the top of the screen, click on the **Schemes** link.
- Under Course Schemes, find the newly created grade scheme and select "Set as Default." The grade scheme is selected when a checkmark appears in the Default Scheme column.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage		<input checked="" type="checkbox"/>
Course Schemes		
New Course Scheme	<input checked="" type="checkbox"/>	

Note: If you are creating a scheme after Grade items have been created, instructors will need to go into individual items and choose the new grading scheme.

Copy a Grade Scheme

- From the Course Home page navigation bar, click on the **Grades** link.
- In the Grades Area navigation at the top of the screen, click on the **Schemes** link.
- Click on the Copy button under the **More Actions** drop-down menu.
- Select the appropriate grade scheme.
- Scroll down towards the bottom of the screen and look for the New Scheme Name text box. Type of the name of the scheme.
- Make any necessary changes to the scheme.
- Click on the **Copy** button.

Delete a Grade Scheme

- From the Course Home page navigation bar, click on the **Grades** link.
- In the Grades Area navigation at the top of the screen, click on the **Schemes** link.
- Click on the Delete button under the **More Actions** drop-down menu.
- Select the appropriate grade scheme(s).
- Click on the **Delete** button.

6. A confirmation dialog box will appear; click **Delete** again to confirm the deletion.

Note: If a grade scheme is in use it cannot be deleted. The scheme must be removed from all grade items before it can be deleted.

Step 2: Creating and Setting Up Categories

Categories are essential in a weighted grade book and optional in a points grade book. Think of categories as syllabus components that contain more than one item. In a points grade book categories are used as an organizational tool. In a weighted grade book, categories are used to specify the total weight a group of grade items contributes to the course final grade.

Dropping the Lowest and Highest Grade

1. Instructors must create a category in order to drop lowest or highest grades from a set of grade items.
2. All items in the category must be the same points/weight value.
3. Instructors must use the **Distribute points across all items** features

To create a category:

1. From the Course Home page on the Navigation bar, click the **Grades** link.
2. In the Grades Area tool navigation, select **Manage Grades**.
3. Click **New** and then select **Category**. The New Category page appears.
4. In the Name text box, type a name for the grade category.
5. If desired, in the Short Name text box type an abbreviated name for the grade category.

Edit Category: Career Development

Properties **Restrictions**

General

Name *

Short Name

 ?

> [Show Description](#)

6. If extra credit or bonus items in this category will affect the final grade select "Can Exceed."
7. If all items within this category will be worth the same weight, select "Distribute points across all items." **If copying a grade book from a previous semester, instructors who plan on adding new or deleting existing grade items within the category will need to re-select this option.**
8. To drop any number of lowest or highest non-bonus grade items within a category, in the appropriate text box specify the number of items. The "Distribute points across all items" should be selected for these options to be available.
9. To add another category, click on the **Save and New** button or if finished creating categories, click on the **Save and Close** button.

Grading

Can Exceed
 ?

Exclude from Final Grade Calculation
 ?

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](#)

Step 3: Creating Grade Items

Instructors can add grade items (i.e., assignments or other graded activities) and designate their name, point value, weight, type, and date. Grade items may or may not be within a category. **Formula, Text or Calculated items cannot be placed within categories. The Grade Item Type choices are listed below:**

Choose a Grade Item Type

- Numeric**
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10
- Selectbox**
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"
- Pass/Fail**
Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"
- Formula**
Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
`IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1`
- Calculated**
Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$
- Text**
Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

Numeric

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

1. From the Course Home page navigation bar, click the **Grades** link.
2. In the Grades Area widget, click the **Manage Grades** button.
3. Click the **New** button and select **Item**. The New Item page appears.
4. Select the Numeric grade item type option.
5. In the Name text box, type a name for the grade item.
6. If using categories, go to the Category pull-down menu and select the desired category for the grade item.
7. To create a description of the item:
 1. Click **Show Description** and type the text in the Description text box.

- Click on the "Allow users to view grade item description" checkbox to allow students to view the description.

Hide Description

Description



Allow users to view grade item description

- Select desired Grading options.
- If the grade item type is Numeric, go to the Grading section and in the Max. Points and Weight (if using a Weighted Grading Scheme) text box type the total number of points and/or the weight of the grade item.

Grading

Max. Points *



Can Exceed



Bonus



Exclude from Final Grade Calculation



Grade Scheme



Weighted Grade Item Options

- If including extra credit points in this grade item, select "Can Exceed"
- If the entire item is to be considered extra credit, select "Bonus."
- If desired, choose a grading scheme.

Grading

Max. Points *
 ?

Weight *
 ?

Can Exceed
 ?

Bonus
 ?

Grade Scheme
 ?

13. If desired, choose your display options by clicking on the Show Display Options link. In this section instructors are able to choose to display the class average and/or grade distribution to students. Here instructors may also override the default display settings for the grade item. Once overridden, toggle Grade scheme colors, Points grade, Grade scheme symbol, and any custom display settings.
14. Select the Restrictions tab.
15. Select the appropriate Visibility option.
16. If desired, attach the desired release condition(s).
17. Click on the **Save and New**, **Save and Close**, or **Save** button.

Selectbox

Grade users by selecting the grade scheme level that best matches their achievement. E.g. "Very Good" or "B+" The Selectbox grade item can only be created if a Grading Scheme has been created.

1. From the Course Home page navigation bar, click the **Grades** link.
2. In the Grades Area, click the **Manage Grades** button.
3. Click the **New** button and select **Item**. The New Item page appears.
4. Click on the Selectbox link.
5. In the Name text box, type a name for the grade item.
6. If using categories, go to the Category pull-down menu and select the desired category for the grade item.
7. To create a description of the item:
 1. Click **Show Description** and type the text in the Description text box.

- Click on the "Allow users to view grade item description" checkbox to allow students to view the description.

The screenshot shows a user interface for editing a grade item description. At the top, there is a blue link that says "Hide Description" with a downward-pointing chevron. Below this is the heading "Description" in bold. Under the heading is a large, empty rectangular text area with a thin blue border. To the left of the text area is a small icon of a pencil inside a square box. Below the text area is a checkbox that is currently unchecked, followed by the text "Allow users to view grade item description".

- Select desired Grading options.
- Type the Total number of points or the Weight in the Max. Points or Weight (if using a Weighted Grading Scheme) text box type.
- If the entire item is to be considered extra credit, select "Bonus."
- Choose a grading scheme that was created for this item.
- If desired, choose your display options by clicking on the Show Display Options link. In this section instructors are able to choose to display the class average and/or grade distribution to students. Here instructors may also override the default display settings for the grade item. Once overridden, toggle Grade scheme colors, Points grade, Grade scheme symbol, and any custom display settings.
- Select the Restrictions tab.
- Select the appropriate Visibility option.
- If desired, attach the desired release condition(s).
- Click on the **Save and New**, **Save and Close**, or **Save** button.

Pass/Fail

Grade users using a simple pass/fail grade scheme. E.g. "Pass" or "Fail"

- From the **Course Home** page navigation bar, click the **Grades** link.
- In the Grades Area, click the **Manage Grades** button.
- Click the **New** button and select **Item**. The New Item page appears.
- Click on the Pass/Fail Grade item link.
- If using categories, go to the Category pull-down menu and select the desired category for the grade item.
- To create a description of the item:

1. Click **Show Description** and type the text in the Description text box.
2. Click on the “Allow users to view grade item description” checkbox to allow students to view the description.

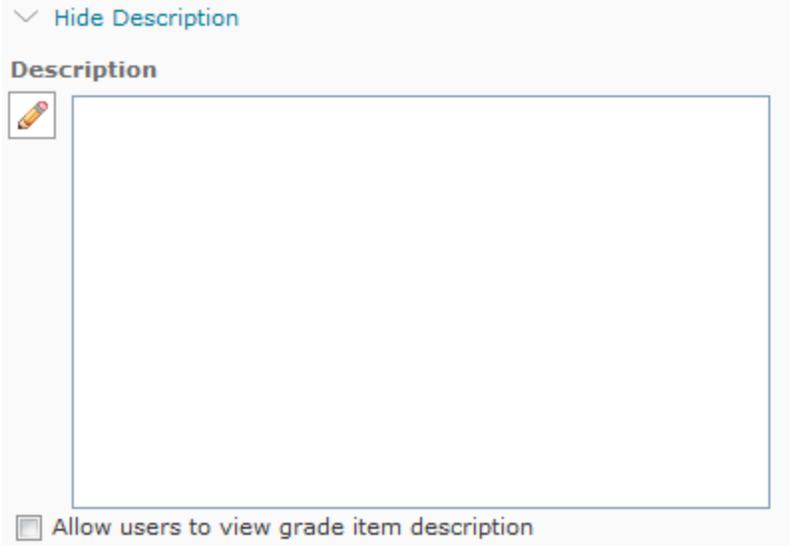
The screenshot displays a user interface for editing a grade item description. At the top, there is a dropdown menu labeled 'Hide Description'. Below it, the word 'Description' is written in bold. To the left of a large, empty rectangular text box is a small icon of a pencil. Below the text box, there is a checkbox with the label 'Allow users to view grade item description'.

7. Enter a point value in the Max. Points or Weight text box.
8. If desired, check the checkbox next to Bonus to designate this item as a bonus item.
9. Choose a grading scheme that was created for this item, if desired.
10. Click on the **Save and New**, **Save and Close**, or **Save** button.

Formula

Automatically grade users using a custom formula based on achievement on other grade items. E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus. $IF\{ MIN\{ [P1.Percent], [P2.Percent] \} < 50, 0, 1$

1. From the Course Home page navigation bar, click the **Grades** link.
2. In the Grades Area, click the **Manage Grades** button.
3. Click the **New** button and select **Item**. The New Item page appears.
4. Click on the **Formula** item link.
5. Type the name of the item in the **Name** text box.
6. To create a description of the item:
 1. Click **Show Description** and type the text in the Description text box.
 2. Click on the “Allow users to view grade item description” checkbox to allow students to view the description.

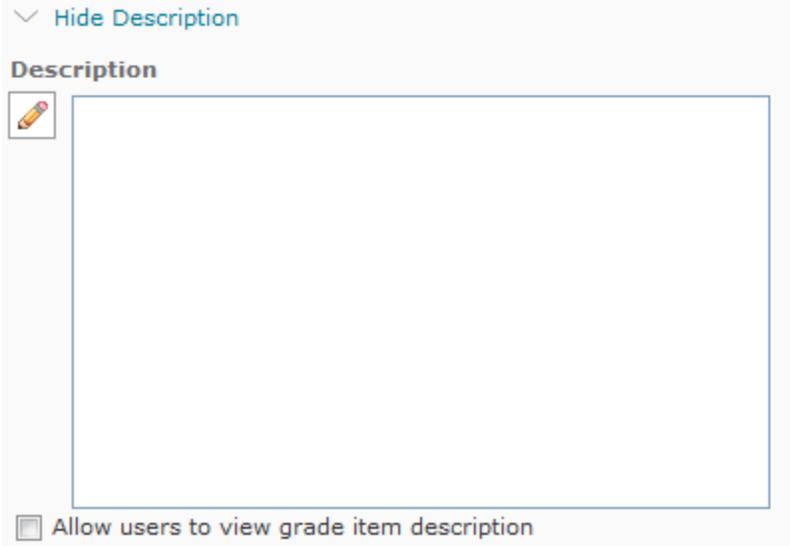


7. Click on the **Edit Using the Formula Editor** link to build a formula using the Formula Editor. Any grade items used in the formula must be built before launching the editor.
8. Build your formula and on the click the **Insert** button.
9. If students have the opportunity to earn more points than are assigned, instructors **MUST** select **Can Exceed**. Use the **Grade Scheme** drop down menu to select a grade scheme. Ignore this menu if a grade scheme has not been created.
10. If desired, click on the **Show Display Options** link to choose whether or not to display the item's statistics to everyone. Instructors can also alter the grade item's appearance in the grade book.
11. Click on the **Save and New**, **Save and Close**, or **Save** button.

Calculated

Calculate users' cumulative achievement across multiple grade items. E.g. Midterm Grade $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$

1. From the Course Home page navigation bar, click the **Grades** link.
2. In the Grades Area, click the **Manage Grades** button.
3. Click the **New** button and select **Item**. The New Item page appears.
4. Click on the **Calculated Item** link.
5. Type the name of the item in the **Name** text box.
6. To create a description of the item:
 1. Click **Show Description** and type the text in the Description text box.
 2. Click on the "Allow users to view grade item description" checkbox to allow students to view the description.

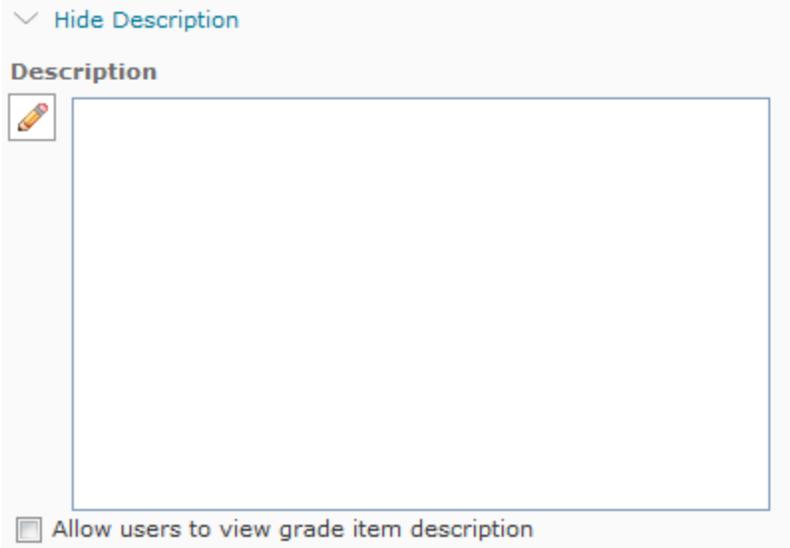


7. Check the **Can Exceed** button if the grade earned can exceed the Max. Points or Weight.
8. Use the **Grade Scheme** drop down menu to select a grade scheme. Ignore this menu if a grade scheme has not been created.
9. Click on the checkbox next the items will be used to calculate the grade.
10. If desired, click on the **Show Display Options** link to choose whether or not to display the item's Statistics to everyone. Instructors can also alter the grade item's appearance in the grade book.
11. Click on the **Save and New**, **Save and Close**, or **Save** button.

Text Grade Items

Text Grade Items cannot be placed inside a category. Provide comments in the grade book that are not calculated in the final grade. E.g. "Course Evaluation Completed"

1. From the **Course Home** page navigation bar, click the **Grades** link.
2. In the Grades Area, click the **Manage Grades** button.
3. Click the **New** button and select **Item**. The New Item page appears.
4. Select **Text** from the list of grade items.
5. Type the name of the item in the **Name** text box.
6. To create a description of the item:
 1. Click **Show Description** and type the text in the Description text box.
 2. Click on the **Allow users to view grade item description** checkbox to allow students to view the description.



7. Clicking **Show Display Options** will allow instructors to alter the grade item's appearance in the gradebook.
8. Click on the **Save and New**, **Save and Close**, or **Save** button.

Step 4: Maintain Grades List

Modifying Grade Items and Categories

NOTE: MODIFYING A GRADE ITEM AFTER IT'S BEEN GRADED WILL IMPACT THE STUDENTS' GRADES. IT'S BEST TO MODIFY THE GRADE ITEM BEFORE GRADES ARE ENTERED.

1. From the Course Home page navigation bar, click the **Grades** link.
2. In the Grades Area, click the **Manage Grades** button.
3. Click on the drop-down menu next to the grade item or category's name and select **Edit Grade Item**. To modify multiple grade items and categories, select the checkboxes next to each item/category, and click **Bulk Edit**.
4. Make the desired modifications to the grade item(s) or category(s).
5. Click on the **Save and New**, **Save and Close**, or **Save** button.

Deleting Grade Items and Categories

NOTE: DELETING ANY GRADE ITEM WILL PERMANENTLY DELETE GRADES THAT HAVE BEEN ENTERED FOR THAT ITEM

6. From the Course Home page navigation bar, click the **Grades** link.
7. In the Grades Area, click the **Manage Grades** button.
8. Click on the **Delete** button located under the **More Actions** drop-down menu.

9. Click on the checkbox next to the items and/or categories to be deleted. In the Grades area 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.
10. Click on the **Delete** button.
11. A confirmation dialog box will appear; click **Delete** again to confirm the deletion.

Step 5: Final Grades

By default, final grades are not automatically visible to students. In order for students to see their final grade, the final grade must be (1) calculated and (2) then released.

Calculating Final Grades

Calculating final grades consists of:

- Recalculating the **Calculated Final Grade** - If you selected to keep the final grade automatically updated, the final grade page should already be up-to-date.
- Transferring **Calculated Grades** to **Adjusted Grades**
- Making adjustments to the **Adjusted Grades**
- Releasing the final grade to students

To get to the **Final Grades** page:

1. From the Course Home page navigation bar, click the **Grades** link.
 - A. From the **Enter Grades** screen, click the **Grade All** option in the **Final Grades** column drop-down menu beside either **Final Calculated Grade** or **Final Adjusted Grade**.

OR

- B. From the **Manage Grades** screen, click the **Enter Grades** icon under the drop-down menu to the right of **Calculated Final Grade** or **Adjusted Final Grade**.

If you notice a small calculator icon in the **Final Calculated Grade** column for any particular user, your **Final Calculated Grade** is no longer up-to-date for that user.

There are two ways to remedy this:

1. Click the small calculator icon beside the individual's calculated grade to update.

OR

2. Click **Recalculate All** under the drop-down menu at the top next to **Final Grades** to update the final grades for all users on the page.

If, after recalculating the **Calculated Grades**, you would like to make hand adjustments to any student's grade, follow these instructions:

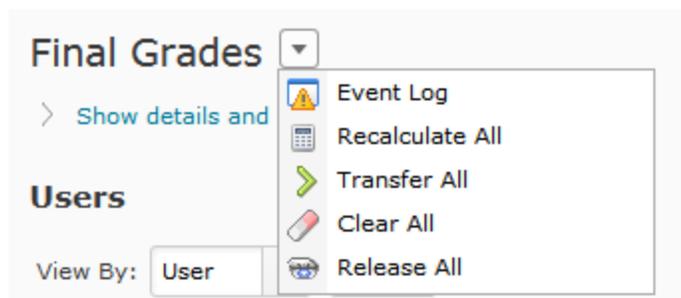
1. Use the text boxes in the **Final Adjusted Grade** column to change the student's score
2. Click **Save** to save your changes

Releasing Final Grades

Releasing final grades is done from the **Final Grades** page. To get to the **Final Grades** page:

1. From the Course Home page navigation bar, click the **Grades** link.
 - A. From the **Enter Grades** screen, click the **Grade All** option in the **Final Grades** column drop-down menu beside either **Final Calculated Grade** or **Final Adjusted Grade**.
- OR
- B. From the **Manage Grades** screen, click the **Enter Grades** icon under the drop-down menu to the right of **Calculated Final Grade** or **Adjusted Final Grade**

To release final grades to **ALL** students, simply click **Release All** from the Final Grades item, located near the top of the screen.



To release final grades to **INDIVIDUAL** students, check the box to the right of the student's name under **Release Calculated Final Grade** or **Release Final Adjusted Grade** column. Click **Save** to save your changes.

The option for Calculated Final Grade or Adjusted Final Grade can be changed at any time during the course of the semester by going to **Grades Settings** and then **Calculation Options**. It is not uncommon for an instructor to begin the semester using the **Calculated Grade** and then switch to the **Adjusted Grade** at the end of the semester.

Please Note: If you have made hand adjustments to any one student's final grade, you must choose to release the **Adjusted Grade**, otherwise students with adjusted grades will be unable to see the correct score.