

Desire2Learn Quickguide: Grades Tool

Overview

You can set up your gradebook to calculate final grades based on points or with assignments as percentages of the final grade. Students can access the Grades tool to see all their grades in one place.

How to Access the Grades Tool

To access the Grades tool, click Grades in the top navbar.

In This Guide

- Running the Setup Wizard
- Creating Grade Items and Categories
- Entering Grades
- Viewing Grade Statistics

The screenshot shows the 'Grades Area' interface. At the top, there are buttons for 'User List', 'Import Grades', and 'Export Grades'. Below these are 'Display Options' and a 'Switch to Standard View' button. A 'View By:' dropdown is set to 'User'. A search bar is visible on the right. The main table has columns for 'First Name', 'Last Name', 'quizzes', 'Subtotal', 'assign1', and 'Final Calculated'. Callout boxes provide the following information:

- Toggle between Standard View and Spreadsheet view. In Spreadsheet view, you can enter grades from this screen**: Points to the 'Switch to Standard View' button.
- Grade Category**: Points to the 'Grade Category' column header.
- Save changes**: Points to the 'Save' button.
- Calculated Grade Category Subtotal**: Points to the 'Subtotal' column header.
- Student list. Click on a user's name to grade all assignments from one student at once and preview the grades area from the student view**: Points to the 'First Name' and 'Last Name' columns.
- Calculate and modify final grades**: Points to the 'Final Calculated' column header.
- View class statistics for this grade item**: Points to the 'quizzes' column header.

Running the Setup Wizard

The Grades Setup Wizard will allow you to set up how the final grade will be calculated and how the Grades tool will display to you and to students.

1. From any page in the Grades Setup Wizard in the left-hand menu (Figure 1).
2. Click **Start**.
3. Choose a Grading System (Figure 2).

Weighted allows you to select what percentage a particular grade item or category makes up of the final grade; e.g., Quizzes are 20 percent of final grade.

Points calculates the final grade by dividing the total points earned by the total points possible.

Formula allows you to create a more complicated grading calculation.

4. Click **Next**.
5. Select a final grade release option (Figure 3):

Select **Final Calculated Grade** to calculate the final grade based strictly on the grading formula you have set up.

Select **Final Adjusted Grade** if you want to be able to manually modify or adjust a grade before releasing it to the student.

6. Click **Next**.
7. Select whether items that do not have a grade are omitted from the final grade calculation or counted as a 0.

Note:

mark unsubmitted, past assignments as

8. Click **Final Grade** to update automatically when you enter grade (Figure 4).

9. Click **Next**.

10. Select your default grade scheme for new grade items. This can be manually changed in individual grade items.

Note: The Grade Scheme is how your grades appear to students. By default, they appear as percentages, but you can create your own grade scheme to assign letter grades. See the [Creating a Grade Scheme](#) section below

11. Click **Next**.

12. Enter the number of decimal places to display in calculated grades.

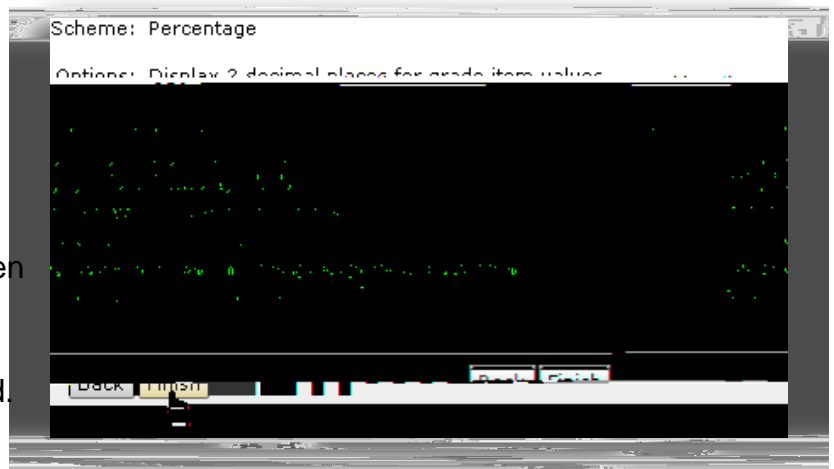
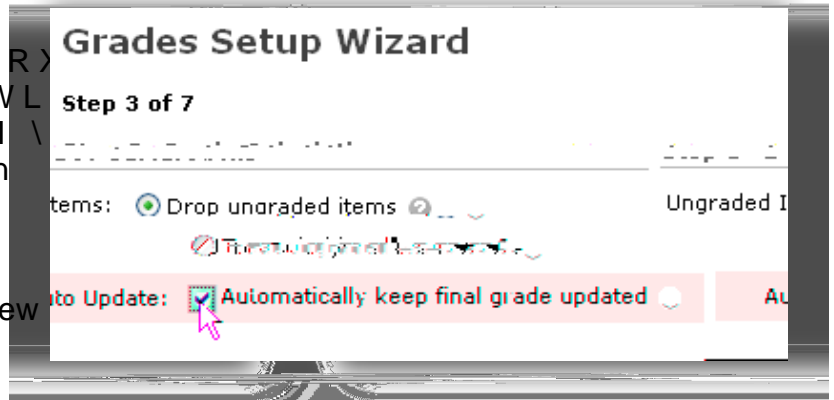
13. Click **Next**.

14. Select **View Display**. This is what students see when they click **Grades** in the navbar.

15. Click **Next**. You will see a confirmation screen with all the options you selected.

16. Click **Finish** to save (Figure 5).

Note: To change any of these settings, simply restart the wizard and change the appropriate options.



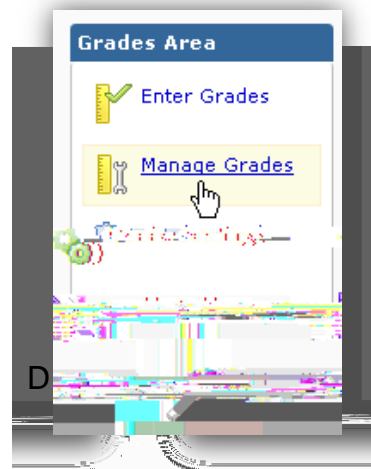
Creating Grade Items

Create a Grade Category

Grade categories allow you to keep your gradebook organized and to set a number of points or a percentage of the final grade. For example, you could create a quizzes category and set it to be worth 30 percent of the final grade. You can also use grade categories to drop the lowest score(s) in that category from grade calculation.

1. Click **Manage Grades** in the left-hand menu (Figure 6).

2. Click **New Category**





are creating the corresponding dropbox folder, quiz, or discussion topic. See the Quickguides for those tools for instructions on creating grade items within the tool.

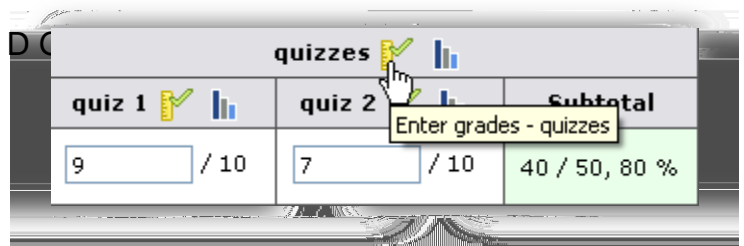
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on one screen. You can also grade students by grade item, category, student, or final grade.



Note: You can also grade quizzes, dropbox folders, and discussion topics from within those tools, allowing you to see the student work and grade on the same screen. If an assignment has an associated grade item

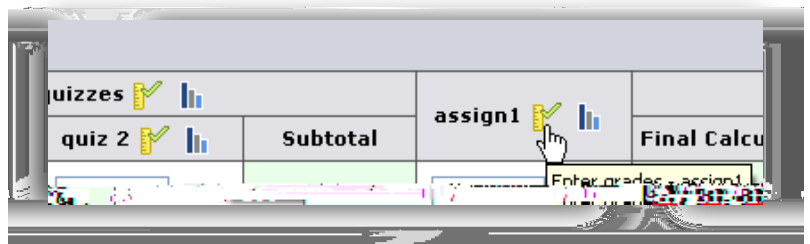
Enter Grades by Category

1. Click the  Enter Grades icon next to the category (Figure 16).
2. Enter grades in the Grade fields.
3. Click  Enter Comments if you want to add comments on a user performance.
4. Click Save



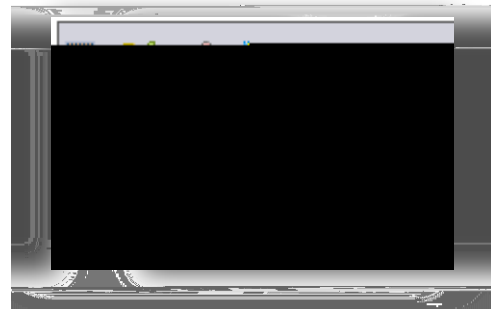
Enter Grades by Grade Item


1. Click the  Enter Grades icon next to the grade item (Figure 17).
2. Enter grades in the Grade fields.
3. If you want to add comments on a user performance, click  Enter Comments

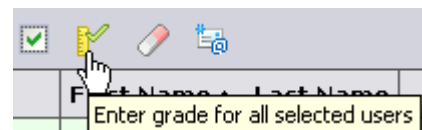


Give multiple students the same grade at the same time


1. Select the checkbox next to each student you want to assign the same grade to.
Select the checkbox above the student list to select all students (Figure 18).



2. Click the  Enter Grades icon above the student list (Figure 19).
3. Enter a grade.
4. Click Save



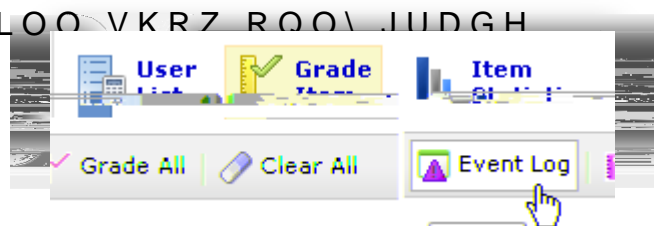
View event log

Click  Event Log on the action bar to see the history of grade changes for this grade item (Figure 20).

Note: Clicking the event log icon to the right of the student list will show the history of grade changes for that student.

Viewing Grade Statistics

You can access a statistics page for individual grade items, for grade categories, or for the final grade from the main grades spreadsheet. The statistics page shows the class average, the minimum grade, the maximum grade, and a graph of the distribution of grades.



Click **Statistics** next to the name of the
JUDGH LWHP RU FDWHJR\ RU ZLWKLQ WKH ´)LQDO
GradHµ FROXPQ WR VHH WKH DSSURSULDWH JUDGH
statistics (Figure 21)

Calculating Final Grades

The ´)LQDO *UDGHVµ SDJH OL VWV WKH)LQDO
Calculated Grade for each student. If, in the
setup wizard, you did not select
´\$XWRPDWLFDOO\ .HHS)LQDO *UDGHV 8SGDWHGµ
you must manually recalculate the final grade.
You can also adjust final grades and release
them to students, depending on how you set
up your gradebook in the setup wizard.

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7. Click **Release All** to release the final grades to students (Figure 25).

Create a Grade Scheme

Grade Schemes allow you to display grades to students as a letter grade or another kind of custom-defined symbol.

1. From anywhere in the grades tool, click **Grade Schemes** (Figure 26).
2. Click **New**.
3. , Q W K H ' 1 D P H μ W H [W E R [H Q W H U D Q D P H I R U
the grade scheme.
4. , Q W K H I L U V W U R Z ' 6 \ P E R O μ W H [W E R [H Q W H U

