

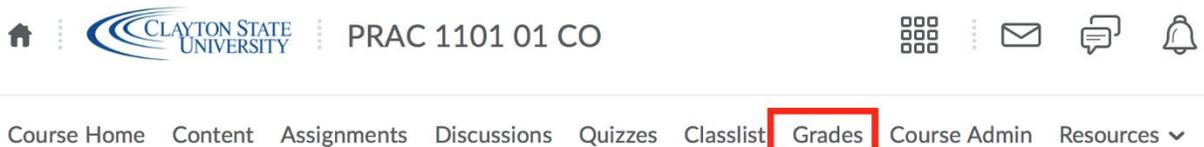
GradeBook

The Grades tool allows the instructor to enter grades, track a student's progress, and calculate final grades. The gradebook can be setup to calculate final grades based on points, percentages, or by using a custom formula. Students can access the grades tool to see all of their grades in one place.

Note: The final grades calculated or entered in Desire2Learn are not official and must still be entered into the DUCK at the end of the semester.

How to Access the Grades Tool

To access the Grades tool, click Grades in the top Navbar. If the Grades link is not included in the course Navbar, see the Changing the Navbar instructions.



Early Consideration:

- How will grades be calculated? By total points earned or weighted averages? Using total points is a very straightforward method; using weighted averages is a little more complicated but Desire2Learn has some shortcuts.
- When using the weighted averages method, Will graded items combine into categories, such as tests, quizzes, homework, etc.? Example: a category called Tests that contains Test 1, Test 2, and Test 3.
- If items are combined into a category, will each item in the category be weighted equally or according to their portion of the total points available in the category?

Important note: Using categories also allows for the lowest scores to be dropped, but all items in the category must be weighted evenly.

The first time the Gradebook tool is entered, the instructor will need to complete the Setup Wizard to configure setting in the Gradebook. Completing the Setup wizard can be conducted multiple times, if needed. Click **Start**.

Step 1: Choose the Grading System.

Step 1 of 7

Step 1: Choose Grading System

Grading System

Weighted 

Example:

Assignments Category (20% of final grade)

- Assignment 1 Item (50% of Assignments)

- Assignment 2 Item (50% of Assignments)

Final Exam Item (80% of final grade)

Final Grade: /100%

Points 

Example:

Assignments Category (40 points)

- Assignment 1 Item (20 points)

- Assignment 2 Item (20 points)

Final Exam Item (200 points)

Final Grade: /240 points

Formula 

Final grade is determined by a custom defined formula

Grade items and categories use the Points system

- Use the weighted system if the grades are calculated as a percentage of the final grade totaling 100%.
- Calculate the final grade by totaling the points users received on graded items.
- Calculate final grade use custom formula that allows the instructor to set conditions on grade items.

Step 2: Select a final grade release option. Then Click Continue.

Step 2 of 7

Step 2: Final Grade Released

Release

Calculated Final Grade

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.

Adjusted Final Grade

Allows you to modify or adjust users' grades before releasing them.

Automatically release final grade

When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

Select Calculated Final Grade to calculate the final grade based strictly on the grading system that was set up.

Selecting Adjusted Final Grade allows manual modification or adjustment to a student's grade before releasing it to the student.

Step 3: Select the Grade Calculations.

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

Drop ungraded items 

Treat ungraded items as 0 

Auto Update

Automatically keep final grade updated 

Important note: If “Treat ungraded items as a 0” is selected the final grade their final grade will appear lower due to grade items that are due later in the course that have not been completed yet. However, if “Drop Ungraded Items,” is selected remember to mark unsubmitted, past due items as “0” or they will not count against the student thus increasing their overall grade.

Select the “Automatically keep final grade updated” checkbox to keep students grades up to date as they are entered. **(Recommended)**

Click **Continue**.

Step 4: Select the Default Grade Scheme.

This can be manually changed in the individual grade items. The grade scheme is how the grade will display to students, as a percentage. Click

Continue.

Step 4 of 7

Step 4: Choose Default Grade Scheme

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

Step 5: Select the number of decimal places that the students will see. The default is two.

Then click **Continue.**

Step 5 of 7

Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display



Step 6: Set up the Student View Display options.

Step 6 of 7
Step 6: 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 final grade calculation to users 

- Point grade will display as 7/10.
- Grade Scheme Symbol will display as 70%
- Grade Scheme Color will display select grades as a color to quickly identify those passing and failing.

Click **Continue**.

Step 7: Check and Confirm the settings of the Gradebook.

Go Back if necessary or Click **Finish**.

Points/Percentages Grades

Step 1: Click on Grades

Step 2: Click on settings

Enter Grades Manage Grades Schemes Setup Wizard  Settings  Help

New  More Actions 

23 0 0 0 0

Step 3: Check all the options under Grade Details

Grade Details

- Points grade 
- Grade scheme symbol 
- Grade scheme color 

Step 4: Click Save

Creating Grade Categories

Grade categories organize the gradebook and setup the number of points or percentage of the final grade. The grade categories can be setup to drop the lowest score(s) in that category from grade calculation.

Categories can be created ahead of time and then add graded items (assessments, graded discussions) to that category as the activity, or items can move into a category later. Recommended: Use Categories when employing the weighted grading systems, or when the lowest grade will be dropped.

Step 1: Click on Manage Grades. Click this tool when adding, deleting, or editing Categories or Grade Items.

Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

New More Actions

Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Final Calculated Grade ▼			
<input type="checkbox"/>	Final Adjusted Grade ▼			

Step 2: Click on New, then select Category from the dropdown menu.

New ▼ More Actions ▼

Item

Category

Step 3: Edit the New Category properties.

Enter the name (required) and a short name (optional). Short names are displayed in the “Enter Grades” screen and are a good way to keep the grades table from getting too wide to navigate.

- a. Enter a descriptive name for the Category, such as “Assignments” or “Exams”
- b. Short names are optional, but it will help in the Gradebook.
- c. Add a description to the Category if desired. Check the Allow users to view description. If necessary.
- d. Define the grading preference, options will vary based on the Grading System that was selected.

For Weight Totals:

- a. This will determine how much a category contributes to the overall grade. This information will be found in the syllabus. For example, the “Exams” category is worth 50% of the final grade.
- b. Select Allow category grade to exceed category weight if extra credit will be allowed within the category.
- c. Select Distribute weights by points across all items in the category to automatically set the weight of grade items in the category by the total points possible in all grade items in the category.
- d. Select Distribute weight/points evenly across all items to make each grade item in the category worth the same amount. If you have a points-based system, enter the number of points each item in the category should have in the “points per item” field.
- e. To drop the lowest grade(s) in the category, enter the number of items to drop in the “Number of lowest non-bonus items to drop for each user.”

For Points Grading System:

- a. Can Exceed: Allows the total points of the grade items in the category to exceed the points assigned to that category.
- b. Exclude from Final Grade Calculation: This will allow the users to exclude this category from the final grade calculation.
- c. Distribute points across all items: All the items in the category will be worth the same amount.
- d. Points per item: Use this if all the grade items under the category are worth the same amount of points. For example, in the Quizzes category 5 quizzes and each is worth 10 points.
- e. Number of highest non-bonus items to drop for each user: Allows users to drop the highest grade in the category for each student. Enter the number of items that need to be dropped.

- f. Number of lowest non-bonus items to drop for each user: Allows the users to drop the lowest grade in the category for each student. Enter the number of items that need to be dropped.

Display Options:

Allows the user to enable certain Statistics options to be viewable in the course.

- a. Display class average to users: Show the class average for items in the Category.
- b. Display grade distribution to users: Shows students and instructor a graph of how grades for this Category were distributed in different percentiles.
- c. Override display options for this item: Allows users to modify some of the general display selected during the Setup Wizard process.

Restrictions Allows the user to identify parameters for when Categories are visible to students. It also include setting for release conditions.

Step 4: Click Save and Close.

New Category Page Overview

Name *

Short name for the Category. This will appear in the grade book.
Short Name 
[▶ Show Description](#)

Grading

Check if you would like the score to exceed total for the student.
Can Exceed

Check if the category should not be included in the Final Grade.
Exclude from Final Grade Calculation

For Dropping the lowest grades from a group of grades

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

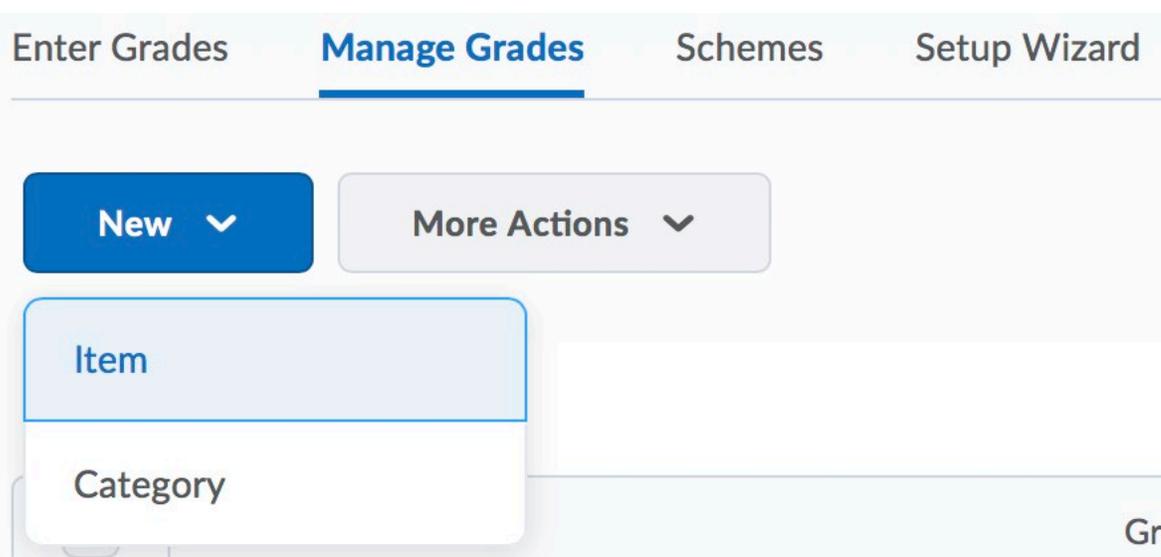
[▶ Show Display Options](#)

Creating a Grade Item

Grade Items can exist independently in the Gradebook or they can be grouped under a Category. If they items are grouped, one could say they are easier to grade. There are two ways to create grade items – within the Grades tool or through the individual tools such as Assessments and Discussions. Refer to handouts on the individual tools located at <http://www.clayton.edu/cid/desire2learn> for instructions on how to create items within those tools.

Step 1: Click on the Grades tool on the Minibar.

Step 2: Click the Manage Grades tab, then click New and select Item.



Step 3: Select a Grade Item type.

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

Note: Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.

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"

Step 4: Enter a name and a short name for the grade item.

The short name will help the user identify the column in the Gradebook easier.

Step 5: If applicable, select the Category this new item should be associated with.

The Description is optional.

Step 6: Select the appropriate Grading options.

- Enter the max points, if applicable.
- Select “Can exceed” to allow extra credit on the assignment.
- Select “Bonus” if it is an extra credit assignment
- Select “Exclude from Final Grade Calculation” to have this item not count towards a final grade. (A great idea for those syllabus quizzes that are used as a check-in exercise in an online class!)
- Select a grade scheme. This is how the grade will display to students.

Name *

Short Name

 ?

Category

None ▼ [New Category]

▶ Show Description

Grading

Maximum Points *

 ?

Can Exceed

 ?

Bonus

 ?

Exclude from Final Grade Calculation

 ?

Grade Scheme

-- Default Scheme -- (Percentage)  

Rubrics

[Add Rubric](#)

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Display Options

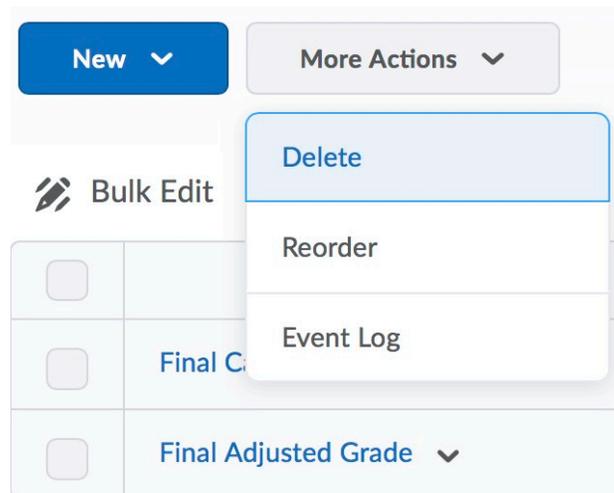
[▶ Show Display Options](#)

Step 7: Click Save.

Deleting Categories and Grade Items

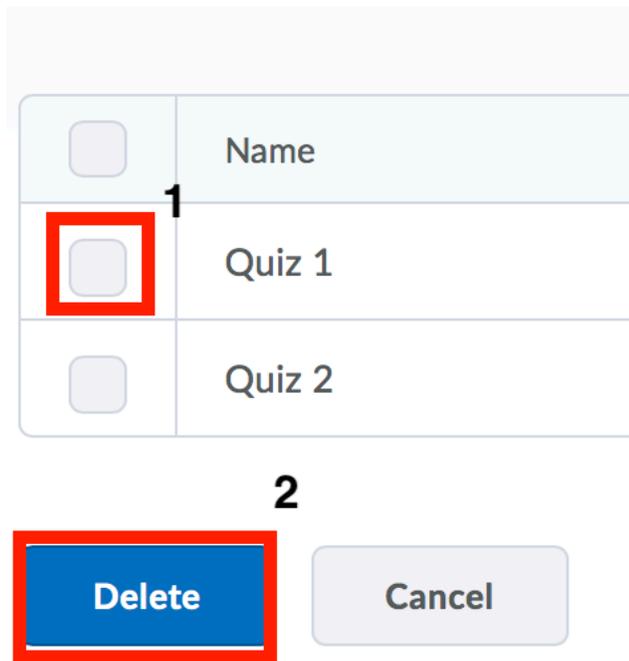
Step 1: Go to the Manage Grades page.

Step 2: Click on the More Actions button and select Delete from the dropdown menu.



Step 3: Select the check boxes to the left of the Category or Item that should be deleted. To delete all the items at once, click the check box at the top of the column.

Step 4: Click Delete. Selecting a Category does not select the Grade Items that reside in it.



Note: You cannot delete a Grade Item that is associated with a course object (quiz, dropbox assignment or discussion). You must first remove the association and then delete the grade Item. Click on the Information icon next to the Grade Item to view the details about the association

Entering Grades

Using the Grades tool, the user can see, enter, and modify all grades for all students in the course on one screen. Students can also be graded by grade item, category, student, or final grade. The user can also grade quizzes, dropbox folders, and discussions from within those tools. Any grades entered from within those tools will automatically be entered into the Grades area.

Entering Grades in the Spreadsheet View

The spreadsheet view enables allows the user to enter and modify grades for all students and all assignments on one screen. However, this view will not allow the user to leave students feedback on items.

Step 1. Click on Enter Grades.

Step 2. On the right, click Switch to Spreadsheet View.

Step 3. Enter grades in the input fields in the grade spreadsheet.

Sort by Last Name

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades		Quiz 1 ▼	Quiz 2 ▼
		Final Calculated Grade ▼			
<input type="checkbox"/>	Demo, Student1			<input type="text"/> / 10	<input type="text"/> / 10
<input type="checkbox"/>	Demo, Student1			<input type="text"/> / 10	<input type="text"/> / 10
<input type="checkbox"/>	Demo, Student2			<input type="text"/> / 10	<input type="text"/> / 10
<input type="checkbox"/>	Demo, Student2			<input type="text"/> / 10	<input type="text"/> / 10
<input type="checkbox"/>	Demo, Student3			<input type="text"/> / 10	<input type="text"/> / 10
<input type="checkbox"/>	Demo, Student3			<input type="text"/> / 10	<input type="text"/> / 10

20 per page ▼

Step 4. Click Save.

Enter Grades by student

Step 1. Click on Enter Grades.

Step 2. Click the name of the student you wish to enter grades for and enter grades for the student in the Grade fields for the appropriate grade items.

Step 3. Click Show Comments to add “Comments for User,” which your students can see.

Grade Items

Quiz 1

Grade

 / 10

▶ [Show Comments](#)

Quiz 2

Grade

 / 10

▶ [Show Comments](#)

[Save and Close](#)

[Save](#)

[Cancel](#)

Step 4. Click Save.

Note: Students will not see their final grade until all grades are released. To monitor the Grade changes per student, click on the Event log on the action bar.

Enter Grade by Grade column

✉ Email

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades		Quiz 1 ▼	Quiz 2 ▼	Fin.
		Final Calculated Grade ▼				
<input type="checkbox"/>	Demo, Student1					
<input type="checkbox"/>	Demo, Student1					
<input type="checkbox"/>	Demo, Student2					
<input type="checkbox"/>	Demo, Student2					
<input type="checkbox"/>	Demo, Student3					

Properties

Edit

Grade All

Statistics

Event Log

Step 1: Go to the Enter Grades screen.

Step 2: Click the arrow to the right of the Grade that shall be graded, then click Grade all.

Step 3: Enter Grades.

Step 4: Click Save and Close.

View Grade Statistics

The User 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.

Select Statistics from the drop-down menu next to the name of the grade item or category within the “Final Grade” column to see the appropriate grade statistics.

Calculating Final grades

If the option to keep Final Grades updated was selected, do not calculate Final Grades. If this option was not selected, then check to see if the “recalculate icon” is present in the gradebook. If it appears, it means that the grade for the student has not been updated and needs to be recalculated.

 Email

<input type="checkbox"/>	Last Name ▲, First Name	Final Grades	Quiz 1 ▼	Quiz 2 ▼
		Final Calculated Grade ▼		
<input type="checkbox"/>	  Demo, Student1	7 / 20, 35 %	3 / 10, 30 %	4 / 10, 40 %
<input type="checkbox"/>	  Demo, Student1	- / -, -% 	5 / 10, 50 %	6 / 10, 60 %
<input type="checkbox"/>	  Demo, Student2	- / -, -% 	7 / 10, 70 %	8 / 10, 80 %
<input type="checkbox"/>	  Demo, Student2	- / -, -% 	9 / 10, 90 %	10 / 10, 100 %
<input type="checkbox"/>	  Demo, Student3	- / -, -% 	- / 10, -%	- / 10, -%

Step 1: To recalculate a student’s grade, click on their name and look at their Final Calculated Grade. If you see Out of date! Then click on the Calculator Icon to recalculate their grade.

Step 2: Click Save.

Final Grade

 [Show Comments](#)

Final Calculated Grade

- / -

 **Out of date!**

Step 3: If Final Adjusted Grades was selected, enter the student’s final grade in the “Final Adjusted Grade” column.

Step 4: Click Release All to release the final grades to students.

Note: If user selected to include the Final Adjusted Grade column in the Setup Wizard, the user **MUST** enter a Final Adjusted Grade or accept the Final Calculated Grade as the final grade. If the Final Adjusted Grade is blank students will not be able to see their final grade.