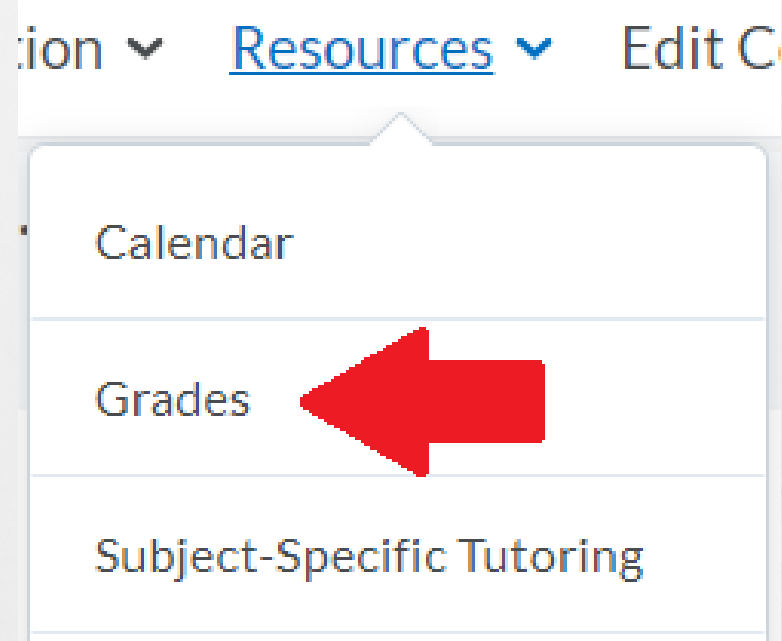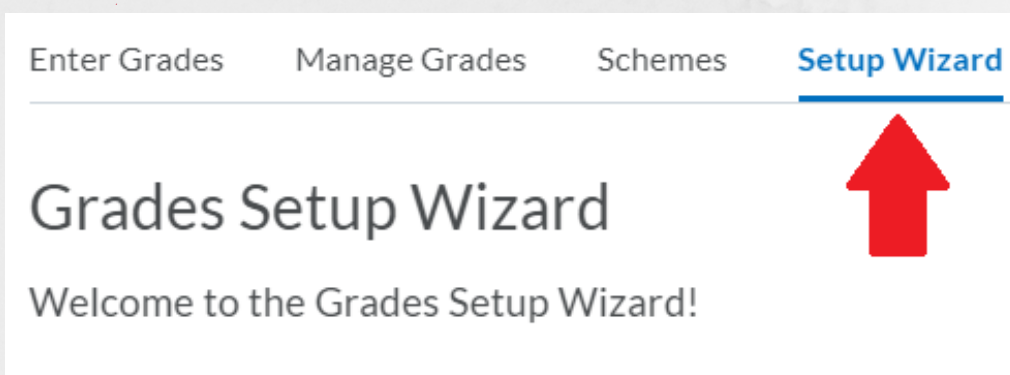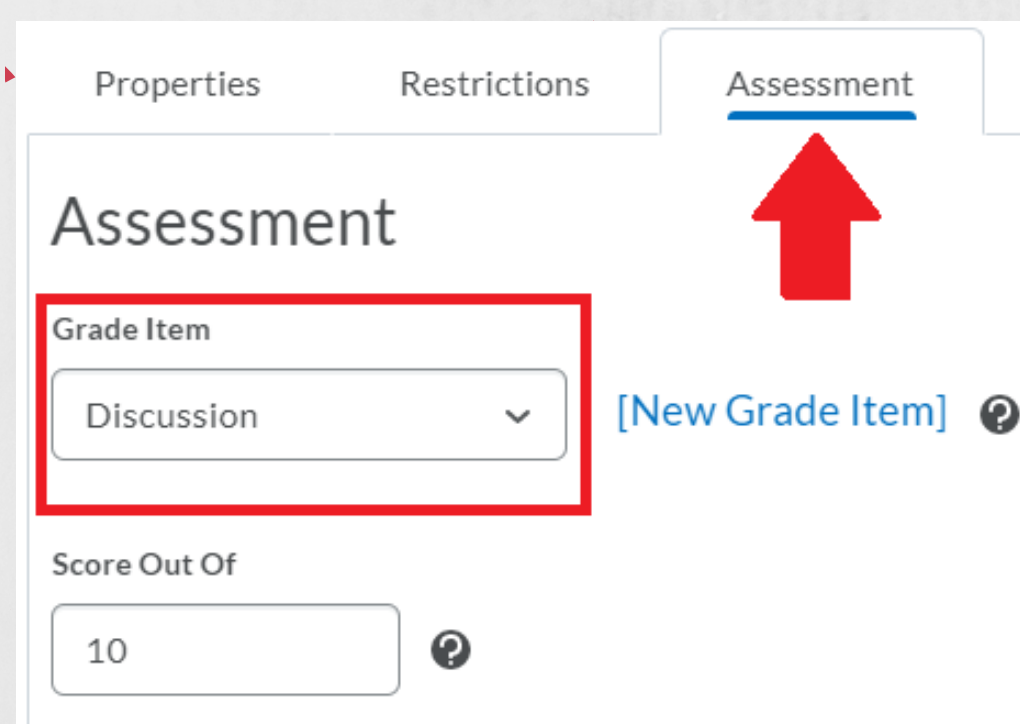# D2L: Grades Tool Basics & Setup

Accessing Grades
The Grades tool can be found in the Resources menu in your courses.

First Time Setup
You can use the Setup Wizard to choose your initial gradebook settings, such as grading system, calculated vs adjusted final grade, etc.

Linking Activities to Grades
Grade items can be associated with course activities like Quizzes, Assignments, and Discussion Boards. For example, select Edit on a Discussion Topic, then select the Assessment tab to associate a grade item.
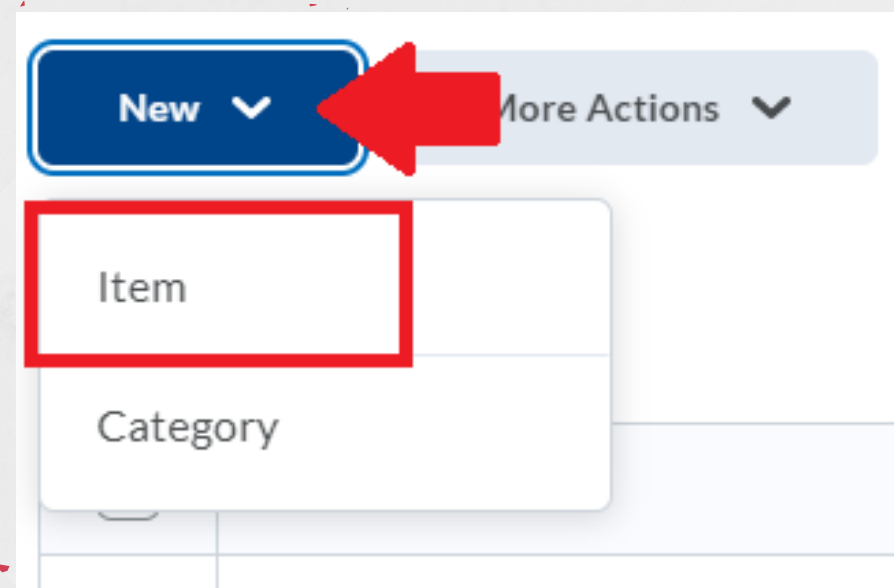
Create a New Grade Item or Category
• Click Manage Grades.
• Click New, then choose Item or Category from the drop-down menu.
• Choose a Grade Item Type.
• Name the Item or Category and make property selections.
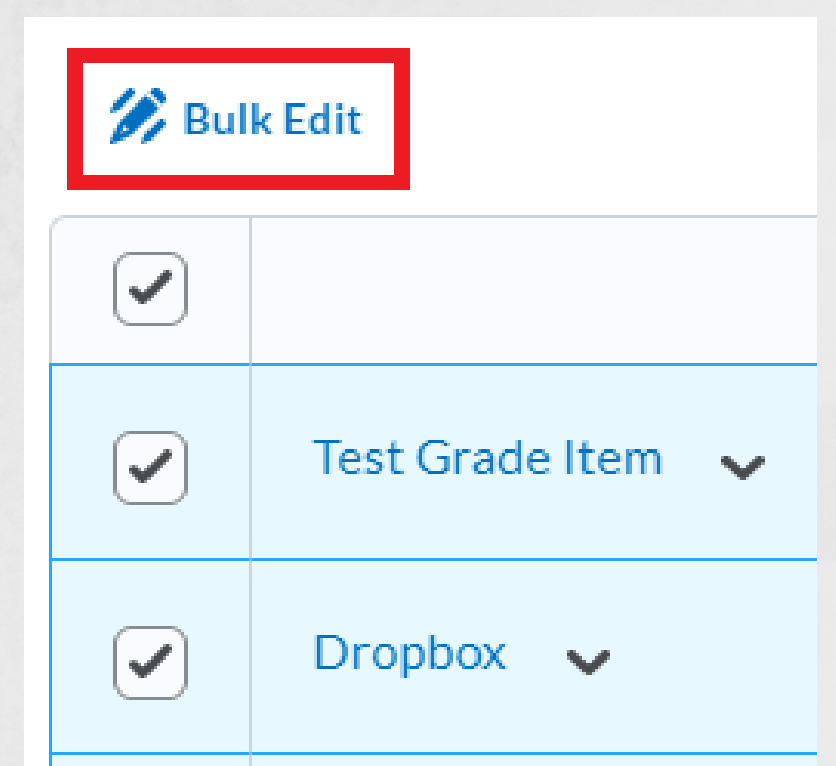• Click Save.
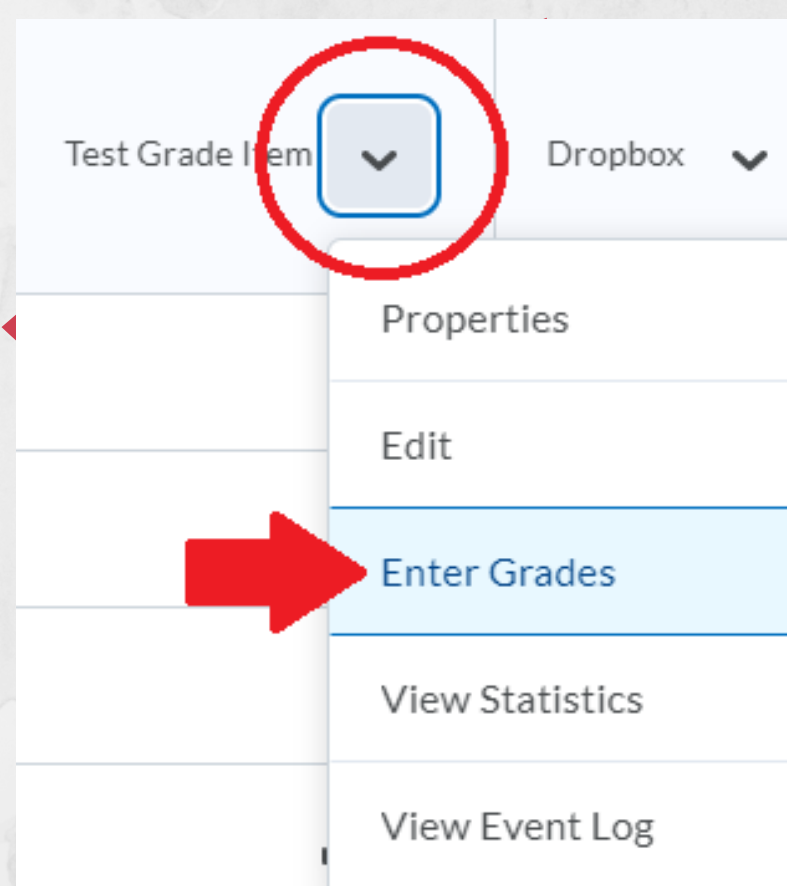
Enter Grades in a Grade Item.
• Click Enter Grades.
• Click the downward arrow beside the Grade Item you wish to grade, then select Enter Grades from the drop-down menu.
• Enter the points for each student in the Grade column.
• Click Save.
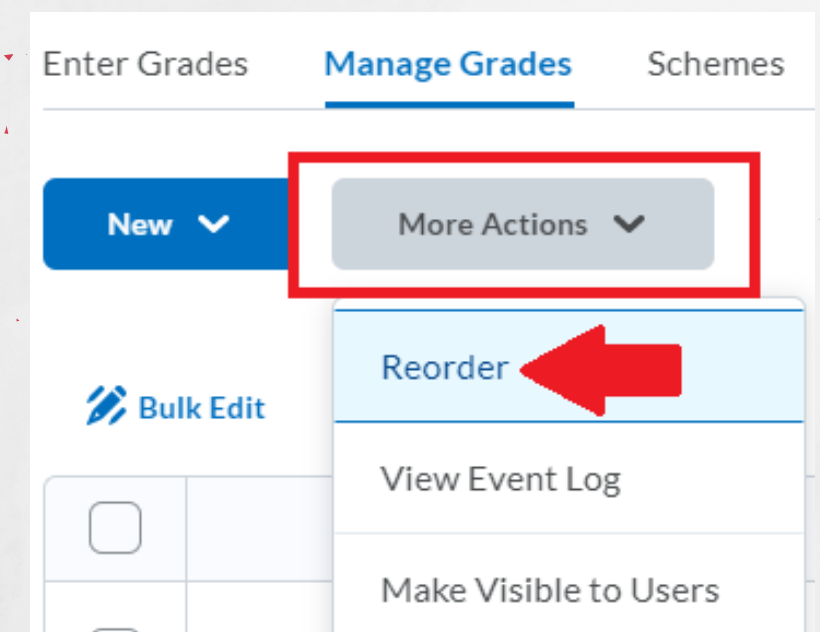
Re-Order Grade Book Items
• Click Manage Grades, then select Reorder in the More Actions menu.
• Reorder Grade Items by rearranging the numbers in the Sort Order column.
• Click Save.

Edit Multiple Grade Items
• Click Manage Grades.
• Check the box beside the Grade Items you wish to edit, or click the topmost box to select all Items.
• Click Bulk Edit.
• Make the desired changes, then click Save.