



# D2L: Grade Setup Wizard

## Distance Education



To access the Grade Setup Wizard, go to the Grades tool under Resources in the top navigation bar of a course. If a grade book is not set up or imported for your course, you will see the Grades Setup Wizard page when you first navigate to the tool. You can also click Setup Wizard to open it.

The Grades Setup Wizard guides you through multiple steps that contain set up options you must choose from to create your grade book.

**TIP:** Many options in the Grades Setup Wizard have “?” icons you can click to find additional explanations on what each option can do.

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### Choose Grading System

The grading system determines what kind of valuation system is applied to categories and grade items in your grade book.

**Weighted** Grade items and categories are calculated as a percentage of a final grade worth 100%. The Max. Points assigned to individual grade items can be any value, but their contribution towards the final grade is always their assigned percentage value.

**Points** Grade items are calculated using a points system in which the points assigned to each grade item are totaled for the final grade.

**Formula** Grade items are calculated using the points system, but a custom defined formula is used to set conditions around how grade items contribute to the final grade.

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### Final Grade Released

You can choose the type of final grade calculation you want to release to students.

**Calculated Final Grade** The final grade calculated by the grade book. You cannot adjust the final grade without adjusting grade item scores.

**Adjusted Final Grade** You can manually change the final grade calculation without affecting grade item scores.

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## Grade Calculations

The grade calculations step provides additional choices for calculating users' grades. Specifically, it lets you decide how you want to calculate ungraded items and whether you want to keep users' final grades up to date automatically.

**Drop Ungraded Items** Grade items that you have not entered grades for are not counted towards users' calculated grade. They are ignored in both calculation types. Assign a 0 for grade items you want to treat as incomplete or grade 0.

**TIP:** It is recommended to use this option. This allows students to see an accurate calculated grade as the progress through the course

**Treat Ungraded Items as 0** Grade items that you have not entered grades for automatically count as 0 towards users' final grades.

Select this option if you leave grade items blank because no work was submitted, and you do not want to manually evaluate incomplete grade items.

**NOTE:** If there are grade items that have not been turned in or graded users receive zeros until you input their scores. This can cause students' calculated grades to appear lower than they actually are.

**Automatically Keep Final Grade Updated** If you select this check box, final grades are automatically adjusted after changing a grade item or a calculation option. If you do not select this option, you must manually go to grade book to perform final grade recalculations.

**TIP:** It is recommended to select this box. You may still alter the release status after being automatically released.

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## Choose Default Grade Scheme

Grade schemes define how grades are organized or labeled within a course or for a specific grade item.

**TIP:** It is always recommended to use Percentage default grade scheme. If you have questions about the other schemes, please contact our Support Desk.

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## Managing View Display Options

This step controls how you see grade calculation data.

**Number of Decimal Places to Display** You can set the number of decimal places that display for items in your grade book. The default value is 2 and the maximum value is 5. (This option does not manage how many decimal places are displayed to students. See Student View Display Options for more information.)

**NOTE:** It is recommended to keep default. This option does not control how many decimals the Grades tool rounds to when calculating grades. The calculation logic is set by your organization's site administrator.

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## Student View Display Options

This step controls how grades appear to users. You can set whether they see their grades as straight values, percentages, or scheme levels, and whether they can see the calculation method (logic) behind their final grade.

**Points Grade** This setting determines whether or not the Points grade value associated with a grade item is displayed in the student view of grades.  
E.g., 6/10.

**Weighted Grade** This setting determines whether or not the Weighted grade value associated with a grade item is displayed in the student view of grades.  
E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade).

**NOTE:** This option is only available if you choose the Weighted grading system in Step 2.

**Grade Scheme Symbol** Releasing the grade scheme symbol to a user shows them the scheme level they received on a grade item.

**Grade Scheme Color** Releasing the grade scheme color shows a user the color associated with the scheme level they received.

E.g., Green scheme for A grade

**Number of decimal places to display** Controls the number of decimal places users see in the grade book. The default value is 2 and the maximum value is 5.

**NOTE:** This option only changes how many decimals display; it does not control how many decimals the Grades tool rounds to when calculating grades. The calculation logic is set by your organization's site administration.

**Number of Characters to Display for Text Items** Controls the number of characters users see for a text item. When setting this value you should try to find a balance between presenting enough information for users to recognize the Text item and keeping the item short enough that it displays nicely within the gradebook. The default value is 15 and the maximum value is 50.

**Display Final Grade Calculation to Users** Displaying the final grade calculation to users allows them to view how their final grade was calculated. They can see which grade items contributed to their final grade and how much, which grade items were bonus grades, and whether their grade was adjusted.

**NOTE:** This option is only available in the weighted and points grading systems.

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## Grade Setup Summary

The final step summarizes the choices you made while setting up your grade book. If you change your mind on any of the choices, click Go Back to return to the step and adjust it. Clicking Finish on this page completes the set up.

**For questions or assistance, please contact Distance Education Support Desk at 931-221-6625 or email [online@apsu.edu](mailto:online@apsu.edu).**