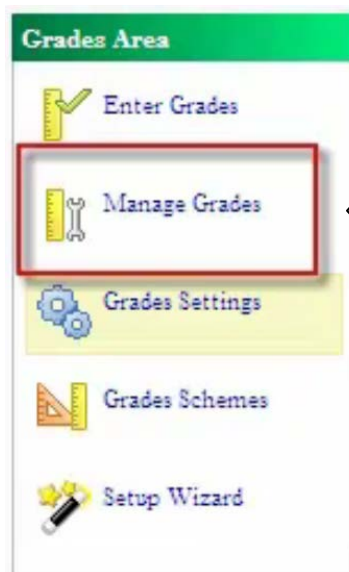


Creating Point Based Grading

Manage Grades is the section where you will create your grade items.

Step 1. Creating Categories for Assignments



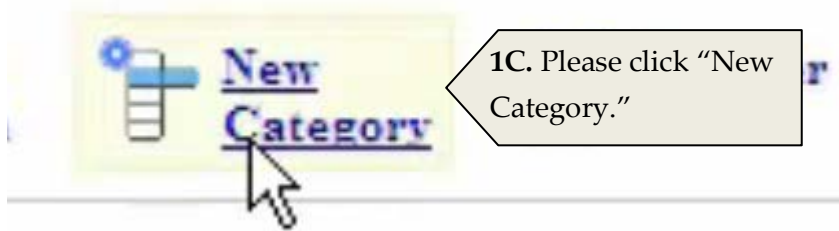
1A. Please click "Manage Grades to start the process.

1B. As you can see at the top menu we have 5 buttons.



We will use these buttons to create or modify our grade items.

We will start with creating our dropbox assignment grade items. Before creating the items, we will create a category to organize the items.



1D. For the name section, we will enter

* Name:

In this section and in other sections of D2L, the asterisk represents the required fields for you to input information.

Short Name:

Show Description

1E. You may click "Show Description" to see more options for the description.

General

* Name:

Short Name: ?

Hide Description

Description:



1F. The description textbox allows you to enter more information about the particular grade book category.



Allow users to view description

1G. You can use it to remind yourself what this category is about and even share the same description with your students by checking the "Allow users to view description" checkbox.

Can Exceed: ?

Exclude from Final Grade Calculation: ?

Distribution: Distribute points across all items ?

50 | Points per item ?

0 | Number of highest non-bonus items to drop for each user ?

0 | Number of lowest non-bonus items to drop for each user ?

1H. We are also not planning to exclude the category from the final calculation. Therefore, we will just check the distribution checkbox and 50 points per item.

1I. As you will remember each of our assignments is worth 50 points and cannot exceed 50.

Display Options

[Show Display Options](#)

1J. If you click the "Show Display Options" link, it will show you more options.

Display Options

[Hide Display Options](#)

1K. If you are not using "Bell Curve" in your course for grading, we will recommend you to uncheck these boxes every time you create a grade category or a grade item.

Submission View: Display class average to users ?

Display grade distribution to users ?

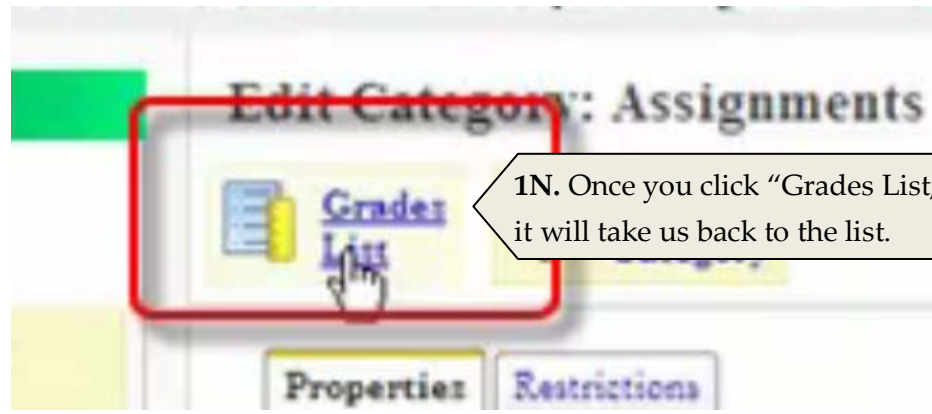
Options

Submission View: Display class average to users ?

Display grade distribution to users ?

1L If you are planning to create more categories, please click Save and New. If you are planning to start creating items for this category, please click Save.

1M. We will click "Save" to start creating the grade items for this category.



1N. Once you click "Grades List," it will take us back to the list.

Step 2. Creating Items for Assignments

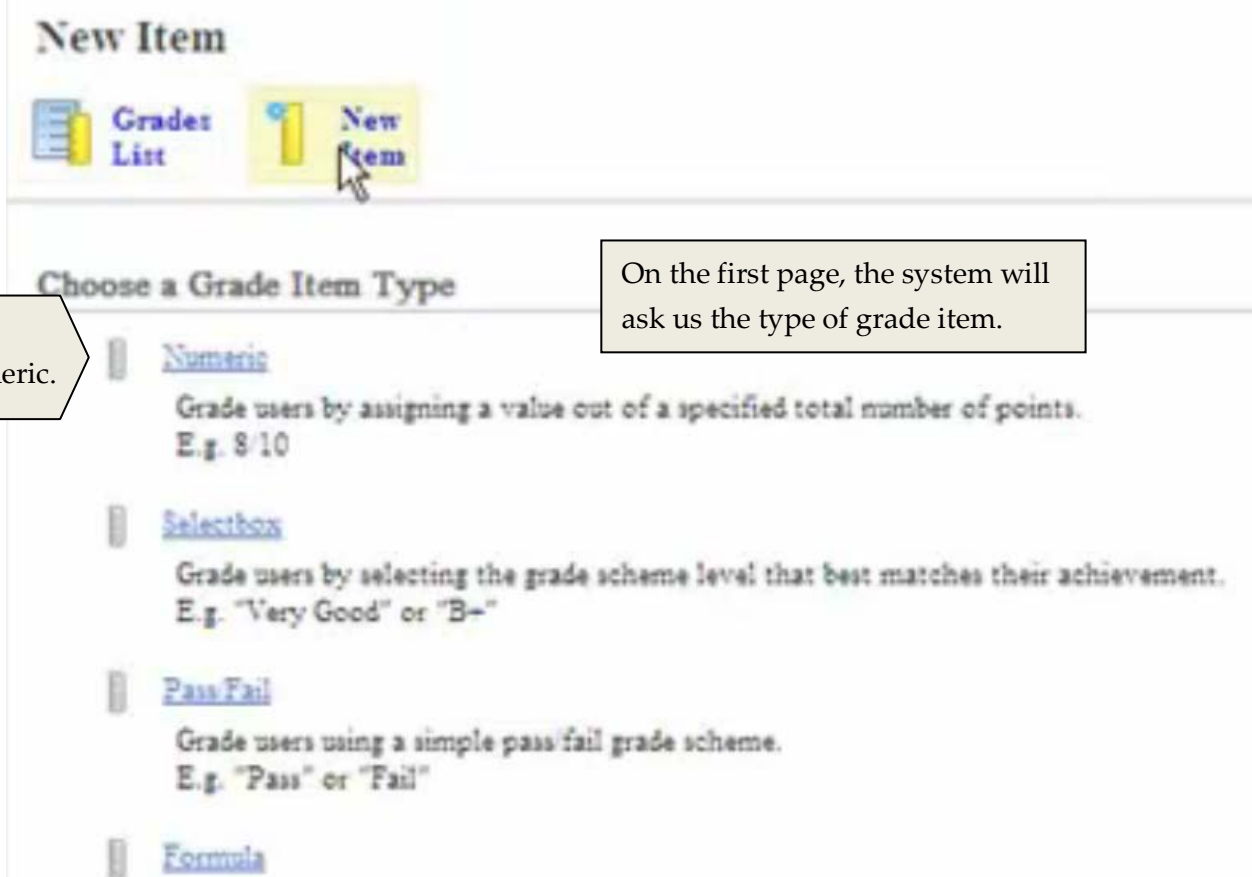


Grades List

Grades List New Item

2A. Now, we can click "New Item" to create the grade items for the "Assignment" grade category.

<input type="checkbox"/>	
<input type="checkbox"/>	Review of Revolutionary War
<input type="checkbox"/>	Assignments



New Item

Grades List New Item

2B. We will choose numeric.

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](#)

On the first page, the system will ask us the type of grade item.

Properties Restrictions Activities

Cancel

General

Type: Numeric

* Name:

Short Name:

Category: [New Category!](#)

[Show Description](#)

2C. The name for our first assignment item will be Assignment 1.

2D. Our category will be assignments.

Grading

* Max. Points:

Can Exceed:

Bonus:

Exclude from Final Grade Calculation:

Grade Scheme:

Display Options

[Hide Display Options](#)

2E. Once we choose Assignments, our max points will automatically be assigned.

If you change your mind at some point for the max points, you need to go back to the particular category and uncheck the "Distribute points across all items" checkbox.

2F. Uncheck the boxes.

Submission View: Display class average to users Display grade distribution to users

Managing View: Override display options for this item

Show: Points grade Grade scheme symbol Grade scheme color

2G. Click "Save and New" to continue creating other assignment items for this category.

As you can see, the D2L program easily allows you to keep your grades organized and consistent.

Step 3. Creating a Category for Quizzes

Our second task is to create a category for Quizzes.

Grades List

[Grades List](#) [New Item](#) [New Category](#)

3A. Again, please click "New Category".

	Grade Item	Type	Association	Max. Points	Actions
<input type="checkbox"/>	Review of Revolutionary War	Numeric	Dropbox	10	
<input type="checkbox"/>	Assignments				
<input type="checkbox"/>	Assignment 1	Numeric	-	50	

Grading

Can Exceed:

Exclude from Final Grade Calculation:

Distribution: Distribute points across all items

10 Points per item

0 Number of highest non-bonus items to drop for each user

0 Number of lowest non-bonus items to drop for each user

Display Options

[Hide Display Options](#)

Submission View: Display class average to users

Display grade distribution to users

3B. At this time, we will not check "Distribute points across all items" since each quiz has a different maximum score assigned.

3C. We will uncheck both checkboxes for submission view.

3D. Please click Save

Edit Category: Quizzes

[Grades List](#) [New Category](#)

3E. and Grades List.

Step 4. Creating Items for Quizzes

4A. Once you go to the Grades List, please click the "New Item" and follow the procedure we have gone through before in step 2.



Choose a Grade Item Type

Numeric
Grade users by assigning a value out of a specified total number of points.

Properties Restrictions Activities

Cancel

4C. and click "Save and New".

Save and New

Save

General

Type: Numeric

* Name: Quiz 1

Short Name:

Category: None

4B. For category, please choose Quizzes this time

- None
- Assignments
- Quizzes

Show Description

Grading

* Max. Points: 20



	Grade Item				Actions
<input type="checkbox"/>	Review of Revolutionary War				✓ 📊
<input type="checkbox"/>	Assignments				✓ 📊
<input type="checkbox"/>	Assignment 1	Numeric	-	50	✓ 📊
<input type="checkbox"/>	Assignment 2	Numeric	-	50	✓ 📊

4D. By using the described process, D2L makes it easy to stay organized by creating categories and items. You can easily create as many categories and items as you want to help further your organization.

Step 5. Creating Exams and Participation Categories

Properties Restrictions

Cancel Save and New Save

General

* Name: Exam

Short Name:

Hide Description

Description:

Grading

Can Exceed:

Exclude from Final Grade Calculation:

Distribution: Distribute points across all items

10 Points per item

0 Number of highest non-bonus items to drop for each user

0 Number of lowest non-bonus items to drop for each user

Display class average to users

Display grade distribution to users

Cancel Save and New Save

We will follow the same procedure to create the Exams category and its items as well as the participation category and item.

I will create the exam category but I will not distribute points evenly.

It is important to know whether you will distribute points evenly or not because then the items you create will be automatically updated to reflect the points.

Step 6. Finalizing the Grade Settings

Properties Restrictions Activities

Cancel

General

* Name: Final Adjusted Grade

Short Name:

Grading

Can Exceed:

Grade Scheme: -- Default Scheme -- (Percentage)

Display Options

Show Display

Cancel

- Default Scheme -- (Percentage)
- Default Scheme -- (Percentage)
- Percentage
- In Progress Final
- Lab Grade Scheme
- P/F Only Final
- Remedial Final Grading
- SDBOR Valid grades-Do not use
- SDSMT Standard 93, 85, 77, 69
- SDSU Nursing 92, 84, 76, 68
- Standard 90, 80, 70, 60
- DEF Scheme
- Expert

Before finalizing the process you are also recommended to change the grade scheme settings for adjusted final grade and final grade. As mentioned earlier, the default grading scheme is percentage for all grade items.

6A. In order to convert the final grade and the adjusted final grade into a letter grade we will change the grade scheme settings.

Grading

Can Exceed: ?

Grade Scheme: Standard 90, 80, 70, 60 ▼ ?

Display Options

Show Display Options

Cancel



Edit Adjusted Final Grade



[Grades List](#)



[Edit Adjusted Final Grade](#)

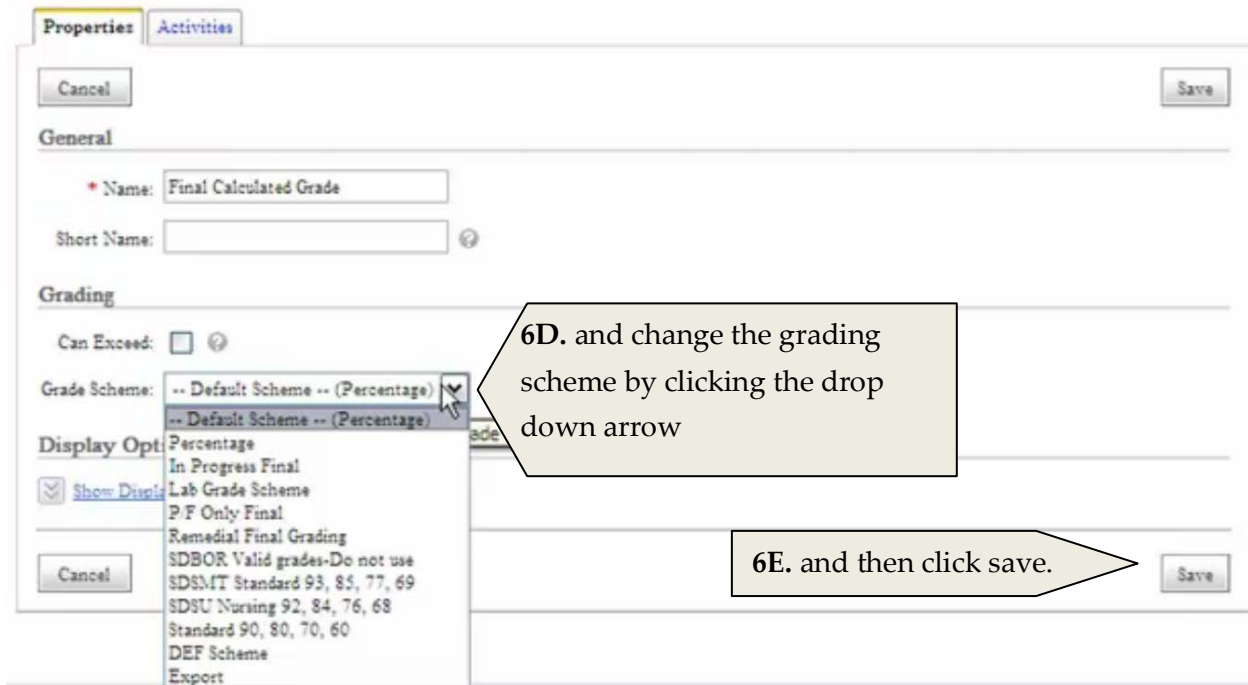


[Event Log](#)

6B. Please click grades

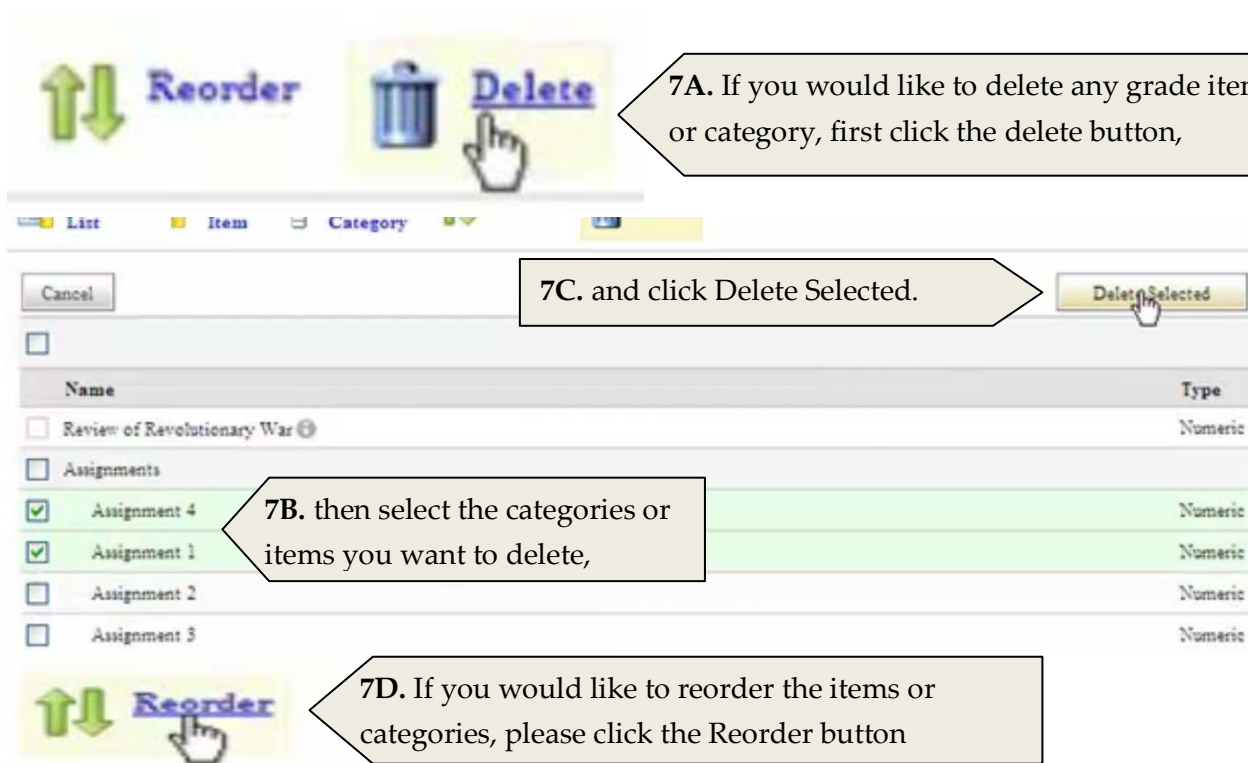
<input type="checkbox"/>	Exams
<input type="checkbox"/>	Exam 1
<input type="checkbox"/>	Exam 2
<input type="checkbox"/>	Participation
<input type="checkbox"/>	Participation 1
<input type="checkbox"/>	Final Calculated Grade
<input type="checkbox"/>	Final Adjusted Grade
<input type="checkbox"/>	

6C. and click the adjusted final grade link



Use this same process for changing the final grade into a letter grade. In this screen you will see all the grade items, the categories, the points assigned to each grade item or category.

Step 7. Delete and Reorder Items




Cancel Save

[Expand All](#) [Collapse All](#)

Items and Categories		Sort Order
Review of Revolutionary War		2 ▼
[-] Assignments		1 ▼
Assignment 2		1 ▼
Assignment 3		2 ▼
[-] Quizzes		3 ▼
Quiz 1		1 ▼

7E. and reorder them in the next screen.

<input type="checkbox"/>	Participation 1
<input type="checkbox"/>	Final Calculated Grade
<input type="checkbox"/>	Final Adjusted Grade
<input type="checkbox"/>	

If you are planning to make changes in multiple items or categories, you may select these items and categories and click the double pencil icon.

7F. If you are planning to make changes in multiple items or categories, you may select these items and categories and click the double pencil icon.

Unlike clicking the link associated to each item and category, this double pencil icon will not give you access to all settings of the items. However, double pencil option can still be useful.

Cancel Save

#	* Name	Short Name	Type	* Max Points	Bonus	Can Exceed	Grade Scheme	Category
1	Quizzes							
2	Quiz 3		Numeric	30	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) ▼	Quizzes ▼
3	Assignments							
4	Assignment 2		Numeric	50	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) ▼	Assignments ▼
5	Exams					<input type="checkbox"/>		

Cancel Save