Desire2Learn
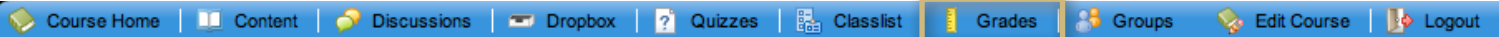## *Grade Book*

contents

CU | University of Colorado Boulder

ABOUT GRADE BOOK

The Desire2Learn (D2L) Grades tool is a flexible, online grade book that instructors can use to provide their students with timely and readily accessible feedback. It is integrated with other D2L tools including Quizzes, Discussions, Dropbox, and Rubrics. *CU-Boulder faculty experience with the D2L grade book suggests that careful thought when setting up a grade book at the beginning of the semester is the best way to avoid frustration and troubles later on.* This guide is intended to help faculty do that as well as manage their grade book throughout the semester. The grade book is entered by clicking **Grades** located on the course Navbar, as shown below. Instructions begin in **Grades** unless stated otherwise.

🍏 Course Home	📖 Content	💬 Discussions	📧 Dropbox	❓ Quizzes	🔢 Classlist	📏 Grades	👥 Groups	🧽 Edit Course	🚪 Logout

SETUP A GRADE BOOK

USING THE GRADE BOOK SETUP WIZARD

1. Click **Setup Wizard** located in the Grades Area sidebar.

2. The Grades Setup Wizard screen will appear. Click the **Start** button to begin setting up the course grade book.

3. Choose one of the three different grading systems:
- ❯ *Weighted:* In this system *grade items* can count as a percentage of a final grade worth 100%.
  - ❯ **Ex.** *exams=50% participation=25% assignments=25%*
- ❯ *Points:* Using this approach *grade items* can be worth a certain amount of points that are totaled for a final grade.
  - ❯ **Ex.** *exams=50 points participation=25 points assignments=25 ponts*
- ❯ *Formula:* With this option you can use a custom-defined formula to calculate the final grade.
  - ❯ Note: *grade items* and *grade categories* must use the Points system.

4. Choose which Final Grades students will be able to view once grades are released, then click **Next**. Options are:
- ❯ *Calculated Final Grade:* The grade that is achieved by users based on the grading system 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.

5. Set Grade Calculation settings for a course, then click **Next**. Grade calculation options include:
- ❯ *Ungraded items:*
  - ❯ Drop ungraded items: *Excludes ungraded items from the calculation of grades. If a student does not complete an assignment, you will have to enter a 0 in the grades field.*
  - ❯ Treat ungraded items as 0: *Assigns a value of 0 points to an ungraded item.*
- ❯ *Auto Update:* This option recalculates the final grade as you enter additional grades throughout the semester.
  - ❯ Tip: *Turn off to reduce page load times for large classes.*

Step 1

📏 Grades Schemes

✨ Setup Wizard

Step 3

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

🔘 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.

Step 4

Step 5

Ungraded Items: 🔘 Drop ungraded items ❔
⚪ Treat ungraded items as 0 ❔
Auto Update: ☑ Automatically keep final grade updated ❔

6. Choose a *Grade Scheme* and then click **Next**.
> *Note:* This setting can be adjusted at a later time, but keep in mind that in order to upload grades to the registrar at the end of a semester a letter grade for each student is necessary.

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage	●	
Letter Grades	○	🔍

Step 6

7. Enter the number of decimals to be assigned to grade calculations, then click **Next**.

* Decimals Displayed: Number of decimal places to display [2]

Step 7

8. Set your Submission View Display settings (which details what students see), then click **Next**:
> *Grade Details:* Details depend on chosen grading system
>> Points Grade
>> Weighted Grade (if applicable)
>> **Grade scheme symbol:** *Symbol associated with a grade item in Submission View (ex. A, B, C... - P or F)*
>> **Grade scheme color:** *Color associated with a grade in Submission View (only present with symbols)*
> *Decimals Displayed*
> *Characters Displayed*
> *Final Grade Calculation:* Allows users to see how their final grade is calculated in the Submission View of Grades.

Step 8

Grade Details: ☑ Points grade
☑ Weighted grade
☑ Grade scheme symbol
☑ Grade scheme color

* Decimals Displayed: Number of decimal places to display [2]

* Characters Displayed: Number of characters to display for Text items [15]

Final Grade Calculation: ☑ Display final grade calculation to users

Note: The graphic above represents the Grade Details displayed when *Weighted* has been chosen as a course grading system.

9. Review the Grades Setup Summary and use the Back button to make changes. If satisfied, click **Finish**.

CREATE A GRADE CATEGORY

Using categories for a grade book is useful for organizing *grade items*. Create categories by using the process below.

1. Click on **New Category**.

2. Set the properties of your *grade category*. The required field is **Name:**. Others options include:
> *Points System Options*
>> *Can Exceed: grade can be greater than the maximum value for the category (e.g., 12/10)*
>> *Exclude from Final Grade Calculation*
>> *Distribution: how you want weights/points to be distributed across grade items in the category*
> *Weighted System Options*
>> *Weight: category percentage out of 100%*
>> *Distribution:*

3. You may choose to display grade summaries to students:
> *Display class average to users*
> *Display grade distribution to users*

4. Click the **Restriction** tab, then choose whether to have your category visible during a certain time frame, and if you would like to attach *release conditions*.

5. Click **Save**. Your category will be created and existing or future *grade items* can be placed into the category.

CREATE A GRADE ITEM

***Grade items* are essential to a grade book. Every graded assignment, quiz, or discussion needs to be attached to a *grade item*. Create a *grade item* using the process below.**

1. Click on **New Item**.

2. Choose a *grade item* type. The most common type is **Numeric** (ex. 45/50 points)

3. Choose the options for your *grade item*. Required fields are **Name:** and **Max Points:**. Others options include:
> *Short Name*   > *Bonus*
> *Category*   > *Grade Scheme*
> *Can Exceed*   > *Rubric*

4. Click the **Restriction** tab, then choose whether to have the *grade item* visible during a certain time frame and if you would like to attach *release conditions*.

5. Click **Save**. Now this *grade item* can be assigned to an assignment, discussion, quiz, or assessment of any kind.

Important Note
The process above reflects how to create a *grade item* within the Grades tool. A *grade item* can also be made while creating an assignment, quiz or discussion. When creating these items there is an **[add grade item]** link that opens a new window and follows a similar process.

MAKING CHANGES TO A GRADE BOOK

EDIT A GRADE ITEM

After a *grade item* has been created, the settings can be adjusted if necessary. The instructions below demonstrate this process.

1. In the **Grades List**, click the *grade item* you wish to edit.

2. Change the setting(s) previously selected or add new options.

3. Click **Save** and the new settings will be applied to the *grade item*.

> ### *Important Note*
> The **Grades List** is located in the Manage Grades section of the Grades tool. Manage Grades is the default section that appears when Grades is clicked on the Navbar. If the Grades list does not initially appear, click Manage Grades as shown to the left.
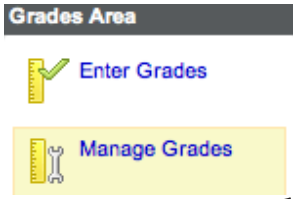
HIDE A GRADE ITEM

Hide a *grade item* if you wish to wait to release grades to students. Refer to the following steps to complete this process.

1. In the **Grades List**, click the *grade item* you wish to hide.

2. Click the **Restrictions** tab.

3. Click the **Hide this grade item** radio button.

4. Click the **Save** button.
   > *Note:* To make the *grade item* visible to students, repeat the steps 1-2 and select **Grade item is always visible** at step 3.

Grades Area

Enter Grades

Manage Grades

ENTERING GRADES

ENTER GRADES FOR A GRADE ITEM

Often assignments are graded outside of D2L, but are associated with a grade item in the Grade Book. To enter such scores directly into the Grade Book, follow the instructions below.

1. Click on **Enter Grades** from the Grades Area sidebar.

2. Click on the **Grade Item** icon ( ) next to the title of the item you wish to score.

3. Enter student scores and then click **Save**.

GRADE A DISCUSSION

Follow the steps below to grade an individual user's post within the Discussion tool.

1. Click **Discussion** located on the Navbar.

2. Click on the discussion topic that you wish to grade.

3. Click the **[Assess]** link on a post to add a grade.

4. Enter a grade in the **Topic Score:** textbox.

5. Optional: Leave comments in the **Feedback:** textbox.

6. Check **Graded** and click **Save**.

GRADE A DROPBOX SUBMISSION

Instructors have the ability to grade Dropbox submissions within the Dropbox tool, or from the Enter Grades area. The process below demonstrates how to grade individual submissions within the Dropbox tool.

1. Click **Dropbox** located on the Navbar.

2. Click on the assignment that you would like to grade.

3. Click the **Leave Feedback** link next to a student's name to open the submission.

4. Once you have reviewed the student's submission, enter the student's score.

5. Optional: Leave comments in the **General feedback:** textbox.

6. Click **Save** and the submission will be graded.
   > *Note:* If you are grading multiple submissions, you can move between submissions by clicking the **Previous Student** or **Next Student** arrows located on the top of the Dropbox grading screen. Once you have finished grading all submissions, click the **Finish** button or click **Back to Folder Submissions**.

GRADE A QUIZ

The steps below demonstrate how to grade a quiz that was created and submitted within Desire2Learn. This tutorial shows a quiz with a variety of question types, some that are autograded and others that are manually graded.

> *Note:* The results of autograded quizzes will appear in the grade book. If they do not, there are two possible causes:
>> *Check whether in the Grade Item settings you have selected Auto Export to Grades: and Automatic Grade. If not, you must manually export submissions to Grades as demonstrated in step 11 below.*
>> *Check whether the Quiz is associated with a Grade Item. If not, go to Manage Quizzes in the Quizzes tool, select the quiz, choose **[Add grade item]** on the Properties tab, and follow the steps to create a Grade Item. Then, click the Export to Grades button.*

1. Click **Quizzes** located on the Navbar.

2. Click on the **Grade Quiz** icon ( ) next to the quiz you wish to grade.

3. Click the student's submission under the student's name (most likely called **attempt 1**).

4. If using autograding, review the grades for accuracy.
   > *Note:* The image to the right shows a grade that has initially been miscalculated and changed to 10/10.

5. If the quiz has long answer or essay portions, manually assign a grade for a student's response.

6. Provide feedback for a single question by clicking the E**xpand question feedback** link and then typing in comments.

7. You may also provide comments for an entire attempt. To provide such feedback, scroll to the top of the submission and enter comments in the **Attempt Comments:** textbox.

8. Once you have finished grading the submission, click the **Recalculate** button and then mark the **Graded (G)** checkbox.

9. Click the **Save** button.

10. Click on **Go Back to Attempts/Users** at the top of the page.
    > *Note:* While grading, you can view the previous or next submission by clicking on the arrows above the **Save** button.

11. If you did not select the **Auto Export to Grades:** and **Automatic Grade:** checkboxes when creating your quiz, you must click on the **Export to Grades** button to put the scores into the grade book.
    > *Tip:* Grade all submissions before exporting scores to Grades in order to avoid any possible complications.

Step 4

The Colorado Buffaloes Men's basketball team went to the NCAA tournament during their 2010-11 season.

○ True

✓ (5 %) ⦿ False

Save Time: 1:07 PM

Score: 10 / 10 (autograded)

⌄ Expand question feedback

Step 5

Please write a paragraph or two about why the switch to the newly formed Pac-12 will be a good/bad move for University of Colorado.

Because of the level of competition it will be a good thing.

Save Time: 1:55 PM

Score: 30 / 50 (graded by Ralphie Buffalo)

⌄ Expand question feedback

Step 8

Recalculate Auto-Grade

* Final Score: 75 / 100

Graded (G): ☑ ⊙

Step 10

◉ Go Back to Attempts/Users   ⬅ ➡

Save

Step 11

Update Export to Grades Export to CSV file

TAC INTEGRATION

Instructors that have exam grading performed by the Testing and Assessment Center (TAC) can request that the results be placed in their Desire2Learn grade book automatically when submitting an exam to the TAC. Generally, within 24 hours a new column with the scanned results will appear in the grade book. By default, the results will be visible to students.

MANAGING GRADES

IMPORTING/EXPORTING .CSV FILES - TIPS & TRICKS

Managing your grade book by using spreadsheet software such as Excel or Numbers can be easier than entering grades online, and it also helps to ensure that you have a back-up file of your grades stored on your computer. In order to import grades successfully, you'll need to follow some guidelines.

> **Export First**
>> Start by exporting the D2L grade book. This file will serve as your grade book template. Within it are formatting features D2L will need when you reimport the file. Refer to the instructions above when exporting a grade book.
>> Once you export the grade book, rename the file, removing any spaces or special characters. Use an underscore if you'd like a space between words.

> **Adding Columns to the Grade Book**
>> When you're adding a column to the grade book, use unique names for each column. Columns that share the same name cause errors when importing the grade book to D2L.
>> Use the following convention when naming a column in the grade book:
>> • *Place a space after the column name and then add the words Points Grade after the space.*

> > **Important Note**
> > Numeric, Text, Pass/Fail and Selectbox grades can be imported to D2L. Calculated grades cannot.
> >> **Grade Item Types:** *http://oit.colorado.edu/node/2356*

> **Best Practices for Naming an Added Column**
>> D2L will only recognize certain characters and symbols. This chart shows accepted/unaccepted symbols:

ACCEPTED		UNACCEPTED
• *hyphen (-)* • *exclamation point (!)*		• *asterisks (*)*
• *underscore (_)* • *at symbol (@)*		• *forward slashes (/)*
• *colon (:)* • *dollar sign ($)*		• *percent sign (%)*
• *ampersand (&)* • *carrot (^)*		
• *dash (--)* • *parenthesis ( )*		
• *pound (#)* • *tilda (~)*		
• *semi-colon (;)*		

> **Encrypting Your Grade Book**
>> OIT recommends encrypting your grade book once exported in order to protect important student and course information. To learn how to encrypt your exported .csv file please visit one of the following tutorials, based on your operating system:
>> • **Windows:** *http://oit.colorado.edu/node/2386*
>> • **Mac:** *http://oit.colorado.edu/node/2387*

> **Ready for Import**
>> Once you have added columns to the grade book, ensure that you save it as a .csv file. Consult the corresponding instructions above when importing a grade book file.

EXPORT A GRADE BOOK

To manage grades using spreadsheet software, backup a grade book, or upload final grades to Web Grading, export grades as a .csv-formatted file.

1. Click **Enter Grades** located in the Grades Area sidebar.
2. Click **Export Grades**.
3. Choose your export options and the grades you wish to export. Export options include:
   > **Key Field** (Org Defined Unit [i.e., student IDs] must be selected when exporting for web grading)
   > **Grade Values** (*Grade Schemes* must be selected when exported for web grading)
   > **User Details** (not needed for exporting for web grading)
4. Click **Export to CSV**.
5. From the new pop up window, click on the link to download the file.
6. Choose a location and save the file.

IMPORT A GRADE BOOK

Grades imported to D2L must be in the .csv file format. The process below demonstrates how to import a grade book.

1. Click **Enter Grades** located in the Grades Area sidebar.
2. Click **Import Grades**.
3. Click on the **Choose File** or **Browse** button depending on your operating system.
4. Locate the .csv file you wish to upload and click **Open**.
5. The Import File field should now contain your .csv file. Click the checkbox next to **Create new grade items when an unrecognized item** is referenced. Click **Next**.
6. If the grades are new items, check the **Create New Grade Item** box, if not already, and then click **Next**.
7. At the **New Grade Item Properties** screen, adjust your new item settings and then click **Next**. Settings include:
   > **Category**   > **Max. Points**
   > **Can Exceed**   > **Bonus**
8. At the **Errors and Warning Found** screen, confirm that there are no error or warnings and click **Next**.
9. Review your imported data and select **Import**.

Desire2Learn Grade Book

KEY TERMS

> **Grade Item:** *Grade items* represent the individual assignments, quizzes, discussions, etc. to be graded. Each *grade item* has its own entry in the grade book to which you assign a grade for each user.

> **Grade Category:** Grade book categories let you organize and group related *grade items*. For example, you could have separate categories for assignments, quizzes, participation, discussions, etc.

> **Bonus vs. Can Exceed:** Checking the *Bonus* box creates an extra credit assignment, while checking the *Can Exceed* box allows for a score above 100% for an item.

> **Grade Scheme:** A *grade scheme* is a way of organizing users' performances on *grade items* into levels of achievement (e.g., A, A-, B+). The default organizational *grade schemes*, as well as the most common schemes, are Letter Grade and Percentage.

> **Release Conditions:** *Release conditions* allow you to associate an item with other items in the D2L Learning Environment. For example, you can require users to read a set of lecture notes in the Content tool before they can view an assignment or take a quiz.

HELPFUL TUTORIALS AND INFORMATION LINKS

GETTING STARTED LINKS

> **Getting Started**
> > *http://oit.colorado.edu/node/2078*

> **Introduction to the D2L Platform**
> > *http://oit.colorado.edu/node/2081*

> **Grades**
> > *http://oit.colorado.edu/node/2097*

> **Understanding Grade Schemes**
> > *http://oit.colorado.edu/node/2535*

> **Calculating and Releasing Final Grades**
> > *http://oit.colorado.edu/node/2335*

MAKING CHANGES TO A GRADE BOOK LINKS

> **Rename a Grade Item**
> > *http://oit.colorado.edu/node/2481*

> **Change Final Grade Calculation Settings**
> > *http://oit.colorado.edu/node/2471*

> **Make Final Grade Column Visible**
> > *http://oit.colorado.edu/node/2472*

ENTERING GRADES LINKS

> **Types of Grade Items**
> > *http://oit.colorado.edu/node/2283*

> **Blindly Grade Students**
> > *http://oit.colorado.edu/node/2356*

> **Syncing Quiz Grades to the Grade Book**
> > *http://oit.colorado.edu/node/2426*

> **D2L & CUClickers Integration**
> > *Windows: http://oit.colorado.edu/node/2259*
> > *Mac: http://oit.colorado.edu/node/2258*

> **Working With Bonus Items**
> > *http://oit.colorado.edu/node/2474*

MANAGING GRADES LINKS

> **Export Grade Book for Web Grading (registrar)**
> > *http://oit.colorado.edu/node/2533*

> **Importing/Exporting CSV Files For Grade Book**
> > *http://oit.colorado.edu/node/2282*

> **Encrypt an Exported Grade Book**
> > *Windows: http://oit.colorado.edu/node/2386*
> > *Mac: http://oit.colorado.edu/node/2387*

> **View Items by Section**
> > *http://oit.colorado.edu/node/2354*

> **Calculating and Releasing Final Grades**
> > *http://oit.colorado.edu/node/2335*

> **End of Semester Best Practices**
> > *http://oit.colorado.edu/node/2534*