

Sample Gradebook Formats in Desire2Learn

The following is meant as a very brief guide on four key D2L topics that have come up during training. This sheet in no way substitutes for attending a training session – you can sign up for one at <https://www.minneapolis.edu/academicAffairs/d2lTraining/> and you can access more comprehensive training materials by going to: <http://www.minneapolis.edu/academicAffairs/onlineLearning.cfm>

A. Getting Started on the D2L Gradebook

Preparation:

1. On paper, outline your assessment categories, assessment items, and associated points/percentages.
2. You may organize your gradebook calculations using either a. "Weighted" or b. "Points" methods.

"Weighted" example: This method works best if you know how much percentage each item (like Quiz 1) is worth OR how much a category of items (like Quizzes) is worth. If you use categories, all items in a category can optionally be flagged as being of equal value (so you do not have to calculate what each is worth).

Quizzes (total 25%) - 5 quizzes of equal value
Projects (total 45%) - 3 of equal value
Final paper (15%)
Final Exam (15%)

"Points" example: This method allows you to create assign points value to items and not have to worry about their percentage value in the course (D2L will figure out the percent value of items based on total points of all assessment items) - this is by far the more popular way of managing your electronic gradebook in D2L.

Quizzes category (5 quizzes, 50 points each - total 250)
Projects category (3 projects - values of 150, 100, & 200 - total 250)
Final paper worth 150 points
Final Exam worth 150 points

Note: Regardless of what system you choose, you do have the option to display your grades as percentages.

Basic steps to get you started:

1. Once you have an idea of how you wish to layout your assessments, begin by clicking "Grades" on the Course (red) toolbar.
2. If this is the first time in D2L, you will see 2 warning messages. click on "Grades Setup" – then click "Grade Schemes" (click to accept changes) – then click "Grade Calculations" (click to accept changes), choose "Points" or "Weighted" – finally click "Save" to finish initializing your gradebook.
3. Now you can click "Grades" again on the Course (red) toolbar to begin adding assessment categories (optional) and items.

Example 1 – Points System

Quizzes category (5 quizzes, 50 points each - total 250)
Projects category (3 projects - values of 150, 100, & 200 - total 250)
Final Paper worth 150 points
Final Exam worth 150 points

1. Click "New Category" to add category called "Quizzes" & save (note that creating a category is optional in the Points system and is merely to improve the presentation of the gradebook). Click "Grades" on the Course (red) toolbar to view the entire gradebook.
2. Click "New Item" to create an item called "Quiz 1" and choose the type called "Numeric"; then enter the "Out of" points as 50; this time choose "Save and New" since to add 2 more items, Quiz 2 & 3. Click "Grades" on the Course (red) toolbar.
3. Follow steps 1 and 2 to create the Projects category and add the three projects with carrying maximum points.
4. Create Final Paper and Final Exam as Items (do not need categories).
5. Click the 🗑️ icon next to any item (not category) to enter grades.

Example 2 – Weighted System

Quizzes (total 25%) - 5 quizzes of equal value
Projects (total 45%) - 3 of equal value
Final paper (15%)
Final Exam (15%)

1. Click "New Category" to add category called "Quizzes" & save (note that creating a category is recommended in the Weighted system because then you would not have to figure out the % value of each item under this category – you can check the box to "Distribute weight evenly..." across all items in the category). Then click "Grades" on the Course (red) toolbar to view the entire gradebook.

2. Click "New Item" to create an item called "Quiz 1" and choose the type called "Numeric"; then enter the "Out of" points as 50; then leave the Weight % value at 10 (D2L will automatically adjust this if you had checked the box to distribute weight evenly). Choose "Save and New" to add 2 more items, Quiz 2 & 3. Click "Grades" on the Course (red) toolbar.

3. Follow steps 1 and 2 to create the Projects category and add the three projects with carrying maximum points.

4. Create Final Paper and Final Exam as Items (do not need categories) and specify their respective % weights in the entire course (in this case that would be 15%). Click "Grades" on the Course (red) toolbar after creating each new item to verify.

5. Click the 🗑️ icon next to any item (not category) to enter grades.

Outlining your gradebook

Use the space below (or print this out and use the back of this page) to outline how you wish to setup your gradebook. (Please bring this along to your D2L TechTraining session if you have not yet attended one).