



iLearn: Setting up Grades

Center for Innovation in Teaching and Learning

Setting up Grades in D2L

If you have not yet set up your gradebook, a Grades Setup Wizard will walk you through the steps.

1. Select **Grades** in the purple navigation bar.
2. Select **Start** at the bottom of the page to begin the Grades Setup Wizard.
3. Choose a grading system:
 - **Weighted:** Use the weighted system if you want grade items calculated as a percentage of the final grade worth 100%.
Note: Weight is different than the actual point value of an item. An item within a weighted gradebook can be worth any number of points.
 - **Points:** Use the points system if you want to calculate the final grade by totaling the points users received on grade items. (*recommended*)
4. Select **Continue**
5. Choose a final grade release option:
 - **Calculated Final Grade:** The grade achieved by users based on the grading formula 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. (*recommended*)
6. Select whether to **Automatically release final grade:** When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.
7. Select **Continue**
8. Choose how the Grades area calculates ungraded items:
 - **Drop Ungraded Items:** Items that do not have a grade inputted are not counted in the final grade
 - **Treat Ungraded Items as 0:** Items that do not have a grade inputted are counted as 0 in the final grade.
9. Select whether to **Automatically keep final grade updated:** Final grades are automatically adjusted when changes are made to grade items or calculation options.
10. Click **Continue**.
11. Choose **Default Grade Scheme:** Percentage is selected by default.
12. Click **Continue**.
13. Managing View Display Options: Choose the number of decimal places to display in the calculated grade.
14. Select **Continue**

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15. Choose the **Student View Display Options**. This determines what students see when they visit the Grades area.

Grading Systems

There are two grading systems available in iLearn, Weighted and Points. Weighted works out of a total of final grade worth 100%. Points adds up all the points for the grade items in the course.

The default grading system in iLearn is Points. If you would like to use the weighted system, start with changing the default grading system to Weighted.

- [Change the Grading System](#)
- [Create a Category](#)
- [Create a Grade Item](#)

Changing the Grading System

1. Go to **Grades**
2. Select **Settings** in the upper right corner
3. Choose the **Calculation Options** tab
4. Choose **Weighted** or **Points**

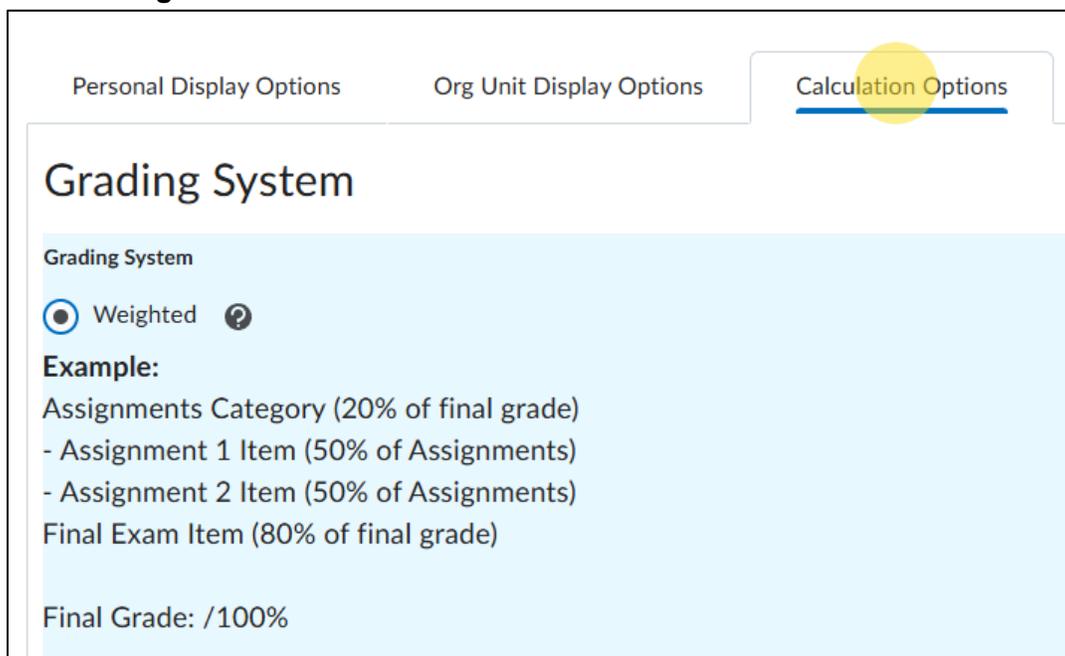


Figure: Calculation Options tab, then choose weighted.

5. Click **Save**
6. A confirmation box will appear, click **Yes**.

Create a Category

When setting up grades, start with Categories to organize grade items, making it easier for students. If an item stands alone, like a single participation grade, a category isn't needed.

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Common categories include Assignments, Quizzes, Exams, Projects, and Participation.

Note: In a Weighted gradebook, categories must total 100%, with items within each category also summing to 100%.

1. Go to **Grades**
2. Select **Manage Grades**
3. Select **New – Category**
4. Select your **Distribution Option**
 - **Manually assign weight to items in the category** (not recommended).
 - **Distribute weights by points across all items in the category:** If you have several assignments or quizzes and they are worth different point values, you can have iLearn weight the items based on points rather than all being weighted the same.
 - **Distribute weight evenly across all items:** Using this option also allows you to drop the lowest grade.
5. Check **Can Exceed** if there are items in the category that can be assigned more than the maximum points.
6. Choose **Save and New** to add a new category or **Save and Close** if you done.

Create a Grade Item

1. Go to **Grades**
2. Select **Manage Grades**
3. Select **New – Item**
4. Select **Numeric**
5. Enter the following information:
 - **Name** (shows for the students)
 - Example: Assignment 1: Chapter 1 & 2 Summary
 - **Short Name** (shows for instructors and graders to keep your gradebook manageable)
 - Example: A1 or Assignment 1
6. Select a **Category**
7. Enter the **Maximum Points** for the item.
8. Select **Save and New** to continue adding items or **Save and Close** when you are done.

Additional Options:

- If the item can be assigned points beyond the maximum points, make sure to check **Can Exceed**.
- To add a Bonus item, select **Bonus**—it won't count against students but adds points if earned. Ensure **Can Exceed** is enabled at both the Category and Final Grade levels for proper calculation.
- If you've set up a **Grade Scheme**, select it here. You can create a letter scheme under **Settings** or apply one to specific grade items.
- For **Rubrics**, add them to a grade item only if grading manually in **Grades**. If linked to an assessment, attach the rubric to the assessment, **not** the grade item.