Topic: Gradebook Overview

Displaying the Gradebook

This help topic provides an overview of the D2L Brightspace Gradebook.

To enter your Gradebook, select Grades under ASSESSMENTS from the D2L Brightspace Navigation Bar.

Select your option from the Grades Area menu.

Enter Grades

The Enter Grades window allows you to view the list of students and grade items, import and export grades, e-mail users, view statistics, and more.

The window is mostly used to view grades for all students and for each grade category (for example, quizzes, assignments, and so on). If you have to set up your graded items (for example, a quiz) to allow automatic export to grades, the grade for that student’s quiz will be sent to the Enter Grades view. You can also use this window to manually enter or update grades as necessary.
Manually Grade Multiple Items at Once

If you would like to grade multiple items at once (for example, enter grades for multiple students and for multiple grade items), use the Spreadsheet View.

To display the grades spreadsheet, click **Switch to Spreadsheet View**.

The Spreadsheet View allows you to enter grades for all the students and all available grade items. Enter the grade you want or make any changes to assigned grades. Be sure to save your changes by clicking **Save**.

Assign Grades for a Single Student
If you click on the student’s name, you will be able to assign grades for all the grade items of the course specifically for that student.

Manage Grades

The Manage Grades window displays all of the grade items and categories for your course.

Using this window you can:

- Create a new grade category (e.g., Assignments)
- Create a new grade item (e.g., Assignment 1)
- Reorder the grade items and categories
- Edit grade items
- Delete grade items
You can also enter grades and view the statistics for a grade item.

**Grades Setting**

Use Grades Setting to manage the display and calculation options for the gradebook.

There are three windows available to make your settings. They are:

- Personal Display Options
- Org Unit Display Options
- Calculation Options

**Personal Display Options**

The default window that usually displays when you click Grade Settings is Personal Display Options. The settings on this window control what you see on the gradebook for your course. The settings do not affect what the students see when they look at the gradebook.
Managing View Display Options

**User Details:**

Use the fields in this section to choose whether to display student names, usernames, or their Defined ID (Dragon ID). This can be useful when there are a few students with the same names.

**Grade Details:**

- **Points Grade:** Displays the total number of points accrued for each grade item.
- **Weighted Grade:** Displays the weighted grade if you selected weighted as your grade calculation method.
- **Grade Scheme Symbol:** Controls whether the grade scheme symbol (e.g., A, B, C) is displayed in the user list when associated with a grade item. Any custom grade schemes will also appear in this list.
- **Grade Scheme Color:** Displays colors that are associated with a letter grade in any given grade scheme.
**Characters Displayed:** Controls how many characters of a grade item or category will be displayed on the User List. You must set a value between 0 and 50.

**Repeat User Details:** Controls the number of grade items that appear consecutively before the student information is repeated. It is recommended that you enter a value of 5 to 7 for this field.

**Repeat Grade Item Details:** Controls the number of users that appear before the column header is repeated in the User List.

**Repeat Final Grades:** Allows you to repeat the calculated final grade at the start of the User List, repeat the adjusted final grade at the start of the User List, or both.

---

**Start Page**

**Default Grades Area:** Controls what window displays first when you click Grades from the D2L navigation bar.

---

**Org Unit Display Options**

The Org Unit Display Options window allows you to control what students see for their grades.

---

**Managing View Display Options**

**Decimals Displayed**

Number of decimal places to display 0

**Student View Display Options**

**Grade Details**

- Points 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 how final grade was calculated to users
Decimals Displayed: Controls the number of decimals that display on the instructor's gradebook. This field does not control the number of decimals that display for the student.

Submission View Display Options

Grade Details:

- **Points Grade:** Displays the total number of points accrued for each grade item.
- **Weighted Grade:** Displays the weighted grade if you selected weighted as your grade calculation method.
- **Grade Scheme Symbol:** Controls whether the grade scheme symbol (e.g., A, B, C) is displayed in the user list when associated with a grade item. Any custom grade schemes will also appear in this list.
- **Grade Scheme Color:** Displays colors that are associated with a letter grade in any given grade scheme.

Decimals Displayed: Controls the number of decimals that display on the student's gradebook. This field does not control the number of decimals that display on your gradebook.

Characters Displayed: Controls how many characters of a grade item or category will be displayed on the User List. You must set a value between 0 and 50.

Final Grade Calculation: Controls whether the final grade displays to students. Deselect this check box if you want to wait until the end of the semester to display the final grade.

**Calculation Options**

The Calculation Options window allows you to control how the grades are calculated. The settings that you select when completing the Setup Wizard display by default.
Grading System:

- **Weighted**: With a weighted grade system, each grade item is calculated as an assigned percentage of the final grade. This option allows you to separate your grading by activity and then assign a weight that the activity is worth. You can assign equal weight to each grade item within the category (for example, Exams) or assign different weights for each grade item within the category (for example, Exam 1 is worth 40%; Exam 2 is worth 60%). If you assign equal weights within a category, you then have the option to drop the highest or lowest score within the category. You may want to consider using this option if you have just a few grading items in the course and want to base the final grade on different percentages for each grade category.

- **Points**: With a point based system, you can assign grade items in terms of points. Each grade item will carry a specific number of points. The final grade for the course can be found by totaling the earned points of each grade item. This might be a good option if you have a lot of grading items or if you separate your course by units and you have a number of grade items in each unit.

Final Grade Released:
Release:

- **Adjusted Final Grade**: The value in the adjusted final grade field is released to the students. We usually suggest you select this setting. This option provides more flexibility and allows you to adjust your students’ grades if needed.

- **Calculated Final Grade**: The value in the calculated final grade is released to the students. We usually suggest you select Adjusted Final Grade instead as this option does not allow any flexibility when determining the final score.

Grade Calculations

**Ungraded Items:**

- **Drop ungraded items**: We usually suggest you DO NOT select this setting. You can select this option; however, you will need to remember to enter zeros for any graded items that a student did not complete. If you do not enter a zero in this case, a student’s incomplete graded items will not count against their final grade.

- **Treat ungraded items as 0**: We usually recommend you select this setting. If a student does not complete a graded activity (like a quiz), D2L will automatically treat the item as receiving a grade of zero (0).

Auto Update:

**Automatically keep final grades updated**: Controls whether the final grades are updated automatically whenever a change is made to a graded item. We usually suggest you select this option. If this option is not checked, the final calculated grade must be manually re-calculated. Out of date final calculated grades are indicated with a calculator icon.

Grade Schemes

The Grade Schemes window shows you all of the grade schemes that are available for grading. It also indicates your default grade scheme.
If you want to change your grade scheme, go to the Setup Wizard and make your change in Step 4: Choose Default Grade Scheme.

The Grade Schemes offered in D2L Brightspace should take care of the majority of grading situations. However, if none of the current grade schemes work for your situation, contact Instructional Technology Services to inquire whether a custom grade scheme needs to be set up for you.

**Setup Wizard**

You should set up your gradebook at the beginning of the semester using the Setup Wizard.

There is a separate Help Topic that provides instructions about setting up your gradebook using the Setup Wizard. Please review **Setting Up your Gradebook Using the Setup Wizard** for more information about the Setup Wizard.

**For More Information**

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.