



Syllabus Upload and Gradebook

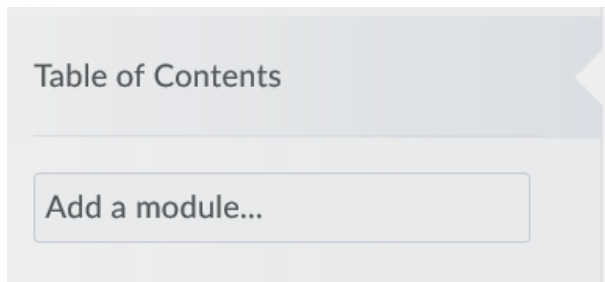
To upload your syllabus into D2L, log into your course and click on Content.

Content

Where syllabus, schedule, lecture materials can be stored, and where quizzes, assignments, and discussions can be associated.

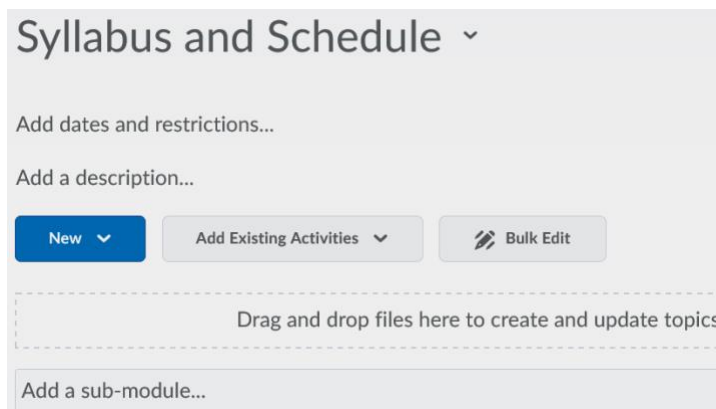
Creating a Module

Begin by going to the **Content** tool of D2L. Under the Table of Contents on the left side of the screen, enter the name of your module where it says **Add a module**.



Your module will appear.

1. **Add dates and restrictions** – not necessary or recommended
2. **Add a description** – can be helpful for students to include this
3. **New** – upload course materials or **drag and drop**
4. **Add Existing Activities** - connect to activities already set up in the course such as Discussions, Quizzes, or Assignments
5. **Add a sub-module** – not recommended - too many sub-modules make navigation challenging





Adding Files to Content

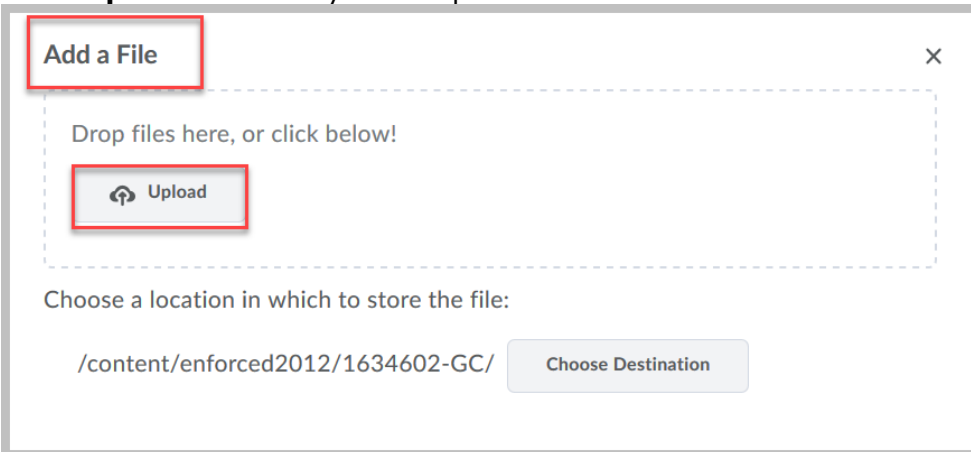
1. Click on the module where you'd like to add documents
2. Select **Upload/Create** and then **Upload Files**

A screenshot of a 'Start Here' dialog box. At the top, it says 'Start Here' with a downward arrow. Below that are two text input fields: 'Add dates and restrictions...' and 'Add a description...'. At the bottom, there are two buttons: a blue button labeled 'Upload / Create' with a downward arrow, and a grey button labeled 'Existing Activities' with a downward arrow.

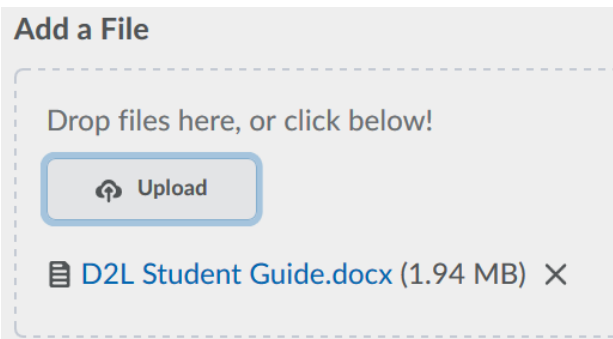
3. Find the file.

A screenshot of an 'Add a File' dialog box. The title bar says 'Add a File' with a close button (X) on the right. Below the title bar are three options, each with an icon and a right-pointing arrow: 'My Computer' (with a computer icon), 'Course Offering Files' (with a folder icon), and 'Shared Files' (with a share icon).

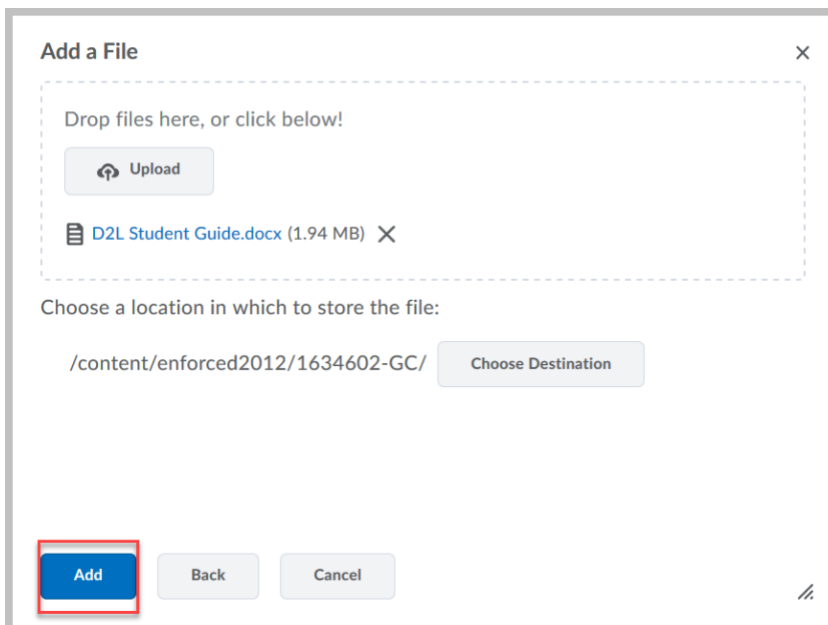
1. **Upload file** from your computer files.



2. Document appears underneath **Upload**. Click on X if it is the wrong file.



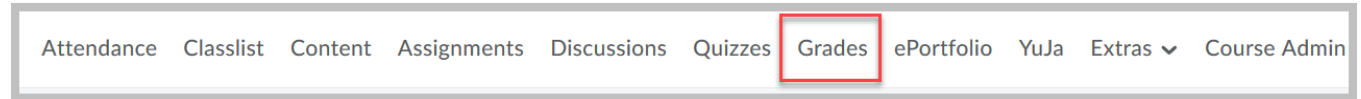
3. Click on **Add**





SETTING UP THE GRADEBOOK

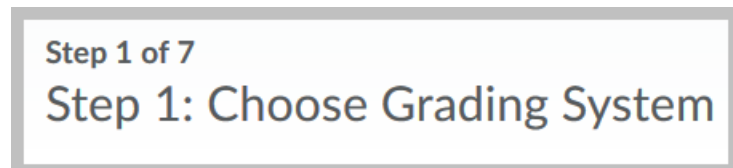
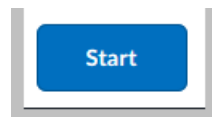
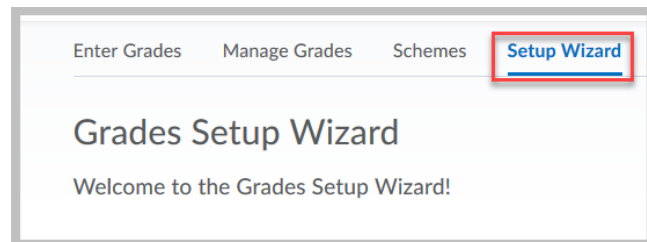
After you log in to your course in D2L, click on the **Grades** link on the navigation bar.



Grades Setup Wizard

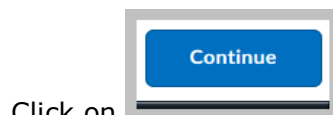
When creating a Gradebook for the first time, the Grades **Setup Wizard** will take you through several steps that are designed to help you select options that best fit your gradebook needs. **Please note:** The Grades **Setup Wizard** will not start automatically if you already have an existing Gradebook in the course. In that case, simply select the **Setup Wizard** tab.

Scroll to the bottom of the screen and **choose Start**.



Two Options:

Points or Weighted. A **Points** gradebook is recommended and is easier to manage if math is not your strong suit.



Click on

Step 2 of the **Wizard** deals with the release of final grades in D2L.

Two options:

Calculated Final Grade: This **default option** simply releases the total that D2L has calculated based on the scores that have been entered.

Adjusted Final Grade: You may select this option. It allows you to alter a student's grade by hand. This may include rounding student's score up to the next letter grade.

Step 3 of the Setup Wizard focuses on Grade Calculations.

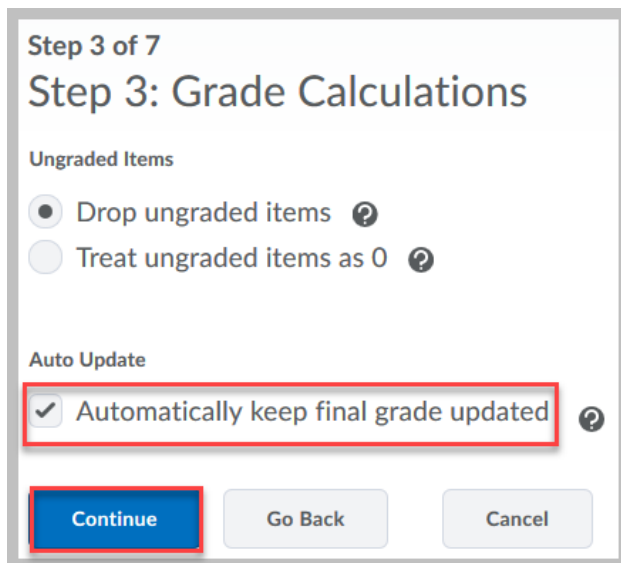
Choose the options that best suit your needs.

Drop ungraded items: If this option is selected, grade items that have not been assigned a grade value will be ignored when final grades are calculated. This option creates a running total in your gradebook. **If a student has received a 0 for an assignment, it is important that you enter a score of 0 for that assignment.** If you don't, the student's final grade will not be accurate.

Treat ungraded items as 0: When this option is selected, grade items with no grade value will automatically be given a grade value of 0. Selecting this option makes it look as though your students are failing for at least half of the course because they have not yet completed all grade assignments.

Auto Update: When this option is selected, the **Calculated Final Grade** will re-calculate automatically when any change that affects final grade calculations (i.e. modifying a user's grade, changing the 'bonus' property of a grade item, etc.) is made. If this option is **NOT** selected, the **Calculated Final Grade** must be manually re-calculated. Out-of-date final grades are indicated by a small calculator icon beside a user's final grade.

Auto Update option should be checked.







Step 4 of the **Setup Wizard** allows you to select a **Grade Scheme** for your course.

The default **Grade Scheme** is **Percentage**. If you have not yet created any grade schemes for your course, only the default grade scheme will be available to you. For now, leave the setting as is and go to the next step.


Step 4 of 7
Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage 	<input checked="" type="radio"/>	
Letter Grade	<input type="radio"/>	

Step 5 of the **Setup Wizard** allows you to set how many decimal places will be displayed in the Gradebook. A setting of zero decimal places will force grades to be rounded up. **Default setting** is 2 decimal places. Decide what is best for how you grade.

Step 5 of 7
Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display 



Step 6 of the **Wizard** allows you to set display options for your students.

A screenshot of a web-based wizard interface titled "Step 6 of 7 Step 6: Student View Display Options". The interface is divided into three sections: "Grade Details", "Decimals Displayed *", and "Characters Displayed *". Under "Grade Details", there are three checkboxes: "Points grade" (checked), "Grade scheme symbol" (checked), and "Grade scheme color" (unchecked). Under "Decimals Displayed *", there is a text input field labeled "Number of decimal places to display" containing the number "2", which is highlighted with a red box. Under "Characters Displayed *", there is a text input field labeled "Number of characters to display for Text items" containing the number "15". Below these sections is a "Final Grade Calculation" section with a checked checkbox labeled "Display final grade calculation to users", also highlighted with a red box. At the bottom of the form are three buttons: "Continue" (blue), "Go Back" (grey), and "Cancel" (grey).

The **decimal display** can be different for students than what was set up for the instructor view.

Displaying the **Final Grade Calculation** to users allows them to view how their final grade was calculated. They can see which grade items contributed to their final grade. This option is not available for a formula gradebook.



Step 7 of the **Setup Wizard** gives you a summary of all of the options you selected. Click **Finish** to complete the **Setup Wizard**.

Step 7 of 7
Step 7: Grades Setup Summary

Grading System

Points

Final Grade To Release

Release the Calculated Final Grade
Do not automatically release final grade

Grade Calculations

Drop ungraded items
Automatically keep final grades updated

Default Grade Scheme

Percentage

Managing View Display Options

Display 2 decimal places for grade item values

Student View Display Options

Display points grade values
Display grade scheme symbols
Do not display grade scheme colors
Display 2 decimal places for grade item values
Display 15 characters for Text type grade item values
Display the final grade calculation to users

Finish Go Back Cancel

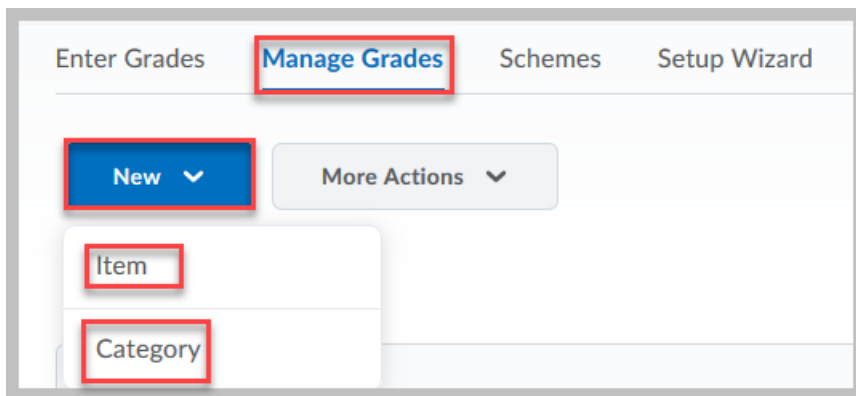
Next Steps

Creating Categories and Items

Categories are great for organizing a gradebook because you can organize and group related grade items into sections. For example, you could have separate categories for Assignments, Quizzes, Case Studies, Participation, Discussions, etc. When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group.

Categories are not necessary for keeping track of graded assignments and tasks, but **grade items are**. Categories organize your grade items only, but **Items** are where grading occurs.

The easiest way to set up categories and items is from **Manage Grades**.





Below is a sample completed gradebook with categories, items, and point values.

New ▾		More Actions ▾		
Bulk Edit				
<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Exams ▾			
<input type="checkbox"/>	Exam 1 ▾	Numeric	-	50
<input type="checkbox"/>	Exam 2 ▾	Numeric	-	75
<input type="checkbox"/>	Exam 3 ▾	Numeric	-	80
<input type="checkbox"/>	Assignments ▾			
<input type="checkbox"/>	Memory Pill ▾	Numeric	-	20
<input type="checkbox"/>	Child of Rage ▾	Numeric	-	20
<input type="checkbox"/>	Assignment with Turnitin Feedback ▾	Numeric	Assignments ?	100
<input type="checkbox"/>	Attendance ▾			
<input type="checkbox"/>	Attendance ▾	Numeric	-	100
<input type="checkbox"/>	Final Calculated Grade ▾			
<input type="checkbox"/>	Final Adjusted Grade ▾			

There are many tips and tricks to designing a great gradebook. For further assistance and training, contact **Teaching Learning Center at 303-352-3201** or tlc@ccd.edu.