Nashville State
Community College

NS ONLINE GRADEBOOK
Become familiar with navigating and setting up a gradebook, creating grade categories and items, and entering and managing grades manually.

## Office of Online Learning

Contents

The most important step toward creating a gradebook is planning. Before beginning the Setup Wizard, have a draft of your complete gradebook that includes a breakdown of each component that makes up students' final grades. Having this information laid out before beginning the Setup Wizard will make creating a gradebook and then linking each assignment to that gradebook a much smoother process.
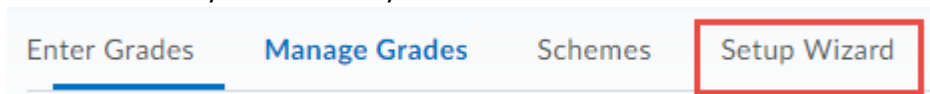
Setup Wizard

From the Course Home page,

1. Select Grades from the Evaluation group:
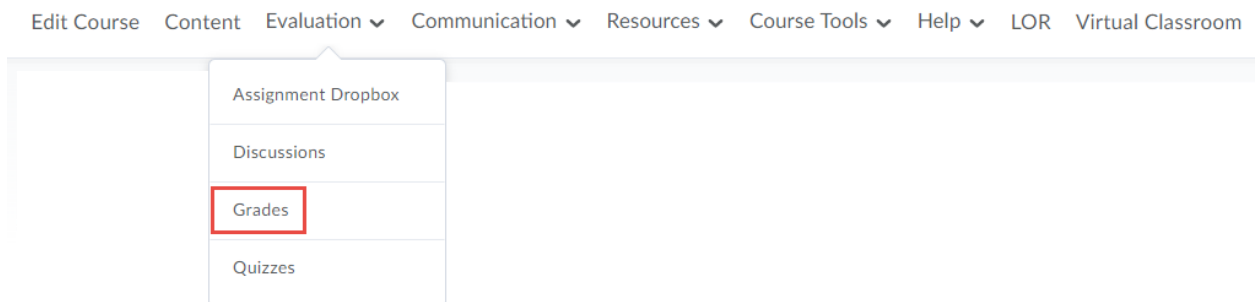
2. Click on Setup Wizard tab. If this is the first time setting up a gradebook for the course, "Setup Wizard" will likely be selected by default:

3. Click the "Start" button and follow the step-by-step process to select gradebook options:

4. Step 1 of 7: Grading System
   Choose Grading System from the options below, then click "Continue." Note that the grading system you choose affects the final grade student display.

   - Weighted: Use the weighted system if you want grade items calculated as a percentage of the final grade worth 100%. (Final Grade: /100%)
   - Points: Calculate the final grade by totaling the points users received on grade items. (Final Grade: /250 points)
   - Formula: Calculate the final grade using a custom formula that lets you set conditions on grade items.

5. Step 2 of 7: Final Grade Released
   Select Final Grade Release preference from the options below

   - Calculated Final Grade: The grade that is achieved by users based on the grading formula set up in the gradebook. It cannot be adjusted without editing grade item scores.

- Adjusted Final Grade: Allows you to modify or adjust user's grades before releasing them.

Note: If you would like students to see a running "Final Grade"—a sort of progress report—check the "Automatically release final grades" box, then click "Continue."

6. Step 3 of 7: Grade Calculations
   Select Grade Calculations preferences from the options below, then click "Continue"
   - Ungraded Items
     i. Drop ungraded items: items that do not have a grade inputted are not counted in the final grade. This option gives students a more accurate "progress report" because the final grade is generated based only on grade items that have been assigned; however, if a student neglects to complete an assignment, the instructor will need to ensure that a 0 has been input.
     ii. Treat ungraded items as 0: items that do not have a grade inputted are counted as 0 in the final grade
   - Auto Update
     i. Automatically keep final grades updated: final grades are automatically adjusted when changes are made to grade items or calculation options. If you would like students to see a running "Final Grade"—a sort of progress report—check the "Automatically keep final grades updated" box, then click "Continue."

7. Step 4 of 7: Choose Default Grade Scheme
   - Percentage: NSCC's D2L gives you only one option. Select Percentage and click "Continue."

8. Step 5 of 7: Managing View Display Options
   Adjust as desired, then click "Continue"
   - Decimals Displayed: This setting controls how many decimals will be displayed to users. The default setting will display a single decimal place; if adjustments are desired, do so here.

9. Step 6 of 7: Student View Display Options
   Select preferences from the options below, then click "Continue"
   - Grade Details: select which methods of evaluation will be available to students when they view the gradebook
     i. Points Grade: shows students the number of points earned on each grade item as well as the maximum points possible. E.g., 6/10
     ii. Weighted Grade: shows students how much the grade item is worth in relation to its category or the final grade. E.g., 90%. This option is only available if you chose the weighted grading system in step 2.
     iii. Grade Scheme Symbol: shows the students the letter grade they received on a grade item. E.g., A, B, C, D, F
     iv. Grade Scheme Color: shows the students the color associated with the scheme level they received. E.g., red, yellow, orange, green, blue.

v. RECOMMENDATION: Select *at least Grade Scheme Symbol.*

Grade Scheme Color	Grade Scheme Symbol	Points Grade	Weighted Grade*
Blue	A	E.g. 10/10	E.g. 100%
Green	B	E.g. 8/10	E.g. 80%
Orange	C	E.g. 7/10	E.g. 70%
Yellow	D	E.g. 6/10	E.g. 60%
Red	F	E.g. 5/10	E.g. 50%

*Only available in a weighted grading system.

- Decimals Displayed
  - This setting controls how many decimals will be displayed in the student view of grades.
- Characters Displayed
  - This setting controls the number of characters of a Text grade item will be displayed in the student view of grades.
- Final Grade Calculation
  - This setting determines whether users can see how their final grade was calculated

10. Step 7 of 7: Grades Setup Summary
    Review the Grades Setup Summary, then click "Finish"

Creating Gradebook Categories

Once you have completed the Setup Wizard, you are now ready to begin building the structure of your gradebook. Because every instructor and every course necessitates a unique grading structure, this section will provide general recommendations and explanations of all gradebook options. It is highly suggested that a completed assignment list and grading schema be completed prior to creating your gradebook.

It is recommended that you begin your construction by creating Grade Categories into which you can place all grade items. Grade categories allow you to keep your gradebook organized and to set a number of points or a percentage of a final grade.

1. Once the Setup Wizard has been completed, click the "Create a New Grade Category" icon from the "Grade Options." Note that creating categories within your gradebook is encouraged with a

"Points" gradebook, but imperative with a "Weighted" gradebook:

Grade Options

- Create a New Grade Category
- Create a New Grade Item
- Import Grades
- Create a New Grade Scheme
- Manage Grade Items and Categories
- Enter Grades

2. General:
   o Name:
     Name your Category. Remember that this is the category into which your individual grade items will go, so pick a general descriptor. E.g., Tests, Quizzes, Homework, etc.
   o Short Name: Here, you may enter a short version of the category name or an abbreviation to display in the gradebook to save space, if desired.
   o If desired, you may also show a description of the category by clicking the "Show Description" link:

   ▷ Show Description

   Note: This will open a Description box. You may type a description of the category, if desired. Unless the "Allow users to view description" box has been checked, this description is visible only by the instructor.

3. Grading
   o *If you are using a weighted gradebook*,
     - You will need to enter the weight (%) that you want the category to contribute to the final grade. Grade items within the category contribute toward this weight.

       Weight

       10   �

     - If there is a possibility that students will have the opportunity to earn extra credit on a grade item within this category, you must check the "Allow category grade to exceed category weight" box:

       ☐ Allow category grade to exceed category weight   ⓘ

- Distribution: Select how you would like the weight of this category distributed across its grade items.
    1. Manually assign weight to items in the category:
       Select this option if certain items in this category are worth more than others. For example, if you are assigning 3 tests, but would like the last test to carry more weight than the first two, select this option. The percentages must total to 100%.
   2. Distribute weight by points across all items:
       if this option is chosen, the points of individual, non-bonus grade items are used to determine the relative weight of each item out of 100%
    3. Distribute weight evenly across all items:
       if this option is chosen, each grade item is given an equal weight within the category. For example, if there are 3 items, then each item will be 33.33%. If there are 4 items, then each is worth 25% of the weight of the category. The amount will be assigned to each item in the category. If this option is chosen, you can choose the number of highest non-bonus scores to drop and the number of lowest non-bonus scores to drop for each user.
  - *If you are using a points-based gradebook,*
    - If there is a possibility that students will have the opportunity to earn extra credit on a grade item within this category, you must check the "Can Exceed" box:

      Can Exceed

    - Distribution: Select how you would like the points of this category distributed across its grade items:
        1. Distribute points across all items: select this option if you want all items in the category to be worth the same amount. If you select this option, you will be prompted to designate how many points per item. You will also have the option to choose the number of highest non-bonus scores to drop and the number of lowest non-bonus scores to drop for each user.
4. Display Options: select the display options you wish to apply to your gradebook:
   - Display class average to users
   - Display grade distribution to users
   - Override display options for this item: Select this option if you want graded users to view grade information for this item differently from other items in the gradebook.
5. Click "Save and New" to save this Grade Category and begin the next Grade Category, or click "Save and Close" to return to the gradebook.

Once you have created all of the categories, select the "Manage Grades" tab:
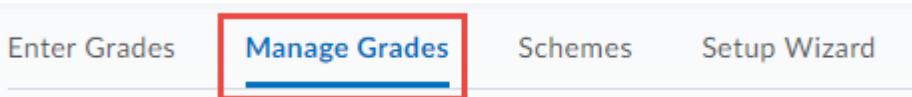
This will show you your current gradebook, containing only the categories that you've created.
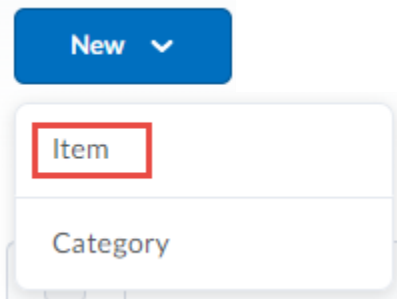
Note that changes may be made to categories at any time by select the action arrow next to any category and select "Edit Grade Item":
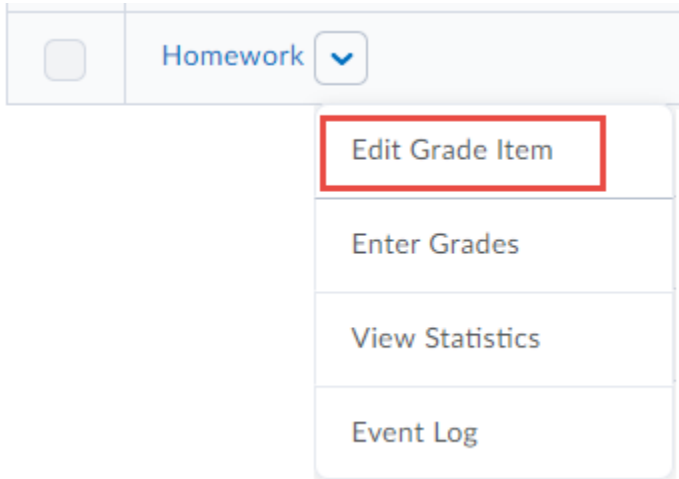
Creating Gradebook Items

Now that the Grade Categories have been created, you must now input the individual Grade Items for which students will be graded.

1. From the Manage Grades tab, click the "New" button and select "Item":

2. Chose a Grade Item Type:
   - **Numeric: grades users by assigning a value out of a specific total number of points. E.g., 8/10 – This is the most common grade item type**
   - Selectbox: grades users by selecting the grade scheme level that best matches their achievement. E.g., A, B, C, etc.
   - Pass/Fail: grades users using a simple pass/fail grade scheme
   - Calculated: calculates users' cumulative achievement across multiple grade items.
   - Text: Provide comments in the gradebook that are not calculated in the final grade
3. General:

- o Name: Name your Grade Item. Be specific but succinct. E.g., "Chapter 1 Test." Note that consistency across all course materials is key: course assignments should have the same title in the syllabus, in the gradebook, and in the D2L tool if appropriate (dropbox, quiz, etc.)
- o Short Name: Here, you may enter a short version of the category name or an abbreviation to display in the gradebook to save space, if desired.
- o **Category: From the dropdown menu, select which category into which this grade item should be placed. Forgetting to select a category is the main cause of gradebook errors.**
- o If desired, you may also show a description of the category by clicking the "Show Description" link. This will open a Description box. You may type a description of the category, if desired. You also have the option to "Allow users to view description" by checking the corresponding box:

4. Grading
   - o Maximum Points: enter the maximum grade value for this grade item
   - o *If you are using a weighted gradebook:*
     - • If you selected "Manually assign weight to items in the category," then you must manually enter the grade item's weight here.
     - • If you selected "Distribute weight by points across all items," then you see "Click Save" appear in the Weight textbox.
       No further action is required.
     - • If you selected "Distribute weight evenly across all items," you will notice that the Weight textbox contains a weight that is calculated based on how many items are currently in that category. For example, if this is the first grade item in the category, the Weight textbox will contain "100." If this is the second grade item in the category, the Weight textbox will contain "50," etc.
   - o Can Exceed: Select this option if you want to allow users' grades to exceed the maximum points specified for the item. For example, if the grade item is scored out of 100 points and students have the option to answer an extra credit question worth an additional 2 points, then the Maximum Points box would read 100, and the "Can Exceed" box would be checked.
   - o Bonus: Select this option if you would like this entire assignment to be considered extra credit toward the specified category. Bonus items are not included in the maximum points for a category or final grade. They are added on top of the calculated grade. Bonus items cannot make users' grades exceed the maximum points specified, unless the "Can Exceed" option was selected in the corresponding category. Note that Bonus Items appear in the gradebook with a gold star.
   - o Grade Scheme: Default Scheme. No further action required.
   - o Rubrics: if you have created a corresponding rubric in D2L's Rubric tool, select it by clicking "Add Rubric,"
5. Click "Save and New" to save this Grade Item and create the remaining Grade Items, or click "Save and Close" to return to the gradebook.
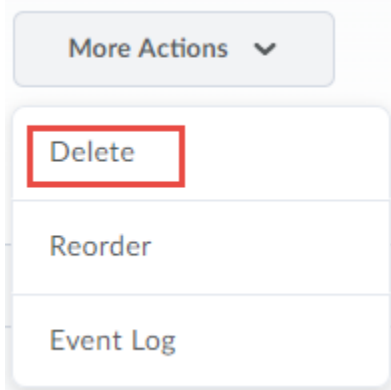
Once you have created all of the grade items, select the "Manage Grades" tab.

Note that changes may be made to categories at any time by selecting the action arrow next to any category and select "Edit Grade Item":
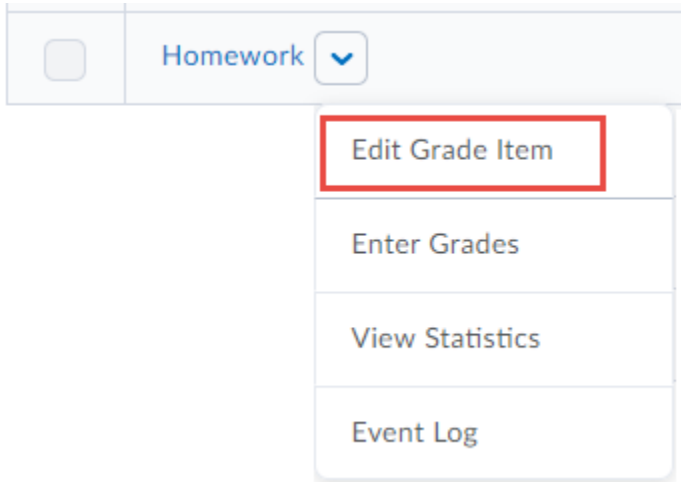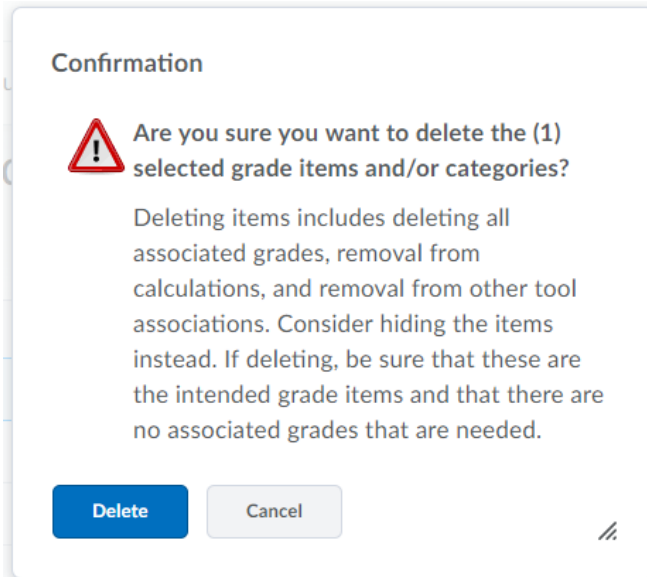

Deleting Items and Categories

1. In the "Manage Grades" tab, click the "More Actions" button and select "Delete":

    This will bring you to the "Delete Grade Items and Categories" page.
2. Select the items or categories you wish to delete by checking the box to the left, then click "Delete."

3. Read the "Confirmation" dialog box, and click "Delete" if you agree:

Reordering Items and Categories

If you would like to change the order in which items or categories appear in the gradebook:

1. In the "Manage Grades" tab, click the "More Actions" button and select "Reorder." This will bring you to the "Reorder Grade Items and Categories" page.
2. From the dropdown menu to the right of each grade item and category, rearrange as desired.
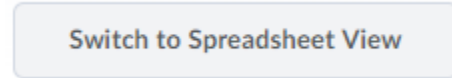3. Click "Save."

Adding Grades to the Gradebook

1. Grades can be entered manually by:
   o Selecting Grades from the Evaluation group:
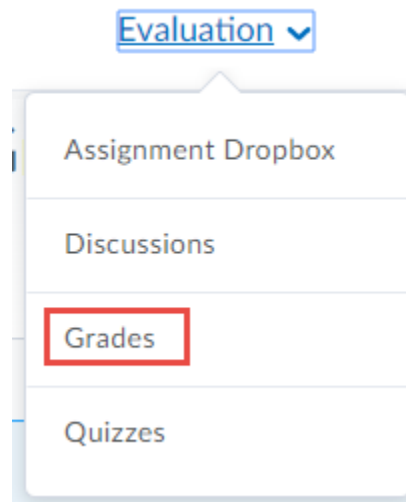
o Selecting the "Enter Grades" tab:
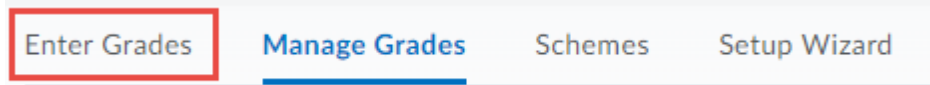
o Clicking the "Switch to Spreadsheet View" button to the right of your screen:


Note that if the button instead says "Switch to Standard View," you are already in the spreadsheet view!

o Locate the appropriate grade item, then place students' grades in the blanks beside their names.

o Click Save after grades have been inserted. This is especially helpful for instructors teaching on-ground courses where assignments are turned in during class time instead of online.

2. The items associated with the gradebook from the Assignment Dropbox will automatically be posted to the gradebook when they are graded by the instructor.

3. The items associated with the gradebook from Quizzes will be posted to the gradebook provided "allow automatic export to grades" and "allow attempt to be set as graded immediately upon completion" have been selected.

4. The items associated with the gradebook from Discussions will be posted to the gradebook when the instructor checks the "Grade" checkbox.
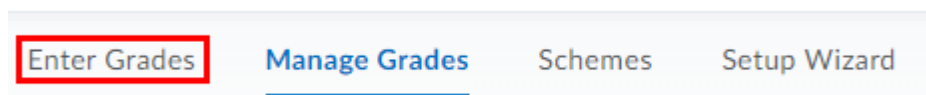
Release Final Calculated Grades
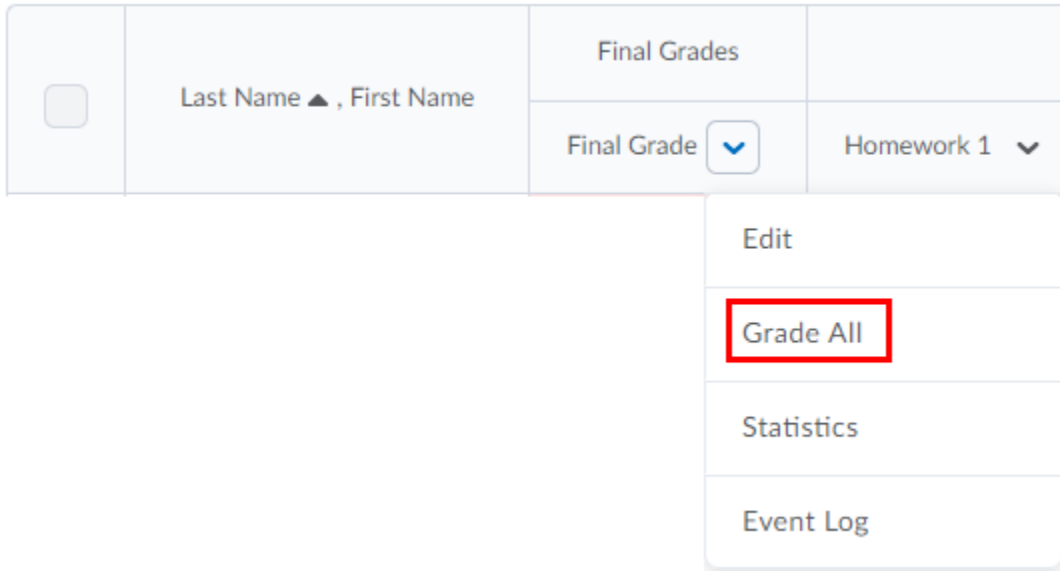
To release the final calculated grade:

1. From the Evaluation group, select Grades:
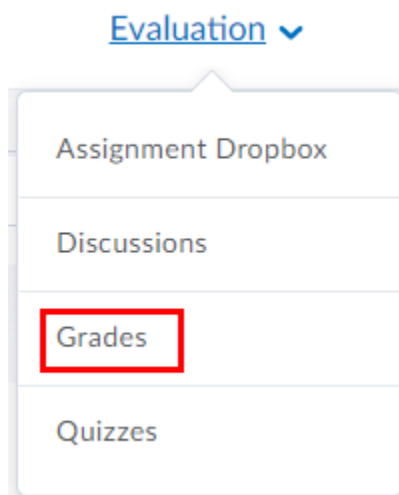
2. Navigate to the "Enter Grades" tab:

3. Click the Actions arrow for the Final Grade and select "Grade All":

4. Select the check box next to the names of students whose grades are to be released or select all students.
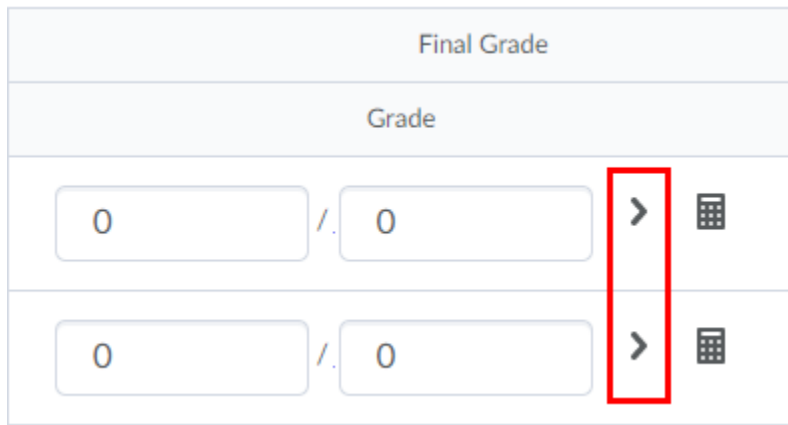5. Click on the Release/Unrelease icon at the top of the table:

Alternatively, you can simply check the box in the "Release Final Adjusted Grade" column.
6. Click on Save. Click on Yes.

Release Final Adjusted Grade

To release the final adjusted grade:

1. From the Evaluation group, select Grades.
2. Navigate to the "Enter Grades" tab.
3. Click the Actions arrow for the Final Adjusted Grade and select "Grade All."
4. In the Final Adjusted Grade column, enter the adjusted score, then click the arrow to Transfer the Final Grade or Transfer all.
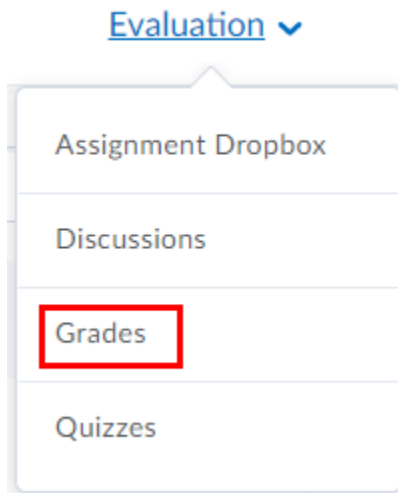
5. Click on Release/Unrelease at the top of the table.
6. Click on Save. Click on Yes.
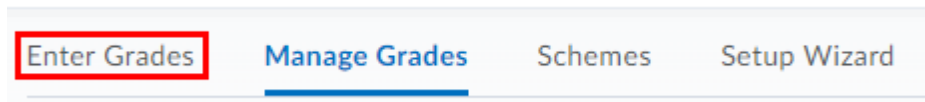   NOTE: Ensure that you have selected Adjusted Final Grade in the Calculation Options for Grade Settings.

Exporting Gradebook

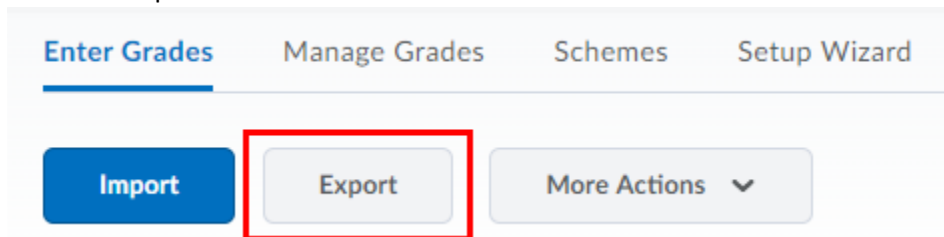To export the gradebook as an Excel document to be submitted at the end of the semester,

1. From Course Home, select "Grades" from the Evaluation tab:

2. Select the "Enter Grades" tab:

3. Click the "Export" button:

This will direct you to the "Export Grades" page.

4. Select the following Export Options:

Export Options

Key Field

○ Org Defined ID
○ Username
● Both

Grade Values

☑ Points grade
☑ Grade Scheme ❓

User Details

☑ Last Name
☑ First Name
☐ Email

    A. Key Field: Both – This will ensure that both the student's A# and full name is included in the spread sheet
    B. Grade Values: Select all available
    C. User Details: select Last Name and First Name
5. In the "Choose Grades to Export" section, all grade items are selected by default, so no changes or adjustments are required.
6. Click "Export to Excel" at the bottom of the page:

Export to CSV   Export To Excel   Cancel

Your file will be available for download in an "Export Grades" dialog box.

Click the link that appears in the dialog box to download.