



The Gradebook

The key to success using the Gradebook in D2L comes down to having a plan and knowing what settings in the Gradebook will accomplish what you want to accomplish. It is recommended to have your syllabus ready prior to doing anything with grading in D2L. This is important because it keeps the Gradebook consistent with your plan and avoids a number of issues in Gradebook.

The video [here](#) will give you a visual introduction to the gradebook and what it does.

Setup Wizard Information

Navigate to the tool, click Progress, and select Gradebook.

The first time you access a new course, it will automatically bring up the Setup Wizard. If it doesn't, select it from the menu and click Start. It will guide you through a series of options that are explained here.

A screenshot of the D2L course navigation menu. The top navigation bar includes links for 'Course Home', 'Content', 'Assessments', 'Communication', 'Progress', 'Edit Course', and 'More'. The 'Progress' link is circled in red. Below it, a dropdown menu is open, showing options for 'Gradebook', 'Class Progress', and 'Attendance'. The 'Gradebook' option is also circled in red. Below the navigation bar, the 'Setup Wizard' link is circled in red. The main content area displays 'Grades Setup Wizard' and the message 'Welcome to the Grades Setup Wizard!'.

1. Grading System: Weighted, Points, or Formula. The most common is either Weighted or Points. If activities in your course are going to count as a percentage of the final grade, choose weighted. If you use a strictly Points system, choose points.
2. Final Grade Released: There are several options here, the recommended option is the Adjusted Final Grade. But, you can choose whichever works the best for your course. There are descriptors in the wizard that tell you what they do.
3. Grade Calculations: You can choose to either "Drop ungraded items" or "Treat ungraded items as 0." Treating ungraded items as 0 will calculate all of those zeros into the grade, which doesn't always give the correct representation of the final grade. If you drop ungraded items, you still have the option of assigning a 0 if that is the grade earned. You will also choose if you want the final grade to be automatically updated as grades are added. It is recommended to use this setting to avoid a manual process.
4. Default Grade Scheme: The automatic option is called "Percentage." What this means is, it will show both points and percentage grades in the gradebook. This will allow students to see both representations of their grades. If you would like to change these options, you can in a later step that is easier.
5. Managing View Display Options: number of decimal points to display should a grade not be a whole number.
6. Student View Display Options: Here is the easiest place to change the options mentioned in Step 4. If you don't want them to see the Points grade, uncheck it. If you don't want them to see the percentage grade, uncheck Grade scheme symbol.
7. Once you have complete all of your desired settings, it will give you the overview, click Finish.

Note: The Distance Education Team is available to help you set it up. Once it is set up, we are able to copy the settings over to any course that you want to use the same gradebook for.

