Setting up a Gradebook using the Setup Wizard

The Grades Setup Wizard takes you through a list of setup options that you should set before you create grade items and categories. For example, it helps you make decisions about how grades should be calculated and displayed in the grade book.

To use the gradebook wizard, select the Grades link from the Navbar in your course.

New courses will be defaulted on the Setup Wizard Page, review the steps that are already defaulted then select the √ Start button.

At any time; select the (?) by any field that displays it for more information about that choice.
SET-UP WIZARD STEPS:

Step 1- Choose between a Weighted or Points grading system. Select √ Weighted for this example.

Step 2. You can choose between a Final Grade release option of Calculated Final Grade - The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores. Adjust Final Grade - Allows you to modify or adjust users' grades before releasing them. √ Calculated Final Grade - can remain selected. Select the √ Continue button.
Step 3. You can choose between:
- Drop ungraded items
- Treat ungraded items as Zero.

Drop ungraded Items means: Items that do not have a grade inputted and are not counted in the final grade.
Treat ungraded items as Zero means: Items that do not have a grade inputted and are counted as ‘0’ in the final grade.
✓ Drop ungraded items will remain selected.
✓ Auto Update will remain the default. It means the Final grades are automatically adjusted when changes are made to grade items or calculation options. Select the Continue button.

Step 4. You can create or learn more about the grade schemes by selecting the link, Grade Schemes in the Page Menu.
Select the Daytona State College Default grade scheme and then preview the default scheme.

Select the Continue button.

Inquire about advanced workshop on this topic.

Step 5. Managing View Display options: ✓ keep the default setting of ‘2’.

This step sets the number of decimals displayed between ‘0-5’.

Select the Continue button.
Step 6. Review the items that “students” see on their Gradesheet called a submission view.

Choose ✓ points grade, ✓ weighted grade ✓ grade scheme symbol and ✓ grade scheme color.

Since they are already checked by default; students will see points, the assigned color for grades and the symbol: (A, B, C …). Review to change or keep ✓ decimals displays as ‘2’, and ✓ characters displayed as ‘15’.

Check the ✓ “display final grade calculation to users”.
This setting determines whether users can see how their final grade was calculated in the submission view of Grades.
Then select the ✓ Continue button.

Step 7. Review the items you kept as the default or that you changed.
Then select the ✓ Finish button.

For more information and guidance:
* Talk to your eMentor
* Inquire about D2L-102 advanced workshops
* Talk to the staff in the Faculty Innovation Center
* Visit the Help files