

KODIAK QUICK GUIDE: Setting Up Grades

Overview

The Grades tool allows you to enter assignment grades, track a student's progress, and calculate final grades. You can set up your gradebook to calculate final grades based on points or with assignments as percentages of the final grade. Students can access the Grades tool to see all their grades in one place.

How to Access Grades

Grades will need to be active in your class. If **Grades** does not appear in your course navbar, go to **Course Admin, Tools**, and select **Grades**. Once Grades appears in your course navbar, click **Grades** in the navbar.

In This Guide

- Running the Setup Wizard
- Creating Grade Items and Categories
- Creating a Grade Scheme

Running the Setup Wizard

The Grades Setup Wizard will allow you to set up how a student's final grade will be calculated and how the Grades tool will display to you and to students. It is recommended that you complete the Grades Setup Wizard before creating individual grade items.

1. Click **Grades** in the top navbar.

Note: The first time you enter the Grades area in your course, you will automatically be taken to the Setup Wizard.

2. Click **Start**.

3. Choose a Grading System (Figure 1).

- **Weighted** allows you to select what percentage a particular grade item or category makes up of the final grade. For example: Quizzes are 20 percent of the final grade.
- **Points** calculates the final grade by dividing the total points earned by the total points possible.
- **Formula** allows you to create a more complicated grading calculation.

4. Click **Continue**.

5. Select a final grade release option (Figure 2):

- Select **Calculated Final Grade** to calculate the final grade based strictly on the grading formula you have set.

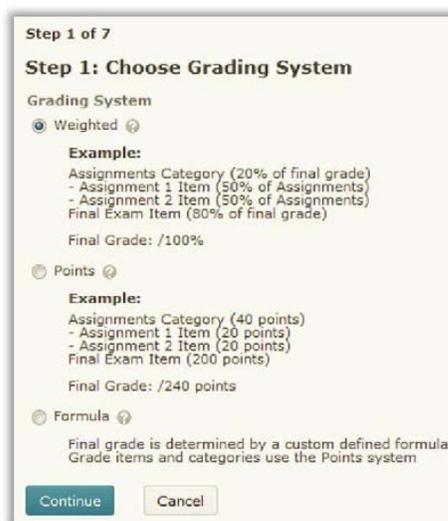


Figure 1

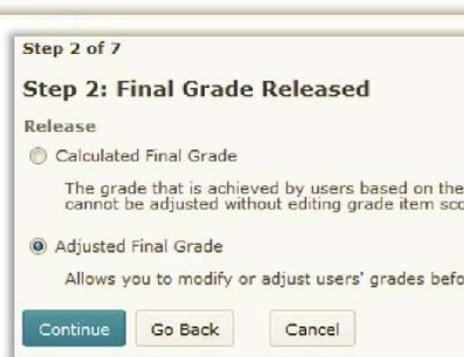


Figure 2

• Select **Adjusted Final Grade** if you want to be able to manually modify or adjust a student's grade before releasing it to the student.

6. Click **Continue**.

7. Select whether items that do not have a grade are omitted from the final grade calculation or counted as a 0.

Note: If you select **Treat ungraded items as 0** and show the final grade to students, their final grade will appear lower due to assignments that have not been graded. However, if you select **Drop Ungraded Items**, you must remember to manually mark missing work as "0," or it will not count against the student.

8. Select the **Automatically keep final grade updated** checkbox if you want students' final grade to update automatically when you enter grades (Figure 3).

9. Click **Continue**.

10. Select a default grade scheme for new grade items (Figure 4).

Note: The Grade Scheme is how your grades appear to students. You can leave the default setting as "Percentage", use a letter scheme or you can create a new scheme to assign letter grades. See the "Creating a Grade Scheme" section below.

11. Click **Continue**.

12. Modify the number of decimal places to display in calculated grades (optional).

13. Click **Continue**.

14. Modify the "Student View Display Options" (optional). This is what students see when they click **Grades** in the navbar. (The default settings, displayed in Figure 5, are recommended.)

15. Click **Continue**. You will see a confirmation screen with all the options you selected in the Grades Setup Wizard.

16. Click **Finish** to save.

Note: To change any of these settings, simply click **Setup Wizard** at the top of the screen from anywhere in the grades tool and change the appropriate options.



Figure 3

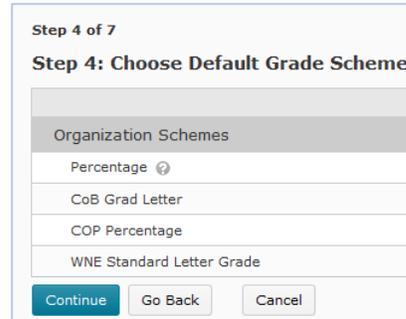


Figure 4

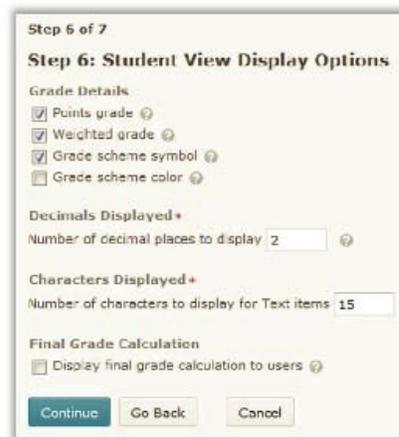


Figure 5

Creating Grade Items and Categories

Create a Grade Category

Grade categories allow you to keep your gradebook organized and set a number of points or a percentage of the final grade. For example, you could create a quizzes category and set it to be worth 30 percent of the final grade. You can also use grade categories to drop the lowest score(s) in that category from grade calculation.

Note: Grade categories must contain grade items, but you can have grade items without categories. For example, for some larger assignments, like term papers, you might only have one grade item.

1. From any page in the “Grades” area, click the **Manage Grades** tab (Figure 6).
2. Click **New**, then choose **Category** from the dropdown list (Figure 7).
3. Enter a name for the category.

Note: The category name is required, but “Short Name” is not required.

4. Set your grading options.

Grading Options for Weighted Gradebooks

1. Enter the percentage this category makes up of the final grade in the “Weight” field; the default percentage is 10 (Figure 8).
2. Select your desired calculation options:
 - Select **Allow category grade to exceed category weight** if you plan on having extra credit within the category that you want to count towards the final grade if the student exceeds 100 percent credit in the category.
 - Select **Distribute weights by points across all items in the category** to automatically set the weight of grade items in the category by the total points possible in all grade items in the category.
 - Select **Distribute weight/points evenly across all items** to make each grade item in the category worth the same amount. If you have a points-based system, enter the number of points each item in the category should have in the “points per item” field.

Note: You must select **Distribute weight evenly across all items** to drop the lowest score(s) in a category.

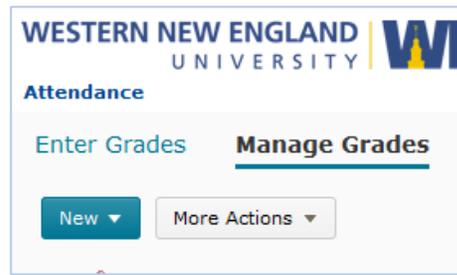


Figure 6

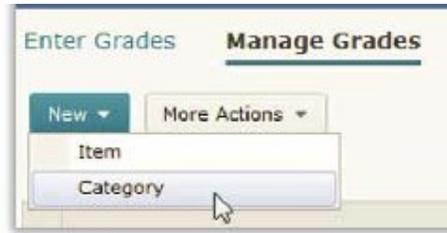


Figure 7

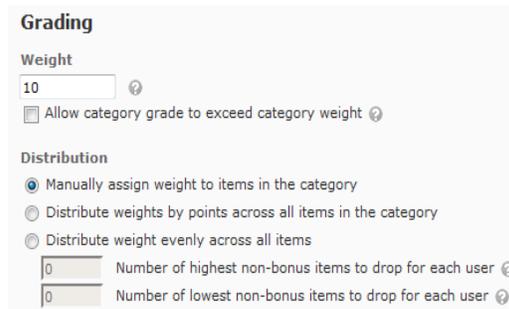


Figure 8

- To drop the lowest grade(s) in the category, enter the number of assignments to drop in the “Number of lowest non-bonus items to drop for each user” (Figure 9).

3. Click **Save and Close**.

Grading Options for Points-Based Gradebooks

1. Set your desired calculation options (Figure 10).

- Select **Can Exceed** if you plan on having extra credit within the category that you want to count towards the final grade if the student exceeds the maximum points in the category.
- To set all items in the category to be equal, select **Distribute points across all items** and enter the number of points each item should be worth.

Note: You must select **Distribute points across all items** to drop the lowest score(s) in a category.

- To drop the lowest grade(s) in the category, enter the number of assignments to drop in the “Number of lowest non-bonus items to drop for each user” (Figure 11).

2. Click **Save and Close**.

Create a Grade Item

1. Go to the “Grades” area, and click the **Manage Grades** tab (Figure 6).

2. Click **New**, then choose **Item** from the dropdown list (Figure 12).

3. Select a grade item type based on how you will input grades. This will usually be **Numeric** (Figure 13).

4. Enter a name for your grade item.

Note: The item name is required, but “Short Name” is not required.

5. Select a category (optional).

- If you have already set up a category for this grade item, select it in the categories drop-down menu. Some fields on the screen may then be automatically filled in based on your category settings.

- If you want to create a new category for this grade item, click **New Category**, and enter information for the new category in the pop-up window.

6. Fill out the “Grading” options.

Figure 9

Figure 10

Figure 11

Figure 12

Figure 13

Grading Options for Weighted Gradebooks

1. Enter the number of maximum points. This is the number you will be grading out of, but it will not affect final grade calculation.
2. Enter the weight. This may be set automatically depending on your category settings.

Note: If the grade item is part of a category, weight is the grade item's value as a percentage of the category. If the grade item is not in a category, the weight is the grade item's value as a percentage of the final grade.

3. Select any other desired calculation settings (Figure 14):
 - Select **Can Exceed** to allow extra credit points on the assignment.
 - Select **Bonus** if it is an extra credit assignment.
4. Click **Save and Close**.

Grading Options for Points-Based Gradebooks

1. Enter the number of maximum points.
2. Select any other desired calculation settings (Figure 15):
 - Select **Can Exceed** to allow extra credit points on the assignment.
 - Select **Bonus** if it is an extra credit assignment.
 - Select **Exclude from Final Grade Calculation** to have this item not count towards the final grade.
3. Click **Save and Close**.

Creating a Grade Scheme

Grade Schemes allow you to display grades to students as a letter grade or another kind of custom-defined symbol.

1. Go to the “Grades” area, and click the **Schemes** tab (Figure 16).
2. Click **New Scheme** (Figure 17).
3. Enter a name for the grade scheme.
4. Set up the grade scheme in the “Ranges” table.
 - In the “Symbol” column, enter the lowest letter grade that can be earned in the first row text box, followed by the next lowest letter grades in the text boxes below it.



Grading

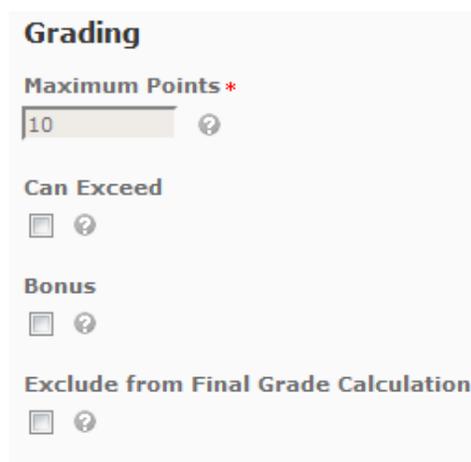
Maximum Points *
10

Weight *
10

Can Exceed

Bonus

Figure 14



Grading

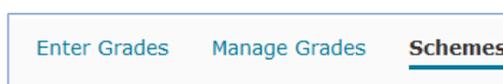
Maximum Points *
10

Can Exceed

Bonus

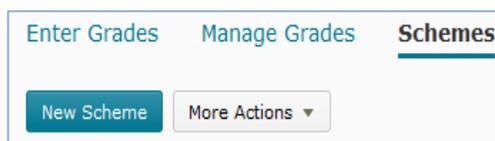
Exclude from Final Grade Calculation

Figure 15



Enter Grades Manage Grades Schemes

Figure 16



Enter Grades Manage Grades Schemes

New Scheme More Actions ▾

Figure 17

- In the “Start %” column, enter the lowest possible percentage that will earn the letter grade in each row (by default, the first row is 0).

Note: To add additional rows, enter the number of additional rows you need in the text box at the bottom, and then click **Add Ranges** (Figure 18).

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1		0			
2					
3					

Add Ranges 1

Save and Close Save Cancel

Figure 18

5. After you have entered all of the grade ranges, click **Save and Close**.

Note: If you want to enter grades by assigning a letter grade and having the system calculate its numeric value, (rather than entering a numeric value and having the system calculate the letter grade), you must fill out the “Assigned Value %” text box. Then when you enter letter grades, Desire2Learn will use the “Assigned Value %” as a numeric value to calculate final grades. If you are entering grades in this way, be sure to choose **Selectbox** rather than **Numeric** when you create Grade items (Figure 19).

New Item

Choose a Grade Item Type

Numeric
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10

Selectbox
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"

Note: Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.

Figure 19