Brightspace by D2L
/GeorgiaVIEW Session

Grades Tool
06/22/2020
What should be posted in your GeorgiaVIEW course?

• Course syllabus
• **Gradebook**
• At least one module with content
• Welcome/introduction announcement or email message sent to students
Grades Tool

Grades tool helps to set up a course Grade book. As you plan your grade book, consider:

- Which course objects you plan to evaluate: assignments, quizzes, discussions, etc.
- Which grading system is most appropriate for your course:
  - Points
  - Weighted
  - Custom Formula
- Which grade items you want to associate with course objects
- How you will allocate points or weights across grade items
- Do you plan to include a milestone grade (e.g. midterm) during the course
- How you want to calculate a final grade:
  - Calculated final grade
  - Adjusted final grade
Grading System

The grading system determines how the grade items in your grade book contribute to students’ final grades.

There are three options:

• Weighted:
  • Grade items count as a percentage of a final grade worth 100%

• Points:
  • Grade items are worth a certain amount of points that are totaled for a final grade (e.g. 450 points)

• Formula:
  • You can define a custom formula for how grade items contribute to a final grade.
Grade Items

• Grade items represent all the work that you want to evaluate students on in a course.

• Grade items can exist independently in your grade book, or you can associate grade items with course objects such as discussions, quizzes, assignments, etc.

• Each grade item has an entry in the grade book, which you assign a grade to for each student

• Depending on the grade item type you want to create, grade items can be graded numerically or based on a grade scheme

• Grade items can be organized in **Categories** to better represent your gradebook and make it clear to students:
  • Highly recommended if you use the Weighted grading system
Calculated Final Grade and Adjusted Final Grade

• **Calculated Final Grade:**
  • The final grade calculated by the grade book
  • You cannot adjust the final grade without adjusting grade item scores.

• **Adjusted Final Grade:**
  • You can manually change the final grade calculation without affecting grade item scores.

• Instructor has to release Final Grades to make them visible to students: see an “eye’ icon next to each final grade:
  • If it’s crossed, final grades are not released
Two Ways to Create a Gradebook

- Setup Wizard
  - Settings
    - Assessments: Create and Assign grade items in Assignments, Quizzes, Discussion topics
    - Gradebook/Manage Grades: Create/organize grade items and Categories
More Grades Options

• To delete a grade item:
  • First, it must be de-associated from a gradable object (assignment, quiz, etc.)
  • Second, delete it using the Manage Grades tab > More Actions
  • Deleted grade items can be restored:
    • Manage Grades tab > More Actions > View Event Log > Restore link

• To manually assign grades:
  • In Enter Grades, click a student’s name
  • For Grade Item: down arrow next to its name > Enter Grades
  • For Category: down arrow next to its name > Enter Grades
  • Entire Gradebook: switch to the Spreadsheet View (Spreadsheet View button)

• You can reorder and hide/make visible grade items and categories (Manage Grades > More Actions button)
• You can conditionally release items and categories
• You can drop lowest/highest grade item(s) within a Category
• You can hide/unhide columns in the gradebook: Enter Grades > More Actions > Hide/Show Columns
D2L Faculty Resources

• **GeorgiaVIEW Faculty Resources**
  - **Preparedness and Contingencies: How to Cope During a Pandemic**

• **Online Faculty Development** page

• In GeorgiaVIEW:
  - GSW Transitioning to Online Teaching CO course
  - USG Instructor Guide to Online Teaching CO course
  - **Faculty Tutorials** widget on My Home page in GeorgiaVIEW
Questions?