Brightspace by D2L /GeorgiaVIEW Session

Grades Tool

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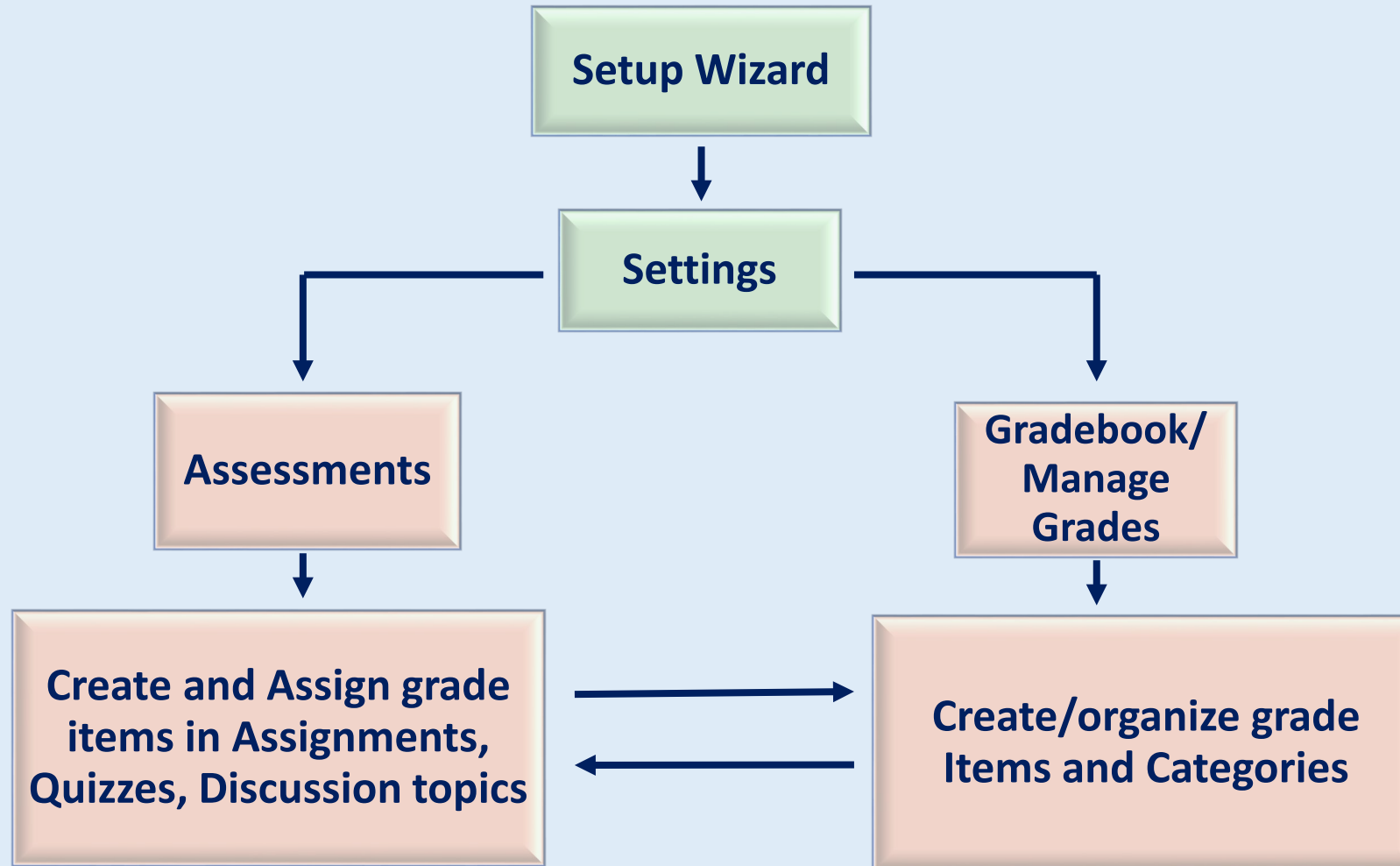
- **Adjusted Final Grade**:
  - You can manually change the final grade calculation without affecting grade item scores.

- 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

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?