

Creating a Grade Book Grade Category. Grade Item. Bonus Points

Go to the Grades tool. Click the **Manage Grades** link at the top of the page.

The screenshot shows the 'Manage Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades' (highlighted with a red box), 'Schemes', and 'Setup Wizard'. Below the tabs are buttons for 'New' and 'More Actions'. A 'Note' section contains three bullet points about grade calculations. Below the note is a table with columns: 'Grade Item', 'Type', 'Association', 'Max. Points', and 'Weight'. The table lists various items like 'Assignments', 'Quizzes', and 'Quiz' with their respective weights and point values. Callouts 'Grade Category' and 'Grade Items' point to the 'Assignments' and 'Assignment 2 - PPT' rows respectively.

Grade Item	Type	Association	Max. Points	Weight
Assignments				35
Assignment 1 - Word	Numeric	Dropbox	100	25
Assignment 2 - PPT	Numeric	Dropbox	100	25
Assignment 3 - Excel	Numeric	Dropbox	100	25
Assignment 4 - Access	Numeric	Dropbox	100	25
Assignment 1	Numeric	Dropbox	100	10
Quizzes				10
Quiz 1	Numeric	Quizzes	10	4.4
Quiz 2	Numeric	Quizzes	15	6.7
Quiz 3	Numeric	Quizzes	15	6.7

On this page, you can **organize your grade book** by creating grade **categories** and **items**.

CREATING A GRADE CATEGORY

Grade **categories** are organizational elements within the grade book. Using categories you can:

- Group similar grade items together (assignments, quizzes, discussions, etc.).
- Distribute points/weights evenly across grade items
- See how much a set of grade items contribute to the final grade
- Easily drop the highest or lowest grade values within a category.

The screenshot shows the 'Manage Grades' interface with the 'New' dropdown menu open. The 'New' button is highlighted with a red box, and the 'Category' option in the dropdown is also highlighted with a red box. The background shows the same table as the previous screenshot.

NOTE: If you are using a **weighted** grade system, **categories can be extremely** helpful while you building your grade book.

To create a category, click the **New** tab and select Category:

1. On the **Properties** tab:
 - Enter a Name for the category.

New Category

Properties
Restrictions

General

Name *

Short Name

> Show Description

Grading

Weight

Allow category grade to exceed category weight

Distribution

Manually assign weight to items in the category

Distribute weights by points across all items in the category

Distribute weight evenly across all items

Number of highest non-bonus items to drop for each user

Number of lowest non-bonus items to drop for each user

Display Options

> Show Display Options

Save and Close
Save and New
Save
Cancel

- You may also choose to give your category a Short Name (optional).
- You may choose to enter a description for the category. To do so, click Show Description to expand it. If you would like students to see the description, you need to check “Allow users to view description”.
- If you use the **Pointed** system:
 - In the Grading area, you can allow students to earn more points than are assigned: check the Can Exceed box
 - If you choose to distribute points evenly across items, enter the number of points each item will be worth
 - Distributing points evenly throughout the category allows you to drop the highest and/or lowest grades. Simply enter the number of items you would like to drop in the appropriate boxes
 - Expand Show Display Options to choose whether or not to display class average and grade distribution to users
 - Click **Save** or **Save and New** if you want to create multiple categories.
- If you use the **Weighted** system:
 - In the Grading area, assign a weight to the category that contribute to the final grade
 - You can allow category to exceed its weight: check the “Allow...” box
 - Working with **Distribution**:
 - You can manually assign weight to items in the category
 - Or you can choose to distribute weights by points across all items in the category
 - Or you can distribute weight evenly across all items in order to drop the highest and/or lowest grades. Simply enter the number of items to drop in the appropriate boxes
 - Expand Show Display Options to choose whether or not to display class average and grade distribution to students
 - Click Save or Save and New if you want to create multiple categories.

2. Click the second **Restrictions** tab:

- From here, you can make the category always visible or
- Hide it from students
- Or make it visible for a specific date range
- You can display it in Calendar
- You can set up Release Conditions (expand it), for example, reveal it to students only if they visited a specific Content Topic. Click Save.

Edit Category: Assignments

Properties **Restrictions**

General

Visibility

Category is always visible

Hide this category

Category is visible for a specific date range

Has Start Date

1/7/2014 4:46 PM Now
United States - New York

Has End Date

1/14/2014 4:46 PM Now
United States - New York

Display in Calendar

Release Conditions

Hide Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Save and Close Save and New Save Cancel

CREATING A GRADE ITEM

Grade items represent individual course objects such as assignments, quizzes, discussion topics, etc.

They can be created within a category (e.g., Assignments) or exist independently.

Based on grade items, you evaluate your students.

If you are planning to offer, for instance, five course assignments to students, it's recommended to create five grade items in the grade book in order to evaluate each of the assignments and tie these items to the appropriate assignments in the course Dropbox.

Enter Grades **Manage Grades** Schemes Setup

New More Actions

Item

Category

to 115%, not 100%. Verify the total weight

To create a new grade item, under Manage Grades, click the **New** tab and select **Item**:

On the New Item page, you should choose the **Grade Item Type** from the suggested list:

- **Numeric**: This is the most commonly used grade type. The student receives a designated score out of a specified total number of points (e.g.: 8/10).
- **Selectbox**: The student receives a symbol and the associated grade value designated by a course-specific grade scheme (e. g. A+, Poor). To use this grade type, you must first create a **Grade Scheme** (http://gsw.edu/Assets/GaVIEW/files/D2L/Gradebook/Creating_GradeScheme.pdf).
- **Pass/Fail**: The student receives either full or no credit.
- **Formula**: The student's grade is based on a custom formula created by the instructor.

- **Calculated:** The student receives a grade item that is made up of selected grade items (e.g. Assignment 1 + Quiz 1 = Week 1 Grade or Midterm Grade). Look at the tutorial at http://gsw.edu/Assets/GaVIEW/files/D2L/TipsWeek/Calculate_Midterm_Grade.pdf to learn how to calculate a Midterm Grade.
- **Text:** The student receives a text comment that is not calculated in the final grade

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+"

Pass/Fail
Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"

Formula
Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

Calculated
Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$

Text
Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

NOTE: Formula, Text, or Calculated item cannot be included into a category.

When you create a grade item, you set up the General, Grading, and Display Options using the **Properties** tab.

Click on the second **Restrictions** tab to set up item's **visibility** and **Release Conditions**, if you choose to apply any of them.

- If you would like to **hide** the item from students, check the "**Hide this grade item**" radio button
- If you would like to hide a grade category, click the category link in the Grades List, click the Restrictions tab, and select the "**Hide this category**" button. Click Save.

Edit Item: Assignment 1 - Word

Properties **Restrictions** Objectives

General

Visibility

Grade item is always visible

Hide this grade item ←

Grade item is visible for a specific date range

Has Start Date
1/7/2014 4:54 PM United States - New York Now

Has End Date
1/14/2014 4:54 PM United States - New York Now

Display in Calendar

Release Conditions

> Show Release Conditions

Save and Close Save and New Save Cancel

BONUS POINTS

Bonus points on some grade items give a chance to your student to earn some extra points, which can be added to the Final Grade in the grade book.

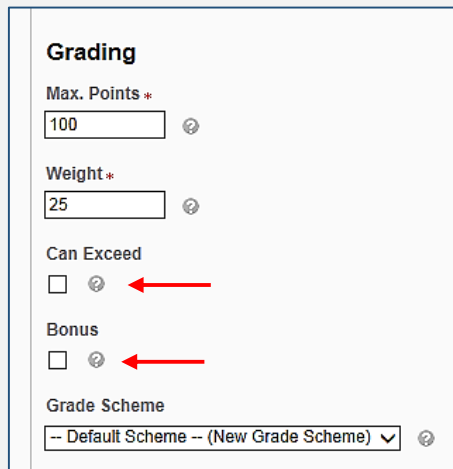
Bonus items are not included in the maximum points for a category or final grade. They are added on top of the calculated grade.

Bonus items cannot make users' grades exceed the maximum points specified, unless the Can Exceed option is selected.

So, select the **Can Exceed** option if you want to allow users' grades to exceed the maximum value specified for the item (e.g. 12/10).

To add a bonus when you create a grade item or edit an existing one:

- Click the **Properties** tab
- On the Edit Item screen, in the Grading area, check the **Bonus** box.
- Check the **Can Exceed** box
- Click **Save**.



Grading

Max. Points *
100

Weight *
25

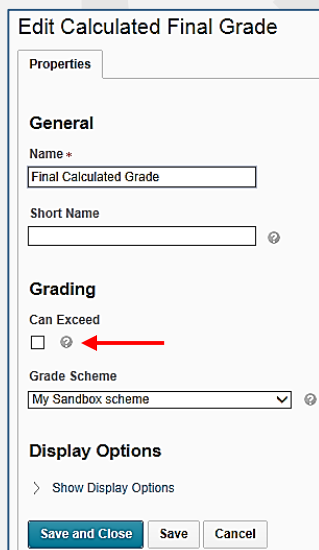
Can Exceed

Bonus

Grade Scheme
-- Default Scheme -- (New Grade Scheme)

NOTE:

- When using grade items with Bonus, you need to allow the **Final Grade** to exceed points/weight.
 - Click the Final Calculated and Final Adjusted Grades in the Manage Grades area and check the Can Exceed box:



Edit Calculated Final Grade

Properties

General

Name *
Final Calculated Grade

Short Name

Grading

Can Exceed

Grade Scheme
My Sandbox scheme

Display Options

> Show Display Options

Save and Close Save Cancel

- If the item with bonus is inside a grade **Category**, you will need to allow the category to exceed points/weight.
 - Click the category link in Manage Grades
 - Check the “**Allow category grade to exceed category weight**” box if you use the **Weighted** system
 - Or check the “**Can Exceed:**” box if you use the **Points** system. Click Save

Edit Category: Assignments

Properties Restrictions

General

Name *

Short Name

> Show Description

Grading

Weight

Allow category grade to exceed category weight

Distribution