

## Grades Tool Guide

### WHAT IS THE GRADES TOOL?

Learners use the Grades tool to check grades on assignments and tests. You can see your individual grades and comments, as well as class averages and feedback. You can also view your final grade and the grade formula used to evaluate you if your grades are released.

Course designers can set up grade books that reflect their approach to evaluation. You control the grading formula used to calculate grades and what projects, assignments, tests, etc. are graded; how grade items are associated with other tools, and when grades are released to users and what information they see.

A grade book is a list of items on which you evaluate users' performance. Grade items can include assignments, tests, discussion posts, participation, and so on. Together, the items in a grade book represent all the work that you evaluate users on in a course.

### WHY USE THE GRADES TOOL?

The Grades tool allows you to create a grade book which:

- Allows you to control the grading formula used to calculate grades.
- Allows you to control what projects, assignments, tests, etc. are graded.
- Allows you to submit feedback and grades to learners.
- Allows you to control when grades are released to users and what information they see.
- Allows learners the opportunity to check their grades on assignments and tests, see class averages and access feedback on their assignments.

Before you set up a grade book in Learning Environment, you should know:

- What grade schemes will you use to evaluate users?
- What grade items do you plan to evaluate users on?
- How much will each grade item should be worth?
- How will you want grade items to be evaluated?
- How do you want to calculate final grades?

### USER STORY

Professor Collins teaches an Advanced English Composition course and that has many small weekly writing assignments. This results in a lot of paperwork returning all those assignments and recording the grades. He uses the Grades tool to collect and communicate how students are performing on their assessments for the course. Sam Sousa is a student in Professor Collins class and appreciates that he view his grades at any time by accessing the Grades tool in his course. He is reassured that he is doing well and feels more relaxed that he is on the right track.

### GRADES TERMINOLOGY


#### Grading System:



Determines how the grade items in your grade book contribute to users' final grades. The three options are: **Weighted** (e.g. 82%); **Points** (e.g. 220/280); **Formula** (custom formula).

#### Grade Items:

Grade items represent all the work that you want to evaluate users on in a course. There are six types you can choose from, but please note that only numeric grade items can be associated with other learning tools like Dropbox or Quizzes.

### FINAL GRADE RELEASED

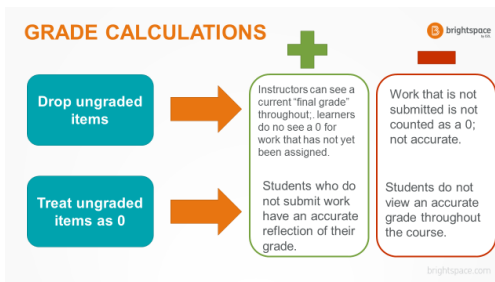


<b>Calculated</b> 	<b>Adjusted</b> 
<ul style="list-style-type: none"><li>• Hands-Off</li><li>• Calculated based on grading formula set up in grade book</li></ul>	<ul style="list-style-type: none"><li>• Hands-On</li><li>• Enables you to modify or adjust a learner's grade before releasing it</li></ul>

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## SETUP WIZARD

When you access the Grades tool, you will be directed immediately to the **Setup Wizard** which takes you through different options for setting up your grade book. If you would like to later change these options, you can do so through the wizard or through **Settings**.



## GRADE SCHEMES

Grade schemes are a way of organizing a user's performance on grade items into levels of achievement.

Ranges

#	Symbol*	Start %*	Colour	Assigned Value %
1	Fail	0	<span style="color: red;">■</span>	0
2	Pass	100	<span style="color: green;">■</span>	100

## MANAGE GRADES

Via the **Manage Grades** page, you can add, edit and delete grade items and categories.

## ENTER GRADES

Use the **Enter Grades** page to enter, import, and export grades for your users. You can switch between the standard view of the grade book and a spreadsheet view that allows you to enter grades directly into the user list.

**Note:** Customize your view of the grade book using **Manage Columns**.

## ASSOCIATING GRADE ITEMS

Grade items must be associated through the activity tool itself, not through the Grades tool. For example, to associate a quiz with a grade item, access the **Assessment tab** of the quiz in question and associate an already created grade item or build a grade item on the fly. Make sure to form these associations before publishing grades.

Grades are transferred in only one direction: From the activity tool (e.g. Dropbox) to the Grades tool. This means that if the score of a dropbox folder is recorded in the Dropbox tool, that score will automatically be recorded in the Grades tool under the associated grade item. If the score was recorded only in the Grades tool (manually via **Enter Grades**), no score would be recorded in the Dropbox tool.

## EFFECTIVE PRACTICES

- Keep grading system simple so students know value of each assignment
- Provide students with regular feedback on how they are doing overall in the course
- Display a running total of what is graded so far by publishing the current calculated final grade
- Restricting the release of grade items you do not want seen by hiding the category or restricting through a availability or release conditions

## RECOVERY OF DELETED GRADE ITEMS

If a grade item is accidentally deleted from Grades, instructors can easily recover the deleted item (and all student grades) themselves by going to the **Event Log**. They can also review improved logs of grade item changes, including deletion and restoring of grade items.

### WANT MORE INFORMATION?

Visit the Brightspace Community

(<https://community.brightspace.com>) or D2L

Resource Centre

(<https://documentation.desire2learn.com>) for videos,

documents and other resources.

## About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform. The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and 13 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies. The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.

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