



Computing Your Six-Week Grades in D2L

1. In D2L, select the course you intend to edit.
2. Select **Grades** on the Navigation bar.

My Home > PHOT 1123-INTRODU...
BRANDON RACZKOSKI
My Home My Calendar FAQ Help Self Registration My Library Log Out Logged in as raczkos 7/8/2015
PHOT 1123-INTRODUCTION TO PHOTOGRAPHY-SEC 001
Course Home Content Discussions Dropbox Quizzes Groups Classlist Grades Surveys Edit Course
News | Calendar |
Welcome to Class x
Photography1123Introduction
Oklahoma State University
Simon Ringsmuth, Instructor
Wednesday, July 8, 2015
Upcoming events
There are no events to display. Create an event.
FERPA and Assigning TAs |
Instructors who add TAs to their classes in D2L are responsible for ensuring the TAs complete Family Educational Rights and Privacy Act training. See the FERPA section of the OSU Registrar website for

3. Within Grades, select **Settings**.

Course Home Content Discussions Dropbox Quizzes Classlist Grades Surveys Edit Course
Enter Grades Manage Grades Schemes Setup Wizard Settings
Import Export More Actions
View By: User Apply Switch to Spreadsheet View
Search For: Show Search Options
20 per page
Final Grades Self-Introduction Weekly Assignments
First Name, Last Name Final Calculated Grade First Name, Last Name Subtotal
NIKESH, PAMU 96 % 100 % 90 % 70 % 100 % NIKESH, PAMU 26 / 30, 86.
VIKAS, SHETKAR 94 % 100 % 100 % 100 % 100 % VIKAS, SHETKAR 30 / 30, 1
NIKHIL KUMAR, MADA SAI 94 % 100 % 90 % 90 % 100 % NIKHIL KUMAR, MADA SAI 28 / 30, 93.
JERIMY, SHERIN 89 % 100 % 100 % 50 % 100 % JERIMY, SHERIN 25 / 30, 83.
ROHIT, SINGH 87 % 100 % 50 % 100 % 100 % ROHIT, SINGH 25 / 30, 83.
20 per page



- Under Personal Display Option, click **Points Grade** option to show total points on Grades screen. Check to make sure you will release either Calculated or Adjusted Grade. Enable **Auto Update**. Click **Save**.

The screenshot shows the 'Personal Display Options' page with a navigation bar at the top containing 'Course Home', 'Content', 'Discussions', 'Dropbox', 'Quizzes', 'Grades', and 'Groups'. The main heading is 'Personal Display Options'. Below it are three tabs: 'Personal Display Options', 'Org Unit Display Options', and 'Calculation Options'. The 'Personal Display Options' tab is active. Under the heading 'Managing View Display Options', there are three sections: 'User Details' with three unchecked checkboxes (Username, Org Defined ID, Email); 'Grade Details' with three checked checkboxes (Points grade, Grade scheme symbol, Grade scheme color); and 'Number of characters to display for text items' with a text input field containing '15'. A yellow circle highlights the 'Points grade' checkbox.

- Select **Repeat calculated final grade at the start of the user list**. Click **Save**.

This screenshot shows a portion of the 'Personal Display Options' page. It features three text input fields: 'Number of columns before user details repeat' with the value '10', 'Number of users before column header repeats' with the value '10', and 'Repeat Final Grades' with two options: 'Repeat calculated final grade at the start of the user list' (checked) and 'Repeat adjusted final grade at the start of the user list' (unchecked). A yellow circle highlights the checked 'Repeat calculated final grade' option. Below this is the 'Start Page' section with a 'Default Grades Area' dropdown menu set to 'Enter Grades'. At the bottom are 'Save' and 'Close' buttons.



6. Click **Calculation Options**.

The screenshot shows the 'Personal Display Options' page. At the top, there is a navigation bar with links: Course Home, Content, Discussions, Dropbox, Quizzes, Grades, and Groups. Below this, the page title is 'Personal Display Options'. There are three tabs: 'Personal Display Options', 'Org Unit Display Options', and 'Calculation Options'. The 'Calculation Options' tab is highlighted with a yellow circle and a mouse cursor. Below the tabs, the section 'Managing View Display Options' is visible, containing 'User Details' (Username, Org Defined ID, Email) and 'Grade Details' (Points grade, Grade scheme symbol).

7. Under Calculation Options, select **Drop Ungraded Items**. Note: Treat Ungraded Items as zero will yield inaccurate results. Make sure to enter zeros for items that should be graded as zero. Next, select **Automatically keep final grades update**, and then click **Save**.

The screenshot shows the 'Calculation Options' page. At the top, it says 'Final Grade: /240 points'. There is a radio button for 'Formula' which is unselected. Below it, text reads: 'Final grade is determined by a custom defined formula. Grade items and categories use the Points system'. The section 'Final Grade Released' has two radio buttons: 'Calculated Final Grade' (unselected) and 'Adjusted Final Grade' (selected). The section 'Grade Calculations' has two radio buttons: 'Drop ungraded items' (selected) and 'Treat ungraded items as 0' (unselected). The section 'Auto Update' has a checked checkbox for 'Automatically keep final grades updated'. At the bottom, there are 'Save' and 'Close' buttons.



8. Four Steps for viewing six-week grades:
 - a. Show points grade
 - b. Repeat calculated grade at start of user list
 - c. Drop ungraded items
 - d. Automatically keep final grades updated.

9. Return to Enter Grades Screen by clicking **Grades**.

The screenshot shows the top navigation bar of the Canvas LMS with the following items: Course Home, Content, Discussions, Dropbox, Quizzes, **Grades** (highlighted with a yellow circle and a mouse cursor), and Groups. Below the navigation bar is the 'Calculation Options' settings page. The page has three tabs: 'Personal Display Options', 'Org Unit Display Options', and 'Calculation Options' (which is active). Under the 'Calculation Options' tab, there is a section titled 'Grading System' with three radio button options: 'Weighted', 'Points' (which is selected), and 'Formula'. Each option includes an 'Example' and a 'Final Grade' calculation. The 'Points' option is selected, showing an example where assignments and a final exam total 240 points. Below the 'Grading System' section is a section titled 'Final Grade Released' with a 'Release' section containing a radio button option for 'Calculated Final Grade'.



10. Screen now shows Final Calculated Grade. Final Calculated Grade also shows total number of points students have received.

Course Home Content Discussions Dropbox Quizzes Grades Groups

Enter Grades Manage Grades Schemes Setup Wizard

Import Export More Actions ▾

View By: User ▾ Apply

Search For: Show Search Options

Email

	Last Name ▲, First Name	Final Grades		Assignments	
		Final Calculated Grade ▾	Assignment1 ▾	Assignment2 ▾	Assig
<input type="checkbox"/>		710.5 / 800, 88.81 %	40 / 40, 100 %	93 / 100, 93 %	168.!
<input type="checkbox"/>		729 / 800, 91.13 %	40 / 40, 100 %	88 / 100, 88 %	177.!
<input type="checkbox"/>		646 / 800, 80.75 %	40 / 40, 100 %	84 / 100, 84 %	!
<input type="checkbox"/>		636.5 / 800, 79.56 %	40 / 40, 100 %	86.5 / 100, 86.5 %	!
<input type="checkbox"/>		773 / 800, 96.63 %	40 / 40, 100 %	95 / 100, 95 %	!
<input type="checkbox"/>		595 / 800, 74.38 %	37 / 40, 92.5 %	90.5 / 100, 90.5 %	185.!
<input type="checkbox"/>		699 / 800, 87.38 %	40 / 40, 100 %	82 / 100, 82 %	1!
<input type="checkbox"/>		710 / 800, 88.75 %	40 / 40, 100 %	88.5 / 100, 88.5 %	191.!
<input type="checkbox"/>		657.5 / 800, 82.19 %	40 / 40, 100 %	88 / 100, 88 %	177.!

11. Sort by Final Calculated Grade to see who is doing well and/or poorly in class.

Enter Grades Manage Grades Schemes Setup Wizard

Import Export More Actions ▾

View By: User ▾ Apply

Search For: Show Search Options

Email

	First Name, Last Name	Final Grades		Assignments	
		Final Calculated Grade ▲ ▾	Assignment1 ▾	Assignment2 ▾	Assig
<input type="checkbox"/>		520.5 / 800, 65.06 %	30 / 40, 75 %	58 / 100, 58 %	184.
<input type="checkbox"/>		523.5 / 800, 65.44 %	40 / 40, 100 %	88.5 / 100, 88.5 %	175.
<input type="checkbox"/>		570 / 800, 71.25 %	40 / 40, 100 %	91.5 / 100, 91.5 %	191.



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You should now know how to use D2L to calculate grades for your students at the six-week semester milestone, how to enable new views in your gradebook to see total points in addition to percentages, and how to sort by total points to see who is not performing well in your class.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.