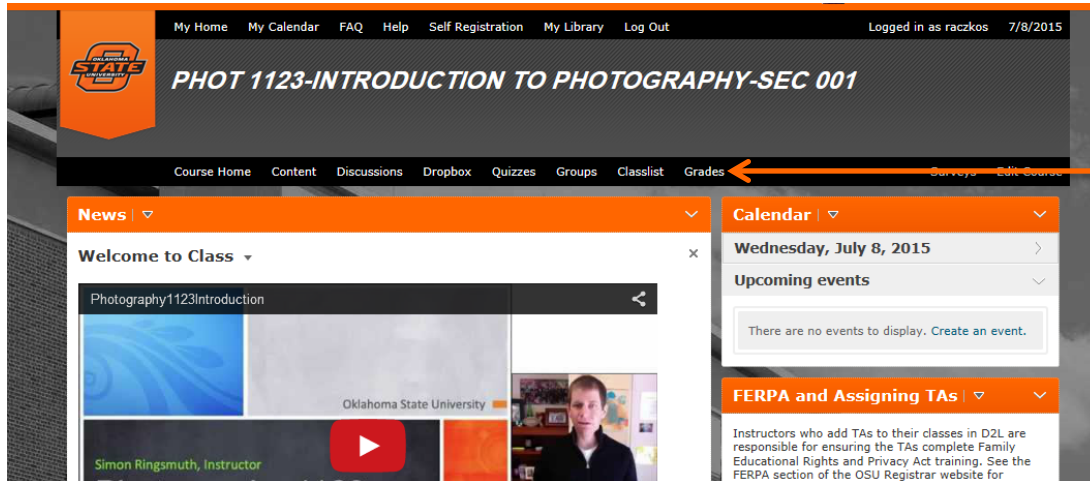


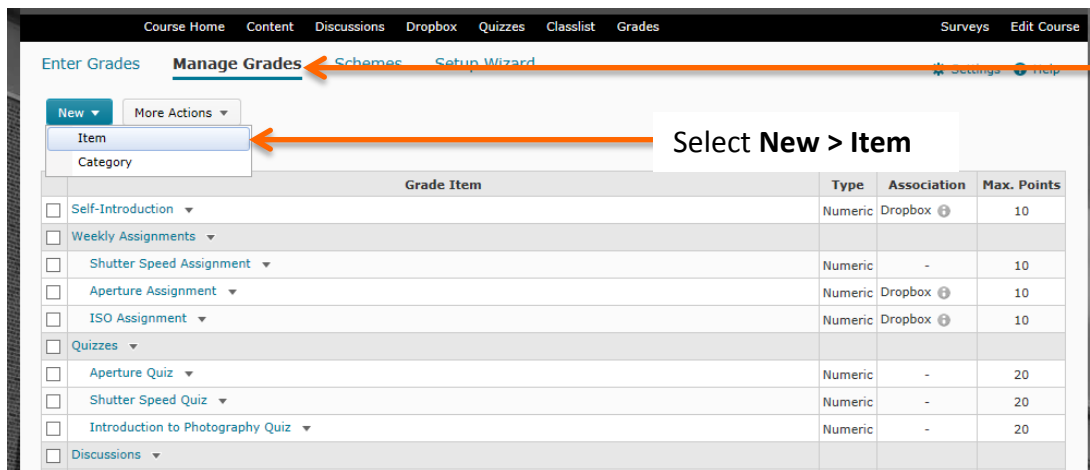


Using A-F Grades in your Gradebook in D2L

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



3. Within Grades, select **Manage Grades** and then select **New > Item**.





- To create a New Item, choose a **Grade Item Type**. For A-F Grades, select **Selectbox**. A custom Scheme must be created first before it can be used with a Selectbox grade item (refer to the Grade Scheme video).

Course Home Content Discussions Dropbox Quizzes Classlist Grades Surveys Edit Course

Manage Grades > New Item

New Item

Choose a Grade Item Type ← Select Grade Item Type

- Numeric**
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10
- Selectbox** ← Choose **Selectbox** for A-F grading scheme
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 / 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"

- Under Selectbox, adjust usual Grade Item parameters. Assign a custom Scheme to the Grade Item. To do this, select **Letter Grade** for A-F Grading. Click **Save and Close**.

Grading

Maximum Points *
10

Bonus

Exclude from Final Grade Calculation

Grade Scheme
Letter Grade ← Select Letter Grade

Rubrics
Add Rubric
No rubrics selected.
[Create Rubric in New Window]

Display Options
> Show Display Options

Save and Close ← Click Save and Close Save and New Save Cancel



6. Check to make sure the changes have been applied. Click the triangle next to the new Grade Item and select **Enter Grades** from the dropdown menu.

The screenshot shows the 'Manage Grades' interface with a table of grade items. The table has columns for 'Grade Item', 'Type', 'Association', and 'Max. Points'. The 'Exam #1' item is highlighted, and its dropdown menu is open, showing 'Enter Grades' as the selected option. An arrow points to this option with the text 'Select Enter Grades'. Another arrow points to the 'Selectbox' type for the 'Reflection' item.

Grade Item	Type	Association	Max. Points
Self-Introduction	Numeric	Dropbox	10
Weekly Assignments			
Shutter Speed Assignment	Numeric	-	10
Aperture Assignment	Numeric	Dropbox	10
ISO Assignment	Numeric	Dropbox	10
Quizzes			
Aperture Quiz	Numeric	-	20
Shutter Speed Quiz	Numeric	-	20
Introduction to Photography Quiz	Numeric	-	20
Discussions			
Week 1: Flowers Discussion	Numeric	Discussions	10
Photo Projects			
Exams			
Exam #1	Numeric		100
Reflection	Selectbox	-	10

7. Select **grade** from drop-down list. Value of each item is provided in the Scheme setup. Click **Save and Close**.

The screenshot shows the 'Grade' interface with a table of students. The table has columns for 'First Name, Last Name', 'Grade', 'Scheme', 'Feedback', and 'Event Log'. The 'Grade' column dropdown menu is open, showing 'None' as the selected option. An arrow points to this option with the text 'Select grade for each student'. Another arrow points to the 'Save and Close' button.

First Name, Last Name	Grade	Scheme	Feedback	Event Log
[Redacted]	None	-	[Feedback Icon]	[Event Log Icon]
[Redacted]	[Grade]	-	[Feedback Icon]	[Event Log Icon]
[Redacted]	[Grade]	-	[Feedback Icon]	[Event Log Icon]
[Redacted]	None	-	[Feedback Icon]	[Event Log Icon]
[Redacted]	None	-	[Feedback Icon]	[Event Log Icon]



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Gradebook now shows letter grades that were entered. Grade settings determine what students see (refer to Student Display Options video).

You should now be able to create a new Grade Item, assign a custom Scheme, and enter A-F Grades via a drop-down Selectbox.

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