



## Working with Calculated Grades in D2L

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

PHOT 1123-INTRODUCTION TO PHOTOGRAPHY-SEC 001

Course Home Content Discussions Dropbox Quizzes Groups Classlist **Grades** Surveys Edit Course

News | Welcome to Class | Photography1123Introduction | Simon Ringsmuth, Instructor

Calendar | 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

Select Grades

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

Enter Grades Manage Grades Schemes Setup Wizard

Import Export More Actions

View By: User Apply Switch to Spreadsheet View

Search For: Show Search Options

20 per page

First Name, Last Name	Final Grades		Weekly Assignments				First Name, Last Name	Weekly Assignment Subtotal
	Final Calculated Grade	Self-Introduction	Shutter Speed Assignment	Aperture Assignment	ISO			
JERIMY, SHERIN	89 %	100 %	100 %	100 %	50 %	100 %	JERIMY, SHERIN	25 / 30, 8
NIKESH, PAMU	96 %	100 %	100 %	90 %	70 %	100 %	NIKESH, PAMU	26 / 30, 8
NIKHIL KUMAR, MADA SAI	94 %	100 %	100 %	90 %	90 %	100 %	NIKHIL KUMAR, MADA SAI	28 / 30, 9
ROHIT, SINGH	87 %	100 %	100 %	50 %	100 %	100 %	ROHIT, SINGH	25 / 30, 8
VIKAS, SHETKAR	94 %	100 %	100 %	100 %	100 %	100 %	VIKAS, SHETKAR	30 / 30,

20 per page

Select Settings



4. Select **Calculation Options** and the select **Calculated Final Grade**. Decide how to calculate ungraded items in your gradebook. Un-check **Auto Update**. Click **Save**.

Course Home Content Discussions Dropbox Quizzes Classlist Grades Surveys Edit Course

### Calculation Options

**Personal Display Options** **Org Unit Display Options** Calculation Options

#### Grading System

Grading System

Weighted

**Example:**  
Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)  
Final Grade: /100%

Points

**Example:**  
Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)  
Final Grade: /240 points

Formula

Final grade is determined by a custom defined formula  
Grade items and categories use the Points system

#### Final Grade Released

Release

Calculated Final Grade

Adjusted Final Grade

#### Grade Calculations

Ungraded Items

Drop ungraded items

Treat ungraded items as 0

Auto Update

Automatically keep final grades updated

**Save** **Close**

Select Calculation Options

Select Calculated Final Grade

Un-check Auto Update

Click Save

5. Select **Grades**. Click triangle next to a grade item to enter grades. Select **Grade All**.

Course Home Content Discussions Dropbox Quizzes Classlist Grades

### Enter Grades

Manage Grades Schemes Setup Wizard

Import Export More Actions

View By: User Apply

Search For: Show Search Options

20 per page

First Name, Last Name	Final Grades	Self-Introduction	Weekly Assignments	First Name, Last Name	Weekly Assignmen
JERIMY, SHERIN	89 %	100 %	100 %	NIKHIL KUMAR, MADA SAI	25 / 30, 8
NIKESH, PAMU	96 %	100 %	100 %	NIKHIL KUMAR, MADA SAI	26 / 30, 8
NIKHIL KUMAR, MADA SAI	94 %	100 %	90 %	ROHIT, SINGH	28 / 30, 9
ROHIT, SINGH	87 %	100 %	50 %	ROHIT, SINGH	25 / 30, 8
VIKAS, SHETKAR	94 %	100 %	100 %	VIKAS, SHETKAR	30 / 30,

Select Grades

Select Grade All



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. Click **Save and Close**.

The screenshot shows a grade entry interface with a table of student records. Each row has a checkbox, a name field, a submission field, a grade input field (e.g., 10 / 10), a scheme (100%), a feedback icon, and an event log icon. Below the table are buttons for 'Save and Close', 'Save', and 'Cancel'. An orange arrow points to the 'Enter Grades' button, and another orange arrow points to the 'Save and Close' button.

7. You will see that **Final Calculated Grade** has not been updated. Calculator icon indicates calculated grade is out of date.

The screenshot shows a course grades page with a table of student records. The table has columns for 'First Name, Last Name', 'Final Grades', 'Self-Introduction', 'Weekly Assignments', and 'Subtotal'. The 'Final Grades' column has a dropdown menu for 'Final Calculated Grade'. An orange arrow points to the 'Final Calculated Grade' column, and a text box says 'Final Calculated Grade has not been updated'. The 'Subtotal' column shows the total score for each student (e.g., 25 / 30, 8).



- To update Final Grade, click the triangle to manually update the calculated grade and select **Grade All**.

Enter Grades | Manage Grades | Schemes | Setup Wizard

Import | Export | More Actions

View By: User | Apply | Switch to Spreadsheet View

Search For: | Show Search Options

20 per page

First Name ▲, Last Name	Final Grades		Self-Introduction	Weekly Assignments				First Name ▲, Last Name	Subtotal
	Final Calculated Grade			Shutter Speed Assignment	Aperture Assignment	ISO			
JERIMY, SHERIN	89 %		Edit	100 %			RIN	25 / 30, 8	
NIKESH, PAMU	96 %		Grade All	90 %			IU	26 / 30, 8	
NIKHIL KUMAR, MADA SAI	94 %		Statistics	90 %	30 %	100 %	NIKHIL KUMAR, MADA SAI	28 / 30, 9	
ROHIT, SINGH	87 %		Event Log	100 %	50 %	100 %	ROHIT, SINGH	25 / 30, 8	
VIKAS, SHETKAR	94 %			100 %	100 %	100 %	VIKAS, SHETKAR	30 / 30,	

- Click Final Grades triangle and choose **Recalculate All**.

Final Grades

Show details and

Users

View By: User | Search For: | Show Search Options

Grade | Clear | Email | Release/Unrelease | 20 per page

First Name ▲, Last Name	Final Calculated Grade		Final Adjusted Grade		Feedback	Release Final Calculated Grade	Event Log
	Grade	Scheme	Grade	Scheme			
JERIMY, SHERIN	89 / 100	89 %	90 / 100	90 %		<input checked="" type="checkbox"/>	
NIKESH, PAMU	96 / 100	96 %	96 / 100	96 %		<input checked="" type="checkbox"/>	
NIKHIL KUMAR, MADA SAI	94 / 100	94 %	94 / 100	94 %		<input checked="" type="checkbox"/>	
ROHIT, SINGH	87 / 100	87 %	87 / 100	87 %		<input checked="" type="checkbox"/>	
VIKAS, SHETKAR	94 / 100	94 %	94 / 100	94 %		<input checked="" type="checkbox"/>	

Save | Cancel



10. Include all Grade Items in Calculated Final Grade. Click **Calculate**.

The screenshot shows a web interface for a course titled 'PHOT 1123'. A modal window titled 'Grade Items Included in Adjusted Final Grade' is open, allowing the user to select which grade items should be included in the final grade calculation. The items listed are:

Grade Item	Type
<input checked="" type="checkbox"/> Self-Introduction	Numeric
<input checked="" type="checkbox"/> Weekly Assignments	
<input checked="" type="checkbox"/> Shutter Speed Assignment	Numeric
<input checked="" type="checkbox"/> Aperture Assignment	Numeric
<input checked="" type="checkbox"/> ISO Assignment	Numeric
<input checked="" type="checkbox"/> Quizzes	
<input checked="" type="checkbox"/> Aperture Quiz	Numeric
<input checked="" type="checkbox"/> Shutter Speed Quiz	Numeric
<input checked="" type="checkbox"/> Introduction to Photography Quiz	Numeric
<input checked="" type="checkbox"/> Discussions	
<input checked="" type="checkbox"/> Week 1: Flowers Discussion	Numeric
<input type="checkbox"/> Photo Projects No Items!	
<input checked="" type="checkbox"/> Exams (Drop 1 lowest)	
<input checked="" type="checkbox"/> Exam #1	Numeric
<input checked="" type="checkbox"/> Reflection	Selectbox
<input checked="" type="checkbox"/>	

At the bottom of the dialog, there are 'Calculate' and 'Cancel' buttons. A red arrow points to the 'Calculate' button with the text 'Click Calculate'.

11. Final Calculated Grade is now current. Select **grades** on the Navigation Bar to view.

You should now be able to set the Calculated Final Grades Option, auto-update calculated grades, and manually update calculated grades.

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