

## Desire2Learn Grades: Tips and Tricks

### La Sierra University

**Only Percentages Show:** Make sure you have selected your desired Grades Scheme. Even after you create your own Grade Scheme, the default will still be selected until you go back to change it in Grades Schemes. If you only see percentages in your Grades List rather than grade symbols or scores, then the D2L Percentage default Grade Scheme is still selected and not your own. To solve the problem do the following:

- Click on **Grades Set Up** and go to **Grade Schemes**.
- Check the box by your desired *personal* **Grade Scheme**.
- Click on **Save**.

**Zeros Everywhere:** Don't check the first box by "Include Non-Graded Items In Calculated Final Grade and Adjusted Grade" at the beginning of the quarter. If you do, all Grade Items with no entered scores will automatically be filled with zeros instead of left empty. This means that students will start out with an F and slowly work their way up to get a better grade as the quarter progresses. However, if you want to have all the empty cells to be filled with zeros at the end of the quarter, then do the following:

- Go to **Grades Setup** and then to **Grade Calculations**.
- Scroll down the page to "Final Grade Calculation."
- Check the box beside "Include Non-Graded Items...."
- **Save** when done.

**Show Scores:** If you want to make sure that you see the actual scores of all Grade Items, be sure to check **Out Of Grade** in Display Options (Personal Display Options). If you check "Show out of grade to students" in the Course Display Options, then the students will also see all of their scores.

**Need Printed Grade Report:** Currently, D2L does not have printer-friendly grade reports for individual students. If you want to show a student her current hard copy grade report, do the following:

- Click on the student's name in **Grades List**.
- Click on the **Preview** icon in the upper right corner.
- Print the report.

**Quick Multiple Score Entries for One Student:** When a student turns in a lot of work at one time and you don't want to click on each Grade Item one at a time to enter just one student's scores, then follow these steps:

- Click on the student's name in **Grades List**.
- Enter scores in the individual **Grade Items**.
- Click **Save** when done.

**Automating the Weighted System:** D2L offers more choices than most of us need including the option of selecting a different weight for a Grade Item than the points are worth. If you want to have D2L automatically weight the scores according to the number of points for the item within the Category, make sure you do the following for each Grade Item:

- Make or open a **Grade Item**.
- Enter the correct number of points: **Out of:** \_\_\_\_
- Enter the same number underneath: **Weight:** \_\_\_\_
- Click **Save** when done.