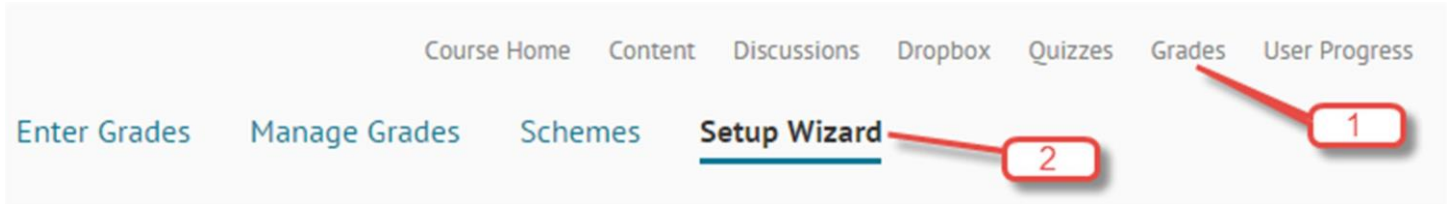


4. Create and configure your gradebook;

Create the gradebook structure using the “Grades Setup Wizard”;

- A. Click on Grades, then Grades Setup Wizard. D2L will show you the current/default settings for your gradebook.



- B. Click Start. You will be presented with a 7-step process for configuring your gradebook. Click the help icon (question mark) next to each of the options for each step to configure the gradebook according to your needs. These are our suggested settings;

1. Step 1; Weighted
2. Step 2; Calculated Final Grade
3. Step 3; Drop ungraded items, Auto keep final grade updated
4. Step 4; Percentage
5. Step 5; Number of decimal places to display 2
6. Step 6; As shown;
7. Step 7; Review summary
8. Click Finish

Step 6 of 7

Step 6: Student View Display Options

Grade Details

- Points grade ?
- Weighted grade ?
- Grade scheme symbol ?
- Grade scheme color ?

Decimals Displayed *

Number of decimal places to display ?

Characters Displayed *

Number of characters to display for Text items ?

Final Grade Calculation

- Display final grade calculation to users ?