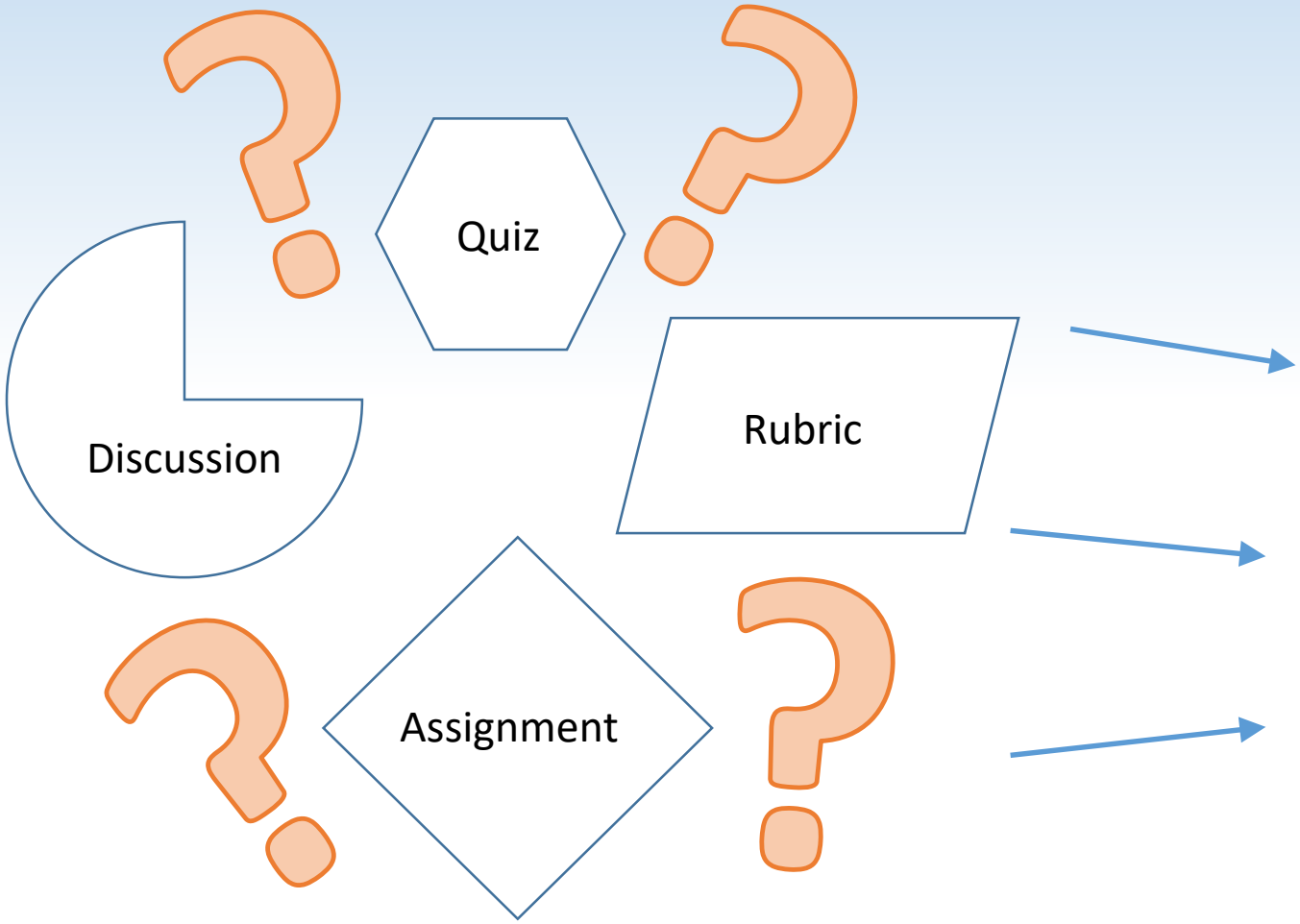
Grades Primer

What is all this “grades” stuff anyway?!



Gradebook

QuizWeek4 #SEA	CaseWeek3	CaseWeek4	CaseWeek7	CaseWeek8	CaseWeek10	Assess3
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -

Gradebook

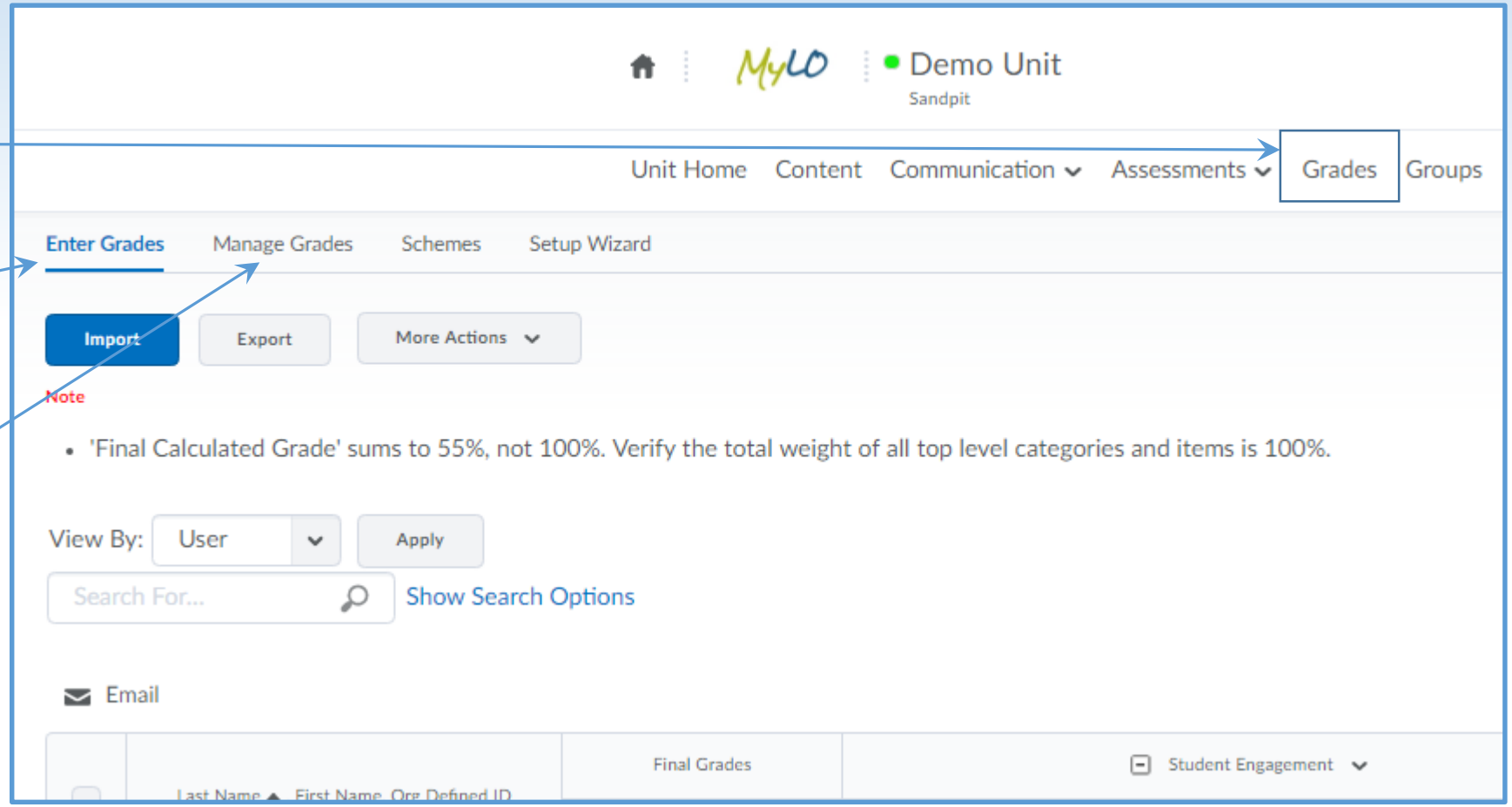
The first two tabs are the only two you need to care about.

Gradebook is on the Toolbar.

Enter Grades shows grades for students, it's where you go to enter them directly.

Manage Grades shows grade items and allows you to edit their settings.

Other 2 tabs are for advanced users.



Gradebook

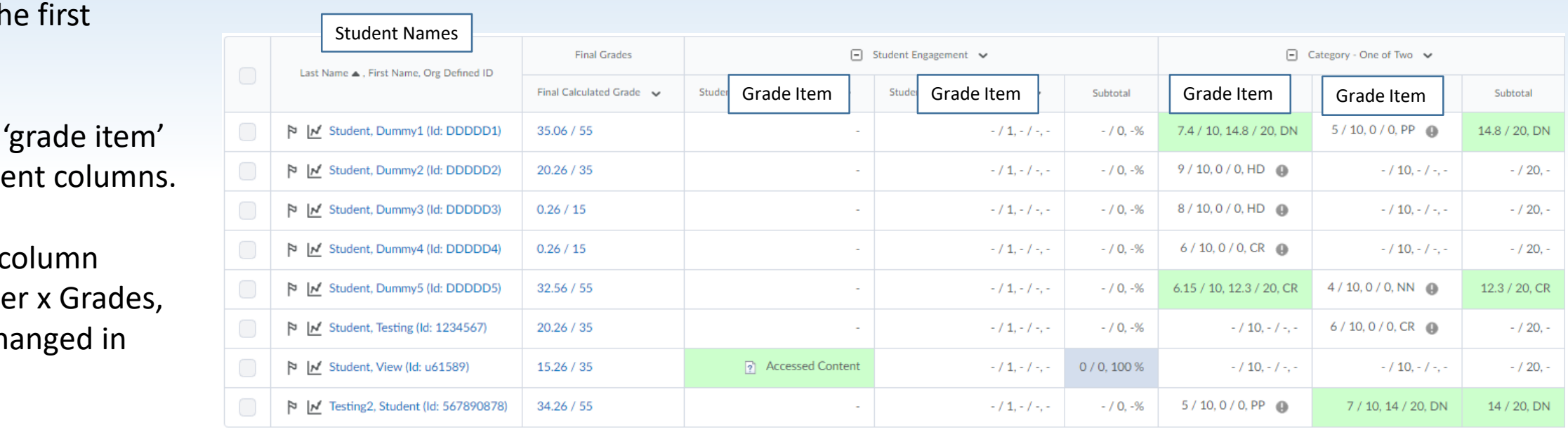
Let’s explore some terminology. This screenshot shows the ‘Enter Grades’ tab.

Student names are shown in the first column.

Then each ‘grade item’ in subsequent columns.

The name column repeats after x Grades, it can be changed in settings.

You’ll need to scroll to the right to see all of the grades.



Last Name ▲, First Name, Org Defined ID	Final Grades	Student Engagement			Category - One of Two		
	Final Calculated Grade	Stude	Stude	Subtotal			Subtotal
Student, Dummy1 (Id: DDDDD1)	35.06 / 55	-	- / 1, - / -, -	- / 0, -%	7.4 / 10, 14.8 / 20, DN	5 / 10, 0 / 0, PP	14.8 / 20, DN
Student, Dummy2 (Id: DDDDD2)	20.26 / 35	-	- / 1, - / -, -	- / 0, -%	9 / 10, 0 / 0, HD	- / 10, - / -, -	- / 20, -
Student, Dummy3 (Id: DDDDD3)	0.26 / 15	-	- / 1, - / -, -	- / 0, -%	8 / 10, 0 / 0, HD	- / 10, - / -, -	- / 20, -
Student, Dummy4 (Id: DDDDD4)	0.26 / 15	-	- / 1, - / -, -	- / 0, -%	6 / 10, 0 / 0, CR	- / 10, - / -, -	- / 20, -
Student, Dummy5 (Id: DDDDD5)	32.56 / 55	-	- / 1, - / -, -	- / 0, -%	6.15 / 10, 12.3 / 20, CR	4 / 10, 0 / 0, NN	12.3 / 20, CR
Student, Testing (Id: 1234567)	20.26 / 35	-	- / 1, - / -, -	- / 0, -%	- / 10, - / -, -	6 / 10, 0 / 0, CR	- / 20, -
Student, View (Id: u61589)	15.26 / 35	Accessed Content	- / 1, - / -, -	0 / 0, 100 %	- / 10, - / -, -	- / 10, - / -, -	- / 20, -
Testing2, Student (Id: 567890878)	34.26 / 55	-	- / 1, - / -, -	- / 0, -%	5 / 10, 0 / 0, PP	7 / 10, 14 / 20, DN	14 / 20, DN

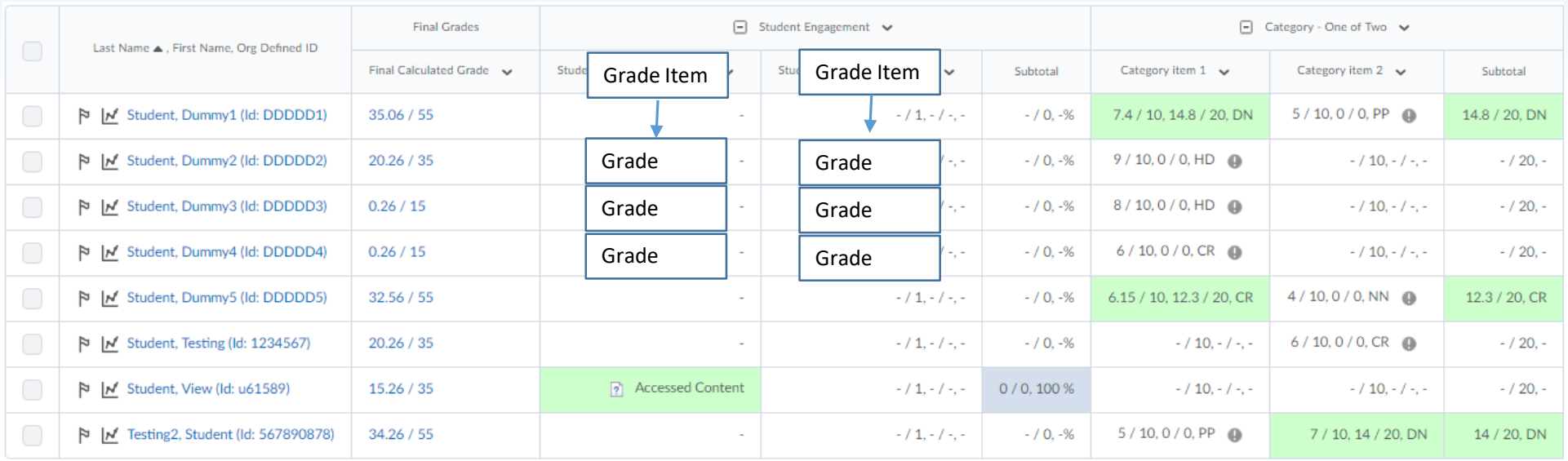
Gradebook

Terminology

Grade Items are represented by a column in the gradebook.

They contain a ‘Grade’ entry for each student.

Each student only ever sees their own grades.



Last Name ▲, First Name, Org Defined ID	Final Grades	Student Engagement			Category - One of Two		
	Final Calculated Grade	Stude	Stu	Subtotal	Category item 1	Category item 2	Subtotal
Student, Dummy1 (Id: DDDDD1)	35.06 / 55	-	- / 1, - / -, -	- / 0, -%	7.4 / 10, 14.8 / 20, DN	5 / 10, 0 / 0, PP	14.8 / 20, DN
Student, Dummy2 (Id: DDDDD2)	20.26 / 35	-	/ -, -	- / 0, -%	9 / 10, 0 / 0, HD	- / 10, - / -, -	- / 20, -
Student, Dummy3 (Id: DDDDD3)	0.26 / 15	-	/ -, -	- / 0, -%	8 / 10, 0 / 0, HD	- / 10, - / -, -	- / 20, -
Student, Dummy4 (Id: DDDDD4)	0.26 / 15	-	/ -, -	- / 0, -%	6 / 10, 0 / 0, CR	- / 10, - / -, -	- / 20, -
Student, Dummy5 (Id: DDDDD5)	32.56 / 55	-	- / 1, - / -, -	- / 0, -%	6.15 / 10, 12.3 / 20, CR	4 / 10, 0 / 0, NN	12.3 / 20, CR
Student, Testing (Id: 1234567)	20.26 / 35	-	- / 1, - / -, -	- / 0, -%	- / 10, - / -, -	6 / 10, 0 / 0, CR	- / 20, -
Student, View (Id: u61589)	15.26 / 35	Accessed Content	- / 1, - / -, -	0 / 0, 100 %	- / 10, - / -, -	- / 10, - / -, -	- / 20, -
Testing2, Student (Id: 567890878)	34.26 / 55	-	- / 1, - / -, -	- / 0, -%	5 / 10, 0 / 0, PP	7 / 10, 14 / 20, DN	14 / 20, DN

Grade items can be of many types but the most common by far is the “Numeric” grade item. Essentially it is just a number.

Gradebook

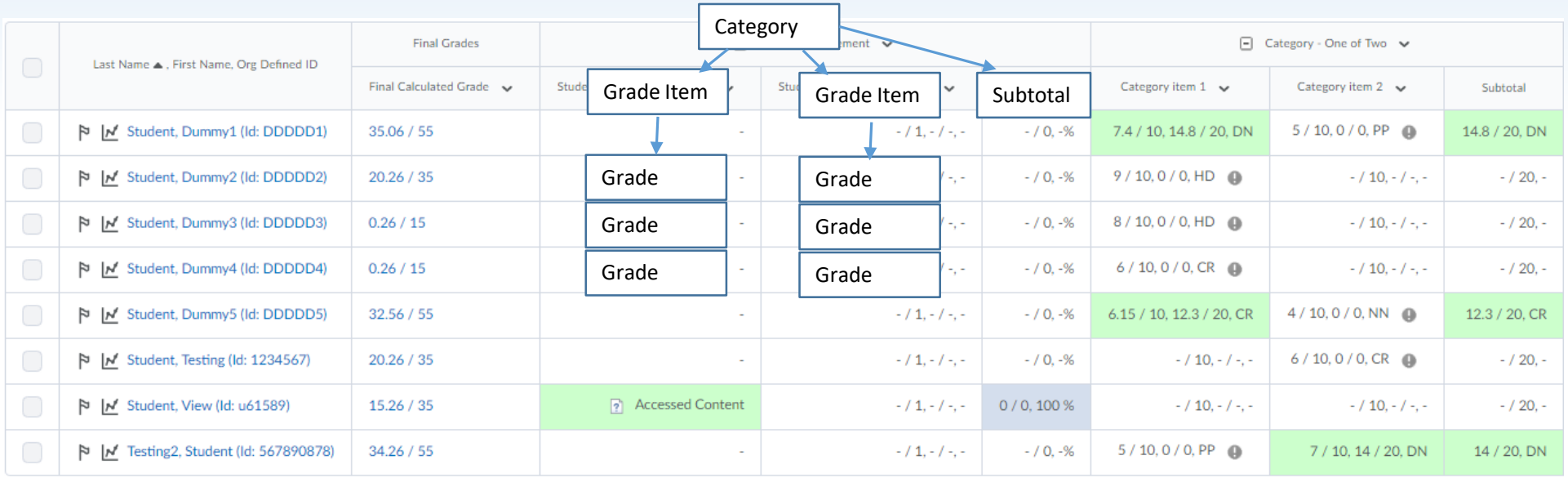
Terminology

Categories are “Groups” of grade items.

They calculate a “subtotal” automatically.

You can hide/show categories while still showing the grade items inside.

Categories are useful but *Optional.*



Last Name ▲, First Name, Org Defined ID	Final Grades				Category - One of Two		
	Final Calculated Grade	Stude	Stu ment		Category item 1	Category item 2	Subtotal
Student, Dummy1 (Id: DDDDD1)	35.06 / 55	-	- / 1, - / -, -	- / 0, -%	7.4 / 10, 14.8 / 20, DN	5 / 10, 0 / 0, PP	14.8 / 20, DN
Student, Dummy2 (Id: DDDDD2)	20.26 / 35	-	-, -	- / 0, -%	9 / 10, 0 / 0, HD	- / 10, - / -, -	- / 20, -
Student, Dummy3 (Id: DDDDD3)	0.26 / 15	-	-, -	- / 0, -%	8 / 10, 0 / 0, HD	- / 10, - / -, -	- / 20, -
Student, Dummy4 (Id: DDDDD4)	0.26 / 15	-	-, -	- / 0, -%	6 / 10, 0 / 0, CR	- / 10, - / -, -	- / 20, -
Student, Dummy5 (Id: DDDDD5)	32.56 / 55	-	- / 1, - / -, -	- / 0, -%	6.15 / 10, 12.3 / 20, CR	4 / 10, 0 / 0, NN	12.3 / 20, CR
Student, Testing (Id: 1234567)	20.26 / 35	-	- / 1, - / -, -	- / 0, -%	- / 10, - / -, -	6 / 10, 0 / 0, CR	- / 20, -
Student, View (Id: u61589)	15.26 / 35	Accessed Content	- / 1, - / -, -	0 / 0, 100 %	- / 10, - / -, -	- / 10, - / -, -	- / 20, -
Testing2, Student (Id: 567890878)	34.26 / 55	-	- / 1, - / -, -	- / 0, -%	5 / 10, 0 / 0, PP	7 / 10, 14 / 20, DN	14 / 20, DN

Gradebook

Points vs Weights!

The default gradebook setup is to use ‘weighted grades’. Each grade has a “points” value and a weighting.
The points value is the mark you enter for each student.
The weighted value is a calculated value based on a percentage of the overall marks for the unit.

For example:

You have a rubric that calculates a mark out of 100. You use this to grade your assignment generating a grade out of 100. The assignment is worth 20% of the mark, so your grade item will be set up out of 100, with a weighting of 20%.
In the Gradebook – you will see the points grade first, then the weighted grade as calculated by the system.

50/100, 10/20

The Basic Points – what did you mark them out of?

Often set to 100 if using a ‘Rubric’.

Weighted Grade – what’s it worth overall?

Will calculate automatically for each grade.

Weight can be changed after grading, it will recalculate.

Gradebook

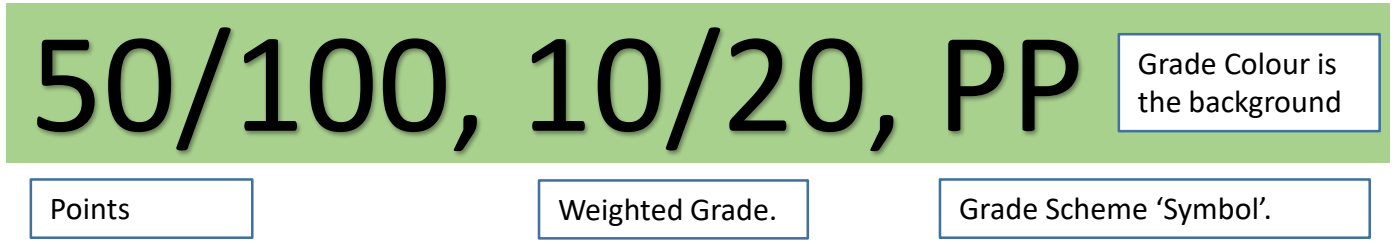
Grade Scheme and Grade Colour

Grade items may also show the ‘Grade Scheme’ in the Gradebook, and the Grade Colour.
These options can be turned on or off for both you and/or students.

Grade Scheme is a symbol (usually text) representing a ‘range’ of grades or a set grade value. For example you could have a scheme set up where each possible value for a grade is represented by a different word.

The **Default** Grade Scheme is the standard UTAS grades. (HD, DN CR etc) which represent a range of values for each ‘symbol’ (ie, any grade between 100% and 79% will show as ‘HD’).

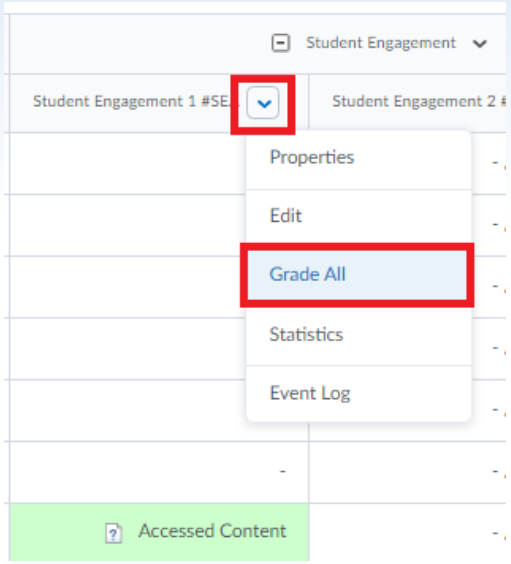
The grade ‘Colour’ works like the Grade Scheme – but will be displayed as the colour of the ‘cell’ in the gradebook. The default shows as green for any grade above a ‘fail’ and red for any grade below ‘fail’.



Entering Grades

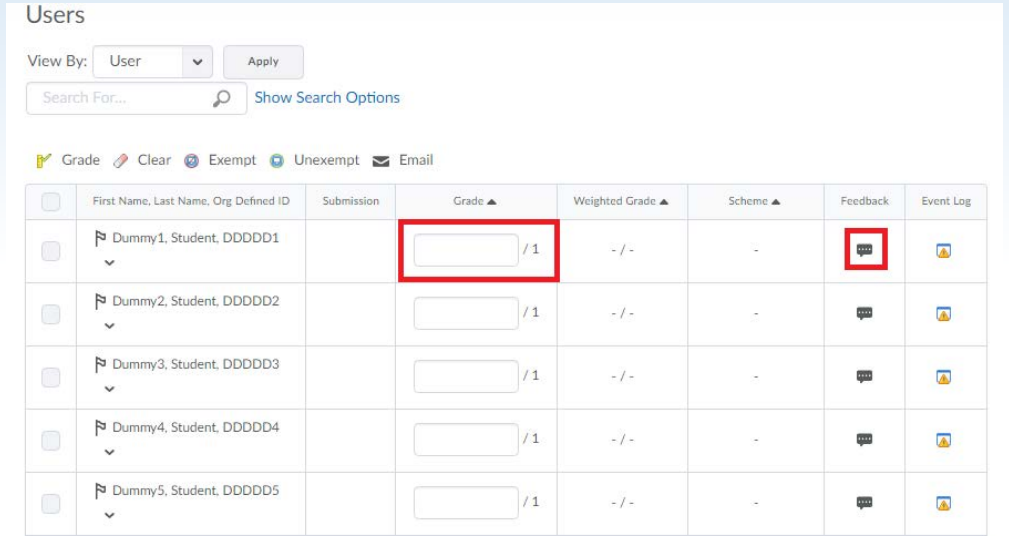
You can enter a grade directly into the Gradebook

Go to ‘Enter Grades’ and click the [v] icon for the grade you want to enter. From the menu choose” Grade All”.



Alternatively – in ‘Enter Grades’ click ‘Switch to Spreadsheet view’ to make all grades ‘editable’, type into any field to alter/add a grade.

The grade will be shown with the list of students with a place to type the grade, and any feedback (optional).



Whichever way you enter grades – Remember to SAVE! Save each page before going to the next page. Save before leaving the tool or switching back to ‘Standard View’.

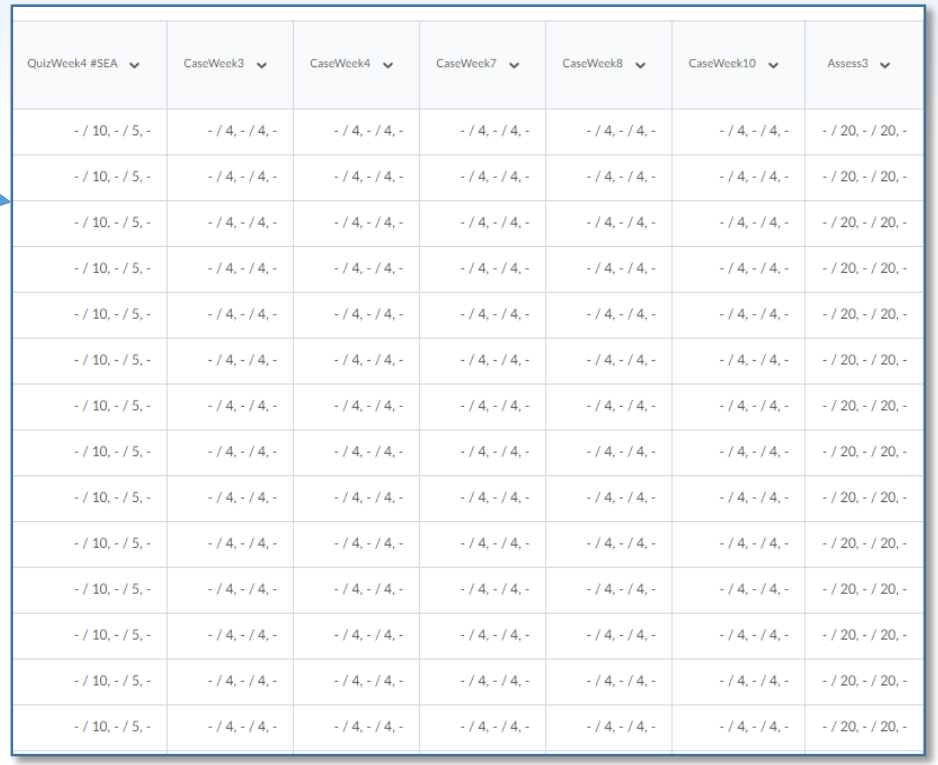
Once saved the result is visible to students – unless you hide the grade item first, or set a date at which it will become visible. See help links at the end of this document for more info.

Entering Grades

"Activities" can enter a grade to the gradebook.

Quiz

Gradebook



QuizWeek4 #SEA	CaseWeek3	CaseWeek4	CaseWeek7	CaseWeek8	CaseWeek10	Assess3
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -

An individual Quiz can be linked to a Grade Item.

The Quiz can send the student's score to that grade item automatically, if set up to do so.

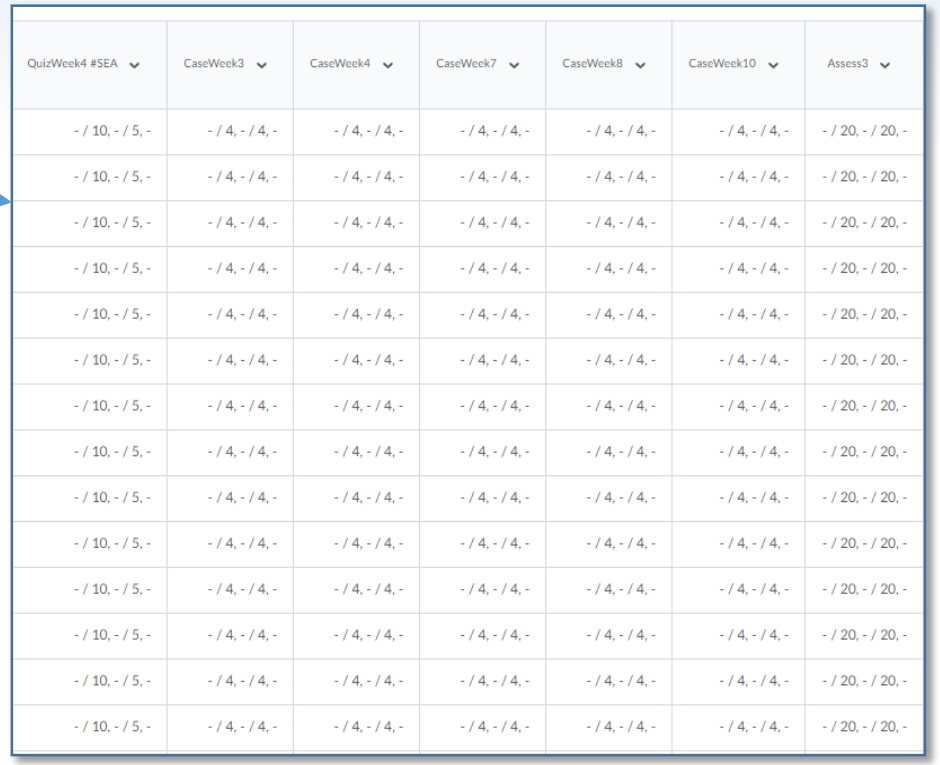
You can also set up the quiz so the grade is not automatically sent if you are marking questions manually, but then send in bulk from the quiz tool once marked.

Entering Grades

"Activities" can enter a grade to the gradebook.

Assignment

Gradebook



QuizWeek4 #SEA	CaseWeek3	CaseWeek4	CaseWeek7	CaseWeek8	CaseWeek10	Assess3
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -

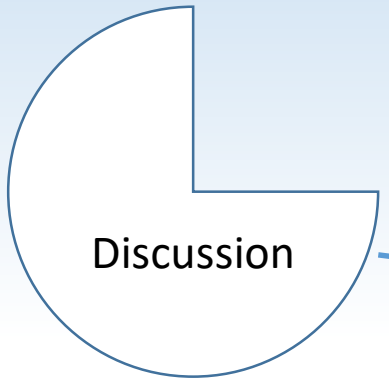
An Assignment can be linked to a Grade Item.

The Assignment will send the grade to the Grade item once the 'assignment submission' is set to 'Published'.

Group assignments will send the same grade score to each member of a group when marked and set as 'Published'.

Entering Grades

"Activities" can enter a grade to the gradebook.



A Discussion Topic can be linked to a Grade Item.

The topic can be graded from within the discussion tool.

It will send the grade to the gradebook when the "Publish to Grades" option is checked.

Gradebook

QuizWeek4 #SEA	CaseWeek3	CaseWeek4	CaseWeek7	CaseWeek8	CaseWeek10	Assess3
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
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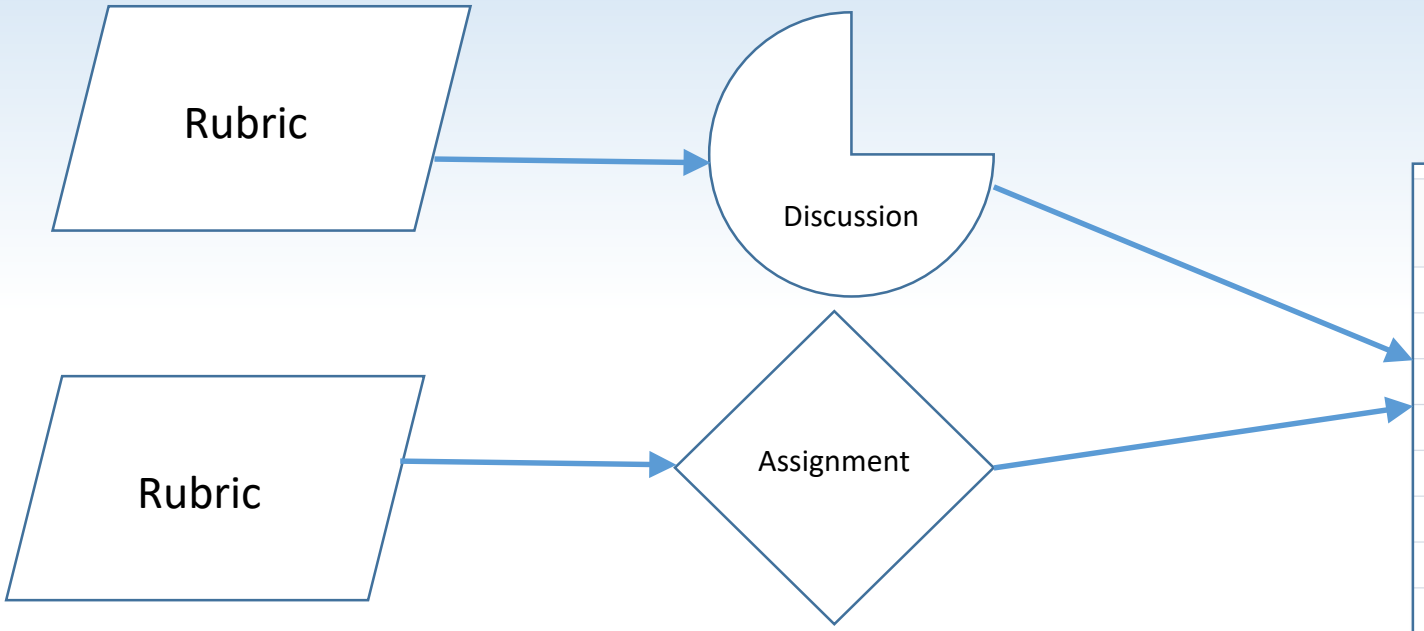
Entering Grades

Rubrics are a way of calculating a grade.



Gradebook

QuizWeek4 #SEA	CaseWeek3	CaseWeek4	CaseWeek7	CaseWeek8	CaseWeek10	Assess3
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
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Rubrics are a tool that calculate a score. They can be associated with almost any activity – when you associate a rubric with an activity the activity itself is what controls when the grade is sent.
(eg when an assignment is graded using a rubric, the submission still has to be set to ‘published’ for the grade to be sent to the gradebook).

Entering Grades

Rubrics are a way of calculating a grade.

Just to complicate matters, you can also associate a rubric directly to a Grade Item.

You then mark using the “Grade All” option covered earlier.

The rubric appears as one of the options.

Gradebook

QuizWeek4 #SEA	CaseWeek3	CaseWeek4	CaseWeek7	CaseWeek8	CaseWeek10	Assess3
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
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- / 10, - / 5, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 4, - / 4, -	- / 20, - / 20, -
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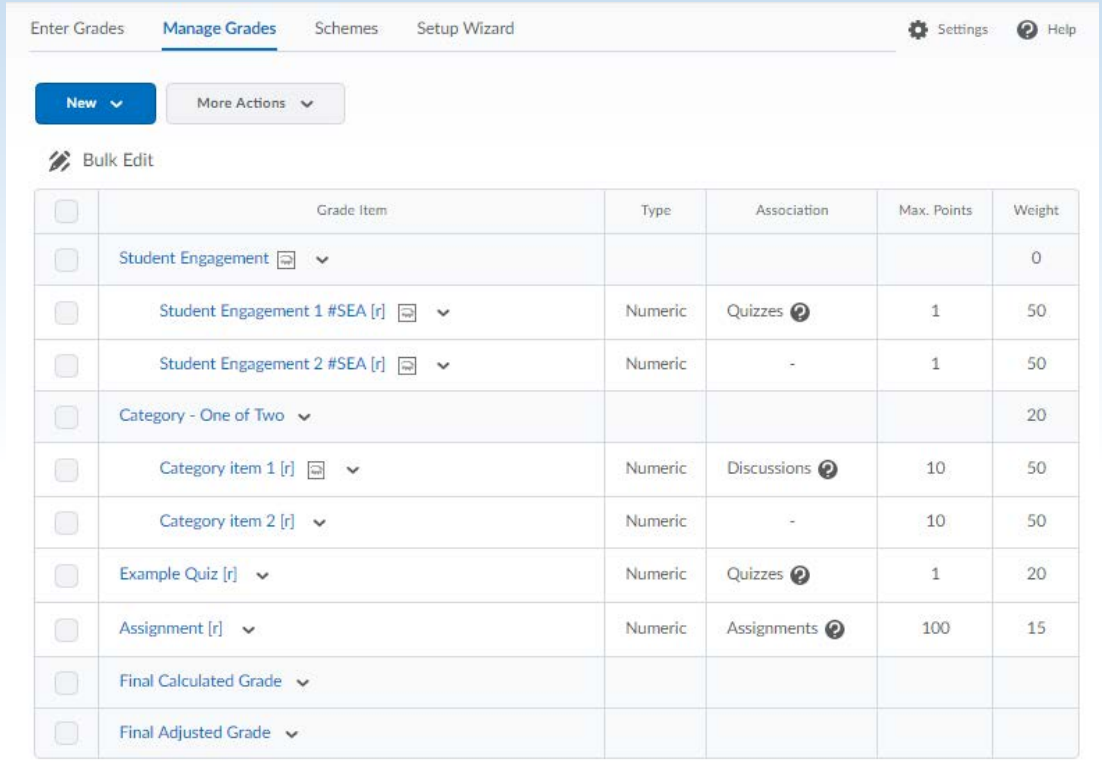
Manage Grades

Lists your grades – you can access settings!



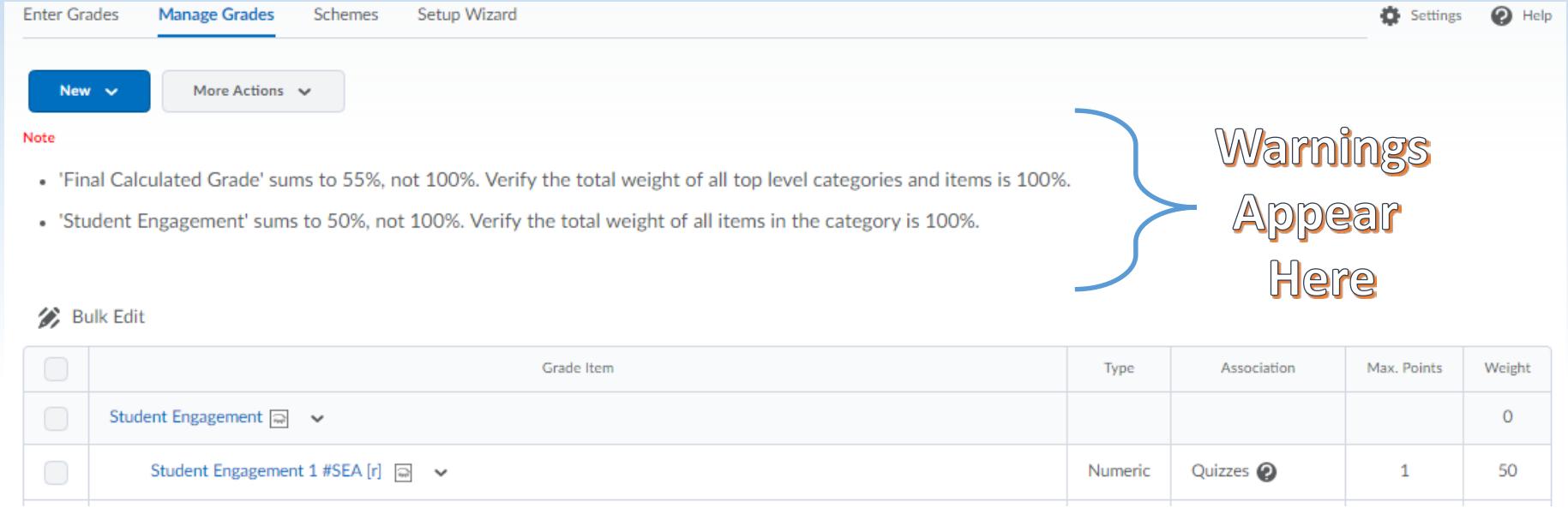
The Manage Grades area allows you to see at a glance all of the grade items.

Click on any grade item or category to see and/or change its settings.

Click ‘New’ then choose ‘item’ for a new grade, or ‘category’ for a new category.

Manage Grades

Wait what's this message saying?!



The gradebook tool was set up in D2L for a simple class without any complicated grade set up.

UTAS units sometime have complicated grade setups by necessity.

D2L sometimes has itself a wee whine about how you're doing things if you have a complex setup because it doesn't understand. Sometimes the message warns you when there's a legitimate error. Sometimes you can just ignore it. If you're worried – ask your Ed-Tech what the message means and if it's a problem.

Grades

The Best Bet, however, is Keep It Simple!

All said and done when designing your grade setup your best bet for ease of use is to keep it as simple and obvious as possible.

Give your grades descriptive names.

Simplify the setup such that students only see the data relevant to them.

If you're confused – they're probably double confused!

Make sure you keep an eye on your grade book over the semester to pick up on key issues (ie, grades missing, weights not correct etc).

Ensure the grades are ACCURATE before they are sent to the exams office. Any inaccuracies due to weighting systems issues or missing grades are entirely your responsibility to spot and fix. Double check calculations if they don't look right you may need to contact ed-techs in your school/faculty/college/society/hub/cult or whatever we're calling organisational structures at the time you read this. "They're called blancmanges now".

Basic Help

These links will provide some starter guides for working with grades.

How to: Create a Numerical Grade Item.

How to: Hide a grade item from students, or you can give a grade item a date at which it will be visible.

How to: Make a grade item only visible to a certain cohort/group of students.

How to: Choose what ‘elements’ of a grade are visible to students.

How to: Organise the Gradebook to show only certain ‘Groups’ of students if necessary, including the ‘Grade All’ screen.

You can import grades into the gradebook IF you have a CSV file that is set up in a specific way. This is somewhat more advanced, so it is not recommended unless you have a specific reason.