Grades Setup Wizard

The following settings affect the content and functionality of grading in D2L. To ensure that you record and submit your grades properly, make the following setting selections.

**Step 1:** In the D2L **Assessments** dropdown menu, select **Grades**.

**Step 2:** Click **Setup Wizard**. Scroll to the bottom of the page and click **Start**.

**Step 3:** Select **Weighted** as this grading system provides the most latitude in grading options. Click **Continue**.
Step 4: Choose **Adjusted Final Grade** to allow for final grade adjustments, for example, bonus marks. Select **Continue**.

Step 5: Under Grade Calculations, choose **Drop Ungraded Items**. This means that ungraded assignments will be excluded from the final grade. Check **Automatically Keep Final Grade Updated** so a running total of the grade is updated each time a grade is entered. Select **Continue**.

Step 6: Choose **Continuing Education Grading Scheme Rounded** (Mandatory). Select **Continue**.

Step 7: Type **Number of decimal places to display** is 2. Select **Continue**.
Step 8: The Student View Display Options allows instructors to determine how much assessment information is provided to students. Please check the following options:

- **Points grade** (raw score)
- **Weighted grade** (percentage)
- **Grade scheme symbol** (the letter grade associated with the percentage)
- **Grade scheme colour** (the colour associated with that grade)

Do not check **Display final calculation to users** so you can accommodate late assignment submissions or remedial work and because students should be referred to the MyContEd Student Portal for final grades. Select **Continue**.

![Step 6 of 7: Student View Display Options](image)

Step 9: Select **Finish**

![Finish](image)

Now that you have configured the grade book settings, go to the [Set Up an Online Discussion](#) tutorial to set up grade items for the discussion board, or go to the [Set Up a Dropbox](#) tutorial to configure grade items for assignments. If you need to set up a grade item for group assignments, go to the [Set Up Groups](#) tutorial.