

D2L

DESIRE2LEARN

Level 2
10/08/2020
Rachel Rupprecht

Learning Goals

Upon Successful Completion of this workshop, you will be able to:

- Organize the Gradebook
- Create & Manage D2L Discussions
- Create & Grade D2L Assignments
- Associate Assessments with Gradebook items

Gradebook

Organization

Gradebook Organization: Categories

3 **New** ▾ More Actions ▾

4 Item
Category

Grade Item	Type	Association	Max. Points
------------	------	-------------	-------------

Gradebook Organization: Categories

Course Home Content Items Assessments Communication Course Admin Grades

New Category

Properties Restrictions

General

Name *

Short Name

Show Description

Grading

Can Exceed

Exclude from Final Grade Calculation

Distribution

Distribute points across all items

10 Points per item

0 Number of highest non-bonus items to drop for each user

0 Number of lowest non-bonus items to drop for each user

Display Options

Show Display Options

Save and Close

Save and New

Save

Cancel

Enter the Category name.

Information: Can Exceed

Select this option if you want users' grades for the category to be able to exceed the maximum value for the category.
E.g. 22/20

OK

Information: Exclude from Final Grade Calculation

Select this option if you want the grade category to be excluded from final grade calculation.

OK

Information: Distribute points across all items

Select this option if you want all items in the category to be worth the same amount.

OK

Information: Points per item

Enter the value that you want grade items in the category to contribute toward the final grade.

OK

Information: Number of highest non-bonus items to drop for each user

Use this option to drop users' highest grades in the category from their final grade. You can only use this option if all grade items in the category are worth the same amount.

OK

Information: Number of lowest non-bonus items to drop for each user

Use this option to drop users' lowest grades in the category from their final grade. You can only use this option if all grade items in the category are worth the same amount.

OK

Create a Category for each type of assignment.

Gradebook Organization: Categories

New ▾ More Actions ▾

- Item
- Category

Grade Item	Type	Association	Max. Points
------------	------	-------------	-------------

New Item

Choose a Grade Item Type

Numeric

Grade users by assigning a value out of a specified total number of points.

E.g. 8/10

Selectbox

Note: Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.

Grade users by selecting the grade scheme level that best matches their achievement.

E.g. "Very Good" or "B+"

Pass/Fail

Grade users using a simple pass/fail grade scheme.

E.g. "Pass" or "Fail"

Formula

Automatically grade users using a custom formula based on achievement on other grade items.

E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.

$IF\{ MIN\{ [P1.Percent], [P2.Percent] \} < 50, 0, 1$

Calculated

Calculate users' cumulative achievement across multiple grade items.

E.g. Midterm Grade

$A1+A2+Q1+Q2 / Total\ Max.\ Points * 100 = 73\%$

Text

Provide comments in the grade book that are not calculated in the final grade.

E.g. "Course Evaluation Completed"

Gradebook Organization: Items

Most Gradebook items
are "Numeric," but there
are several other options.

Gradebook Organization: Items

New Item

Properties Restrictions Objective

General

Type
Numeric

Name *

Short Name

Category

None [New Category]

Show Description

Grading

Maximum Points *

10

Can Exceed

Bonus

Exclude from Final Grade Calculation

Information: Short Name

Enter a short version of the grade item name (or an abbreviation) to display in the grade book to save space.

OK



Select the appropriate Gradebook Category.

Hide Description

Description

Paragraph B I U Font Family Font Size

Allow users to view grade item description



Information: Maximum Points

Enter the desired maximum grade value.

OK



Information: Can Exceed

Select this option if you want to allow users' grades to exceed the maximum points specified for the item.

OK



Information: Bonus

Bonus items are not included in the maximum points for a category or final grade. They are added on top of the calculated grade. Bonus items cannot make users' grades exceed the maximum points specified, unless the Can Exceed option is selected.

OK



Information: Exclude from Final Grade Calculation

Select this option if you want the grade item to be excluded from final grade calculation.

OK



Gradebook Organization: Items

Grade Scheme

-- Default Scheme -- (Percentage) ▾

Rubrics

Add Rubric

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Display Options

Hide Display Options

Student View

- Display class average to users
- Display grade distribution to users
- Override display options for this item

Show

- Points grade
- Grade scheme symbol
- Grade scheme color

Managing View

- Override display options for this item

Show

- Points grade
- Grade scheme symbol
- Grade scheme color

Save and Close Save and New Save Cancel



Information: Grade Scheme

Grade schemes let you represent users' grades with symbols or labels.
E.g. A,B,C or 4.0, 3.5, 3.0

OK



Information: Display class average to users

Select this option if you want to allow users to see the class average on the item.

OK

Information: Display grade distribution to users

Select this option if you want to allow users to see a graph showing how grades were distributed between different percentiles.

OK

Information: Override display options for this item

Select this option if you want graded users to view grade information for this item differently from other items in the grade book.

OK



Information: Override display options for this item

Select this option if you want to view grade information for this item differently from other items in your grade book.

OK

Activity:

Organize your Gradebook

Assignments

Create an Assignment

Assignments

 Help

New Assignment

- Discussions
- Assignments**
- Quizzes
- Rubrics
- Self Assessments

 Bulk Edit

<input type="checkbox"/>	Assign	New Submissions	Completed	Evaluated	Feedback Published	Due Date 
--------------------------	--------	-----------------	-----------	-----------	--------------------	--

Create an Assignment

[Course Home](#) Content Items ▾ Assessments ▾ Communication ▾ Course Admin Grades

New Assignment

Properties Restrictions Objectives Turnitin®

Name *

Instructions

📺 📷 🔗 Paragraph **B** *I* U [List Icons] Font Famil Font Size [Color Picker]

Attachments

Add Attachment ▾ Record Audio Record Video

Submission, Completion and Categorization

Assignment Type

Individual assignment ⓘ

Group assignment ⓘ

Group Category Final Project Groups ▾

Submission type

File submission ▾

Insert Stuff ✕

- My Computer >
- Course Offering Files >
- Add Video Note >
- Video Note Search >
- YouTube >
- Flickr >
- Insert Link >
- Enter Embed Code >
- Films On Demand >

Cancel

Insert Quicklink ✕

Course Materials

- Announcements >
- Assignments >
- Calendar >
- Chat >
- Checklist >
- Content >
- Course File >
- Discussions >
- External Learning Tools >
- Google Drive >
- OneDrive >
- Online Rooms >
- Quizzes >
- Rubrics >
- Self Assessments >
- Self-Enrollment Groups >
- Surveys >
- Url >

Third Party

- PeerMark Turnitin >

Cancel

Add a File ✕

- My Computer >
- URL >
- Course Offering Files >

Cancel

Create an Assignment (continued)

Files Allowed Per Submission

Unlimited
 One file

Submissions

All submissions are kept
 Only the most recent submission is kept
 Only one submission allowed

Notification Email

Category

No Category [\[New Category\]](#)

Evaluation and Feedback

Score Out Of

Grade Item

None [\[New Grade Item\]](#)

Student View Preview

- / -

Rubrics

[Add Rubric](#)

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Default Scoring Rubric

No default selected

[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)



Information: Notification Email

The email address or comma-separated list of email addresses specified in this field will receive an email message whenever a new submission is uploaded to this folder.

[OK](#)



Information: Score Out Of

If a value is entered, the denominator value for a user's submission score must be a number between 0.01 and 9999999999.

[OK](#)



Information: Default Scoring Rubric

This sets the default rubric used to generate a score for each student as you score each users submissions to the folder. However you can select the rubric to use as a score for an individual student. This only applies when a score is recorded for the folder and multiple points based rubrics are used for evaluation. Text-only rubrics do not show up in this list as they have no points to generate a score.

[OK](#)

Edit Assignment - Test ▾

Properties

Restrictions

Objectives

Turnitin®

Hide from Users

Due Date

Has Due Date

10/15/2020

16:57

Now

United States - New York

Availability

Has Start Date

10/8/2020

12:57

Now

United States - New York

Has End Date

10/15/2020

16:57

Now

United States - New York

Release Conditions

Attach Existing

Create and Attach



Remove All Conditions

There are no conditions attached to this item.

Special Access

- Allow users with special access to submit outside the normal availability dates for this folder
- Allow only users with special access to see this folder

Add Users to Special Access

Save and Close

Save and New

Save

Cancel

Create an Assignment: Restrictions

Due Date: date by which the assignment must be submitted.

Availability: dates during which the assignment is visible to students.




Submit an Assignment: Student View

Course Home Content Items **1** Assessments **1** Communication **1** Grades

2 Assignments

 Help

View History

Assignment	Completion Status	Score	Evaluation Status	Due D
Papers				
3 Rough Draft of Paper 		 90 / 100 - 90 %	Feedback:	Jul 16, 2020
Attachments				
 55623ea4-dc33-4d16-ae3-b99ddf27b251_2020-7-9_1... (432 Bytes)				

Submit an Assignment: Student View

Assignments > Rough Draft of Paper

Rough Draft of Paper

▼ Hide Assignment Information

Turnitin®

This assignment will be submitted to Turnitin®.

Instructions

See the video for instructions!

[Range Rubric](#)

Start Date

Jul 9, 2020 9:00 AM

Due Date

Jul 16, 2020 11:59 AM

Attachments

[55623ea4-dc33-4d16-ae3-b99ddf27b251_2020-7-9_1...](#) (432 Bytes)

Download All Files

▶ Show Rubrics

Submit Assignment

Files to submit *

(0) file(s) to submit

4 After uploading, you must click Submit to complete the submission.

Add a File

Record Audio

Comments

Empty text area for comments with a small icon at the bottom right.

5 Submit

Cancel

Grade an Assignment: Assignment Folder

[Course Home](#) [Content Items](#) [Assessments](#) [Communication](#) [Course Admin](#) [Grades](#)

[Assignments](#) > [Rough Draft of Paper](#) > Submissions

Rough Draft of Paper - Submissions

Edit Assignment

Email Users Without Submissions

Add Feedback Files

Submission Log

Manage Exemptions

Users

Submissions

Search For...



[Show Search Options](#)

Assignments can be accessed—
just with slightly different
views—from either tab.

[Download](#) [Email](#) [Mark as Read](#) [Mark as Unread](#) [Delete](#)

<input type="checkbox"/>	Submission(s)	Turnitin® Similarity	Turnitin® GradeMark®	Submission Date	Last Name ▲, First Name
<input type="checkbox"/>	Rupprecht Paper #1 Rough Draft.docx (18.38 KB)	No Report	No Score	Oct 7, 2020 10:36 82 days late	Rupprecht, Rachel

Click on the title of a
submission to grade it.

20 per page

Grade an Assignment

[← Back to Submissions](#) **Rough Draft of Paper**
Due: 7/16/2020 11:59 • Practice Course: Rachel Rupprecht

[← Back to User Submissions](#)

[↑ Rupprecht Paper #1 Rough Draft.docx](#) (18.38 KB)
By: Rachel Rupprecht Submitted: Oct 7, 2020 10:36 82 days late [Launch Turnitin®](#)

Enter Grades in the Rubric
(if applicable) or via
manually entering a Score.

Rachel Rupprecht
Id: 730.247271D

▷ [Show Assignment Information](#)

▷ [Show Assignment Dates](#)

Evaluation and Feedback

Rubrics

[Range Rubric](#)

Score: 27 / 30 points - 90.00 %

Level achieved: Meets Expectations

Score

/ 100

Grade Item: [Rough Draft](#)

Student View Preview

90 / 100 - 90 % ▾

[Update](#) [Retract](#)

Grade an Assignment (continued)

[Back to Submissions](#) | Rough Draft of Paper
Due: 7/16/2020 11:59 • Practice Course: Rachel Rupprecht

[Back to User Submissions](#)

[Rupprecht Paper #1 Rough Draft.docx](#) (18.38 KB)
By: Rachel Rupprecht Submitted: Oct 7, 2020 10:36 🔒 82 days late [Launch Turnitin®](#)

Score
90 / 100
Grade Item: [Rough Draft](#)

Student View Preview
90 / 100 - 90 %

Feedback

It's evident from the quality of your work that you have worked diligently, carefully, and creatively on this rough draft. Well done! See the rubric and attached video for further feedback.

[Add a File](#) [Record Audio](#) [Record Video](#)

[Sample Assignment Feedback Video.html](#) (428 Bytes)

[Update](#)








[Retract](#)

Grade an Assignment: Rubric

Choose scoring rubric: Range Rubric ▾

Range Rubric

Graded by Rachel Rupprecht

Criteria	Meets Expectations 10 points	Meets Most Expectations: 8-5-9.9 8.5 points	Meets Some Expectations: 7-8.4 7 points	Meets Few Expectations: 5.5-6.9 5.5 points	Score and Feedback
Criterion 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	9 points   
Criterion 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	8 points   
Criterion 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10 points  
Overall Score	Meets Expectations 27 or more	Meets Most Expectations 24 or more	Meets Some Expectations 21 or more	Meets Few Expectations 18 or more	Score and Feedback
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27 points 

Transfer rubric feedback to general feedback for the assignment submission.

Save & Record

Save

Cancel

Grade an Assignment: Gradebook

Course Home Content Items ▾ Assessments ▾ Communication ▾ Course Admin **Grades** ¹

Enter Grades ² Manage Grades Schemes Setup Wizard

Import Export Switch to Spreadsheet View More Actions ▾

View By: User ▾ Apply

Search For... Show Search Options

Email

<input type="checkbox"/>	Last Name ▲, First Name, Username	Final Grades				Papers ▾
		Final Calculated Grade ▾	Rough Draft <input type="checkbox"/>	Final Draft ▾	Paper Proposal ▾	
<input type="checkbox"/>	Highlands, Eric, ehight54 ▾	- / -, -%	- /	%	- / 10, -%	
<input type="checkbox"/>	Rupprecht, Rachel, rrupprec_demo ▾	98 / 110, 89 %	90 / 100	%	- / 10, -%	

50 per page ▾

Icon indicates submission.

3 ▾

- Properties
- Edit
- Enter Grades** ⁴
- View Statistics
- View Event Log

Grade an Assignment: Gradebook

[Course Home](#) [Content Items](#) [Assessments](#) [Communication](#) [Course Admin](#) [Grades](#)

Grade Item: Rough Draft

[Show details and overall feedback](#)

Users

View By:

[Set Grades](#) [Clear Grades](#) [Add Feedback](#) [Exempt](#) [Unexempt](#) [Email](#)

Click on a submission to grade it.

<input type="checkbox"/>	Last Name ▲, First Name, Username	Grade	Scheme	Feedback	Assessment
<input type="checkbox"/>	Highlands, Eric, ehigh154	<input type="text" value=""/> / 100	-%	No feedback provided.	
<input type="checkbox"/>	Rupprecht, Rachel, rruprec_demo	<input type="text" value="90"/> / 100	90%	It's evident from the ...	

50 per page

Or enter grades manually.

Grade an Assignment: Gradebook

[Back to Submissions](#) | Rough Draft of Paper
Due: 7/16/2020 11:59 • Practice Course: Rachel Rupprecht

[Back to User Submissions](#)

[Rupprecht Paper #1 Rough Draft.docx](#) (18.38 KB)
By: Rachel Rupprecht Submitted: Oct 7, 2020 10:36 82 days late [Launch Turnitin®](#)

Score / 100
Grade Item: [Rough Draft](#)

Student View Preview
 90 / 100 - 90 %

Feedback

It's evident from the quality of your work that you have worked diligently, carefully, and creatively on this rough draft. Well done! See the rubric and attached video for further feedback.

[Add a File](#) [Record Audio](#) [Record Video](#)

[Sample Assignment Feedback Video.html](#) (428 Bytes)

[Update](#) [Retract](#)



Feedback: Assignments (Student View)

[Course Home](#) [Content Items](#) [Assessments](#) [Communication](#) [Grades](#)

Assignments

[Help](#)

[View History](#)

Assignment	Completion Status	Score	Evaluation Status	Due
Papers				
<p>Rough Draft of Paper </p> <p>Attachments</p> <p> 55623ea4-dc33-4d16-ae3-b99ddf27b251_2020-7-9_1... (432 Bytes)</p>	2 Submissions, 2 Files	<div><div style="width: 90%;"></div></div> 90 / 100 - 90 %	Feedback: Unread	Jul 16, 2020

Feedback for Rough Draft of Paper

Submission Feedback

Overall Feedback

It's evident from the quality of your work that you have worked diligently, carefully, and creatively on this rough draft. Well done! See the rubric and attached video for further feedback.

Rubric Name: Range Rubric

Criteria	Meets Expectations 10 points	Meets Most Expectations: 8-5-9.9 8.5 points	Meets Some Expectations: 7-8.4 7 points	Meets Few Expectations: 5.5-6.9 5.5 points	Criterion Score
Criterion 1		✓			9 / 10
Criterion 2			✓		8 / 10
Criterion 3	✓				10 / 10

Total	27 / 30
-------	---------

Overall Score

Meets Expectations ✓
27 points minimum

Meets Most Expectations
24 points minimum

Meets Some Expectations
21 points minimum

Meets Few Expectations
18 points minimum

Score

90 / 100 - 90 %

Feedback Date

Oct 7, 2020 10:42 AM

Attached Files

[Sample Assignment Feedback Video.html](#) (428 Bytes)

Download All Files

Assignment

Rough Draft of Paper

Submission ID	Submission(s)	Turnitin® Similarity	Date Submitted
22008260	Rupperecht Paper #1 Rough Draft.docx (18.38 KB)	No Report	Oct 7, 2020 10:36 AM 82 days late

Done

Feedback: Assignments



Feedback: Assignments (Student View)

[Course Home](#) [Content Items](#) [Assessments](#) [Communication](#) [Grades](#)

Assignments

[Help](#)

[View History](#)

Assignment	Completion Status	Score	Evaluation Status	Due
Papers				
Rough Draft of Paper  Attachments  55623ea4-dc33-4d16-ae3-b99ddf27b251_2020-7-9_1... (432 Bytes)	2 Submissions, 2 Files	<div style="display: flex; align-items: center;"><div style="width: 15px; height: 15px; background-color: #808080; border-radius: 50%; margin-right: 5px;"></div> 90 / 100 - 90 %</div>	Feedback: Read	Jul 16, 2020

Feedback: Grades (Student View)


Course Home Content Items ▾ Assessments ▾ Communication ▾ **Grades**

Grades

 Print


Final Calculated Grade

Points

98.33 / 110 

Grade

89.39 %

Grade Item	Points	Grade	Comments and Assessments
Papers		90 %	
Rough Draft	90 / 100	90 %	<p>Individual Feedback</p> <p>Overall Feedback</p> <p>It's evident from the quality of your work that you have worked diligently, carefully, and creatively on this rough draft. Well done! See the rubric and attached video for further feedback.</p> <p> View Graded Rubric</p>

Activity:
Create & Grade an
Assignment

Discussions

Create a Discussion

Navigation bar: Home, **GHC** (Georgia Highlands College), Practice Course: Rachel Rupprecht, Grid, Mail, Chat, Notifications, Rachel Rupprecht profile, Settings.

Course navigation: Course Home, Content Items, **Assessments**, Communication, Course Admin, Grades.

Discussions

Discussions List (underlined), Subscriptions, Actions, Statistics, Settings, Help.

New (highlighted), More Actions

Filter by: Unread, Unapproved, Collapse All Forums

Assessments dropdown menu:

- Discussions** (highlighted)
- Assignments
- Quizzes
- Rubrics
- Self Assessments

Numbered callouts: 1 points to 'Assessments', 2 points to 'Discussions', 3 points to 'New'.

Create a Discussion: Forum

[Course Home](#) [Content Items](#) [Assessments](#) [Communication](#) [Course Admin](#) [Grades](#)

Discussions

[Settings](#)

[Help](#)

[Discussions List](#)

[Subscriptions](#)

[Group and Section Restrictions](#)

[Statistics](#)

New 


More Actions 

New Forum

New Topic

Discussion Organization

- **Forum:** folder
 - **Topic:** prompt
 - **Thread:** response

 [Collapse All Forums](#)

Create a Discussion: Forum

Course Home Content Items ▾ Assessments ▾ Communication ▾ Course Admin Grades

New Forum

Properties

Restrictions

New Forum Details

Title *

Create a new topic in this forum with the same title ?

Description

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, and background color. Below the toolbar is a large text area for the description.

Options

- Allow anonymous posts ?
- A moderator must approve individual posts before they display in the forum ?
- Users must start a thread before they can read and reply to other threads in each topic ?
- Display forum description in topics ?

Save and Close

Save and Add Topic

Save

Cancel

Information: Create a new topic in this forum with the same title

Selecting this option will automatically create a new topic with the same title as the new forum that is created.

OK

Information: Allow anonymous posts

Selecting this option allows users to post anonymously to topics created within this forum. Anonymous posts display with the author "Anonymous" in the thread.

OK

Information: Post Approvals

Selecting this option will require a moderator to approve posts to topics created within this forum before they display to users.

OK

Information: Must Post To Participate

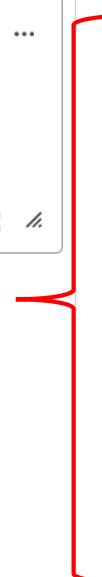
Selecting this option will require a user to start a new thread in a topic before viewing or replying to other threads in that topic in the forum. If this forum requires post approval, users will not be able to view or reply to other threads until their thread is approved.

OK

Information: Show Description in Topics

Selecting this option will display the forum's description in addition to the topic description when viewing a topic

OK



Create a Discussion: Forum

Course Home Content Items ▾ Assessments ▾ Communication ▾ Course Admin Grades

New Forum

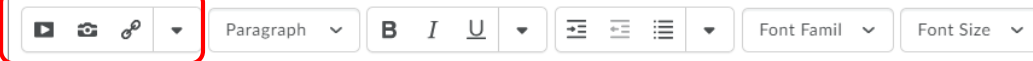
Properties Restrictions

New Forum Details

Title *

Create a new topic in this forum with the same title ?

Description



Options

- Allow anonymous posts ?
- A moderator must approve individual posts before they display in the forum ?
- Users must start a thread before they can read and reply to other threads in each topic ?
- Display forum description in topics ?

Save and Close

Save and Add Topic

Save

Cancel



Insert Stuff

- My Computer
- Course Offering Files
- Add Video Note
- Video Note Search
- YouTube
- Flickr
- Insert Link
- Enter Embed Code
- Films On Demand

Cancel

Insert Quicklink

- Course Materials
 - Announcements
 - Assignments
 - Calendar
 - Chat
 - Checklist
 - Content
 - Course File
 - Discussions
 - External Learning Tools
 - Google Drive
 - OneDrive
 - Online Rooms
 - Quizzes
 - Rubrics
 - Self Assessments
 - Self-Enrollment Groups
 - Surveys
 - Url
- Third Party
 - PeerMark Turnitin

Cancel

Add a File

- My Computer
- URL
- Course Offering Files

Cancel

Create a Discussion: Forum

Edit Forum - Test ▾

Properties **Restrictions**

Hide from Users

Availability

Has Start Date
10/7/2020 09:49 Now
United States - New York

Has End Date
10/14/2020 13:49 Now
United States - New York

Display In Calendar

Locking Options

Unlock forum
 Lock forum
 Unlock forum for a specific date range

Has Start Date
10/7/2020 09:49 Now
United States - New York

Has End Date
10/14/2020 13:49 Now
United States - New York

Display In Calendar

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Group and Section Restrictions

Restrict this forum to the following groups and sections ⓘ

Add Groups and Sections

There are no group or section restrictions attached to this item.

Save and Close Save and Add Topic Save Cancel

Information: Group and Section Restrictions

When this option is enabled, only members of the specified groups or sections will have access to this forum

OK

Create a Discussion: Topic

Course Home Content Items Assessments Communication Course Admin Grades

New Topic

Properties Restrictions Assessment Objectives

New Topic Details

Forum*
-- Choose a Forum -- [New Forum]

Topic Type
 Open topic, everyone can access this topic and its contents
 Group or section topic, everyone can access this topic but students only see threads from their own group or section

Title*

Description

Options
 Allow anonymous posts
 A moderator must approve individual posts before they display in the topic
 Users must start a thread before they can read and reply to other threads

Rate Posts
No Ratings

Save and Close Save and New Save Cancel

Information: Forum

The parent forum for the topic. Click the New Forum link to create a new discussion forum for the topic.

OK

Information: Rate Posts

The Rate Posts function allows users with the appropriate permissions to rate discussion posts in the org unit.

- **Five-Star Rating Scheme** allows users to assign each post a score out of five.
- **Up Vote/Down Vote Rating Scheme** allows users to increase or decrease a post's rating.
- **Up Vote Only Rating Scheme** allows users to increase a post's rating.
- **No Ratings** hides all rating controls from users.

You can change the rating scheme at any time. Reverting back to a previously used scheme will restore its former ratings.

OK

Information: Allow anonymous posts

Selecting this option allows users to post anonymously to the topic. Anonymous posts display with the author "Anonymous" in the thread.

OK

Information: Post Approvals

Selecting this option will require a moderator to approve posts in this topic before they display to users.

OK

Information: Must Post To Participate

Selecting this option will require a user to start a new thread in the topic before viewing or replying to other threads in the topic. If this topic requires post approval, users will not be able to view or reply to other threads until their thread is approved.

OK

Create a Discussion: Topic

Edit Topic - Test ▾

Properties **Restrictions** Assessment Objectives

Hide from Users

Availability

Has Start Date
10/7/2020 09:55 Now
United States - New York

Has End Date
10/14/2020 13:55 Now
United States - New York

Display In Calendar

Locking Options

Unlock topic
 Lock topic
 Unlock topic for a specific date range

Has Start Date
10/7/2020 09:55 Now
United States - New York

Has End Date
10/14/2020 13:55 Now
United States - New York

Display in Calendar

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Group and Section Restrictions

Restrict this topic to the following groups and sections ⓘ

Add Groups and Sections

There are no group or section restrictions attached to this item.

Save and Close Save and New Save Cancel



Information: Group and Section Restrictions

When this option is enabled, only members of the specified groups or sections will have access to this forum

OK

Create a Discussion: Topic

Edit Topic - Test ▾

Properties Restrictions **Assessment** Objectives

Assessment

Grade Item

-- Choose a grade item -- [New Grade Item] ?

Score Out Of

?

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Posts

Allow assessment of individual posts ?

Calculation

-- Select a calculation method -- Include unassessed posts in the calculated topic score as zero ?

Save and Close

Save and New

Save

Cancel

Information: Grade Item

The grade item in the grade book associated with the topic. The topic score is used to determine the value of the selected grade item in the grade book. Clicking the New Grade Item link can be used to create a new grade item.

OK

Information: Score Out Of

If a value is entered, it represents the denominator value for topic scores. It must be a number between 0.01 and 9999999999. If posts inside the topic are also scored, the Score Out Of field is also used as the denominator value for post scores.

OK

Information: Posts

Selecting this option allows instructors to assess posts in the topic. Each user's topic score is calculated using the method selected from the Calculation drop-down list.

OK

Information: Include unassessed posts

Selecting this option will include unassessed posts in the topic score calculation as zero. If this option is not selected, unassessed posts will not be included in the topic score calculation.

OK

Discussion Settings



Practice Course: Rachel Rupprecht



Rachel Rupprecht



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Discussions

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Discussions

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Filter by: [Unread](#)

[Unapproved](#)



[Collapse All Forums](#)

Discussion Settings

Course Home Content Items ▾ Assessments ▾ Communication ▾ Course Admin Grades

Discussions Settings

Personal Settings

Display Settings

- Always show the Discussions List pane ?
- Display deleted posts ?

Default View

- Grid View ?
- Reading View ?

Reply Settings

- Include original post in reply ?

Subscription Settings

- When creating a new thread, subscribe to the thread by default

Org Unit Settings

Default Rating Scheme

Your selection will automatically display in the Rate Posts drop-down list on the New Topic page and will automatically apply to imported course components.

No Ratings ▾



Information: Always show the Discussions List pane

Selecting this option will pin the Discussions List pane in the View Topic and View Thread pages.

OK

Information: Display deleted posts

Selecting this option displays deleted posts when browsing topics.

OK



Information: Grid View

Selecting this option will display the discussion posts in the traditional Grid View, with post subjects displaying in a grid.

OK

Information: Reading View

Selecting this option will display the discussion posts in Reading View, where the entire text of a post displays for all posts.

OK



Information: Reply Settings

Selecting this option includes the original post by default when composing a reply.

OK

Discussion Settings (continued)

Grid View Settings

Topic Description

Topic descriptions display in the Message List ?

Default Threading Style

Threaded
 Unthreaded ?

Display Setting

Show the preview pane ?
 Show the search bar ?

Post Fields to Display

Post ID ?
 Org Defined ID ?

Character Limits

Limit the number of characters of the subject to display in the post

Subject Characters to Display

?

Information: Topic Descriptions

Selecting this option will display Topic Descriptions in the Grid View for all users. Clearing this option can save space for users at lower resolutions in the Grid View. The Topic Description still displays on the Forums & Topics List.

Information: Default Threading Style

The default threading style used when accessing topics.

Information: Show the Preview Pane

Selecting this option displays the lower Preview pane in the Grid View. If this option is not selected, clicking on a post in the Grid View will open the post in a pop-up window.

Information: Show the Search Bar

Selecting this option displays the Search fields in the Grid View.

Information: Post ID

Selecting this option displays the Post ID for posts in the Grid View.

Information: Org Defined ID

Selecting this option displays the Org Defined ID for the post author in the Grid View.

Information: Subject Characters to Display

The number of characters of the Subject to display for each post when browsing topics. Must be an integer between 1 and 150.

Grid View

[Course Home](#) [Content Items](#) [Assessments](#) [Communication](#) [Course Admin](#) [Grades](#)

- Discussions List
- Forums & Topics List
 - Discussion #1
 - Test

Final Project Groups Group Discussion

[Settings](#)

Start a New Thread

Refresh

Mark All Read

More Actions

Done

★ [Subscribe to Topic](#)

View:

All Groups

Threaded

Apply

Mark Read

Mark Unread

Delete

Print

<input type="checkbox"/>				Subject	Authored By	Posted To	Date
<input type="checkbox"/>			★	Test #2	Rachel Rupprecht	Group 1	Oct 2, 2020 14:10
<input type="checkbox"/>			★	Test	Rachel Rupprecht	Group 1	Oct 2, 2020 14:02
<input type="checkbox"/>			★	Test	Rachel Rupprecht	Group 1	Oct 2, 2020 14:11

Reading View

[Course Home](#) [Content Items](#) [Assessments](#) [Communication](#) [Course Admin](#) [Grades](#)

[Discussions List](#) > [View Topic](#)

 [Settings](#)

 [Help](#)



Discussion #1

Topic #1

Final Project Groups
Group Discussion

Test

Test

[Hide the Topics List](#)

Final Project Groups Group Discussion

 Group/section restrictions.

 [Subscribe](#)

Add a description ...

[Start a New Thread](#)

Filter by: [All Groups](#)  [All Threads](#) 

Sort by:

[Least Recent Activity](#) 

Test #2

Rachel Rupprecht posted Oct 2, 2020 14:10 to **Group 1**  [Subscribed](#)

Here's some more text.

0 0 0
Unread Replies Views

Test

Rachel Rupprecht posted Oct 2, 2020 14:02 to **Group 1**  [Subscribed](#)

Here's some text!

Activity:

Create a Discussion

Associating Assessments

with the

Gradebook

New Assignment

Properties

Restrictions

Objectives

Turnitin®

Name *

Instructions

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, and background color. Below the toolbar is a large text area for instructions.

Attachments

Buttons for "Add Attachment", "Record Audio", and "Record Video".

Submission, Completion and Categorization

Assignment Type

Individual assignment

Group assignment

Group Category: Final Project Groups

Submission type

File submission

Files Allowed Per Submission

Unlimited

One file

Submissions

All submissions are kept

Only the most recent submission is kept

Only one submission allowed

Gradebook Item Association

We recommend associating an assignment with a Gradebook item when you create it. To do so, in the "Properties" tab, scroll down to "Evaluation and Feedback."



Gradebook Item Association

Notification Email

Category

No Category [\[New Category\]](#)

Evaluation and Feedback

Score Out Of

Grade Item

None [\[New Grade Item\]](#)

Student View Preview

- / -

Rubrics

Add Rubric

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Default Scoring Rubric

No default selected

Save and Close Save and New Save Cancel

If you have not yet created the Grade Item, you may do so here.

Select the appropriate Grade Item from the Dropdown Menu.

New Grade Item

Choose a Grade Item Type

Numeric

Grade users by assigning a value out of a specified total number of points.
E.g. 8/10

Selectbox

Note: Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.

Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"

Save Cancel

Note: If you create the Grade Item here, you will need to return to "Manage Grades" to put it in the appropriate category.

New Grade Item

General

Type

Numeric

Name *

Short Name

Category

None

Hide Description

Description

Paragraph

Allow users to view grade item description

Grading

Maximum Points *

10

Can Exceed

New Grade Item

Allow users to view grade item description

Grading

Maximum Points *

10

Can Exceed

Bonus

Exclude from Final Grade Calculation

Grade Scheme

-- Default Scheme -- (Percentage)

Restrictions

Hide from Users

Availability

Has Start Date

10/6/2020 14:30

United States - New York

Now

Has End Date

10/13/2020 18:30

United States - New York

Display In Calendar

Save Cancel

Gradebook Organization


Course Home Content Items ▾ Assessments ▾ Communication ▾

Enter Grades **Manage Grades** Schemes Setup Wizard

New ▾

More Actions ▾

 Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Papers ▾			
<input type="checkbox"/>	Rough Draft ▾	Numeric	Assignments 	100
<input type="checkbox"/>	Final Draft ▾	Numeric	-	100
<input type="checkbox"/>	Paper Proposal ▾	Pass/Fail	-	10
<input type="checkbox"/>	Interviews ▾			
<input type="checkbox"/>	Interview Proposal ▾	Pass/Fail	-	20

Category

Item

Activity:

Associate an Assessment
with the Gradebook

Learning Goals

Upon Successful Completion of this workshop, you will be able to:

- Organize the Gradebook
- Create & Manage D2L Discussions
- Create & Grade D2L Assignments
- Associate Assessments with Gradebook items

Questions?

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