Center for Excellence in Teaching and Learning
GHC
Georgia Highlands College

Level 2
10/08/2020
Rachel Rupprecht

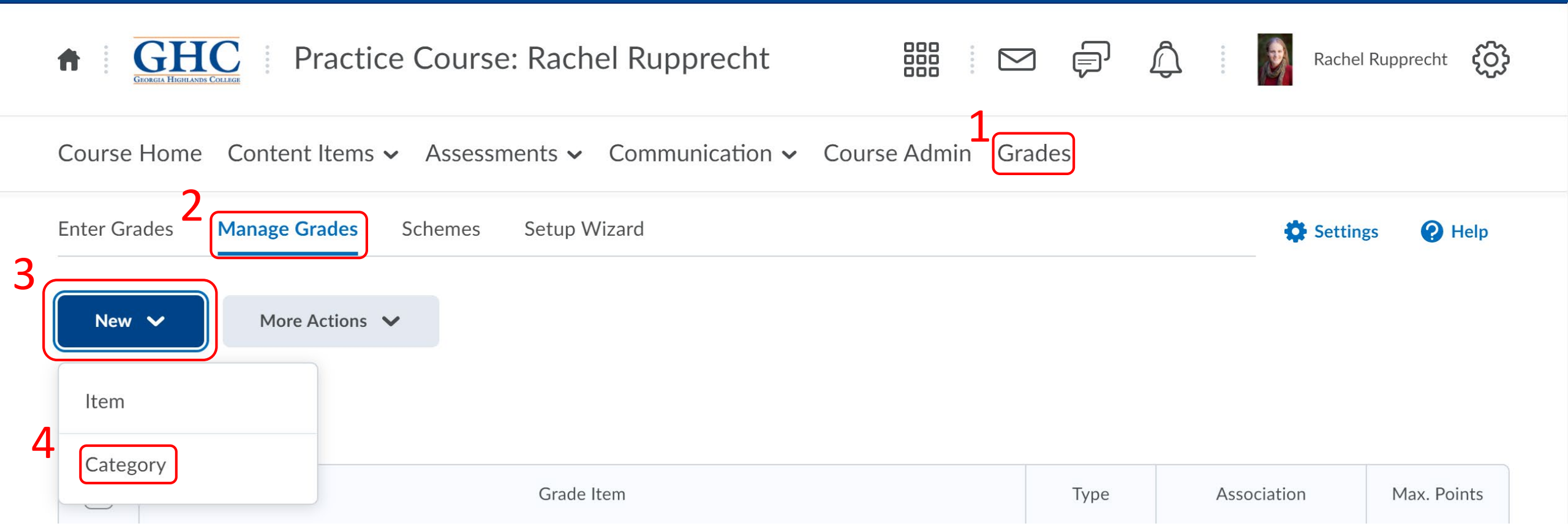
Learning Goals

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

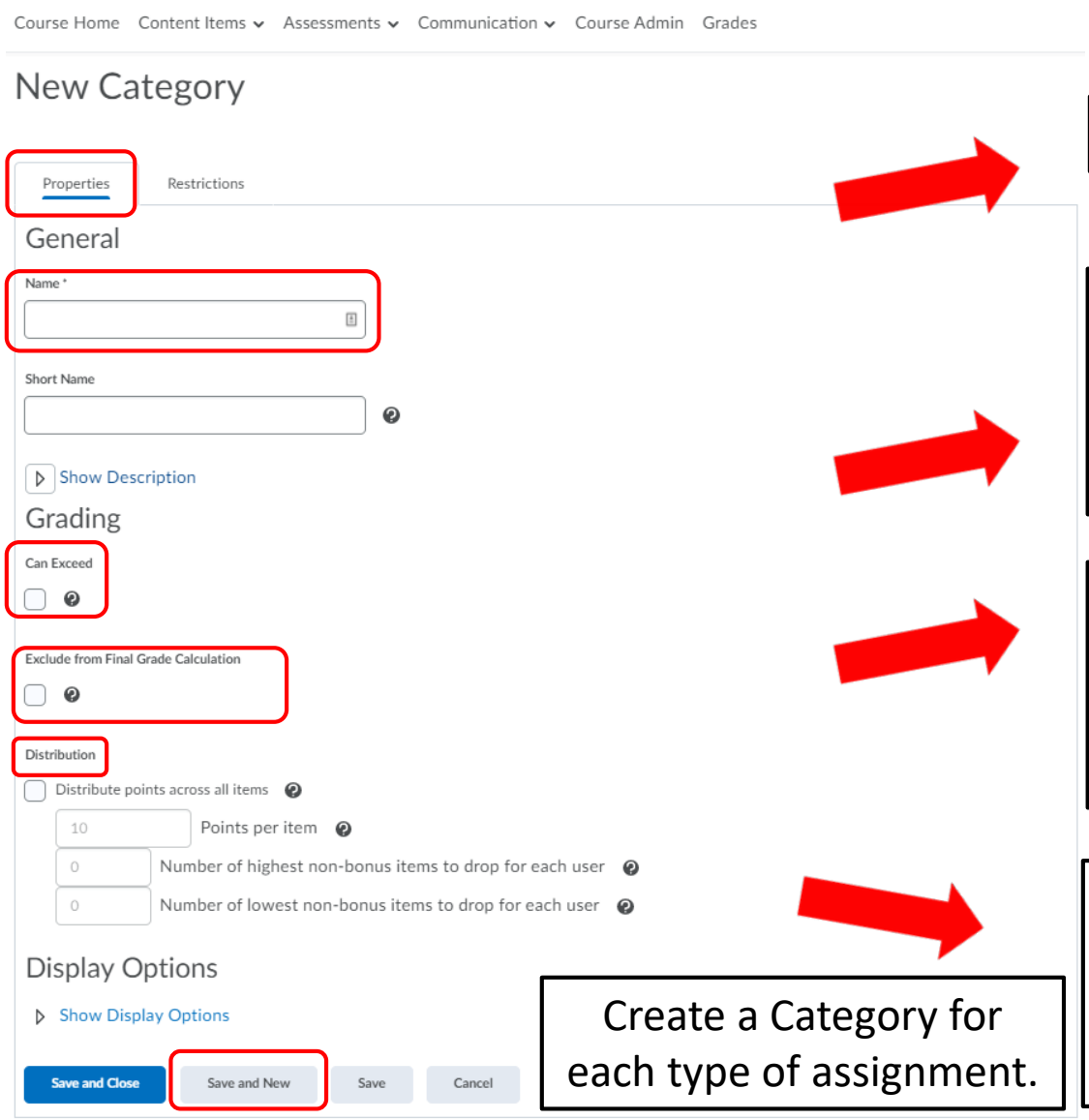
- Organize the Gradebook
- Create & Manage D2L Discussions
- Create & Grade D2L Assignments
- Associate Assessments with Gradebook items

Gradebook Organization

Gradebook Organization: Categories



Gradebook Organization: Categories



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

Create a Category for each type of assignment.

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.

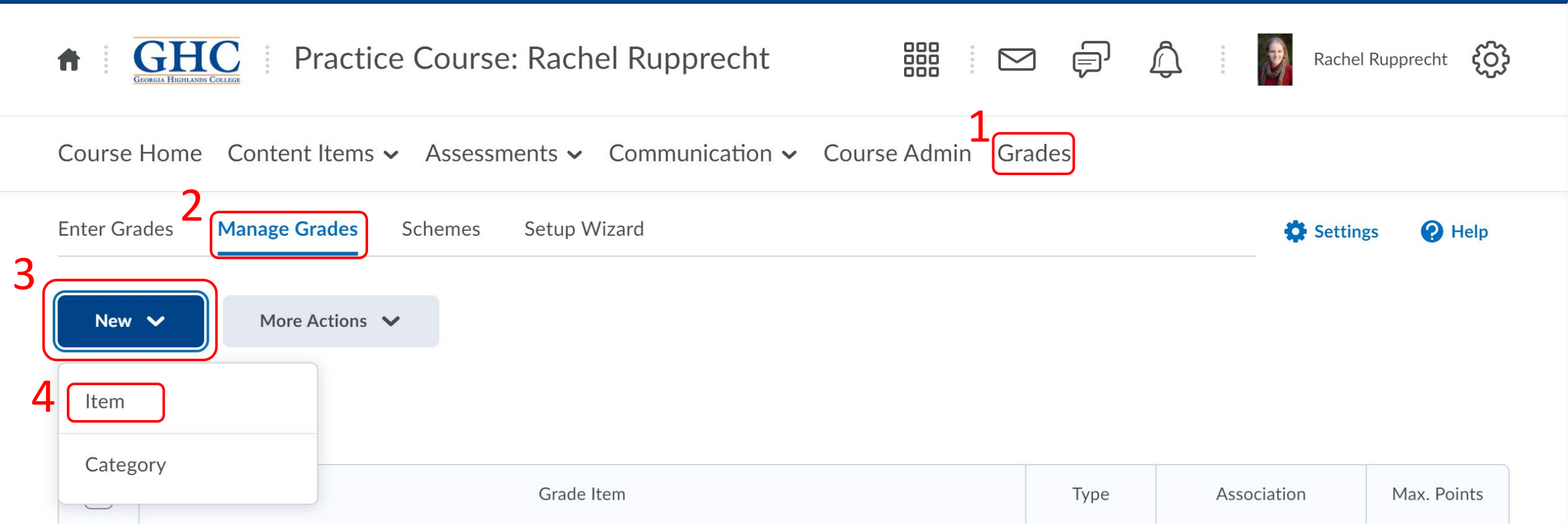
OK

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

Gradebook Organization: Categories



Gradebook Organization: Items

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**

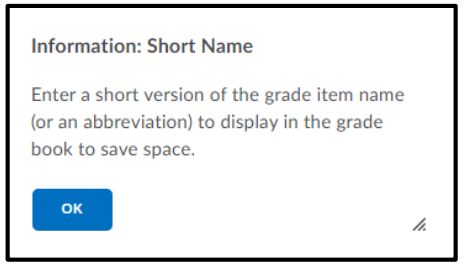
  Calculate users' cumulative achievement across multiple grade items.
  E.g. Midterm Grade
  A1+A2+Q1+Q2 / Total Max. Points * 100 = 73%

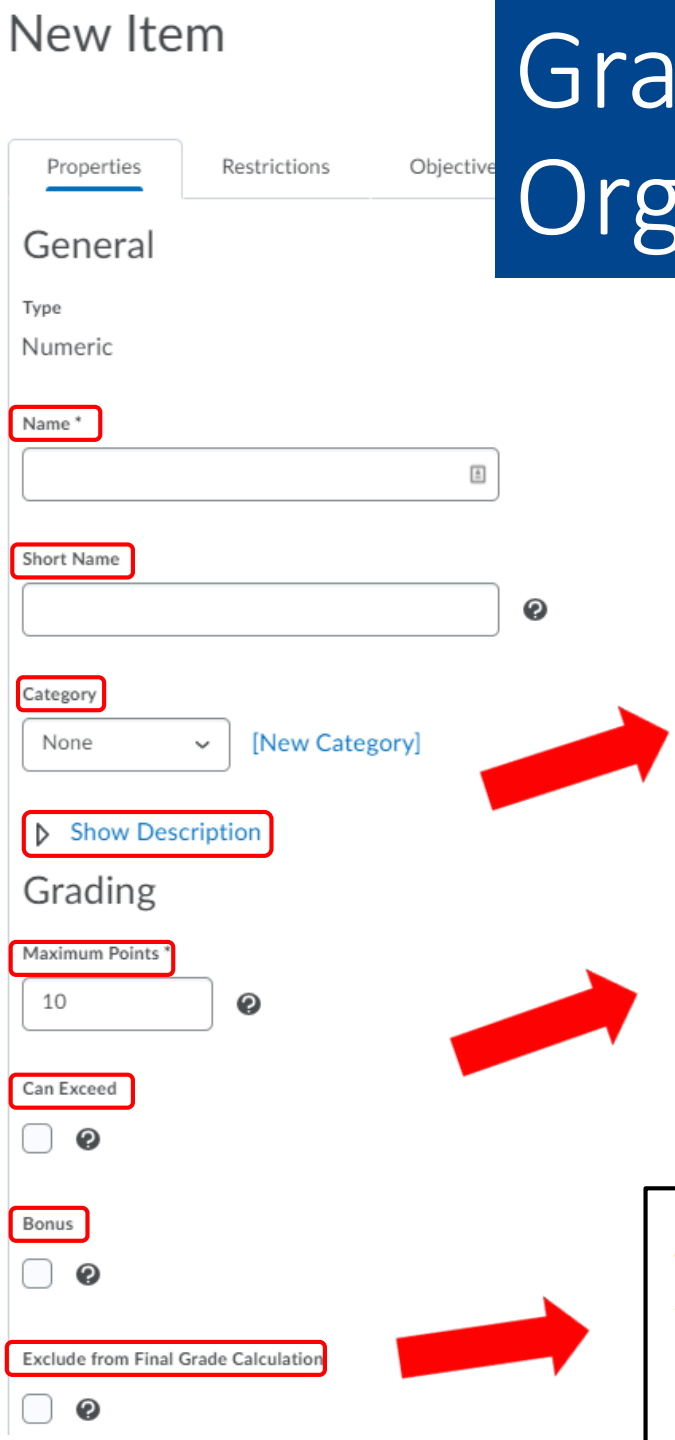
- **Text**

  Provide comments in the grade book that are not calculated in the final grade.
  E.g. "Course Evaluation Completed"

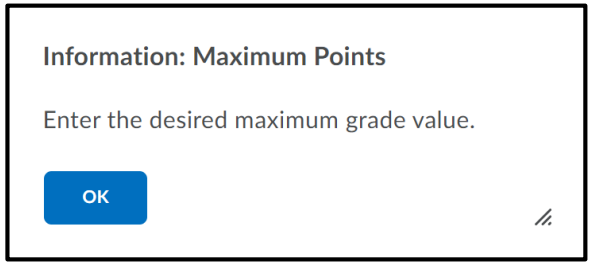
Most Gradebook items are “Numeric,” but there are several other options.

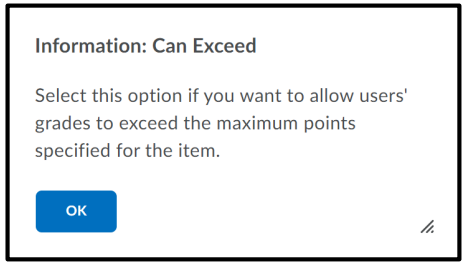
Gradebook Organization: Items

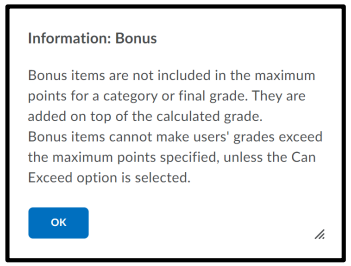


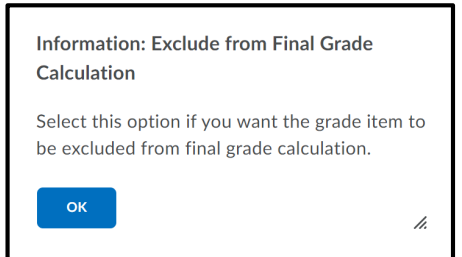


Select the appropriate Gradebook Category.

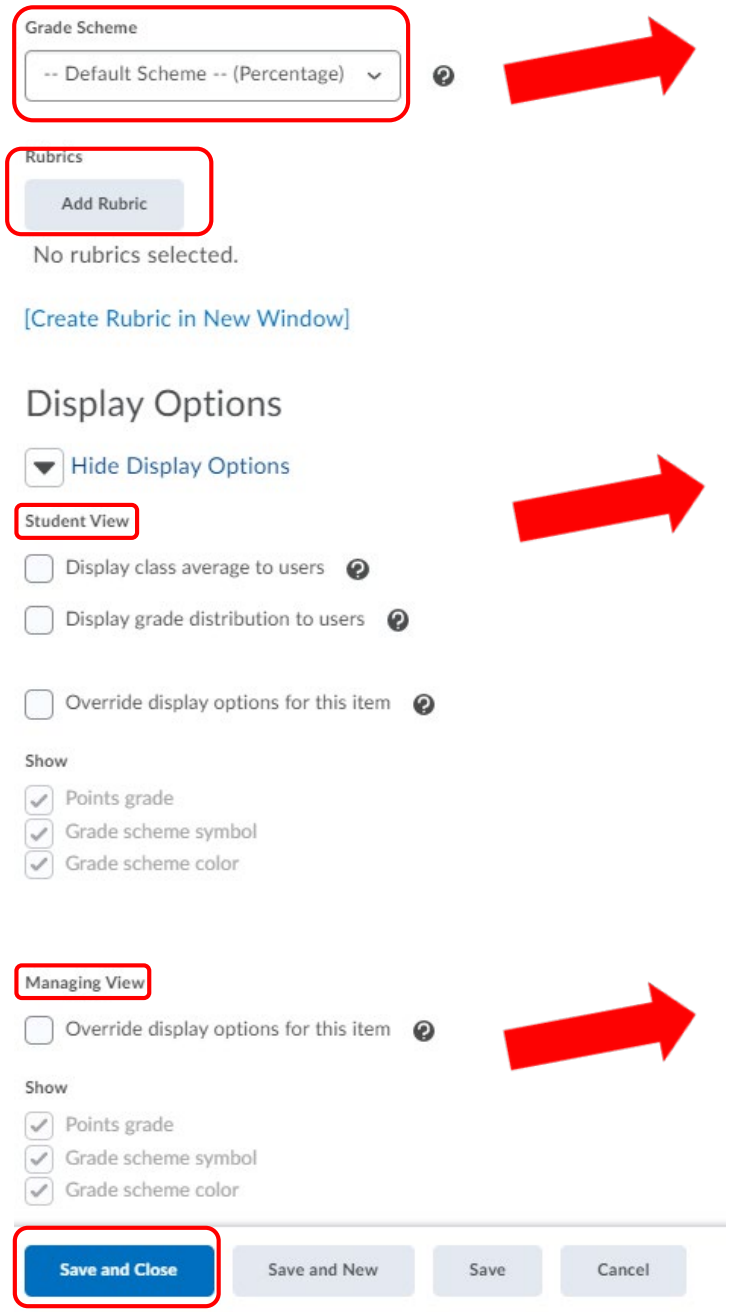








Gradebook Organization: Items



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

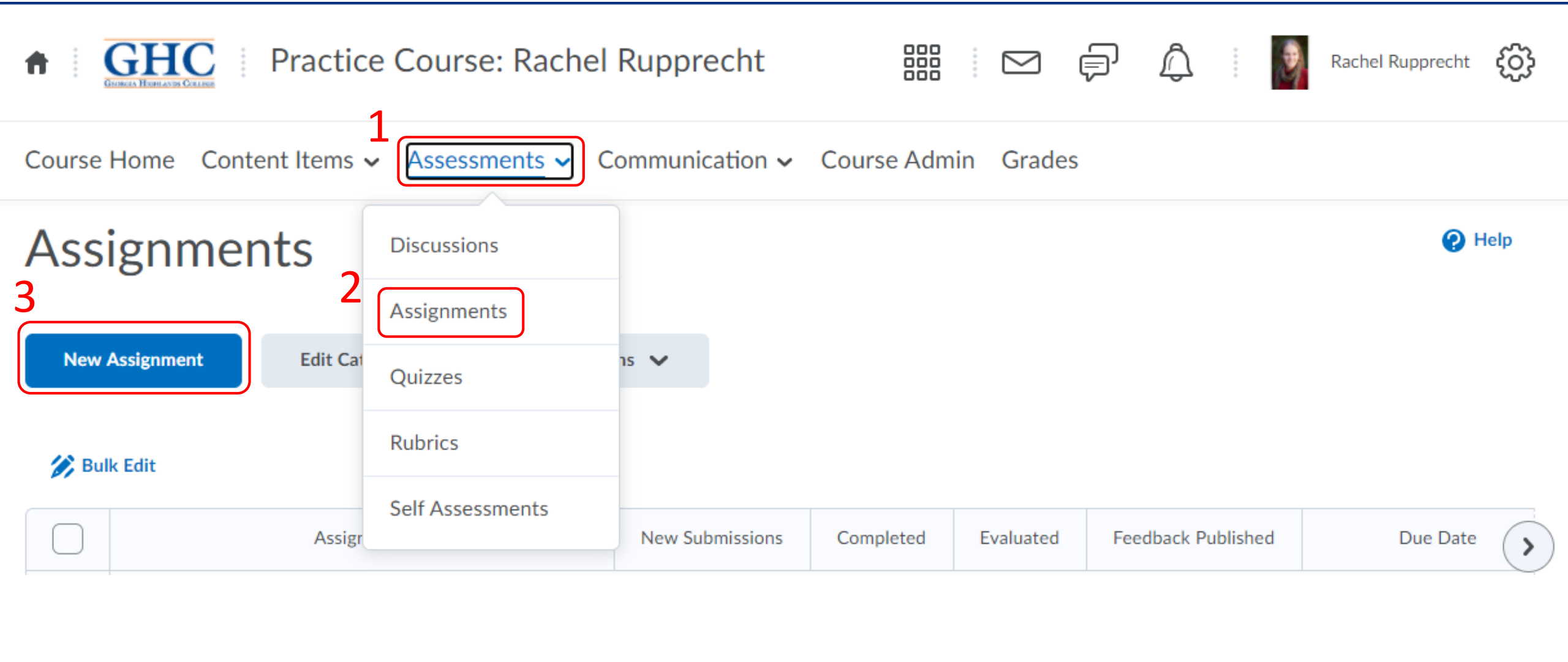
Select this option if you want to view grade information for this item differently from other items in your grade book.

OK

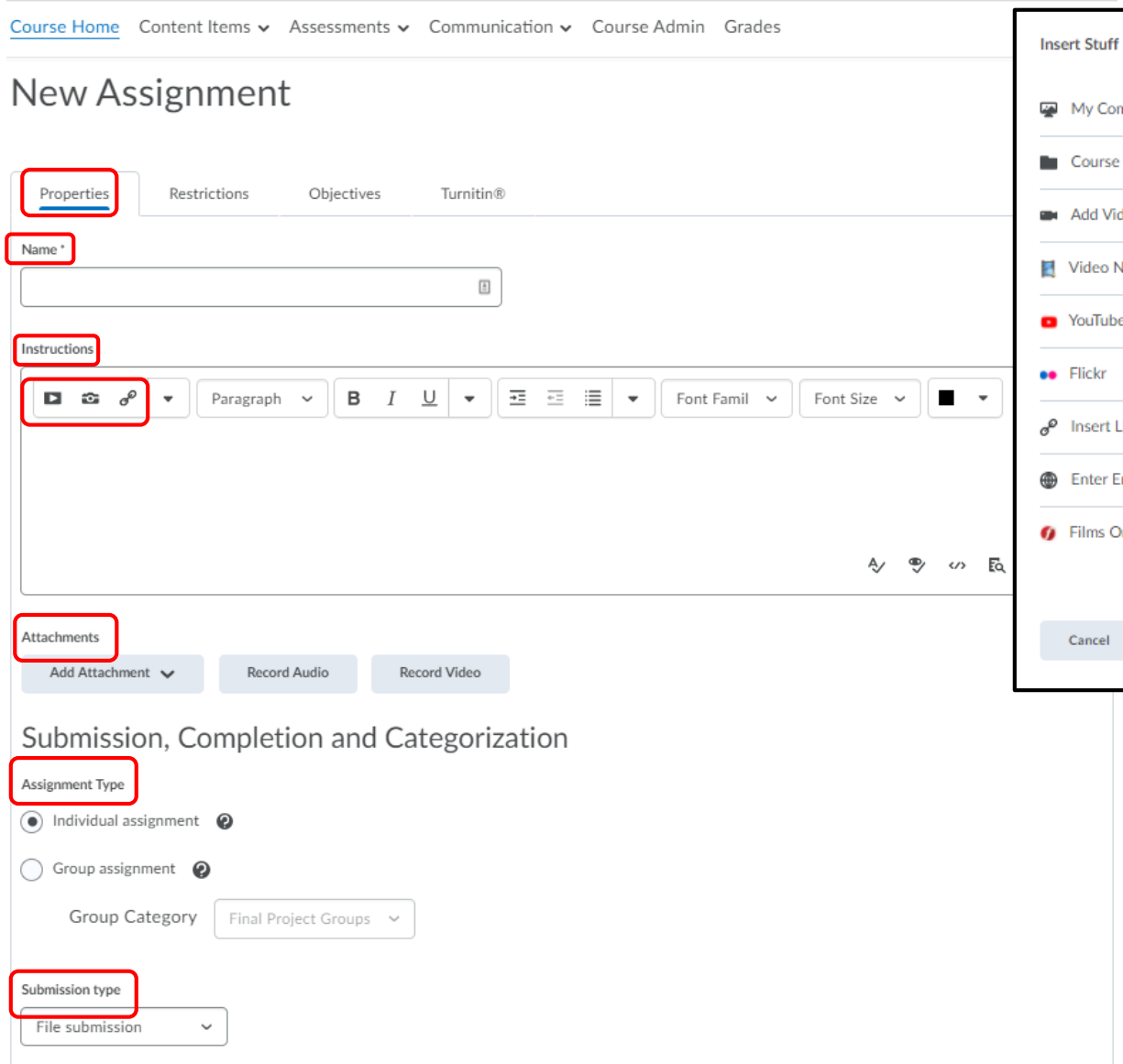
Activity:
Organize your Gradebook

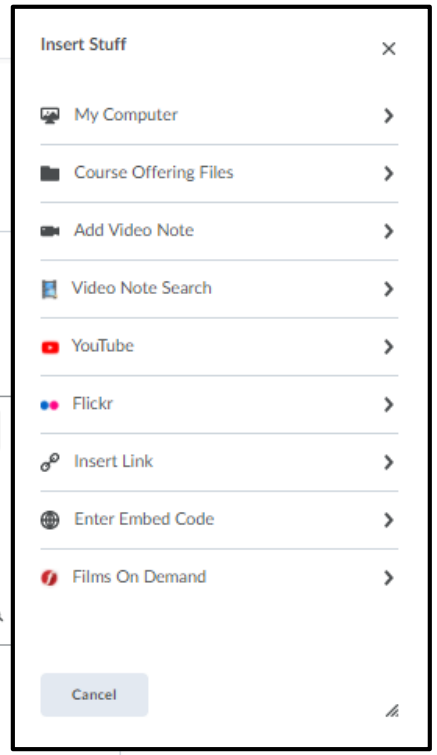
Assignments

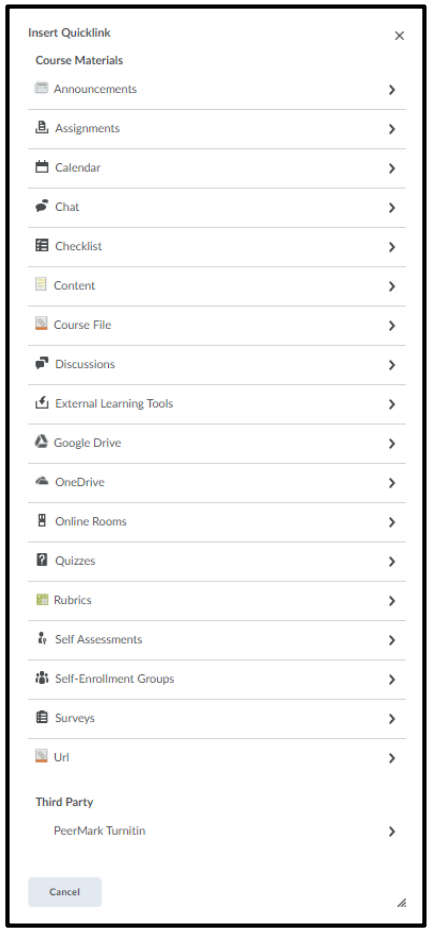
Create an Assignment

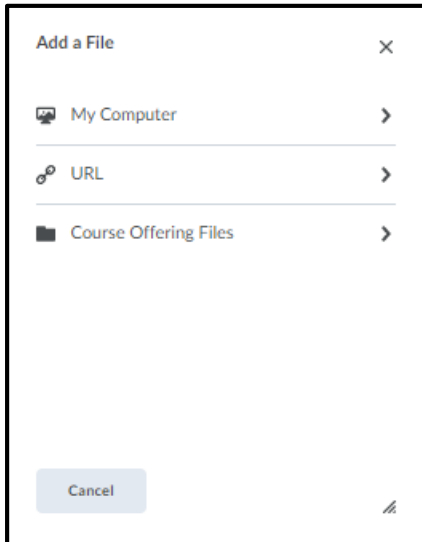


Create an Assignment

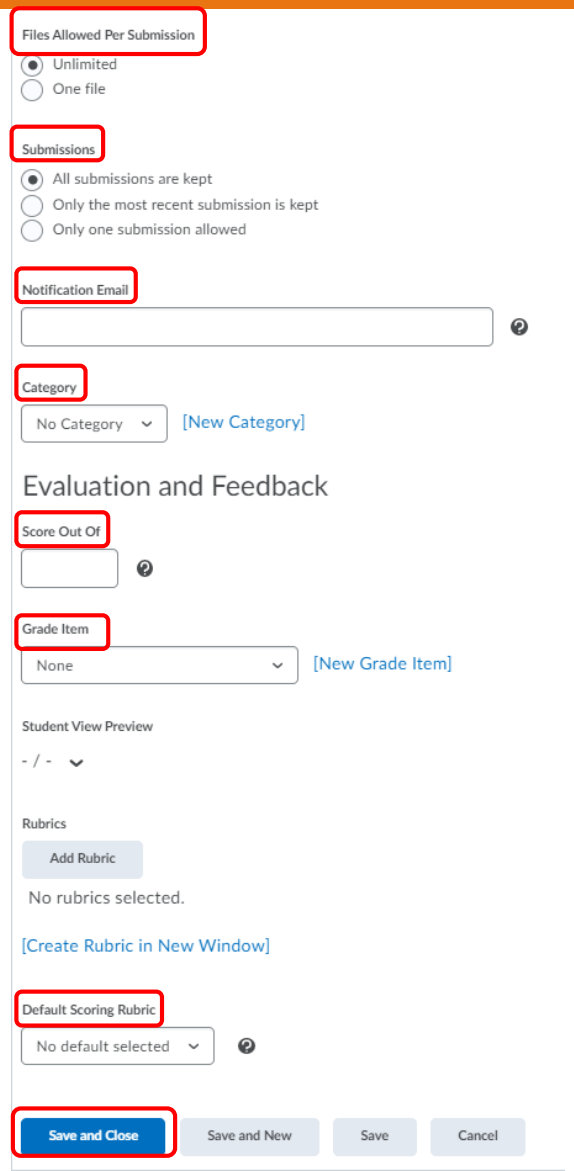


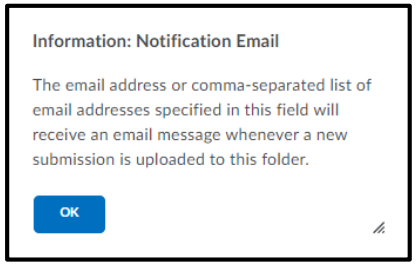


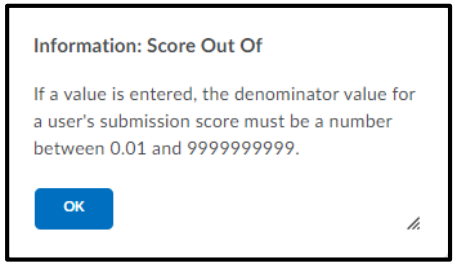


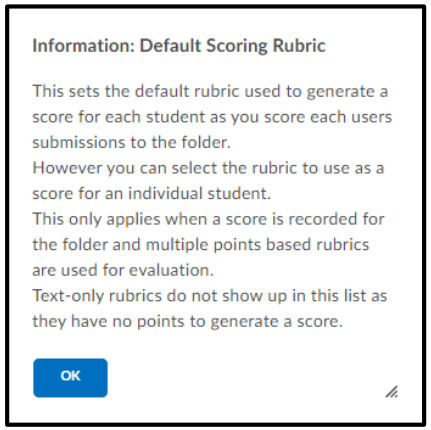


Create an Assignment (continued)

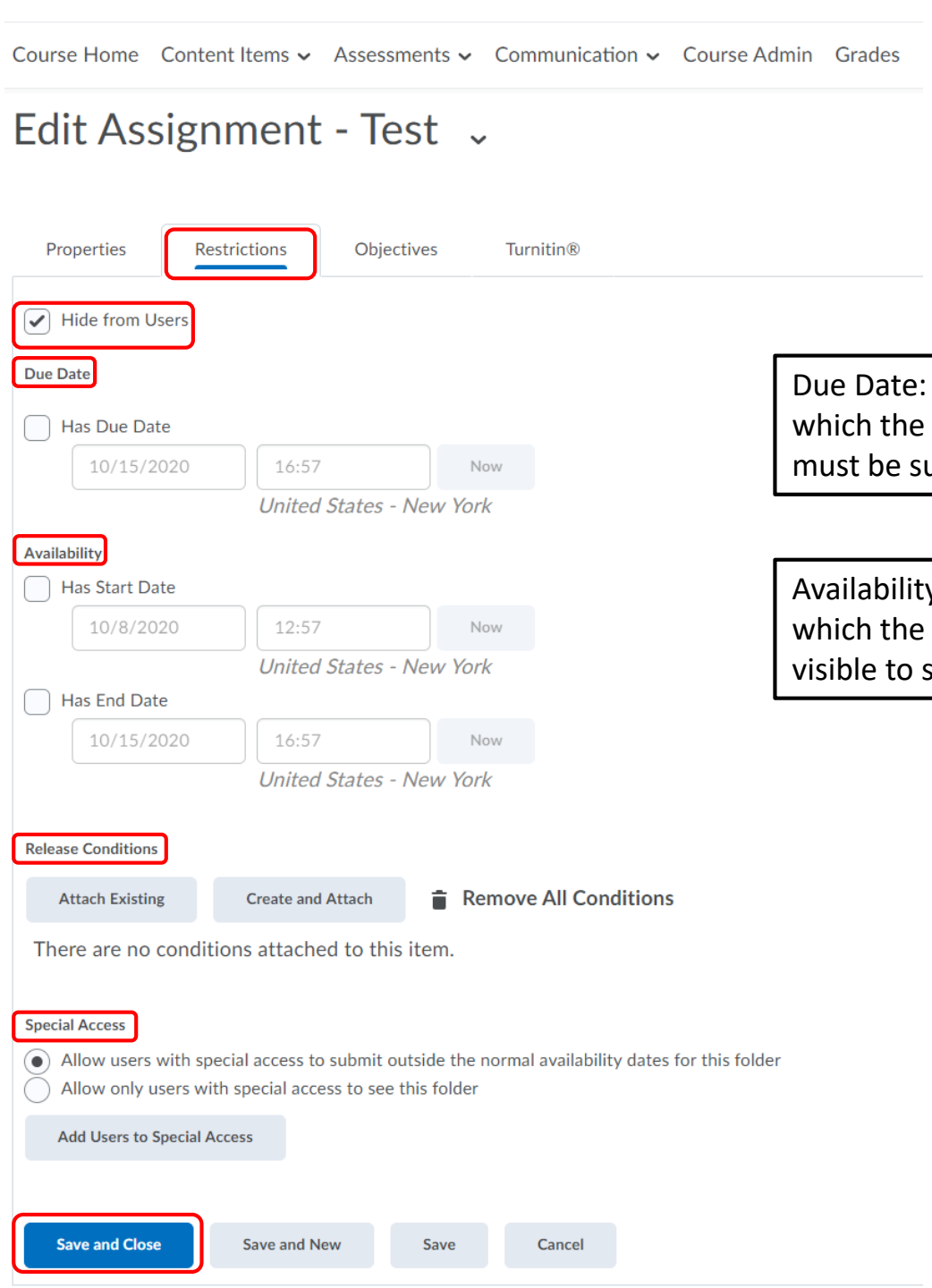








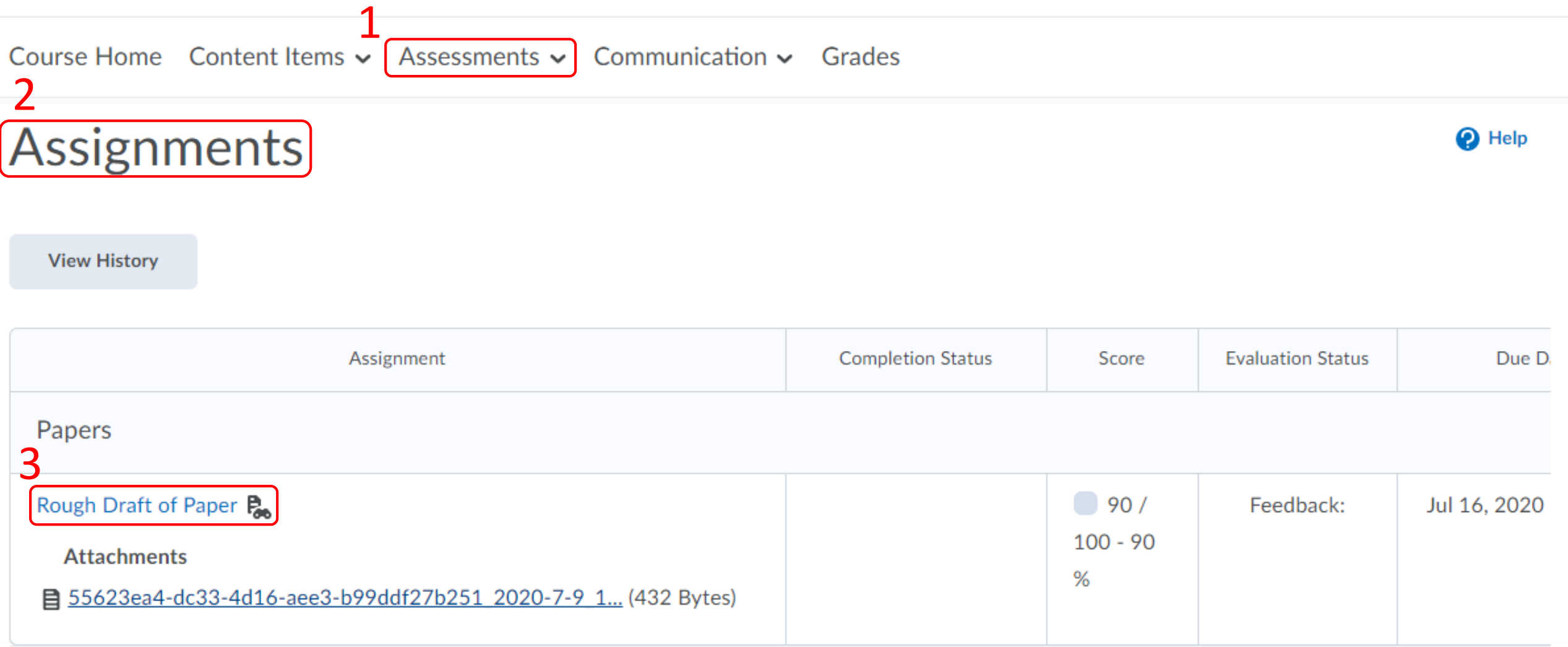
Create an Assignment: Restrictions



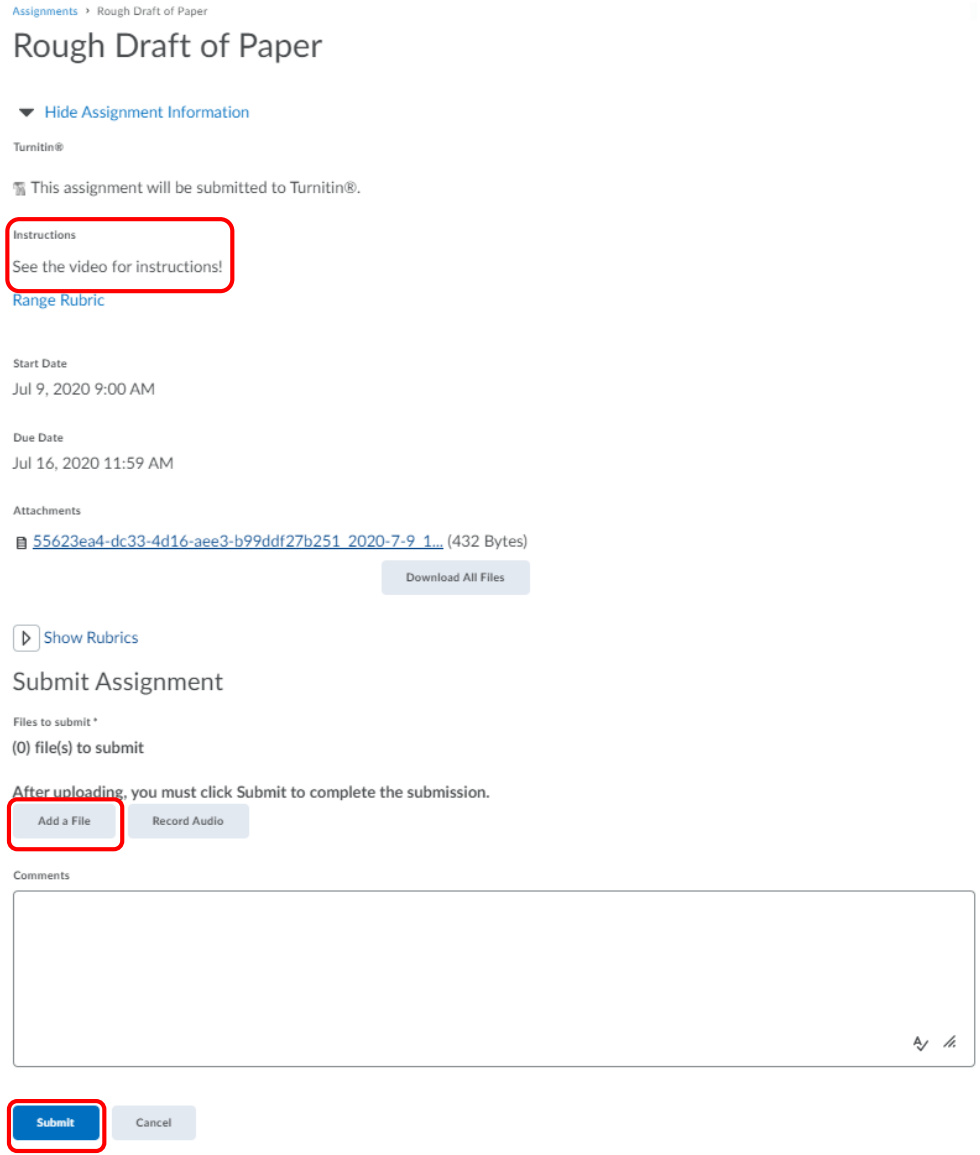
Due Date: date by which the assignment must be submitted.

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

Submit an Assignment: Student View



Submit an Assignment: Student View



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.

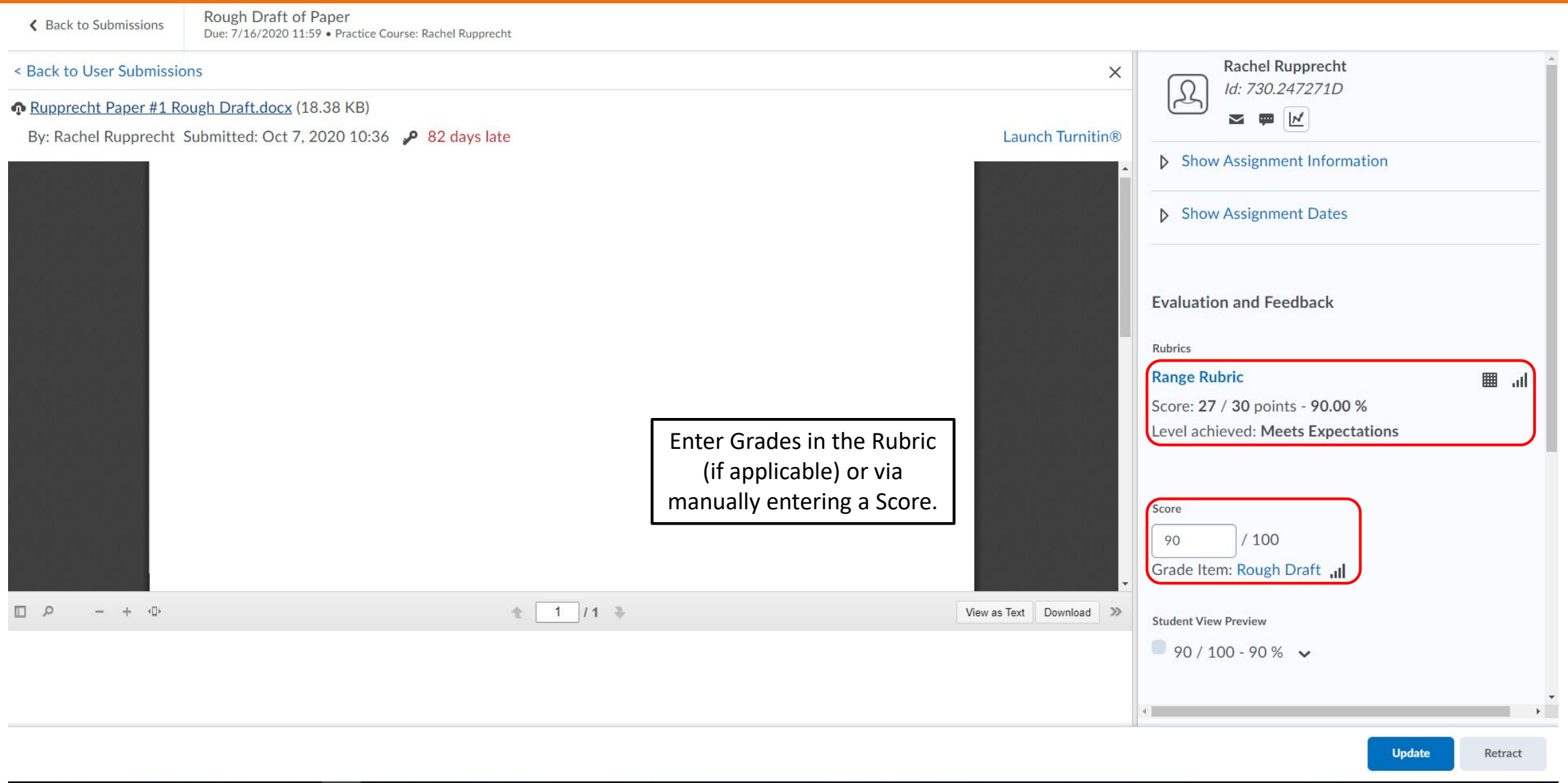
Download | Email | Mark as Read | Mark as Unread | Delete

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

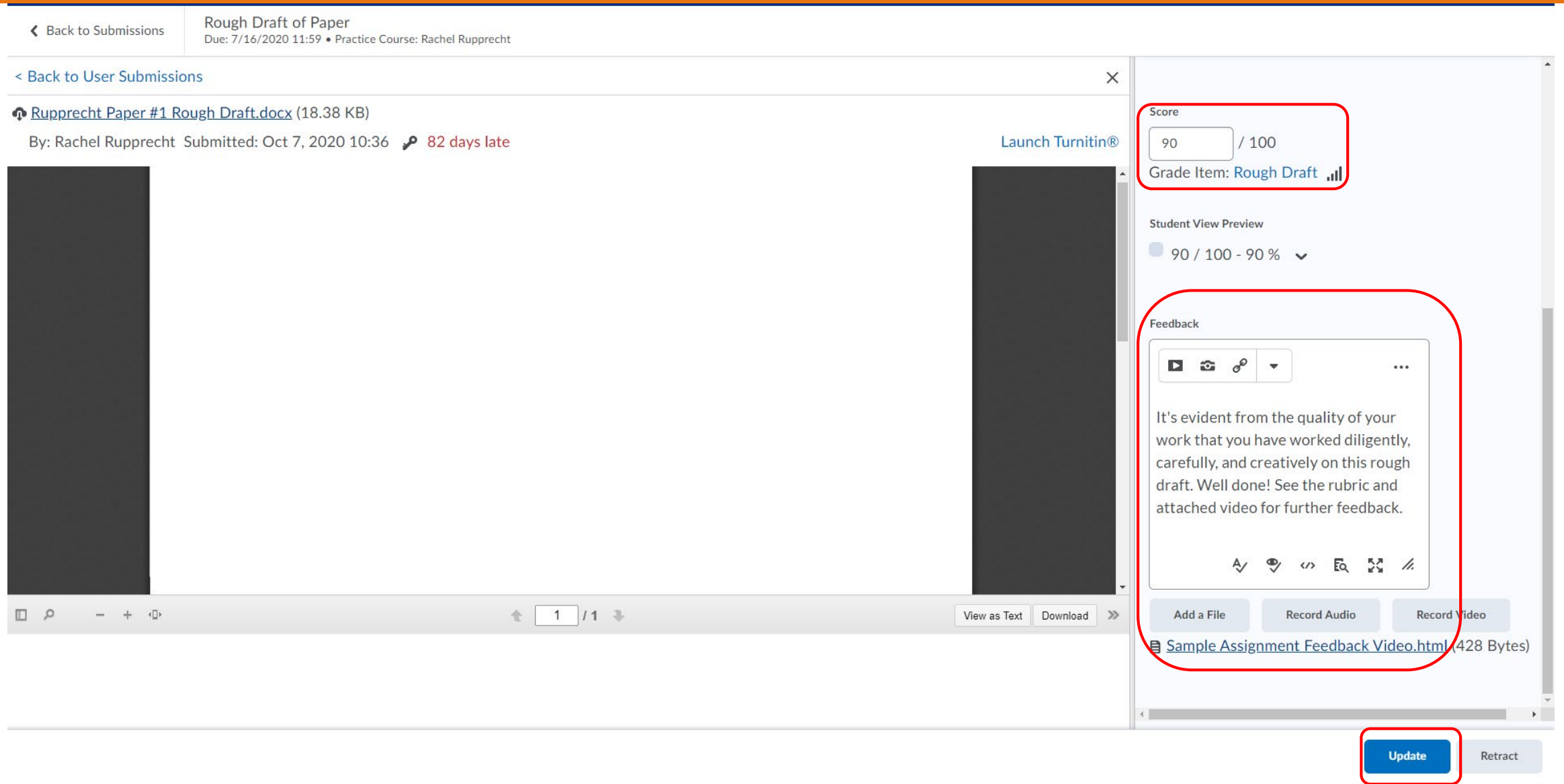
Click on the title of a submission to grade it.

20 per page

Grade an Assignment



Grade an Assignment (continued)



Grade an Assignment: Rubric

Choose scoring rubric: Range Rubric

Range Rubric

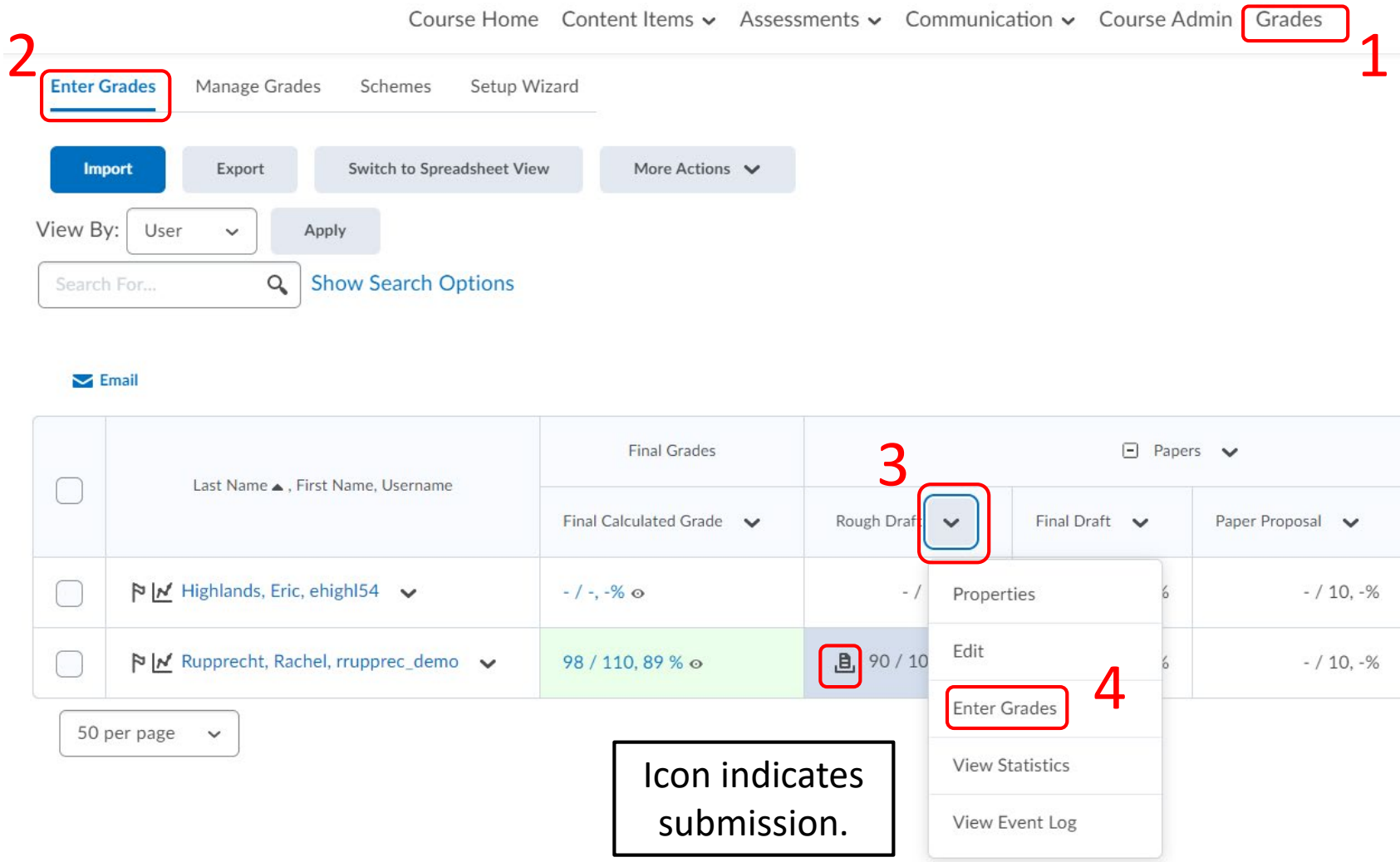
Graded by Rachel Rupprecht

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	○	◉	○	○	⚠ 9 points
Criterion 2	○	○	◉	○	⚠ 8 points
Criterion 3	◉	○	○	○	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
	◉	○	○	○	27 points

☑ Transfer rubric feedback to general feedback for the assignment submission.

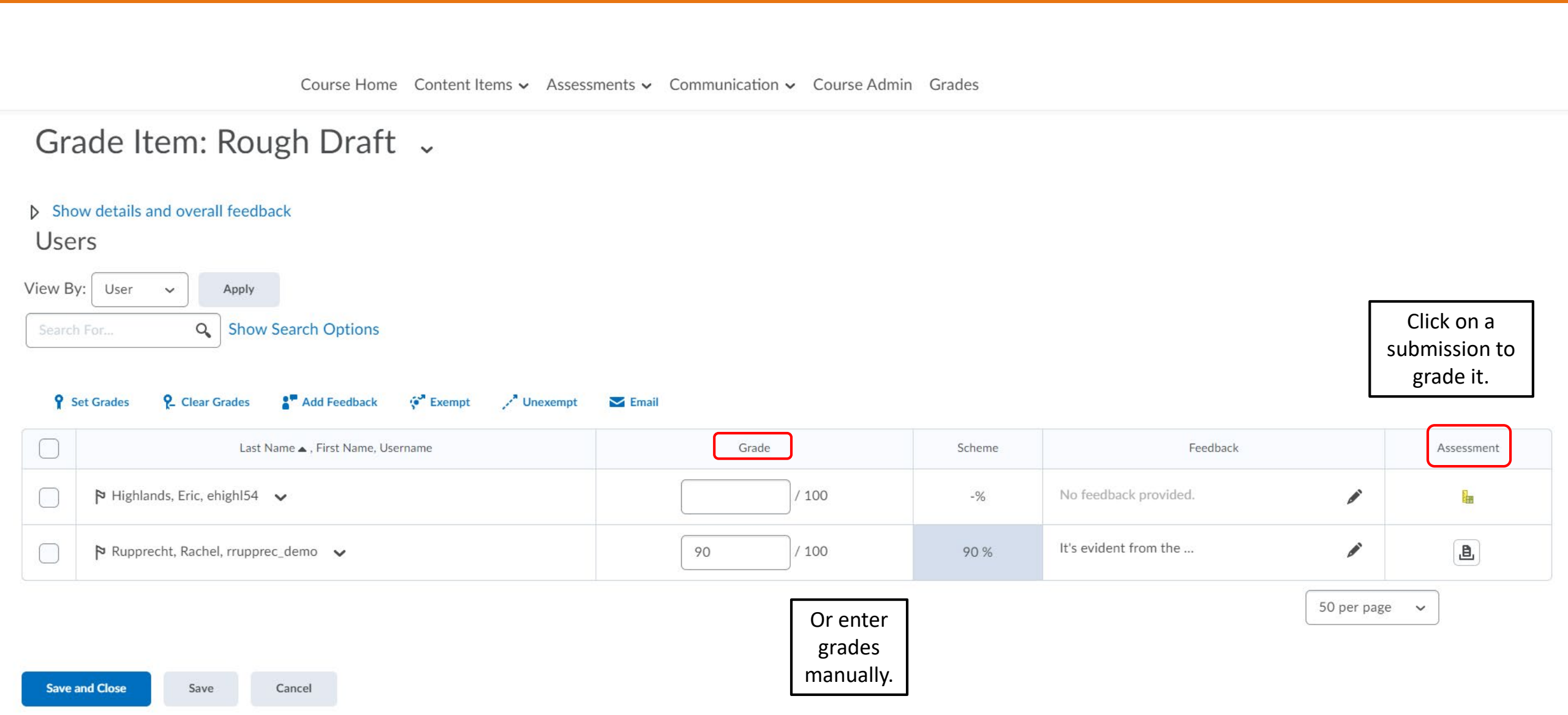
Save & Record | Save | Cancel

Grade an Assignment: Gradebook

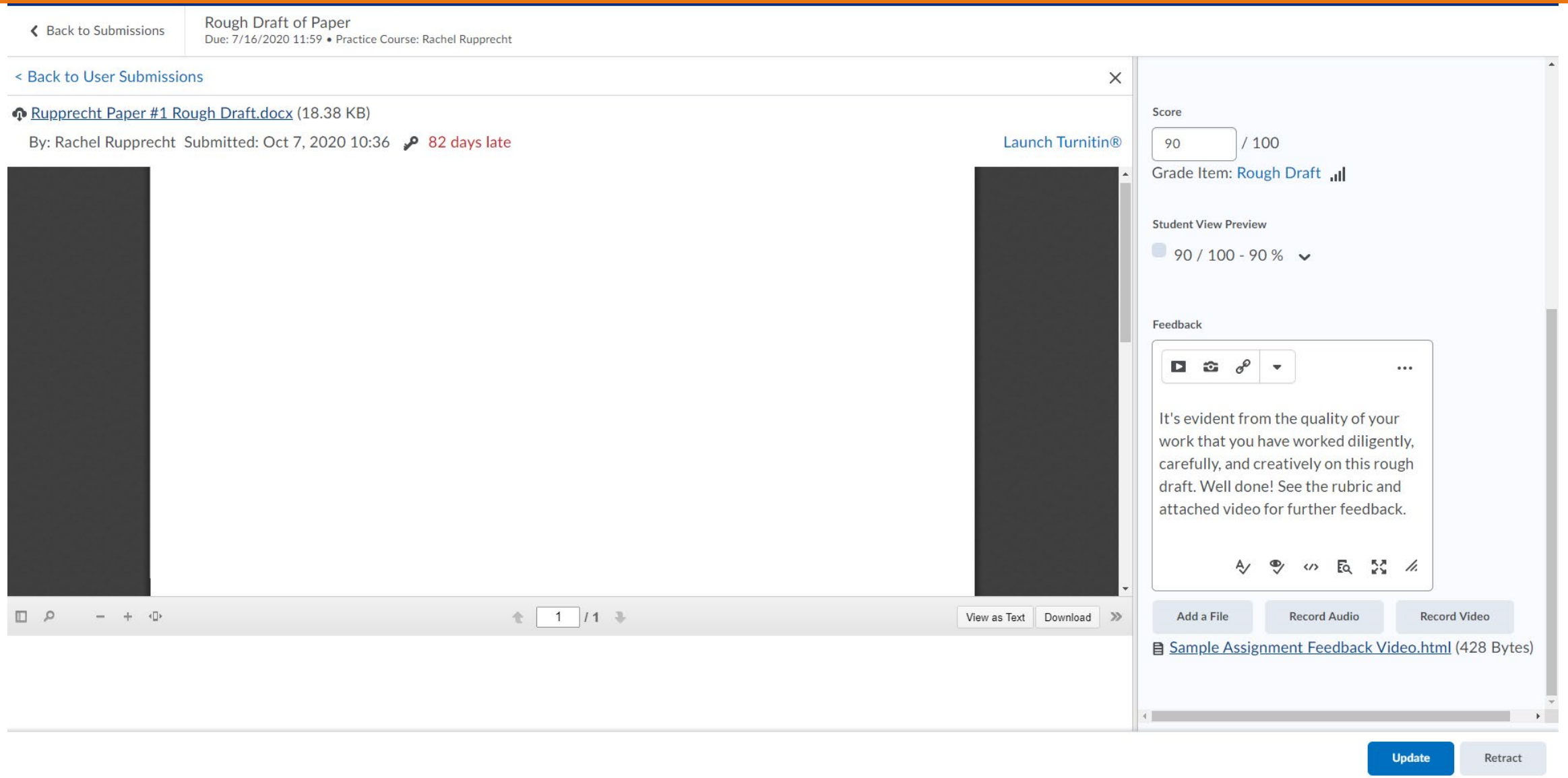


Icon indicates submission.

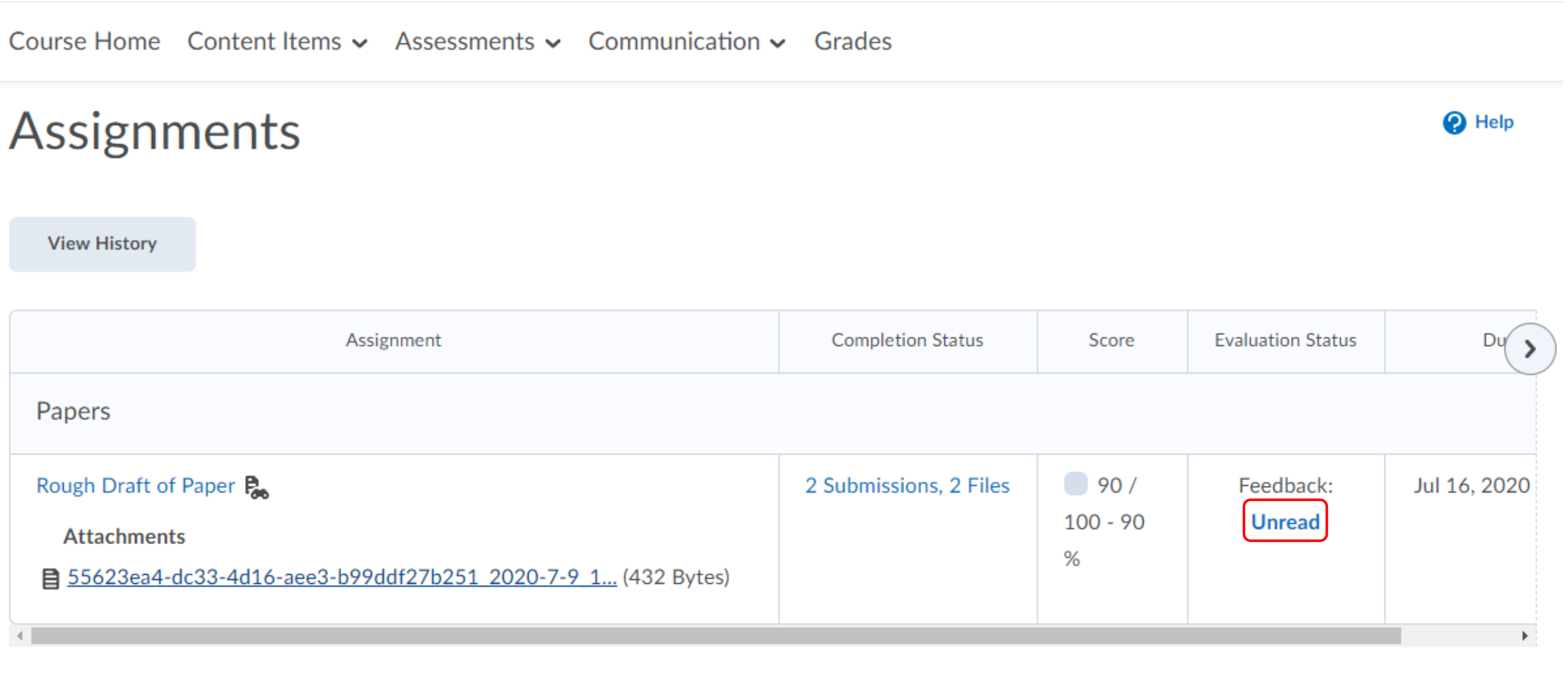
Grade an Assignment: Gradebook



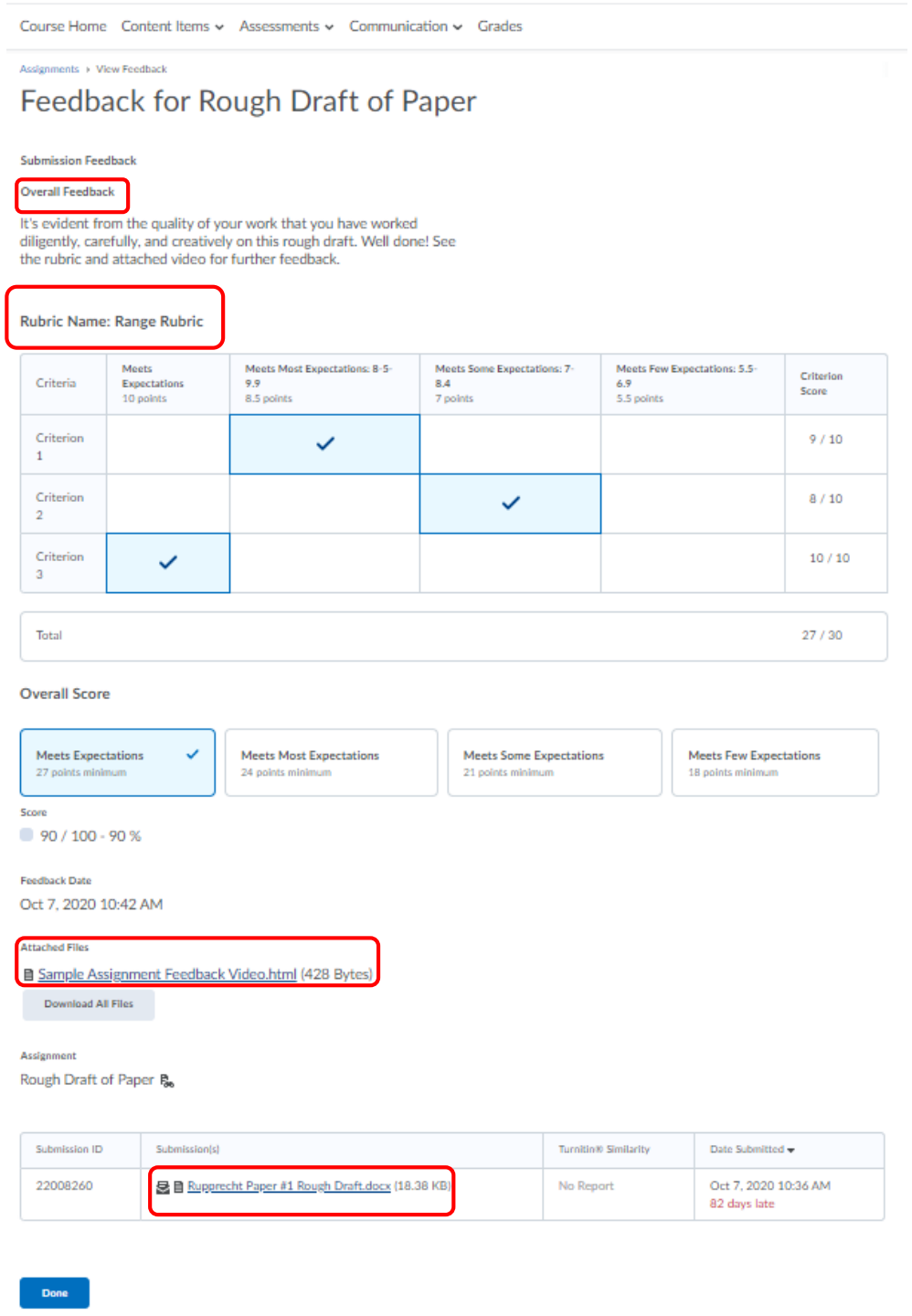
Grade an Assignment: Gradebook



Feedback: Assignments (Student View)



Feedback: Assignments



Course Home Content Items Assessments Communication Grades

Assignments › View Feedback

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 ✓	Meets Most Expectations	Meets Some Expectations	Meets Few Expectations
27 points minimum	24 points minimum	21 points minimum	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
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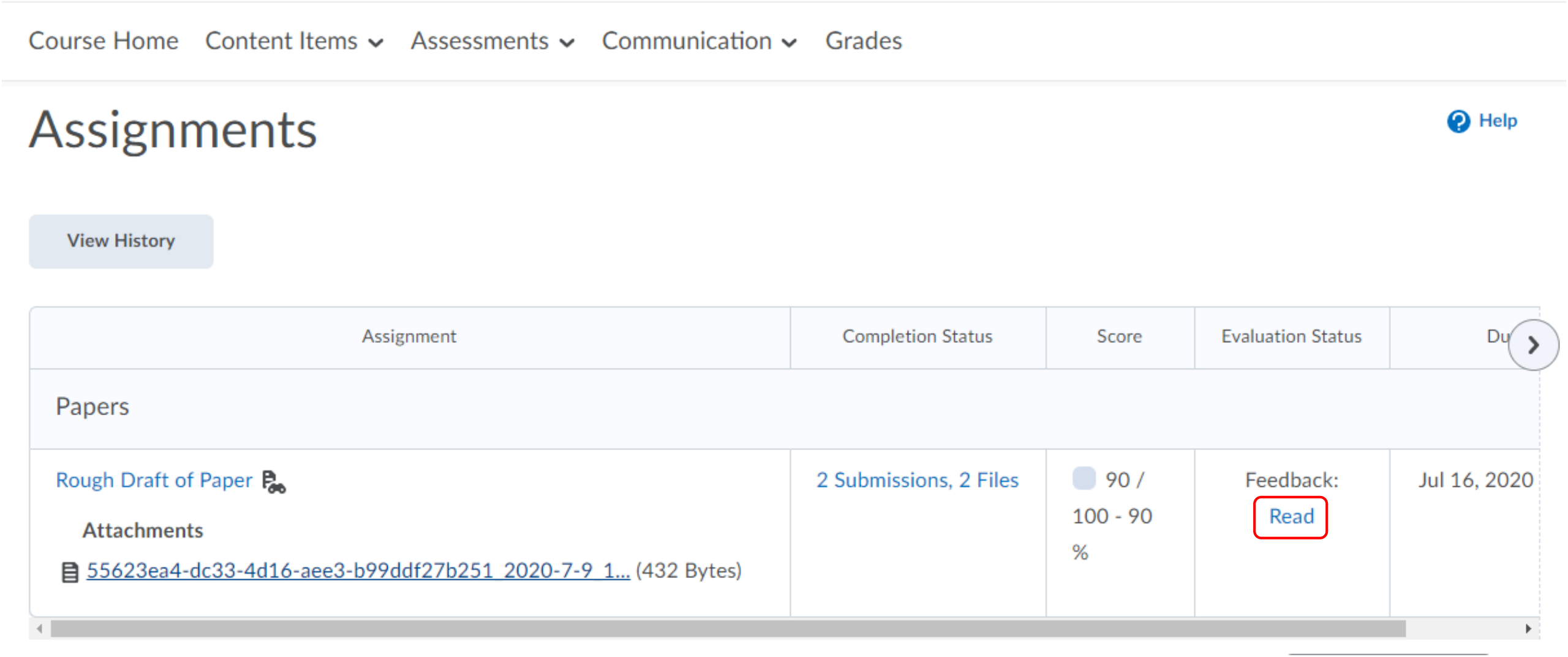
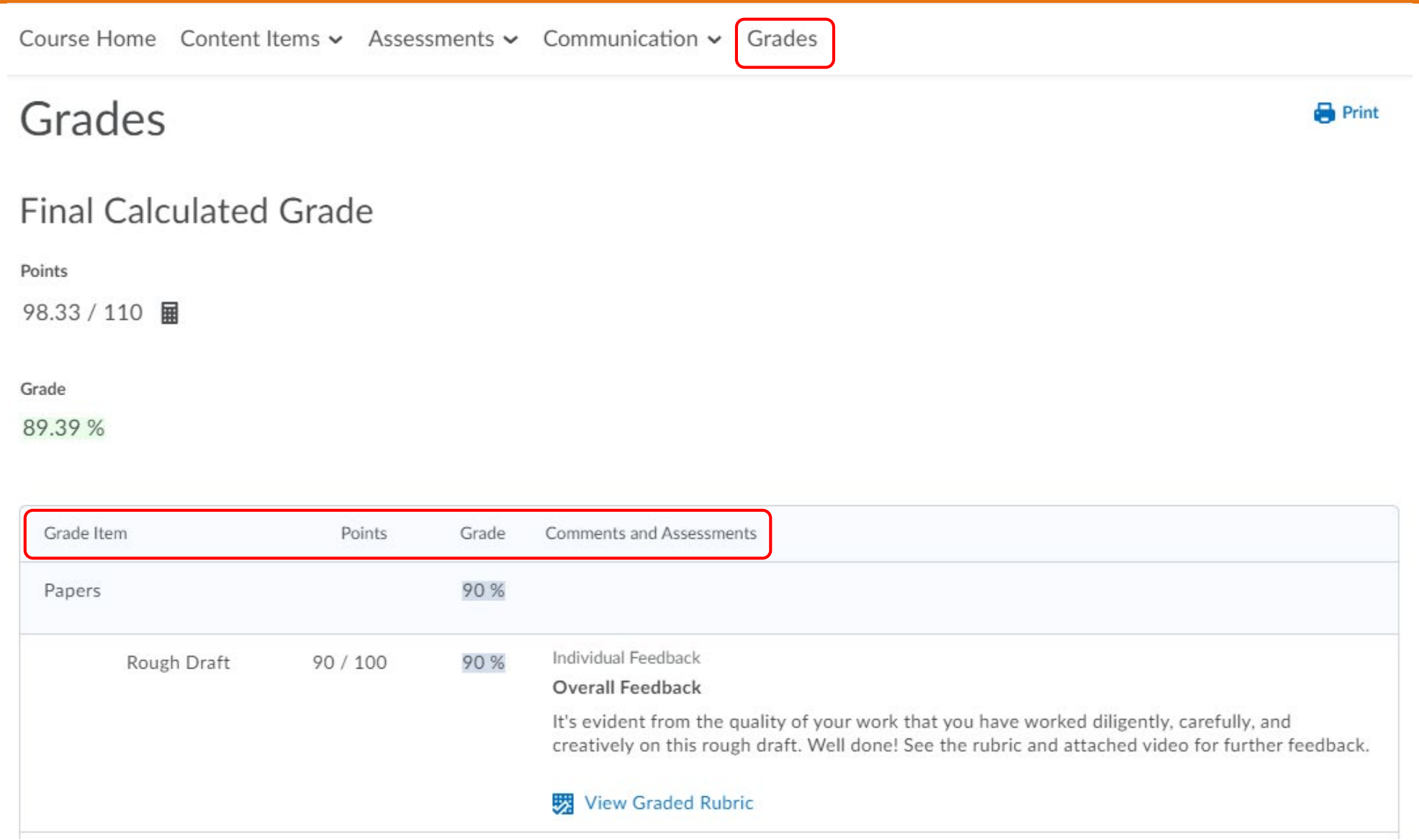
Done

Feedback: Assignments (Student View)



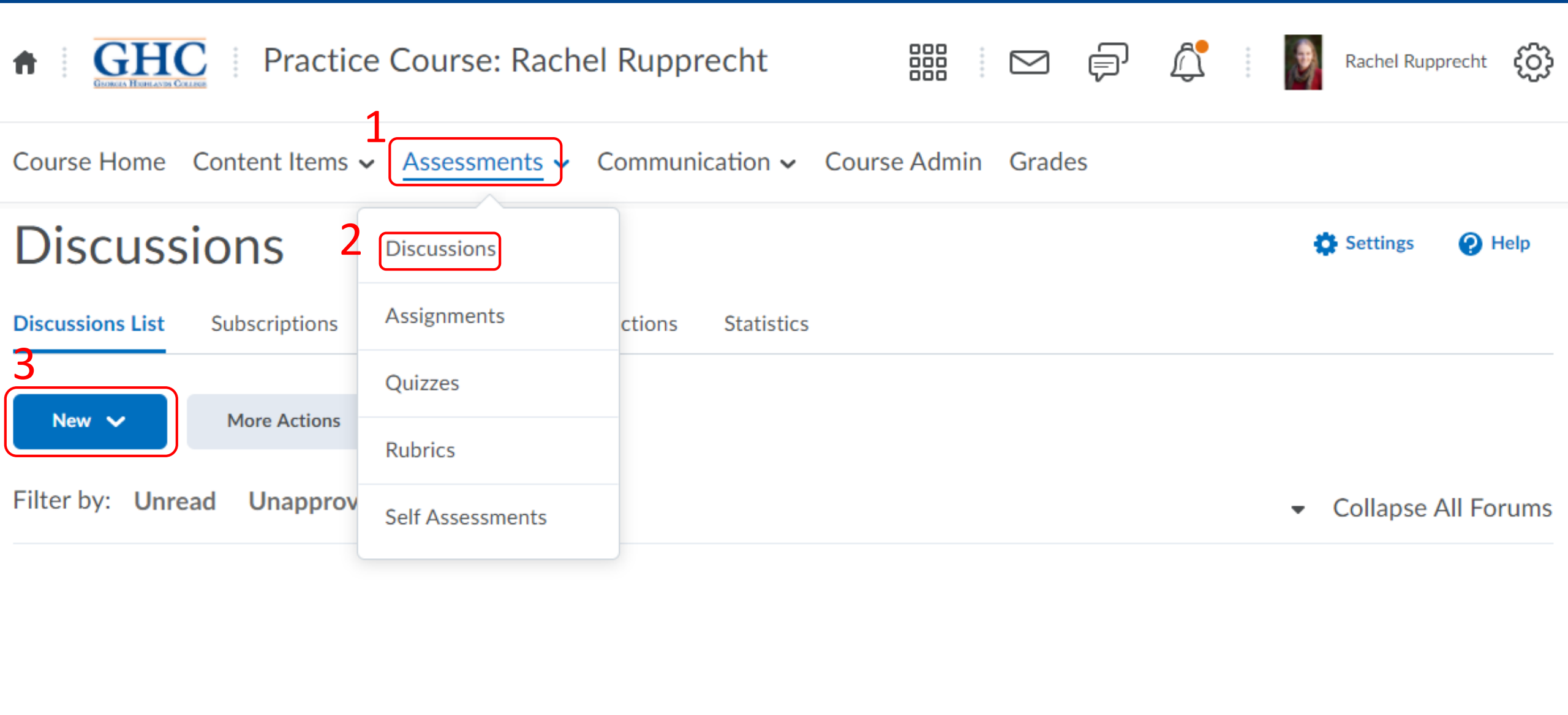
Feedback: Grades (Student View)



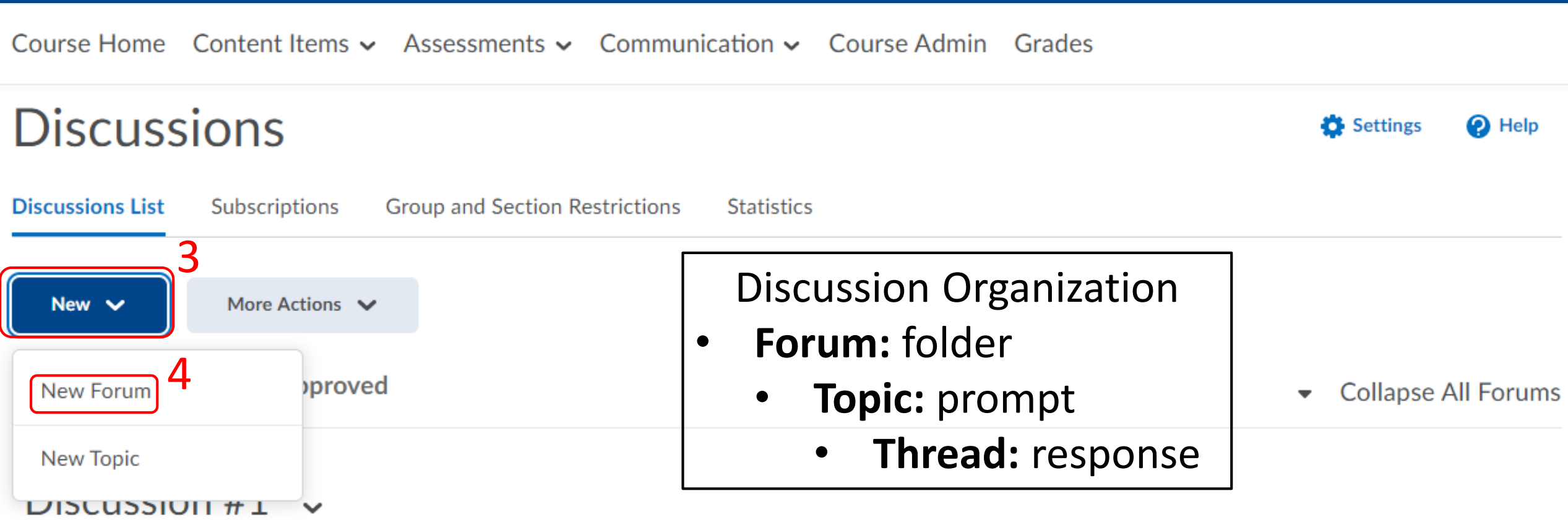
Activity:
Create & Grade an Assignment

Discussions

Create a Discussion



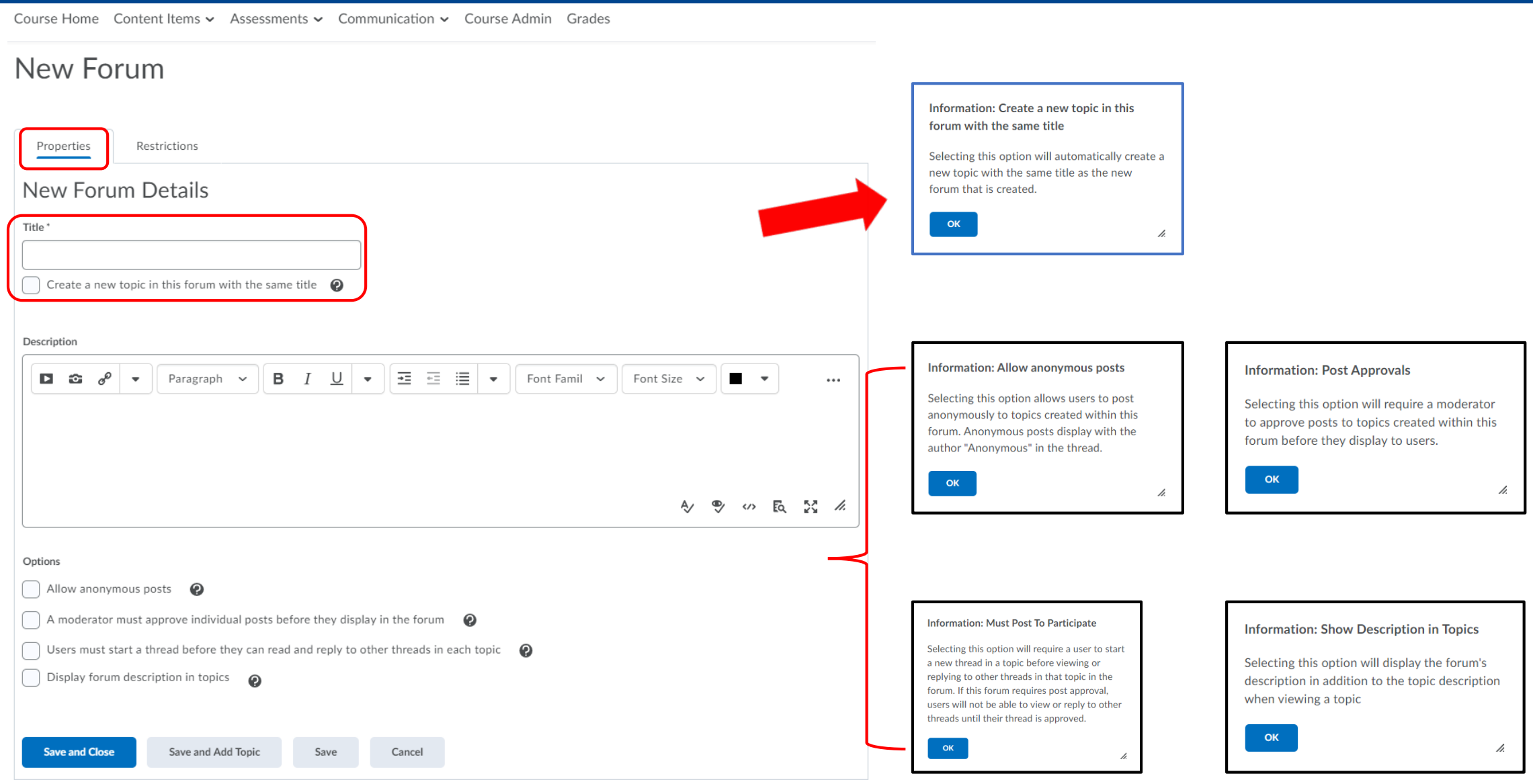
Create a Discussion: Forum



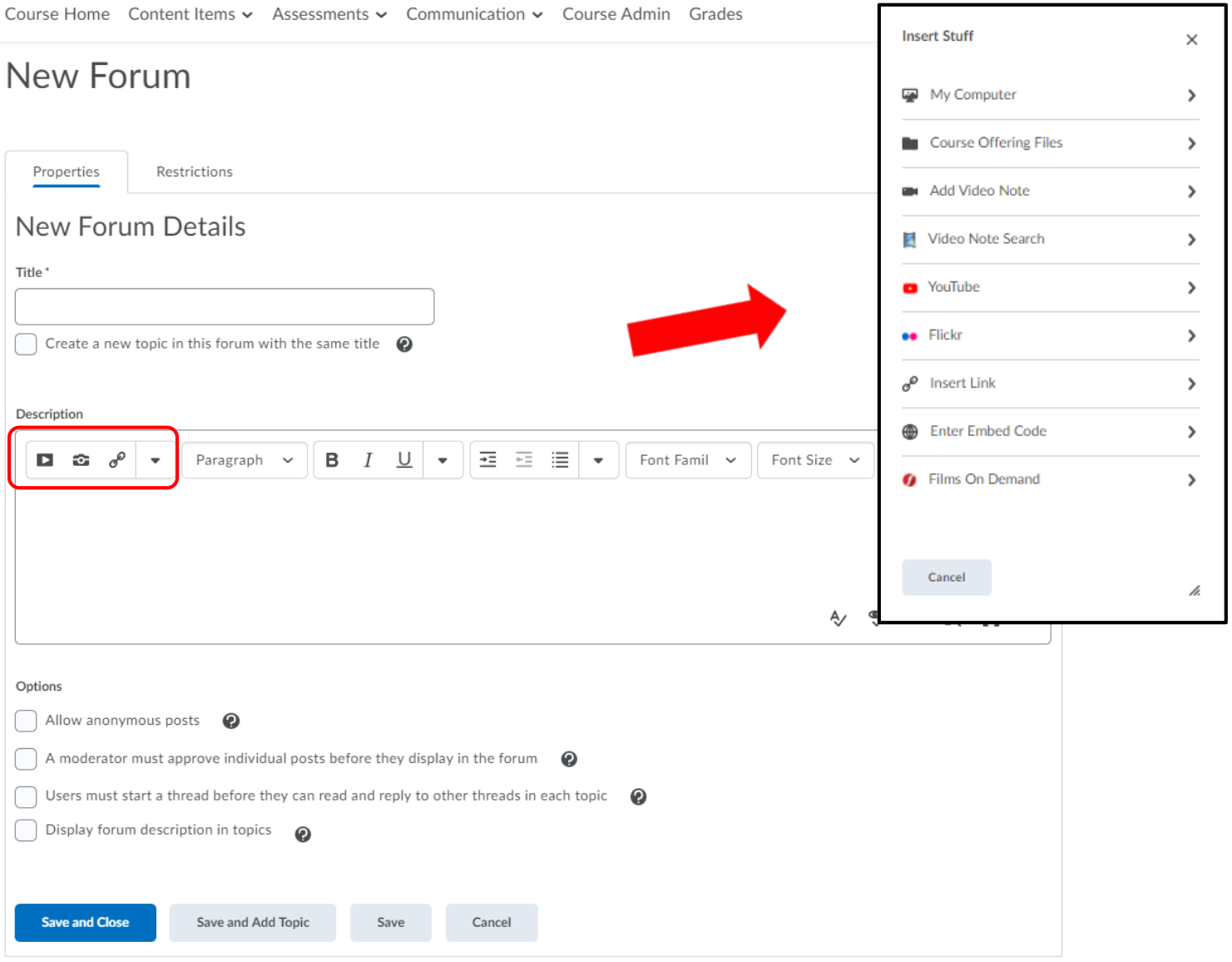
Discussion Organization

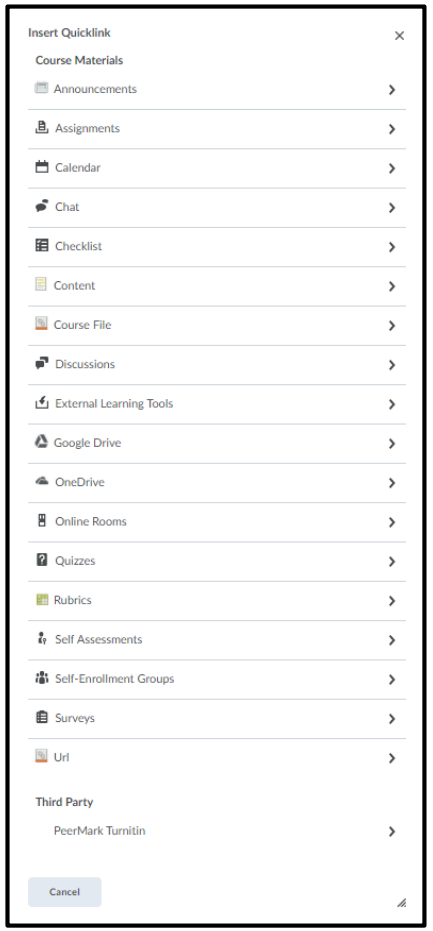
- **Forum:** folder
  - **Topic:** prompt
    - **Thread:** response

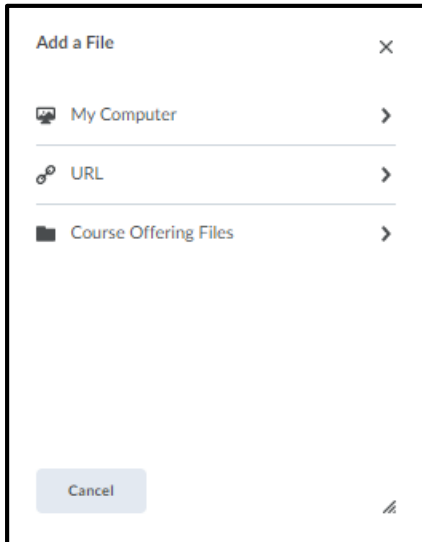
Create a Discussion: Forum



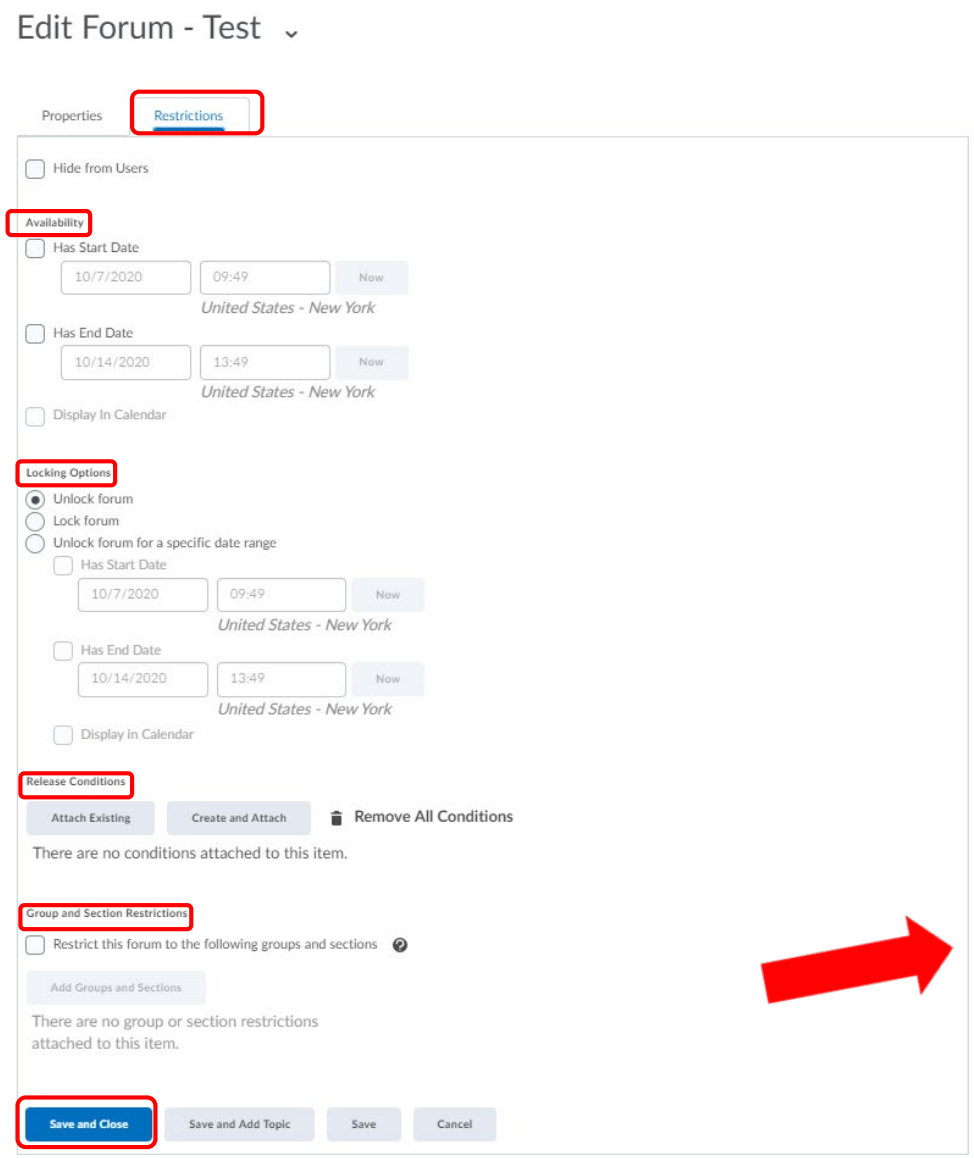
Create a Discussion: Forum

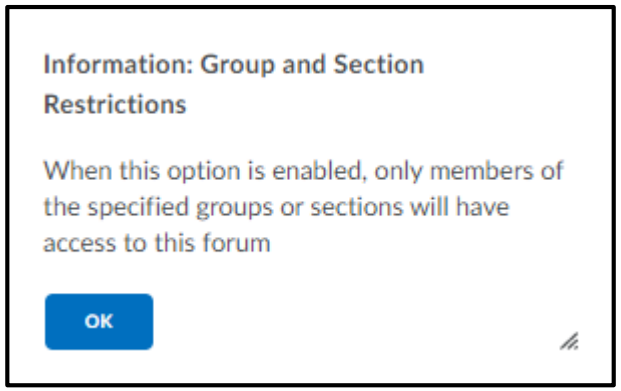




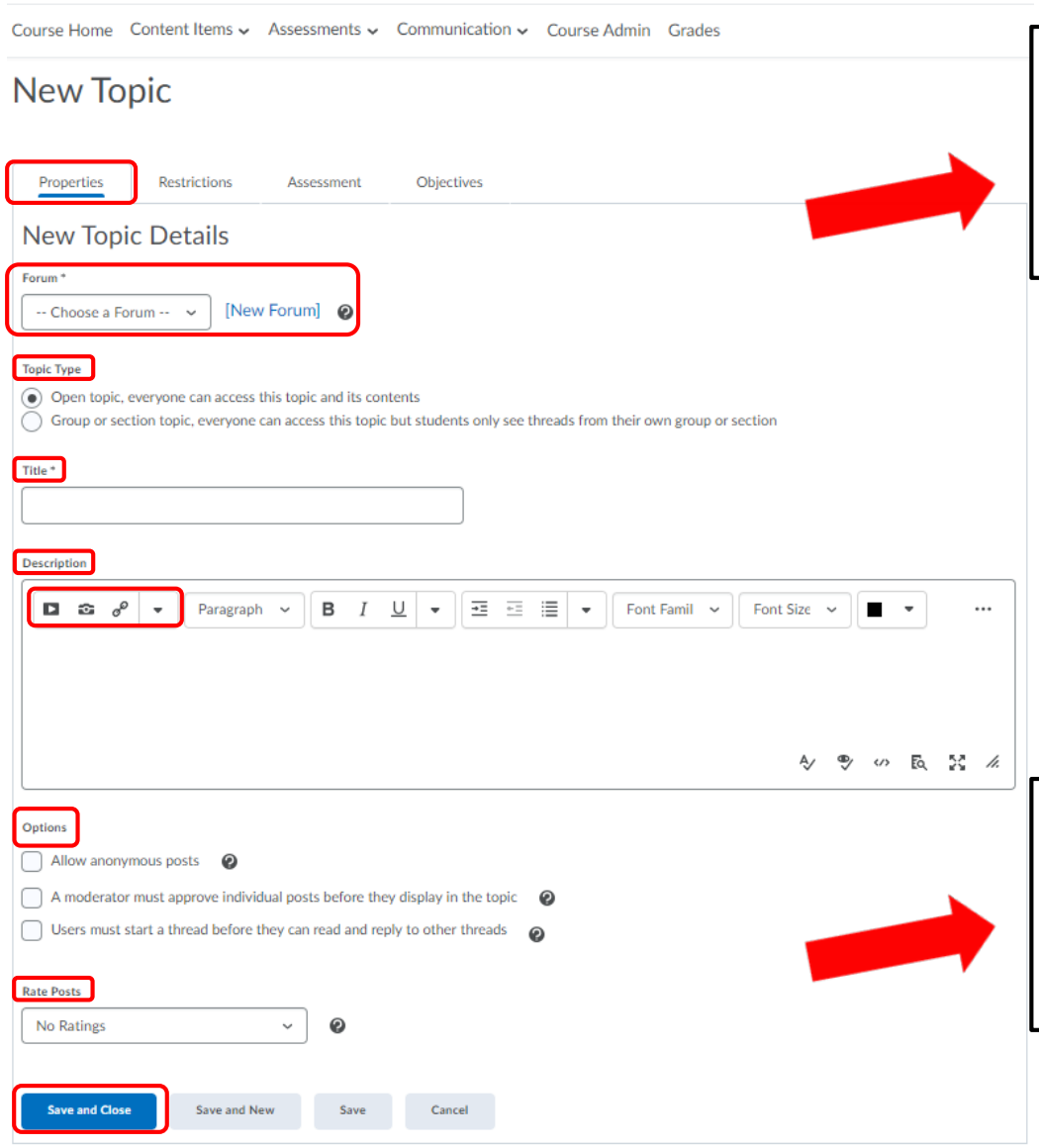


Create a Discussion: Forum





Create a Discussion: Topic



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.

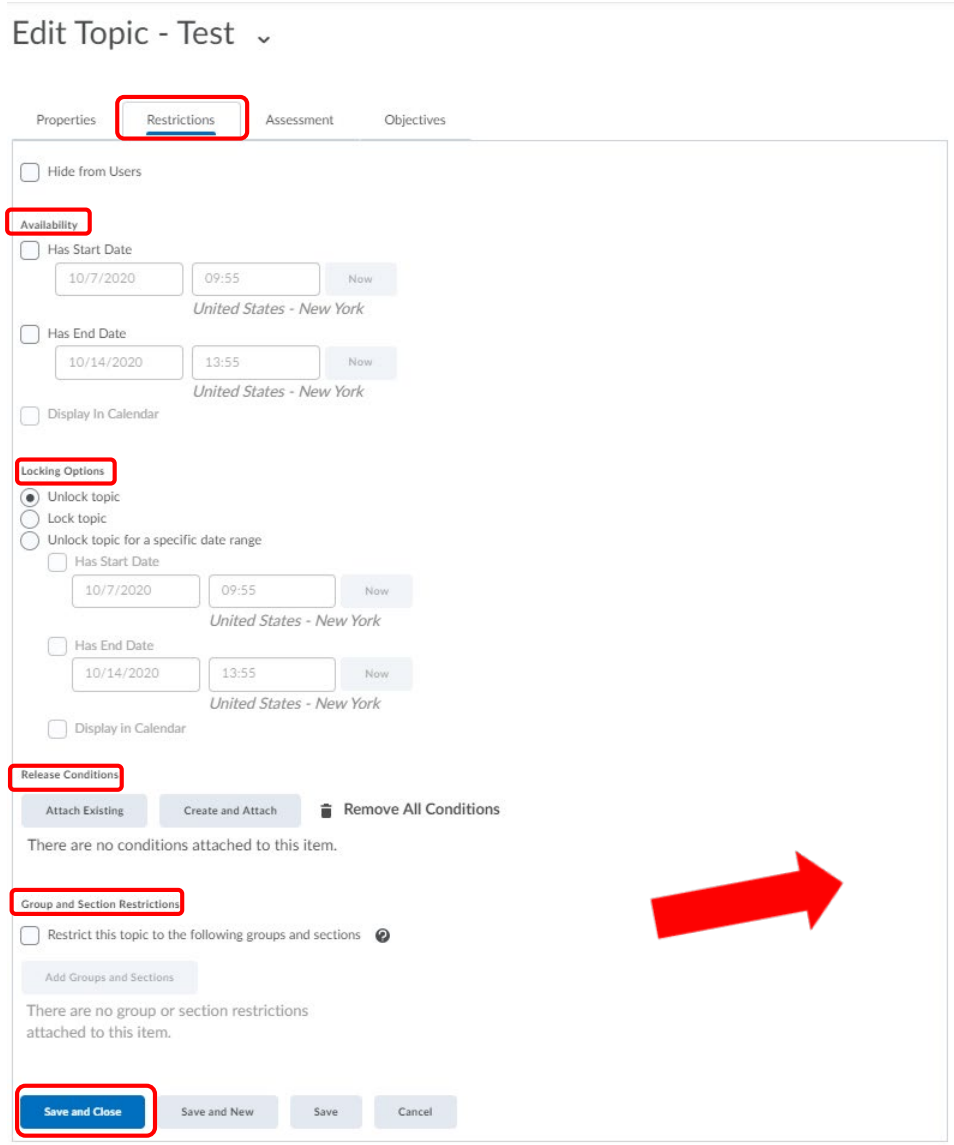
OK

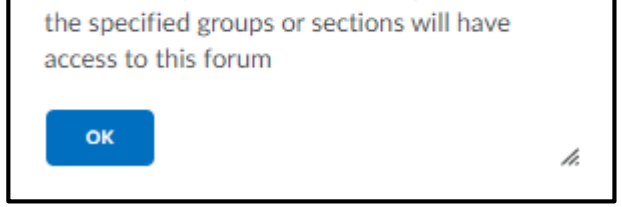
Information: Must Post To Participate

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.

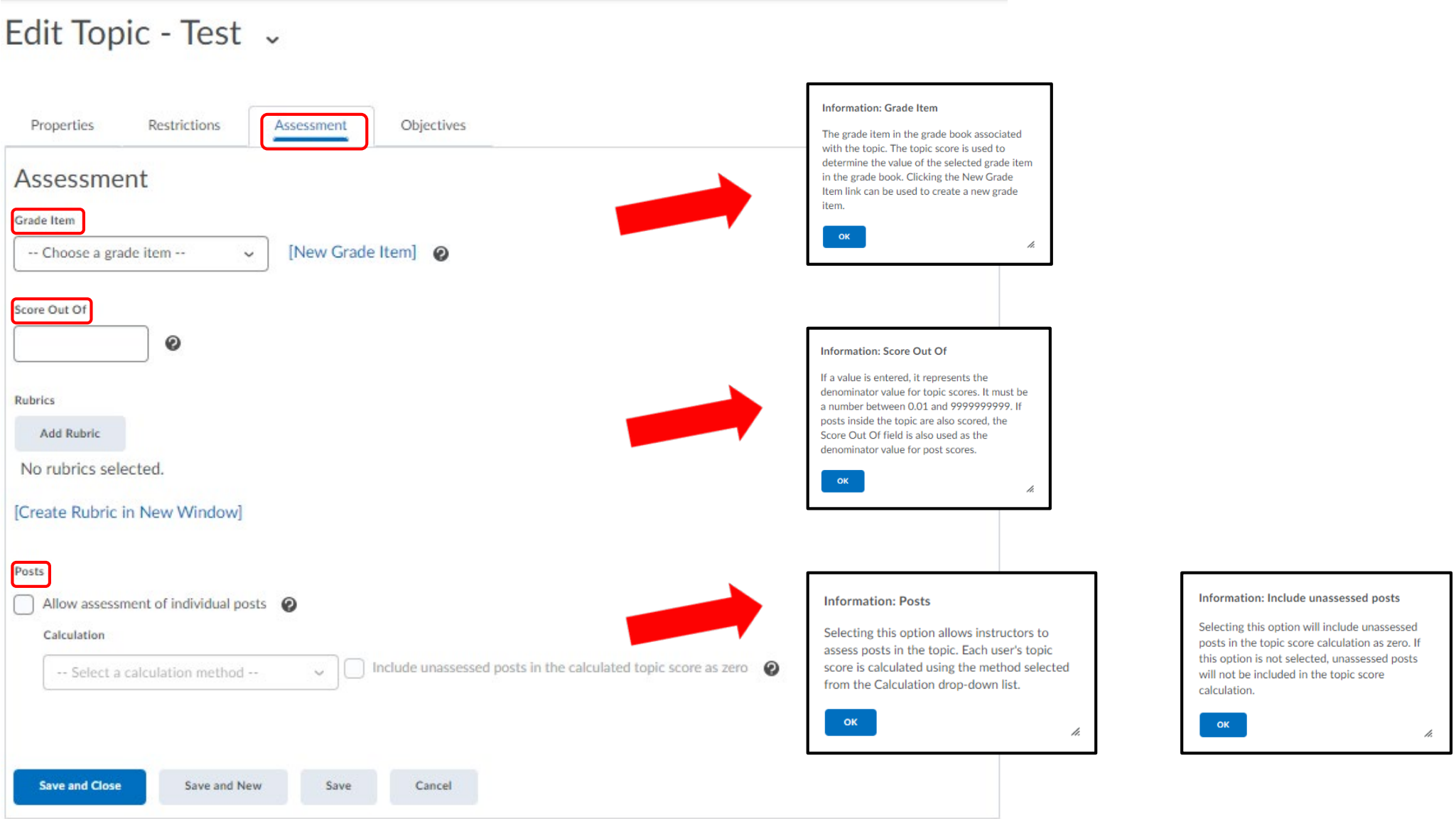
OK

Create a Discussion: Topic

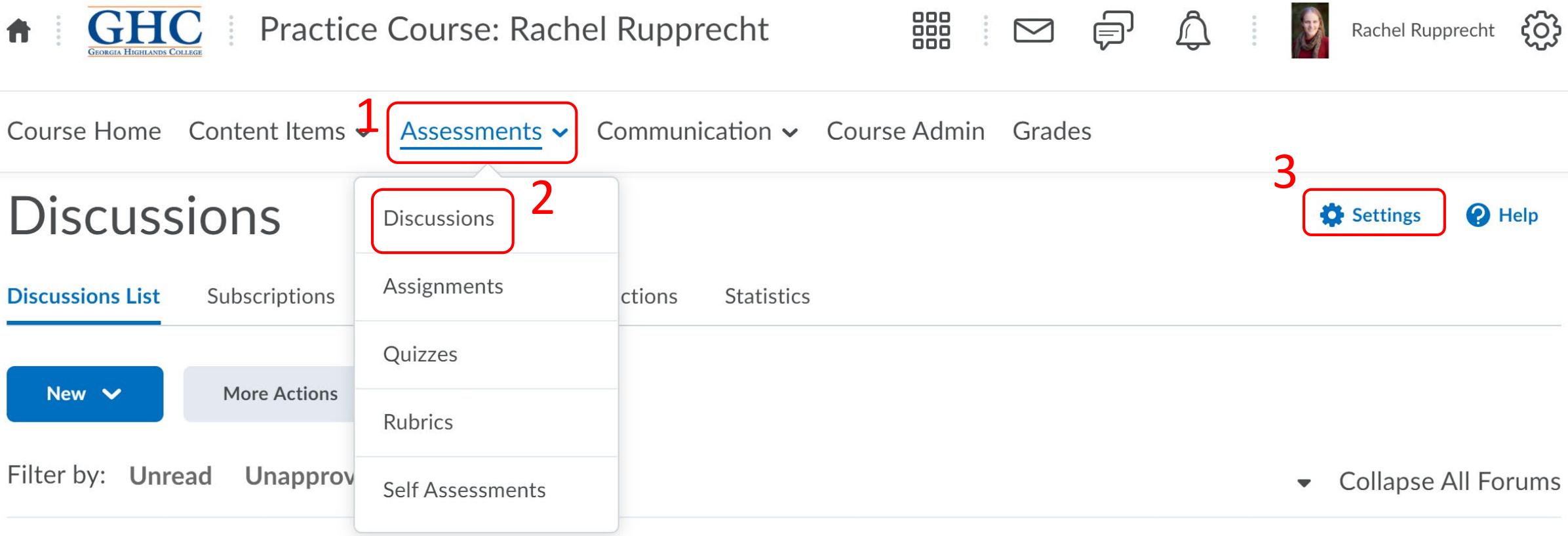




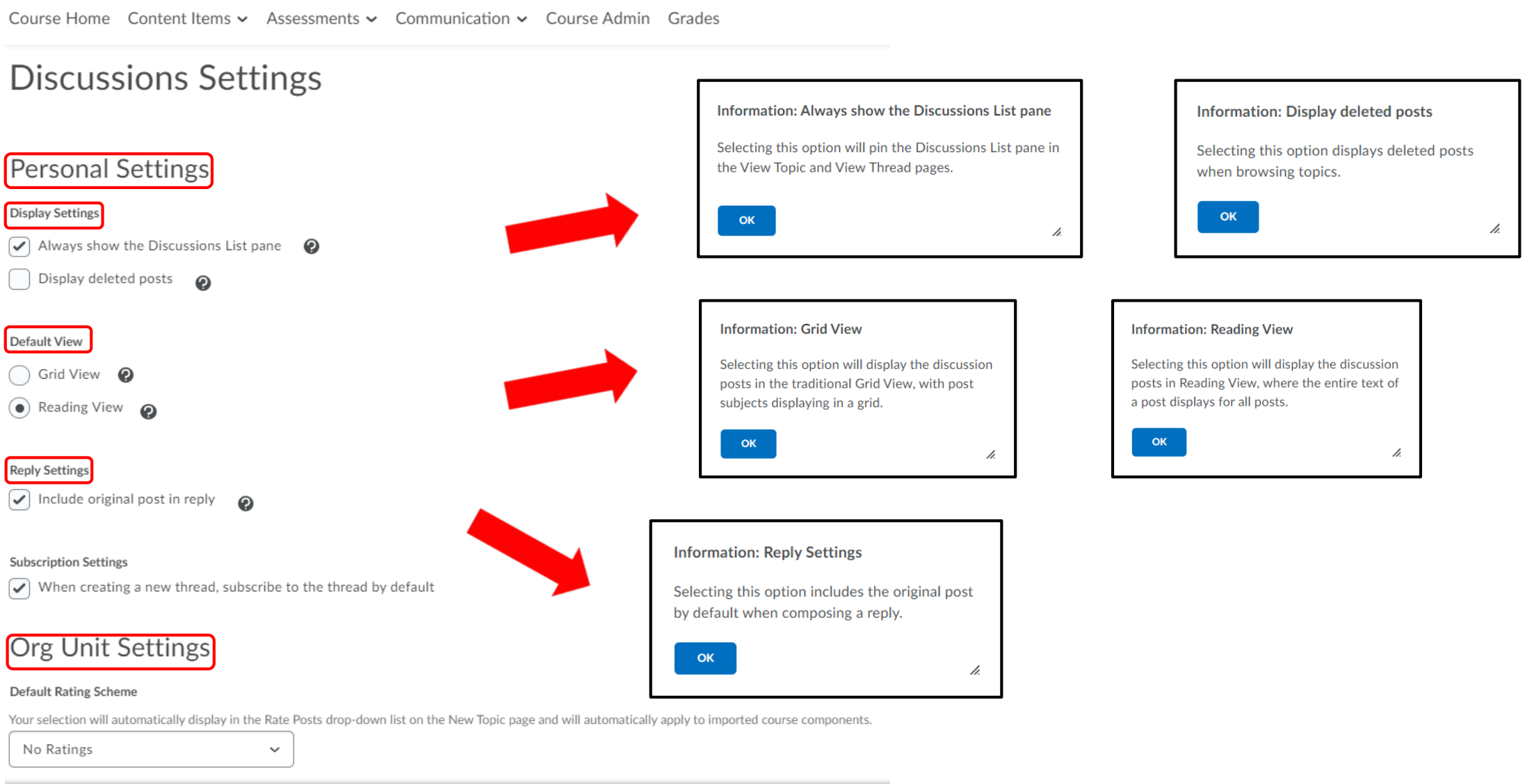
Create a Discussion: Topic



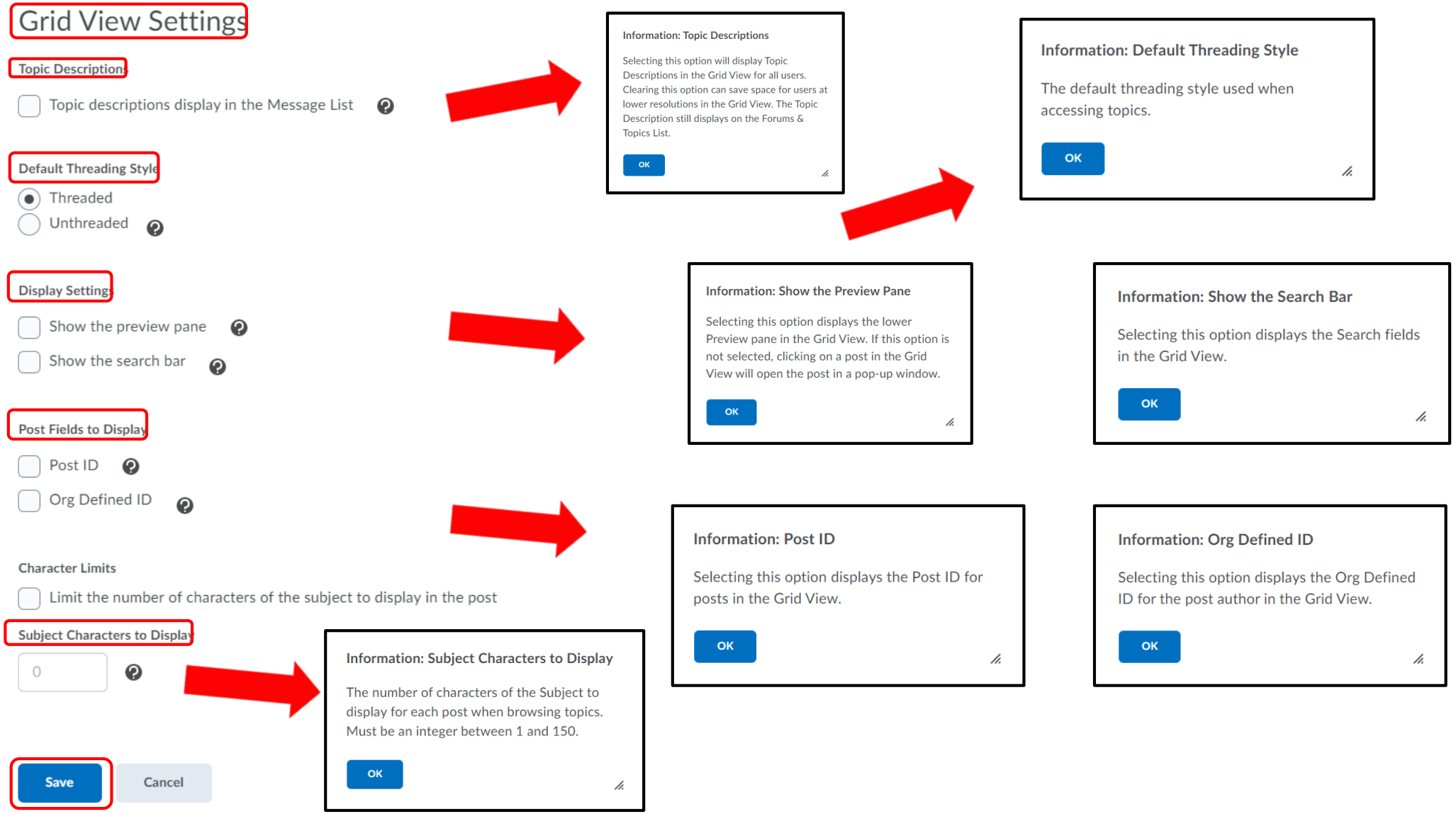
Discussion Settings



Discussion Settings



Discussion Settings (continued)



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

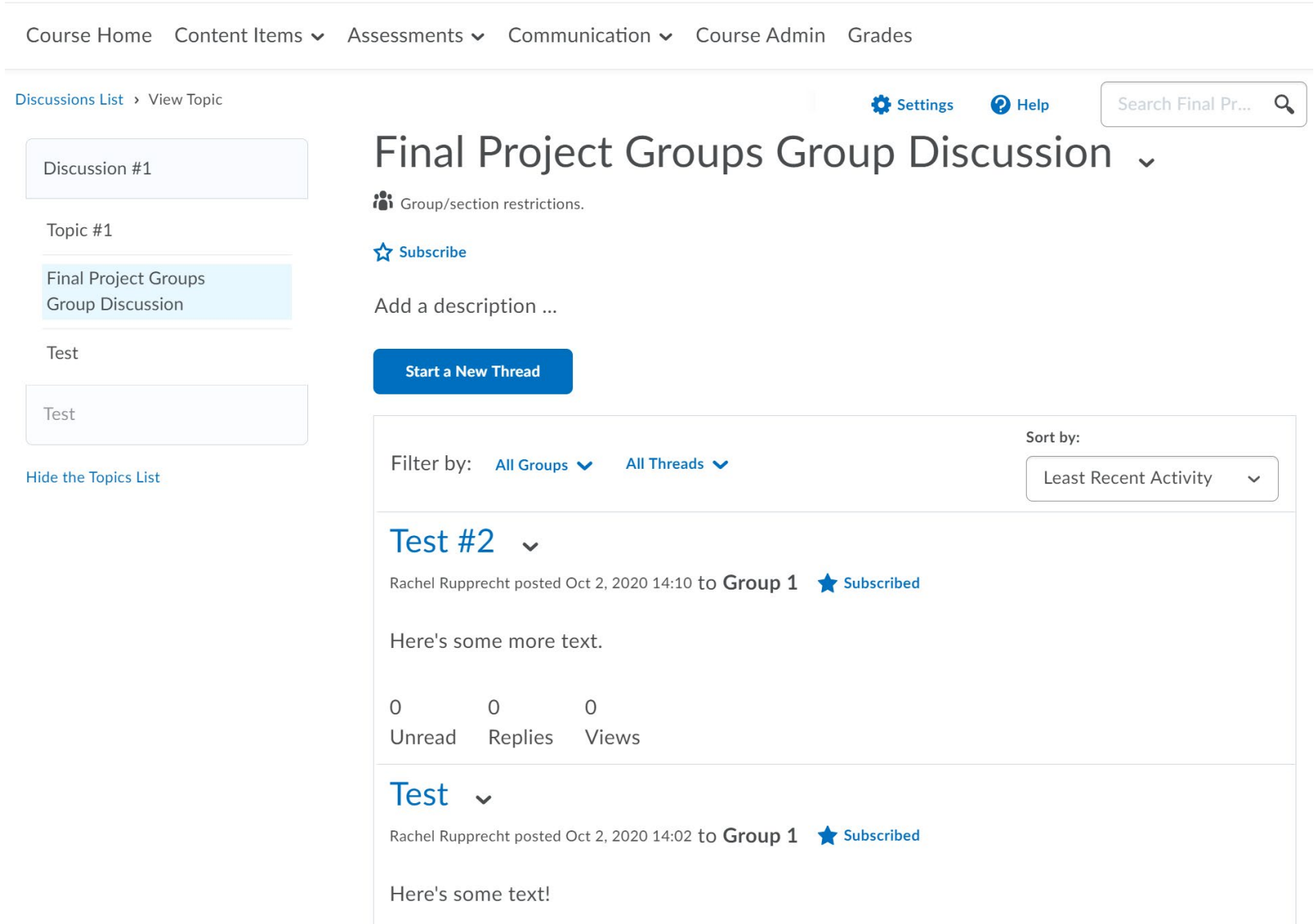
Subscribe to Topic

View: All Groups | Threaded | Apply

Mark Read | Mark Unread | Delete | Print

				Subject	Authored By	Posted To	Date
☐			★	Test #2	Rachel Rupprecht	Group 1	Oct 2, 2020 14:10
☐			★	Test	Rachel Rupprecht	Group 1	Oct 2, 2020 14:02
☐			★	Test	Rachel Rupprecht	Group 1	Oct 2, 2020 14:11

Reading View



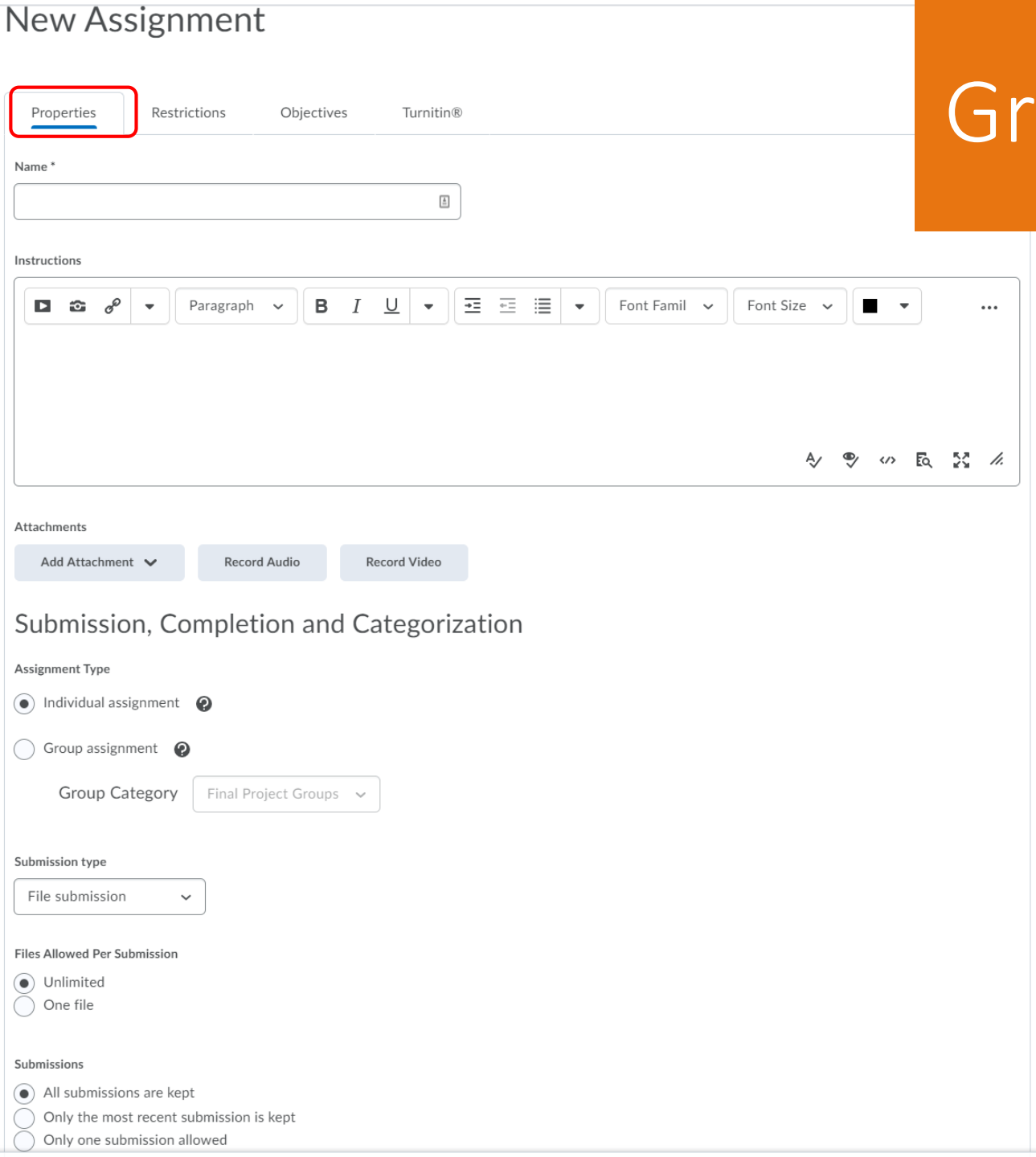
Activity:
Create a Discussion

Associating Assessments

with the

Gradebook

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

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

Grade Item

None [New Grade Item]

Student View Preview

- / -

Select the appropriate Grade Item from the Dropdown Menu.

Rubrics

Add Rubric

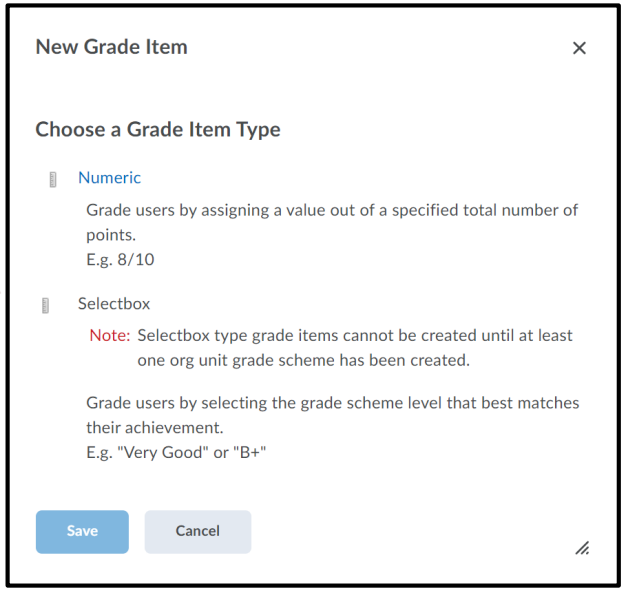
No rubrics selected.

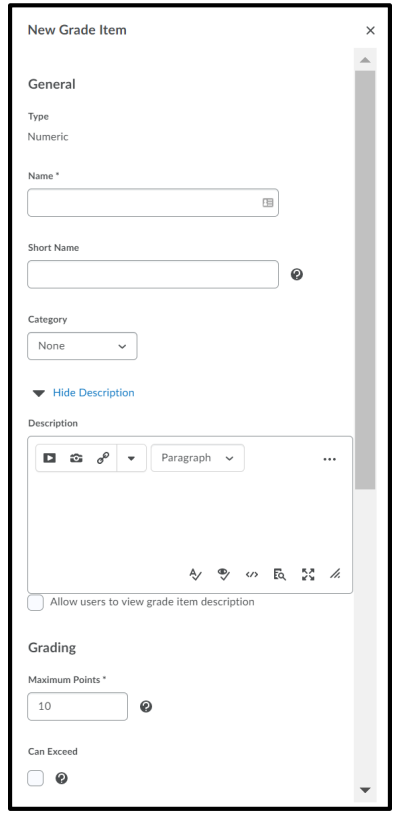
[Create Rubric in New Window]

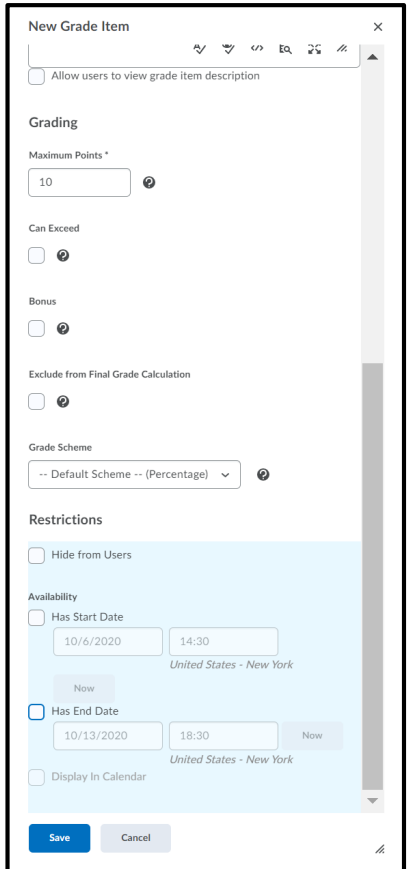
Default Scoring Rubric

No default selected

Save and Close | Save and New | Save | Cancel







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

Gradebook Organization

Course Home | Content Items | Assessments | Communication

Enter Grades | Manage Grades | Schemes | Setup Wizard

New | More Actions

Bulk Edit

Category

Item

	Grade Item	Type	Association	Max. Points
	Papers			
	Rough Draft	Numeric	Assignments	100
	Final Draft	Numeric	-	100
	Paper Proposal	Pass/Fail	-	10
	Interviews			
	Interview Proposal	Pass/Fail	-	20

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?

cetl@highlands.edu

cetl.highlands.edu/resources/technology/d2l

D2L
DESIRE2LEARN

CENTER FOR EXCELLENCE IN TEACHING AND LEARNING
GHC
GEORGIA HIGHLANDS COLLEGE