



Creating a Final Grade Snapshot Grade Item – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish students to see a snapshot of what their Final Grade is (and to have it automatically updated as you add grades to the gradebook), without having to release the Final Calculated Grade column early.

Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Manage Grades** area.
2. Click the **New** button and select **Item**.

Training Course 03 Course Home My Tools Edit Course

Enter Grades **Manage Grades** Schemes Settings Help

New More Actions

Item

Category

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignments				40
<input type="checkbox"/>	Assignment 1	Numeric	-	20	33.33333333
<input type="checkbox"/>	Assignment 2	Numeric	-	30	33.33333333
<input type="checkbox"/>	Assignment 3	Numeric	-	25	33.33333333
<input type="checkbox"/>	Presentations				10



3. Under **Choose a Grade Item Type**, select **Calculated**.

Manage Grades > New Item

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**
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{ MID{ [P1.Percent], [P2.Percent] } < 50, 0, 1
- Calculated**
Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$
- Text**
Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"



4. Give your Grade Item a **Name**, select other parameters as required, then under **Calculation**, select all Grade Items.

The screenshot shows a form with two main sections: 'General' and 'Grading'. In the 'General' section, the 'Name' field contains 'Snapshot of Final Grade So Far' and is highlighted with a red box and a red arrow. Below it is a 'Short Name' field. In the 'Grading' section, the 'Grade Scheme' dropdown is set to '-- Default Scheme -- (Percentage)' and is also highlighted with a red box and a red arrow. Under the 'Calculation' section, a list of items is shown with checkboxes: 'Grade Item to Include', 'Assignments', 'Assignment 1', 'Assignment 2', 'Assignment 3', 'Presentations', 'Presentation 1', and 'Presentation 2'. All these checkboxes are checked and are enclosed in a red box with a red arrow pointing to the top-left corner of the box. At the bottom of the form are four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.



5. Scroll down, and under **Calculation Method**, select **Final Grade Calculation**. Then click **Save and Close**. Students will now be able to see what total they have for their Final Grade so far in the term. Note that this total will increase automatically as you add grades to the gradebook.

The screenshot displays a configuration interface for a gradebook. At the top, a list of items is shown with checkboxes: Assignment 2, Assignment 3, Presentations, Presentation 1, Presentation 2, Presentation 3, Quizzes, Quiz 1, Quiz 2, Participation, and Final Exam. Below this list is the 'Calculation Method' section, which contains two radio button options: 'Milestone Grade Calculation' (unselected) and 'Final Grade Calculation' (selected). A red box highlights this section, and a red arrow points to the 'Final Grade Calculation' option. Below the 'Calculation Method' section is the 'Rubrics' section, which includes an 'Add Rubric' button and the text 'No rubrics selected.' and '[Create Rubric in New Window]'. Below the 'Rubrics' section is the 'Display Options' section, which includes a 'Show Display Options' button. At the bottom of the interface, there are four buttons: 'Save and Close' (highlighted with a red box and a red arrow), 'Save and New', 'Save', and 'Cancel'.

Things to Remember

If you would like to create a Mid-Point grade snapshot for your students, refer to the tutorial *Creating a Mid-Point Grade Item*.



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