

# SETUP D2L Brightspace

Validate that each course is setup correctly and the grades are ready to be imported.

D2L documentation and help:

https://documentation.desire2learn.com/

https://documentation.desire2learn.com/en/Learning%20Environment

https://documentation.desire2learn.com/en/Grades

# **Final or Final Adjusted Grade**

Select a grade scheme that matches how final grades are released to users by your institution and match the Course grading system. For example, if letter grades (e.g. A, B+, C-) are used at your institution, select an existing Letter grade scheme from the drop down by Final Calculated Grade and apply it as the Final default grade scheme.

From the Assessment column title, click on [Grades] from the drop down.



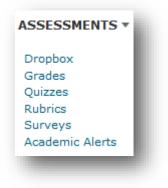
Click on the *Final Calculated Grade* or *Final Adjusted Grade* dropdown. Click on [Edit].



Final Grades		
Final Calculated Grade	Final Adjusted Grade 🔻	
- %		
🛃 Edit		
💕 Grade All		
Statistics		
🔼 Event Log		
The second secon		

# Choose the Grade Scheme that matches the Final Course grades.

From the Assessment column title, click on [Grades] from the drop down.



Choose the Grading Scheme that matches the Course Grading for Faculty Application.



Properties	Restrictions		
General			
Name *			
Final Calculat	ted Grade		
Short Name			0
			0
Grading			
Can Exceed			
. 0			
Grade Scher	ne		
Grade Scher Alphabetical	ne With (+) and (-)		• 0
			• 0
			• 0
	With (+) and (-)	Cancel	•

Click on [Save and Close].

# **Student View Display Options and Final Grade Released.** Validate that there is a Check mark by the Grade scheme symbol.

From the **Assessment** column title, click on [Grades] from the drop down.





On the left hand corner, click on [Settings].

Enter Grades	Manage Grades	Schemes	Setup Wizard	Settings 🖉 Help	

Click on the tab titled, [**Org Unit Display Options**]. Under the **Student View Display** *Options* section, validate that a check mark in next to [ Grade scheme symbol @ ]. If the Grade scheme symbol does not have a check mark then click in the box. A check mark will display. This will allow the display to import.

Org Unit Display O	ptions	
Personal Display Options	Org Unit Display Options	Calculation Options
Managing View Displa	ay Options	
Decimals Displayed *		
Number of decimal places to d	isplay 2	
Student View Display	Options	
Grade Details		
Weighted grade @	_	
🔲 Grade scheme symbol 🚱		
Grade scheme color 🤪		
Decimals Displayed *		
Number of decimal places to d	isplay 2	
Characters Displayed *		
Number of characters to displa	ay for Text items 15 🛛 📀	
Final Grade Calculation		
Display how final grade wa	as calculated to users 😡	
	~	
Save Close		

# Click the [Save] button.

Click on the tab titled, [**Calculations Options**]. Under the *Final Grade Released* section, validate which choice of Calculated Final Grade or Adjusted Final Grade will be

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released. Click in the radio button next to this choice. This will set the flag for which should be imported.

Personal Display Options	Org Unit Display Options	Calculation Options
Grading System		
Grading System		
Weighted 🕢		
Example: Assignments Category (20% of - Assignment 1 Item (50% of - Assignment 2 Item (50% of Final Exam Item (80% of final	Assignments)	
Final Grade: /100%		
Points Q		
Example: Assignments Category (40 poi - Assignment 1 Item (20 point - Assignment 2 Item (20 point Final Exam Item (200 points)	nts) s) s)	
Final Grade: /240 points		
Final Grade Released		
Release		
Ocalculated Final Grade Q		
🔘 Adjusted Final Grade 🚱		
Grade Calculations		
Ungraded Items		
Drop ungraded items Q		
Treat unoraded items as 0		
Save Close		

Click the [Save] button.

#### Release Grades

Either Final Adjustment Grades or Final Grades can be released.

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From the *Assessment* column title, click on [Grades] from the drop down.

ASSESSMENTS •	
Dropbox	
Grades	
Quizzes	
Rubrics	
Surveys	
Academic Alerts	

Click on the *Final Calculated Grade* or *Final Adjusted Grade* dropdown. Click on [Grade All].

Final Grades		
Final Calculated Grade	Final Adjusted Grade 🔻	
- 9		
🛃 Edit		
🚩 Grade All		
Statistics		
🔼 Event Log		

Choose the check mark by the Grade icon to select all students. Then Click on the Release/Unrelease button.



Click on the [Save and Close] button.

Save and Close	Save	Cancel
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Once Grades have been released. They can be imported into the Faculty App.

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