OVERVIEW

The following documentation demonstrates how to change the final grade calculation settings of a Desire2Learn course.

This tutorial is operating system independent.

Step 1

Log into your course and click on Grades.

Step 2

Click on Settings.
Step 3

Click on the **Calculation Options** tab.

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**Personal Display Options**

**Managing View Display Options**

**User Details**
- [ ] Username
- [x] Org Defined ID
- [ ] Email

**Grade Details**
- [ ] Points grade
- [ ] Weighted grade
- [x] Grade scheme symbol
- [x] Grade scheme color

**Number of characters to display for text items** *

15

**Number of columns before user details repeat** *

5

**Number of users before column header repeats** *

10

**Repeat Final Grades**
- [x] Repeat calculated final grade at the start of the user list
- [ ] Repeat adjusted final grade at the start of the user list

[Save] [Close]
Step 4

In the Grading System section there are three options to choose from on how to calculate grades for the course:

- **Weighted**
- **Points**
- **Formula**

**Calculation Options**

Grading System

- **Weighted**
  - Examples:
    - Assignments Category (50% of final grade)
      - Assignment 1 Item (50% of Assignments)
      - Assignment 2 Item (50% of Assignments)
      - Final Exam Item (30% of final grade)
    - Final Grade: 100%

- **Points**
  - Examples:
    - Assignments Category (40 points)
      - Assignment 1 Item (10 points)
      - Assignment 2 Item (20 points)
      - Final Exam Item (100 points)
    - Final Grade: 240 points

- **Formula**
  - Final grade is determined by a custom-defined formula.
  - Grade items and categories use the Points system.

Final Grade Released

- Calculated Final Grade
- Adjusted Final Grade

Grade Calculations

- Ungraded Items
  - Drop ungraded items
  - Treat ungraded items as 0

Auto Update

- Automatically keep final grades updated
Within the Grade Calculations section instructors have two options on how to handle ungraded items:

- **Drop ungraded items**: Excludes ungraded items from the calculation of grades. For example, this option will drop any assignment yet to be assigned, but is in the gradebook for future use in a term. This option will keep student grades more accurate throughout a semester.

- **Treat ungraded items as 0**: Assigns a value of 0 as the points received for all ungraded item. This option is useful at the end of a semester if you would like all uncompleted student assignments that were ungraded for any reason as 0s.

*Note: The Drop ungraded items option is especially useful when the Automatically keep final grades updated option is checked, because it won't take into account grade items yet to be assigned/completed.
Calculation Options

Grading System

Grading System
- Weighted
  Example:
  Assignments Category (20% of final grade)
  - Assignment 1 item (50% of Assignments)
  - Assignment 2 item (50% of Assignments)
  Final Exam Item (90% of final grade)

Final Grade: /100%

- Points
  Example:
  Assignments Category (40 points)
  - Assignment 1 item (20 points)
  - Assignment 2 item (20 points)
  Final Exam Item (200 points)

Final Grade: /240 points

- Formula
  Final grade is determined by a custom defined formula
  Grade items and categories use the Points system

Final Grade Released

Release
- Calculated Final Grade
- Adjusted Final Grade

Grade Calculations

Ungraded Items
- Drop ungraded items
- Treat ungraded items as 0

Auto Update
- Automatically keep final grades updated

Save  Close
**Step 6**

When you have finished modifying your settings click **Save**.

### Calculation Options

#### Grading System

**Grading System**

- **Weighted**

**Example:**
- Assignments Category (20% of final grade)
  - Assignment 1 item (50% of Assignments)
  - Assignment 2 item (50% of Assignments)
- Final Exam Item (80% of final grade)

**Final Grade:** 100%

- **Points**

**Example:**
- Assignments Category (40 points)
  - Assignment 1 item (20 points)
  - Assignment 2 item (20 points)
- Final Exam Item (200 points)

**Final Grade:** 240 points

- **Formula**

**Final grade is determined by a custom defined formula**
Grade items and categories use the Points system

#### Final Grade Released

**Release**

- **Calculated Final Grade**
- **Adjusted Final Grade**

#### Grade Calculations

**Ungraded Items**

- **Drop ungraded items**
- **Treat ungraded items as 0**

**Auto Update**

- **Automatically keep final grades updated**

[Save] [Close]
*Training adapted with permission from the University of Colorado-Boulder