Using the Gradebook Setup Wizard in D2L

1. In D2L, select the course you intend to edit.

2. Select Grades on the Navigation bar.

3. Within Grades, select Setup Wizard. First Screen summarizes your current gradebook settings. Click Start.
4. Choose Weighted, Points or Formula grading system. All options in the Setup Wizard can be changed later. **Recommendation:** Leave most values at default. Watch video tutorials or call ITLE (x1000) for help. Click **Continue.**

5. Choose **Calculated** or **Adjusted** final grade. **Recommendation:** Adjusted. Click **Continue.**
6. Choose what to do with ungraded items in your gradebook. **Recommendation:** Drop ungraded items. Click Continue.

7. Choose which grading scheme to use. **Recommendation:** Percentage. Click Continue.

8. Choose how many decimal places to display when grades are entered. **Recommendation:** 2. Click Continue.
9. Choose how the gradebook appears to students. **Recommendation:** Leave default settings. Click **Continue**.

10. View summary of the options you have selected. Click **Finish**.

Initial setup is complete. Now continue building your gradebook. **Remember:** all options in the Setup Wizard can be changed later.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.