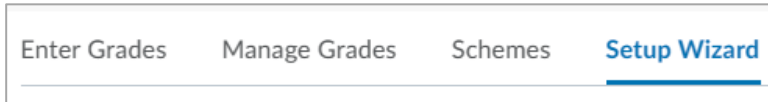# How to setup the Grades area

The Grades Setup Wizard will walk you step-by-step through the process of setting up your gradebook.

1. In your D2L course, click on **Grades** on the course navigation (navbar).

2. Click the **Setup Wizard** option (if you are not automatically taken there).

3. Review the current settings. Then, scroll down and click the blue **Start** button.

4. **Step 1 of 7:** Select between a "Weighted" grading scale or a "Points" grading scale.
   Keep in mind that you will designate the weight percentages or the point values when you create your grade items and categories.

5. When ready, click the blue **Continue** button.

6. **Step 2 of 7:** Select whether you will release the "Calculated Final Grade" or the "Adjusted Final Grade" to students.

7. You can also choose to "Automatically release final grade" to students.

8. When ready, click the blue **Continue** button.

9. **Step 3 of 7:** Select to either "Drop ungraded items" or "Treat ungraded items as 0 (zero)."

   > ❗ **Note:**
   > **If you choose "Drop ungraded items,"** be sure to enter zeros for those students who do not earn a grade for a specific grade item. With this setting enabled, D2L will not include any "blank" grade items in the grade calculation.

10. When ready, click the blue **Continue** button.

11. **Step 4 of 7:** Choose the Default Grade Scheme.
    "Percentage" is the default grade scheme and will be the only one listed unless you create an additional grade scheme.

12. When ready, click the blue **Continue** button.

13. **Step 5 of 7:** Designate the number of decimals places to display to you the instructor.
    The default value is 2.

14. When ready, click the blue **Continue** button.

15. **Step 6 of 7:** Student View Display Options.
    On this step, you can designate the settings for when students view their grades.

    - **Points grade:** Determines if students see the point value earned for a grade item.
    - **Weighted grade:** Determines if students see the weighted percentage value for a grade item. (Option only available if a Weighted grading scale was chosen in Step 1.)
    - **Grade scheme symbol:** Determines if students see the percentage value of a grade item. (For instance, if a student earned 90 out of 100, the student would see 90%.)
    - **Grade scheme color:** Determines if students see a grade item's color associated with the grade scheme.
    - **Decimals Displayed:** You can decide how many decimals to show the students.
    - **Characters Displayed:** If using a "Text grade item," set the number of characters to display for students.
    - **Final Grade Calculation:** Determines whether or not students can view how the final grade was calculated.

16. When ready, click the blue **Continue** button.

17. **Step 7 of 7:** Summary. Review the settings you chose, then scroll down and click the blue **Finish** button when ready.

18. After completing the Setup Wizard, you will then be directed to create grade items and categories.

Grade Options
- Create a New Grade Category
- Create a New Grade Item
- Import Grades
- Create a New Grade Scheme
- Manage Grade Items and Categories
- Enter Grades