

SETTING UP YOUR GRADEBOOK

Overview:

To set up your grade book take the following steps:

- Set up your grade schemes (percent, points, pass/fail)
- Set up your categories (tests, quizzes, assignments, etc.)
- Set up your gradable items (Test #1, Quiz #5, 3rd Assignment, etc.)

Use the following steps to set up your grade book:

1. Go to “Gradebook”
 - a. From: Dashboard: select the class you want to set up; or
 - b. From: Academics Tab: select sub tab Classes and the class you want to set up.
2. Go to “Faculty Tools” (left menu selection) – Gradebook
3. From the Gradebook Tools...

Click **Grade Scheme**

- i. Click “New Scheme”
- ii. Give the scheme a name (i.e. Major Tests)
- iii. Write detail (i.e. “use only for mid-term and final exams)
- iv. Select type (percentage, pass/fail, or points)
- v. Enter your information (i.e., if you don’t want A+, A-, etc. remove the checks) enter your own percent value for each grade
- vi. **Save** the scheme.
- vii. Continue to add schemes.
- viii. **Important**: select scheme for Overall Grade and click “Change.”
- ix. Go to Coursework.

b. Click **Coursework**

- i. Select Categories, then select “New Category” and enter a name (i.e. Tests, Quizzes, Assignments, etc.)
- ii. Indicate the “Special Rule” if you want to “Drop Worst” or “Keep the Best” (use the drop down button to determine how many to keep or drop.
- iii. Determine the weight for each category (unless you want all items to have the same weight). Enter only the value. Do not use a % sign (it will be automatically added). Note: if you give weight to one item, you must give weight to all items.

- iv. Write details if you want to remember comments. Students will not see your notes.
- v. Click **SAVE CATEGORY**
- vi. Continue adding categories until all are complete.

c. Click either **New Entry to set up the items to be graded.**

- i. Complete: Title (i.e. Midterm).
- ii. Enter Category, the Date that the item will be Available for Students, and the Due Date.
- iii. You may assign the item to specific members or (the default) all members.
- iv. This is the place to add downloads and related links.
- v. When complete click Save Item to save your work.

d. Click either **Coursework Wizard to set up a group of similar items to be graded**

- i. Complete: Title (i.e. Chapter Quizzes), Number of Items, and the Start Sequence – these three are required; the rest of is optional)
- ii. Click “Prepare Wizard.”
- iii. The next page automatically comes up.
- iv. Enter Due Date, Available Date, Points and Scheme for each item in batch.
- v. When complete click Submit Entry to save your work.
- vi. You may change the order of the Coursework Items by clicking “Change Order” in Coursework.

4. Go to “Faculty Tools” (left menu selection) – Gradebook

Click **Final Grade** for the final Grade of the semester.

- i. Use the **Save Only** button to save your final grade entries. *Before the grades are published, you can save the grades with the **Save Only** button as many times as you need.* If you wish to allow the students to view their final grades, you will need to **Save & Publish** the grades into the system. Once the grades have been saved, the grades will be marked as Final.