

Gradebook-Assign Points

Once the instructor has decided which items to show in the Gradebook and in which Weeks each item is gradable, point values or possible points can be assigned to each item. From this page, it is possible to assign weighted values to content, create extra credit items, and create practice assignments by excluding an item from the course grade.

If up-to-date grades are to be calculated for students, point values must be assigned to the Gradebook item.

- **Assign Points** – The Gradebook uses this value and the students’ actual achieved points to calculate grades for each student at the Content level, the Week level, and the overall course level.
- **Do Not Assign Points** – When this option is selected, nothing will display in the points possible field when the instructor or students view the Gradebook.

- ✦ Click the **Author** tab.
- ✦ Click **Gradebook** on the **Tools Menu**.



- ✦ Click the **Setup Gradebook and Rubrics** tab.
- ✦ Click the **Assign Points/Weights** tab (see illustration below).

[Current Setup](#) [Add New Items](#) [Select Gradable Items](#) **Assign Points/Weights** [Rubrics](#) [Preferences](#)

Assign points to items using the text boxes below. Use the Extra Credit and Exclude from Course Grade buttons to select items that are extra credit and items that should not be included in course grade calculations.

Gradebook weighting is turned off. If you want to assign weighted percentages to items in your gradebook, go to [Preferences](#) to turn weighting on.

Summary of Assigned Points						
	Home	1	2	3	4	Total
All Class Members		190 pts.	190 pts.	0 pts.	50 pts.	430 pts.
Group E						430* pts.

Assignments						
	Home	1	2	3	4	Total
All Class Members			50 pts.			50 pts.

Chapter 1-eC						
	Home	1	2	3	4	Total
All Class Members		50 pts. Insert Points				50 pts.

- ✚ Enter the possible points for each gradable item.
 - ★ The student percentages will be calculated based on the **Total Points** assigned to each gradable item.
 - ★ When a test or quiz is added to the **Gradebook**, an **Insert Points** link will appear in the **Assign Points** area.
 - ★ If **Insert Points** is clicked, the instructor can see the points assigned to the exam Content Items.
 - ★ If an exam has not been created in the course, the **Insert Points** link will not be available.
- ✚ Click **Save Changes** to save the assigned points.
- ✚ A **Summary** of the **Assigned Points** will appear at the top of the **Gradebook** page (see illustration on previous page).