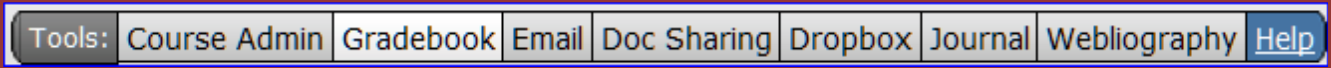# Gradebook-Preview Settings

If the Gradebook is being setup for the first time, it will be empty. Any exams or items associated with a Dropbox will automatically appear in the Gradebook even if the Gradebook was not set up previously.

⌨ Click the **Gradebook** tab on the **Tools Menu** (see illustration below).

| Tools: | Course Admin | Gradebook | Email | Doc Sharing | Dropbox | Journal | Webliography | Help |

⌨ The **Gradebook** window will display (see illustration below).

Gradebook

View Gradebook | User Activity | Setup Gradebook & Rubrics

Select Gradebook View: Grades To Date ✔ Go — Export View

Sort By: Last Name ✔ Go — Display: 40 rows per page Go — Displaying 1 - 1 of 1 Go to: 1 - 1 ✔ Go

Grades To Date

Student	Course Weighted Average To Date
Metz,Robert	92.73%

Gradebook Key

* Items not yet graded
-- Items not yet entered
📥 Items with Dropbox Basket
➕ Extra Credit
🚫 Excluded from Course Grade
ℹ View Exam statistics
[ ] Grades inside brackets are not shared with the student
Bold values indicate all items have not been graded.
On certain views, you can click on column titles for Quick Grade Views

⌨ Click the **Setup Gradebook and Rubrics** button.
⌨ The **Current Setup** window will display (see illustration below).

| Current Setup | Add New Items | Select Gradable Items | Assign Points/Weights | Rubrics | Preferences |

Your current gradebook setup appears below. To interpret symbols in your gradebook, refer to the Gradebook Setup Key at the bottom of the screen.

ℹ One or more of the items in your gradebook do not have points assigned. Items without points are not included in course grade calculations.

Add New Item to Gradebook >

Summary of Assigned Points

	Home	1	2	3	4	Total	Extra Credit
All Class Members		190 pts.	190 pts.	0 pts.	50 pts.	430 pts.	
All Class Members Extra Credit		0 pts.					0 pts.

Assignments

	Home	1	2	3	4	Total	Extra Credit
All Class Members			📥 50 pts.			50 pts.	

- The Current Setup tab can be clicked at any time while the Gradebook is being set up to preview what the Gradebook will look like and how it will display.
- The Current Setup tab shows the content items that the instructor has added to the Gradebook.
- If a content item has been identified as gradable in a particular Week, the points possible for the item will appear in the appropriate week.
- The weight percentage will also appear for each item if apply weighting to content items has been specified.
- The weight percentage for each item displays above the point total if weighting has been applied.
- At the top of the current setup, a summary of course points and weighted percentages will appear.