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).

- The Gradebook window will display (see illustration below).

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