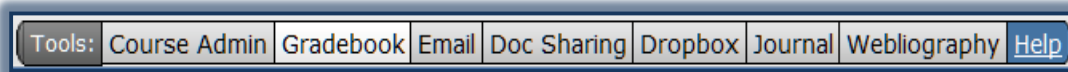


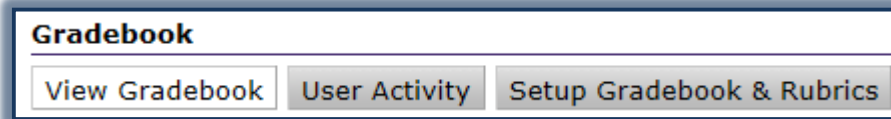
Gradebook-Set Preferences

When working with the Gradebook in eCollege it is possible to specify whether points and calculations are to be used and whether or not to weight the grades.

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



🖨️ Click the **Setup Gradebook and Rubrics** button (see illustration below).

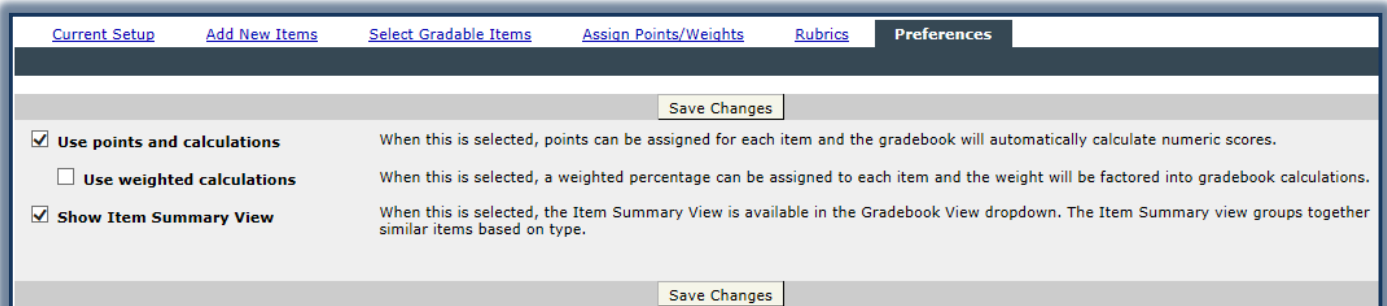


🖨️ Before Weighted Values can be assigned to a Content Item the proper preferences must be set.

🖨️ Click the **Preferences** tab (see illustration below).



🖨️ The **Preferences** page will display (see illustration below).



🖨️ Click the check box for the appropriate option. These are:

- 🖨️ **Use points and calculations** - This item should be selected when points are to be assigned for each item in the Gradebook. The Gradebook system will automatically calculate numeric scores. This is the default option for assigning grades. If this option is not selected, then the grades will not automatically calculate.
- 🖨️ **Use weighted calculations** - Click this checkbox to assign a weighted percentage to each item in the Gradebook. The weight will be factored into Gradebook calculations. The total weight for all items must be 100%.
- 🖨️ **Show Item Summary View** - Select this option to make the Item Summary View available in the Gradebook View dropdown list. This summary groups similar items together based on the item type.

🖨️ Once the preferences have been specified, click **Save Changes**.