

Gradebook-Setup

Instructors and students have access to a shared online Gradebook. The Gradebook is used to determine which aspects of a course should be graded and to add these items to the Gradebook as gradable items. As students complete assignments, a total point value display in the Gradebook. The names of the students will appear in the Gradebook after they are enrolled in the course. Instructors can post comments for each grade, grant students additional test time, create links to course content for review purposes, and view student activity in the course. It is also possible to create custom gradable items as they relate to course content, such as group projects, course participation, extra credit, assignments, and so forth. The Gradebook can be set up in either Course or Author mode.

Set Up Gradebook

There are three steps to complete when setting up a Gradebook. In addition Rubrics can be created for each assignment and preferences can be set for the Gradebook. These steps correspond to the tabs across the top of the Setup Gradebook and Rubrics page. Each tab in the first three links builds upon the previous tab.

- **Add Items** - This is the area where the decision as to which Content Items and Course Tools are to show in the Gradebook. This area lists all the Content Items and Course Tools that are currently available in the course. In addition any Custom Items that have been added to the Gradebook will appear here.
- **Select Gradable Items** - This is where the instructor will determine which items will be assigned grades. A checkbox will appear for each week of the course where the Content Item is located.
- **Assign Points or Weights** - This is where possible points or relative weighted percentages will be assigned to gradable items. In this area, it is possible for the instructor to exclude a grade from the final points or to select an item for Extra Credit.
- **Rubrics** - This feature allows the instructor to create a Grading Rubric for an assignment. A list of each gradable assignment will appear when this option is selected. A different Grading Rubric can be created for each assignment.
- **Preferences** - This is the area where the instructor can specify how the grades will appear in the Gradebook. If the grades are to be weighted, this is the area that allows the instructor to select this option.

Add Items to Gradebook

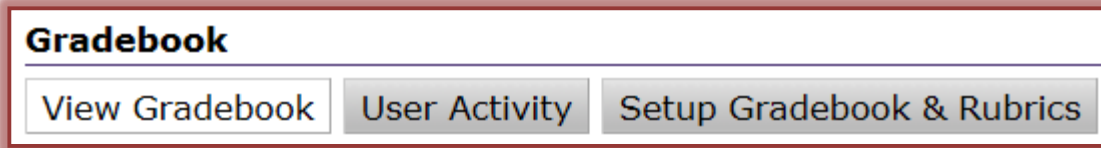
This is the first step in setting up the Gradebook. All Content Items are added to this list automatically. It is up to the instructor to determine which items should be gradable items. When items are added to the Gradebook, the instructor is selecting which course items and course tools the students will see when they access the Gradebook.

Add New Items

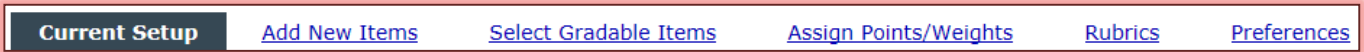
- 🖱️ Click the **Author** tab in the **Navigation Tree**.
- 🖱️ Click **Gradebook** on the **Tools Menu**.



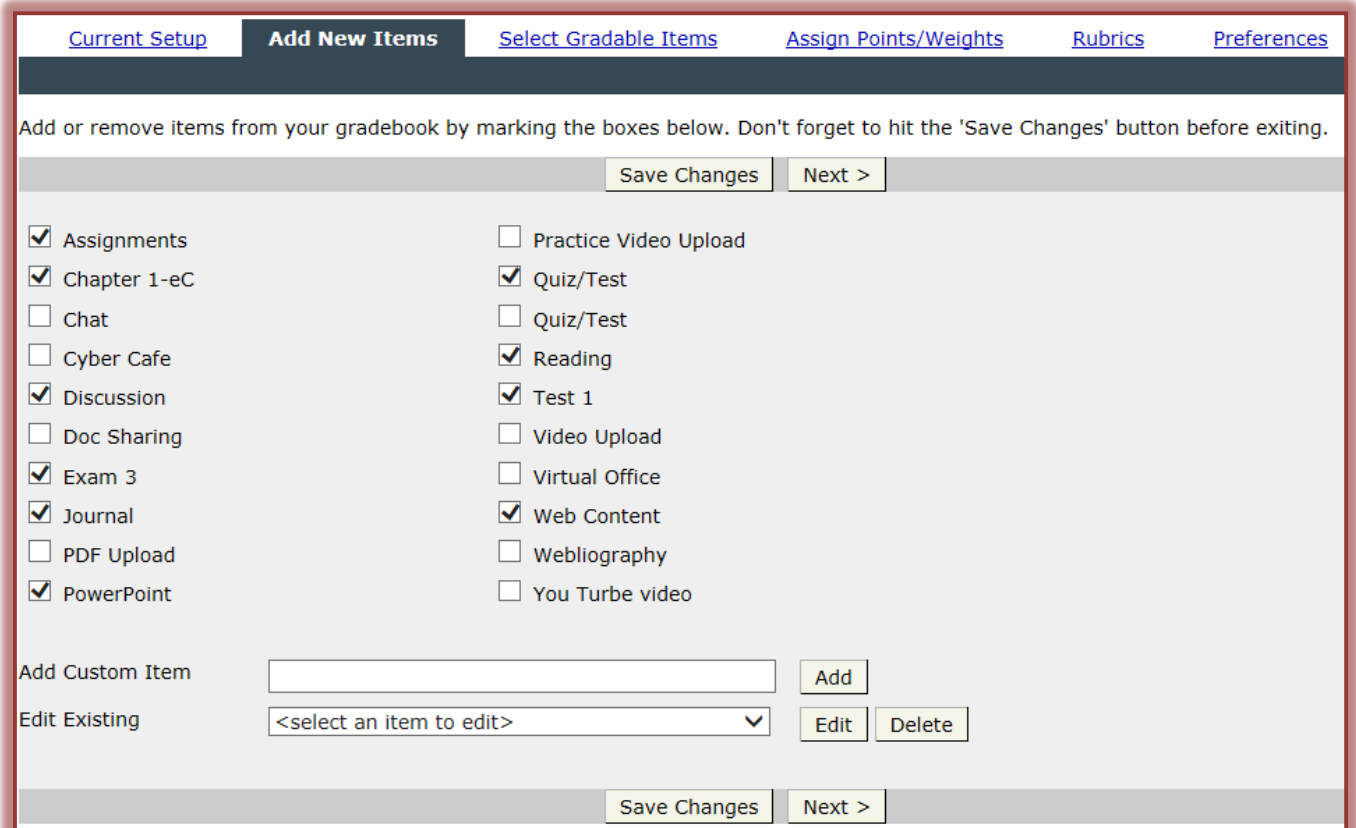
- Click **Setup Gradebook and Rubrics** (see illustration below).



- The **Gradebook: Current Settings** window will display.
- Click the **Add New Items** tab (see illustration below).



- The **Add New Items** window will display (see illustration below).



- Click the check box next to each item that is to display in the **Gradebook**.
- Exams and Content Items that have a **Dropbox** assigned are selected in the list by default.
- When an item is selected it will be visible to the instructor and the student in the **View Gradebook** area.
- Click **Next** to move to the next step in the setup process.
- Click **Save Changes** if you aren't moving to the next step.

Add Custom Items

In addition to selecting from the list of Content Items, it is possible to add Custom Items to the Gradebook. Be careful that you don't add a Custom Item that has the same name as a Content Item which already appears in the list. Once the items are added they are then selected in the same way that the Content Items are selected. When a Custom Item is added, any checkmarks that have not been saved will be removed. They will have to be selected again.

- 🖥️ Click the **Author** tab in the **Navigation Tree**.
- 🖥️ Click **Gradebook** on the **Tools Menu**.
- 🖥️ Click **Setup Gradebook and Rubrics**.
- 🖥️ The **Gradebook: Current Settings** window will display.
- 🖥️ Click the **Add New Items** tab (see illustration on previous page).
- 🖥️ In the **Custom Item** field (see illustration below), input a name for the item.

- 🖥️ Click the **Add** button.
- 🖥️ The new item will display in the list of **Content Items**.
- 🖥️ Continue this process until all the **Custom Items** have been added.
- 🖥️ Click the check box(es) next to the **Custom Item(s)** to add them to the **Gradebook**.
- 🖥️ Click the **Next** button to move to the next step in the setup process.
- 🖥️ Click **Save Changes** to stay in the same window.

Select Gradable Items

The process of selecting which week or session the gradable item is to appear in is the second step in the Gradebook setup process.

- 🖥️ Click **Gradebook** on the **Tools Menu**.
- 🖥️ Click the **Setup Gradebook and Rubrics** button.
- 🖥️ Click the **Select Gradable Items** tab (see illustration below).

- 🖥️ The **Select Gradable Items** page will display (see illustration above).
- 🖥️ Select the weeks into which the gradable items are to appear.
 - 🔗 If a check box doesn't appear for a particular content item in a given week, it means the item was not added to the Week when the course was set up.
 - 🔗 Custom items will have a checkbox for every week of the course.

☞ If Course Tools was selected in the Add Items area they will be available in every Week.

🖨️ Click **Save Changes** or **Next**.

Assign Points and Weights

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.

Assign Points

🖨️ Click **Gradebook** on the **Tools Menu**.

🖨️ Click the **Setup Gradebook and Rubrics** tab.

🖨️ Click the **Assign Points/Weights** tab (see illustration below).

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.

Save Changes

Extra Credit Exclude from Course Grade

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.				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).