



Setting Up My Gradebook

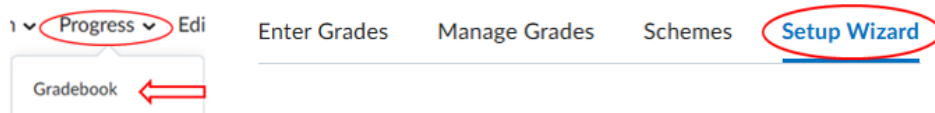
Why Do I Need This Workflow?

Setting up your gradebook allows you to enter and edit grades, release final grades, and view learner statistics. It is typically configured at the beginning of a course by instructors or course designers. In this workflow, you will learn how to create a gradebook using the Setup Wizard.

Workflow Steps:

Setup Wizard:

To navigate to the Grade tool, click **Progress** in the navbar, then select **Gradebook**. If this is your first time accessing Gradebook, you will automatically be directed to the Setup Wizard. Otherwise, select the **Setup Wizard** tab.



Step one:

Select the **Start** button. Choose either a **weighted** or a **points** grading system. Once you have selected a system, click **Continue**.

Step 1: Choose Grading System

Grading System

Weighted

Example:

Assignments Category (20% of final grade)
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)
Final Exam Item (80% of final grade)

Final Grade: /100%

Points

Example:

Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)
Final Exam Item (200 points)

Final Grade: /240 points

Formula

Final grade is determined by a custom defined formula
Grade items and categories use the Points system

Continue

Cancel



Step two:

Choose how to release final grades by selecting either **calculated** or **adjusted** final grade. Select **Continue**.

Step 2 of 7

Step 2: Final Grade Released

Release

Calculated Final Grade

The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

Adjusted Final Grade

Allows you to modify or adjust users' grades before releasing them.

Automatically release final grade

When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.


Step three:

Choose how to treat ungraded items by selecting the option to **drop** items or **treat as 0**. Make sure the **Auto Update** box is checked to keep final grades updated in the gradebook. Select **Continue**.

Step 3 of 7


Step 3: Grade Calculations

Ungraded Items

Drop ungraded items 

Treat ungraded items as 0 

Auto Update





Automatically keep final grade updated 

Step four:

Keep the grade scheme as the **percentage scheme** default. In the future, you may choose to create your own grade scheme or use one shared by your organization. Select **Continue**.

Step 4 of 7

Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage 	<input checked="" type="radio"/>	
DNHY GRADE SCHEME	<input type="radio"/>	
SON GRADE SCHEME	<input type="radio"/>	
WSON	<input type="radio"/>	



Step five:

Choose the number of **decimal places** to display in the gradebook. Select **Continue**.

Step 5 of 7

Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

Continue

Go Back

Cancel

Step six:

Select your preferred options for **Student View Display Options**. **Note:** If the Final Grade Calculation option is checked on, **users will be able to see** how their grades were calculated. Select **Continue**.

Step 6 of 7

Step 6: Student View Display Options

Grade Details

Points grade ?

Weighted grade ?

Grade scheme symbol ?

Grade scheme color ?

Decimals Displayed *

Number of decimal places to display ?

Characters Displayed *

Number of characters to display for Text items ?

Final Grade Calculation

Display final grade calculation to users ?

Step seven:

Review your **Grades Setup Summary** and select **Finish**.

Check for Success:

If you see a screen telling you that you are now ready to create grade items and categories, congratulations!

