# Managing Grades

Why Do I Need This Workflow?

Once you have set up your course grade book, it's time to create grade categories and items! Grade categories and items are often setup during the course planning and building stage, but they can be created at any time during a course. In this workflow, we build a grade category and a grade item.

How: Workflow Steps

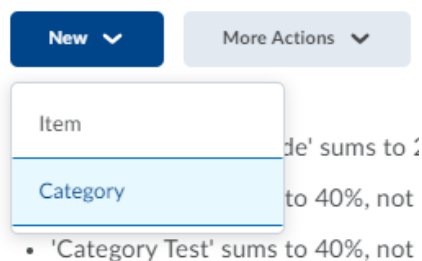1. Select **Progress** from the navbar.
2. Select the **Gradebook** tool.
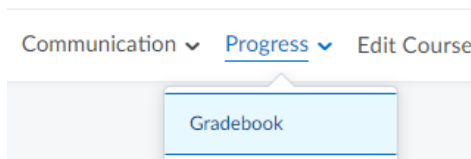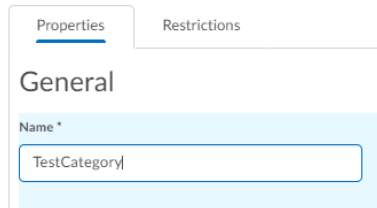

3. Select the **Manage Grades** tab.

Creating a Grade Category

4. Select **New** and choose **Category.**

5. Give your category a name.

6. Under the **Grading** heading, you can choose to have the category exceed the maximum weight/ points, or you can exclude it from the final grade calculation. You can also choose how to distribute weight/ points.

7. Under the **Display Options** heading, you can decide what the student view will be. Note: You can override the default display options you selected in the Setup Wizard.

Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ❓

☐ Display grade distribution to users ❓

☐ Override display options for this item ❓

Show

☑ Points grade
☑ Weighted grade
☑ Grade scheme symbol
☑ Grade scheme color

8. Select **Save and Close**.

| Save and Close | Save and New | Save | Cancel |

Creating a Grade Item

8. On the **Manage Grades** tab, select **New** and choose **Item**.

New ∨   More Actions ∨

Item
de' sums to 24

Category
to 40%, not 1

• 'Category Test' sums to 40% not 1
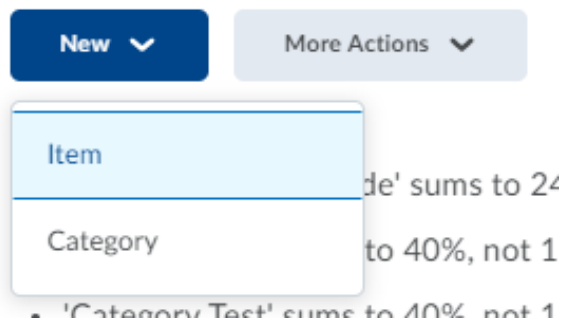
9. From the list of grade items, choose **Numeric (or whichever you prefer)**.

New Item

Choose a Grade Item Type

Numeric
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10

Selectbox
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"

Pass/Fail
Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"

Formula
Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

Calculated
Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
A1+A2+Q1+Q2 / Total Max. Points * 100 = 73%

Text
Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

10. Give your grade item a name**.**

General

Type

Numeric

Name *

TestItem

11. From the **Category** dropdown menu, choose the category you just created.

Category

None

[New Category]

None
Assignments (40% of final grade)
Discussions (10% of final grade)
Quizzes (50% of final grade)
Category Test (60% of final grade)
Category Test (60% of final grade)

12. Select **Save and Close.**

Save and Close   Save and New   Save   Cancel

Check for Success: If you can see both your grade category and your grade item on the Manage Grades page, you have completed this workflow successfully!