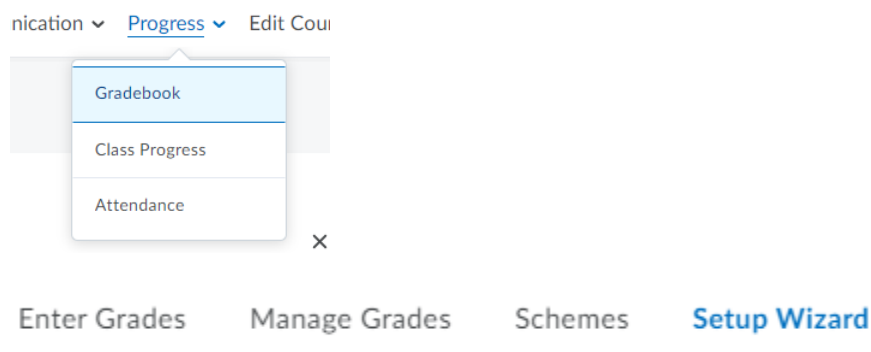# Setting Up My Grade Book

Why Do I Need This Workflow?
Setting up your grade book allows you to use the Grades tool to enter and edit grades, release final grades, and view learner statistics. The grade book is set up at the beginning of a course by instructors or course designers. In this workflow, you learn how to create a grade book using the Setup Wizard.

How: Workflow Steps

1. Select **Progress** in the navbar.
2. Select the **Gradebook** tool. If this is your first time accessing Gradebook, you will automatically be directed to the Setup Wizard. Otherwise, select the **Setup Wizard** tab.

3. 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 ❷

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 ❷

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 ❷

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

[Continue]   [Cancel]

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

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.

[Continue]   [Go Back]   [Cancel]

5. 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 grade book. Select **Continue.**

Step 3: Grade Calculations

Ungraded Items

◉ Drop ungraded items ❓

◯ Treat ungraded items as 0 ❓

Auto Update

☑ Automatically keep final grade updated ❓

[Continue]   [Go Back]   [Cancel]

6. 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.

Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage ❓	⦿	
DNHY GRADE SCHEME	○	🔍
SON GRADE SCHEME	○	🔍
WSON	○	🔍

Continue   Go Back   Cancel

7. Choose the number of decimal places you will see in the grade book (**Managing View Display Options**).

Step 5 of 7
Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display   2   ❓

Continue   Go Back   Cancel

8. Choose **Student View Display Options**. Note that if the **Final Grade Calculation** option is checked on, **users will be able to see** how their grades were calculated. Select **Continue.**

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 ⟨ 2 ⟩ ❓

Characters Displayed *

Number of characters to display for Text items ⟨ 15 ⟩ ❓

Final Grade Calculation

☑ Display final grade calculation to users ❓

[**Continue**] [**Go Back**] [**Cancel**]

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

Step 7 of 7
Step 7: Grades Setup Summary

Grading System

Weighted

Final Grade To Release

Release the Calculated Final Grade

Do not automatically release final grade

Grade Calculations

Drop ungraded items

Automatically keep final grades updated

Default Grade Scheme

Percentage

Managing View Display Options

Display 2 decimal places for grade item values

Student View Display Options

Display points grade values

Display weighted grade values

Display grade scheme symbols

Display grade scheme colors

Display 2 decimal places for grade item values

Display 15 characters for Text type grade item values

Display the final grade calculation to users

| Finish | Go Back | Cancel |

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