

# Setting Up My Grade Book

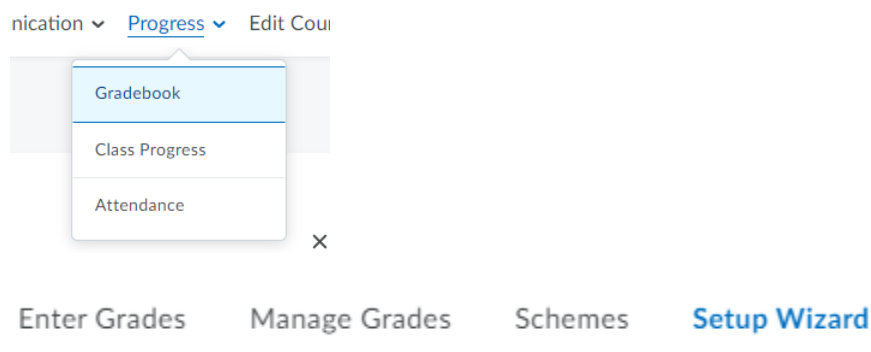
## Why Do I Need This Workflow?

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

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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 of 7

## 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

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

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 of 7


## 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

- 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 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"/>	

- 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  

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 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 

**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!

