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 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: 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: Grade Calculations]

   **Ungraded Items**
   - **Drop ungraded items**
   - **Treat ungraded items as 0**

   ![Check box for Auto Update | Options]

   ![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.

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Default Scheme</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Schemes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>DNHY GRADE SCHEME</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>SON GRADE SCHEME</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>WSON</td>
<td>no</td>
<td></td>
</tr>
</tbody>
</table>

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

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**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: 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]

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

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