# Setting Up the Grade Book

## Setup Wizard

The Setup Wizard can be used to initially set up the grade book. Select Grades from the Evaluation group then click on Manage Grades. Click on the setup Wizard button and follow the step-by-step process to select gradebook options.

Since not all options are available in the setup wizard, you may want to use the steps outlined below the first time you create a grade book and read the description of each option.

To set up the gradebook, follow these steps:

1. Set calculation options.
2. Create a grading scheme.
3. Set display options.
4. Create categories.
5. Create grade items.
6. Set grade associations.

## Select Calculation Options

This feature allows you to define your grading system so that the Grade Manager will calculate the final grades.

1. From the **Evaluation** group, click on **Grades**, **Settings** and then **Calculation Options**.
2. First select either the **Weighted System** if grades are assigned a percentage value of the final grade or the **Points System** if the final grade consists of a total of all points earned or **Formula** if you want to use points but select items to include in the final grade and write your own formula.
3. In the **Final Grade Release**, select one of two options.
	1. **Calculated Final Grade** – Select this option if you want students to see the exact grade that has been calculated for them.
	2. **Adjusted Final Grade** – Select this option if you would like to have the opportunity to make adjustments to the final grade column prior to the student’s viewing it.
4. In the **Grade Calculation**, select one of two options:
	1. **Drop ungraded items.**  If this item is checked, only columns with values will be calculated. If a student does not complete an item, it is dropped from the calculation. If this column is checked, you must manually insert zero grades for work that has not been completed or student grades will be averaged without the zeros.
	2. **Treat ungraded items as 0.** If this column is checked, all ungraded items are calculated as a zero.
	3. **Automatically Keep Final Grade Updated.** If this box is checked, the final grade will automatically be kept updated. It also may cause your gradebook to open more slowly because all of your grades will be calculated each time it is opened.

## Set Display Options

### Set Org Unit Display Options (Same as Student View in the Wizard)

These are the display options that control how students view grades.

1. From the **Evaluation** group, click on **Grades**, **Settings** and then **Org Unit Display Options**. Select from the following options.
	1. **Decimals displayed**—Enter the number of decimal places you want to see when viewing the gradebook.
	2. **Student view display options**: These are the settings you want students to see when viewing their grades.
		1. **Grade details**—Points displays the total number of points (7/10). Grade scheme symbol displays the selected grade scheme symbol selected for each grade item. (See “Create a Grading Scheme” in this document.) Grade scheme color displays colors that are assigned to the symbols (such as a letter grades) in the grade scheme.
		2. **Decimals displayed**—Enter the number of decimals to display.
		3. **Characters displayed**—Enter the number of characters to display for a text grade item.
		4. **Final grade calculation**—This option shows the final grade calculation formula to students
2. **Save.**

### Set Personal Display Options

These are the options that control how faculty view grades.

1. **User Details**—Displays the user name, email, and Org Defined ID in your grade book.
2. **Grade Details**— Points displays the total number of points (7/10). Grade scheme symbol displays the selected grade scheme symbol selected for each grade item. (See “Create a Grading Scheme” in this document.) Grade scheme color displays colors that are assigned to the symbols (such as letter grades) in the grade scheme.
3. **Number of Characters Displayed**—The number of characters to display for a text grade item. 0-50.
4. **Number of Columns Before User Details Repeat**—Determines how often the name is repeated in the grades list. A 5 would indicate that the names would display after each 5 columns.
5. **Number of Users Before Column Header Repeats**—Determines the number of rows that will display before the column headers are repeated.
6. **Repeat Final Grades**—Repeats the final or calculated final grade at the beginning of the grades list.
7. **Start Page**—Sets the page to be displayed when “Grades” is selected from the menu.

## Create a Grading Scheme (if desired)

To use your own grading scheme, you must first create a scheme such as Letter Grades.

1. From the **Evaluation** group, click on **Grades.** Select **Schemes** then **New Scheme**.
2. Name your Scheme (ex: ENGL 1010). In this example, we will create A, B, C, grades.
3. Under symbol, type the letter grade starting with **F**.
4. The first start number is filled in for you with zero.
5. Fill in the next two blanks and enter the lowest value for each letter grade.
6. Click **Add Grade Ranges** and place a 2 in the box to add two more lines—click the + symbol to add the ranges.
7. Continue entering values until you reach 100%.
8. In the **Color** column, select colors to represent letter grades.
9. Click on **Save and Close**
10. After creating a scheme, it will be available to select from any is the display options.

## Create Grade Categories

Use categories if you want to group items to be graded and display a subtotal or if you want to drop the lowest grade in a group of items each with the same value.

1. From the **Evaluation** group, click on **Grades** then click on **Manage Grades.** Click on the **New** button and select **Category**.
2. Type a **Name** and a **Short Name** for your new category (ex: Discussions).
3. Insert a **Description** if you wish.
4. Select the **Can Exceed** option in Points system or **Allow category grade to exceed category weight** in the weighted system to allow the total of this section to exceed the maximum value for this category.
5. **Exclude from Final Grade Calculation**—Check the option to exclude from final grade calculation in the points system or enter zero in the weight field for the weighted system.
6. Select **Distribute points across all items** if all items in this category are worth the same amount. Enter the points per item and, if desired, enter the number of highest and lowest grades to drop.
**Note:** If weighted grading system is selected, the options are:
	1. **Manually assign weight to items in the category**—Calculating and setting item weights enables you to control the weighting of individual items that belong to a weighted category.
	2. **Distribute weights by points across all items in the category**—Uses the points of individual, non-bonus grade items to determine the relative weighting of each item out of 100%.
	3. **Distribute weight evenly across all items**—Gives all grade items equal weighting in the weighted category regardless of the number of points the individual item is out of.
7. If desired, check the boxes to share the class average and grade distribution with students or to change display options for the category.
8. **Save** item.

## Create Grade Items

1. From the **Evaluation** group, click on **Grades** then click on **Manage Grades.** Click on the **New** button and select **Item**.
2. Select **Grade Item Type**. Use numeric to enter a value, selectbox for items for which you want to use a drop-down box and select a grade, pass/fail for simple pass-fail grades, calculated to calculate grades across several columns, such as a midterm grade, and text to provide comments.
3. Type a **Name** and **Short Name** for the new item. (ex: Discussion 1 and D1).
4. Select a category.
5. Enter a description if desired.
6. For Numeric, enter the total number of points the grade item is worth provided you did not check the “Distribute points across all items” in the category. For Weighted, also enter the weight provided “Distribute weight by points or evenly” was not selected.
**Note:** Enter the weight (%) that you want the grade item to contribute to the category or final grade. If a grade item is within a category you must specify the weight as a % of the category, not the final grade. All items in a category should add up to 100%.
7. Click **Can exceed** if you want the points to exceed the value assigned.
8. Click **Bonus** if the item is not to be included in the total expected points.
9. **Exclude from Final Grade Calculation**—Check the option to exclude from final grade calculation in the points system or enter zero in the weight field for the weighted system.
10. Select the grade scheme for this item if desired.
11. Select a **Grade Scheme** if desired.
12. Select or create a **Rubric** if desired.
13. Select Display Options as desired.
14. **Save.**

## Associations

Associations are created to establish a link from Discussions, Assignment Dropbox activities and Quizzes. You can easily determine whether associations have been created by going to Manage Grades and viewing the Association column.

**Note:** A grade column cannot be deleted from the grade book until the association has been removed. To remove the association, go to the tool (Discussions, Assignment Dropbox, or Quizzes. Edit the item, select the Assessment tab, and from the Grade Item list, select “None.”

## Create Discussion Associations

1. From the **Evaluation** group select **Discussions**.
2. Select **Edit Topic**.
3. Click the Assessment tab.
4. Select the grade item to be assessed if it was previously created in the gradebook or create a new grade item.
5. Enter the total points available.
6. Check the **Assess each message and automatically calculate the topic** score if you wish to evaluate each message and have the system automatically calculate the score based on options selected in the **Calculation** dropdown list. Choose whether you want to include unassessed messages as a zero. Leave this option unchecked if you wish to read all of the messages in a topic for a student and assign a grade.
7. Click **Save.**

## Create Assignment Dropbox Associations

1. From the **Evaluation** group select **Assignment Dropbox**.
2. Select **Edit Folder**.
3. Select the grade item from the dropdown list if it has been previously created in the grade book or create a new item.
4. Click **Save**.

## Create Quiz Associations

1. From the **Evaluation** group select **Quizzes**.
2. Click on the name of the quiz.
3. Select the **Assessment** tab.
4. Select the grade item from the dropdown list if it was previously created in the grade book or create a new item.
5. If desired, click **Allow automatic export to grades.** When this setting is turned on a user can see the score as soon as an attempt is submitted. The score displayed is only what the system can auto-grade.
6. If desired, click **Allow attempt to be graded immediately upon completion.** This setting must be turned on for grades to be automatically sent to the gradebook and for the default submission view to be released to a user when the attempt is submitted.
7. Click **Save**.

# Managing Grades

## Adding Grades to the Gradebook

1. The items associated with the gradebook from the Assignment Dropbox will automatically be posted to the gradebook when they are graded by the instructor.
2. The items associated with the gradebook from Quizzes will be posted to the gradebook provided “allow automatic export to grades” and “allow attempt to be set as graded immediately upon completion” have been selected.
3. The items associated with the gradebook from Discussions will be posted to the gradebook when the instructor checks the “Grade” checkbox.
4. Grades can be entered manually by selecting **Grades** from the Evaluation group and choosing **Switch to Spreadsheet View**. Place students’ grades in the blanks beside their names. Click **Save** after grades have been inserted.

## Select Items to Display

### Grade Items to Display for the Instructor

This feature allows you to control which grade columns display in your grade book.

1. Click on **More Actions** then click Display Options.
2. Uncheck any columns that you do not want to display in your view of the grade book.

### Grade Items to Display for the Student

To hide an item from students,

1. Click on **Grades** and choose **Manage Grades**.
2. Click on the grade item **Edit Grade Item.**
3. Click the **Restrictions** tab.
4. Select **Hide this grade item**.

## View Grades as a Student

To view the grades as a student,

1. Go to the **Grade Book**. Click on the name of a student.
2. Click the dropdown arrow next to the student’s name.
3. Click on **Preview**.

## Release/Transfer Final Grades

### Calculated Final Grade

1. Go to the **Grade Book**.
2. Locate the Final Calculated Grade column.
3. Click the triangle arrow next to the column title.
4. Select **Grade all**.
5. Select the check box next to the names of students whose grades are going to be released.
6. Click the release/unrelease icon at the top of the table.
7. Click **Save.**

### Adjusted Final Grade

1. Go to the **Grade Book**.
2. Locate the Final Adjusted Grade column.
3. Click the triangle arrow next to the column title.
4. Select **Grade all**.
5. Select the check box next to the names of students whose grades are going to be released.
6. Click the release/unrelease icon at the top of the table.
7. Click **Save.**
8. Click **Save**.

NOTE: Make sure you have selected Adjusted Final Grade as the Calculation Option in Grade Settings.