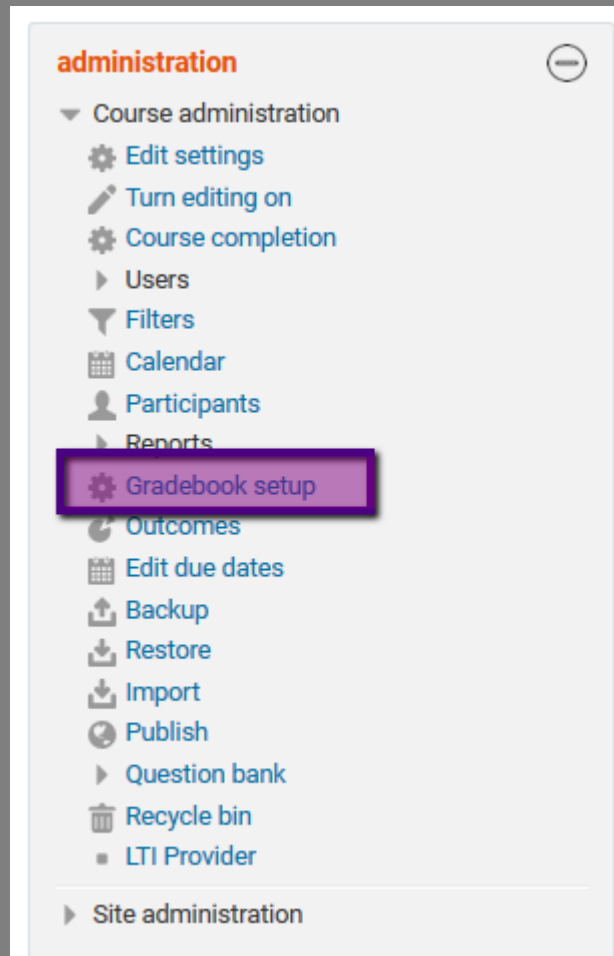


Gradebook Setup

Setting up a gradebook can be done in four easy steps:

1. Select “Weighted Mean of Grades” as the “aggregation method” at the course level.
2. Add each “Category”.
3. Set the “weight” of each category.
4. Add each individual “grade item”.

To begin, go to the “Administration” block, and select “Gradebook setup”.



Step 1

At the top course level, go to “Edit”, “Edit settings”.

Robert Test Shell: Setup: Gradebook setup

Gradebook setup

Name	Weights ?	Max grade	Actions
Robert Test Shell		-	Edit -
Σ Course total		0.00	Edit settings Hide Reset weights

Save changes

Add category
Add grade item
Add outcome item

Use the “Aggregation” dropdown menu to select “Weighted mean of grades”. Save your changes.

Robert Test Shell: Setup: Edit category

Grade category

Category name

Aggregation ? Weighted mean of grades

Show more...

Category total

Grade type ? Value

Scale ? Use no scale

Maximum grade ? 100

Minimum grade ? 0

Hidden ?

Locked ?

Show more...

Save changes Cancel

Step 2

Create your categories by scrolling down and clicking the 'Add category' button.

Then, enter a "Category name" and select "Weighted mean of grades" for "Aggregation".

Repeat to add all of your categories.

Robert Test Shell: Setup: Gradebook setup

Gradebook setup

Name	Weights ?	Max grade	Actions
Robert Test Shell		-	Edit
Course total Weighted mean of grades.		100.00	Edit

[Save changes](#)

[Add category](#)

[Add grade item](#)

[Add outcome item](#)

Robert Test Shell: Setup: New category

Grade category

Category name* Quizzes

Aggregation ? Weighted mean of grades

[Show more...](#)

Step 3

Weight each category. Also, make sure to scroll to the bottom left of the screen and save your changes.

The screenshot shows a course grade calculation interface for 'Robert Test Shell'. The interface lists four categories: Quizzes, Homework, Term Paper, and Final Exam. Each category has a weight slider and a 'total' row showing a weighted mean of grades. The weights are: Quizzes (20), Homework (30), Term Paper (25), and Final Exam (25). The total course grade is 100.00. A 'Save changes' button is located at the bottom left.

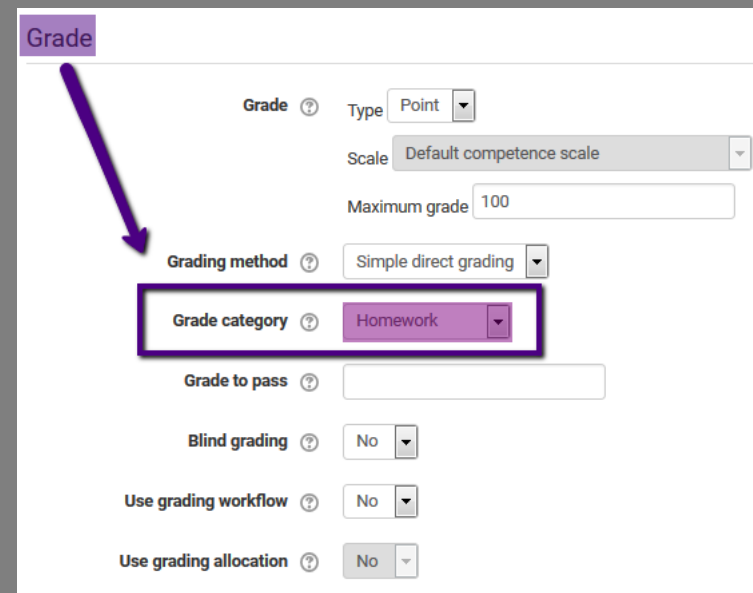
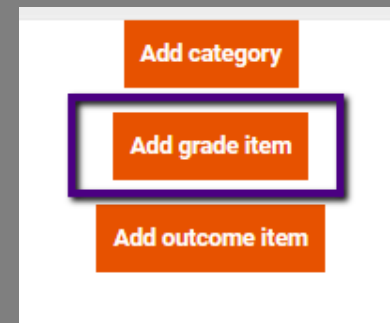
Category	Weight	Total
Quizzes	20	-
Quizzes total		100.00
Homework	30	-
Homework total		100.00
Term Paper	25	-
Term Paper total		100.00
Final Exam	25	-
Final Exam total		100.00
Course total		100.00

Save changes

Step 4

Create your grade items. This may include manual grade items, such as an in-class presentation. It may also include items that will be submitted through Engage, such as Assignments, Quizzes, or Forums.

Use 'Add grade item' for things like participation where you will be entering a grade manually and directly into the gradebook. For items submitted online, through Engage, you will connect them to the correct gradebook category from their "Grade" settings.



Grade

Grade ? Type Point ▾

Scale Default competence scale ▾

Maximum grade 100

Grading method ? Simple direct grading ▾

Grade category ? Homework ▾

Grade to pass ?

Blind grading ? No ▾

Use grading workflow ? No ▾

Use grading allocation ? No ▾

Additional Gradebook Hints: Discussion Forums

To Link a Discussion Forum to your Gradebook, within the Grade settings of the Forum, be sure to select an Aggregate type and the Grade category.

Grade

Grade category ? Homework ▼

Grade to pass ?

Grading method ? Simple direct ▼


Scale Type Point ▼


Scale Default competence scale ▼

Maximum grade

Aggregate type ? Average of ratings ▼

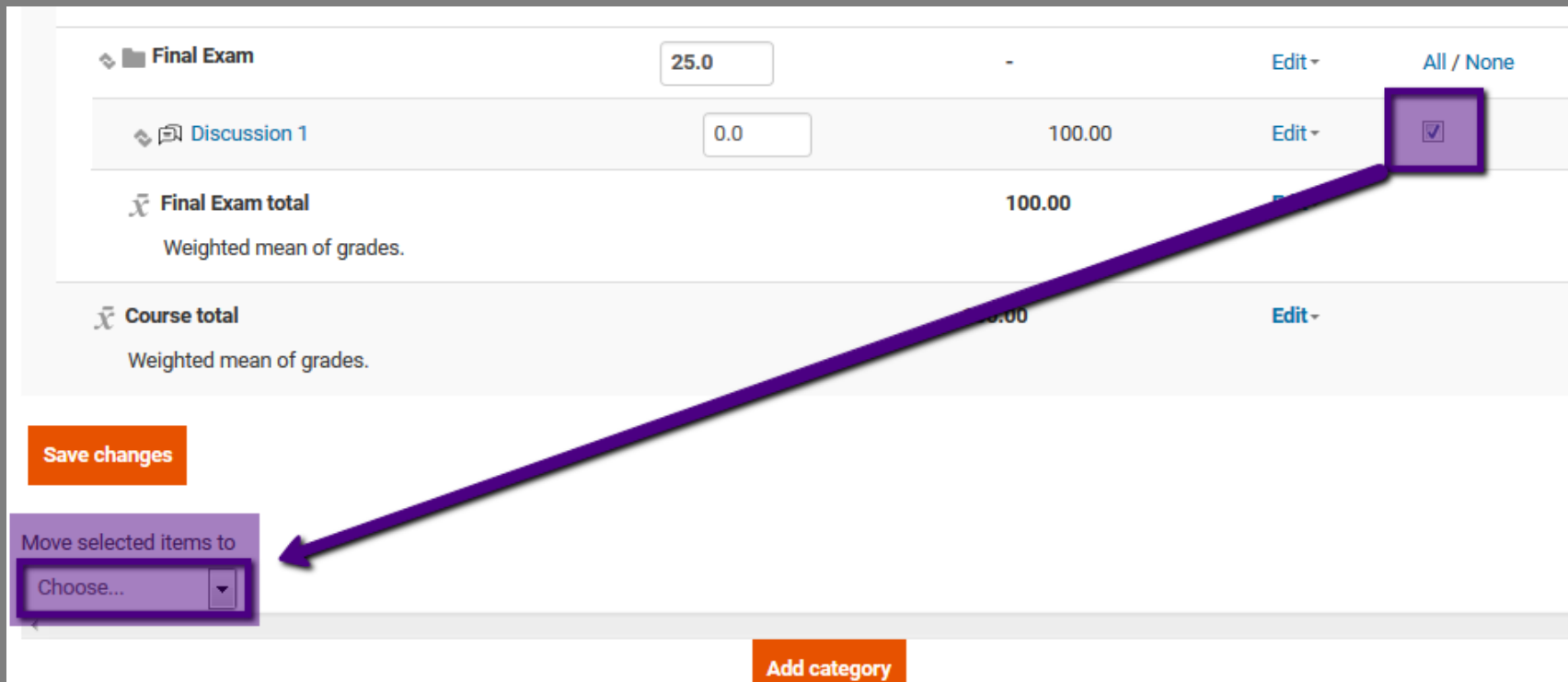
Restrict ratings to items with dates in this range:

From 14 ▼ November ▼ 2017 ▼ 11 ▼ 45 ▼ 

To 14 ▼ November ▼ 2017 ▼ 11 ▼ 45 ▼ 

Additional Gradebook Hints: Moving Grade Items

To move items into a new category, simply use the “Select box” to “check” an item, and then use the “Move selected items to” dropdown menu to pick the new category.



The screenshot displays a gradebook interface with a table of items. A purple box highlights the 'Select' checkbox for 'Discussion 1', and a purple arrow points from it to a 'Move selected items to' dropdown menu. The dropdown menu is currently set to 'Choose...'. Other elements include a 'Save changes' button, an 'Add category' button, and various 'Edit' links.

Item	Score	Weight	Grade	Actions
Final Exam	25.0	-	-	Edit - All / None
Discussion 1	0.0	100.00	-	Edit - <input checked="" type="checkbox"/>
Final Exam total	-	100.00	-	-
Course total	-	100.00	-	Edit -

Save changes

Move selected items to
Choose...

Add category

Let us know if you have any questions!

