

Creating a Gradebook with the Grades Setup Wizard

The **Grades Setup Wizard** takes you through a list of setup options for selecting how grades will be calculated and displayed in your course grade book.

If your grade book has not already been set up, the Grades Setup Wizard appears when you enter the Grades tool. Select the **Start** button to begin.

Enter Grades Manage Grades Schemes **Setup Wizard**

Grades Setup Wizard

Welcome to the Grades Setup Wizard!

Current Grade Book Settings

Grading System
Points

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 grade scheme symbols
Do not 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

Start

Note: Most of the options in the Grades Setup Wizard have a Help icon where you can obtain more information about that option.

Choose Grading System

Step 1: The grading system determines how the grade items in your grade book contribute to users' final grades. Choose the grading system that best fits your course grading needs.

Enter Grades
Manage Grades
Schemes
Setup Wizard

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

- **Weighted:** Grade items and categories are calculated as a percentage of a final grade worth 100%. The maximum points you assign to individual grade items can be any value, but their contribution towards the final grade is always their assigned percentage value.
- **Points:** Grade items are calculated using a points system in which the points assigned to each grade item are totaled for the final grade.
- **Formula:** Grade items are calculated using the points system, but a custom formula is used to set conditions around how grade items contribute to the final grade.

Final Grade Released

Step 2: Choose the type of final grade to release to. It is recommended that you use the **Adjusted Final Grade** option.

Enter Grades Manage Grades Schemes **Setup Wizard** Settings Help

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

- **Calculated Final Grade:** The final grade calculated by the grade book.
- **Adjusted Final Grade:** A modified or adjusted final grade entered manually by you.

Grade Calculations

Step 3: The grade calculations step provides additional choices for calculating users' grades. Specifically, it lets you decide how you want to calculate ungraded items and whether you want to keep users' final grades up to date automatically. It is recommended that you choose to **Drop ungraded items** and keep the **Auto Update** feature checked to **Automatically keep final grade updated**. This will ensure that the grade book displays a running total of students' grades.

Enter Grades Manage Grades Schemes **Setup Wizard**

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

- **Drop ungraded items:** Grade items that you have not entered grades for are not counted towards users' final grades. They are ignored in the final grade calculation. Select this option if you plan to make users' final grades available to them before the end of the course. Assign a grade of 0 for any grade item you want to be graded as 0.
- **Treat ungraded items as 0:** Grade items that you have not entered grades for count as 0 towards users' final grades. Select this option if you leave grade items blank because no work was submitted and you don't want to manually change the grades to 0.





Note: If you add new items to the grade book later, users receive a 0 until you update their score.

- **Automatically keep final grade updated:** If you select this option, final grades are automatically adjusted after changing a grade item or a calculation option. If you do not select this option, you must tell the grade book when to recalculate final grades.

Choose Default Grade Scheme

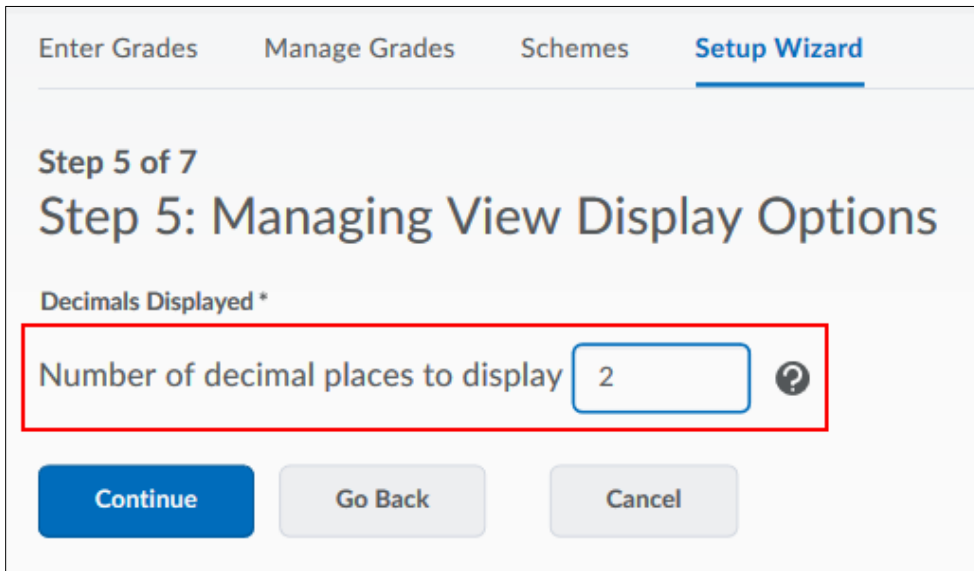
Step 4: Grade schemes define how grades are organized or labeled within a course or for a particular grade item. Grade schemes can be created at the course level and used within that particular course. The Grades Setup Wizard lets you set the default scheme for your course. You can choose between a **Percentage** or a **Letter Grade Scheme**.

Step 4 of 7
Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage 	<input checked="" type="radio"/>	
Letter Grade	<input type="radio"/>	
Course Schemes		
Custom Scheme	<input type="radio"/>	
Letter Grade	<input type="radio"/>	

Managing View Display Options

Step 5: This step controls how you see grade calculation data. The default number of decimal places to display for your grade items is set to 2.



Enter Grades Manage Grades Schemes **Setup Wizard**

Step 5 of 7
Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

Continue Go Back Cancel

Number of decimal places to display: You can set the number of decimal places you want to see for items in your grade book. The default value is 2 and the maximum value is 5.

Note: This option only changes how many decimals are displayed; it does not control how many decimals the Grades tool rounds to when calculating grades.

Student View Display Options

Step 6: This step controls how grades appear to users. You can set whether they see their grades as straight values, percentages, or scheme levels, and whether they can see the calculation method (logic) behind their final grade. Choose the options according to your preferences.

- **Points grade:** Releasing the points grade to a user shows them their score out of the total possible points, for example, 6/10.
- **Weighted grade:** Releasing the weighted grade to a user shows them how much the grade item is worth in relation to its category or the final grade, for example, 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade).

Note: This option is only available if you chose the Weighted grading system in Step 1.

- **Grade scheme symbol:** Releasing the grade scheme symbol to a user shows them the scheme level they received on a grade item, for example, 80% for a Percentage Grade Scheme.
- **Grade scheme color:** Releasing the grade scheme color shows a user the color associated with the scheme level they received.
- **Number of decimal places to display:** Controls the number of decimal places users see in the grade book. The default value is 2 and the maximum value is 5. This option only changes how many decimals display; it does not control how many decimals the Grades tool rounds to when calculating grades.

- **Number of characters to display for Text items:** Controls the number of characters users see for a text item. When setting this value you should try to find a balance between presenting enough information for users to recognize the Text item and keeping the item short enough that it displays nicely. The default value is 15 and the maximum value is 50.
- **Display final grade calculation to users:** Displaying the final grade calculation to users allows them to view how their final grades were calculated. They can see which grade items contributed to their final grades and how much, which grade items were bonus grades, and whether their grades were adjusted.

Note: This option is only available in the weighted and points grading systems.

Grade Setup Summary

Step 7: The final step summarizes the choices you made while setting up your grade book. If you change your mind on any of the choices, select **Go Back** to return to the step and adjust it. Select **Finish** to complete the Setup Wizard.

Step 7 of 7
Step 7 Grades Setup Summary

Grading System
Points

Final Grade To Release
Release the Adjusted 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 grade scheme symbols
Do not 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