



July 2015

How to Set up Gradebook

Gradebook can be set up in three easy steps. These steps correspond to the tabs across the top of the Setup Gradebook page. Each tab builds upon the previous tab.

To set up gradebook, you must add content items to your course; otherwise, no content items appear in the Setup Gradebook page. Once you have added content items, you decide which items show in the gradebook and which instances of those items are gradable. This is important because not all content items are assigned grades.

For example...

If you created a Readings content item in your course. The Readings content item is not something students would be graded on *per se*. However, a threaded discussion revolving around the Readings section probably would be graded, and therefore included in the gradebook. Or, you might have created two research paper assignments in your course where the first assignment is practice and the second is the actual assignment. In this case, the first paper would not be graded, but the second paper would be. You can identify in the gradebook which instance of each item is gradable.

Once you identify and select gradable items, assign specific point values to each gradable item. Assigning total points possible values allows the gradebook to calculate current student grades.

To set up gradebook:

- [Add items](#) - This is where you decide which content items and course tools to show in your gradebook.
- [Select gradable items](#) - This is where you determine which items will be assigned grades.
- [Assign points or weights](#) - This is where you assign points possible or relative weighted percentages to gradable items.



Add Items to Gradebook

Adding items to Gradebook is the first step in your [Gradebook setup](#) process.

When you add items to Gradebook, you are selecting which course items and course tools to display. For example, you might decide that the Lecture content item does *not* need to display in the Gradebook, but that Threaded Discussions should.



Design tips:

If you have not added any content items to your course yet, only the default course tools display on the **Add New Items** page.

Exams and content items that have a Dropbox associated with them are selected by default because the system assumes they are gradable items. You can clear the check box for content items selected by default.

To add new items

- On the Tools menu, click **Gradebook**.
- Click **Setup Gradebook**, and then click the **Add New Items** tab.
- Select the check box next to each item you want to display in your Gradebook. Selected items are visible to you and to your students when viewing the Gradebook.
- Click **Save Changes**.

To add custom items:

Adding custom items to the Gradebook is an easy way for instructors to record participation points, attendance, and more for the course. Unlike content items, custom items added to Gradebook *do not* tie into the [Course Tools](#). This means, when you add a custom item to Gradebook, it is independent from the Course Tools and does not work in conjunction with DropBox, Journal, Webliography, and so on.

- On the Tools menu, click **Gradebook**.
- Click **Setup Gradebook**, and then click the **Add New Items** tab.
- In the **Add Custom Item** field, type a name for the custom item.
- Click **Add**. The new item displays in the list of content items.
- Select the check box next to the custom item name to add it to your Gradebook.
- Click **Save Changes**.



Select Gradable Items

Selecting which items in your course to mark as gradable is the second step in your [gradebook setup](#) process.

On the Select Gradable Items tab, select the gradebook items for which you will assign grades.

For example...

Perhaps you added threaded discussions to your gradebook from the **Add New Items** tab and your course contains threads in Units 1, 3, and 5. From the **Select Gradable Items** tab, you will determine which threads will be evaluated and graded. Perhaps the threaded discussion in Unit 1 is practice and therefore ungraded, but the threads in Units 3 and 5 will receive grades.

You can also [exclude a content item from the final course grade](#). This option enables you to display an item in the gradebook and assign a point value to it, but **not** include the point value in the final course calculations. This is useful for when you want to grade or provide feedback on a practice assignment but not include the score in the student's final grade calculations.

To mark an item as gradable:

1. On the Tools menu, click **Gradebook**.
2. Click **Setup Gradebook**, and then click the **Select Gradable Items** tab.
3. Select the items or course tools that you want to mark as gradable.

If you do not see a check box for a particular content item in any given unit, it means that you did not add that item to that unit when you set up your course. Course tools are available in every unit.

4. Click **Save Changes**.

Assign Points and Weights

Assigning point values or weighted values to course content is the third step in your [gradebook setup](#) process.

Once you have decided which items to show in the gradebook and in which units each item is gradable, you can assign point values or possible points to each item.

From the **Assign Points/Weights** page, you can assign weighted values to content, create extra credit items, and create practice assignments by excluding an item from the course grade.



If you want the gradebook to calculate up-to-date grades for your students, you *must* assign point values to your gradebook items.

- If you **assign points** for each gradable item, the gradebook uses this value and the students' actual achieved points to calculate grades for each student at the content item level, the unit level, and the overall course level;
- If you **do not assign points** possible to a gradable item, nothing displays in the points possible field when you and your students view the gradebook.



Design tips:

- In your [Gradebook Preferences](#), there is a setting for **Use points and calculations**. Select this setting to assign points possible, assign weighted percentages, and create extra credit or exclude extra credit from course grade items.
- If you have [created an exam](#) in your course, the exam will already have a total point value assigned to it. To see the points you assigned to an exam when you created the exam, click the **Insert Points** link for that particular exam. You can change the points possible for the exam by entering a new point value in the text box.
- Assigning points is optional; however, assigning total points possible values allows the gradebook to calculate current student grades. You can assign points without using weighted percentages; however, you cannot use weighting without assigning points.
- Use the weighting feature to easily weight or grade course items relative to other course content. For example, if you have an exam worth 50 points, but you want it to count for 25% of a student's grade, instead of adjusting all your course points to make this percentage, you can weight the exam in the gradebook at 25%. Weighting allows you to easily count some course content items more than others without having to rely on point totals.
- Use the **Distribute Weight %** feature to distribute a single weighted percentage evenly across multiple content items. For example, if you want threaded discussions in your course to be worth a total of 20% of the final course grade and you create three threads, the Distribute Weight % feature assigns a weighted percentage of 6.66%, 6.66%, and 6.68% to each thread. Click **Distribute Weight %** to access this feature. Remember, you cannot distribute a weighted percentage to content items excluded from the course grade.

Use these procedures to:

- [Assign points](#)
- [Apply weighted values](#)



To assign points:

1. On the Tools menu, click **Gradebook**.
2. Click **Setup Gradebook**, and then click the **Assign Points/Weights** tab.
3. Enter the points possible for each gradable item. Gradebook calculates student percentages based on the Total Points assigned to each gradable content item.

If you click **Insert Points**, you can see the assigned points to the exam content items you created. If you have not created an exam yet in your course, the **Insert Points** link is not visible.

4. Click **Save Changes**.

To apply weighted values:

1. On the Tools menu, click **Gradebook**.
2. Click **Setup Gradebook**, and then click the **Assign Points/Weights**.
3. Enter a weighted percentage for each gradable item.

For example...

To make an assignment worth half of a student's grade, enter **50** in the **%** field for that assignment. Note that you will need to enter possible points for the assignment, too, so the gradebook will know how the student did on the assignment before applying his or her weighted percentage.

4. Click **Save Changes**. Although it is not required, the sum of your weighted percentages *should* equal 100%.

Always assign weighted percentages to the items you want counted toward the final course grade. If the weighting feature is turned on and you do not assign a weight percentage to a gradable item, that item is not counted toward the final course grade (essentially, the item carries a weight of 0%).

Image	Video Link
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Week 1: Introduction 1/20-1/25 - Quiz or Exam

Access dates:	1/20/2015 1:00:00 AM to 5/15/2015 1:00:00 AM
Can be reviewed in Gradebook on:	5/15/2015 6:59:00 PM
Number of times this exam can be taken:	1
Time allowed to complete:	1h

[Begin Quiz or Exam](#)

[Review in Gradebook Date](#)

[Content](#) | [Toolbox](#) | [Test Banks](#) | [Exam Package Upload](#)

- [Edit Schedule](#) Access
- [Move Quiz or Exam](#) Move
- [Delete Quiz or Exam](#) Delete

Hide item from students.

Password: Password can only contain Letters (A-Z), Numbers (0-9).
The Instructor is responsible for notifying students of the password.

[Item Hidden from Students](#)

Question : Today is test day.

[Design](#) [HTML](#)

Points :

Correct Responses : [Responses](#)

[Points Missing in Exam or Quiz](#)

[Item Name](#)

Week 1: Introduction 1/20-1/25

[Assignments/Assessments](#)

[Course Critique](#)

[Questions and Answers Forum](#)

[Quiz or Exam](#)

[Chapter 1 Quiz](#)

- Course Calendar
- Course Critique
- Discussion Rubric
- Discussions
- Doc Sharing
- Educational Philosophy
- Educational Philosophy Peer Review Form
- Educational Philosophy Rubric
- ePortfolio Peer Review
- ePortfolio Rubric

Quiz or Exam

[Start Here](#)

- Student Lounge
- TAMUC Syllabus
- Tech PACK Form
- Tech Question for Mr. Tate
- Technical Support
- Technology Integration Plan
- Technology Integration Workshop form
- Texas Technology Standards

Mismatched



<p>Current Setup Add New Items Select Gradable Items Assign Points/Weights Rubrics Preferences</p> <hr/> <p><input checked="" type="checkbox"/> Use points and calculations Save Changes When this is selected, points can be assigned for each item and the gradebook will automatically calculate the grade for each item.</p> <p><input type="checkbox"/> Use weighted calculations When this is selected, a weighted percentage can be assigned to each item and the weight will be factored into the grade calculation.</p> <p><input checked="" type="checkbox"/> Show Item Summary View When this is selected, the Item Summary View is available in the Gradebook View dropdown. The Item Summary View shows the Item Summary View for each item.</p> <p style="text-align: right;">Save Changes</p>	<p>Item Summary Checked</p>						
<p>CHAPTER 1 QUIZ</p> <table border="1"><tr><td></td><td>Home</td><td>1</td></tr><tr><td>All Class Members</td><td></td><td><input type="text" value="-- %"/> 100 pts.</td></tr></table> <p style="text-align: center;">OR</p> <p><input checked="" type="checkbox"/> Use points and calculations <input type="checkbox"/> Use weighted calculations <input checked="" type="checkbox"/> Show Item Summary View</p>		Home	1	All Class Members		<input type="text" value="-- %"/> 100 pts.	<p>Percentage</p>
	Home	1					
All Class Members		<input type="text" value="-- %"/> 100 pts.					