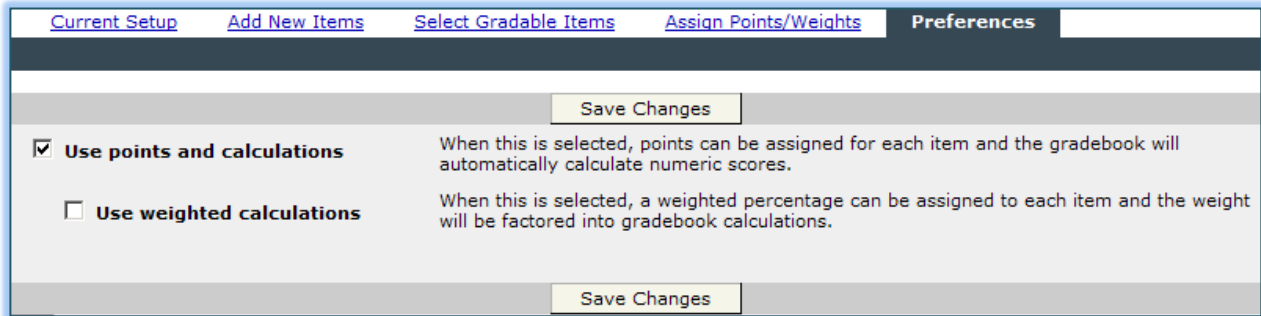


Set Gradebook Preferences

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook**.
- ❖ Click the **Set Preferences** tab (see illustration below).



- ❖ The **Preferences** page will display (see illustration below).

A screenshot of the 'Preferences' page. At the top, there is a navigation menu with five tabs: 'Current Setup', 'Add New Items', 'Select Gradable Items', 'Assign Points/Weights', and 'Preferences'. Below the menu is a 'Save Changes' button. The main content area contains two options: 'Use points and calculations' (checked) and 'Use weighted calculations' (unchecked). Each option has a descriptive text block. At the bottom, there is another 'Save Changes' button.

Save Changes	
<input checked="" type="checkbox"/> Use points and calculations	When this is selected, points can be assigned for each item and the gradebook will automatically calculate numeric scores.
<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 gradebook calculations.
Save Changes	

- ❖ Click the check box for the appropriate option. These are:
 - **Use points and calculations** - This item should be selected when points are to be assigned for each item in the Gradebook. The Gradebook system will automatically calculate numeric scores.
 - **Use weighted calculations** - Click this checkbox to assign a weighted percentage to each item in the Gradebook. The weight will be factored into Gradebook calculations.
- ❖ Click **Save Changes**.