

Set up the Gradebook

Instructors and students have access to a shared online Gradebook. The Gradebook is used to determine which aspects of a course should be graded and to add these items to the Gradebook as gradable items. As students complete assignments, a total point value can be added to the Gradebook. The names of the students will appear in the Gradebook after they are enrolled in the course. Instructors can post comments for each grade, grant students additional test time, create links to course content for review purposes, and view student activity in the course. It is also possible to create custom gradable items as they relate to course content, such as group projects, course participation, extra credit, assignments, and so forth. The Gradebook can be set up in either Course or Author mode.

Set Up Gradebook

There are three steps to complete when setting up a Gradebook. These steps correspond to the tabs across the top of the Setup Gradebook page. Each tab builds upon the previous tab.

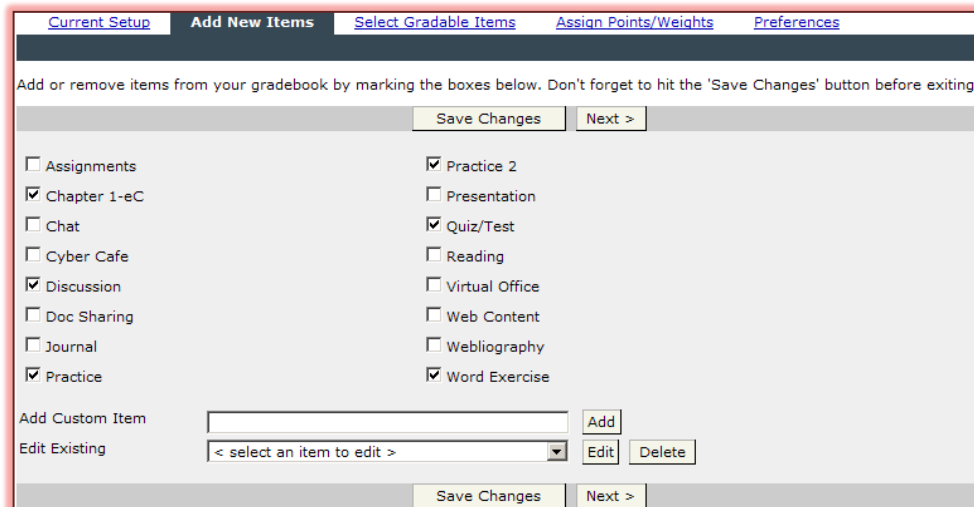
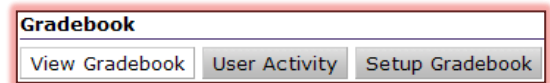
- **Add Items** – This is the area where the decision as to which Content Items and Course Tools are to show in the Gradebook.
- **Select Gradable Items** – This is where the instructor will determine which items will be assigned grades.
- **Assign Points or Weights** – This is where possible points or relative weighted percentages will be assigned to gradable items.

Add Items to Gradebook

This is the first step in setting up the Gradebook. All Content Items are added to this list automatically. It is up to the instructor to determine which items should be gradable items. Also, it is possible for the instructor to set up Custom Items in the Gradebook. When items are added to the Gradebook, the instructor is selecting which course items and course tools to display.

Add New Items

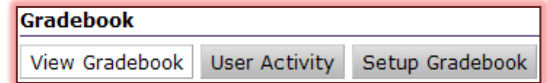
- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook** (see illustration at right).
- ❖ The **Gradebook: Current Settings** window will display.
- ❖ Click the **Add New Items** tab (see illustration below).



- ❖ Click the check box next to each item that is to display in the **Gradebook**.
 - **Exams** and **Content Items** that have a **Dropbox** assigned are selected in the list by default.
 - When an item is selected it will be visible to the instructor and the student in the **View Gradebook** area.
- ❖ Click **Save Changes**.

Add Custom Items

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook** (see illustration at right).
- ❖ The **Gradebook: Current Settings** window will display.
- ❖ In the **Custom Item** field (see illustration below), input a name for the item.



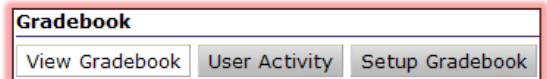
Add Custom Item	<input type="text"/>	Add
Edit Existing	< select an item to edit >	Edit Delete

- ❖ Click the **Add** button.
- ❖ The new item will display in the list of **Content Items**.
- ❖ Click the check box next to the **Custom Item** to add it to the **Gradebook**.
- ❖ Click **Save Changes**.

Select Gradable Items

The process of selecting which week or session the gradable item is to appear is the second step in the Gradebook setup process.

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Setup Gradebook** button (see illustration at right).
- ❖ Click the **Select Gradable Items** tab.
- ❖ The **Select Gradable Items** page will display (see illustration below).



Current Setup	Add New Items	Select Gradable Items	Assign Points/Weights	Preferences															
Select gradable items by marking the boxes below. Don't forget to hit the 'Save Changes' button before exiting.																			
		Save Changes	Next >																
Chapter 1-eC																			
	Home	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
All Class Members		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(select row)
Discussion																			
	Home	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
All Class Members		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(select row)

- ❖ Select the weeks into which the gradable items are to appear.
 - If a check box doesn't appear for a particular content item in a given week, it means the item was not added to the Week when the course was set up.
 - Course tools are available in every Week.
- ❖ Click **Save Changes** or **Next**.

Assign Points and Weights

Once the instructor has decided which items to show in the Gradebook and in which Weeks each item is gradable, point values or possible points can be assigned to each item. From this page, it is possible to assign weighted values to content, create extra credit items, and create practice assignments by excluding an item from the course grade.

If up-to-date grades are to be calculated for students, point values must be assigned to the Gradebook item.

- **Assign Points** - The Gradebook uses this value and the students' actual achieved points to calculate grades for each student at the Content level, the Week level, and the overall course level.
- **Do Not Assign Points** - When this option is selected, nothing will display in the points possible field when the instructor or students view the Gradebook.

Assign Points

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Setup Gradebook** tab.
- ❖ Click the **Assign Points/Weights** tab.
- ❖ Enter the possible points for each gradable item.
 - The student percentages will be calculated based on the **Total Points** assigned to each gradable item.
 - If **Insert Points** is clicked, the instructor can see the assigned points to the exam Content Items that were created.
 - If an exam has not been created in the course, the **Insert Points** link will not be available.
- ❖ Click **Save Changes**.