Grades Tool Setup

Objectives

By following the guide, you will be able to:

- Part 1: Create a Grading Scheme
- Part 2: Setup the Gradebook
- Part 3: Change Grading System Settings
- Part 4: Create Graded Categories
- Part 5: Create a New Grade Item
- Part 6: Edit a Grade Item or Category
- Part 7: Release Final Grades
- Part 8: Transfer Final Calculated Grade to Adjusted Grade

Part 1: Create a Grading Scheme

1. Click Grades in the course navigation bar.
2. Click Schemes tab.
3. Click New Scheme.
4. In the General area, enter a name for the scheme.
5. In the 1st Symbol field, enter a letter, number or phrase to describe the lowest level. (Example: F or Unsatisfactory)
6. (Optional) Use the Color field to select a color to associate with the grade scheme range of this level. (Example: Red) The color will be displayed in Grades for the Instructor and Students.
7. (Most Common Choice) Leave the Assigned Value % fields blank.
   - IF all your assignments and activities in your course have a numeric value, THEN leave the Assignment Value % blank. (Example: All students with F grade receive the associated point value as graded by the instructor.)
   - IF you want to assign all students same value when graded at that level, THEN use the Assigned Value % field.
     (Example: All students with F grade receive a 50%)
8. To add more levels to your scheme, enter the number of levels to add. (Example: 2)
9. Click **Add Ranges**.

   ![Number of Ranges](image)

10. For the 2\(^{nd}\) range, enter a Symbol (Example: D) and Start % (Example: 60).
11. For the 3\(^{rd}\) range, enter a Symbol (Example: C) and Start % (Example: 70).
12. For the 4\(^{th}\) range, enter a Symbol (Example: B) and Start % (Example: 80).
13. For the 5\(^{th}\) range, enter a Symbol (Example: A) and Start % (Example: 90).
14. When finished, click **Save and Close**.

Note: In the following Grading Scheme Example,

- Students that are scored at 0-59% will receive an F.
- Students that are scored at 60-69% will receive an D.
- Students that are scored at 70-79% will receive an C.
- Students that are scored at 80-89% will receive an B.
- Students that are scored at 90-100% will receive an A.

### Ranges

<table>
<thead>
<tr>
<th>#</th>
<th>Symbol</th>
<th>Start %</th>
<th>Color</th>
<th>Assigned Value %</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>F</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>D</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>B</td>
<td>80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>A</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 2: Set up the Gradebook

1. Click Grades in the course navigation bar.
2. Click Setup Wizard.
3. Click the blue Start button at the bottom of the page to begin the Grades wizard.

Step 1: Choose Grading System

4. (Step 1) Choose a grading system from the following:
   - **Points**: This is the default grading scheme similar to Blackboard.
   - **Weighted**: You can create assignment groups and add weights e.g., *Discussions (20%); Quizzes (30%); and Research Papers (50%)*. **NOTE**: Weights must equal 100%.
   - **Formula**: This scheme is only used in special cases where final grade is computed based on a custom formula e.g., If a user's score on any item is below 60%, then the user automatically fails the course. IF{ MIN{ [ITEM1.Percent], [ITEM2.Percent], [ITEM3.Percent] } < 60, 0, 100 }
5. Click the Continue button.

Step 2: Final Grade Released

6. Select Final Grade release option:
   - **Calculated Final Grade**: Calculate final grade based on the grading formula. You cannot adjust the final grade without adjusting grade item scores.
   - **Adjusted Final Grade**: Manually modify a student's grade before release. You can change the final grade without affecting the grade item scores.
7. Check the box to **Automatically release final grade**:
   - Note: If this setting is checked after a grade is assigned OR a score is changed, the final grade is not automatically released. You must republish the grade.
8. Select the Continue button.
Step 3: Grade Calculations

9. Select Grade options for ungraded items:
   - **Drop Ungraded Items**: If a score is not entered for a grade item, they will not be calculated as part of students' cumulative scores. **NOTE**: Instructors must manually enter a score of "0" for incomplete assignments.
   - **Treat Ungraded Items as 0**: If a score is not entered for a grade item, it will be calculated as "0" towards the final score.

10. Check the box to **Automatically keep final grade updated**: Students will see a calculator icon on their gradebook where they can calculate their current final grade.

11. Click the **Continue** button.

Step 4: Choose Default Grade Scheme

12. Choose **Default Grading Scheme**: The default scheme is % or select a different scheme.

13. Click the **Continue** button.

Step 5: Managing View Display Options

14. Select the number of decimal places to display in the calculated grade. (2 is the default)

15. Click the **Continue** button.

Step 6: Student View Display Options

16. **Student View Display Options** determines what students see when they visit the Grades area. The default settings are recommended.

17. Click **Continue**.

Step 7: Grades Setup Summary

18. Click **Finish** to save your changes.
Part 3: Change Grading System Settings
After using the Setup Wizard, you can change the grading system and calculation options using Settings in the top right corner. (Example: Changing from Points to Weighted).
Caution: Making changes to a grade book’s settings and calculation options after you begin tracking users' grades can significantly affect existing data.

1. Click Grades.
2. Click Settings icon on the top right corner.

   ![Settings Icon]

3. Click Calculation Options tab.

   ![Calculation Options Tab]

4. When finished, click Save.

Part 4: Create Graded Categories
Grade Categories are used to organize related grade items. These grouped sections can also be set to be weighted.

1. Click Grades.
2. Click Manage Grades.
3. Click New button and select Category.
4. In the Name field, enter a name for the category. (Example: Discussions)
5. Enter weight for this category. (Example: 20)
6. Determine how you would like the point distribution.
   (Example: Distribute weights by points across all items in the category.)
7. Click Save and Close button.
8. Repeat Steps 3 – 7 to create more categories. (Example: Quizzes; Assignments)

   NOTE: All Weights must equal 100%.
Part 5: Create New Grade Items
Grade items represent each of the graded assignments and activities in your course. Grade items can be independent or grouped in a category.

1. Click Grades.
2. Click Manage Grades.
3. Click New button and select Item.
4. Click New Item.
5. Click Numeric.
6. In the Name field, enter a name for the item.
7. Determine whether the item is to be part of a Category.
   - Click the dropdown arrow in the category menu.
   - Select the appropriate category OR click New Category to create a new one.
8. Click Save and Close button.

Part 6: Edit a Grade Item or Category

1. Click Grades.
2. Click Manage Grades.
3. Click the dropdown arrow next to the item or category to edit.
4. Select Edit in the dropdown menu.
5. Make the appropriate change.
6. Click Save and Close button.

Part 7: Releasing Final Grades
You can release final grades to students either automatically or manually.

To release grades automatically:

1. Click Grades.
2. Click Settings on the top-right corner.
3. Click Calculated Options tab.
4. Scroll down to Final Grade Released, check Automatically release final grade box.
5. Click Save.
6. Click Yes to confirm.
To release grades manually:

1. Click Grades.
2. Click Enter Grades.
3. Locate the Final Calculated Grade column and click the drop-down arrow.
4. Select Enter Grades.
5. Check the box to the left of Last Name, First Name to select all user rows.

6. Click the Release/Unrelease button.

7. Click Save and Close.
8. Click Yes to confirm.
9. After the change is made, the screen will switch back to the Enter Grades view. Look for the appropriate symbols next to each student’s Final Calculated Grade score:
   - Final grade not released
     ![Image of a closed eye symbol]
     
     [45 / 50, 90 %]
   - Final grade is released
     ![Image of an open eye symbol]
     
     [45 / 50, 90 %]
Part 8: Transfer Final Calculated Grade to Adjusted Grade

If you need to make adjustments to grades, the Final Calculated Grade will need to be moved to the Final Adjusted Grade Column.

To transfer final grades to Adjusted Grades column:

1. Click Grades.
2. Locate the Final Calculated Grade column and click the drop-down arrow.
3. Select Enter Grades.
4. At the top of the Final Grades page, click the down-arrow next to Final Grades.
5. Select Transfer All.
6. Click Yes to confirm.
7. Modify scores as needed (Ex: rounding scores)
8. Click Save.
9. Click Yes to confirm.