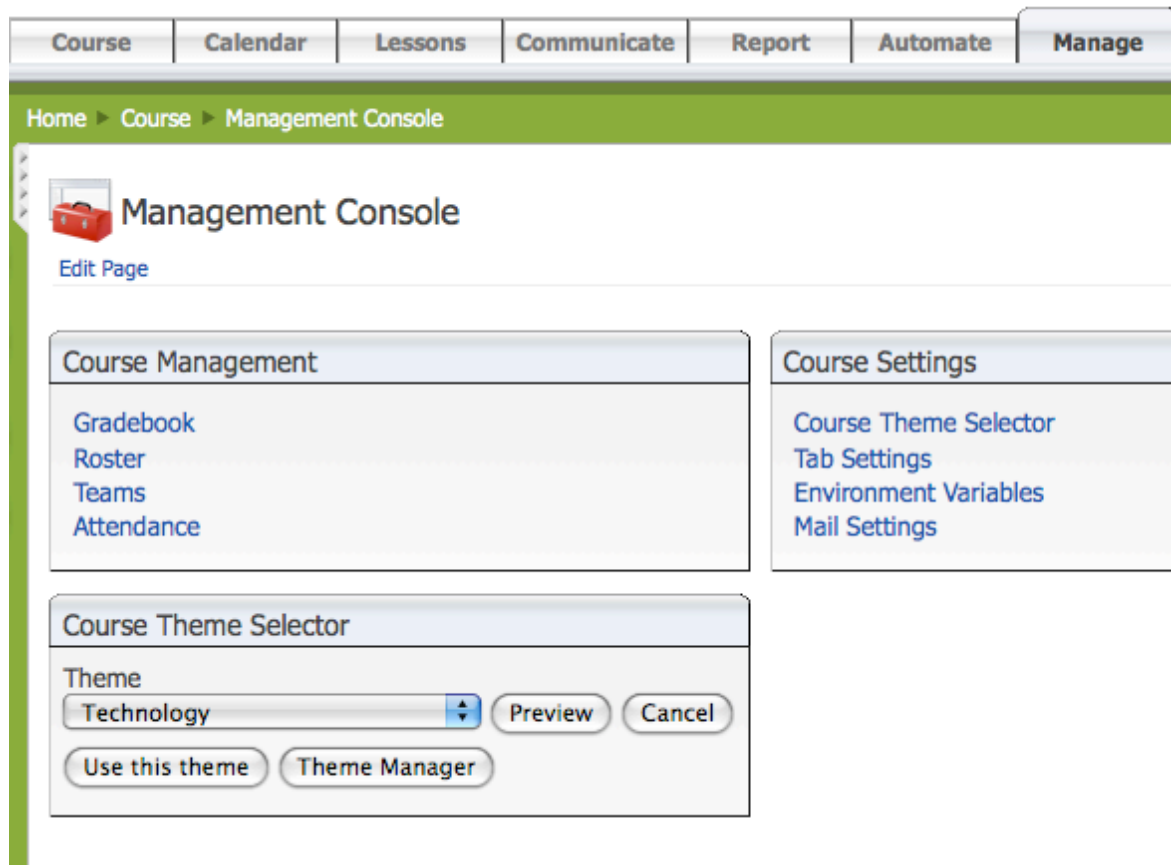


Using the Gradebook

NOTE: *This tutorial assumes that skipped the wizard for creating a grade book and using a percentage-based grade book. If these are not your circumstances, and you need help with setting up your grade book, please contact the CITE Lab at extension 2081 for assistance.*

If you are running a course, chances are that you are using a gradebook in order to keep track of your students' grades. This tutorial will assist you in setting up your grade book from scratch.

In order to access your gradebook, first click the **Manage** tab at the top of the page. Next, click **Gradebook** under Course Management. Again, if you are prompted to run the wizard to set up the grade book, you may run the wizard to set up the grade book easily. There is also a tutorial above the wizard that explains how to set up the grade book using the wizard.



The screenshot displays the Management Console interface. At the top, there is a navigation bar with tabs: Course, Calendar, Lessons, Communicate, Report, Automate, and Manage. Below this is a breadcrumb trail: Home > Course > Management Console. The main content area is titled "Management Console" and includes an "Edit Page" link. There are three main sections:

- Course Management:** Contains links for Gradebook, Roster, Teams, and Attendance.
- Course Settings:** Contains links for Course Theme Selector, Tab Settings, Environment Variables, and Mail Settings.
- Course Theme Selector:** Features a "Theme" dropdown menu currently set to "Technology", with "Preview" and "Cancel" buttons. Below this are "Use this theme" and "Theme Manager" buttons.

Once in the gradebook, click **Preferences** to edit your settings . This is where you change if your grade book is percentage-based or point-based. You may also set it so ungraded items are treated as zeros, and display how the averages are displayed.

Gradebook

View

View All Grades

View all the grades in all the categories.

View Grades

All Categories All Users Go

Print Grades

Create a printer-friendly PDF View of the gradebook.

Enter/Edit Grade

By Assignment

Enter grades on a per assignment basis.

By User

Enter grades on a per user basis.

Gradebook Setup

Preferences

Maintain overall preferences of the gradebook.

Import Grades

Import grades from an external file.

Export Grades

Export grades to a file.

Import Assignments

Import assignments from repositories.

Publish Course Grades

Your ANGEL administrator has not entered the list of valid grades.

Gradebook Management

1. Categories

Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories.

2. Assignments

Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.

3. Macros

Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.

4. Grading Scale

Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

Gradebook Tutorial

Overview

Learn about the gradebook setup wizard and other commonly used gradebook features.

Preferences

To copy settings from another course, use the [Copy Gradebook Settings tool](#).

General

Default Display Format: Score (Letter Grade)

- Options:
- [Treat Ungraded Items as Zero](#)
 - [Limit Course Assistants by Team](#)
 - [Exclude Instructors from Averages](#)
 - [Show Grades for Dropped Students](#)

Gradebook Mode: Percentage

Average Settings

Options: [Display Overall Average](#)

Overall Display Format: Score (Letter Grade)

Save

Cancel

Back in the main page for your gradebook, click **Categories** on the right in order to create categories. Creating and editing Categories and Assignments are done through the Gradebook Management section.



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Categories are areas in which you assign grade "weights" to, such as making Homework worth 60%, and quizzes 40% of the final grade.

Categories

<input type="checkbox"/>	Title	Calculation	Release Date	Weight	Percent Overall
--------------------------	-------	-------------	--------------	--------	-----------------

0 100%

Add New

Show Tasks

Edit Selected

Delete Selected

To create a new category, click **“Add New”**. Next, click advanced in order to access all of the options. In the Category Editor, you can create a Title for your category, (such as Homework), and set how much the category is worth out of the full 100%. If you were to have two categories, one being worth 60, the other 40, their percentages would be 60% and 40% respectively. The weights **must** add up to 100.

Category Editor View: Normal Advanced

Title:

Release Date:

Description:

Formula:

[Formula Editor](#)

Calculation:

Use All Assignments

Drop Lowest

Use Highest grades

Weight: Auto-calculate

Average Format:

Average Shown

Extra Credit

Percent Overall: 100%

If you wanted to edit or remove the categories, you have to check the one that you want to change, and click either **Edit Selected** or **Delete Selected**. Deleting a category deletes all assignments associated with the category. The form that is used to edit the category is the same as the one that is used to create categories.


Categories

<input type="checkbox"/>	Title	Calculation	Release Date	Weight	Percent Overall
<input checked="" type="checkbox"/>	Quizzes	Use all grades	3/16/2010	40	40.0%
<input type="checkbox"/>	Homework	Use all grades	3/16/2010	60	60.0%

100 **100%**

Category Editor View: Normal Advanced

Title:

Release Date: 

Description:

Formula:
[Formula Editor](#)

Calculation:
 Use All Assignments
 Drop Lowest
 Use Highest grades

Average Format: [Average Shown](#)

 [Extra Credit](#)

Weight: Auto-calculate

Percent Overall:

In order for the categories to be used properly, **Assignments** must be created and assigned to a category. To create assignments, go back to the main Gradebook page and click **Assignments**.

Gradebook Management

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2. Assignments

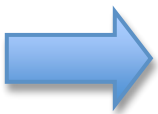
Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.

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Next, click **Add New** to enter the Assignment Editor. In the editor, you can assign a Title for the assignment, the category in which it belongs, and how many points it is worth. In order to assign content to the assignment, select the Advanced radio button. browse to where the item is located under **Associated Content Items**, and check the box next to the name of the item.

If you have assigned a content item then your Calculation Type will be First Submission. If not, leave it as Manual.

Click Save and your assignment will be saved and will be assigned to the category you selected.

Editing assignments is done the same way that a category is edited, and the form used is also the same one used to create an Assignment.

Assignment Editor View: Normal Advanced

Title: Homework 1

Description:

Category: Homework

Points: 10

Display Format: Course Default

Calculation Type: First Submission

Extra Credit

Release Date: March 16 2010 AM 10 30

Hidden

Formula:

[Formula Editor](#)

Label Mask:

Label Error Message:

[Associated Content Items:](#)

- Assignments
- Assessment
- Dropbox
-
-
-
-
-

Save Cancel