

# Grades Tool

## Overview. Planning a Grade Book. Setup Wizard

### 1. OVERVIEW

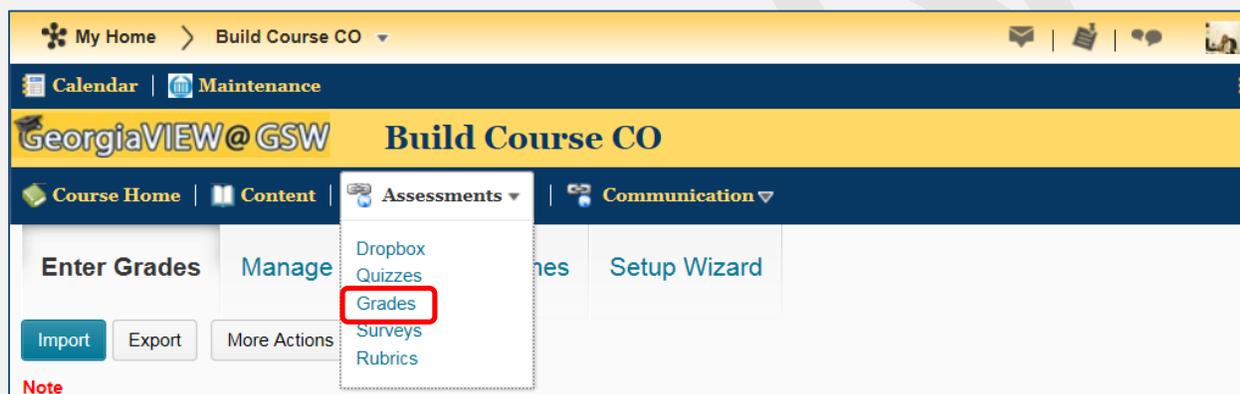
The **Grades** tool allows instructors to set up a course grade book.

Items in the grade book (Grades) can be tied to other tools such as Dropbox, Quizzes, and Discussions so that a grade entered in one of these tools is automatically exported to Grades. Students can check their grades and comments in the Grades tool if they are released by the instructor.

Using Grades, the instructor can:

- Customize grade settings, grade schemes, and choose a final grade calculation method
- Create and modify grade categories and items
- Import from and export grades to CSV files.

The Grades tool is located on the course navbar in the Assessments group. If you are planning to create your own navbar and customize it, always include the Grades tool in it in order to be able to manage grades and make them available to your students.



### 2. PLANNING THE GRADE BOOK

The **first and very important step** is to plan and set up a grade book before you even start setting up your course content. This is the best practice.

However, if your course is already created or copied from the previous one, you still can set up or modify the grade book. Anyway, before creating or modifying the grade book you should define:

- What grade items (Quizzes, Assignments, Weekly Discussions, etc.) you plan to evaluate users on
- How much each grade item will be worth inside each category
- Grade categories (Quizzes, Assignments, Discussions, etc.) and how much each category will be worth in the final grade
- How you want to calculate final grades

Although you can adjust your grade book later, making changes to how the grade book is structured or calculated after users' grades have been entered can significantly change your data.

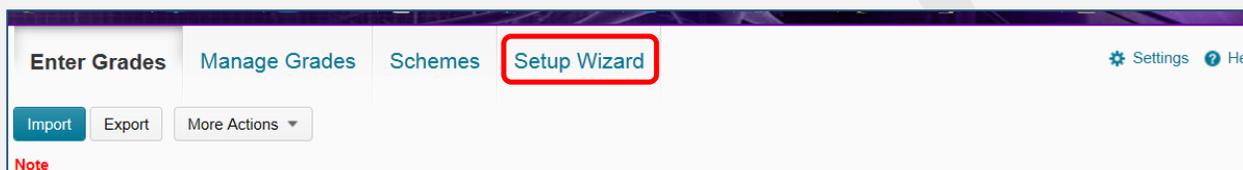
### 3. SETUP WIZARD

When you start a grade book for the first time or would like to modify the existing one, you should walk through the steps offered by the Grades **Setup Wizard**.

- You have to use the Wizard *before* creating categories and items that will populate the grade book.
- When a course is copied from semester to semester, your grade settings will not remain the same. Instead, they revert to their default settings. For this reason, you must run the Wizard every semester.

**NOTE:** Most of the Grades Setup Wizard options have “Get help on” descriptions  that explain what they are.

**Setup Wizard** is located in the menu at the top of the screen:



The first screen of the Wizard shows the current settings of Grades. Once you finished reviewing the settings, click **Start** to run the Wizard.

There are **seven steps** to set up a grade book.

#### Step 1: Choose Grading System

Step 1 of 7

### Step 1: Choose Grading System

Grading System

Weighted 

**Example:**  
 Assignments Category (20% of final grade)  
 - Assignment 1 Item (50% of Assignments)  
 - Assignment 2 Item (50% of Assignments)  
 Final Exam Item (80% of final grade)  
 Final Grade: /100%

Points 

**Example:**  
 Assignments Category (40 points)  
 - Assignment 1 Item (20 points)  
 - Assignment 2 Item (20 points)  
 Final Exam Item (200 points)  
 Final Grade: /240 points

Formula 

Final grade is determined by a custom defined formula  
 Grade items and categories use the Points system

**Grading System** determines how grade items contribute to students' final grades.

There are three grading system types:

- **Weighted system:** Grade categories, if you choose to create them, are assigned a weight as a percentage of the final grade, and grade items are assigned a weight as a percentage of their parent category (or of the final grade if you don't use categories). The Grades tool will show

warnings on the screen if the categories/items do not add up to 100%. You can choose to ignore these warnings and operate with your grades tool without a total weight of 100%. However, keep in mind that the final grade will be calculated with the assumption that all items or categories sum to 100%.

- **Example:**
  - **Assignments** category: 40% of the Final grade
    - Assignment #1 item: 50% of the Assignments category
    - Assignment #2 item: 50% of the Assignments category
  - **Quizzes** category: 50% of the Final grade
    - Quiz #1: 50% of Quizzes
    - Quiz #2 : 50% of Quizzes
  - **Final Project** category: 10% of the Final grade
    - Final Project item: 100% of the Final Project category
  - **Final Grade:** 100%
- **Points system:** Items are given a value in points. Categories are then calculated by the sum of the points of their child items. Therefore, the final grade calculates the total number of points of all the grade items.
  - **Example:**
    - **Assignments** category: 50 points
      - Assignment #1 item: 25 points
      - Assignment #2 item: 25 points
    - **Tests** category: 200 points
      - Test #1: 100 points
      - Test #2: 100 points
    - **Final Grade:** 250 points
- **Formula system:** A custom formula should be created to calculate the final grade. The formula system is based on the Points system. It is recommended to use this system if the first two options do not meet your needs, as it can be difficult to use.
  - **Example:**
    - If a student's score in any item is below 60%, then the student automatically fails the course:  

$$\text{IF}\{ \text{MIN}\{ [\text{ITEM1.Percent}], [\text{ITEM2.Percent}] \} < 60, 0, 100 \}$$

Once you selected the grading system, click the **Continue** button at the bottom to move to the next step.

## Step 2: Final Grade Released

The step determines how the **Final Grade** will be released to students.

**NOTE:** Selecting any of the options does NOT automatically release the Final Grade to students.

- **Calculated Final Grade:** This option simply releases the total that is calculated based on the scores that have been entered. Choosing this option denies you the ability to adjust the final grade manually.
- **Adjusted Final Grade:** Final grades are still automatically calculated based on the chosen grading system. However, this option allows altering a student's grade manually. This can include rounding a student's score up to the next letter grade or penalizing a student for absences.

### Step 3: Grade Calculations

- **Drop ungraded items:** Grade items that have not been assigned a grade value will be ignored when final grade is calculated. This option creates a running total in your grade book. **NOTE:** If a student receives a 0 grade for some grading item, it is important to enter a score of 0 for this item. If it won't be done, the student's final grade will not be accurate (usually higher than it should be).

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#### Step 3: Grade Calculations

**Ungraded Items**

Drop ungraded items ?

Treat ungraded items as 0 ?

**Auto Update**

Automatically keep final grade updated ?

[Continue](#) [Go Back](#) [Cancel](#)

- **Treat ungraded items as 0:** Grade items with no grade value will be given a 0 grade. Selecting this option makes it look as your students are failing for at least half of the course because they have not completed all graded items yet.

How you determine to handle ungraded items should depend on which type of grading system you use. If you use a Weighted grade system, you will likely want to drop ungraded items. If you use a Points grade system, you will probably want to treat ungraded items as 0.

- **Auto Update:** When this option is selected, the Calculated Final Grade will be recalculated automatically when any changes to grades are made. If this option is not selected, the Calculated Final Grade must be manually recalculated.

### Step 4: Choose Default Grade Scheme

Grade scheme determines how grades are represented within a course or for a particular grade item. A grade scheme can include any number of achievement levels. Each achievement level has its own range of grades and a symbol to represent it (A+, A, B+, B, etc.).

The default organization scheme is **Percentage**.

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#### Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
<b>Organization Schemes</b>		
Percentage ?	<input checked="" type="radio"/>	
<b>Course Schemes</b>		
Midterm Grade	<input type="radio"/>	
My Sandbox scheme	<input type="radio"/>	
New Grade Scheme	<input type="radio"/>	
Pass/Fail	<input type="radio"/>	
Selectbox	<input type="radio"/>	

[Continue](#) [Go Back](#) [Cancel](#)

You can stay with it or set up your own grade scheme(s) to fit your needs. For instance, you can set up a letter grade scheme with your grade range, select custom colors, and apply it to the final grades:

**General**

Name \*

Short Name

**Ranges**

#	Symbol *	Start % *	Color	Assigned Value %	Remove
1	<input type="text" value="F"/>	<input type="text" value="0"/>	<input type="text" value="Orange"/>	<input type="text" value="58"/>	
2	<input type="text" value="D"/>	<input type="text" value="59"/>	<input type="text" value="Yellow"/>	<input type="text" value="69"/>	<input type="button" value="Remove"/>
3	<input type="text" value="C"/>	<input type="text" value="70"/>	<input type="text" value="Light Orange"/>	<input type="text" value="79"/>	<input type="button" value="Remove"/>
4	<input type="text" value="B"/>	<input type="text" value="80"/>	<input type="text" value="Purple"/>	<input type="text" value="85"/>	<input type="button" value="Remove"/>
5	<input type="text" value="B+"/>	<input type="text" value="86"/>	<input type="text" value="Light Green"/>	<input type="text" value="89"/>	<input type="button" value="Remove"/>
6	<input type="text" value="A"/>	<input type="text" value="90"/>	<input type="text" value="Green"/>	<input type="text" value="95"/>	<input type="button" value="Remove"/>
7	<input type="text" value="A+"/>	<input type="text" value="96"/>	<input type="text" value="Dark Green"/>	<input type="text" value="100"/>	<input type="button" value="Remove"/>

### Step 5: Managing View Display Options

The step allows you to set a number of decimal places that will be displayed *to you* (NOT to your students) in the grade book. Therefore, this option only affects how you see the grades. Click Continue.

[Enter Grades](#)   [Manage Grades](#)   [Schemes](#)   [Setup Wizard](#)

Step 5 of 7

**Step 5: Managing View Display Options**

Decimals Displayed \*

Number of decimal places to display  ?

### Step 6: Submission View Display Options

This step allows you to set up display options **for your students** (see the screenshot below – student view).

- **Points grade:** Display the points grade along with students' scores (e.g., 218/240)
- **Weighted grade:** Displays the Weight Achieved to your students (e.g., 78/85) according to weights you assigned to your grade book categories and items
- **Grade scheme symbol:** Displays the Grade scheme symbol along with students' grades (e.g., "A", "B", "Pass", "Fail"), if you assigned it in your grading scheme
- **Grade Scheme Color:** Displays the grade scheme color of grades, especially if you assigned colors in your custom grading scheme. *The grade scheme color can only be displayed if the grade scheme symbol is also displayed.*
- **Decimals Displayed:** Shows the number of decimal places **students see** in the grade book.
- **Characters Displayed:** Defines how many characters (between 0 and 50) of a Text grade item display on the user list.
- **Final Grade Calculation:** Determines whether students can see their final grade calculation method. This option is only available in the weighted and points grading systems.

Grades			
Print			
<b>Final Adjusted Grade</b>			
Weight Achieved: 78 / 85			
Grade: <b>A</b>			
<b>Grade Items</b>			
Grade Item	Points	Weight Achieved	Grade
<b>Assignments</b>		37.8 / 40	
Assignment 1 - Word	93 / 100	18.6 / 20	<b>A</b>
Assignment 2 - PPT	96 / 100	19.2 / 20	<b>A+</b>
Assignment 3 - Excel	- / 100	- / -	-
Assignment 4 - Access	- / 100	- / -	-
<b>Quizzes</b>		13.1 / 15	
Quiz 1	8 / 10	1.4 / 1.8	<b>B</b>
Quiz 2	12 / 15	1.4 / 1.8	<b>B</b>
Quiz 3	14 / 15	1.7 / 1.8	<b>A</b>
Quiz 4	15 / 15	1.8 / 1.8	<b>A+</b>
Quiz 5	14 / 15	1.7 / 1.8	<b>A</b>
Quiz 6	10 / 15	1.2 / 1.8	<b>D</b>
Quiz 7	15 / 15	1.8 / 1.8	<b>A+</b>
Quiz 8	12 / 15	1.4 / 1.8	<b>B</b>

## Step 7: Grades Setup Summary

The step gives you a summary of all your grading settings.

If everything is correct, click Finish. If you would like to make changes, click Go Back to move back through the steps.

Enter Grades	Manage Grades	Schemes	Setup Wizard
Step 7 of 7			
<b>Step 7: Grades Setup Summary</b>			
Grading System Weighted			
Final Grade To Release Release the Adjusted Final Grade			
Grade Calculations Drop ungraded items Automatically keep final grades updated			
Default Grade Scheme New Grade Scheme			
Managing View Display Options Display 1 decimal places for grade item values			
Student View Display Options Display points grade values Do not display weighted grade values Display grade scheme symbols Display grade scheme colors Display 1 decimal places for grade item values Display 15 characters for Text type grade item values Do not display the final grade calculation to users			
Finish	Go Back	Cancel	

Once the Setup Wizard is completed, you can begin creating/modifying your course grade book.