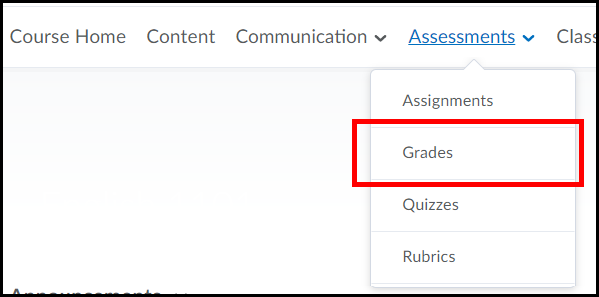
*The Grades tool is used to set the grading system, final grade release, calculation, grading scheme and display views for student grades in the course.*

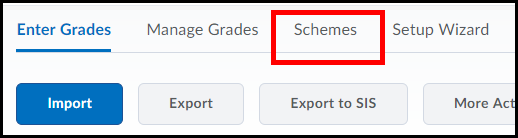
**Creating a Scheme**

*Use schemes to create a letter grade which will be associated with your final score in the Gradebook. Schemes can be created prior to going through the Grades Wizard (easiest method) OR at the end before releasing the Final Grade.*

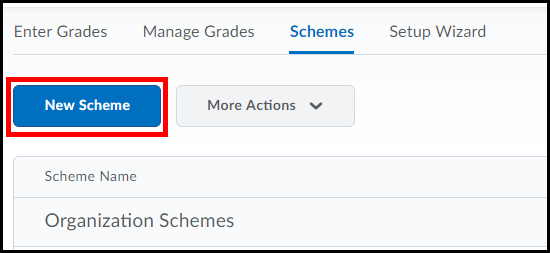
1. Enter Grades using the **Grades** link under the Assessments drop-down menu located on the course navigation bar.



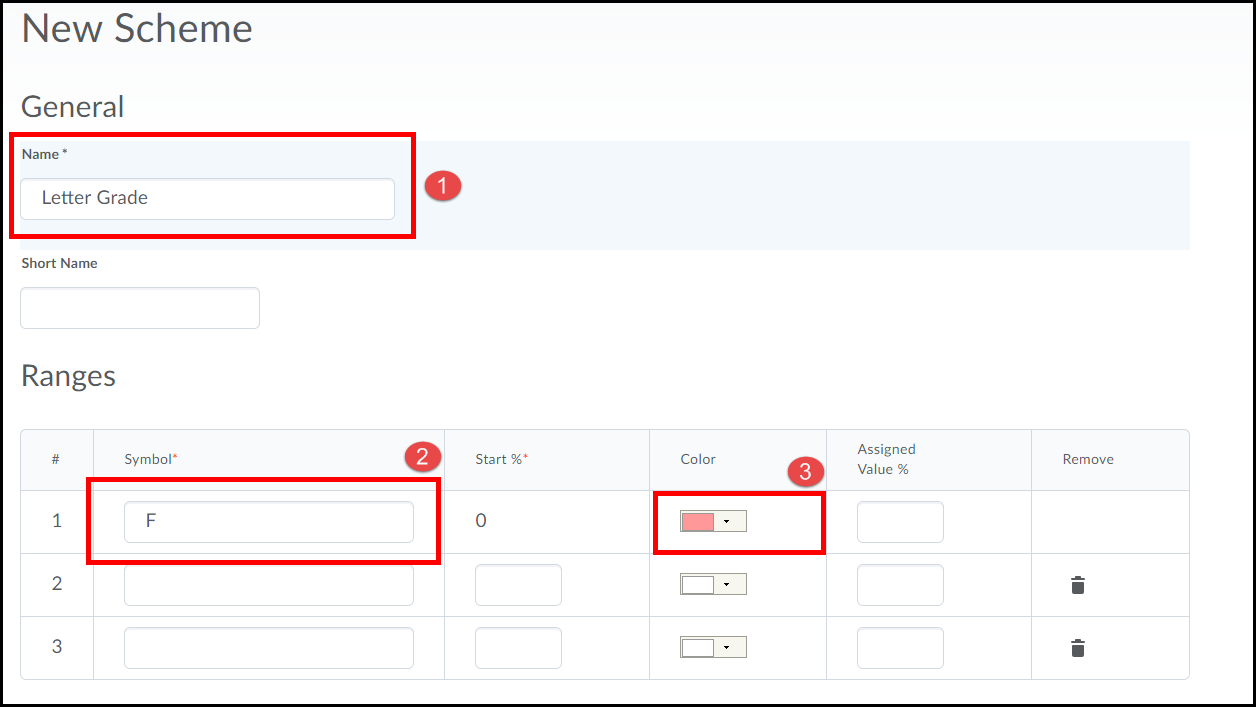
2. Click on the **Schemes link**.



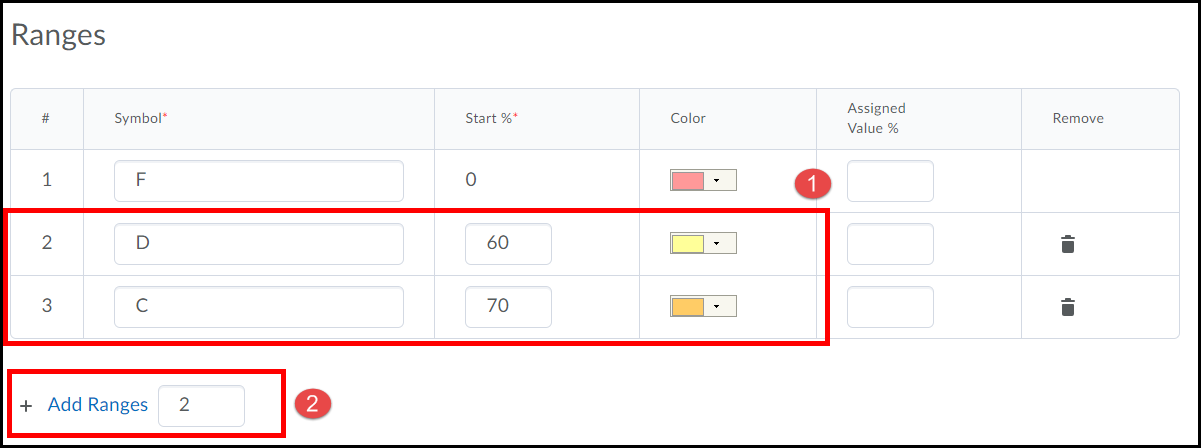
3. Select the button for **New Scheme**.



4. Enter a **title** for the scheme (1), as well as the symbol to represent the lowest grade for the Start range, in this case I entered an F for 0 points (2), and selecta **color** (3).



5. Continue this process for letter grades **D** at a start range of 60% and **C** at a start range of 70% (1). To add additional boxes for grades B and A type in a number 2 in the Add Ranges box and click the plus symbol (2).



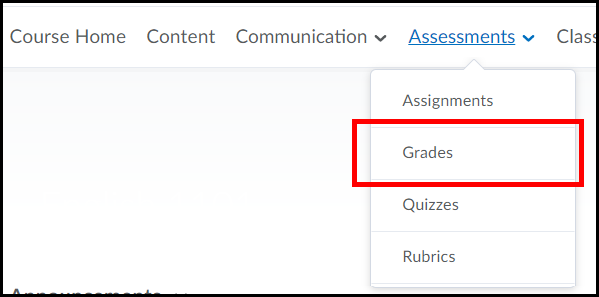
6. Complete the scheme by adding the letter grades **B** at a start range of 80% and **A** at a start range 90% (1). Click the **Save** **and** **Close** button when done (2).



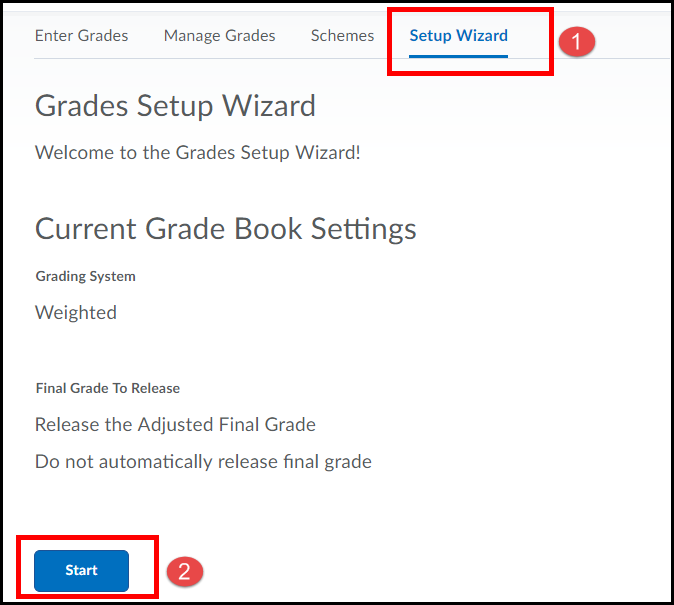
**Grades Wizard**

*The Grades wizard is used to define the settings for your gradebook.*

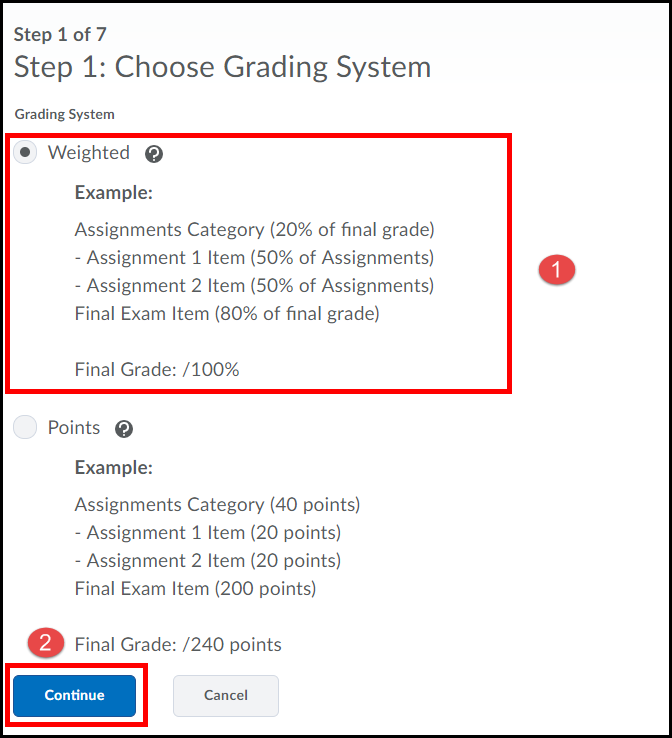
1. Enter Grades using the **Grades** link under the Assessments drop-down menu located on the course navigation bar.



1. Click on the **Setup Wizard** (1) link located under the course navigation bar and click the **Start** button (2).

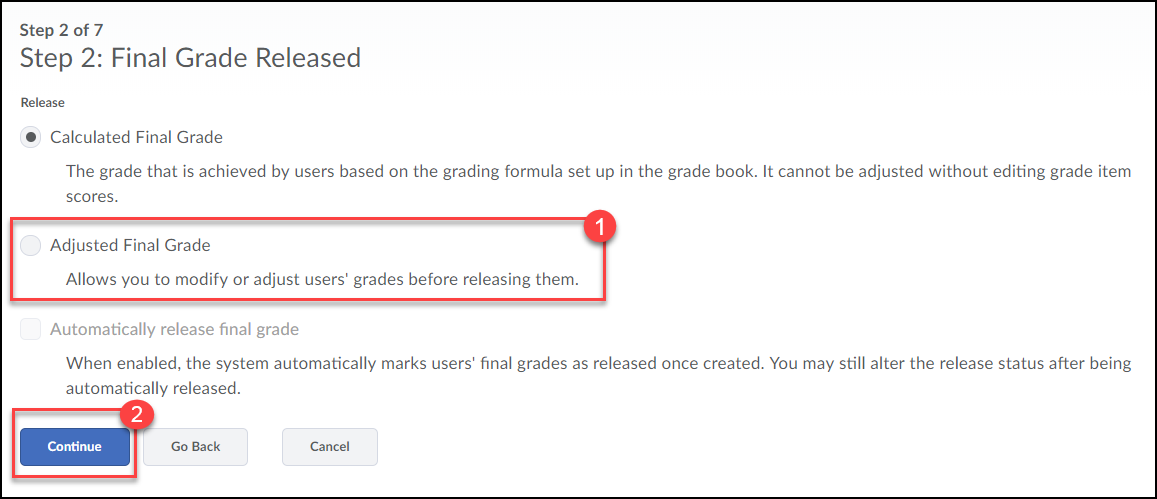


3. Select **Weighted** for your grading system (1) [*selections can be edited*] and click the **Continue** button (2).

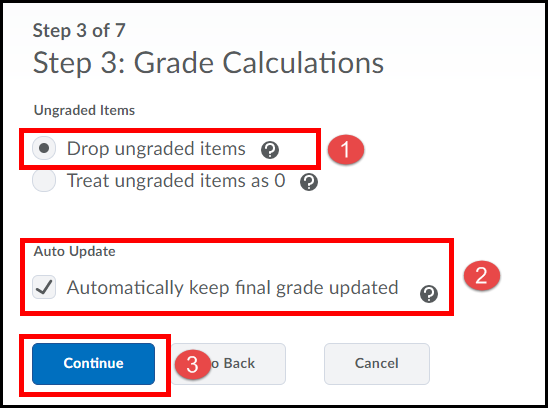


4. Select **Calculated Final Grade** (1) and click the **Continue** button (2).

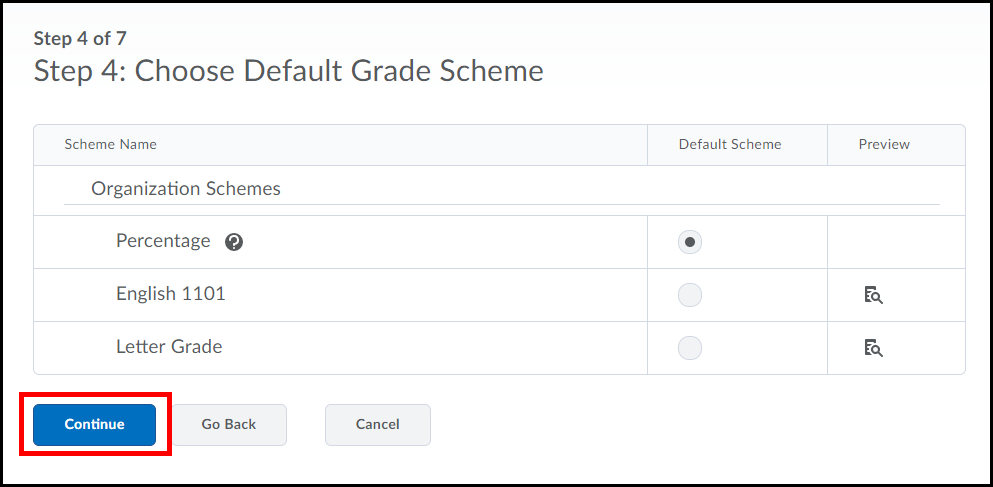
**NOTE**: To allow for future editing of students’ grades, such as rounding a student’s final grade score, select *Adjusted Final Grade*.



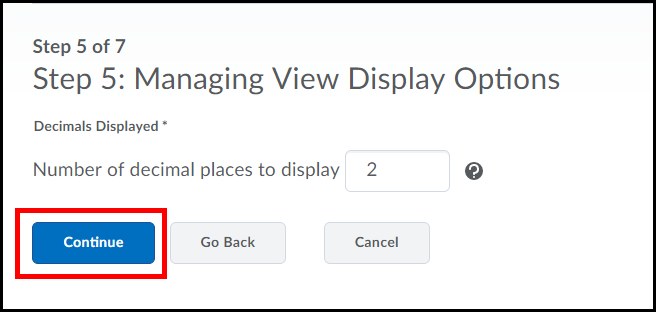
5. Select to **Drop ungraded items** (1) [*this option prevents students from viewing an inaccurate final grade based on incomplete items, but* *you do need to remember to add zero’s in the grade book yourself for items students do not complete prior to releasing final grades*] and check the box for **Automatically keep final grade updated** (2). Click the **Continue** button (3).



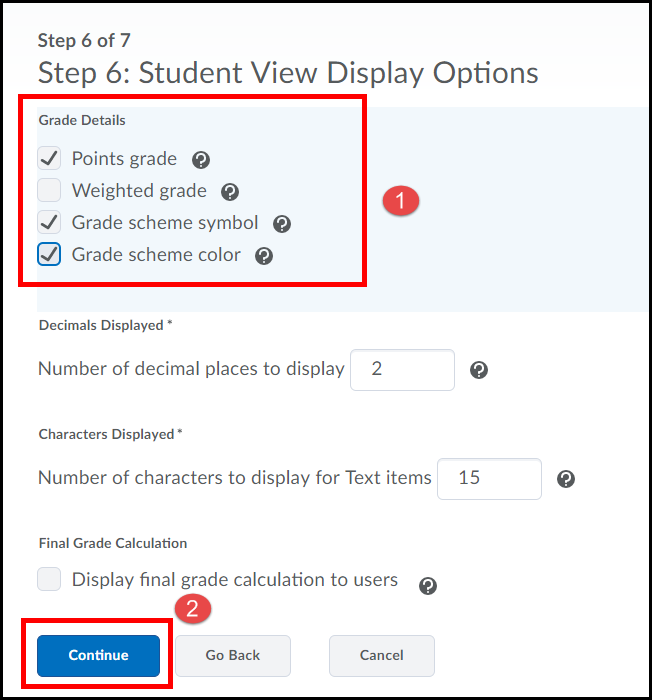
6. If you created a scheme earlier select it, if not just click the **Continue** button.



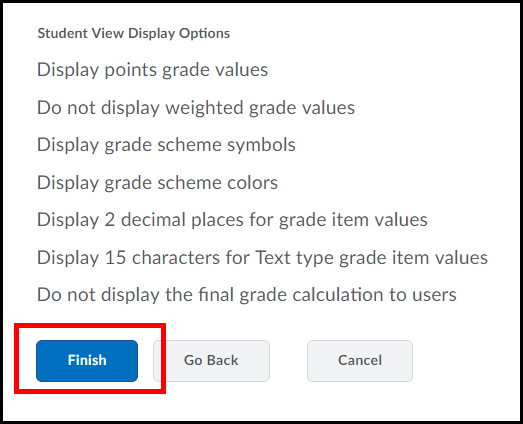
7. Enter the number of decimal places you want displayed in your gradebook and then click the **Continue** button.



8. Select the checkboxes for **Point grade, Grade scheme symbol** and **Grade scheme color**, DESELECT the checkbox for **Weighted grade** (1) [*these settings allow students to view point values for their assignments and quizzes along with a Letter grade for each graded item and the Final Grade*]. Click the **Continue** button (2).



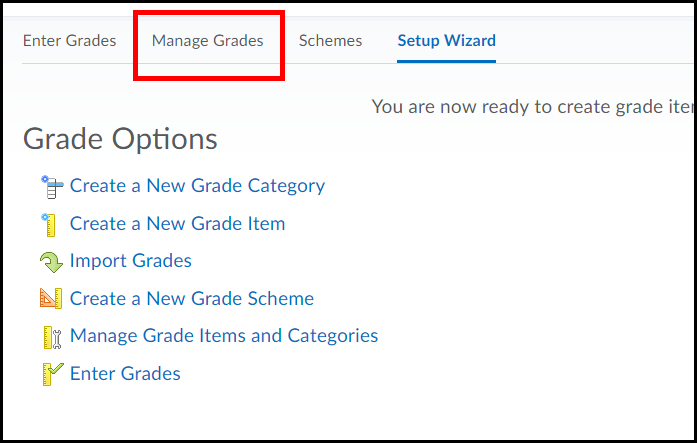
9. Click the **Finish** button.



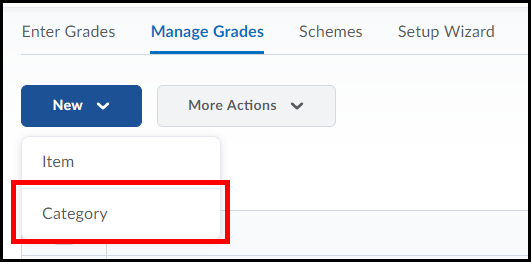
**Manage Grades**

*Now that we have defined our settings we need to populate the gradebook with various items such as activities, assignments, and quizzes.*

1. Click on the **Manage Grades** link below the Navigation bar.



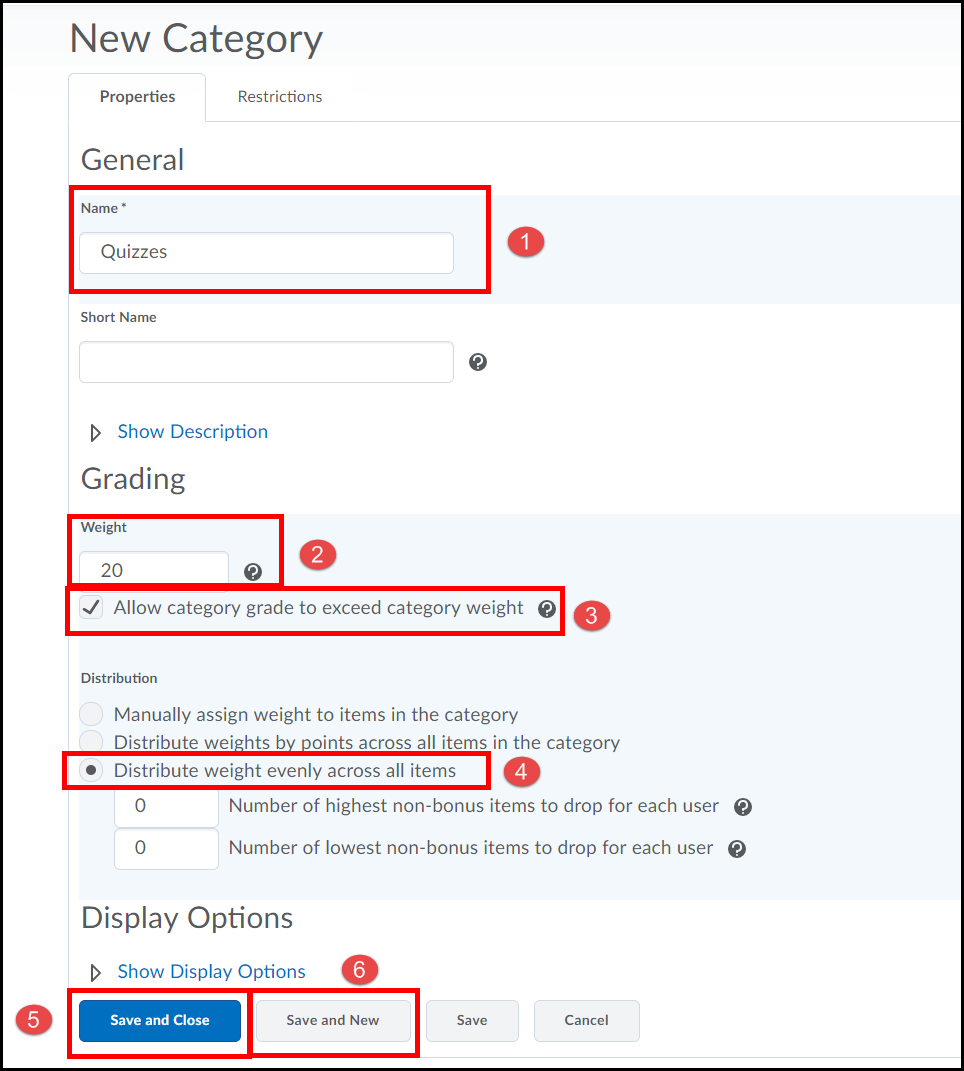
2. Select **Category** from the New drop-down selection menu [*we are going to add “weighted” folders that will hold several associated items which helps make the grade book work for us, instead of the other way around*]



3. Enter a **Name** such a Quizzes or Assignments (1). Input the **Weight** (2)[this is theamount you want the category to contribute to the final grade]. Select the checkbox for **Allow category grade to exceed category weight** (3) [this will allow for any possible extra credit points to be added later]. Click the radio button for **Distribute weight evenly across all items** (4) and click the **Save and New** button (5).

Continue with this process till you have all your Categories created [*you can add categories later, but the more you do now to finalize your grade book the better*].

When done, click the **Save and Close** button (6) to return the Manage Grades area.



NOTE

To drop the lowest grade a student receives on an item(s) enter the number of item(s) you want to drop in the field for the **Number of lowest non-bonus items to drop for each user**.

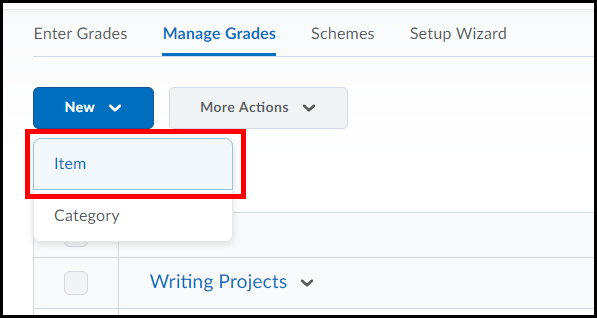
NOTE

The total weight of all your Categories MUST add up to 100. Keep in mind since the weight will be equally divided in a category you can add multiple items which exceeds that amount.

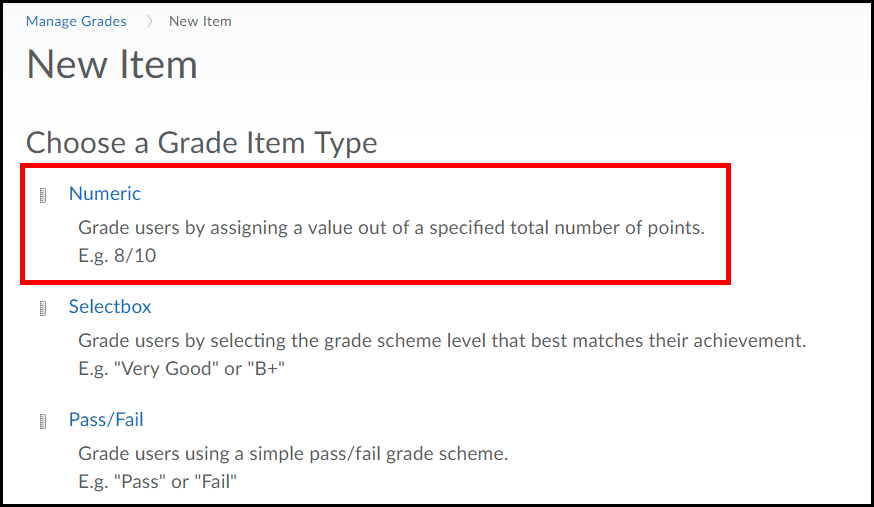
***New Items***

*We now need to add individual grade items to each category.*

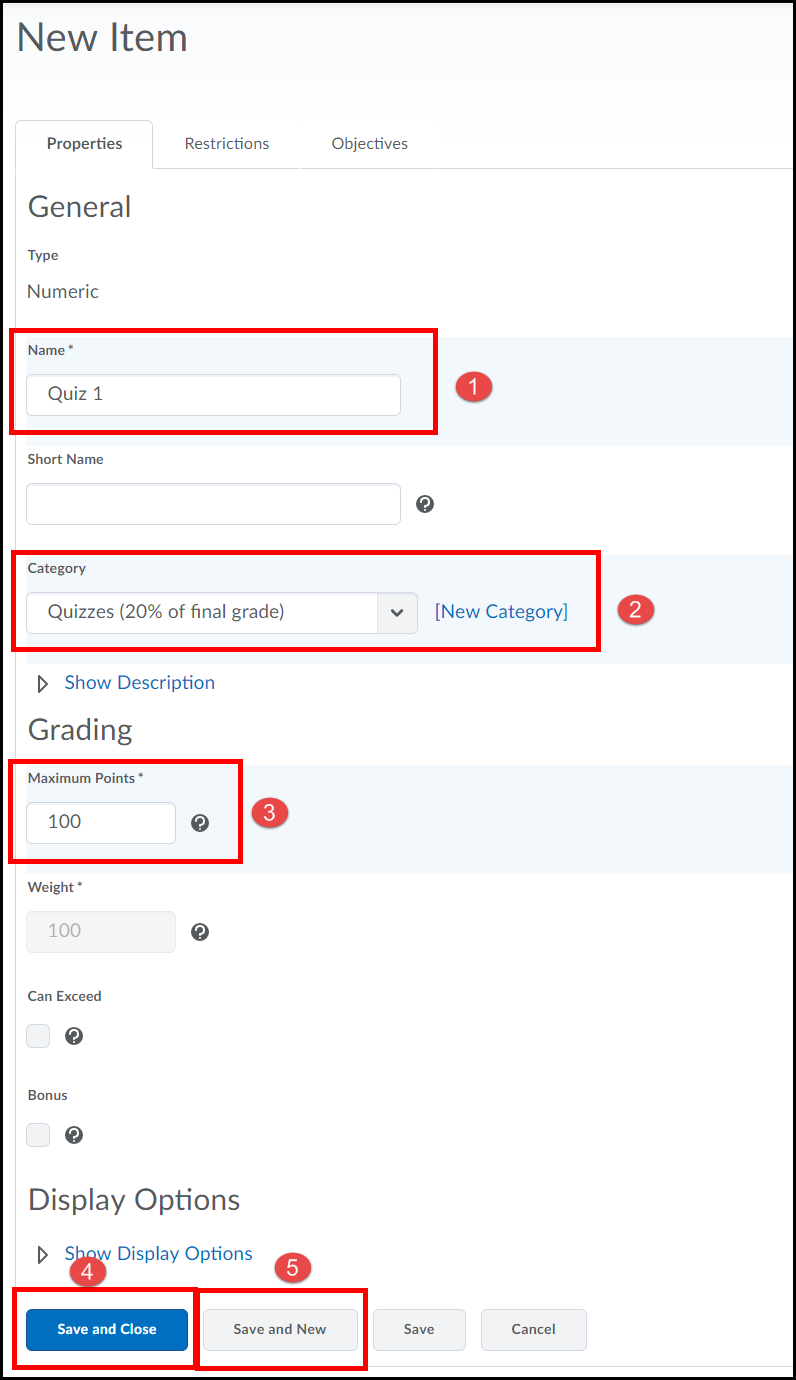
1. Select **Item** from the New drop-down selection menu. \****Note****: in the following image I created categories for Quizzes, Assignments, Participation and Presentations.*



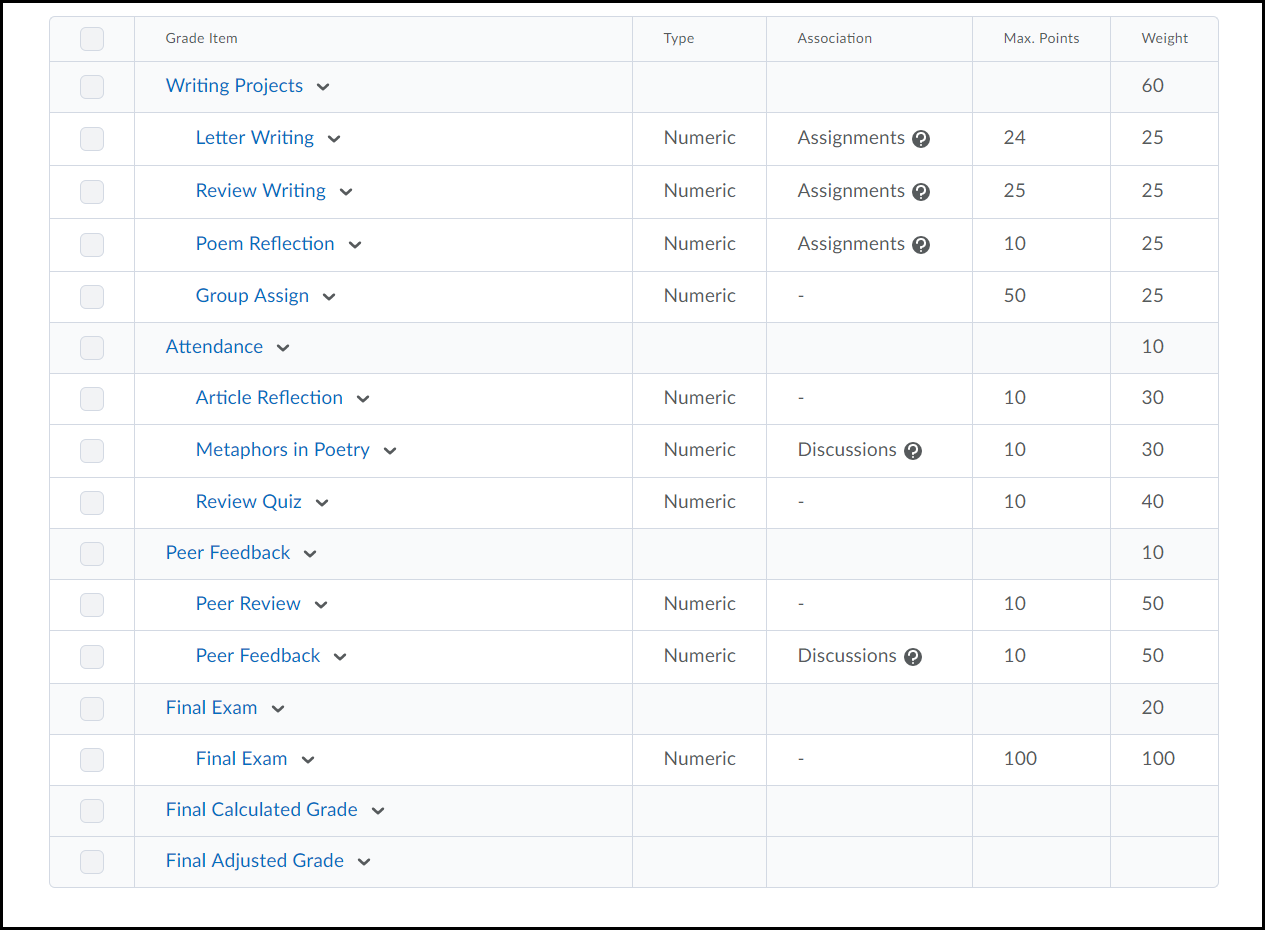
2. Select the **Numeric** text link.



3. Enter a **Name** (1) such as Quiz 1 or Assignment 1, use the drop down menu for **Category** and select the appropriate folder (2) and enter a **Max. Points** value for the item (3). Select the **Save and New** button (4). [Continue with this process till all grade items have been added [*you can always add more at a later date*]. Select the **Save and Close** button (5) to return to the Manage Grades area.



The following image shows an example of created Categories and associated Items. If the Grade List indicates errors at the top, it may be due to the Categories not totaling 100 or items not being properly associated with a Category.



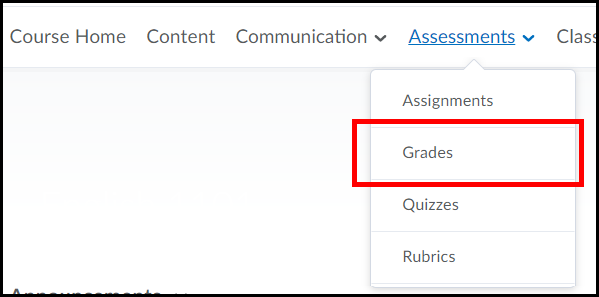
The weight for each grade item under a category is automatically determined using the following formula:

100 ÷ number of grade items added to the category = **weight of each grade item**

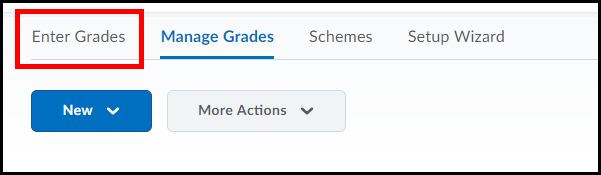
**Bringing it all together for the Final Grade**

*At the end of the semester you need to finalize grades and reveal them to the students.*

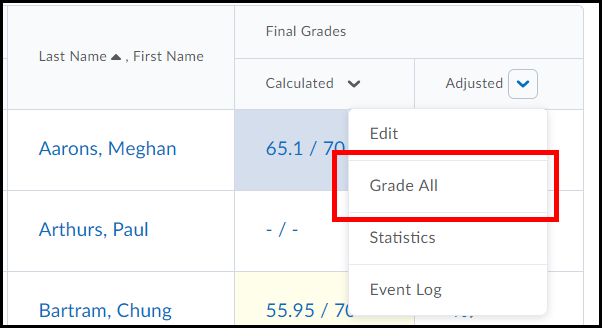
1. Select **Grades** from the Assessments drop-down menu on the course navigation bar.



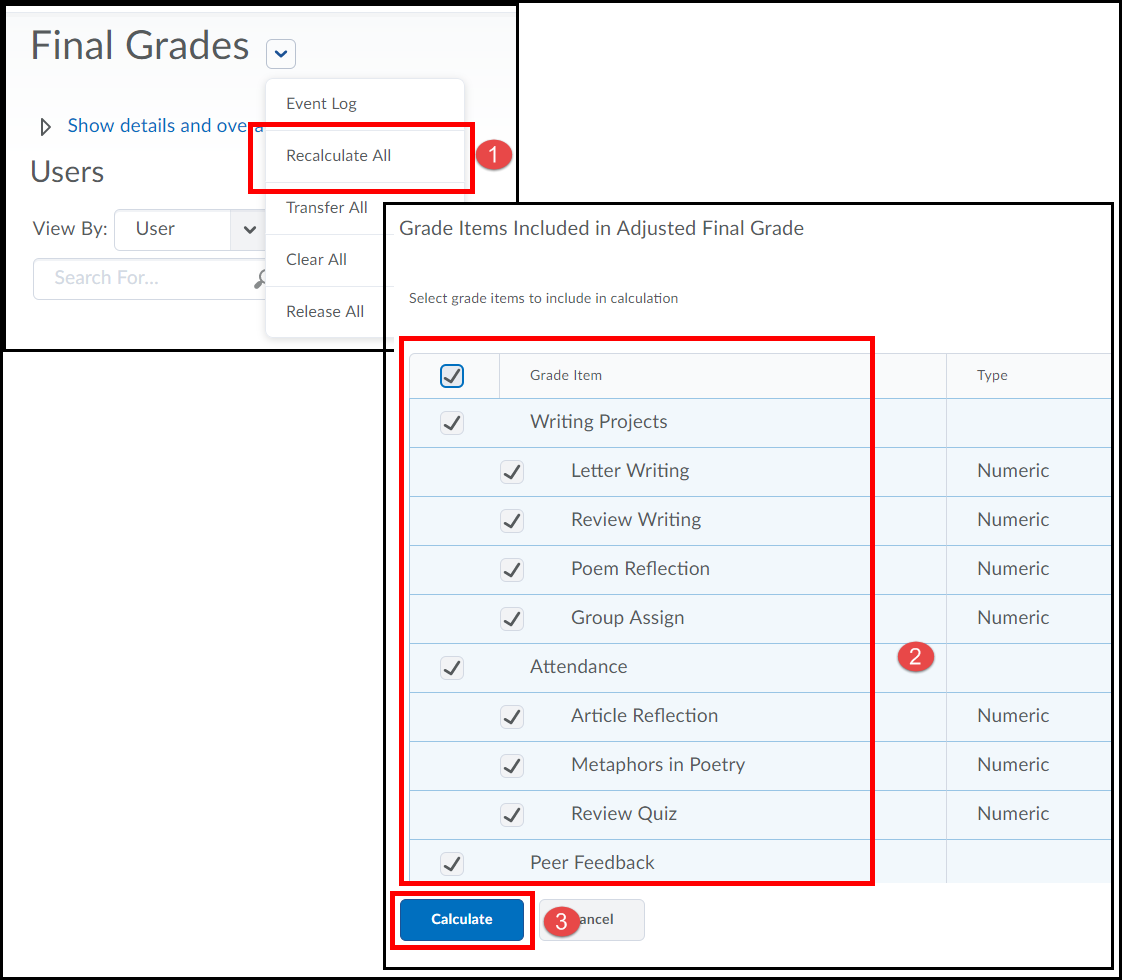
2. Select **Enter Grades** on the left-side of the page.



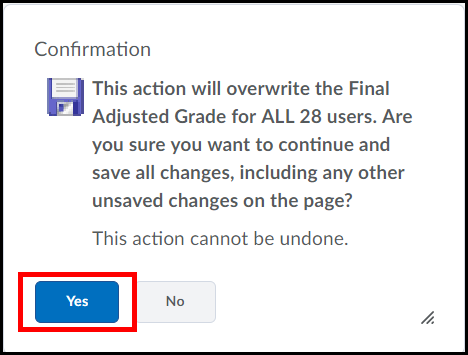
3. Scroll all the way to the right to the Final Grades column and select **Grade All** from the Adjusted Grade drop-down menu.



4. Select **Recalculate All** (1) from the Final Grades drop-down menu, select all grade items you want to have calculated into the final grade (2) [use the checkbox at the very top of the list to choose all] and click the **Calculate** button (3).



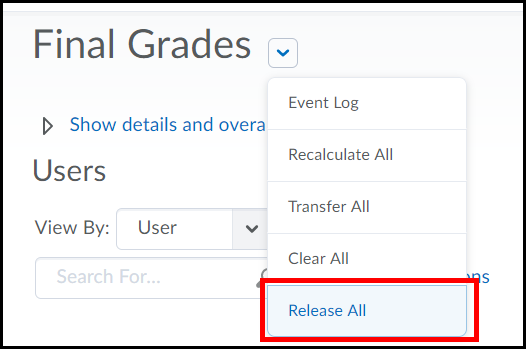
5. Select the **Yes** button and click the **Save** button [*saving is automatic, but always nice to be sure*]



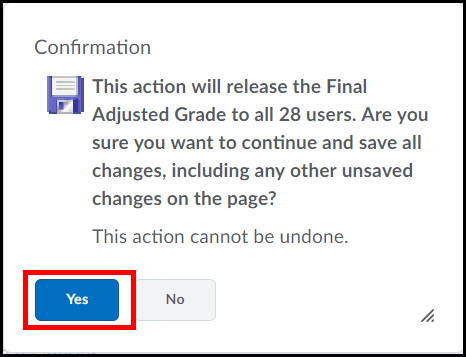
**Reveal Final Adjusted Grade**

*We now need to allow students to see their final grade*.

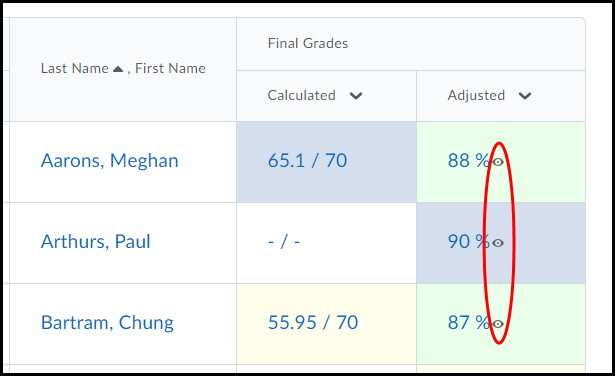
1. Select **Release All** from the Final Grades drop-down selection menu.



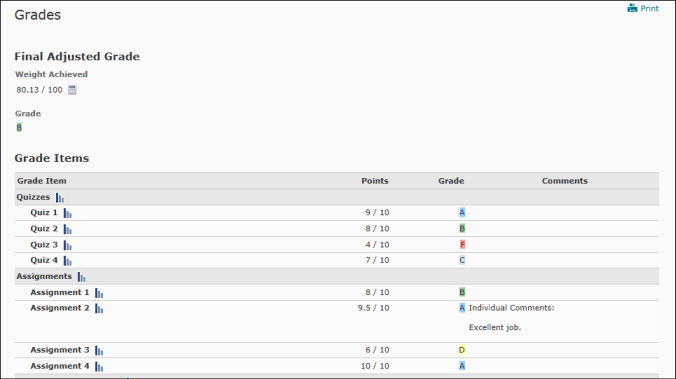
2. Click **Yes** to the confirmation.



3. If you return to **Enter Grades** [*link* *located on the left of the page but not pictured in the following image*] you should notice an  icon for all users in the Final Adjusted Grade column [*this indicates the column is viewable to students*].



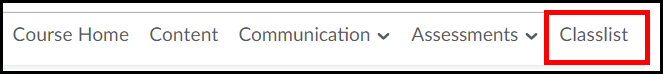
**Student View**

****

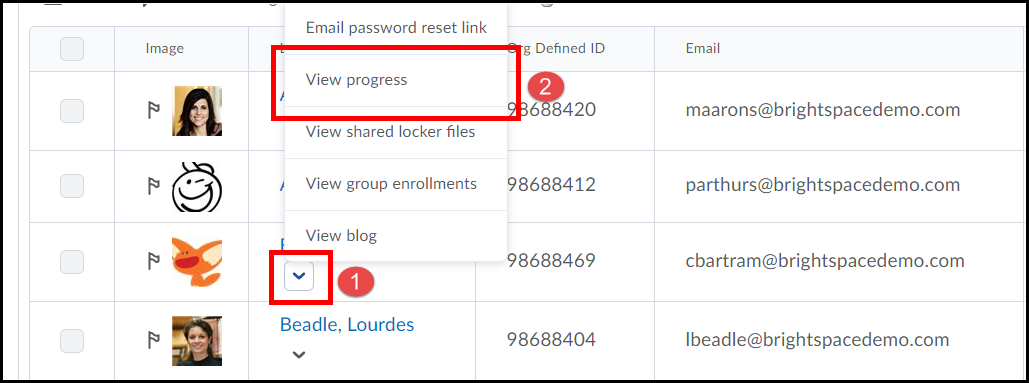
**Student Progress**

The **Student Progress** tool allows you to view a student’s course progress. This tool can be accessed from within the ***Classlist*** or ***Enter Grades*** section of a course.

*Student Progress through the Classlist*

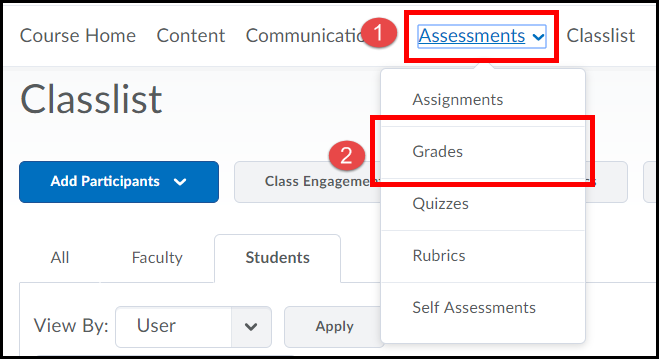


1. Select the **drop-down** menu next to the student whose progress you would like to view (1). Then select the **View Progress** icon  (2).

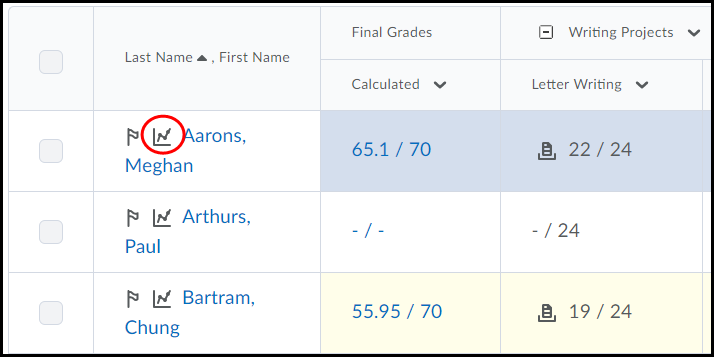


*Student Progress through Enter Grades*

1. Click on **Assessments** from navigation bar (1) and select **Grades** (2).



1. From within the **Enter Grades** section, select the **View Progress** icon  next to the student’s name you would like to view progress for.

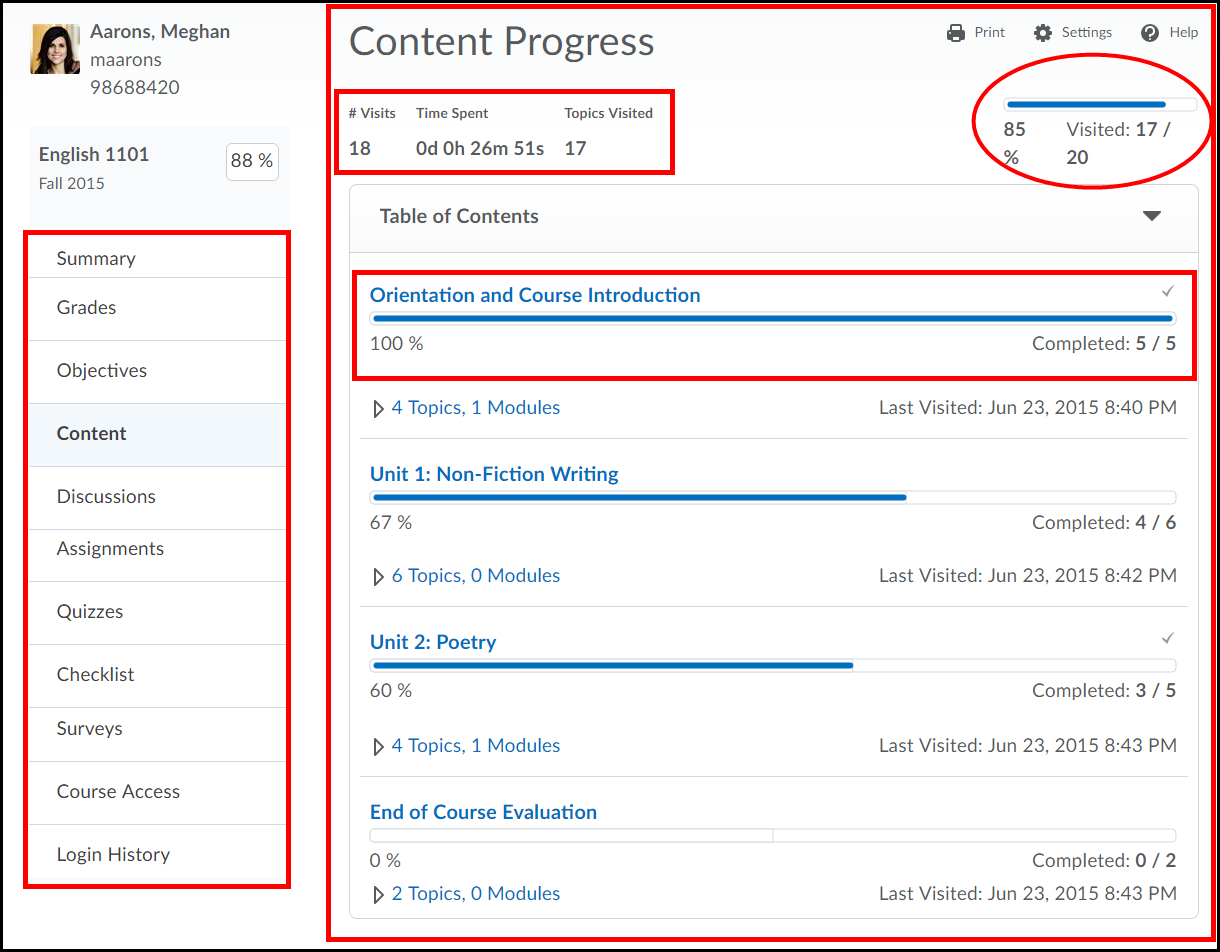


**Student Progress**

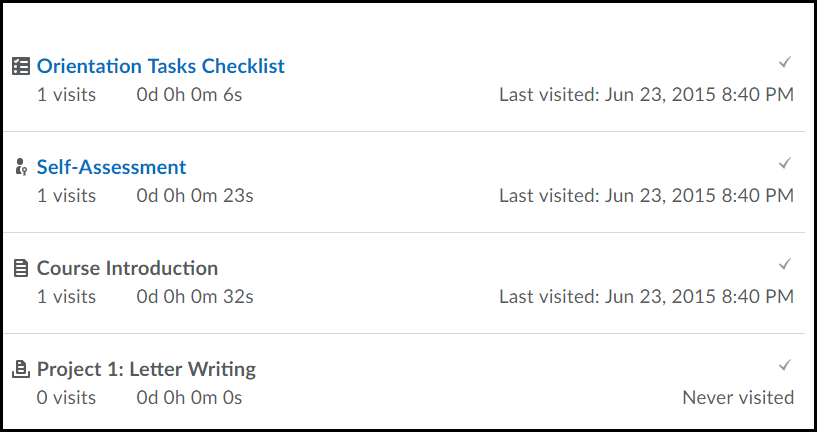
**Displays a progress summary for course content.**

**Displays the percentage% of a module a student has viewed along with the number of topics.**

**Displays the percentage% of all course content the student has completed.**



**Displays all topics in the module and whether or not the student has viewed it.**



**Progress preview pane.**

**Displays details on a student’s progress for a selected tool.**