

Oncourse: Setting Up Percentage-based Gradebooks

Use the Gradebook tool to create a percentage-based gradebook with or without categories.

Setting Up a Gradebook with Percentages and No Categories

The Gradebook tool allows you to record points and display grades to students. The way your gradebook calculates course grades depends on the way you set it up.

1. From the tools to the left, **Click Gradebook**. You will see the following screen:
2. If necessary, **Click Gradebook Setup** from the function tool links at the top. You will see the following screen:

Gradebook Setup

* means required

Grade Entry
How will you enter your grades?

Points

Percentages

Non-calculating (e.g. Letter) Grades

Gradebook Items Display

Display released Gradebook Items to students
You can release a gradebook item when creating or editing the gradebook item.

Categories & Weighting

No categories

Categories

Categories & Weighting

Figure 1

3. Under Grade Entry, **Click the Percentages** radio button.
4. If you want to release grade items to students, under **Gradebook Items Display**, **Verify** that the **Display released Gradebook Items to students** radio button is enabled.
5. Under **Categories & Weighting**, **Click the No categories** radio button.
6. **Click Save Changes**.

Setting Up a Gradebook with Percentages and Categories

Categories allow you to group items in the Gradebook. For example you could have Essays category and a Labs category.

Note: You should set up categories if you plan to have 2 or more of the same type of item, for example, 2 essays and 3 labs.

1. Along the top of the Gradebook page, **Click Gradebook Setup**.
2. Under **Grade Entry**, Confirm that **Percentage** is selected.
3. Under **Categories & Weighting**, **Click the Categories** radio button. You will see:

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

Category	Gradebook Items	Remove
<input type="text"/>	0 item(s)	Remove

[Add a Category](#)

Figure 2

4. In the empty **Category** field, Enter a Category name (for example, Essays)
5. To add additional categories, **Click Add a Category**.

6. At the bottom of the form, **Click Save Changes**.

Note: After creating categories, the instructor must remember to assign gradebook items to the categories.

Setting Up a Gradebook with Percentages and Weighted Categories

To use weighted categories first set up the categories and assign a weight to each category. You must continue to add categories until the Running Total reaches 100%.

1. Along the top of the Gradebook page, **Click Gradebook Setup**.
2. Under **Grade Entry**, Confirm that **Percentage** is selected.
3. Under **Categories & Weighting**, **Click Categories & Weighting**. You will see:

The screenshot shows the 'Categories & Weighting' setup screen. At the top, there are three checkboxes: 'Enable Drop Highest', 'Enable Drop Lowest', and 'Enable Keep Highest', all of which are currently unchecked. Below these is the instruction: 'To exclude a category from the course grade, use 0% for the weight.' A table is displayed with the following columns: 'Category', '%', 'Gradebook Items', 'Adjustment Category?', and 'Remove'. The table contains one row with an empty 'Category' field, a '*' symbol in the '%' field, '0 item(s)' in the 'Gradebook Items' field, an unchecked 'Adjustment Category?' checkbox, and a 'Remove' link. Below the table is an 'Add a Category' link. A summary section shows: 'All Categories 0.0% (maximum possible course grade)', '- Adjustment Categories 0.0%', and 'Regular Categories 0.0% (100.0% needed)'. At the bottom are 'Save Changes' and 'Cancel' buttons.

Figure 3

4. In the **Category** field, **Enter** a Category name (for example, Essays).
5. **Press the Tab key**.
6. In the **% field**, Type a weighted percentage (for example, 70).
7. **Press the Tab key**.
The Regular Categories total reads 70%.
8. Optionally, if you want to adjust a category in order to have it count as a penalty or extra credit, **Click the Adjustment Category** checkbox.
Note: The regular categories must add up to 100%.
9. **Click Add A Category**.
10. Repeat steps 4 -9 for other categories until the running total reaches 100%.
11. **Click Save Changes**.
A confirmation message will appear.

Dropping Highest or Lowest Grades

When using categories, instructors may choose to drop the highest and/or lowest grades and/or keep the highest grade.

1. On the **Gradebook Setup** screen,
 - a. **Click the Enable Drop Highest** checkbox,
 - b. And/Or **Click the Enable Drop Lowest** checkbox,
 - c. And/Or **Click the Enable Keep Highest** checkbox

You will see additional options displayed, depending on which checkboxes you selected:

The screenshot shows the 'Drop Highest', 'Drop Lowest', and 'Keep Highest' options. Each option has a corresponding input field with the number '0'. To the right of these fields is an 'Item Point Value' field with a '*' symbol and the number '0', and a 'Remove' link.

Figure 4

2. Enter the number of items you wish to drop or keep.
3. Enter an item point value to assign to all items in a particular category.

Changing Course Grade Options

Before you can use the gradebook, you must set the grade type and the conversion scale. If you choose to enter your grades as points or percentages, you can modify the grade scale that will be used to convert percentages to final grades for the course.

1. In the menubar, **Click Gradebook**.
2. From the tool function links, **Click Course Grade Options**. You will see:

Course Grade Options

Student privacy is built in – students cannot see each other's grades.

Grade Display

Display course grade to students now.

Grade Conversion

Grade Type: Letter Grades with +/-

[Reset to default values](#)

Grade	Minimum %
A+	100.0
A	95.0
A-	90.0
B+	87.0
B	83.0
B-	80.0
C+	77.0
C	73.0
C-	70.0
D+	67.0
D	63.0
D-	60.0
F	0.0

Figure 5

Note: Since Indiana University does not currently have an official grading scale, these default values do not reflect Indiana University's grading scale in any way.

3. Under **Grade Display**, you can **Check the Display course grade to students now checkbox**.
4. Under **Grade Conversion**, in the drop-down list next to **Grade Type**, **Select Grade type**:
 - **Letter Grades**
 - **Letter Grades with +/-**
 - **Satisfactory/Fail**
5. **Click Change Grade Type**.
6. In the table below **Grade Type**, you can edit the grade scale by changing the percentage values in the corresponding text boxes.
7. When finished, **Click Save**.