

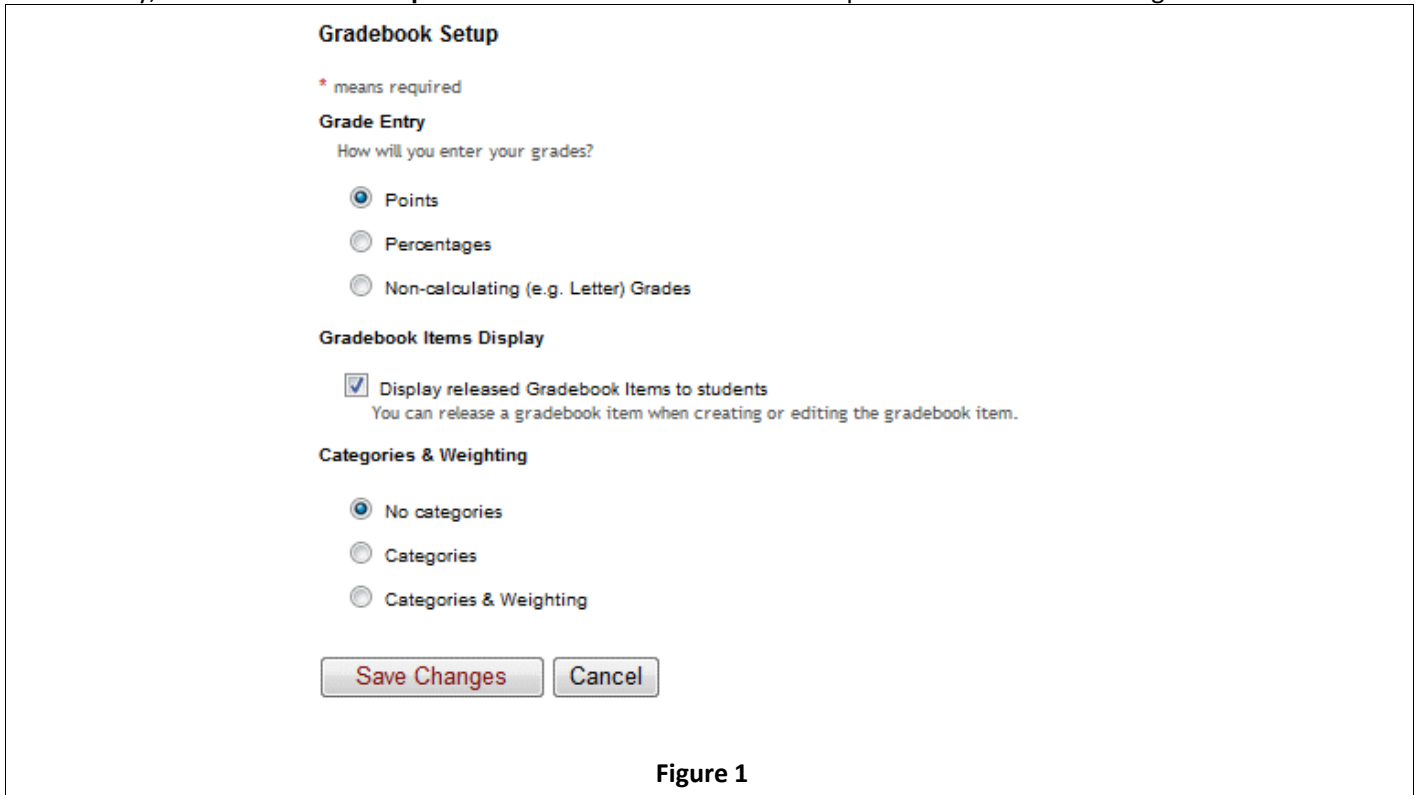
Oncourse: Setting Up a Points-based Gradebook

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

Setting Up a Gradebook with Points 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**.
2. If necessary, **Click Gradebook Setup** from the function tool links at the top. You will see the following screen:



The screenshot shows the 'Gradebook Setup' form. At the top, it says '* means required'. Under 'Grade Entry', the question is 'How will you enter your grades?' with three radio buttons: 'Points' (selected), 'Percentages', and 'Non-calculating (e.g. Letter) Grades'. Under 'Gradebook Items Display', there is a checked checkbox for 'Display released Gradebook Items to students' with a note: 'You can release a gradebook item when creating or editing the gradebook item.' Under 'Categories & Weighting', there are three radio buttons: 'No categories' (selected), 'Categories', and 'Categories & Weighting'. At the bottom are 'Save Changes' and 'Cancel' buttons.

Figure 1

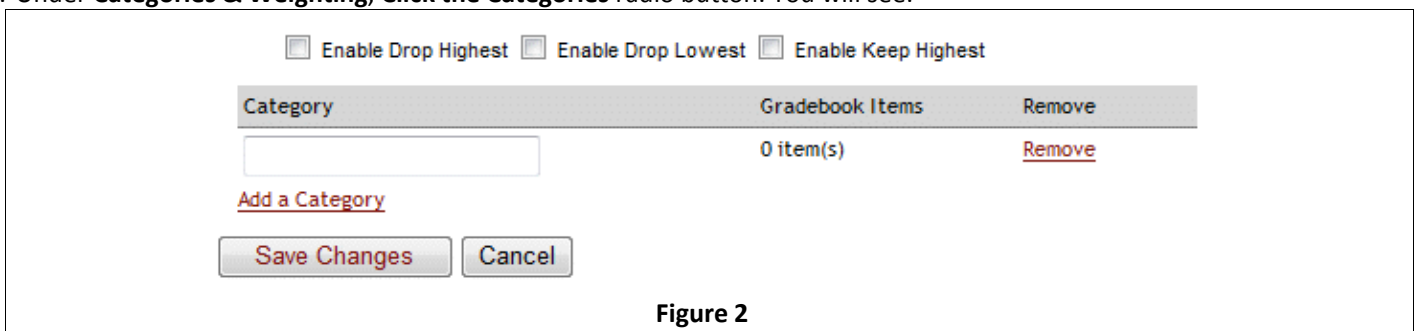
3. Under **Grade Entry**, if necessary, **Click the Points** radio button.
4. If you want to release grade items to students, under **Gradebook Items Display**, **Verify that the Display released Gradebook Items to students** radio button is enabled.
5. Under **Categories & Weighting**, if necessary,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

Setting Up a Gradebook with Points 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**, Verify that the **Points** radio button is selected.
3. Under **Categories & Weighting**, **Click the Categories** radio button. You will see:



The screenshot shows the 'Categories & Weighting' section of the 'Gradebook Setup' form. At the top are three checkboxes: 'Enable Drop Highest', 'Enable Drop Lowest', and 'Enable Keep Highest'. Below is a table with three columns: 'Category', 'Gradebook Items', and 'Remove'. The 'Category' column has an empty text input field. The 'Gradebook Items' column shows '0 item(s)'. The 'Remove' column has a red 'Remove' link. Below the table is an 'Add a Category' link. At the bottom are 'Save Changes' and 'Cancel' buttons.

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 Points 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 Points is selected.
3. Under Categories & Weighting, Click the Categories & Weighting radio button. 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'. Below them is a note: 'To exclude a category from the course grade, use 0% for the weight.' The main area contains a table with columns: 'Category', '%', 'Gradebook Items', 'Adjustment Category?', and 'Remove'. The table is currently empty, with a '0 item(s)' shown in the 'Gradebook Items' column. Below the table, there are two summary rows: 'All Categories 0.0% (maximum possible course grade)' and '- Adjustment Categories 0.0%'. A dashed line separates these from the 'Regular Categories 0.0% (100.0% needed)' row. At the bottom, there 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 **All 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. To add another category, **Click Add A Category.**
10. Repeat steps 4 -9 for other categories until the running total reaches 100%.
11. **Click Save Changes.**

You will see a confirmation message.

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 value '0'. There is also an 'Item Point Value' field with a value of '0' and a 'Remove' button. The 'Drop Highest' and 'Drop Lowest' fields are separated by a plus sign, and the 'Keep Highest' field is separated by a plus sign from the 'Item Point Value' field.

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. You can also choose to display course grades to students.

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+	<input type="text" value="100.0"/>
A	<input type="text" value="95.0"/>
A-	<input type="text" value="90.0"/>
B+	<input type="text" value="87.0"/>
B	<input type="text" value="83.0"/>
B-	<input type="text" value="80.0"/>
C+	<input type="text" value="77.0"/>
C	<input type="text" value="73.0"/>
C-	<input type="text" value="70.0"/>
D+	<input type="text" value="67.0"/>
D	<input type="text" value="63.0"/>
D-	<input type="text" value="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**,
Or to cancel changes, **Click Cancel**.