HOW DO I SET UP MY GRADEBOOK?

The Gradebook is the hub for all graded activities and points earned in your site. There are several settings you can set up for your site, such as Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

Click Settings

Grade Entry - You can select either a Points based gradebook or a Percentage based gradebook, depending on your preferred method for entering grades.

Grade Release Rules

1. Check the Display released Gradebook items to students box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)

2. Check the Display final course grade to students box to show students their final grade in the course as calculated in the gradebook.

3. If you have selected to release the final grade, choose your preferred format for the grade display: Letter Grade, Percentage, or Points.
CATEGORIES AND WEIGHTING

You can choose to have No categories, Categories only, or Categories & Weighting in your gradebook.

The No categories option is used when you want to have a simple grade calculation based strictly on the points or percentages of all your gradebook items, without any groupings, weighting, or dropping of items.

The Categories only option is used for grouping similar gradebook items, like all homework, or all projects. This option also allows you to drop grades within categories. If all items within a category have the same point value, you can choose to drop the highest grade, keep the highest grade, or drop the lowest grade within the category.

The Categories and Weighting option groups items and supports weighting of grades. For example, if all homework assignments added together comprise 20% of the final course grade, projects make up 50% of the course grade, and exams are worth 30% of the final grade, this option will allow you to group the items and weight them accordingly.

Note: If you use Categories, you must have at least one Gradebook Item in each category to enter grades. For example, if you have a Final Exam worth 30% of the final grade, you will need a Final Exam category AND a single Final Exam gradebook item within that category.

Tip: If you would like to be able to drop grades, you should select either Categories only or Categories & Weighting.

ADDING CATEGORIES

1. Select the radio button for Categories only.
2. Enter a title for the category in the text box provided.
3. If you need additional categories, click on the Add a Category link to enter additional category titles.
**ADDING WEIGHTS**

1. Select the radio button for Categories & Weighting.
2. Enter the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

Note: The percentage for all categories taken together must equal 100%.

**REORDERING CATEGORIES**

You may drag and drop to reorder categories. Click on the reorder icon to the left of the category and drag it to the new location.

**SAVE YOUR CHANGES**

Once you have finished with your gradebook setup, don't forget to click on the Save Changes button at the bottom to save your changes.
HOW GRADES ARE CALCULATED IN THE GRADEBOOK

Gradebook automatically calculates a course grade based on the number of points scored out of the total points submitted (i.e., a running grade). Ungraded items will not be included in the course grade calculation, so the course grade will not necessarily reflect the student's true score. To include ungraded items in the course grade calculation, you need to enter a 0 (zero) for those items.

To exclude a gradebook item from the course grade, you can edit the gradebook item and deselect Include this item in course grade calculations. The score for that item will appear in parentheses to indicate that it is not included in the course grade calculation.

Extra credit points are excluded from the total possible points available, but included in student grade calculations for points awarded. See How does extra credit work in Gradebook? for more information on extra credit gradebook items and categories.

Note: Students can't see their grades for an item unless you select Release this item to students when editing the gradebook item.

HOW DO I ADD ITEMS TO THE GRADEBOOK?

Note: Assignments, Tests & Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Attendance
- Click the Add Gradebook Items button to manually add items to your gradebook.
GRADEBOOK ITEM SETTINGS

1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Point Value** for the item (also required).
   - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see How does extra credit work?
3. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
4. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
5. Check the box for **Release this item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
6. Check the box for **Include this item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade.
7. Once you have entered all of the information for this item, click the Create button to save your changes.

VIEW GRADEBOOK ITEMS

After you have added items to your gradebook, you will be able to view a list of all gradebook items on the Grades tab (which is also the tool landing page).

- If you have categories and your gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.
ITEMS COMING FROM OTHER TOOLS

Notice that any items which are coming from Assignments or Tests & Quizzes will show a grayed out padlock icon in each cell and will also display the tool icon in the column label.

ITEMS NOTE RELEASED TO STUDENTS

Any items which are not released to students will have crossed out eye icon and a crossed out calculator icon to indicate that they are not visible to students, and that they are not being calculated as part of the course grade. icon in the column label.

HOW DO I ENTER GRADES IN THE GRADEBOOK?

Gradebook allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook interface.

Note: Grades that are being sent to the Gradebook from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via the Gradebook.

Search or Filter Your Student List (Optional)

If you have setup student groups in Section Info then you can search or filter your list. Gradebook displays a list of all the students enrolled and active in your site. You may also filter the gradebook to view students by:

1. Sections/Groups - Select the desired section or group from the drop-down menu.
2. Student Name - Type all or part of a student’s name to filter the results.
Click in the appropriate cell to enter a grade

You will see a spreadsheet view of all the existing gradebook items in your course.

Click within the appropriate cell to enter a grade. The cell contents will change to show a score entry field out of the total number of points for that item. You may click out of the cell, select the Enter key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

Note: Items with the tool icon in the column header and grayed-out padlock icons in the cells (highlighted in yellow in the image above) are being sent to the Gradebook from other tools. You cannot edit those grades from the Gradebook, although you can view them from here.

Saved Grades—You will see a green check mark and highlighted cells displaying your changes to indicate when a grade has been saved.
VIEW GRADE LOG

To view the grade log, select the down arrow within the cell for a particular student score and then choose the Grade Log option. The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the username of the user that made the change.

ENTERING COMMENTS

If you would like to enter comments along with the score, select the down arrow within the cell for a particular student score and then choose the Edit Comments option. Enter your comment and click the Save Comment button.
VIEW COMMENT ICON
The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Click on the comment icon to view the comment.

HOW DOES EXTRA CREDIT WORK IN THE GRADEBOOK?
The extra credit (EC) feature in Gradebook can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the gradebook see How do I set up my Gradebook? or How do I add items to the Gradebook?

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

Note: It is important that you DO NOT make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.
SETTING EXTRA CREDIT AT THE ITEM LEVEL

In the Gradebook, edit the item. Then check the box next to Extra Credit and click Save Changes.

SETTING EXTRA CREDIT AT THE CATEGORY LEVEL

In Gradebook Settings, add a category and check the box in the Extra Credit column next to the category. Then, click Save Changes.
WHAT STUDENTS SEE WHEN THEY VIEW THEIR GRADES IN THE GRADEBOOK?

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.

<table>
<thead>
<tr>
<th>Gradebook Item</th>
<th>Grade</th>
<th>Weight</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>96.5%</td>
<td>0%</td>
<td>06/08/2016</td>
<td>Excellent presentation. You covered the chapter well.</td>
</tr>
<tr>
<td>Chapter Presentation</td>
<td>98/100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 1</td>
<td>95/100</td>
<td></td>
<td>06/20/2016</td>
<td>Good work on your assignment. Please see the attached file for additional feedback.</td>
</tr>
<tr>
<td>Assignment 2</td>
<td></td>
<td>0%</td>
<td>06/27/2016</td>
<td></td>
</tr>
<tr>
<td>Discussions</td>
<td>100%</td>
<td>0%</td>
<td></td>
<td>Excellent work!</td>
</tr>
<tr>
<td>Discussion 1</td>
<td>10/10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exams</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final</td>
<td></td>
<td></td>
<td>05/31/2016</td>
<td></td>
</tr>
<tr>
<td>Midterm</td>
<td></td>
<td></td>
<td>05/31/2016</td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td>86.67%</td>
<td>50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homework 1</td>
<td>80/100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homework 2</td>
<td>90/100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homework 3</td>
<td>90/100</td>
<td></td>
<td></td>
<td>Good work!</td>
</tr>
</tbody>
</table>