



Creating a Formula Based Grading System

In this tutorial we will learn how to create a formula based grading system. For this tutorial suppose your course has different items each with a different number of points. Note that you can't create an item without putting it in a category. These items are dropbox assignments, absence scores, and tests. In our scenario, students will lose 10 points for each day they are absent.

Step 1. Showing Formula to Students

Remember that you can display the formula for this final grade to students by modifying the option in grades settings and org unit display options.



1A. To do this click, "Grades Settings"



1B. Next click, "Org Unit Display Options"

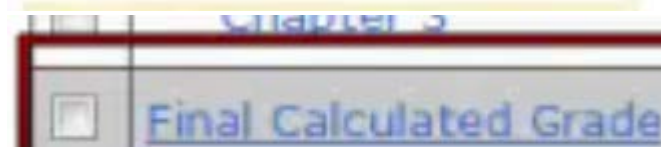


1C. Finally, check "Display final grade calculation to users"

Step 2. Navigating to Formula Page



2A. Click on Manage Grades to navigate to a page where you can enter a formula.



2B. To enter a formula, click on final calculated grade.

General

* Name: Final Calculated Grade

Short Name:

Grading

* Max. Points: 100

2C. you will be taken to a new screen where you will need to enter the max points possible for the final grade.

Points Received: = {No formula defined.}
[\[Edit Using the Formula Editor\]](#)

2D. Next, click on the blue link that says edit using the formula editor.

A new window will open allowing you to create your formula.

Step 3. Validate and Preview Formulas

At the top of the window you will see two buttons, validate and preview.

Formula Editor

Validate

3A. The validate button ensures that your formula was entered correctly

Formula Editor

Preview

3B. and the preview button lets you preview your formula.

=

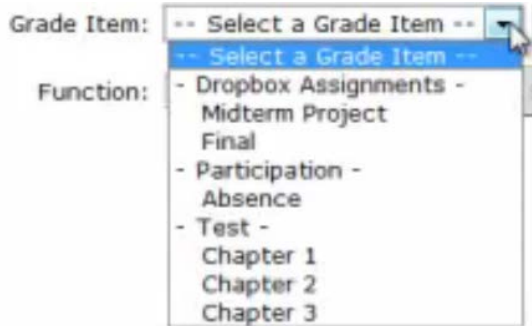
3C. Underneath these buttons you will see the box where you can type your equation.

Step 4. Creating a Formula

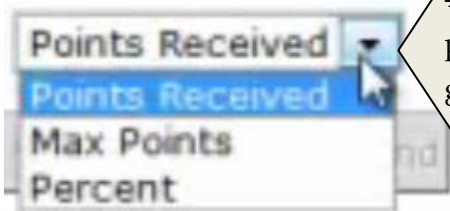
Below that are different buttons and tools to create your formula.



4A. The double and single arrows will move your cursor in the direction you choose. The double arrow skips to the beginning or end of the formula.



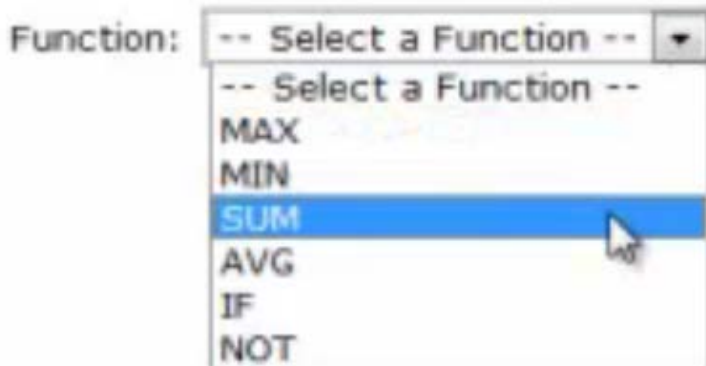
4B. If you want to enter a grade item into the formula you can choose it by using the drop down arrow for grade item.



4C. You can then specify whether you will use the points received, max points, or percentage of the grade item as the value used in the formula.

Insert

4D. Once you have chosen this, click insert, this will insert your choice into the box above.



4E. The function drop down arrow allows you to insert a function such as sum or max.

The max and min function will use the max and min of the items you insert into the function. The sum and average will calculate the sum or average of the items inserted. You can also use if, not, and, or to create a condition to meet to assign a value to the calculated grade.

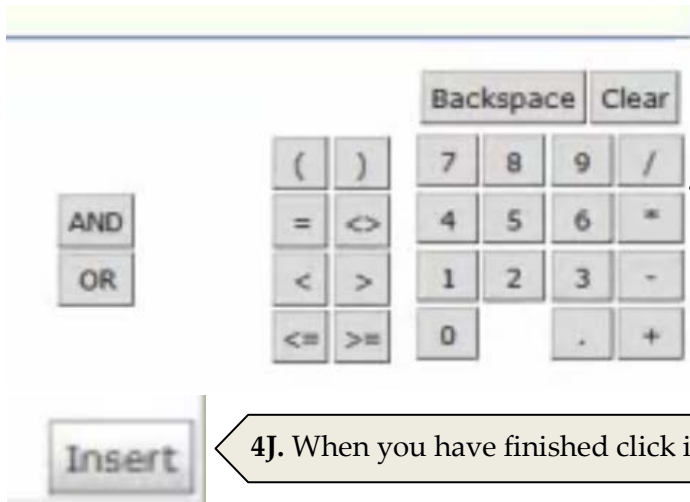
4F. Click start if you want to begin adding items to the function.



4G. If you have multiple items to insert into the function click next item,



4H. when you have finished click end.



4I. To the far right of the window there is a number pad that allows you to enter numbers and operators. You can also enter numbers and operators by using the number pad on your keyboard.

4J. When you have finished click insert.



In this tutorial we learned how to create a formula based grading system.