

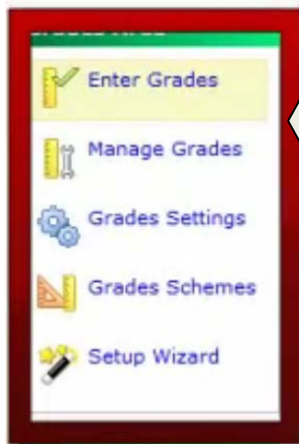
# Introduction to Grades

In this tutorial we will introduce you to the grades section. Setting up grades is a very critical step in the online course design process. It is recommended to have a finalized course syllabus before setting up the grades.

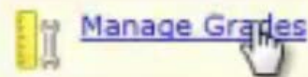


Grades

1. To begin first click on the grades link in the navigation bar.

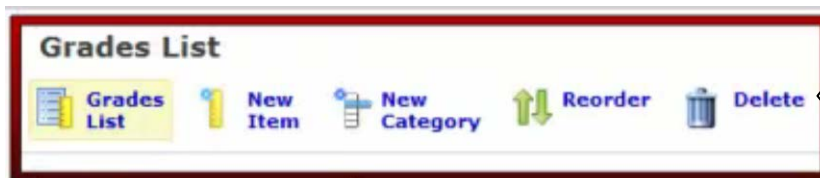


2. When this page appears you will see five areas of grades on the left hand side of the screen. The page you are currently viewing is enter grades. In this section you can enter and change grades manually.

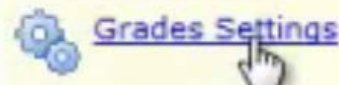


Manage Grades

3. The next section is manage grades

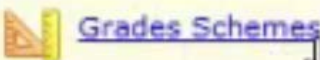


4. which allows you to create, modify, and delete different types of grade items and categories.



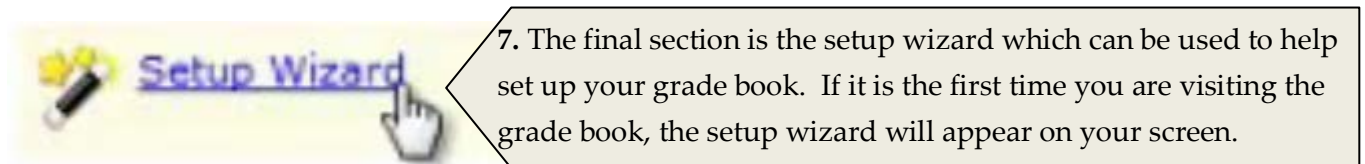
Grades Settings

5. Next you can modify the grade settings by clicking the grade settings tab. Here you can change the way you and your students view grades. You can also change the calculation options.



Grades Schemes

6. In the grades schemes section you can choose or create a new grade scheme as the default scheme.



In this tutorial we reviewed the grades section.