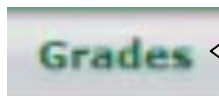


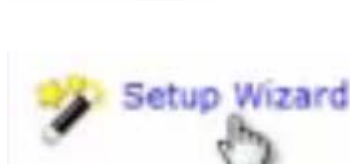
# Using Setup Wizard

In this tutorial we will learn how to use the setup wizard.

## Step 1. Starting Setup Wizard



1A. First click on grades.



1B. If this is the first time you are visiting this section, the setup wizard will be displayed on your screen. There are seven steps to complete the setup wizard. The setup wizard helps you quickly setup the gradebook by choosing the most important components.

### Grades Setup Wizard

#### Grades Setup Wizard

Welcome to the Grades Setup Wizard!

On the current page you will see the current grade settings.

#### Current Grade Book Settings

Grading System: Points

Final Grade To Release: Release the Adjusted Final Grade

Grade Calculations: Treat ungraded items as 0  
Automatically keep final grades updated

Default Grade Scheme: Percentage

Managing View Display Options: Display 2 decimal places for grade item values

Submission view Display Options: Display points grade values  
Display grade scheme symbols  
Display grade scheme colors  
Display 2 decimal places for grade item values  
Display 20 characters for Text type grade item values  
Display the final grade calculation to users

1C. Click start.

Start

# Step 2. Selecting Grading Options

## Step 1: Choose Grading System

Grading System:  Weighted

**Example:**

Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)  
Final Grade: /100%

Points

**Example:**

Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)  
Final Grade: /240 points

Formula

Final grade is determined by a custom defined formula  
Grade items and categories use the Points system

2A. You can choose which grading system you would like to use. You can choose between weighted, points, and formula. You can learn more about these grading systems under the grade systems section on the right hand menu.

Cancel

2B. Click next when you are done.

Next

## Step 2: Final Grade Released

Release:  Calculated Final Grade

The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

Adjusted Final Grade

Allows you to modify or adjust users' grades before releasing them.

2C. Then you can choose which final grade you will release, either calculated or adjusted. You can learn more about calculated and adjusted final grades in the modify grade settings tutorial.

Cancel

2D. Click next when you are done.

Next

## Step 3: Grade Calculations

Ungraded Items:  Drop ungraded items

Treat ungraded items as 0

Auto Update:  Automatically keep final grade updated

2E. On this step you can choose to drop ungraded items or treat them as 0.

2F. You can also check the box to automatically keep the final grade updated.

Cancel

2G. Click next.

Next

**Step 4 of 7**

**Step 4: Choose Default Grade Scheme**

Scheme Name	Default Scheme	Preview
<b>Organization Schemes</b>		
Percentage	<input checked="" type="radio"/>	
In Progress Final	<input type="radio"/>	
Lab Grade Scheme	<input type="radio"/>	
P/F Only Final	<input type="radio"/>	
Remedial Final Grading	<input type="radio"/>	
SDBOR Valid grades-Do not use	<input type="radio"/>	
SDSMT Standard 93, 85, 77, 69	<input type="radio"/>	
SDSU Nursing 92, 84, 76, 68	<input type="radio"/>	
Standard 90, 80, 70, 60	<input type="radio"/>	
<b>Course Schemes</b>		
CHAD 401	<input type="radio"/>	
chat 401	<input type="radio"/>	
DEF Scheme	<input type="radio"/>	
Export	<input type="radio"/>	
grade scheme 1	<input type="radio"/>	

2H. Now you can choose which grade scheme to use.

If the grade scheme you are planning to use is not in the list, you need to create a new grade scheme. To learn how to do this please watch the grade schemes tutorial.

Cancel

2I. Click next when you are done.

Next

## Step 3. Selecting Grading Views

This step is used to modify the way you as the instructor will view the grades.

**Step 5 of 7**

**Step 5: Managing View Display Options**

+ Decimals Displayed: Number of decimal places to display 2




3A. You can choose the number of decimals to display in the gradebook.



Cancel

3B. Click next when you are done.

Next

## Step 6: Submission View Display Options

Grade Details:  Points grade   
 Grade scheme symbol   
 Grade scheme color 

Decimals Displayed: Number of decimal places to display    
Characters Displayed: Number of characters to display for Text items   
Final Grade Calculation:  Display final grade calculation to users 

Now you can choose how the grades will be shown to your students.

3C. You can show the points grade and grade scheme symbol and color.

3D. You can also choose the number of decimals and characters to display as well as check the box to display the final grade calculation to your students.

Steps 5 and 6 can also be accessed under the grades settings section. In order to learn more about the grade settings, please watch the relevant tutorial.

3E. Click next.

## Step 7: Grades Setup Summary

Grading System: Points  
Final Grade To Release: Release the Adjusted Final Grade  
Grade Calculations: Treat ungraded items as 0  
Automatically keep final grades updated  
Default Grade Scheme: Standard 90, 80, 70, 60  
Managing View Display Options: Display 2 decimal places for grade item values  
Submission view Display Options: Display points grade values  
Do not display grade scheme symbols  
Display grade scheme colors  
Display 2 decimal places for grade item values  
Display 20 characters for Text type grade item values  
Do not display the final grade calculation to users

On this page you will see the summary for all the options you have set.

3F. Click finish when you have finished.

## Grades Setup Wizard

You are now ready to create grade items and categories

### Grade Options

-  [Create a New Grade Category](#)
-  [Create a New Grade Item](#)
-  [Import Grades](#)
-  [Create a New Grade Scheme](#)
-  [Manage Grade Items and Categories](#)
-  [Enter Grades](#)

The current screen will help you to create the gradebook in more detail.

In this tutorial we learned how to use the setup wizard.