The Grade Book Setup Wizard

- This tutorial will explain how to use the grade book set up wizard
- To begin, select a course using the drop down menu within the navigation bar or the My Courses widget, within the My Home page
- Once you have been directed to the Course Home page, click the Assessments drop down menu
- Select the Grades hyperlink
- You will then be brought to the Grades page
- On this page select Setup Wizard
- The Setup Wizard page, now displays the current grade book settings
- Beneath “Current Grade Book Settings”, you will see a variety of subheadings describing the current Grading System.
  - Grading System
  - Final Grade to Release
  - Grade Calculations
  - Default Grade Scheme
  - Managing View Display Options
  - Student View Display Options
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- If you want to change how the grades are setup click Start. Please keep in mind that you can go through the Set up Wizard as many times as you would like. You aren’t locked in to any changes that you make. If you do not want to change how they are set up you can exit the page.

- Step one: Choosing Grading System, will ask you what form of grading system you want.

  The three options that Setup Wizard presents are:

  - Weighted: calculates grade items as a percentage of a final grade worth 100%.
  - Points: gives each assignment a set amount of points and the grade is determined by the points earned, divided by the points available.
  - Formula: if you have questions about using the Formula Grading System, please contact an Instructional Designer.

- Choose the grading system that that you will be using for the course and then click “Continue”

- Step 2: Final Grades Released, is where you will choose one of the two options that best fits. Calculated Final grade or Adjusted Final Grade. The Calculated Final grade option will show the students’ final grades exactly as they earned. The Adjusted Final Grade
The Grade Book Setup Wizard allows you to make adjustments to the final grades. Press “Continue” when you have selected one of the options.

- Step 3: Grade Calculations, here you can select how you want your ungraded items to be treated, by choosing “Drop Ungraded Items” or “Treat Ungraded Items as 0”.
  - We recommend that you drop ungraded items, and automatically keep the grade up to date. Treating ungraded items as zero will include all of the assignments in the course; thus showing failing grades for most of the semester.
  - [when you drop ungraded items you will also need to enter a 0 grade for unsubmitted assignments.]
- Under Auto Update, you will have the option to “Automatically keep final grade updated”.
- Step 4: Choose Default Grade Scheme, will allow you to choose the grading scheme for your class. Most faculty will be using the default percentage option, which is the standard grading scale of 90-100 = A, 80-89=B, etc.
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- Once you have selected the appropriate Grade Scheme, click “Continue”.

- Step 5: Managing View Display Options, allows you to choose the number of decimals you wish to have displayed. Click “Continue”, once finished.

- Step 6: Student View Display Options, here you will be able to edit what the students may or may not see within the grading system.

- Under “Grade Details”, you may “check” any of the four options:
  - Points grade
  - Weighted grade
  - Grade scheme symbol
  - Grade scheme color
  - Grade Scheme Symbol and color, will usually not be used.

- Under “Decimal Displayed”, you can change the number of decimals the student can view.

- “Characters Displayed”, allows you change the number of characters of a Text grade item display on the user list.
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- “Final Grade Calculation”, allows you to show the students the final grade calculation.

- Once, you have determined how you want the student view to be setup, click “Continue”

- Step 7: Grade Setup Summary, this page looks much like Step 1. Here you can review the changes you have made and have the option to “Go Back” and change any aspect of the Grading System.

- Once you are satisfied with how the grade system is setup, click Finish.