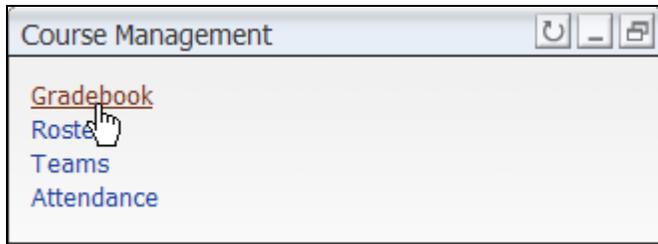
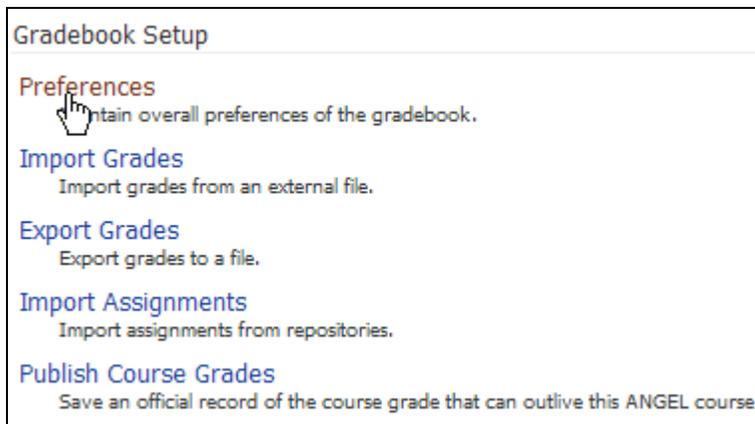


How to Set Gradebook Preferences and the Grading Scale

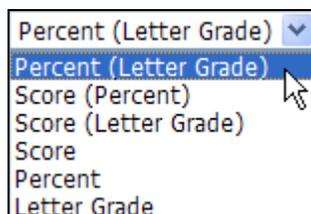
1. Click the **Manage** tab.
2. Click the **Gradebook** link in the **Course Management** component.



3. Click **Preferences** under **Gradebook Setup**.

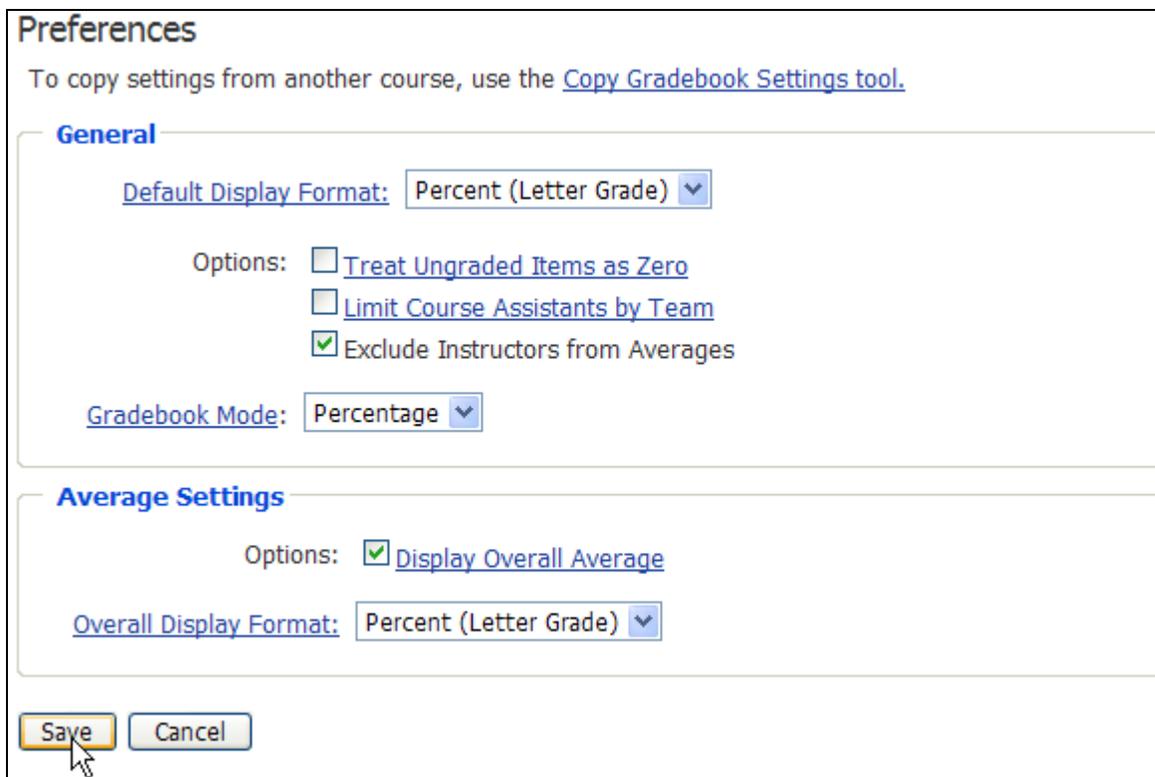


4. Complete the **General Settings**.
 - Select the **Default Display Format** to determine how you want students to view their grades. You may want to select either **Score or Percent** at the beginning of the quarter, as formats that include **Letter Grade** will display as an "F" until the student has earned enough points to move up the grading scale.



- Select the **Treat Ungraded Items as Zero** to calculate the student's overall grade based on the total possible course points including assignments that the student has not submitted. If you do not select this option, the student's overall score throughout will be calculated based only on the completed assignments that have been graded.

- If you do not select this option, you can manually enter a zero for a missed assignment so the assignment will be included in the student's overall grade.
- Select the **Limit Course Assistants by Team** checkbox if you want course assistants to be able to view and change grades for users that are on the same team as the course assistant. If this is NOT checked, users with the access right of course assistant will have the option to view and change grades for all students.
 - Select the **Exclude Instructors from Averages** checkbox to ensure that only student grades are included in the course average.
 - Select **Points** or **Percentage** from the **Gradebook Mode** drop-down list.
5. Complete the **Average Settings**.
 - De-select the **Display Overall Average** if you do NOT want students to view their overall average of their grades.
 - Select the **Overall Display Format** to determine the grade display format for the overall average.
 6. Click **Save**.



The screenshot shows a 'Preferences' dialog box with the following settings:

- General**
 - Default Display Format: Percent (Letter Grade)
 - Options:
 - Treat Ungraded Items as Zero
 - Limit Course Assistants by Team
 - Exclude Instructors from Averages
 - Gradebook Mode: Percentage
- Average Settings**
 - Options:
 - Display Overall Average
 - Overall Display Format: Percent (Letter Grade)

At the bottom, there are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button.

How to Set a Grading Scale

You can add a grading scale to the gradebook so that it will automatically calculate your students final grade.

7. Click the **Manage** tab.
8. Click the **Gradebook** link in the **Course Management** component.
9. Click the **Grading Scale** link under **Gradebook Management**.

Gradebook Management

- 1. Categories**
Create and edit categories. A category is a "bucket" for assignments. "Quizzes" or "Homework" are categories.
- 2. Assignments**
Create and edit assignments. An assignment is an object that has grades. Typically, it's something a student must accomplish.
- 3. Macros**
Create and edit macros. A macro is a shortcut for turning letter grades into numbers. For example, when a letter grade of B+ is entered the student gets an 88.
- 4. Grading Scale**
Edit the grading scale. The grading scale can be modified to map a number back to a particular letter grade. For example, when the student receives a grade on an assignment, when they view their grade a "B+" will show up.

10. Add the **Letter** under **Label**. (Labels can include A+ and A-.)
11. Add the **Minimum Percent**. (You can use decimal points.)
12. Click **Add New** to add more **Labels** and **Minimum Percent**.

Grading Scale

Label	Minimum Percent	
A	90	Edit Delete
<input type="text" value="B"/>	<input type="text" value="80"/>	Add New

[<< Back To Main Menu](#)

13. Click **<<Back To Main Menu** to save your Grading Scale.