

Gradebook

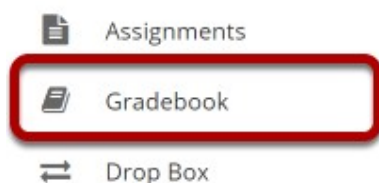
What is Gradebook?

The Gradebook allows instructors to do the following:

- Enter grades and comments in an easy-to-use spreadsheet view.
- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades and grading schema.
- Choose between point- or percentage-based grading.
- Add Gradebook items for manually graded or offline activities.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Restrict permissions so *Teaching Assistants* can only grade specific rosters or groups of students.
- Import grades from a spreadsheet (CSV) file.
- Export grades as a spreadsheet (CSV) file.
- Create extra credit items and/or categories.
- Organize grades into categories, and use categories to do the following:
 - Assign a weight to the category,
 - Automatically drop grades in a specific category.
- Export a printer-friendly (PDF) version of individual student grades.

Students can view their own grades and comments in the Gradebook.

To access this tool, select Gradebook from the Tool Menu of your site.



Gradebook Tool Main Page (Instructor View)

<div> Grades Import / Export Permissions Settings </div>				
<div> <div>1 ADD GRADEBOOK ITEM</div> <div>2 All Sections/Groups</div> <div>3 Filter students Showing 5 students Showing 3 of 3 columns</div> <div>4 VIEW COLUMNS</div> <div>5 ITEM ORDER</div> <div>6 GROUP BY CATEGORY</div> <div>7 BULK EDIT</div> </div>				
Students 8	Course Grade 9	Homework 1 Cat: Homework Total: 10 Due: -	Homework 2 Cat: Homework Total: 10 Due: -	Homework 11 Total: 20 Drop Lowest: 1
Hart, Vanessa (demostudent02)	A (100%)	10	8	100%
Mackenzie, Nathan (demostudent05)	B (80%)	7	8	80%
North, Theresa (demostudent04)	B (80%)	8	7	80%
Sutherland, Ella (demostudent03)	A (100%)	9	10	100%
Truman, Jennifer (demostudent01)	C (70%)	9	7	70%


The instructor view of Gradebook (*Grades* screen) displays the following:

- Add Gradebook Item:** Add new items.
- All Sections/Groups:** Select to display students in a specific roster or group.
- Filter students:** Search for students by name or user ID.
- View Columns:** Show or hide Gradebook columns.
- Item Order:** View and organize all Gradebook items in one screen.
- Group By Category:** View by group if categories were added in the **Settings**.
- Bulk Edit:** Select several items to release to students or include in grade calculations at once.
- Students:** View the list of students ordered by first or last name.
- Course Grade:** View currently calculated course grade.
- Gradebook items:** Items including grades that have been entered, and **Comments** icons to display comments,
- Category Title:** If items are grouped by category, the category is shown as a separate column.
- Category average:** The average for items in a category.

Note: If a gradebook has categories, but items have not yet been assigned to a category, these items will display under the title Uncategorized.

Gradebook Tool Main Page (Student View)

Grade Report for Theresa North

1  PRINT

2 Course Grade: B (80%) [8/10]

3 ☒ GROUP BY CATEGORY [Expand All](#) [Collapse All](#)

4

Gradebook Item	Grade	Due Date	Comments
▼ Homework Drop Lowest: 1	80%		
Homework 1	8 /10	-	
Homework 2	7 /10	-	

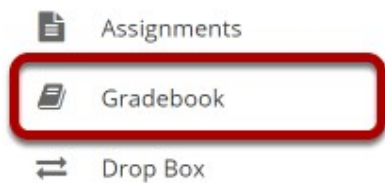
The student view of Gradebook (*Grade Report*) includes the following:

1. A **Print** button
2. **Course Grade** if released to students
3. **Display options**, only if categories exist:
 - **Group by Category**
 - **Expand All:** Show items in all categories
 - **Collapse All:** Hide items in all categories to only display category averages
4. **Gradebook items**, with options to sort by **Grade**, **Due Date**, or instructor **Comments**

How do I set up my Gradebook?

The Gradebook is the hub for all graded activities and points earned in your site. There are several settings you can set up for your site, such as Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Click Settings.



Grade Entry

▼ Grade Entry

How will graders enter grades into this gradebook?

☒ Points

☐ Percentages

You can select either a **Points**-based gradebook or a **Percentages**-based gradebook, depending on your preferred method for entering grades.

Grade Release Rules

▼ Grade Release Rules

1

☒ Display released Gradebook items to students

You can release a Gradebook item when creating or editing the Gradebook item.

2

☒ Display final course grade to students

3

☒ Letter Grade

☐ Percentage

☐ Points

Choose the options for formatting the course grade. You must choose at least one option.
Note that you cannot choose 'Points' if the gradebook is setup with 'Categories & weighting'.

Preview **B+**

1. Check the **Display released Gradebook items to students** box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
2. Check the **Display final course grade to students** box to show students their final grade in the course as calculated in the gradebook.
3. If you have selected to release the final grade, choose your preferred format for the grade display: **Letter Grade**, **Percentage**, or **Points**.

Statistics

Settings

[Expand All](#) [Collapse All](#)

▶ Grade Entry

▶ Grade Release Rules

▼ Statistics

1

☒ Display assignment statistics to students

2

☒ Display course grade statistics to students

▶ Categories & Weighting

▶ Grading Schema

SAVE CHANGES

Cancel

1. Check the **Display assignment statistics to students** box to allow students to view the distribution of grades for individual assignments.
2. Check the **Display course grade statistics to students** box to allow students to view the distribution of overall course grades for the class.

Note: These options are typically selected by default. (Your system administrator may configure the default to be de-selected by setting the appropriate property in the Sakai system configuration file.)

Categories and Weighting

▼ Categories & Weighting

☒ No categories

☐ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your Gradebook.

The **No categories** option is used when you want to have a simple grade calculation based strictly on the points or percentages of all your Gradebook items, without any groupings, weighting, or dropping of items.

The **Categories only** option is used for grouping similar Gradebook items, like all homework, or all projects. This option also allows you to drop grades within categories. If all items within a category have the same point value, you can choose to drop the highest grade, keep the highest grade, or drop the lowest grade within the category.

The **Categories and Weighting** option groups items and supports weighting of grades. For example, if all homework assignments added together comprise 20% of the final course grade, projects make up 50% of the course grade, and exams are worth 30% of the final grade, this option will allow you to group the items and weight them accordingly.

Note: If you use Categories, you must have at least one Gradebook Item in each category to enter grades. For example, if you have a Final Exam worth 30% of the final grade, you will need a Final Exam category AND a single Final Exam Gradebook item within that category.

*Tip: If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.*

Adding Categories

The screenshot shows the 'Categories & Weighting' settings panel. It includes three radio buttons: 'No categories', 'Categories only' (selected and circled with a red box and callout 1), and 'Categories & weighting'. Below these are instructions: 'A category will only be visible if there is at least one Gradebook item assigned to it. If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.' There are four checkboxes: 'Drop highest', 'Drop lowest', 'Keep highest', and 'Equal weight'. A note states: 'To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.' Below this is a table with four columns: 'Category', 'Extra Credit', 'Gradebook Items', and 'Remove'. The table lists three categories: 'Exams', 'Assignment', and 'Discussions', each with a 'Remove' button. A red box and callout 2 highlight the category names. At the bottom, there is a link 'Add a category' circled with a red box and callout 3.

Category	Extra Credit	Gradebook Items	Remove
Exams	<input type="checkbox"/>	0 items(s)	Remove
Assignment	<input type="checkbox"/>	0 items(s)	Remove
Discussions	<input type="checkbox"/>	0 items(s)	Remove

1. Select the radio button for **Categories only**.
2. View the category titles.
3. If you need additional categories, click on the **Add a Category** link to enter additional category titles.

Adding Weighting

▼ Categories & Weighting

1

☐ No categories

☐ Categories only

☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest

☐ Drop lowest

☐ Keep highest

☐ Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

2	Category	%	3	Extra Credit	Gradebook Items	Remove
	Exams	40		<input type="checkbox"/>	0 items(s)	<button>Remove</button>
	Assignment	30		<input type="checkbox"/>	0 items(s)	<button>Remove</button>
	Discussions	30		<input type="checkbox"/>	0 items(s)	<button>Remove</button>
Total: 100%						

Add a category

1. Select the radio button for **Categories & Weighting**.
2. View the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

Note: The percentage for all categories taken together must equal 100%.

Enabling Drop Lowest and/or Keep Highest

▼ Categories & Weighting

☐ No categories

☐ Categories only

☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

1

☒ Drop highest ☒ Drop lowest ☒ Keep highest ☒ Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Equal Weight	Remove
☰	Exams	40	<input type="checkbox"/>	0 items(s)	0	2	0	<input type="checkbox"/>	<button>Remove</button>
☰	Assignment	30	<input type="checkbox"/>	0 items(s)	0	0	1	<input type="checkbox"/>	<button>Remove</button>
☰	Discussions	30	<input type="checkbox"/>	0 items(s)	3	0	0	<input type="checkbox"/>	<button>Remove</button>
Total:	100%								

Add a category

If you selected either **Categories only** or **Categories & Weighting**, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

- Select the check box next to each of the desired drop/keep options.
 - Drop Highest:** Automatically drops the highest score/s among items in a category
 - Drop Lowest:** Automatically drops the lowest score/s among items in a category
 - Keep Highest:** Automatically keeps the highest score/s among items in a category
- In the appropriate column, enter the number of items in each category that you wish to drop or keep.

Tip: Many faculty prefer to use Keep Highest as opposed to Drop Lowest, since it reflects a more accurate running total of student grades during the course of the term. Items that students have not yet completed are not dropped automatically, so one or more higher scores may be dropped until all items have been completed.

Equal Weight Feature (Optional)

Categories & Weighting

☐ No categories

☐ Categories only

☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☒ Drop highest ☒ Drop lowest ☒ Keep highest ☒ **Equal weight**

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Equal Weight	Remove
☰	Exams	40	<input type="checkbox"/>	0 items(s)	0	2	0	<input type="checkbox"/>	<button>Remove</button>
☰	Assignment	30	<input type="checkbox"/>	0 items(s)	0	0	1	<input type="checkbox"/>	<button>Remove</button>
☰	Discussions	30	<input type="checkbox"/>	0 items(s)	3	0	0	<input type="checkbox"/>	<button>Remove</button>
Total:	100%								

Add a category

Selecting the **Equal weight** option in the Categories & weighting settings will add the **Equal Weight** column to the category options sheet. Checking the Equal Weight box will treat all items in that category as if they were scored out of 100% of the points possible for each item, regardless of the actual point value. Therefore, if you have items of different point values within the same category, all items still have an equal weight. This allows you to use the drop/keep highest/lowest options for a category containing items of different points.

Extra Credit Category

▼ Categories & Weighting

☐ No categories
☐ Categories only
☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☒ Drop highest ☒ Drop lowest ☒ Keep highest ☐ Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	Exams	40	<input type="checkbox"/>	0 items(s)	0	2	0	<button>Remove</button>
☰	Assignment	30	<input type="checkbox"/>	0 items(s)	0	0	1	<button>Remove</button>
☰	Discussions	30	<input type="checkbox"/>	0 items(s)	3	0	0	<button>Remove</button>
☰	Bonus	0	<input checked="" type="checkbox"/>	0 items(s)	0	0	0	<button>Remove</button>
Total:		100%						

Add a category

If you would like to designate a category as extra credit, select the check box in the **Extra Credit** column next to the category. Extra credit items add to the student's total grade, but points do not detract from the overall grade if not completed. For more information on extra credit, see [How does extra credit work?](#)

Tip: Both entire categories and individual Gradebook items may be designated as extra credit. However, you cannot have an extra credit item within an extra credit category.

Reordering Categories

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	Exams	40	<input type="checkbox"/>	0 items(s)	0	2	0	<button>Remove</button>
☰	Discussions	30	<input type="checkbox"/>	0 items(s)	3	0	0	<button>Remove</button>
☰	Bonus	0	<input checked="" type="checkbox"/>	0 items(s)	0	0	0	<button>Remove</button>
Total:		100%						

You may drag and drop to reorder categories. Click on the reorder icon to the left of the category and drag it to the new location.

Deleting Categories

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	Exams	40	<input type="checkbox"/>	0 items(s)	0	2	0	Remove
☰	Assignment	30	<input type="checkbox"/>	0 items(s)	0	0	1	Remove
☰	Discussions	30	<input type="checkbox"/>	0 items(s)	3	0	0	Remove
☰	Bonus	0	<input checked="" type="checkbox"/>	0 items(s)	0	0	0	Remove
Total: 100%								

If you would like to delete a category, click the **Remove** button for that category.

Grading Schema

1

Letter Grades

Letter Grades

Letter Grades with +/-

Grade Points

Pass / Not Pass

2

B

80

Remove

C

70

Remove

D

60

Remove

F

0

Remove

Add a mapping

There are no students with course grades.

Course Grade Distribution

A

B

C

D

F

0

0.1

0.2

0.3

0.4

0.5

0.6

0.7

0.8

0.9

1.0

Average (mean) grade

Median grade

Standard deviation

Lowest grade

Highest grade

Total graded

-

-

-

-

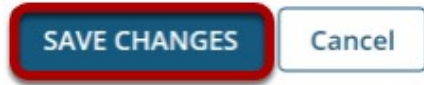
-

0

1. Choose your preferred Grade Type: **Letter Grades**, **Letter Grades with +/-**, **Grade Points**, or **Pass / Not Pass**.

2. The default grading schema values are displayed. If you would like to customize the score threshold for any of the grade levels, enter the desired value into the fields provided.
(Optional)

Save your changes.



Once you have finished with your Gradebook setup, don't forget to click on the **Save Changes** button at the bottom to save your changes.

How are grades calculated in Gradebook?

Course grade calculations depend on your *Gradebook's* organization and grade entry setting, points (described here) or percentages:

- **No categories (default)** - Each Gradebook item is assigned a simple point value. The course grade is determined by the student's total score divided by the total points possible.
- **Categories only** - Categories are used to group Gradebook items, where items are assigned a simple point or percentage value. Similar to a gradebook with **No categories**, the course grade is determined by the student's total score divided by the total points possible. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.
- **Categories and weighting** - Items are grouped into categories, where each category is assigned a percentage of the course grade. The total score of all items in a category will comprise the category's percentage of the course grade. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.

No Categories

Students	Course Grade	Homework 1	Homework 2
Filter students		Total: 10 Due: -	Total: 10 Due: -
	Course Grade When All Items Are Graded		
Student, Five (tls6u-stu5)	A- [72/80] (90%)	8	9
Student, Four (tls6u-stu4)	B+ [70/80] (87.5%)	9	7
Student, One (tls6u-stu1)	B [68/80] (85%)	10	8
Student, Three (tls6u-stu3)	B [59/70] (84.29%)	8	Ungraded Item

In a default gradebook with **No categories**, course grades are calculated for each student by dividing the sum of the scores received for all graded items by the total points possible for those items.

In the example pictured above, Student Five earned a total of 72 points out of 80 total points possible. This student's course grade is $72/80 = 0.90$ (90%).

*Note: **Ungraded** items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.*

*In the example pictured above, most students were graded out of **80** total points. However, Student Three has not received a grade for Homework 2 (10 points possible). Thus, this student's course grade is $59/70 = 0.8429$ (84.29%).*

Categories Only

With **Categories only**, course grades are calculated the same as in a gradebook with **No categories** (described above). However, if all items in a category have the same total point value, you can automatically drop the lowest or highest grades or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

By using the **Keep Highest** option instead of the **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded.

See below for example calculations when grades in a category are dropped or kept.

Note: You must assign each item to a category for the item to be included in students' course grades.

Grades can only be entered in Gradebook items; you cannot enter grades into a category with no items.

***Ungraded** items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.*

Categories with Drop Lowest/Highest

The screenshot shows a gradebook with two main categories: **Assignments** and **Quizzes**. The **Assignments** category is set to 'Drop Lowest: 1'. Annotations include:

- Category**: Points to the category header.
- Points Received for Graded Items That Are Not Dropped**: Points to the 'Points Received' column for Student Five.
- Lowest grade being dropped**: Points to the grade 'D+' for Student Five in the Assignments category.
- Drop Lowest 1 Shown with Category**: Points to the 'Drop Lowest: 1' dropdown menu.

Students	Course Grade	Assignment 1	Assignment 2	Assignments (Drop Lowest: 1)	Quiz 1 (Total: 10)	Quiz 2 (Total: 20)
Student, Five (ts6u-stu5)	A [38/40] (95%)	10	8	90%	9	19
Student, Four (ts6u-stu4)	D+ [27/40] (67.5%)	7	9	90%	0	18
Student, One (ts6u-stu1)	B+ [35.5/40] (88.75%)	8	7	80%	10	17.5
Student, Three (ts6u-stu3)	B [33.5/40] (83.75%)	9.5	10	100%	7	16.5
Student, Two (ts6u-stu2)	B [33/40] (82.5%)	9	8	80%	8	17

Pictured above is a gradebook with two categories: **Assignments** and **Quizzes**. The **Assignments** category drops the lowest grade, and includes two assignments, each worth 10 points. The **Quizzes** category includes **Quiz 1** (10 points) and **Quiz 2** (20 points). There are **40**

points possible because only one assignment and the two quiz grades are included in the course grade calculation.

In our example, **Student Five** received the following grades:

Assignments:

- **Assignment 1** (10 points)
- **Assignment 2** (8 points) (lowest grade - dropped)

Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

Since the **Assignment 2** grade is dropped for Student Five, his course grade is **95%**:

- $10 + 9 + 19 = 38$ points earned
- $38/40 = 0.95$

Categories with Keep Highest

Category		Assignments				Quizzes		
Students	Course Grade	Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -	Assignments Keep Highest: 2	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 20 Due: -	Quizzes
Student, Five (ts6u-stu5)	A- [46/50] (92%)	10	8		90%	9	19	93.33%
Student, Four (ts6u-stu4)	C- [35/50] (70%)	7	9	8	85%	0	18	60%
Student, One (ts6u-stu1)	B [42.5/50] (85%)	8	7	6.5	75%	10	17.5	91.67%

Pictured above is a gradebook with two categories: **Assignments** and **Quizzes**. The **Assignments** category keeps the two highest grades, and includes three assignments, each worth 10 points. The **Quizzes** category includes **Quiz 1** (10 points) and **Quiz 2** (20 points). There are **50 points** possible because only two assignments and the two quiz grades are included in the course grade calculation.

In our example below, we will use the **Keep Highest** option versus **Drop Lowest** to show how it affects **Student Five's** course grade.

Before All Grades Are Entered for Student Five - Keep Highest 2 Assignments

		Assignments				Quizzes		
Students	Course Grade	Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -	Assignments Keep Highest: 2	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 20 Due: -	Quizzes
Student, Five (ts6u-stu5)	A- [46/50] (92%)	10	8		90%	9	19	93.33%
Student, Four (ts6u-stu4)	C- [35/50] (70%)	7	9	8	85%	0	18	60%
Student, One (ts6u-stu1)	B [42.5/50] (85%)	8	7	6.5	75%	10	17.5	91.67%

Before the third assignment grade is entered, **Student Five** received the following grades:

Assignments:

- **Assignment 1** (10 points) (1st highest grade - kept)
- **Assignment 2** (8 points) (2nd highest grade - kept)

Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

No grades are dropped yet because we have used the **Keep Highest** option, so Student Five's grade is **92%**:

- $10 + 8 + 9 + 19 = 46$ points earned
- $46/50 = 0.92$

In comparison, if **Drop Lowest** were used instead, Student Five's grade would have been calculated as only 36 points earned out of 40 points (**95%**), as shown in the example above where the lowest grade of two assignment is dropped.

After All Grades Are Entered for Student Five - Keep Highest 2 Assignments

Students	Course Grade	Assignments			Assignments Keep Highest: 2	Quizzes		Quizzes
		Assignment 1 Total: 10	Assignment 2 Total: 10	Assignment 3 Total: 10		Quiz 1 Total: 10 Due: -	Quiz 2 Total: 20 Due: -	
Student_Five (tl56u-stu5)	A- (46/50) (92%)	10	8	7	90%	9	19	93.33%
Student_Four (tl56u-stu4)	C- (35/50) (70%)	7	9	8	85%	0	18	60%
Student_One (tl56u-stu1)	B (42.5/50) (85%)	8	7	6.5	75%	10	17.5	91.67%

Now we enter the third assignment grade. The highest two assignment grades are kept, so the lowest assignment grade (**Assignment 3**) is dropped:

Assignments:

- **Assignment 1** (10 points) (1st highest grade - kept)
- **Assignment 2** (8 points) (2nd highest grade - kept)
- **Assignment 3** (7 points) (lowest grade - dropped)

Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

Student Five's grade is still **92%**:

- $10 + 8 + 9 + 19 = 46$ points earned
- $46/50 = 0.92$

Keeping the highest grades instead of dropping the lowest grades ensures that Student Five's grade is calculated out of the same number of total points (**50 points**) both before and after entering the third assignment grade.

If the **Drop Lowest** option had been used instead, the calculated course grade for Student Five would have been calculated out of **40 points** before entering the third assignment grade. The course grade would have decreased significantly after the third assignment grade was entered, going from an **A (95%)** down to an **A- (92%)**.

Categories & Weighting

Use **Categories & Weighting** to group Gradebook items into categories, and weight each category as a percentage of the total course grade. The sum total of all category percentages must equal **100%** (or more, if there is an **Extra Credit** category).

For example, if **Exams** are worth **20%** of the course grade, the **Exams** category (**20%**) could include a **Midterm Exam** (50 points) and **Final Exam** (100 points).

Each student's **course grade** is the sum of the categories' **weighted averages**. See below for additional information about dropping and keeping grades, and for example calculations.

Note: You must assign each item to a category for the item to be included in students' course grades.

Grades can only be entered in Gradebook items; you cannot enter grades into a category with no items.

Ungraded items are **not included** in a student's course grade. *If any grade entry is left blank, the total points possible within the category are reduced by the point value(s) of the ungraded item(s) for that student.*

Dropping and Keeping Grades

If all items in a category have the same total point value, you can automatically drop the lowest or highest grades or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

By using the **Keep Highest** option instead of **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded.

Categories & Weighting - Example Calculations

Below is an example of how a *gradebook* with three weighted categories, **Exams** (20%), **Assignments** (40%), and **Quizzes** (40%), would calculate a student's grade.

Students	Course Grade	Midterm Exam Total: 50 Due: -	Final Exam Total: 100 Due: -	Exams Category Average	Assignment 1 Total: 10 Due: 12/17/2018	Assignment 2 Total: 10 Due: -
Student, One (ts6u-stu1)	B- (82%)	40	95	90%	8.3	9
Student, Three (ts6u-stu3)	A (95.93%)	48	85	88.67%	9.5	9
Student, Two (ts6u-stu2)	B- (80%)	42	78	80%	8	9

The Gradebook calculates the weighted average in each category by doing the following:

1. Totaling the **student's scores** for all graded items in the category

In the example pictured above, in **Exams**, Student One earned: **Final Exam** (95 points) + **Midterm Exam** (40 points) = **135 points**

2. Totaling the **point values** for all graded items in the category

Final Exam (95 points) + **Midterm Exam** (40 points) = **150 total points**

3. Dividing the **student's score** by the **total points** and then **multiplying that number by 100** to determine the **category average**:

Student One's **category average** in **Exams** is **90%**:

- $135/150 = 0.90$
- $0.90 \times 100 = \mathbf{90\%}$

4. Applying the **weight** to the **category average**

Because the **Exams** category is worth **20%** of the course grade, Student One's **weighted average** is **18**:

- To get 20% of a number, multiply the number by 0.2.
- $90 \times 0.2 = \mathbf{18}$

*Tip: The **category average** is shown in a column to the right of the Gradebook items in that category.*

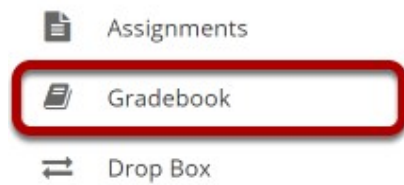
The Gradebook totals the weighted averages to produce the course grade.

If Student One received a **category average** of **75%** for **Assignments** and **85%** for **Quizzes**, that student's **course grade** would be **82%**, calculated as follows:

- **Exams** (20%) weighted average (shown above) = **18**
- **Assignments** (40%) weighted average = $0.4 \times 75 = \mathbf{30}$
- **Quizzes** (40%) weighted average = $0.4 \times 85 = \mathbf{34}$
- **Course Grade** = $18 + 30 + 34 = \mathbf{82}$

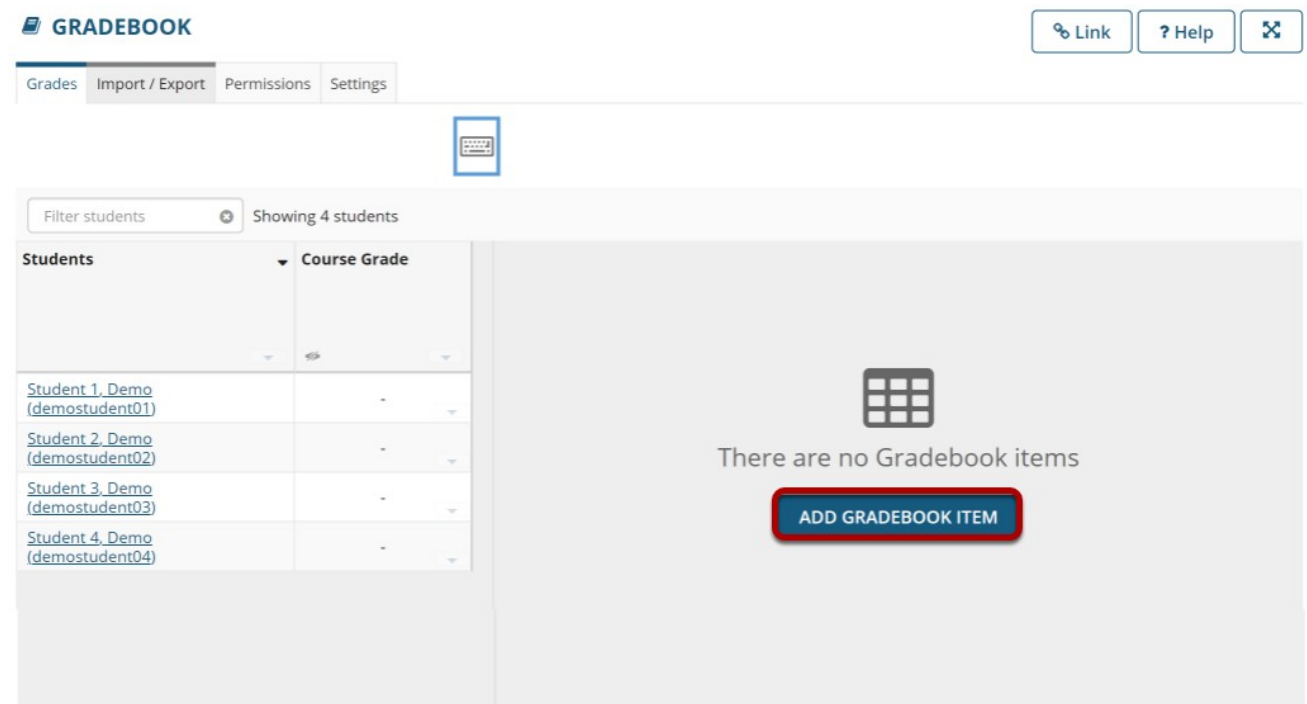
How do I add items to the Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Click the Add Gradebook Item button.



Note: Assignments, Tests & Quizzes, and Student Content in Lessons can be sent to the Gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the Gradebook.

Instructors typically add items to the Gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Participation

Click the **Add Gradebook Item** button to manually add items to your Gradebook.

Item Settings

The screenshot shows the 'Add Gradebook Item' dialog box with the following fields and options:

- 1 * Title:** A text box containing 'Discussion 1'.
- 2 * Point value:** A text box containing '10'.
- ☐ Extra credit
- 3 Grading Rubric:**
 - ☐ Do not use a rubric to grade this assignment
 - ☒ Use the following rubric to grade this assignment
 - Chrome-No 0 - 20 total Copy
 - Preview Rubric
 - ☐ Adjust individual student scores
 - ☐ Hide Rubric from student
- 4 Due date:** A text box containing '03/14/2020' with a calendar icon and a close button.
- 5 Category:** A drop-down menu showing 'Assignment (50%)'.
- Items not assigned to a category will not count toward the course grade.
- 6 ☒ Release item to students?**
- 7 ☒ Include item in course grade calculations?**
- 8 Create** button, a **+** button, and a **Cancel** button.
- 9** points to the bottom right corner of the dialog box.

1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Point Value** for the item (also required).
 - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see [How does extra credit work?](#)
3. If you will be using a rubric to grade for this item, click the radio button for **Grading Rubric** and select a rubric from the drop-down menu.
4. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
5. If you have categories in your Gradebook, select the appropriate category for this item from the **Category** drop-down menu.
6. Check the box for **Release item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
7. Check the box for **Include item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade calculation.
8. Once you have entered all of the information for this item, click the **Create** button to save your changes.
9. Selecting the **+** button next to Create will create the current item and take you directly to the Add Gradebook Item dialog for another new item.

View Gradebook items.

Students	Course Grade	Discussion 1 Cat: Discussions [20%] Total: 10 Due: 03/14/2020	Discussions Weighted Average [20%]	Assignment 1 Cat: Assignments [80%] Total: 100 Due: 03/04/2020	Midterm Cat: Assignments [80%] Total: 100 Due: -	Assignments Weighted Average [80%]
Johnson, Steven (student02)	B- (81.4%)	95	95%	78		78%
Martin, Erin (student03)	A (96%)	92	92%	97		97%
Smith, Jeremy (student04)	B+ (89%)	89	89%	89		89%
Thompson, Mary (student01)	A- (92.6%)	83	83%	95		95%

After you have added items to your Gradebook, you will be able to view a list of all Gradebook items on the **Grades** tab (which is also the tool landing page).

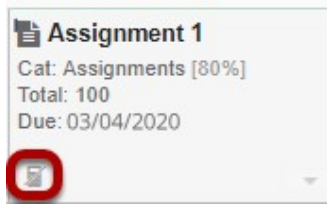
If you have categories and your Gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

Items Coming from Other Tools

Assignment 1 Cat: Assignments [80%] Total: 100 Due: 03/04/2020	Midterm Cat: Assignments [80%] Total: 100 Due: -	Assignments Weighted Average [80%]
78		78%
97		97%
89		89%
95		95%

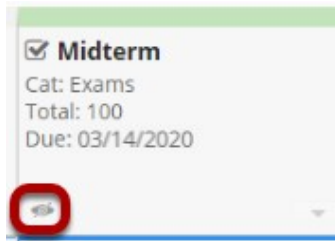
Notice that any items that are coming from **Assignments** or **Tests & Quizzes** will show a grayed out padlock icon in each cell and will also display the tool icon in the column label. Graders will not be able to enter or revise grades manually in these cells.

Items Not Included in Grade Calculation



Any items not included in the grade calculation will display a crossed-out calculator icon.

Items Not Released to Students



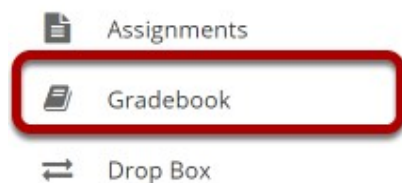
Any items that are not released (visible) to students will display a crossed-out eye icon.

How do I enter and/or edit grades in Gradebook?

Gradebook allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook interface.

Note: Grades that are being sent to the Gradebook from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via the Gradebook.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Search or filter your list of students. (Optional)

Grades Import / Export Permissions Settings

ADD GRADEBOOK ITEM All changes saved.

1 All Sections/Groups

2 Filter students Showing 3 students Showing 4 of 4 columns View Columns Item Order Group By Category

Students	Course Grade	Assignment Cat: Assignments Total: 50 Due: 02/21/2018	Homework Cat: Assignments Total: 100 Due: 02/21/2018	Quiz Cat: Assignments Total: 25 Due: -	Assignments
Johnson, Steven (student02)	B- (82.29%)	40	80	24	82.29%
Martin, Erin (student03)	B- (80%)	45	70	25	80%
Thompson, Mary (student01)	C- (71.43%)	35	90	0	71.43%

Gradebook displays a list of all the students enrolled and active in your site. You may also filter the Gradebook to view students by the following:

1. **Sections/Groups** - Select the desired section or group from the drop-down menu.
2. **Filter students** - Type all or part of a student's name to filter the results.

Click in the appropriate cell to enter a grade.

Filter students	Showing 3 students	Showing 6 of 6 columns	View Columns	Item Order	Group By Category
Students	Course Grade	Assignment Cat: Assignments Total: 50 Due: 03/14/2020	Homework Cat: Assignments Total: 100 Due: 03/04/2020	Quiz Cat: Assignments Total: 25 Due: -	Discussion Cat: Discussions Total: 100 Due: -
Johnson, Steven (student02)	B- (82.29%)	40	80	24	/100
Martin, Erin (student03)	B- (80%)	45	70	25	
Thompson, Mary (student01)	C- (71.43%)	35	90	0	

You will see a spreadsheet view of all the existing Gradebook items in your course.

Click within the appropriate cell to enter a grade. The cell contents will change to show a score entry field out of the total number of points for that item. You may click out of the cell, select the **Enter** key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

Note: Items with the tool icon in the column header and grayed-out padlock icons in the cells (highlighted in yellow in the image above) are being sent to the Gradebook from other tools. You cannot edit those grades from the Gradebook, although you can view them from here.

Saved Grades

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	92	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	76	76%

You will see a green check mark and highlighted cells displaying your changes to indicate when a grade has been saved.

Set score for empty cells.

Filter students Showing 3 students Showing 6 of 6 columns View Columns Item Order Group By Category

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%		90%
Martin, Erin (student03)	B (84.36%)	25	80%		92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%		76%

Set Score for Empty Cells

Edit Item Details
View Grade Statistics
Move Left
Move Right
Hide Item
Message Students
Delete Item

If you would like to set a score for all empty cells for a specific Gradebook item, select the down arrow within the column header row and then choose the **Set Score for Empty Cells** option.

Enter the desired score and click Done.

Set Score for Empty Cells

Provide a value below to override all currently ungraded (i.e., empty) cells.

Note: The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section All Sections/Groups

* Grade Override 0.0 /100

Done

Cancel

View grade log.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	Grade Log	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	Add/Edit Comment	76%
				Excuse/Include Grade	

To view the grade log, select the down arrow within the cell for a particular student score and then choose the **Grade Log** option.

The Grade Log Will Display

Grade Log for Steven Johnson (student02)

02/14/2018 10:04 - Score set to **90** by ktinstructor

Done

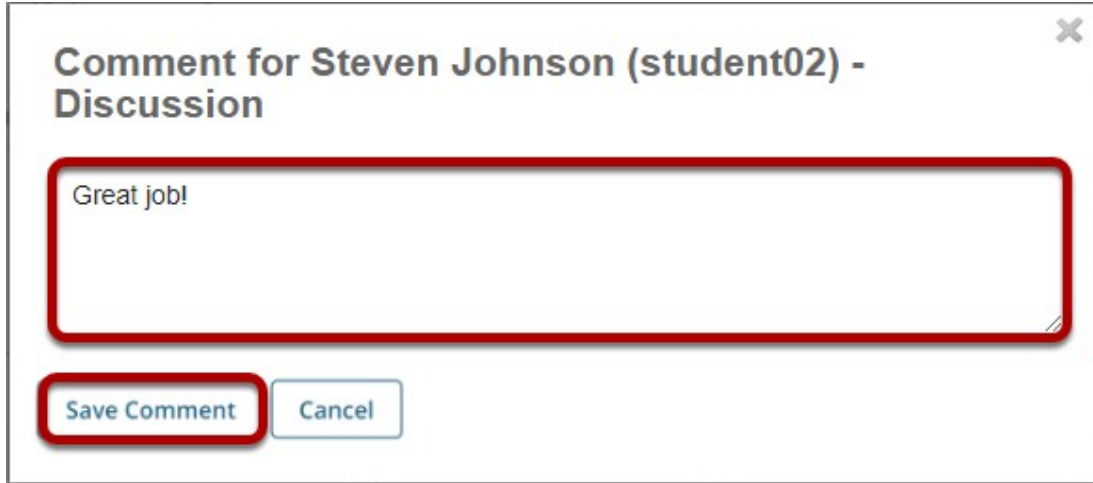
The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the username of the user that made the change.

Add/edit comments.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	Grade Log	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	Add/Edit Comment	76%
				Excuse/Include Grade	

If you would like to enter comments along with the score, select the down arrow within the cell for a particular student score and then choose the **Add/Edit Comment** option.

Enter your comment and click Save Comment.

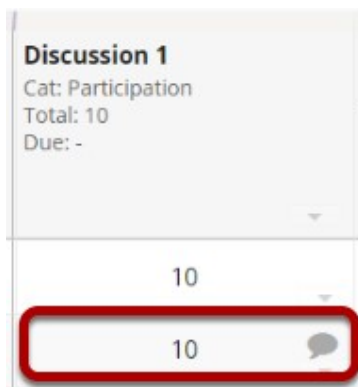



Comment for Steven Johnson (student02) - Discussion

Great job!

Save Comment Cancel

View comment icon.



Discussion 1 Cat: Participation Total: 10 Due: -
10
10 

The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Click on the comment icon to view the comment.

Excuse grade.


Students	Course Grade	Discussion 1 Cat: Participation Total: 10 Due: -
student1 (student1)	A+ (100%)	10
Albertson, Albert (student0011)	F (50%)	5
Anderson, Zachary (student0012)	A+ (100%)	
Bhayakridbhayanashanachar, Bha (student0014)	A+ (100%)	
de l'Aigle, Aimee		

Grade Log


Add/Edit Comment

Excuse/Include Grade

If you would like to excuse a student's grade for a specific item, select the down arrow for the student's grade cell and choose **Excuse/Include Grade**.

Discussion 1 Cat: Participation Total: 10 Due: -
10
 5

The crossed-out calculator icon will appear in the cell, and the score will have a strike-through, indicating that the score is not being calculated in the student's course grade. An item can be added back in the grade calculation by again selecting **Excuse/Include Grade** from the cell's drop-down menu.

Discussion 1 Cat: Participation Total: 10 Due: -	
	10
	5

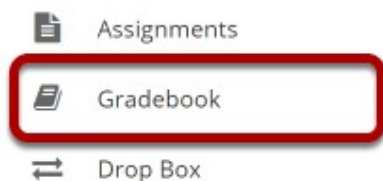
How can instructors customize their Gradebook display?

Gradebook offers the following options for instructors to customize how it displays for them:

- Filtering the list of students
- Ordering the list of students by first or last name,
- Show/hide course grade points
- Grouping or ungrouping items by category (in a gradebook with categories)
- Show/hide gradebook items
- Reordering items
- Sorting by a gradebook column

Note: These display changes do not affect the student view of Gradebook. For information about the student view, see [How do students view their grades in the Gradebook?](#)

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Filtering the list of students.

The Gradebook allows you to filter the student list by section/group or by searching for all or part of a student's name.

Filter by section/group.

[Add Gradebook Item](#) All changes saved.

Filter students Showing 3 students Showing 6 of 6 columns [View Columns](#) [Item](#) [Category](#)

Students	Course Grade	Discussion Cat: Discussions Total: 100 Due: -	Discussions	Assignment Cat: Assignments Total: 50 Due: 03/14/2020		
Johnson, Steven (student02)	B (85.09%)	90	90%	40	80	
Martin, Erin (student03)	B (84.36%)	92	92%	45	70	
Thompson, Mary (student01)	C (73.09%)	76	76%	35	90	

Select the desired section or group from the drop-down menu at the top to view only that section/group.

Filter by search criteria.

Showing 2 students Showing 6 of 6 columns [View Columns](#) [Item Order](#) ☒ [Group By Category](#)

Students	Course Grade	Discussion Cat: Discussions Total: 100 Due: -	Discussions	Assignment Cat: Assignments Total: 50 Due: 03/14/2020	Homework Cat: Assignments Total: 100 Due: 03/04/2020
Martin, Erin (student03)	B (84.36%)	92	92%	45	70
Thompson, Mary (student01)	C (73.09%)	76	76%	35	90

Enter part or all of a student's name to display only matching results in the list. The dynamic, wildcard-friendly search will update as you type.

Notice the fixed student information and course grade columns.

Students	Course Grade		Projects Weighted Average [26%]	Midterm Cat: Midterm [20%] Total: 100 Due: -	Midterm Weighted Average [20%]	Final Cat: Final [30%] Total: 100 Due: -
Erin Martin (student03)	B- (80.7%)		91%	62	62%	76
Jeremy Smith (student04)	B (83.61%)		95.5%	84	84%	89
Mary Thompson (student01)	A (95.57%)		94.5%	97	97%	96
Steven Johnson (student02)	A- (91.41%)		91.5%	92	92%	91



When you scroll sideways to view additional columns on the right, the left-most columns containing student information and course grades remain frozen.

Order students by First Name.

Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	Homework Weighted Average [24%]
Order By First Name	A- (91.41%)	89	94	91	91.33%
Martin, Erin (student03)	B- (80.7%)	86	95	92	91%
Smith, Jeremy (student04)	B (83.61%)	74	34	83	63.67%
Thompson, Mary (student01)	A (95.57%)	93	94	98	95%

The default display for student names is Last Name First Name. However, if you prefer to view students listed as First Name Last Name, click the down arrow in the Students column and select **Order By First Name**.

Order students by Last Name.

Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	Homework Weighted Average [24%]
Erin M. (student02)	B- (80.7%)	86	95	92	91%
Jeremy Smith (student04)	B (83.61%)	74	34	83	63.67%
Mary Thompson (student01)	A (95.57%)	93	94	98	95%
Steven Johnson (student02)	A- (91.41%)	89	94	91	91.33%

If students are currently display in First Name Last Name order, you may revert to the Last Name First Name order by clicking the down arrow in the Students column and selecting **Order By Last Name**.

Show/hide course grade points.

Students	Course Grade	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -	Homework 4 Total: 100 Due: -
Johnson, Steven (student02)		74	86	83	90
Martin, Erin (student03)		89	94	99	91
Smith, Jeremy (student04)	A (96.25%)	94	97	98	96
Thompson, Mary (student01)	B+ (88.5%)	89	94	78	82

If you would like to display course points, select the down arrow in the Course Grade column and choose **Show Points**.

Note: This option is not available if Categories and Weighting is selected.

Points will display.

Students	Course Grade
Johnson, Steven (student02)	B (83.25%) [333/400]
Martin, Erin (student03)	A- (93.25%) [373/400]
Smith, Jeremy (student04)	A (96.25%) [385/400]
Thompson, Mary (student01)	B+ (88.5%) [885/1,000]

*Tip: If points are already displayed and you would like to hide them, select the down arrow in the Course Grade column and choose **Hide Points**.*

Group/UnGroup by Category.

Filter students	Showing 4 students	Showing 11 of 11 columns	View Columns	Item Order	<input checked="" type="checkbox"/> Group By Category
Students	Course Grade	Midterm Cat: Midterm [20%] Total: 100 Due: -	Midterm Weighted Average [20%]	Final Cat: Final [30%] Total: 100 Due: -	Final Weighted Average [30%]
Erin Martin (student03)	B- (80.7%)	62	62%	76	76%
Jeremy Smith (student04)	B (83.61%)	84	84%	89	89%
Mary Thompson (student01)	A (95.57%)	97	97%	96	96%
Steven Johnson (student02)	A- (91.41%)	92	92%	91	91%

Filter students	Showing 4 students	Showing 11 of 11 columns	View Columns	Item Order	<input type="checkbox"/> Group By Category
Students	Course Grade	Project 1 Cat: Projects [26%] Total: 100 Due: -	Project 2 Cat: Projects [26%] Total: 100 Due: -	Midterm Cat: Midterm [20%] Total: 100 Due: -	Final Cat: Final [30%] Total: 100 Due: -
Erin Martin (student03)	B- (80.7%)	87	95	62	76
Jeremy Smith (student04)	B (83.61%)	99	92	84	89
Mary Thompson (student01)	A (95.57%)	94	95	97	96
Steven Johnson (student02)	A- (91.41%)	89	94	92	91

If you have categories in your Gradebook, you may select/deselect the box next to **Group by Category** to display or hide the category groupings in your view of the Gradebook.

Show/Hide items.

1. Click **View Columns** to select which items you want displayed in your current view of the Gradebook.

2. Click on the colored square next to each item to toggle on/off the display of that item. This may be done for an individual item or for an entire category at a time. Shaded items are visible. Unshaded items are hidden. Categories that are half shaded and half unshaded indicate that only some of the items within that category are hidden.

3. If you want to hide everything except the one item you are currently grading, click on the down arrow next to the item and select **Show only this item**.

4. To **Show All** or **Hide All** items, click on the appropriate link at the top of the menu.

5. Hidden items are indicated by two arrows in place of the item. Click on the arrows to show the item.

Note: Show/Hide Items DOES NOT control which items are or are not released to students. It only controls the columns displayed in the instructor view of the tool.

Drag and Drop to reorder columns.

Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	Homework Weighted Average [24%]
Erin Martin (student03)	B- (80.7%)	86	95	92	91%
Jeremy Smith (student04)	B (83.61%)	74	34	83	63.67%
Mary Thompson (student01)	A (95.57%)	93	94	98	95%
Steven Johnson (student02)	A- (91.41%)	89	94	91	91.33%

You may drag and drop to reorder columns.

Note: When viewing items grouped by category, you can only reorder columns within a category. To reorder categories, you need to go to Gradebook > Settings > Categories and Weighting.

Sorting by a gradebook column.

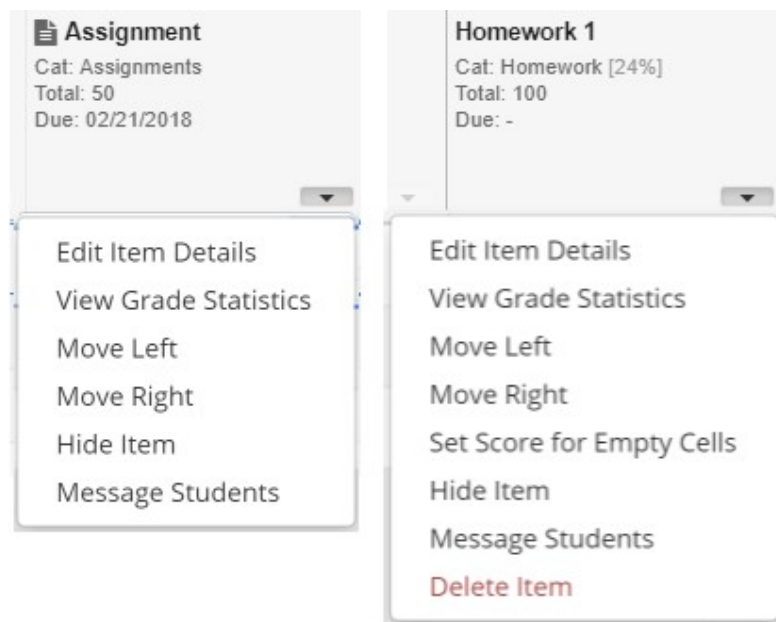
Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -
Mary Thompson (student01)	A (95.57%)	93
Steven Johnson (student02)	A- (91.41%)	89
Erin Martin (student03)	B- (80.7%)	86
Jeremy Smith (student04)	B (83.61%)	74

To sort the list by grade for specific grade item, click on the title of the item. Click again on the same item title to reverse the sort order.

Note: When you are sorting by an item, a directional arrow will display. The direction of the arrow indicates if you are sorting in ascending or descending order.

What actions can instructors perform on individual Gradebook items?

Gradebook Item Actions



The drop-down menu in each gradebook item column allows you to perform several actions. These actions vary somewhat, depending on the origin of the item. Items created within the Gradebook itself allow more options than items being sent to the Gradebook from other tools.

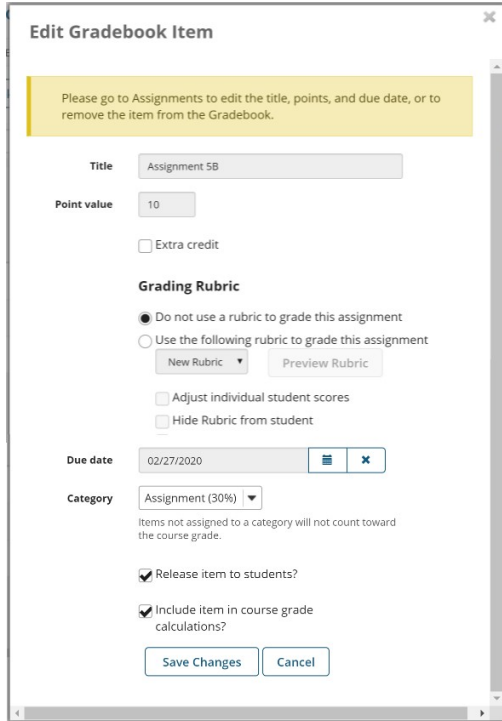
All gradebook items allow you to do the following:

- Edit Item Details
- View Grade Statistics
- Move Left
- Move Right
- Hide Item
- Message Students

Gradebook-created items also allow you to perform these two additional actions:

- Set Score for Empty Cells
- Delete Item

Edit Item Details

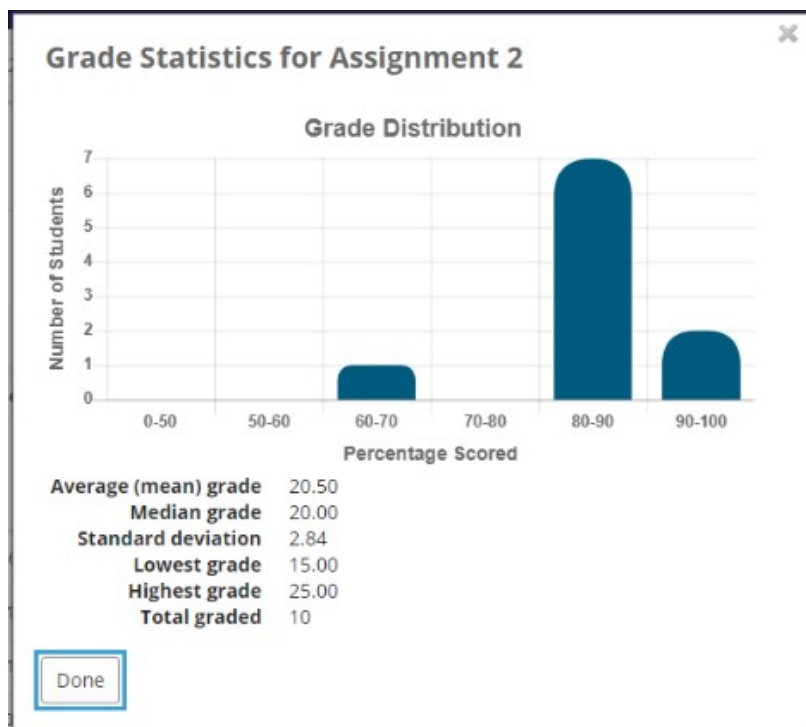


The screenshot shows a web-based dialog box titled "Edit Gradebook Item" with a close button in the top right corner. A yellow banner at the top contains the text: "Please go to Assignments to edit the title, points, and due date, or to remove the item from the Gradebook." Below this, the form is organized into sections. The "Title" section has a text input field containing "Assignment 5B". The "Point value" section has a numeric input field set to "10" and an unchecked checkbox for "Extra credit". The "Grading Rubric" section features two radio buttons: "Do not use a rubric to grade this assignment" (which is selected) and "Use the following rubric to grade this assignment". Below the radio buttons are a "New Rubric" dropdown menu and a "Preview Rubric" button. There are also two unchecked checkboxes: "Adjust individual student scores" and "Hide Rubric from student". The "Due date" section shows a date input field with "02/27/2020" and two small icons (a calendar and a close button). The "Category" section has a dropdown menu showing "Assignment (30%)" and a note below it: "Items not assigned to a category will not count toward the course grade." At the bottom, there are two checked checkboxes: "Release item to students?" and "Include item in course grade calculations?". Finally, there are two buttons at the very bottom: "Save Changes" and "Cancel".

The **Edit Item Details** option allows you to make changes to Extra Credit, the Grading Rubric, Category, Release, and grade calculation settings.

For Gradebook-created items, you may also modify the Title, Point value, and Due date. For items coming from other tools, those details must be modified within the origin tool.

View Grade Statistics



The View Grade Statistics option gives you a quick summary of the grade distribution for that item, including the mean, median, standard deviation, lowest score, highest score, total number of graded scores, and a bar chart illustrating the data.

Move Left

Homework 2	Homework 1
Cat: Homework [24%] Total: 100 Due: -	Cat: Homework [24%] Total: 100 Due: -
95	86
34	74
94	93
94	89

The **Move Left** option moves the selected item one column to the left.

Footer

Move Right

Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -
86	95
74	34
93	94
89	94

The **Move Right** option moves the selected item one column to the right.

Hide Item.

Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -
86	92
74	83
93	98
89	91

The **Hide Item** option hides the column from the instructor's display. However, it DOES NOT control release of the item to students.

Notice that hidden items are indicated by small arrows in place of the item. Click on the arrows to show the item again.

Message students.

The screenshot shows a 'Message Students' dialog box. At the top, it says 'Assignment 3'. Below that is a 'Subject:' label followed by a text input field containing 'Type your subject here ...'. This is marked with a circled '1'. Below the subject field is a 'Message:' label followed by a large text area for the message body, marked with a circled '2'. Below the message area are two dropdown menus. The first is labeled 'Who do you want to message?' and currently shows 'Ungraded students', marked with a circled '3'. The second is labeled 'Only students in a group?' and currently shows 'Site', marked with a circled '4'. Below these dropdowns is a button labeled 'Show Recipients', marked with a circled '5'. At the bottom left is a button labeled 'Send', marked with a circled '6'.

The **Message Students** option allows you to send a quick message to students regarding the selected gradebook item.

1. Enter a **Subject** for your message.
2. Type your message into the text box provided. (*Note: Only plain text is supported. The rich text editor is not available here.*)
3. Choose the recipients of the message from the drop-down menu. You can select **Ungraded Students**, **Graded Students**, or **All Students**.
4. Specify if you want to send the message to the whole **Site**, or only a selected **Group** in the drop-down menu.
5. The **Show Recipients** button will display a list of the students selected to receive the message.
6. Click **Send** to send the message.

Set Score for Empty Cells

Set Score for Empty Cells

Provide a value below to override all currently ungraded (i.e., empty) cells.

Note: The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section

All Sections/Groups ▼

* Grade Override

0.0

/100

Done

Cancel

For Gradebook-created items, you may select **Set Score for Empty Cells** to automatically set the score for all ungraded students for that gradebook item only. You may also select a specific section or group from the drop-down menu to apply the specified grade to only that section or group. This action only applies to students with ungraded items. Previously graded students will not be affected.

Delete Item

Delete Item

Please be aware that deleting this Gradebook item cannot be undone and scores entered will be removed from the gradebook.

DELETE

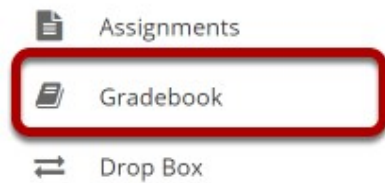
Cancel

For Gradebook-created items, you may select **Delete Item** to remove the item and all associated scores for that item.

Note: Be careful! This action cannot be undone! There is no UNDO button for deleting a grade item and its scores from the Gradebook.

How do instructors view and print individual student grades?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Select the student's name.

Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	Homework Weighted Average [24%]
Erin Martin (student03)	B- (80.7%)	86	95	92	91%
Jeremy Smith (student04)	B (83.61%)	74	34	83	63.67%
Mary Thompson (student01)	A (95.57%)	93	94	98	95%
Steven Johnson (student02)	A- (91.41%)	89	94	91	91.33%

To view all grades for a single student, click on the student's name.

The student's individual grade summary will appear.

Grade Summary for Erin Martin (student03)

Grade Summary

Student Review Mode

Print

Course Grade: B- (80.7%) Not released to students*

☒ Group By Category

Expand All

Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Final	76%	30%		
Final	76 /100		02/27/2020	
▼ Homework	91%	24%		
Homework 1	86 /100		-	
Homework 2	95 /100		-	
Homework 3	92 /100		-	
▼ Midterm	62%	20%		
Midterm	62 /100		-	
▼ Projects	91%	26%		
Project 1	87 /100		-	
Project 2	95 /100		-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

Next Student →

Done

The individual grade summary is the same information students see when they view their grades.

You may use the **Next Student** link (or the **Previous Student** link if applicable) to go immediately to the grade summary for the next (or previous) student in the list.

Student Review Mode

Grade Summary for Erin Martin (student03)

Grade Summary **Student Review Mode** Print

☒ Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Final	76%	30%		
Final	76 /100		02/27/2020	
▼ Homework	91%	24%		
Homework 1	86 /100		-	
Homework 2	95 /100		-	
Homework 3	92 /100		-	
▼ Midterm	62%	20%		
Midterm	62 /100		-	
▼ Projects	91%	26%		
Project 1	87 /100		-	
Project 2	95 /100		-	

Done

If you would like to discuss the individual grade summary with a student in person, but you don't want the student to see other sensitive information in the Gradebook, select the **Student Review Mode** tab in the individual grade summary window. This option blurs the background so that other students' information is not visible to the student viewing the screen.

Printing Individual Student Grades

Grade Summary for Erin Martin (student03)

Grade Summary

Student Review Mode

Print

Course Grade: B- (80.7%) Not released to students*

☒ Group By Category

[Expand All](#)

[Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Final	76%	30%		
Final	76 /100		02/27/2020	
▼ Homework	91%	24%		
Homework 1	86 /100		-	
Homework 2	95 /100		-	
Homework 3	92 /100		-	
▼ Midterm	62%	20%		
Midterm	62 /100		-	
▼ Projects	91%	26%		
Project 1	87 /100		-	
Project 2	95 /100		-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

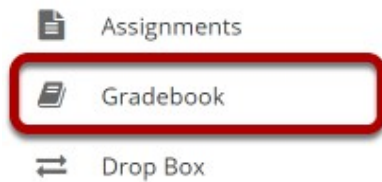
[Next Student](#)

Done

Click the **Print** button in the individual grade summary screen to print an individual student's grades.

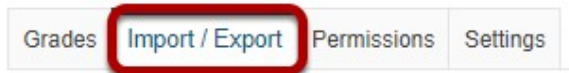
How do I export grades from Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Select Custom Export. (Optional)

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xlsx formats) below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen



Conventions used

The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLSX files are also supported. The following conventions are used in the Import/Export process:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook Items may include points by wrapping the points in [] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

You may set the options for customized exports by clicking the **Custom Export** link.

Choose the items you would like to include in your export.

Custom Export

Select from the options below to customize your Gradebook export.

Customized exports can only be imported back into the system if Student ID and Student Name are retained in the first and second columns and all other formatting conventions are followed.

☒ Student ID

☒ Gradebook Item Scores

☒ Student Name

☒ Gradebook Item Comments

☐ Student Display ID

☒ Course Grade

☐ Section Membership

☒ Calculated Course Grade

☐ Course Grade Override Date

☐ Grade Override

Filter by group/section

All Sections/Groups

DOWNLOAD CUSTOM EXPORT

Cancel

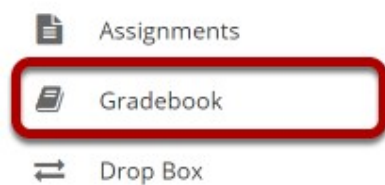
Click Download Custom Export.

DOWNLOAD CUSTOM EXPORT

Cancel

How do I exclude a grade for a specific student?

Go to Gradebook.




Select the **Gradebook** tool from the Tool Menu of your site.

For the Gradebook item that you want to excuse, select the down arrow within the cell for the student's grade and choose Excuse/Include Grade.

Students	Course Grade	Homework 1 Cat: Homework Total: 10 Due: -	Homework 2 Cat: Homework Total: 10 Due: -	Homework Total: 20 Drop Lowest: 1
Hart, Vanessa (demostudent02)	A (100%)	10	8	100%
Mackenzie, Nathan (demostudent05)	B (80%)	7	8	80%
North, Theresa (demostudent04)	B (80%)	8		80%
Sutherland, Ella (demostudent03)	A (100%)	9		100%
Truman, Jennifer (demostudent01)	C (70%)	9	7	70%

The individual grade will be excluded from course grade calculations.

Students	Course Grade	Homework 1 Cat: Homework Total: 10 Due: -	Homework 2 Cat: Homework Total: 10 Due: -	Homework Total: 20 Drop Lowest: 1
Hart, Vanessa (demostudent02)	A (100%)	10	8	100%
Mackenzie, Nathan (demostudent05)	B (80%)	7	 8	70%
North, Theresa (demostudent04)	B (80%)	8	7	80%
Sutherland, Ella (demostudent03)	A (100%)	9	10	100%
Truman, Jennifer (demostudent01)	C (70%)	8	7	70%

Note: The excluded grade cell will show a calculator icon with a diagonal line through it and the score itself will be in strike-through font, indicating that it has been excluded.

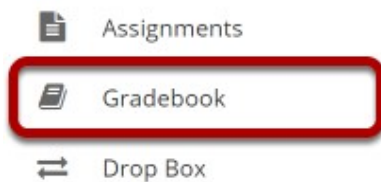
How do I format my file for importing grades into Gradebook?

Instructors can manage grades offline in a spreadsheet and then import the file to update the course Gradebook. You can also import a file as a method for quickly creating several Gradebook items at once.

The easiest way to obtain a file in the proper import format is to export your Gradebook and use that file as a template. This way it will contain all of the student information in your site, as well as any existing Gradebook item information in your site.

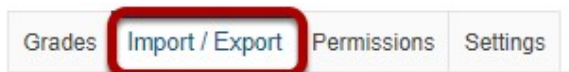
Note: You can only update graded items that have been created within the Gradebook. Graded items that come from other tools, such as Assignments or Tests & Quizzes, cannot be updated via file import.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Click Export Gradebook.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Export Gradebook [Custom Export](#)

Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xlsx formats) below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen

CONTINUE

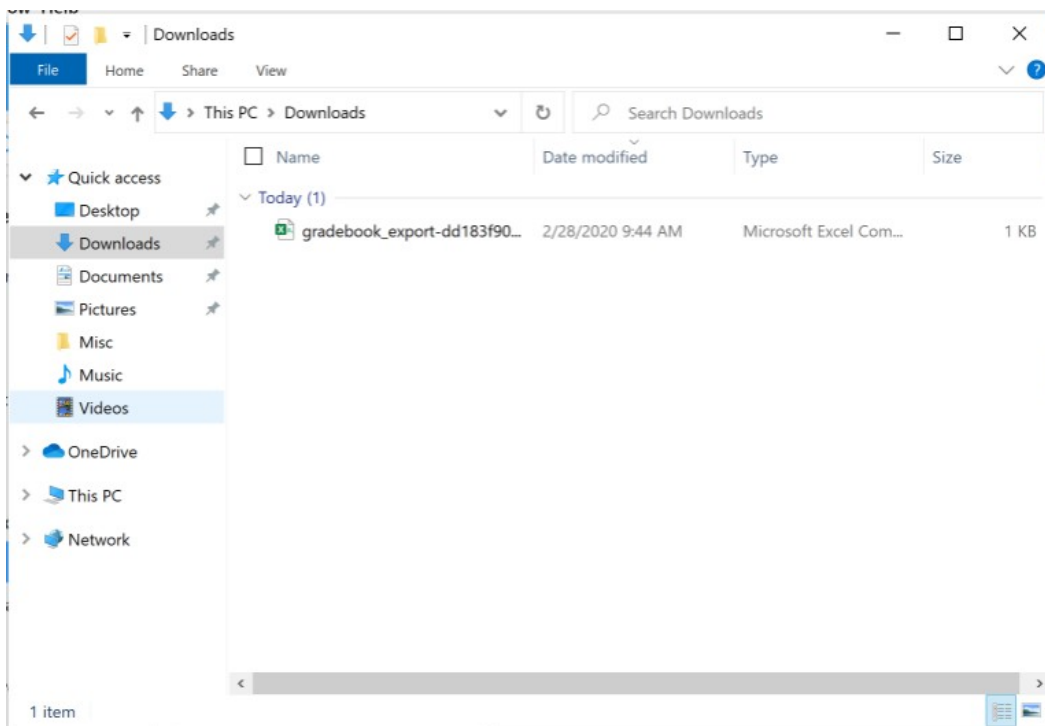
Cancel

Conventions used

The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLSX files are also supported. The following conventions are used in the Import/Export process:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook Items may include points by wrapping the points in [] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

The export will download as a .csv file.



Open the file in your preferred spreadsheet application.

Student ID	Name	Assignment 2 [10]	* Assignment 2	Assignment 5B [10]	* Assignment 5B	Assignment 3 [100]	* Assignment 3	Assignment 1 [100]	* Assignment 1	Course Goals [10]
demostude	Student 1,	9	Great job!			95		85		10
demostude	Student 2,	10				95		95		10
demostude	Student 3,	8				100		100		5

Add columns, grades, and/or feedback as needed, and save your file.

AutoSave

gradebook_export-dd183f90-6478-46bd-a980-ea8f14716694 - Excel

Marianne Bradley

Share Comments

FileHomeInsertDrawPage LayoutFormulasDataReviewViewHelp

Paste

Clipboard

Calibri 11

Font

Alignment

General

Number

Styles

Cells

Editing

Ideas

G8

	A	B	C	D	E	F	G	H	I	J	K
1	Student ID	Name	Assignment 2 [10]	* Assignment 2	Assignment 5B [10]	* Assignment 5B	Assignment 3 [100]	* Assignment 3	Assignment 1 [100]	* Assignment 1	Course Goals [10]
2	demostude	Student 1,	9	Great job!		8	Good job.	95	Great thesis.	85	Good job.
3	demostude	Student 2,	10	Nice work.		8	Good job.	95	I thought the exam was good.	95	Nice work.
4	demostude	Student 3,	8	Well done.		10	Great work!	100	Excellent work here.	100	Really great argument.
5											
6											
7											
8											
9											
10											
11											
12											

gradebook_export-dd183f90-6478-

Ready

100%


The import file must be in .csv file format. Also, be sure to use the following conventions:

1. Student ID and Student Name are the first two columns and must be retained for any future imports.
2. Gradebook Items/Assignments may include points by wrapping the points in [] after the title (e.g., Assignment 1 [50]).
3. Comments can be imported by prefixing the column with a * (e.g., * Assignment 1).

4. Columns that cannot be re-imported are prefixed with #.

Note: You may add new items to the gradebook by including new columns in your file. If you add any new columns without a point value in brackets, Sakai will prompt you to indicate the number of points upon import.

Return to Gradebook > Import/Export to browse for and select your import file.

 **GRADEBOOK**

[Link](#) [Help](#) [Close](#)

[Grades](#) [Import / Export](#) [Permissions](#) [Settings](#)

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Export Gradebook](#) [Custom Export](#)

Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xlsx formats) below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File

No file chosen

[CONTINUE](#) [Cancel](#)

Conventions used

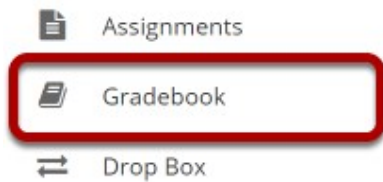
The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLSX files are also supported. The following conventions are used in the Import/Export process:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook Items may include points by wrapping the points in [] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

For more information on importing your items into Gradebook, see [How do I import grades into Gradebook?](#)

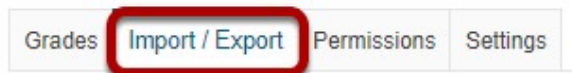
How do I import grades into Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Click Choose File.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xlsx formats) below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.



Conventions used

The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLSX files are also supported. The following conventions are used in the Import/Export process:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook items may include points by wrapping the points in [] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

Click the **Choose File** button to browse for and select your import file.

Note: The import file must be in a specific format in order to import correctly. It should be a .CSV file and contain the appropriate student and Gradebook item data. See [How do I format my file for importing grades into Gradebook?](#) for more information.

Click Continue.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Export Gradebook

[Custom Export](#)

Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xlsx formats) below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File gradebook_e...4716694.csv

CONTINUE

Cancel

After locating and selecting your import file, click **Continue** to import the grades.

Select the items to be imported.

Gradebook Item Import Selection

The system has analyzed the contents of your file upload and has identified new/updated information where applicable. Please select from the desired items below.

Note: Selecting "Update" items will override existing values for that item.

☐ Hide items with no changes

	Title	Points	Status
<input checked="" type="checkbox"/>	Assignment 2	10	No changes
<input checked="" type="checkbox"/>	+ comments		Update
<input checked="" type="checkbox"/>	Assignment 5B	10	External
<input checked="" type="checkbox"/>	+ comments		External
<input checked="" type="checkbox"/>	Assignment 4	100	New
<input checked="" type="checkbox"/>	+ comments		No changes
<input checked="" type="checkbox"/>	Assignment 3	100	No changes
<input checked="" type="checkbox"/>	+ comments		Update
<input checked="" type="checkbox"/>	Assignment 1	100	No changes
<input checked="" type="checkbox"/>	+ comments		Update
<input checked="" type="checkbox"/>	Course Goals	10	No changes
<input checked="" type="checkbox"/>	+ comments		No changes

If selecting new items, you will need to confirm the settings on the following screen(s).

Back

NEXT

Cancel

A summary of changes will be previewed for you. Check the box next to each of the items you would like to create or update. Then, click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

New Item Options

New Item Creation (1 of 1)

* Title

* Point value

☐ Extra credit

Grading Rubric

☒ Do not use a rubric to grade this assignment
☐ Use the following rubric to grade this assignment

☐ Adjust individual student scores
☐ Hide Rubric from student

Due date

Category ▼
Items not assigned to a category will not count toward the course grade.

☒ Release item to students?
☒ Include item in course grade calculations?

[Preview Grades for 'Assignment 4'](#)

If you are creating new items as part of the import, you will be prompted to edit the item options for each new item. Select the desired options and click **Next** to continue.

Note: Item options may differ depending on your specific Gradebook settings (e.g., Grading Rubric and Category options).

Click Finish.

Confirmation

Upon clicking **Finish**, you will be completing the following actions:

Updating data for existing Gradebook Item(s):

Title	Points
Assignment 1	100
Assignment 1 (Comments)	
Assignment 2	10
Assignment 4	100
Course Goals	10

Import confirmation.

GRADEBOOK

Link

Help

Grades

Import / Export

Permissions

Settings

Gradebook items imported successfully!

Add Gradebook Item

All Sections/Groups

Filter students

Showing 3 students

Showing 7 of 7 columns

View Columns

Item Order

Group By Category

Bulk Edit

Students	Course Grade	Assignment 2 Cat: Assignment [30%] Total: 10 Due: -	Assignment 5B Cat: Assignment [30%] Total: 10 Due: 02/27/2020	Assignment 3 Cat: Assignment [30%] Total: 100 Due: -	Assignment Cat: Assignme Total: 100 Due: -
Student 1, Demo (demostudent01)	B (85.24%)	9		95	7
Student 2, Demo (demostudent02)	A- (94.76%)	9		95	9
Student 3, Demo (demostudent03)	B (84.76%)	8		100	7

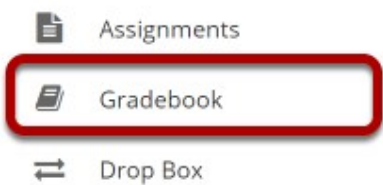
You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.

How do I override a course grade in Gradebook?

Notes:

- When manually entering a course grade, you must use the appropriate grade type for the Gradebook schema you have selected. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add + (plus sign) or - (minus sign) to the letter grade. If the course is graded on a Pass/Not pass scale, you will only be able to enter the letters P or N.
- A numerical value for the override can be entered, however the value will be mapped to the letter grade scale. For example, if the letter grade scale is set so the minimum % for an A grade is 95, then entering a numerical value of 97 will be mapped to 95%.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override.

Students	Course Grade	<input checked="" type="checkbox"/> Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	<div>Course Grade Override</div> <div>Course Grade Override Log</div>	25	80%	92	92%
Thompson, Mary (student01)		0	71.43%	76	76%

Enter override score and save.

Course Grade Override for Steven Johnson
(student02)

To provide a final course grade override, enter the desired letter grade into the field below. You may enter both + and - grades.

Student Name	Student ID	Points	Calculated Grade	Grade Override
Steven Johnson	student02	234/275	B (85.09%)	<input type="text" value="A"/>

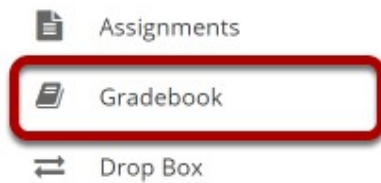
SAVE COURSE GRADE OVERRIDE

Cancel

1. Enter the new course grade to replace the autocalculated grade.
2. Click **Save Course Grade Override**.

How do I view the course grade override log in Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

In the **Course Grades** column, select the down arrow within the cell for the student's grade and choose **Course Grade Override Log**.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	Course Grade Override	25	80%	92	92%
Thompson, Mary (student01)	Course Grade Override Log	0	71.43%	76	76%

The log will display.

Course Grade Override Log for Steven Johnson (student02)

02/28/2020 10:23 - Course Grade set to **A** by ktinstructor

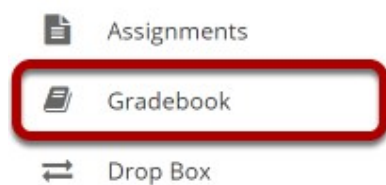
Done

The Course Grade Override Log will display the date and time when the grade was overridden, as well as the change in grade and the username of the user that made the change.

How do I set all ungraded items to zero in Gradebook?





Note: Gradebook does not include ungraded items in the course grade calculation. This could result in a higher course grade average for a student if he or she has incomplete items. To include a Gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all Gradebook items that have not been graded, you should set ungraded items to zero. This can be done for all students and all Gradebook items in a single step.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Select the down arrow in the Course Grades column.

Students	Course Grade	<input checked="" type="checkbox"/> Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)		 24	82.29%	90 	90%
Martin, Erin (student03)	B (64.36%)	 25	80%	92	92%
Thompson, Mary (student01)	C (73.09%)	 0	71.43%	76	76%

Click Set Zero Score for Empty Cells.

Students	Course Grade	<input checked="" type="checkbox"/> Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)		24	82.29%	90	90%
Martin, Erin (student03)	B (64.36%)	25	80%	92	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	76	76%

Click Update.

Set zero score for empty cells

The Gradebook automatically calculates the course grade for students as items are graded. To accurately calculate the course grades, all gradable items must be assigned a grade. Continuing will assign zero to any grade items that do not have a grade. Not zeroing may result in higher course grades than intended.

Note: Clicking Update will assign a grade of zero to all ungraded items in this gradebook. **This can not be undone!**

UPDATE Cancel

You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Update**.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!

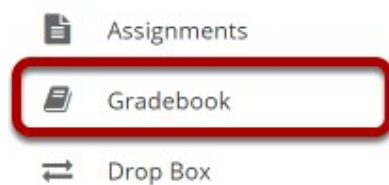
How does extra credit work in Gradebook?

The extra credit (EC) feature in Gradebook can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the Gradebook see [How do I set up my Gradebook?](#) or [How do I add items to the Gradebook?](#)

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

Note: It is important that you DO NOT make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Setting EC at the Item Level

Students	Course Grade	Quiz 2 Total: 10 Due: -	Quiz 3 Total: 10 Due: -	Quiz 4 Total: 10 Due: -	EC Quiz Total: 10 Due: -
Johnson, Steven (student02)	-				
Martin, Erin (student03)	-				
Smith, Jeremy (student04)	-				
Thompson, Mary (student01)	-				

1

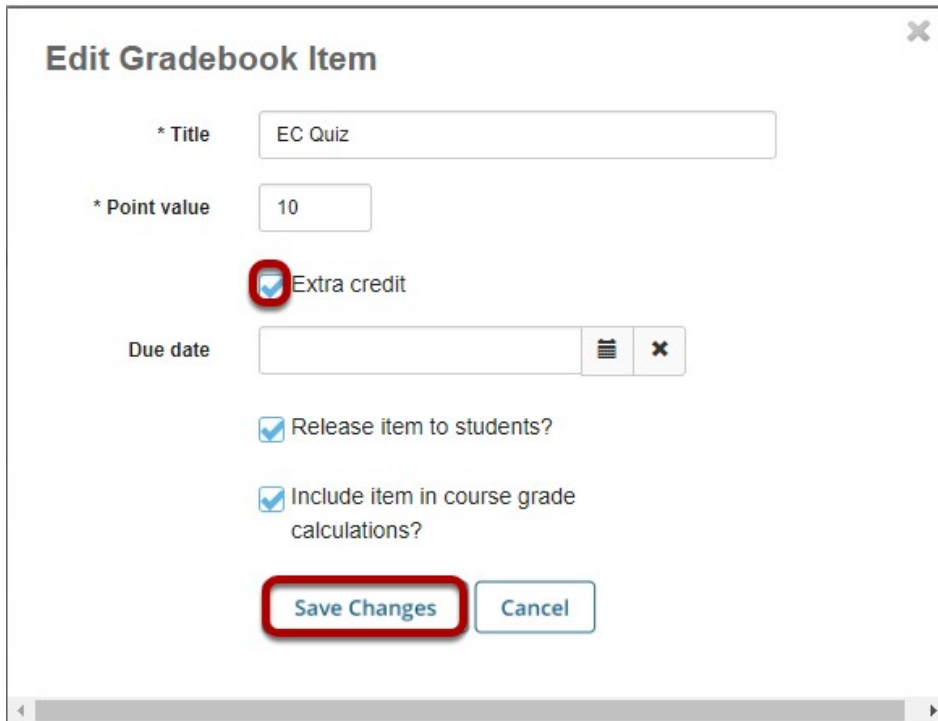
2

Edit Item Details
View Grade Statistics
Move Left
Move Right
Set Score for Empty Cells
Hide Item
Message Students
Delete Item

1. Select an item's drop-down menu.

2. Select **Edit Item Details**.

Check the box next to Extra Credit and click Save Changes.



Edit Gradebook Item

* Title: EC Quiz

* Point value: 10

☒ Extra credit

Due date: [calendar icon] [close icon]

☒ Release item to students?

☒ Include item in course grade calculations?


Save Changes Cancel

Tip: The extra credit option may also be set when adding a new Gradebook item.

Extra Credit Item

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: EC Item in Gradebook with No Categories

Students	Course Grade	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 10 Due: -	Quiz 3 Total: 10 Due: -	Quiz 4 Total: 10 Due: -	 EC Quiz Total: 10 Due: -
Johnson, Steven (student02)	-					
Martin, Erin (student03)	-					
Smith, Jeremy (student04)	-					
Thompson, Mary (student01)	A+ (125%)	10	10	10	10	10

An extra credit item will display a plus (+) icon in the column header to indicate that it is an extra credit item.

Example scenario: In a gradebook that contains three quizzes worth 10 points each, where two of the quizzes are for credit and one quiz is for extra credit, the total points possible for all quizzes is 20 (i.e., two quizzes worth 10 points each).

A student who scores 10/10 points on **all three quizzes** will earn a course grade of 30/20 points, or 150%: 10 points for the extra credit quiz are added on top of the total points of the other items.

A student who scores 10/10 points on **only two of the quizzes** (i.e., skipping any one of the quiz items) will earn an overall grade of 20/20, or 100%.

An extra credit quiz can make up for a missed quiz when the extra credit item is worth the same point value.

Example: EC Items within Weighted Categories

Students	Course Grade	Assignment 1 Cat: Assignments [40%] Total: 10 Due: -	Assignment 2 Cat: Assignments [40%] Total: 10 Due: -	Assignment 3 Cat: Assignments [40%] Total: 10 Due: -	EC Assignment Cat: Assignments [40%] Total: 10 Due: -	Assignments Weighted Average [40%]
Johnson, Steven (student02)	-					-
Martin, Erin (student03)	-					-
Smith, Jeremy (student04)	-					-
Thompson, Mary (student01)	A+ (128.33%)	10	10	10	10	133.33%

In a weighted category, extra credit items are averaged together with the other items before the category average is weighted.

Example scenario: In an Assignments category worth 40% of the course grade, there are three regular assignments and one extra credit assignment, each worth 10 points.

The points for all four items are added together (e.g., 40 points), then divided by the total points possible (30). If a student receives perfect scores on every assignment, his or her category average would be 133.33%.

The category average is weighted as 40% of the course grade, so the weighted category average is 53.3% of the course grade.

Setting EC at the Category Level



Click **Settings**.

Check the box next to Extra Credit and click Save Changes.

Settings [Expand All](#) [Collapse All](#)

▸ Grade Entry

▸ Grade Release Rules

▸ Statistics

▼ Categories & Weighting

☐ No categories

☒ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest ☐ Drop lowest ☐ Keep highest ☐ Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	Extra Credit	Gradebook Items	Remove
☰	Exams	<input type="checkbox"/>	0 item(s)	Remove
☰	Assignment	<input type="checkbox"/>	4 item(s)	Remove
☰	Discussions	<input type="checkbox"/>	0 item(s)	Remove

[Add a category](#)

▸ Grading Schema

[SAVE CHANGES](#) [Cancel](#)

In Gradebook Settings, add a category and check the box in the **Extra Credit** column next to the category. Then click **Save Changes**.

Extra Credit Category

Now, let's say that you want to create an extra category rather than an extra credit item. This can be useful if your Gradebook includes weighting, or if you have several EC items that you want to group together into a category.

Example: EC Category Only

Students	Course Grade	EC Quiz Cat: 📁 Extra Credit Total: 10 Due: -	EC Discussion Cat: 📁 Extra Credit Total: 10 Due: -	EC Assignment Cat: 📁 Extra Credit Total: 10 Due: -	📁 Extra Credit
Johnson, Steven (student02)	-				-
Martin, Erin (student03)	-				-
Smith, Jeremy (student04)	-				-
Thompson, Mary (student01)	A+ (130%)	10	10	10	100%

Sample extra credit category scenario: The Gradebook is configured with *Categories only* (no weighting). One category is designated as extra credit. Three items worth 10 points each are assigned to the category.

In this scenario, a student who earns a perfect score for all Gradebook items, including 10/10 points for all three items in the extra credit category, will receive 130/100 points possible, or 130%.

Example: EC with Weighted Categories

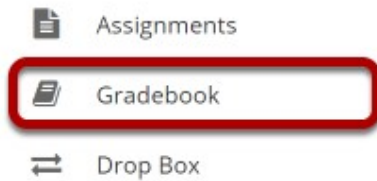
Students	Course Grade	EC Quiz	EC Discussion	EC Assignment	Extra Credit Weighted Average [5%]
		Cat: Extra Credit [5%] Total: 10 Due: -	Cat: Extra Credit [5%] Total: 10 Due: -	Cat: Extra Credit [5%] Total: 10 Due: -	
Johnson, Steven (student02)	-				-
Martin, Erin (student03)	-				-
Smith, Jeremy (student04)	-				-
Thompson, Mary (student01)	A+ (105%)	10	10	10	100%

Sample extra credit weighted category scenario: When you set **Categories and weighting** in a gradebook, the total relative weight of all categories must be 100%. However, if one category is designated as extra credit, you can have a combined category sum greater than 100%.

In this example, three regular categories are used and weighted as follows: Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. An extra credit category is worth 5% of the course grade. A student who completes all work in the extra credit category could potentially earn 105% for his or her course grade.

How do students view their grades in the Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

View your grade report.

Grade Report for Demo Student 2






[Print](#)

Course Grade: A- (94.76%)



☒ Group By Category

[Expand All](#)[Collapse All](#)

Gradebook Item		Grade	Weight	Due Date	Comments
▼ Assignment		94.76%	30%		
Assignment 2		9 / 10		-	Nice work.
Assignment 5B		- / 10		02/27/2020	
Assignment 3				-	I thought the examples you gave were innovative.
Assignment 4				-	
▼ Uncategorized		-			
Assignment 1		95 / 100		-	Nice work.
Course Goals		9 / 10		-	
Extra Credit		- / 10		-	

Grades and comments originating from sources other than the Gradebook (e.g., Assignments or Tests & Quizzes) will display with icons. Clicking on the icon will confirm the origin of the item.

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.

What are the different gradebook scenarios and which one is right for me?

There are many options for setting up your Gradebook in Sakai. Most gradebooks fall into one of the following types. Examples of each scenario are provided to help you determine which setup option is the best match for your course.

Simple Points-Based Gradebook

This type of Gradebook is a simple calculation of total points. The point value for each item is added up and the total points reflect the cumulative student grade for the course.

For more information on this scenario, see the related article [How do I set up a simple points-based Gradebook?](#)

Gradebook with Categories for Organization and/or Dropping Grades

This type of Gradebook uses categories to organize items into groups. For example, you might group all of the assignments into one category, all of the quizzes into another category, and so on. Optionally, once categories have been set up, you have the ability to drop the lowest or keep the highest grades within a category.

For more information on this scenario, see the related article [How do I set up a Gradebook with categories for organization and/or dropping grades?](#)

Gradebook with Weighted Categories

This type of Gradebook uses categories as well as weighting. For example, you might have an discussion category worth 20% of the grade, an assignments category worth 40% of the grade, and a quizzes category worth 40% of the grade.

For more information on this scenario, see the related article [How do I set up a Gradebook with weighted categories?](#)

How do I set up a simple points-based Gradebook?

In this scenario, you are setting up a simple Gradebook without any categories or weighting. It provides a straightforward calculation of total points earned in the course. With this type of Gradebook setup, you cannot use the Group by Category option to organize the visual layout of your Gradebook items. You also cannot drop scores automatically.

Go to Gradebook.

 Assignments

 Gradebook

 Drop Box

Click the Settings tab.

 GRADEBOOK

 Link

 Help



Grades

Import / Export

Permissions

Settings



Filter students

Showing 4 students

Students

Course Grade

[Student 1, Demo](#)
(demostudent01)

[Student 2, Demo](#)
(demostudent02)

[Student 3, Demo](#)
(demostudent03)

[Student 4, Demo](#)
(demostudent04)

-

-

-

-



There are no Gradebook items

ADD GRADEBOOK ITEM

Click to expand the Categories and Weighting section.

Grades

Import / Export

Permissions

Settings

Settings

[Expand All](#) [Collapse All](#)

▶ Grade Entry

▶ Grade Release Rules

▶ Statistics

▶ Categories & Weighting

▶ Grading Schema

SAVE CHANGES

Cancel

Select the No categories radio button and then click Save Changes.

Grades

Import / Export

Permissions

Settings

Settings

[Expand All](#) [Collapse All](#)

▶ Grade Entry

▶ Grade Release Rules

▶ Statistics

▼ Categories & Weighting

☒ No categories

☐ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

▶ Grading Schema

SAVE CHANGES

Cancel

Click the Grades tab.



Click Add Gradebook Item to create items.

A screenshot of a dialog box titled 'Add Gradebook Item'. It contains several fields and options, with five numbered steps indicating the process: 1. The 'Title' field is set to 'Homework 1'. 2. The 'Point value' field is set to '100'. 3. Under 'Grading Rubric', the option 'Do not use a rubric to grade this assignment' is selected. 4. Two checkboxes are checked: 'Release item to students?' and 'Include item in course grade calculations?'. 5. The 'Create' button is highlighted with a red box. Other elements include an 'Extra credit' checkbox, 'New Rubric' and 'Preview Rubric' buttons, and a 'Due date' field.

1. Add the following Gradebook items for this example: Homework 1, Homework 2, Homework 3, Homework 4, Project 1, Project 2, Project 3, Project 4, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign points for every item based on its value toward the final grade (in our scenario they are all equal at 100 points).
3. Attach a rubric if you will be using one.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item as needed.
5. Click **Create** to save the item.

Test the scenario.

Grade Summary for Demo Student 1 (demostudent01)

Grade Summary

Student Review Mode

Print

Course Grade: B+ (88.5%) Not released to students*

Gradebook Item	Grade	Due Date	Comments
Homework 1	89 /100	-	
Homework 2	94 /100	-	
Homework 3	78 /100	-	
Homework 4	82 /100	-	
Project 1	83 /100	-	
Project 2	88 /100	-	
Project 3	95 /100	-	
Project 4	91 /100	-	
Midterm	90 /100	-	
Final	95 /100	-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

Next Student →

Done

Let's say demostudent01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Homework 4 - 82 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Project 4 - 91 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

The grade calculation is $(89+94+78+82+83+88+95+91+90+95)/1000$ points. The student's overall grade average = 88.5%.

If you try this example and don't get the same results, you might want to go back and double check the following:

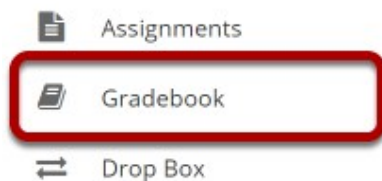
- Each gradebook item is worth 100 points
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes)

- The student grades were entered correctly

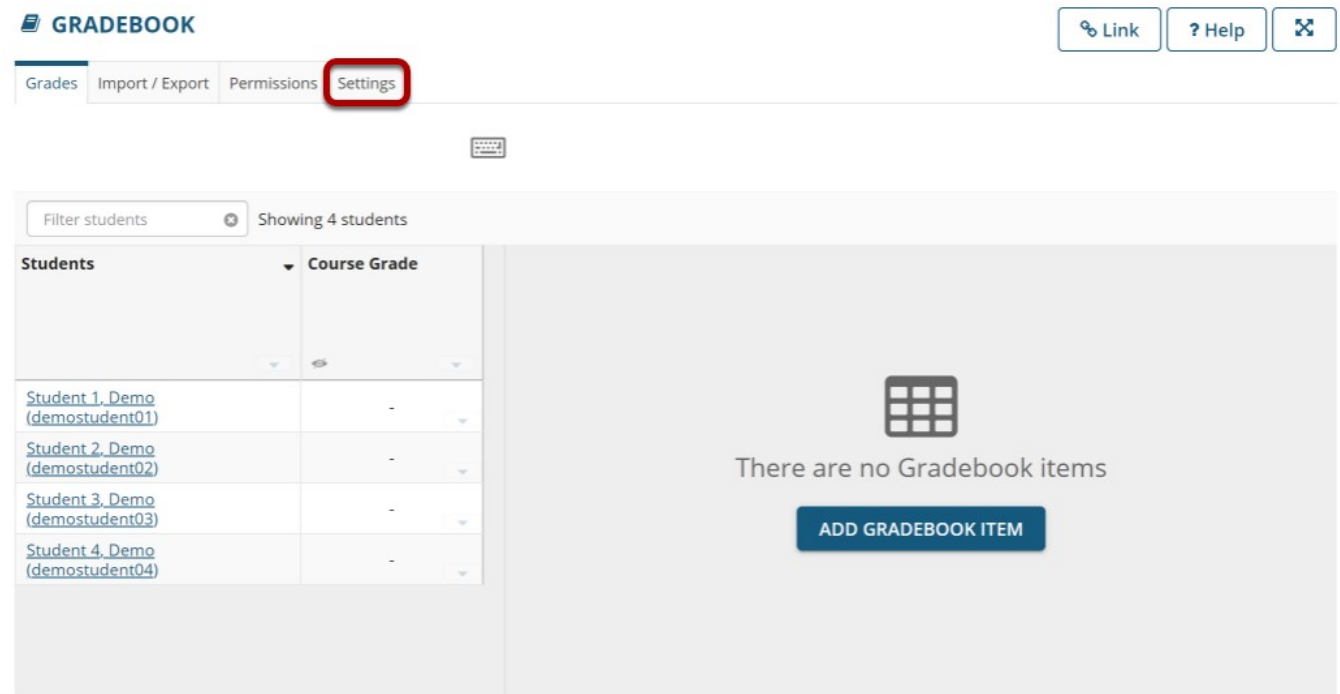
How do I set up a Gradebook with categories for organization and/or dropping grades?

In this scenario, you are setting up a gradebook with categories but no weighting. It provides a straightforward calculation of total points earned in the course. However, the addition of categories allows you to use the Group by Category option to organize the visual layout of your Gradebook items. In addition, you have the option to drop grades within categories if desired.

Go to Gradebook.



Click the Settings tab.

A screenshot of the GRADEBOOK interface. At the top, there's a header with 'GRADEBOOK' and three buttons: 'Link', 'Help', and a close icon. Below the header is a tab bar with 'Grades', 'Import / Export', 'Permissions', and 'Settings'. The 'Settings' tab is highlighted with a red rectangle. Below the tabs, there's a section with a 'Filter students' input and 'Showing 4 students'. A table with two columns, 'Students' and 'Course Grade', lists four demo students. To the right of the table, there's a large grey area with a grid icon, the text 'There are no Gradebook items', and a blue button labeled 'ADD GRADEBOOK ITEM'.

Click to expand the Categories and Weighting section.

GRADEBOOK

Link

Help

Grades

Import / Export

Permissions

Settings

Settings

Expand All

Collapse All

▶ Grade Entry

▶ Grade Release Rules

▶ Statistics

▶ Categories & Weighting

▶ Grading Schema

SAVE CHANGES

Cancel

Select the Categories only radio button.

GRADEBOOK

Link

Help

Grades

Import / Export

Permissions

Settings

Settings

Expand All

Collapse All

▶ Grade Entry

▶ Grade Release Rules

▶ Statistics

▼ Categories & Weighting

☐ No categories

☒ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest ☐ Drop lowest ☐ Keep highest ☐ Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	Extra Credit	Gradebook Items	Remove
<div></div>	<input type="checkbox"/>	0 items(s)	<div>Remove</div>

Add a category

▶ Grading Schema

SAVE CHANGES

Cancel

Additional options display once you select categories only.

Enter categories.

▼ Categories & Weighting

☐ No categories

☒ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook Item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest

☐ Drop lowest

☐ Keep highest

☐ Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

2	Category	Extra Credit	Gradebook Items	Remove
	<div><div></div><div>Homework</div></div>	<input type="checkbox"/>	0 items(s)	<div>Remove</div>
	<div><div></div><div>Projects</div></div>	<input type="checkbox"/>	0 items(s)	<div>Remove</div>
	<div><div></div><div>Exams</div></div>	<input type="checkbox"/>	0 items(s)	<div>Remove</div>

Add a category

1

► Grading Schema

SAVE CHANGES

Cancel

1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework, Projects, Exams.

Enable drop highest, drop lowest, and/or keep highest. (Optional)

▼ Categories & Weighting

☐ No categories

☒ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☒ Drop highest

☒ Drop lowest

☒ Keep highest

☐ Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
≡	Homework	<input type="checkbox"/>	0 items(s)	0	0	0	Remove
≡	Projects	<input type="checkbox"/>	0 items(s)	0	0	0	Remove
≡	Exams	<input type="checkbox"/>	0 items(s)	0	0	0	Remove

Add a category

► Grading Schema

SAVE CHANGES

Cancel

If you would like to be able to drop or keep a subset of scores within categories, check the box next to **Drop highest**, **Drop lowest**, and/or **Keep highest**.

Note: In order to drop items within a category, all items in that category must be worth the same point value. Additionally, there is the option to check the Equal Weight box. This will reconfigure all items in that category to be weighted on a points scale of 100.

Indicate the number of items to be dropped or kept within each category.

▼ Categories & Weighting

☐ No categories

☒ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☒ Drop highest ☒ Drop lowest ☒ Keep highest ☐ Equal weight


To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	<input type="text" value="Homework"/>	<input type="checkbox"/>	0 items(s)	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="button" value="Remove"/>
☰	<input type="text" value="Projects"/>	<input type="checkbox"/>	0 items(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="button" value="Remove"/>
☰	<input type="text" value="Exams"/>	<input type="checkbox"/>	0 items(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Remove"/>

► Grading Schema

Click Save Changes.

Click the Grades tab.

 **GRADEBOOK**

Link

Help

Grades

Import / Export

Permissions

Settings

Filter students

Showing 4 students

Students	Course Grade
Student 1, Demo (demostudent01)	-
Student 2, Demo (demostudent02)	-
Student 3, Demo (demostudent03)	-
Student 4, Demo (demostudent04)	-

There are no Gradebook items

ADD GRADEBOOK ITEM

Click Add Gradebook Item to create items and associate them with the appropriate categories.

1. Add the following Gradebook items for this example: Homework 1, Homework 2, Homework 3, Homework 4, Project 1, Project 2, Project 3, Project 4, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign 100 points for every item.
3. Make sure to assign each Gradebook item to the appropriate category. All Homework items should be assigned to the Homework category, Project items should be assigned to the Projects category, the Midterm and the Final to the Exam category.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:

Gradebook Item	Grade	Due Date	Comments
Exams	92.5%		
Midterm	90 /100	-	
Final	95 /100	-	
Homework Drop Lowest: 1	88.33%		
Homework 1	89 /100	-	
Homework 2	94 /100	-	
Homework 3	78 /100	-	
Homework 4	82 /100	-	
Projects Keep Highest: 2	93%		
Project 1	83 /100	-	
Project 2	88 /100	-	
Project 3	95 /100	-	
Project 4	91 /100	-	

Let's say demostudent01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Homework 4 - 83 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Project 4 - 91 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

If no grades are dropped, then the grade calculation is $(89+94+78+82+83+88+95+91+90+95)/1000$ points. The student's overall grade average = 88.5%.

If the lowest 1 score is dropped in the Homework category, and the highest two scores are kept in the Projects category, the grade calculation would be $(89+94+82+95+91+90+95)/700$ points. The student's overall grade average = 90.86%.

If you try this example and don't get the same results, you might want to go back and make sure that:

- The categories and dropped scores within categories are set up correctly.
- Each gradebook item is worth 100 points.
- Each gradebook item is assigned to the correct category.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

How do I set up a Gradebook with categories and weighting?

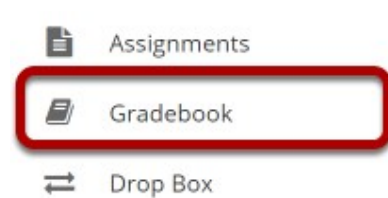
In this scenario, we will pretend that you have homework, projects, a midterm, and a final to grade. You would like the weighting to be as follows:

- 3 Homework assignments - 24% of the total grade
- 2 Projects - 26%
- 1 Midterm - 20%
- 1 Final - 30%

The percentages of all the weighting must add up to 100%.

It is easiest to set up your Gradebook first, and then create or add items to the Gradebook. But don't worry, if you have already set up your Gradebook items (homework assignments, projects, etc), you can come back and do this setup later and then assign the Gradebook items to the appropriate categories. It is also easy to add categories and even change the weighting of grades at any time.

Go to Gradebook.



Click the Settings tab.

GRADEBOOK [Link](#) [Help](#) [Settings](#)

Grades Import / Export Permissions **Settings**

Filter students Showing 4 students

Students	Course Grade
Student 1, Demo (demostudent01)	-
Student 2, Demo (demostudent02)	-
Student 3, Demo (demostudent03)	-
Student 4, Demo (demostudent04)	-

There are no Gradebook items

[ADD GRADEBOOK ITEM](#)

Click to expand the Categories and Weighting section.

Grades Import / Export Permissions **Settings**

Settings [Expand All](#) [Collapse All](#)

- Grade Entry
- Grade Release Rules
- Statistics
- Categories & Weighting**
- Grading Schema

[SAVE CHANGES](#) [Cancel](#)

Select the Categories & weighting radio button.

▼ Categories & Weighting

☐ No categories

☐ Categories only

☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest ☐ Drop lowest ☐ Keep highest ☐ Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	%	Extra Credit	Gradebook Items	Remove
☰	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0 items(s)	<button>Remove</button>
Total:	0%	Weighting for the categories must equal 100%			

Add a category

► Grading Schema

SAVE CHANGES

Cancel

Additional options will display once you select categories and weighting.

Enter categories and percentage weighting.

Categories & Weighting

☐ No categories
☐ Categories only
☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest ☐ Drop lowest ☐ Keep highest ☐ Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

2	Category	%	Extra Credit	Gradebook Items	Remove
	Homework	24	<input type="checkbox"/>	0 items(s)	<button>Remove</button>
	Projects	26	<input type="checkbox"/>	0 items(s)	<button>Remove</button>
	Midterm	20	<input type="checkbox"/>	0 items(s)	<button>Remove</button>
	Exam	30	<input type="checkbox"/>	0 items(s)	<button>Remove</button>

Total: 100%


1 **Add a category**

3 **Grading Schema**

SAVE CHANGES Cancel

1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework 24%, Projects 26% , Midterm 20%, and Final 30%.
3. Click **Save Changes** when you finished adding categories.

Click the Grades tab.


 **GRADEBOOK**


Grades


Import / Export

Permissions

Settings

 Link


 Help



Filter students

Showing 4 students

Students	Course Grade
Student 1, Demo (demostudent01)	-
Student 2, Demo (demostudent02)	-
Student 3, Demo (demostudent03)	-
Student 4, Demo (demostudent04)	-



There are no Gradebook items

ADD GRADEBOOK ITEM

Click Add Gradebook Item to create items and associate them with the appropriate categories.

1. Add seven Gradebook items: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Midterm, Final. The title for the first item is shown in the image above.
2. For the sake of this example we will assign 100 points for every item.
3. Make sure to assign each Gradebook item to the appropriate category. All three Homework items should be assigned to the Homework category, both Project items should be assigned to the Projects category, the Midterm to the Midterm category, and the Final to the Final category. It may not feel intuitive to have categories with only one Gradebook item, but having all the grades accounted for at the category level is what allows us to control the weighting.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:

Grade Summary for Demo Student 1 (demostudent01)

Grade Summary Student Review Mode Print

Course Grade: B+ (89.61%) Group By Category Expand All Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Exam	95%	30%		
Exam	95 /100		-	
▼ Homework	87%	24%		
Homework 1	89 /100		-	
Homework 2	94 /100		-	
Homework 3	78 /100		-	
▼ Midterm	90%	20%		
Midterm	90 /100		-	
▼ Projects	85.5%	26%		
Project 1	83 /100		-	
Project 2	88 /100		-	

Next Student →

Done

Let's say demostudent01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically calculate the weighting for you. In this case the final score is 89.61%

How does it come up with 89.61%?

- The average of the homework is $(89+94+78)/300$ points possible. Total = 87%
- The average of projects is $(83+88)/200$ points possible. Total = 85.5%
- Midterm and Final only have one grade in those categories, therefore the category average is equal to the score/points possible (90/100 and 95/100 respectively).

Now apply the weighting:

- $(.87 \text{ homework} * .24 \text{ weighting}) = .2088$
- $(.8550 \text{ projects} * .26 \text{ weighting}) = .2223$
- $(.9 \text{ midterm} * .20 \text{ weighting}) = .18$

- $(.95 \text{ final} * .30 \text{ weighting}) = .2850$
- Add them up = $.8961 = 89.61\%$

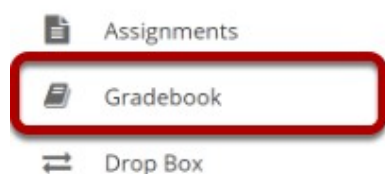
If you try this example and don't get the same results, you might want to go back and double check the following:

- The category weighting is set up with the scenario percentages.
- Each Gradebook item is assigned to the correct category.
- Each Gradebook item is released to students and included in Gradebook calculations (two checkboxes).
- The student grades were entered correctly.

How do I set empty cells to zero for a single grade item?

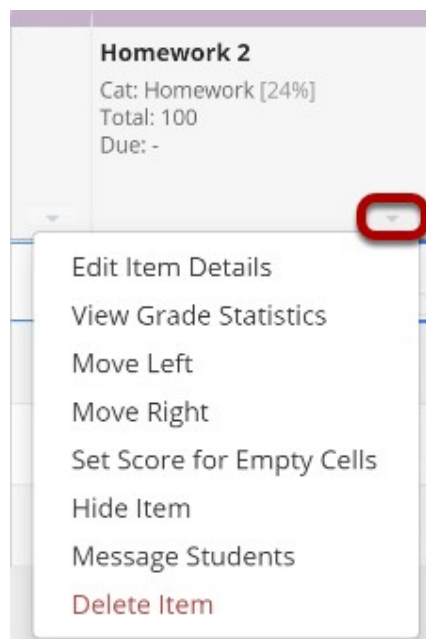
Note: Gradebook does not include ungraded items in the course grade calculation. Empty cells could result in a higher course grade average for a student. To include a Gradebook item in the course grade calculation, you must enter a grade of zero or higher.

Go to Gradebook.



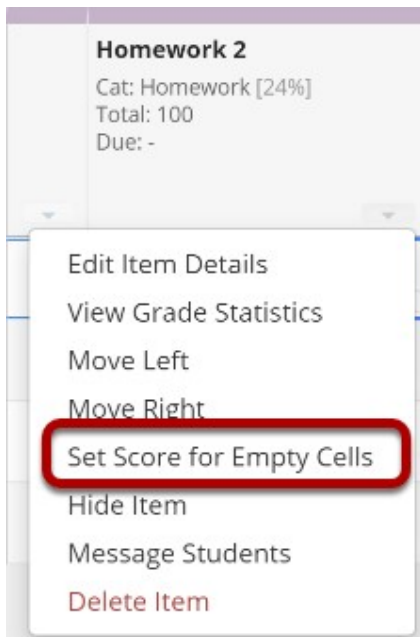
Select the Gradebook tool from the Tool Menu of your site.

Find the grade item for which you want to assign zeros for missed work.

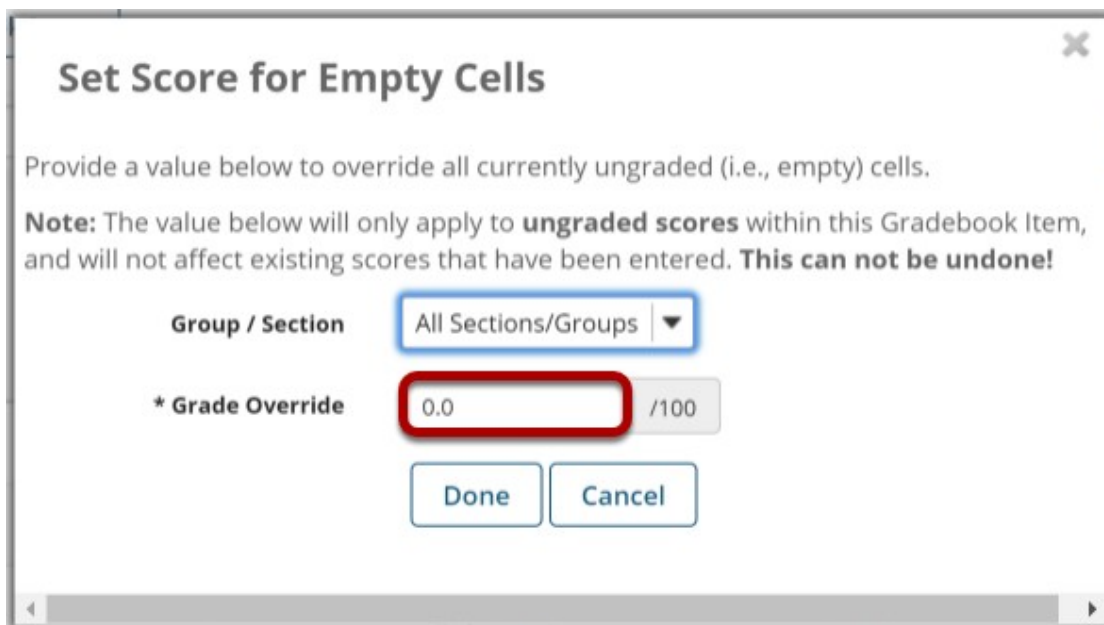


Select the dropdown arrow in the grade item's column header.

Select Set Score for Empty Cells.



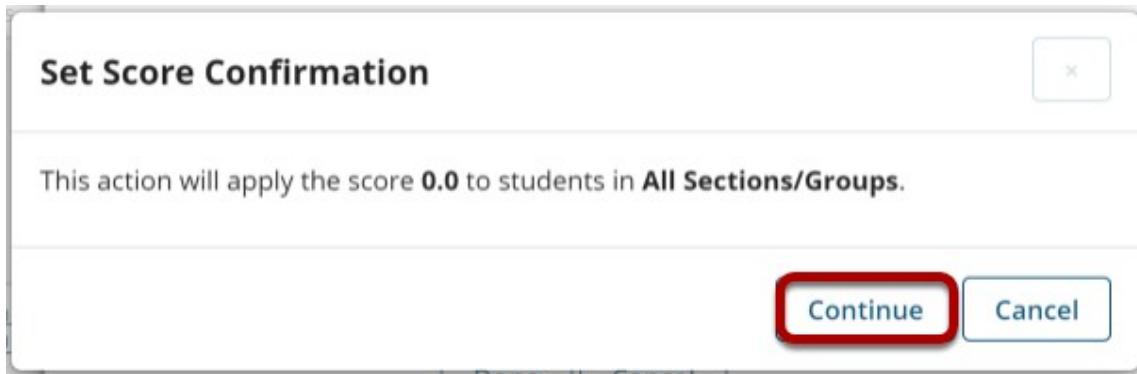
Enter the grade you will assign for empty cells.



A screenshot of a dialog box titled "Set Score for Empty Cells". The dialog box contains the following text: "Provide a value below to override all currently ungraded (i.e., empty) cells." and a note: "Note: The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**". Below the text, there is a "Group / Section" dropdown menu with "All Sections/Groups" selected. Below that, there is a "Grade Override" field with "0.0" entered, followed by "/100". At the bottom, there are two buttons: "Done" and "Cancel". The "Grade Override" field is highlighted with a red rectangular border.

Use the Group/Section drop-down menu to select a specific group or section to assign this grade to (optional). Then, enter the grade you will assign to all empty cells. Click Done to assign.

Click Continue.



A screenshot of a 'Set Score Confirmation' dialog box. The title bar at the top left reads 'Set Score Confirmation' and there is a close button (X) at the top right. The main text area contains the message: 'This action will apply the score **0.0** to students in **All Sections/Groups**.' At the bottom right, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red rectangular border.

Click Continue to confirm the score and section or groups you have chosen to update. These scores can be overwritten later if a student turns in late work by clicking into the individual student's grade cell and entering the new grade.