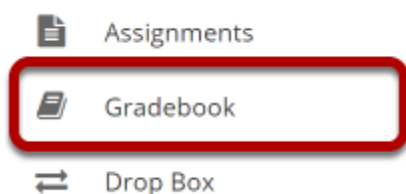


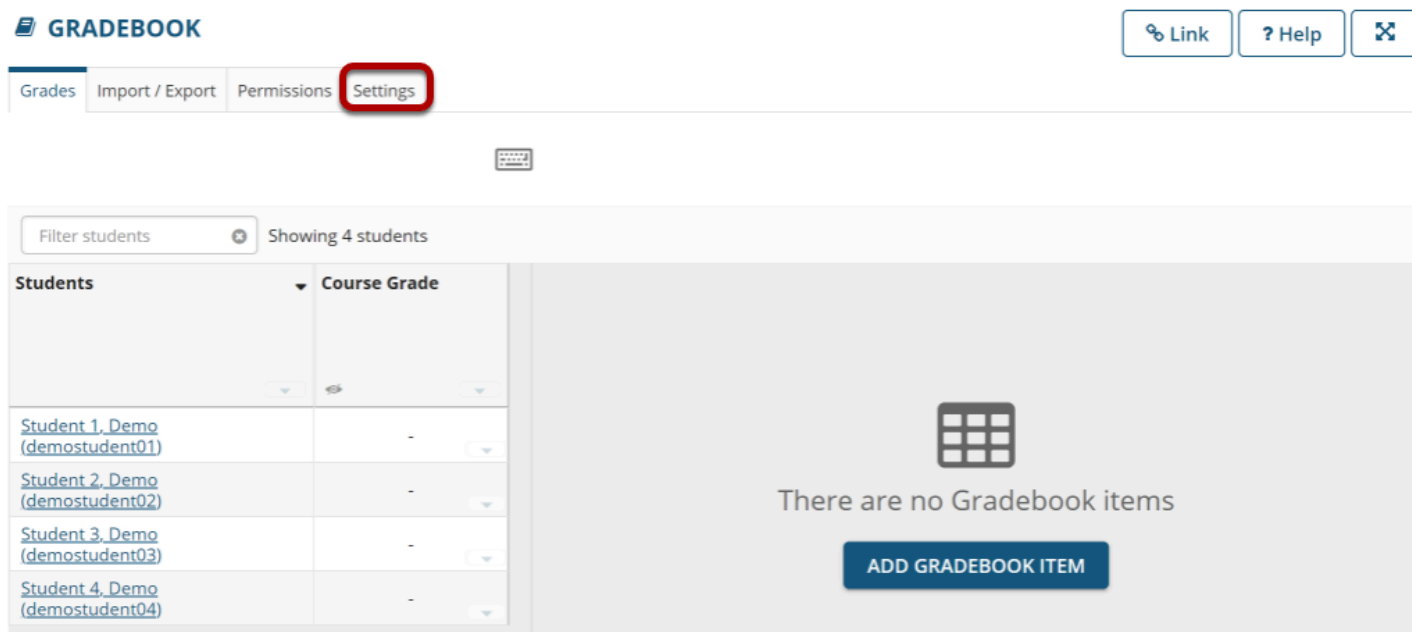
How do I set up a simple points-based Gradebook?

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.



Click the Settings tab.



The screenshot shows the Gradebook interface. At the top, there is a header with the text 'GRADEBOOK' and three buttons: 'Link', 'Help', and a close button. Below the header is a navigation bar with tabs: 'Grades', 'Import / Export', 'Permissions', and 'Settings'. The 'Settings' tab is highlighted with a red rectangular border. Below the navigation bar is a table with two columns: 'Students' and 'Course Grade'. The table contains four rows of student data. To the right of the table, there is a message that says 'There are no Gradebook items' and a button labeled 'ADD GRADEBOOK ITEM'.

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

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](#)

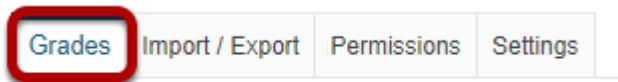
- ▶ Grade Entry
- ▶ Grade Release Rules
- ▶ Statistics
- ▼ Categories & Weighting**
- ▶ Grading Schema

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.

SAVE CHANGES Cancel

Click the Grades tab.



Click Add Gradebook Item to create items.

A screenshot of the 'Add Gradebook Item' form. The form contains several fields and options, with five red circles and numbers (1-5) indicating key steps. Step 1 points to the 'Title' field containing 'Homework 1'. Step 2 points to the 'Point value' field containing '100'. Step 3 points to the 'Grading Rubric' section, specifically the radio button for 'Do not use a rubric to grade this assignment'. Step 4 points to the checkboxes for 'Release item to students?' and 'Include item in course grade calculations?'. Step 5 points to the 'Create' button. Other visible elements include an 'Extra credit' checkbox, 'Adjust individual student scores' and 'Hide Rubric from student' checkboxes, a 'Due date' field, and 'New Rubric' and 'Preview Rubric' buttons.

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