

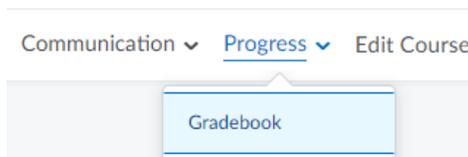
# Managing Grades

## Why Do I Need This Workflow?

Once you have set up your course grade book, it's time to create grade categories and items! Grade categories and items are often setup during the course planning and building stage, but they can be created at any time during a course. In this workflow, we build a grade category and a grade item.

## How: Workflow Steps

1. Select **Progress** from the navbar.
2. Select the **Gradebook** tool.

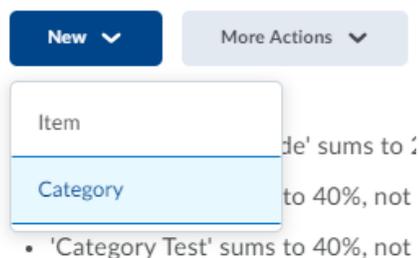


3. Select the **Manage Grades** tab.

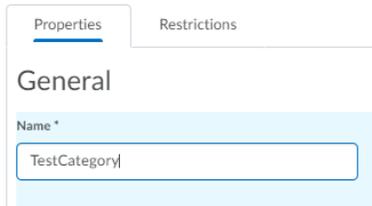


## Creating a Grade Category

4. Select **New** and choose **Category**.



5. Give your category a name.



Properties Restrictions

General

Name \*

TestCategory

6. Under the **Grading** heading, you can choose to have the category exceed the maximum weight/ points, or you can exclude it from the final grade calculation. You can also choose how to distribute weight/ points.

## Grading

### Weight

 ?

Allow category grade to exceed category weight ?

### Distribution

- Manually assign weight to items in the category
- Distribute weights by points across all items in the category
- Distribute weight evenly across all items

Number of highest non-bonus items to drop for each user ?

Number of lowest non-bonus items to drop for each user ?

- Under the **Display Options** heading, you can decide what the student view will be. Note: You can override the default display options you selected in the Setup Wizard.

## Display Options

▼ Hide Display Options

### Student View

- Display class average to users 
- Display grade distribution to users 
- Override display options for this item 

### Show

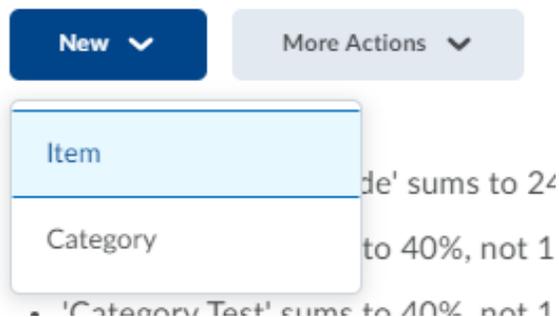
- Points grade
- Weighted grade
- Grade scheme symbol
- Grade scheme color

- Select **Save and Close**.



## Creating a Grade Item

- On the **Manage Grades** tab, select **New** and choose **Item**.



9. From the list of grade items, choose **Numeric (or whichever you prefer)**.

Manage Grades > New Item

## New Item

### Choose a Grade Item Type

**Numeric**

Grade users by assigning a value out of a specified total number of points.  
E.g. 8/10

**Selectbox**

Grade users by selecting the grade scheme level that best matches their achievement.  
E.g. "Very Good" or "B+"

**Pass/Fail**

Grade users using a simple pass/fail grade scheme.  
E.g. "Pass" or "Fail"

**Formula**

Automatically grade users using a custom formula based on achievement on other grade items.  
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.  
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

**Calculated**

Calculate users' cumulative achievement across multiple grade items.  
E.g. Midterm Grade  
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$

**Text**

Provide comments in the grade book that are not calculated in the final grade.  
E.g. "Course Evaluation Completed"

10. Give your grade item a name.

## General

Type

Numeric

Name \*

TestItem

11. From the **Category** dropdown menu, choose the category you just created.

Category

None ▼ [\[New Category\]](#)

- None
- Assignments (40% of final grade)
- Discussions (10% of final grade)
- Quizzes (50% of final grade)
- Category Test (60% of final grade)
- Category Test (60% of final grade)**

Manage Details

12. Select **Save and Close**.

[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)

**Check for Success:** If you can see both your grade category and your grade item on the Manage Grades page, you have completed this workflow successfully!

