Go into your course.
On the menubar, click "Manage"
On the menubar, click "Gradebook" under "Course Management"
Angel is going to start a wizard. Click "<Skip Wizard>

**Gradebook Setup - Step 1**

**TIP:** Click Here to learn more about the gradebook setup wizard and other commonly used features.

**Gradebook Mode:**
- Points
  - This option enables simple points-based grading. Formulas are available at the assignment level only.
- Percentage
  - This option enables percentage-based grading. Category weighting and formulas are available.

<table>
<thead>
<tr>
<th>Title</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>Use all assignments</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Use all assignments</td>
</tr>
<tr>
<td>Exams</td>
<td>Use all assignments</td>
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<td>Use all assignments</td>
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<td>Use all assignments</td>
</tr>
<tr>
<td></td>
<td>Use all assignments</td>
</tr>
</tbody>
</table>

* < Skip Wizard >  |  Next >> *

It should take you to this screen. You're going to click on "2. Assignments" under "Gradebook Management"

Gradebook Management

1. Categories
   - Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories.
2. Assignments
   - Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.
3. Macros
   - Create and edit macros. A macro is a shortcut or running a specific assignment with the same grading rule, for example, when a student receives an 80% on an assignment, when they view that grade a "D+" will show up.
4. Grading Scales
   - Edit the grading scale. The grading scale can be modified to meet a certain performance level. For example, when the student receives an 80% on an assignment, when they view that grade a "D+" will show up.

Gradebook Tutorial

Overview

Learn about the gradebook setup wizard and other commonly used gradebook features.

The next picture is my completed "Assignments." Yours will be empty. You need to click on "Add New" down at the bottom of the following picture four times to set up each unit in your gradebook. You'll do art, theatre, music, and dance. The one I'm showing you is Mr. Caruther's night section.
Here's the settings for the theatre unit.

Now, if you have a student who earns 105 points, which is the maximum, you can enter 105 points. If you set it up for percentages, you can't enter 105 points because it only allows for 100. If you set it up for percentages and you say 105% is the top, then a 70 is a 63.

The method I've shown you should work.