

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.

Title	Calculation
Homework	Use all assignments
Quizzes	Use all assignments
Exams	Use all assignments
	Use all assignments

[< Skip Wizard >](#) [Next >>](#)

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

Gradebook

View

[View All Grades](#)
View all the grades in all the categories.

View Grades

All Categories | All Users

[Go](#)

Print Grades
Create a printer-friendly PDF View of the gradebook.

Enter/Edit Grade

By Assignment
Enter grades on a per assignment basis.

By User
Enter grades on a per user basis.

Gradebook Setup

Preferences
Maintain overall preferences of the gradebook.

Import Grades
Import grades from an external file.

Export Grades
Export grades to a file.

Import Assignments
Import assignments from repositories.

Publish Course Grades
Save an official record of the course grade that can outlive this ANGEL course.

Gradebook Management

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

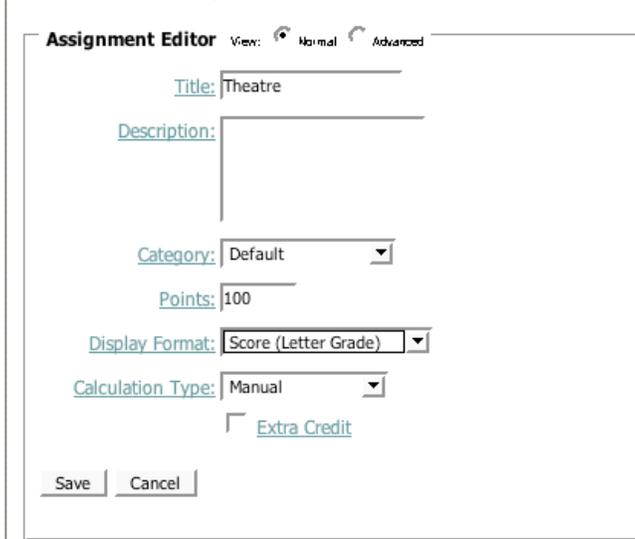
Assignments	Title	Category	Points Possible	Release Date
<input type="checkbox"/>	Music	Default	100	4/9/2007
<input type="checkbox"/>	Art	Default	100	4/9/2007
<input type="checkbox"/>	Dance	Default	100	4/9/2007
<input type="checkbox"/>	Theatre	Default	100	4/9/2007

◀ ▶

[Add New](#) [Show Tasks](#) [Edit Selected](#) [Delete Selected](#)

[<< Back To Main Menu](#)

Here's the settings for the theatre unit.



The screenshot shows the 'Assignment Editor' interface. At the top, there are two radio buttons for 'View': 'Normal' (selected) and 'Advanced'. Below this, the 'Title' field contains the text 'Theatre'. The 'Description' field is empty. The 'Category' dropdown menu is set to 'Default'. The 'Points' field contains the number '100'. The 'Display Format' dropdown menu is set to 'Score (Letter Grade)'. The 'Calculation Type' dropdown menu is set to 'Manual'. There is an unchecked checkbox labeled 'Extra Credit'. At the bottom left, there are two buttons: 'Save' and 'Cancel'.

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.