How to set up your grade book

Setting up the grade book is one of the first things you should do when preparing your course.

First steps

- Consult your course syllabus for a list of all assessment items
- Decide on a grading system
- Determine if your institution uses a grading scheme, and if you will need to recreate it for your grade book
- Decide how you want to group grade items, and what weight those groups should have
- Decide how you want to calculate final grades

Terminology

**Grading system:** You need a grading system in order to set up your grade book. The grading system determines how the grade items in your grade book contribute to your users’ final grades.

**Grade book:** Contains your course’s grade items, which represent all the work that you want to evaluate users on in a course. Grade items can include assignments, quizzes, discussions, attendance, and more.

**Grading scheme:** Enables you to organize users’ performances on grade items into levels of achievement (for example, letter, numeric, or text).

The Grades Setup Wizard

Use the Grades Setup Wizard to set up your grade book for the course. When you access the Grades tool, the Grades Setup Wizard displays by default until you set up your grade book. The Grades Setup Wizard takes you through a 7 step process to set up your grade book.

1. Select a **Grading System**. You can select **Weighted, Points**, or **Formula**. For more information on selecting a grading system, see the one-pager “How to select a grading system for your grade book.”
2. Determine which type of final grade calculation you want to release to students. You can select either **Calculated Final Grade** or **Adjusted Final Grade**.
3. Determine how you want to treat ungraded items. You can select either **Drop ungraded items** or **Treat ungraded items as 0**. You can also keep users’ final grades up to date automatically by selecting **Automatically keep final grade updated**.
4. Choose a default grading scheme. **Organization Schemes** are provided by your institution, or you can create a custom **Course Scheme**. See **Creating grade schemes** for more information.
5. Control how many decimal points display for items in the grade book.
6. Control what your students see when they look at their grade books, including **Grade Details**, **Decimals Displayed**, **Characters Displayed**, and **Final Grade Calculation**.
7. Review and finalize grade book set up decisions. Click **Finish** to finalize your decisions or **Go Back** to make changes.

Consider this

- Are there any outside requirements your users must fulfill in order to pass the course? For example, do your learners need to attend a field trip or volunteer at a shelter to pass the course? If so, consider using the formula grading system.
- Will you need or want to modify users’ grades before releasing them? If so, consider releasing the adjusted final grade to users.
- Do you want your users to be aware of their current grade standings? If so, consider automatically updating final grades when changes are made to grade items or how they’re calculated.
- Does your organization use a grading scheme? If so, consider applying it to your grade book for consistency if it is not already set as a default by your organization.