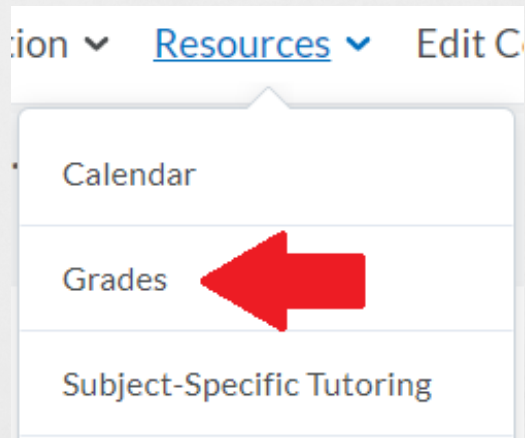


D2L: Creating a Weighted Gradebook

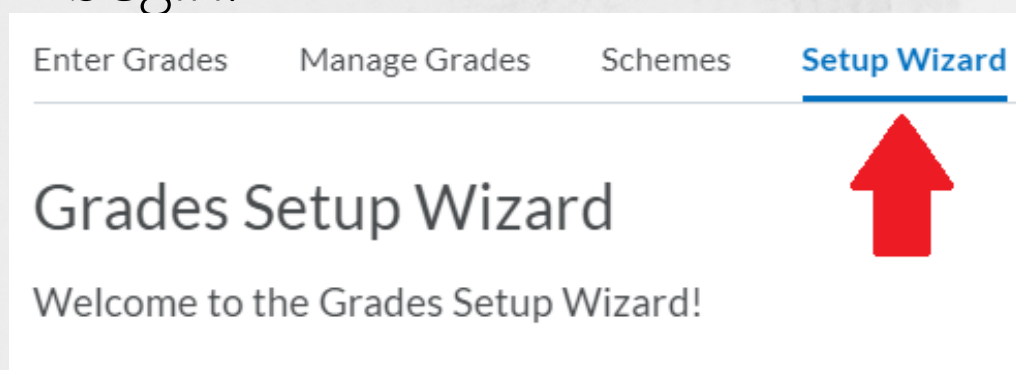
Accessing Grades

The Grades tool can be found in the Resources menu in your courses.

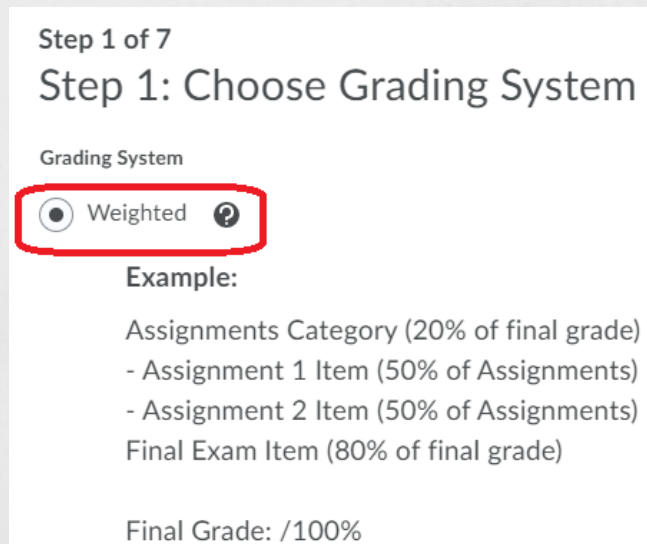


First Time Setup

You can use the **Setup Wizard** to choose your initial gradebook settings, such as grading system, calculated vs adjusted final grade, etc. Select **Start** at the bottom to begin.



Select **Weighted** as your **Grading System**.

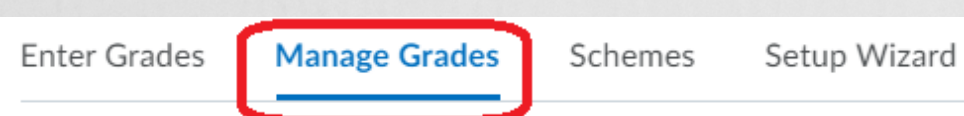


Continue through the subsequent steps:

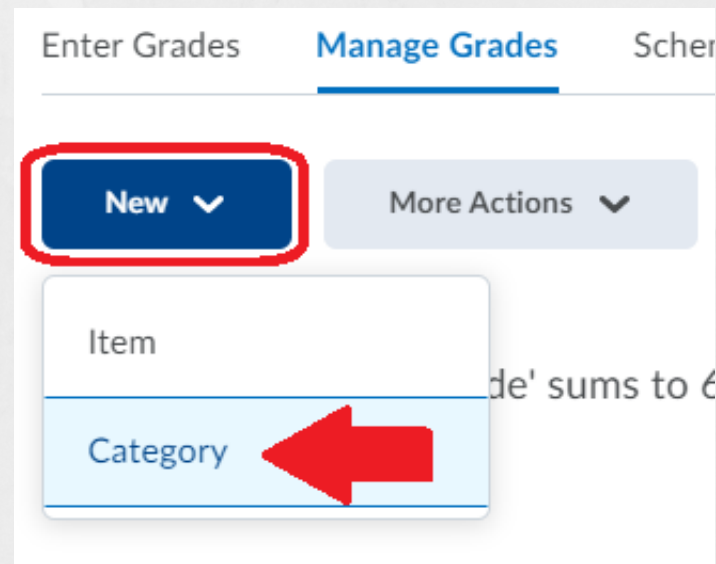
1. Choosing **Calculated** or **Adjusted Final Grade**
2. Choosing **Grade Calculation Options**
3. Choosing **Grade Scheme**
4. Choosing **Display Options**
5. Choosing **Student View Options**
6. Click **Finish** to complete the Setup Wizard

Creating Categories

In the **Grades** area, select the **Manage Grades** tab.



Select **New**, then select **Category** from the menu.

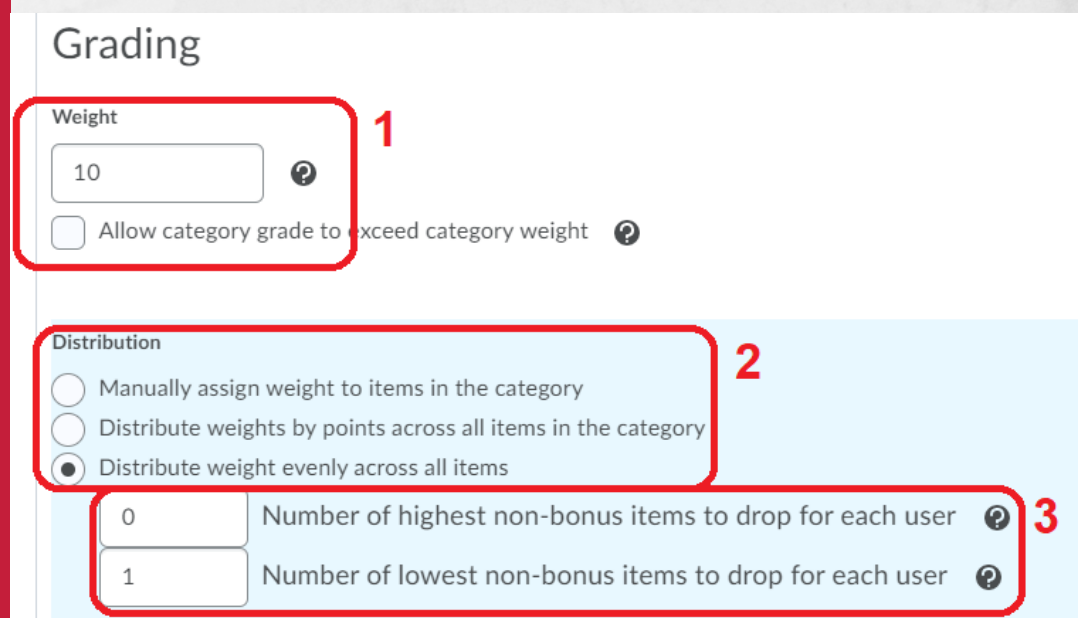


Give the Category a **Name**, then scroll down to **Grading**.

In **Grading** you can:

1. Assign a **Weight** to the Category
2. Choose **Distribution** options
3. If you choose **Distribute**

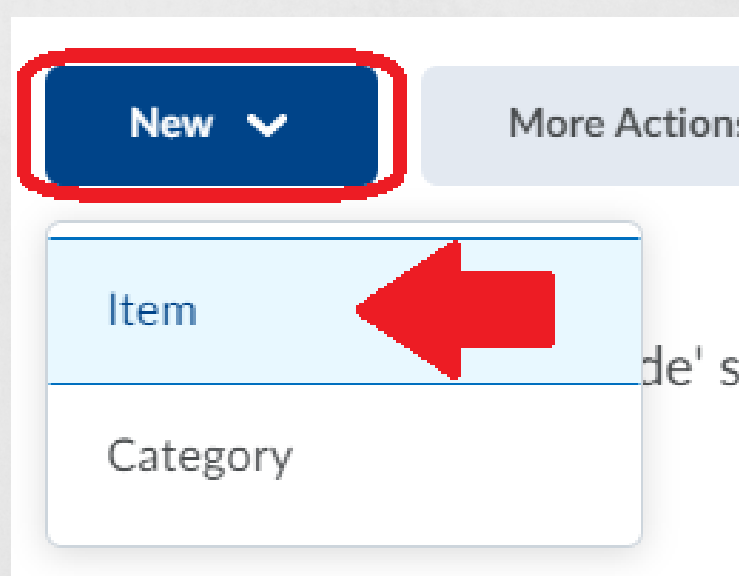
Weight Evenly, you can choose to automatically **drop** a number of lowest or highest grades in the Category.



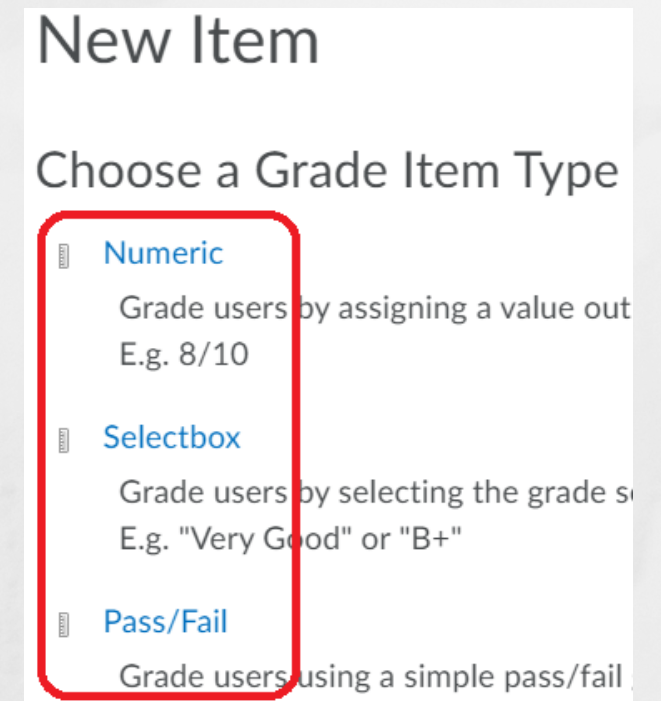
Select **Save and Close**, to finish or select **Save and New** to create another Category

Creating Grade Items

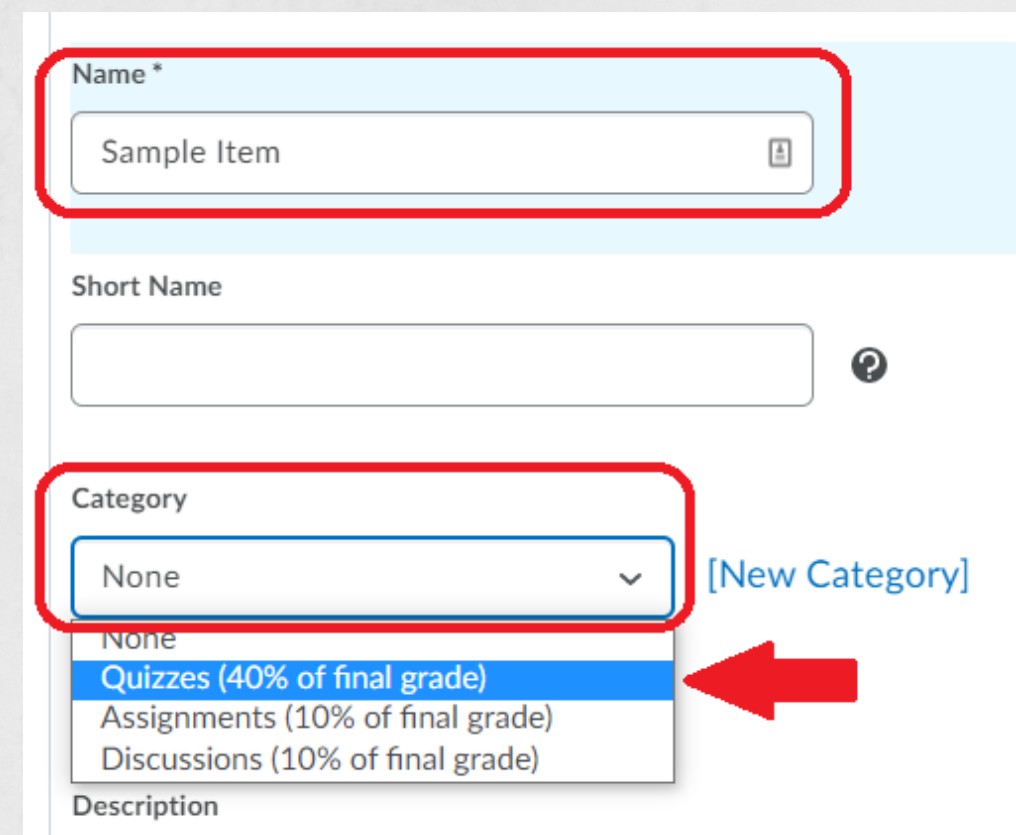
Select **New**, then select **Item** from the menu.



Choose a **Grade Item Type**.

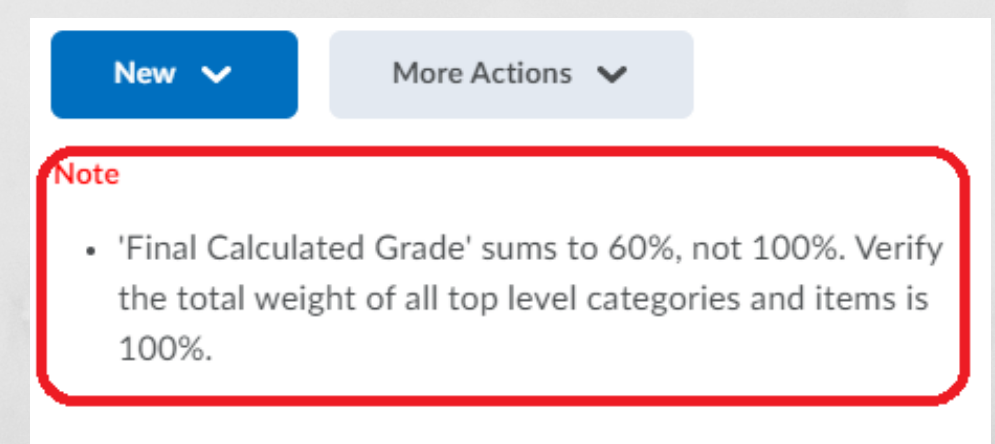


Give the item a **Name**, and use the menu under **Category** to assign it to a Category, or select **New Category** to create a new Category and assign the new Item to it.



Please Note: The **combined weight of all Categories** must total **100%**. Within each Category, **all Items combined** must total **100%**.

If you see a message like this one in your weighted gradebook:



Check to make sure your Categories add up to 100% and the Items within each Category add up to 100%.

For more details, contact Distance Education Support at (931) 221-6625 or online@apsu.edu