

Initial Grade Book Setup

1. In your course shell, select “Grades” from the navbar.
2. Click on “Setup Wizard”, then click “Start” at the bottom.
3. Go through the steps in the wizard to create your gradebook settings
 - a. These settings determine how your grade items appear and are calculated during the course of the semester.

The screenshot shows the 'Grades Setup Wizard' interface. At the top, there is a navigation bar with four tabs: 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard' (which is highlighted). Below the navigation bar, the title 'Grades Setup Wizard' is displayed, followed by the text 'Welcome to the Grades Setup Wizard!'. The main section is titled 'Current Grade Book Settings' and contains several sections of settings:

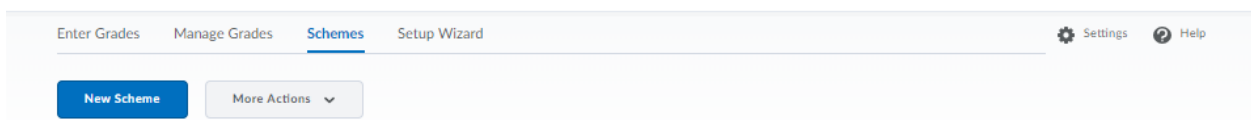
- Grading System:** Weighted
- Final Grade To Release:** Release the Adjusted Final Grade. Do not automatically release final grade.
- Grade Calculations:** Drop ungraded items. Automatically keep final grades updated.
- Default Grade Scheme:** Percentage
- Managing View Display Options:** Display 2 decimal places for grade item values
- Student View Display Options:** Display points grade values, Display weighted grade values, Display grade scheme symbols, Do not display grade scheme colors, Display 1 decimal places for grade item values, Display 15 characters for Text type grade item values, Display the final grade calculation to users

At the bottom of the settings list, there is a blue button labeled 'Start'.

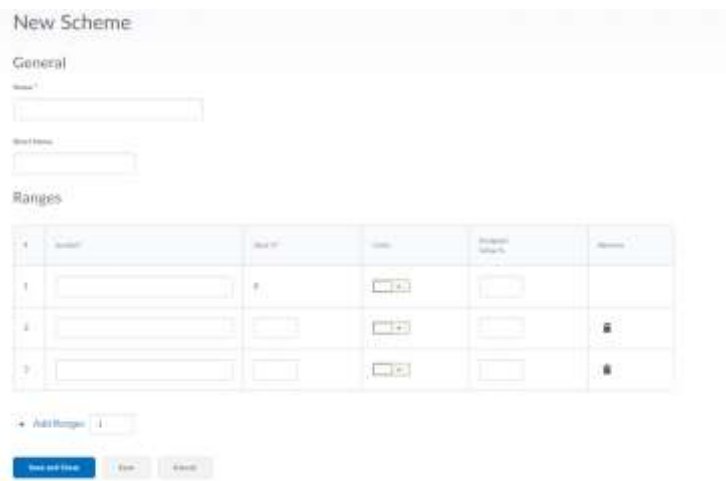
Create/Copy a Grade Scheme

If you do not see a grade scheme you want to use as your default for assignments during this set-up, you can close out the wizard and click on “Schemes” to create a new scheme or copy a scheme you have created in another course. Then go back into the set-up wizard to choose the scheme.

Create a new grade scheme: click on “Schemes” in the mini-navbar and select “New Scheme”

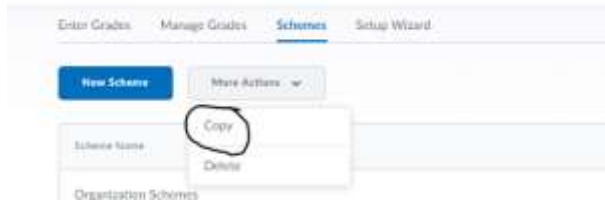


1. Name your scheme and add the letter grade symbols (or Satisfactory/ Unsatisfactory) in the “Symbols” column, starting with the lowest grade.
2. Add the lowest acceptable percentage to get each grade in the Start % column
3. Save and close
4. Go back into the set-up wizard and the scheme you created will appear and can be added as your default grade scheme.

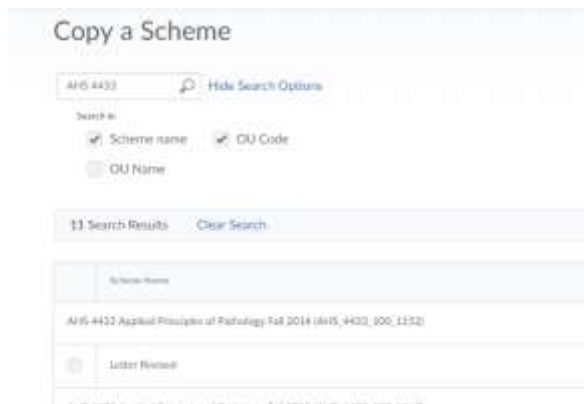
A screenshot of the 'New Scheme' form. The 'General' section has fields for 'Name' and 'Start Date'. The 'Ranges' section contains a table with columns: 'Order', 'Symbol', 'Start %', 'End %', and 'Remove'. There are three rows in the table, each with input fields for the first four columns and a trash icon in the fifth. Below the table is an 'Add Range' button and 'Save and Close', 'Back', and 'Cancel' buttons.

Copy grade scheme: click on “Schemes” in the mini-navbar and select “More Actions”

1. From the dropdown box, select “Copy”



2. Search for the scheme name or a course name and catalog number from which you want to copy a scheme (if searching by course name, be sure to click “Show Search Options” and check “OU Code”).



3. Select the scheme you want to copy and select “Copy” at the bottom of the page.
4. Go back into the set-up wizard and the scheme you copied will appear and can be added as your default grade scheme.

Your gradebook will now be ready to add categories and items for your course.