

## Grade Book

### Create or Edit Grade Book:

**Grade Book Settings**

**Edit Grade Report**  
Manage grade categories, grade scale, and score rounding options.

Selected Grading Period : Full Term

**Select another section**

Term : Summer 2015 1a

Section : Training Section - (Training Course - FCM I+II+III)

Grading Period : Full Term

**Copy from another section**

<< Select Term -->

<< Select Section -->

<< Select Grading Period -->

1b

Start Date: 6/5/2015 End Date: 12/5/2015 Weight: 100% [Save GradeBook Settings](#)

Grade Book Categories			Add Category	Add Tutorial Time	Add Attendance	Add Discussion Forum
Homework	10	0	Edit	Delete	Show Assessments	
Quiz	10	0	Edit	Delete	Show Assessments	
Test	30	0	Edit	Delete	Show Assessments	
Midterm	20	0	Edit	Delete	Show Assessments	
Final	25	0	Edit	Delete	Show Assessments	
Attendance	5	--NA--	Edit	Delete	Show Assessments	
<b>Total Weight:</b>			<b>100 %</b>			

Note: The total weight of all categories must add up to 100%. You must at least have one category to create assessments.

**Grade Scale** Import Grade Scale Add 5

#	Grade	Description/Comment	Minimum % of the total score	Edit	Delete
1.	A	Congratulations! Your performance is Excellent	90	Edit	Delete
2.	B	Keep up the good work.	80	Edit	Delete
3.	C	Satisfactory, but there is room for improvement.	70	Edit	Delete
4.	D	You need to work harder.	60	Edit	Delete
5.	F	You are not passing. You need to learn the concepts.	0	Edit	Delete

**Other Options**

**Final Weighted Score Rounding Option (Grade Report)**

Rounding 6
 Rounding to 2 decimal places
  Rounding UP

7
Save GradeBook Settings
View Grade Report

1. A Gradebook may be copied from another course or setup manually for each course. To copy a grade book do the following:
  - Select the gradebook to copy to (1a).
  - Next select the term and course of the gradebook you would like to copy from (1b).
  - Finally click on **copy** button.
2. To add gradebook categories, click on button Add category.
3. To add tutorial time to gradebook categories, click on Add tutorial time button.
4. To Add Attendance to gradebook categories, click on Add Attendance button.
5. To Import or add grade scales click on Import Grade Scale button or Add button.
6. Select rounding options.
  - Rounding - rounding to nearest whole number.
  - Rounding to 2 decimal places.
  - Rounding Up - All scores in decimals are rounded to the next whole number.
7. Click on Save Grade Book Settings.

## Add/Edit Grade Book Categories

This screen shows Grade Book Categories of the Grade Book. The first four categories, as shown, are already added. To add a new category (Final), we click on **Add category**.



Grade Book Categories				Add Category	Add Tutorial Time	Add Attendance	Add Discussion Forum	
Category	Weight(%)	Drop Count						
Homework	10	0	2 Edit	3 Delete	4 Report	5 Show Assessments		
Quiz	10	0	Edit	Delete	Report	Show Assessments		
Test	30	0	Edit	Delete	Report			
Midterm	20	0	Edit	Delete	Report			
Final	25	0	Save Cancel	Delete	Report			
Attendance	5	--NA--	Edit	Delete	Report			
Total Weight:		100 %						

1. Enter Title, Weight and Drop Count if needed. Click on Save.
2. Click on Edit to edit category name, weight, and drop count.
3. Click on Delete to delete a category.
4. Click on the Report icon to view student assessment score for that category.
5. Click to see Assessment assigned to category.

### **Important Guidelines:**

- Weights of all categories must add to 100%.
- If the weight is already 100 at the time of creating a new category, then you must edit one of the existing categories to reduce the weight, to accommodate a new category.