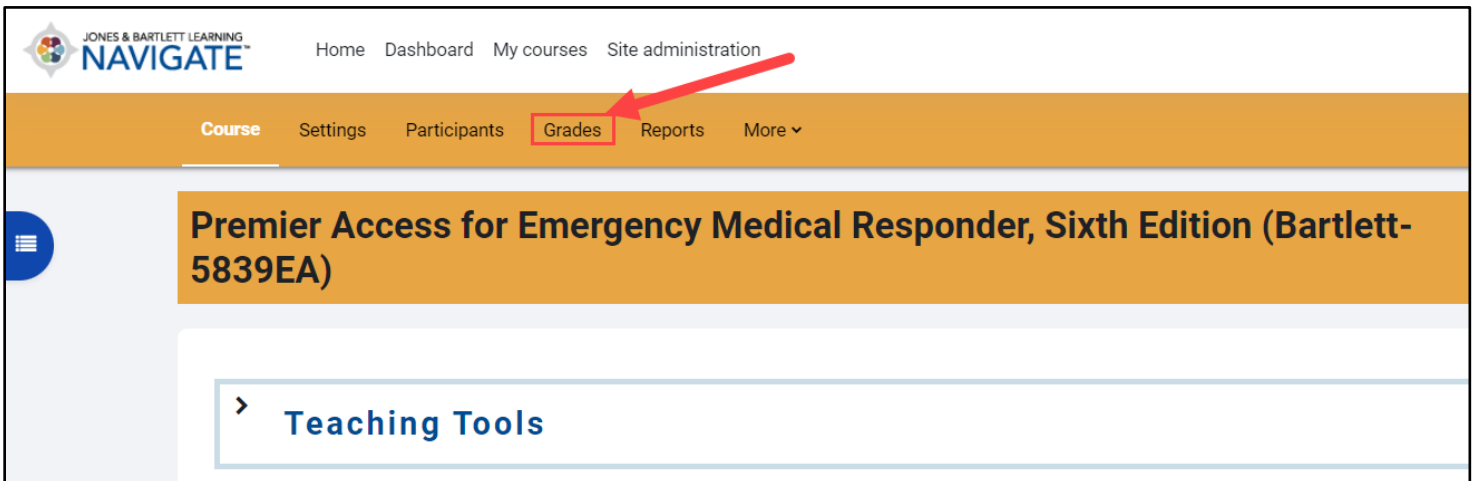


How to Set Up the Gradebook

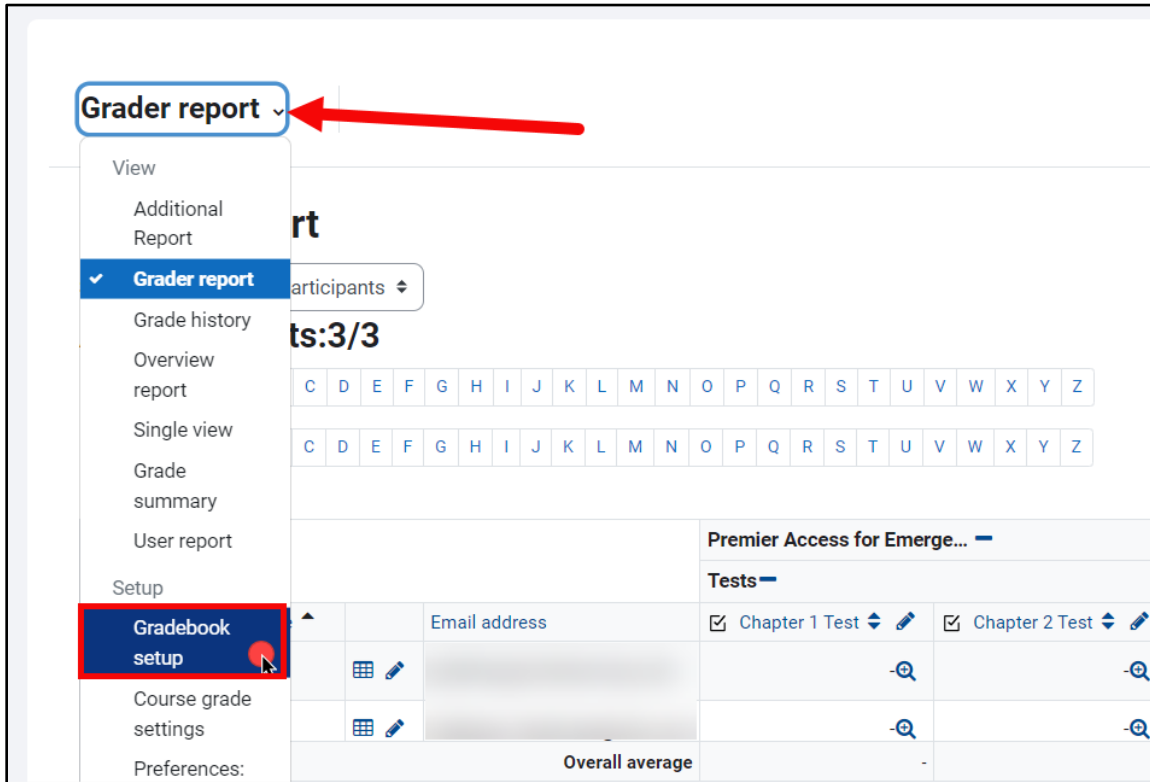
This document provides instructions for customizing the gradebook's structure and aggregation to calculate students' achieved scores. There are a variety of options and approaches that can be used. Not all options are accounted for in this document. However, most gradebook aggregation requirements may be met by following the steps below.

1. From your course homepage, click the **Grades** button in the course menu at the top of the page.

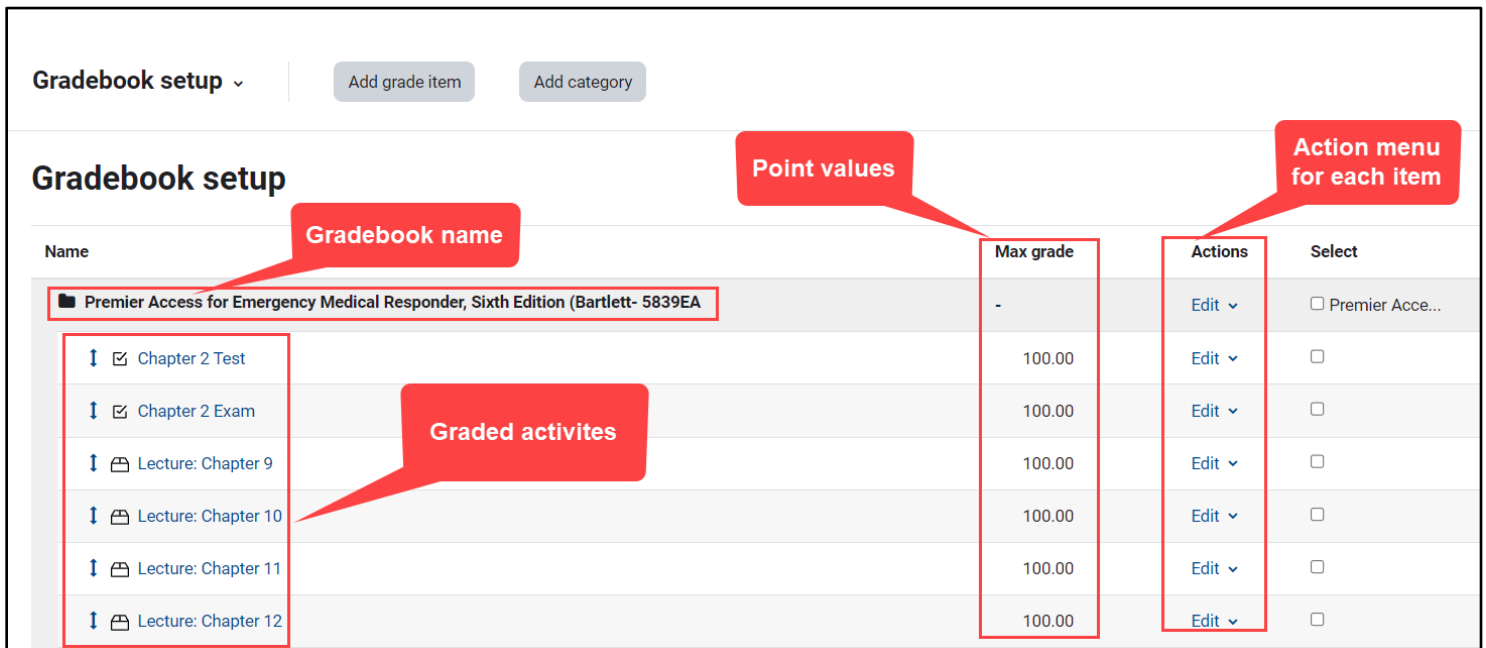


The screenshot shows the course homepage interface. At the top, there is a navigation bar with the following links: Home, Dashboard, My courses, and Site administration. Below this is a course menu with the following items: Course, Settings, Participants, **Grades** (highlighted with a red box and a red arrow pointing to it), Reports, and More. The main content area features a course title: Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett-5839EA). Below the title is a section for Teaching Tools.

- Once your **Grader report** page loads, use the dropdown menu to select the **Gradebook setup** option under the Setup items.



- On the Gradebook setup page, graded items display vertically on the left and show their assigned scores and corresponding settings options under columns on the right.



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4. Begin by clicking the **Edit** menu under the **Actions** column to the right of the master course gradebook category at the top of the page and select **Edit Settings**.

Gradebook setup

Name	Max grade	Actions	Select
■ Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)	-	Edit ▾	<input type="checkbox"/> Premier Acce...
Chapter 2 Test	100.0	Edit settings	<input type="checkbox"/>
Chapter 2 Exam	100.0	Hide	<input type="checkbox"/>
Lecture: Chapter 9	100.00	Edit ▾	<input type="checkbox"/>

5. This settings page is where you may enter a custom name for the gradebook and select the overall aggregation method you wish to use to calculate the total course score. Click the **Aggregation** dropdown menu to select how course activities and/or subcategories will be calculated. Use the **Question** bubble to the left of the dropdown for additional information on the aggregation types available.

Edit category

Grade category

Category name: Premier Access for Emerg

Aggregation: [?](#) Simple weighted mean of grades ▾

- Mean of grades
- Weighted mean of grades**
- Simple weighted mean of grades
- Mean of grades (with extra credits)
- Median of grades
- Lowest grade
- Highest grade
- Mode of grades
- Natural

Scale: [?](#) Use no scale ▾

Maximum grade: [?](#) 100.00

Minimum grade: [?](#) 0.00

Hidden [?](#)

Locked [?](#)

[Save changes](#) [Cancel](#)

Edit gradebook name as desired

Click for more details on each aggregation option

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- The most common aggregation method is **Weighted mean of grades**, meaning the gradebook total is calculated using custom weights assigned to categories/groups of graded activities within the gradebook i.e., quizzes, homework, tests etc. This document continues using this example.
- After selecting your preferred gradebook aggregation method, click the **Show more...** link below this setting to determine whether to include empty grades in the overall gradebook calculation.

Grade category

Category name Premier Access for Emerg

Aggregation ? Simple weighted mean of grades

Show more...

- If you choose to **Exclude empty grades** by leaving the box checked by default, graded activities which students have not yet attempted will be omitted from the total course score. Note, if you elect to include empty grades, student's scores will be negatively impacted by any graded activities which students have yet to complete.

Grade category

Category name Premier Access for Emerg

Aggregation ? Weighted mean of grades

Show less...

Exclude empty grades ?

Drop the lowest ? 0

9. Next, you may adjust parameters under the **Category total** settings to manage how the course total is displayed along with a minimum passing grade and other options.

Category total

Show less...

Category total name	<input type="text"/>
Item info	<input type="text"/>
ID number	<input type="text"/>
Grade to pass	<input type="text" value="60.00"/>
Grade display type	<input type="text" value="Default (Real)"/>
Overall decimal places	<input type="text" value="Default (2)"/>
Hidden until	<input type="text" value="29"/> <input type="text" value="June"/> <input type="text" value="2023"/> <input type="text" value="09"/> <input type="text" value="42"/> <input type="checkbox"/> Enable
Lock after	<input type="text" value="29"/> <input type="text" value="June"/> <input type="text" value="2023"/> <input type="text" value="09"/> <input type="text" value="42"/> <input type="checkbox"/> Enable
Grade type	<input type="text" value="Value"/>
Scale	<input type="text" value="Use no scale"/>
Maximum grade	<input type="text" value="100.00"/>
Minimum grade	<input type="text" value="0.00"/>

Minimum grade to pass the course





Set how the final grade is displayed

Set the grading type to assess overall student performance


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10. When ready, click the **Save changes** button to apply your settings and then click **Continue** to return to the Setup tab.

Maximum grade		<input type="text" value="100.00"/>
Minimum grade		<input type="text" value="0.00"/>
	<input type="checkbox"/>	Hidden 
	<input type="checkbox"/>	Locked 
		<input type="button" value="Save changes"/> <input type="button" value="Cancel"/>

Recalculating grades


100%

11. When applying weighted grading, a **Weights** column populates on the Gradebook setup page listing the assigned weights for each graded item and category. By default, all weights for individual items are assigned equally with a weight of 1 per.

Gradebook setup ▾ Add grade item Add category

Gradebook setup

Name	Weights ?	Max grade	Actions	Select
■ Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)		-	Edit ▾	<input type="checkbox"/> Premier Acce...
↓ ☑ Chapter 2 Test	1.0	100.00	Edit ▾	<input type="checkbox"/>
↓ ☑ Chapter 2 Exam	1.0	100.00	Edit ▾	<input type="checkbox"/>
↓ ☑ Lecture: Chapter 9	1.0	100.00	Edit ▾	<input type="checkbox"/>
↓ ☑ Lecture: Chapter 10	1.0	100.00	Edit ▾	<input type="checkbox"/>

12. Next, consider the distinct weighted gradebook categories in which to group select graded items, such as class exams, quizzes, or homework. Create a Category by clicking the **Add category** button at the top of the Setup page.

Gradebook setup ▾ Add grade item Add category

Gradebook setup

Name	Weights ?
■ Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)	
↓ ☑ Chapter 2 Test	1.0
↓ ☑ Chapter 2 Exam	1.0

13. Enter a preferred **Category name** and then use the **Aggregation** dropdown menu to select how the activities within this individual category will be calculated. For a weighted gradebook scheme, we recommend applying the default **Simple weighted mean of grades** at the individual category level.

Grade category

Category name ! Tests

Aggregation ? Simple weighted mean of grades

Show more...

> Category total

> Parent category

Mean of grades

Weighted mean of grades

Simple weighted mean of grades

Mean of grades (with extra credits)

Median of grades

Lowest grade

Highest grade

Mode of grades

Natural

Save changes Cancel

14. Adjust other settings as needed and click the **Save changes** button at the bottom of the screen, and then **Continue** after receiving the Recalculating grades message.

New category

Grade category

Category name ! Tests

Aggregation ? Simple weighted mean of grades

Show more...

> Category total

> Parent category

Save changes Cancel

Required

15. Back on the **Gradebook setup** page, you can find your new Category by looking for the folder icon to the left of its assigned name. By default, newly added categories populate at the bottom/end of the gradebook. The category should be assigned a weight of your choosing by entering the desired value in its respective field under the **Weights** column. Next, click **Save changes**.

Tests	40	-
Tests total Simple weighted mean of grades.		100.00
Course total Weighted mean of grades.		100.00

Save changes

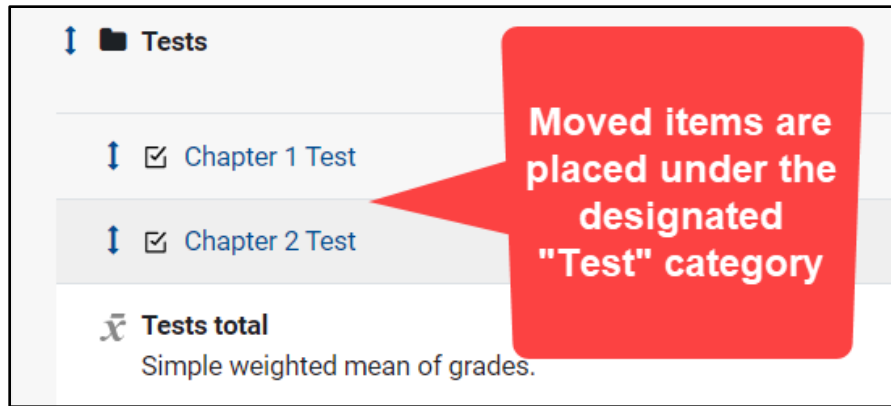
16. For simplicity, we recommend applying a category weighting scheme using a cumulative 100-point scale. For example, Tests (40), Quizzes (30), Homework (20), and Participation (10).

17. You may move select items into the Category at any time by checking the selection box to the right of the activity, or activities, under the **Select** column, and using the **Move selected items** to dropdown menu at the bottom of the Setup page to choose the appropriate Category. Upon selecting the parent category, your page will automatically refresh to reflect your changes.

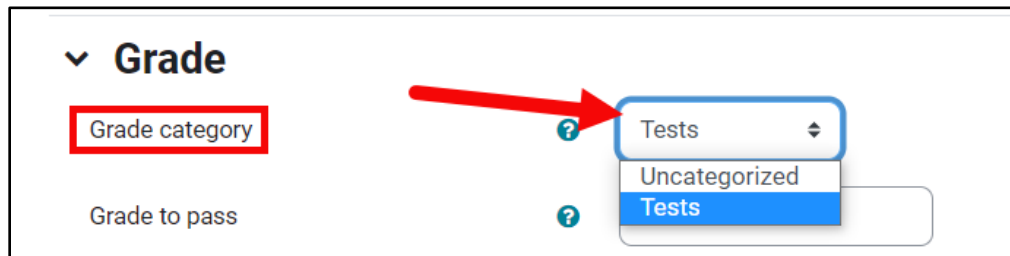
Chapter 1 Test	1.0		<input checked="" type="checkbox"/>
Chapter 2 Test	1.0		<input checked="" type="checkbox"/>
Tests	40.0	-	<input type="checkbox"/>
Tests total Simple weighted mean of grades.		100.00	
Course total Weighted mean of grades.		100.00	

Save changes

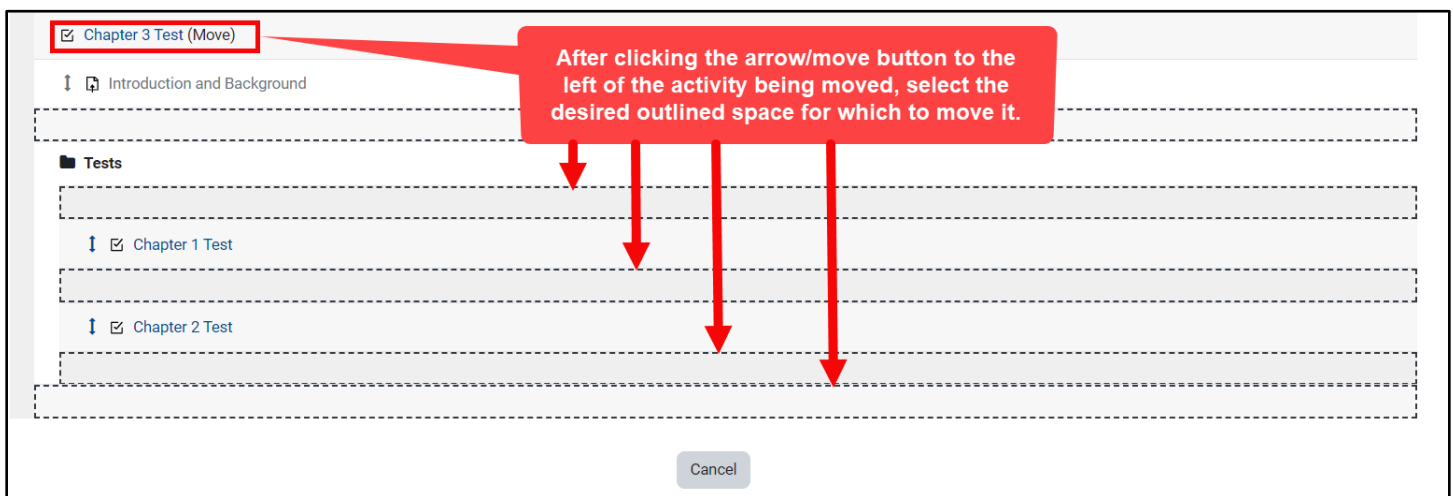
Move selected items to: Choose...
 Choose...
 Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)
Tests



18. Your gradebook categories are also immediately available for selection within the settings page of any individual graded course activity using the **Grade category** option allowing you to place it in the appropriately weighted category as you create or edit the activity.



19. You may also move any individual gradebook item by clicking the **arrow** or move button to its left. Doing so refreshes the **Setup** page, displaying outlined locations above and below each other gradebook item on which you may click to place the applicable item. This is also how to sequence graded activities in the desired order within your Grader Report.



20. As you add more Categories and move activities into them, here are a few tips to help you visually track and validate your adjustments. The name of your course is the default name of your gradebook, always shown at the top of the **Grade** setup page. Any activity or category within your gradebook displays indented and underneath the course name.

Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett-5839EA): Setup: Gradebook setup

Gradebook setup ▾ | Add grade item | Add category

Gradebook setup

Name	Weights ?	Max grade
Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)		-
└ Tests	40.0	-
└ Chapter 1 Test		100.00
└ Chapter 2 Test		100.00

Indented category name

Activities within the Test category

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21. Categories in the **Grader setup** page can be visually discerned by hovering your mouse pointer over the name of the Category. This highlights its border, revealing where it begins and ends in addition to the activities that it contains. In addition, the **category total** displays at the bottom of the category items denoting where it ends.

Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)		-
Tests	40.0	-
Chapter 1 Test		100.00
Chapter 2 Test		100.00
Tests total Simple weighted mean of grades.		100.00

Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)		-
Tests	40.0	-
Chapter 1 Test		100.00
Chapter 2 Test		100.00
Tests total Simple weighted mean of grades.		100.00

22. The same sequence of categories and items adjusted within the **Gradebook settings** is mirrored within your **Grader report** and individual student **User reports**.

Grader report

Separate groups

All participants:3/3

First name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name	Email address	Premier Access for Emerge... ▾		
MA Mikel Arteta		Tests ▾ <input checked="" type="checkbox"/> Chapter 1 Test ▾ ✎ <input checked="" type="checkbox"/> Chapter 2 Test ▾ ✎ <input checked="" type="checkbox"/> Tests total ▾ ✎		
CH Carole Hackman				

User report

Select separate groups MA Mikel Arteta View report as

MA Mikel Arteta ✉ 🗨️

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
▾ Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)						
▾ Tests						
<input checked="" type="checkbox"/> QUIZ Chapter 1 Test	0.00 % (Empty)	-	0-100	-		0.00 %
<input checked="" type="checkbox"/> QUIZ Chapter 2 Test	0.00 % (Empty)	-	0-100	-		0.00 %
AGGREGATION <input checked="" type="checkbox"/> Tests total	-	-	0-100	-		-
Simple weighted mean of grades.						

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23. If you wish to calculate any individual grade item as extra credit only, you may specify this within the item's settings by clicking the **Edit** menu to its right and selecting **Edit settings**.

Gradebook setup

Name	Weights	Max grade	Actions
Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)		-	Edit
Tests	40.0	-	Edit
Chapter 1 Test		100.00	Edit
Chapter 2 Test		100.00	Edit
Extra Credit Work		100.00	Edit
Tests total Simple weighted mean of grades.		10	Edit settings

24. Scroll down and expand the **Parent category** section to select the checkbox to the left of **Extra credit**. After you make this selection, the item's maximum points or weight will not be included in the gradebook or category total, and any achieved points on behalf of your students will be considered as extra or bonus points calculated into the category's and course's total score.

Parent category

Extra credit

Grade category: Tests

Save changes Cancel

25. The gradebook can be a complex tool to use. If you need further assistance, please do not hesitate to contact our Technical Support team.