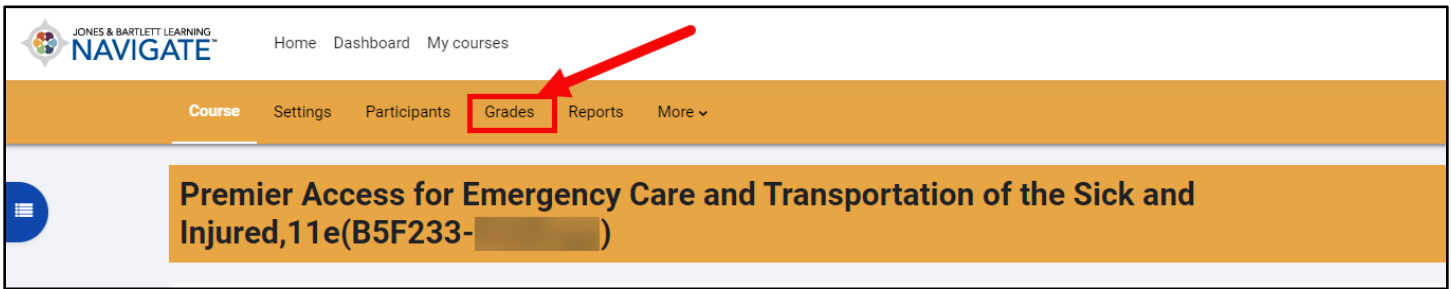


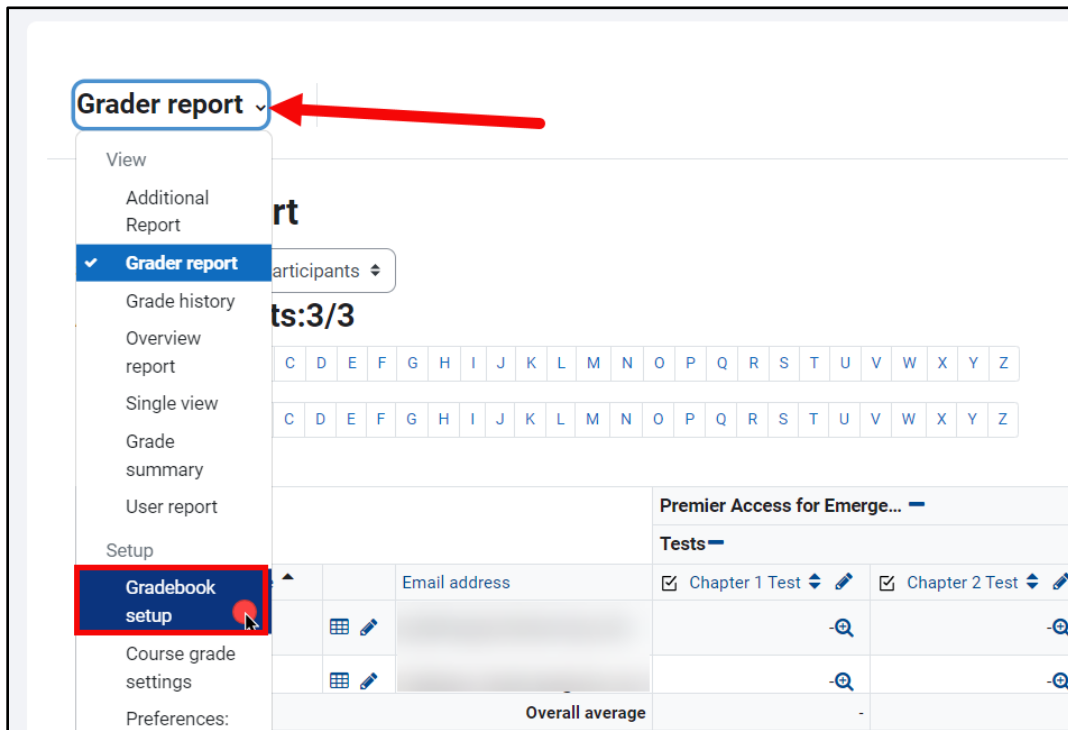
How to Set Up a Weighted Gradebook

This document provides instructions for configuring a weighted gradebook in your Navigate course. While there are a variety of gradebook weighted aggregation methods to use, the following steps reflect a recommended approach.

1. From your course homepage, click the **Grades** option in the course navigation menu.



2. 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.

The screenshot shows the 'Gradebook setup' interface. At the top, there are buttons for 'Add grade item' and 'Add category'. Below is a table with the following columns: Name, Max grade, Actions, and Select. The table contains a folder named 'Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)' and several graded activities: Chapter 2 Test, Chapter 2 Exam, and Lectures for Chapters 9, 10, 11, and 12. Each activity has a 'Max grade' of 100.00 and an 'Edit' action menu. A 'Select' column contains checkboxes for each item.

Name	Max grade	Actions	Select
<ul style="list-style-type: none"> Chapter 2 Test Chapter 2 Exam Lecture: Chapter 9 Lecture: Chapter 10 Lecture: Chapter 11 Lecture: Chapter 12 	-	Edit	<input type="checkbox"/> Premier Acce...
	100.00	Edit	<input type="checkbox"/>
	100.00	Edit	<input type="checkbox"/>
	100.00	Edit	<input type="checkbox"/>
	100.00	Edit	<input type="checkbox"/>
	100.00	Edit	<input type="checkbox"/>

- Begin by clicking the **Edit** menu under the **Actions** column to the right of the folder or gradebook category named for your course at the top of the page and select **Edit Settings**.

This screenshot shows the 'Edit settings' dropdown menu for the folder 'Premier Access for Emergency Medical Responder, Sixth Edition (Bartlett- 5839EA)'. The menu options are 'Edit settings' (highlighted with a red box) and 'Hide'.

Name	Max grade	Actions	Select
<ul style="list-style-type: none"> Chapter 2 Test Chapter 2 Exam Lecture: Chapter 9 	-	Edit	<input type="checkbox"/> Premier Acce...
	100.00	<ul style="list-style-type: none"> Edit settings Hide 	<input type="checkbox"/>
	100.00	Edit	<input type="checkbox"/>

5. On the settings page, click the **Aggregation** dropdown and select the **Weighted mean of grades** calculation method.

Edit category

Grade category

Category name

Aggregation

Show more...

Category total

Show more...

Grade type

Scale

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

Use no scale

6. Next, click the **Show more...** link below this field to toggle whether to include empty grades in the overall gradebook calculation for your students.

Edit category

Grade category

Category name

Aggregation

Show more..

Weighted mean of grades

7. Choosing to **Exclude empty grades** by leaving the box checked by default ensures any un-attempted or completed activities' scores are omitted from the total course score. Note, if you elect to *include* empty grades by deselecting the checkbox, your students' scores will be negatively impacted by any activities they have yet to complete, as incompletes are automatically calculated as zeros.

Grade category

Category name Premier Access for Emerg

Aggregation ? Weighted mean of grades

Show less...

Exclude empty grades ?

Drop the lowest ? 0

8. When satisfied, click the **Save changes** button to apply your settings and then click **Continue** to return to the Gradebook Setup tab.

Maximum grade ? 100.00

Minimum grade ? 0.00

Hidden ?

Locked ?

Save changes Cancel

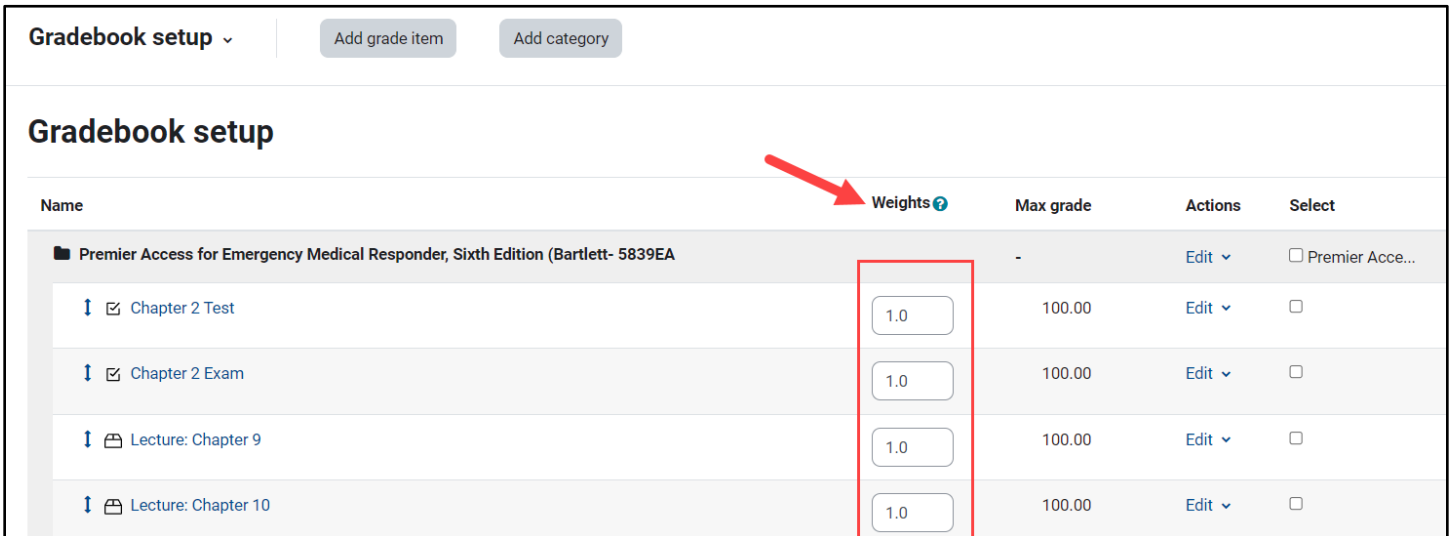
Recalculating grades

100%

Continue

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

9. Returning to the Gradebook Setup page now reveals a **Weights** column in the table displaying fillable fields below in which you can enter assigned weights to each individual item.

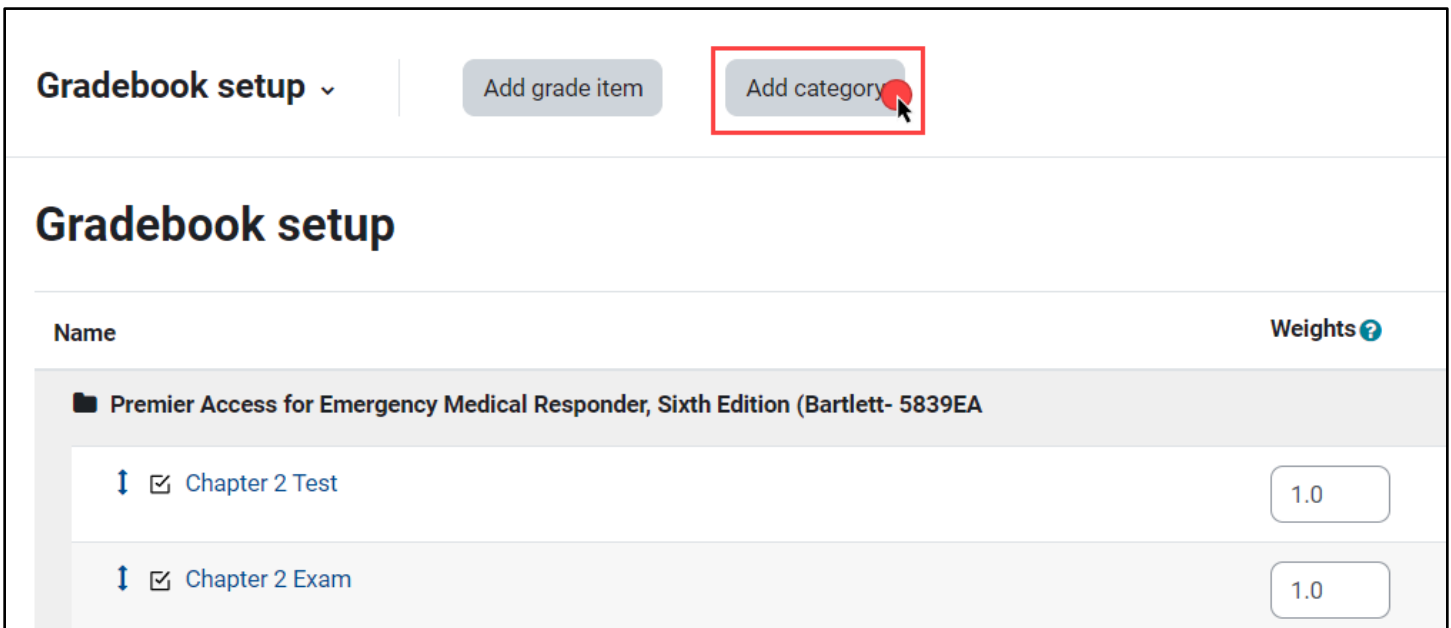


Gradebook setup ▾ Add grade item Add category

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"/>

10. A typical weighted grading approach involves grouping individual assignments within weighted sections or categories, each of which reflects a portion of the overall course grade, such as exams, quizzes, and 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

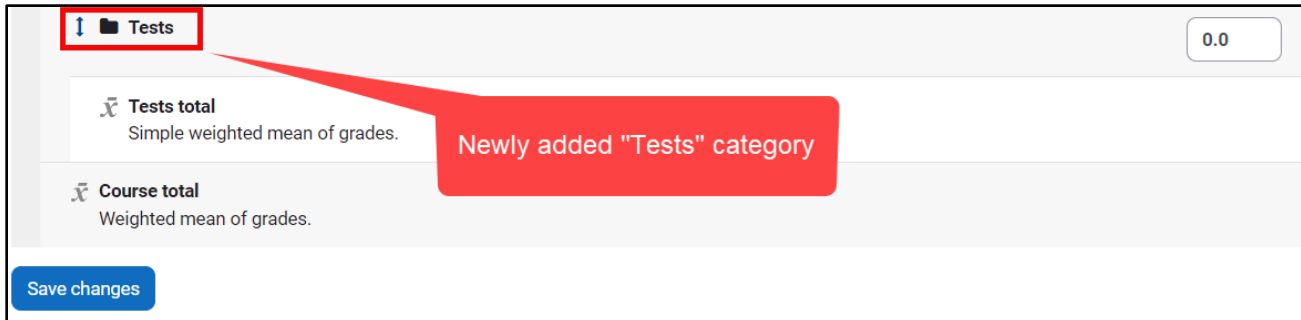
11. Enter a preferred name for the **Category** and then use the **Aggregation** dropdown menu to select how the activities within this individual category will be calculated. We recommend applying a **Simple weighted mean of grades** aggregation, meaning that all activities within the category will be calculated using their individual point values.

The screenshot shows a form titled "Grade category" with a dropdown arrow. It contains two main fields: "Category name" with a red exclamation mark icon and a text input field containing "Tests"; and "Aggregation" with a blue question mark icon and a dropdown menu. The dropdown menu is open, showing several options: "Mean of grades", "Weighted mean of grades", "Simple weighted mean of grades" (highlighted in blue with a red circle and mouse cursor), "Mean of grades (with extra credits)", "Median of grades", "Lowest grade", "Highest grade", "Mode of grades", and "Natural". Below the form are two expandable sections: "Category total" and "Parent category". At the bottom of the form, there are two buttons: "Save changes" (highlighted in blue with a red circle and mouse cursor) and "Cancel".

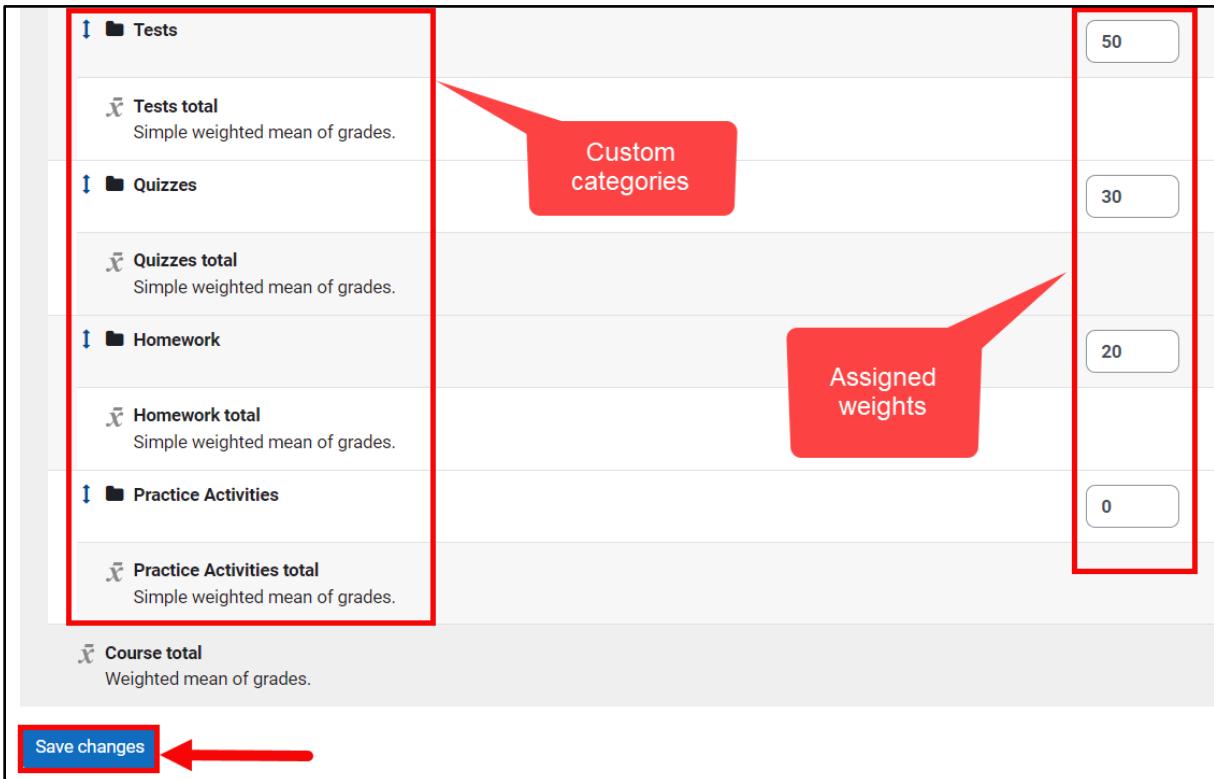
12. When finished, click the **Save changes** button at the bottom of the page and hit **Continue** to return to the Gradebook Setup page.

The screenshot shows a form titled "New category" with a dropdown arrow. It contains two main fields: "Category name" with a red exclamation mark icon and a text input field containing "Tests"; and "Aggregation" with a blue question mark icon and a dropdown menu. The dropdown menu is open, showing several options: "Mean of grades", "Weighted mean of grades", "Simple weighted mean of grades" (highlighted in blue with a red circle and mouse cursor), "Mean of grades (with extra credits)", "Median of grades", "Lowest grade", "Highest grade", "Mode of grades", and "Natural". Below the form are two expandable sections: "Category total" and "Parent category". At the bottom of the form, there are two buttons: "Save changes" (highlighted in blue with a red circle and mouse cursor) and "Cancel". A legend at the bottom left shows a red exclamation mark icon followed by the text "Required".

13. Back on the Gradebook setup page, scroll to the bottom to find your new **Category** by looking for the folder icon to the left of its assigned name. You will now find this new Category available for selection in the settings page of any graded course activity you subsequently create or edit to ensure it is scored under the appropriate grade weight.



14. Continue creating the remaining gradebook categories until you have accounted for each weighted section of the total course score. Next, enter in an assigned weight for each Category in its **Weights** field to the right. We recommend weighing your categories on a 100-point scale. If you wish to record students' scores for specific activities, but don't want them to be calculated into the overall course total, create a separate Category and apply a weight of "0." Click the **Save changes** button at the bottom of the page to apply your assigned weights.



15. Now that you have created your **Categories** and assigned the desired weights, you should move each graded item into its respective category to ensure they are appropriately aggregated. The quickest way to do this is by checking the selection box to the right of the activities under the **Select** column, then scroll to the bottom of the page and using the **Move selected items to** dropdown to pick the Category in which to move them. Upon selecting the parent category, your page will automatically refresh to reflect your changes.

Before:

Select items to move

Select checkboxes

Parent category

<input type="checkbox"/> Exam	1.0	100.00	Edit	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Unit 4 Test	1.0	100.00	Edit	<input checked="" type="checkbox"/>
Course total Weighted mean of grades.			Edit	

Save changes

Move selected items to: Choose...
 Choose...
 Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)
Tests
 Quizzes
 Homework
 Practice Activities

After:

Parent category

Graded items within the category indented below

Overall weight of items in this category

<input checked="" type="checkbox"/> Tests	50	-	
<input type="checkbox"/> Exam		100.00	
<input checked="" type="checkbox"/> Unit 4 Test		100.00	
Tests total Simple weighted mean of grades.		100.00	

16. Alternatively, you may move any individual gradebook item by clicking the **Arrow** or **Move** button to its left. The **Setup** page will refresh, displaying slot locations above and below each gradebook item to which you may click to move the applicable item. This is also how you can organize the sequence of how graded items appear in the gradebook.

Click once to move

Chapter 3 Test (Move)

Introduction and Background

Tests

Chapter 1 Test

Chapter 2 Test

Cancel

After clicking the arrow/move button to the left of the activity being moved, select the desired outlined space for which to move it.

17. The same sequence of categories and items adjusted within the Settings tab will always reflect within your **Grader report** and individual student **User reports**.

Grader report

All participants: 5/5

First name: All 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: All 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

Navigate Premier Access fo... -

Tests -

First name / Last name	Email address	Chapter 1 Test	Chapter 2 Test	Chapter 3 Test	Exam	Tests total
HB Hector Bellerin		60.00	-	-	-	60.00
SC Santi Carzola		-	-	-	-	-
MO Mesut Ozil		-	-	-	-	-