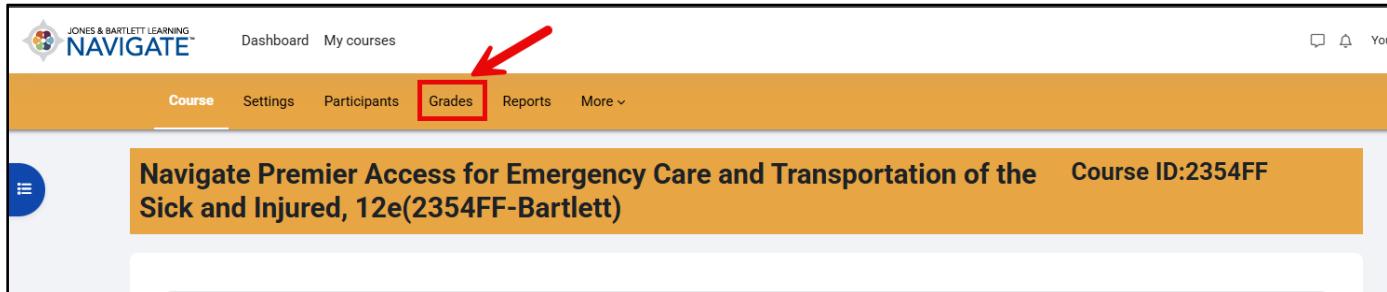


How to Set Up a Weighted Gradebook

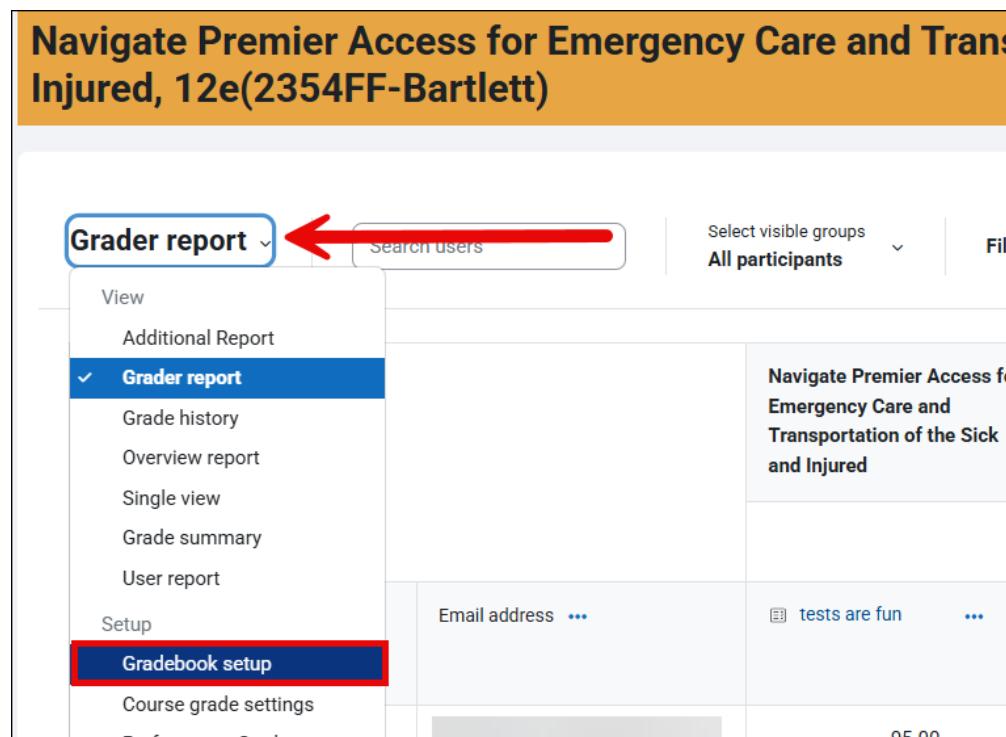
This document provides instructions for configuring a weighted gradebook in your Navigate course. While there are a variety of gradebook weighted aggregation methods to use, the following steps reflect a recommended approach.

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



The screenshot shows the 'Grades' option highlighted in the course navigation menu. The menu items are Course, Settings, Participants, **Grades**, Reports, and More. The 'Grades' button is highlighted with a red box and a red arrow points to it. The main content area displays course information: 'Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Bartlett)' and 'Course ID:2354FF'.

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



The screenshot shows the 'Grader report' page. The 'Gradebook setup' option is highlighted in the 'Setup' dropdown menu. The main content area displays course information: 'Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Bartlett)' and 'Course ID:2354FF'.

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

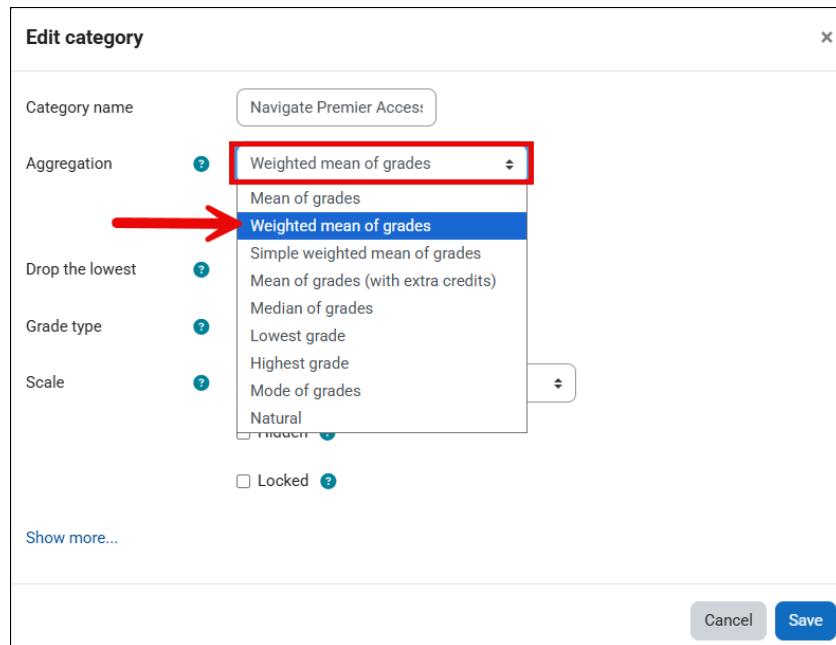
3. On the Gradebook setup page, graded items display vertically on the left and show their assigned scores and corresponding settings options under columns on the right.

The screenshot shows the 'Gradebook setup' page. At the top, there is a 'Gradebook name' input field with a red arrow pointing to it. Below this is a table with columns: 'Name', 'Weights', 'Max grade', 'Status', and 'Actions'. The 'Name' column contains a list of graded items, each with a red box around it. The 'Weights' column shows values like 1.0 and 100.00. The 'Max grade' column shows values like 100.00. The 'Status' column shows 'Weighted mean of grades' and 'Exclude empty grades'. The 'Actions' column contains three dots for each item, with a red box around the entire column. A red box also surrounds the 'Point values' section, which is a header for the list of items.

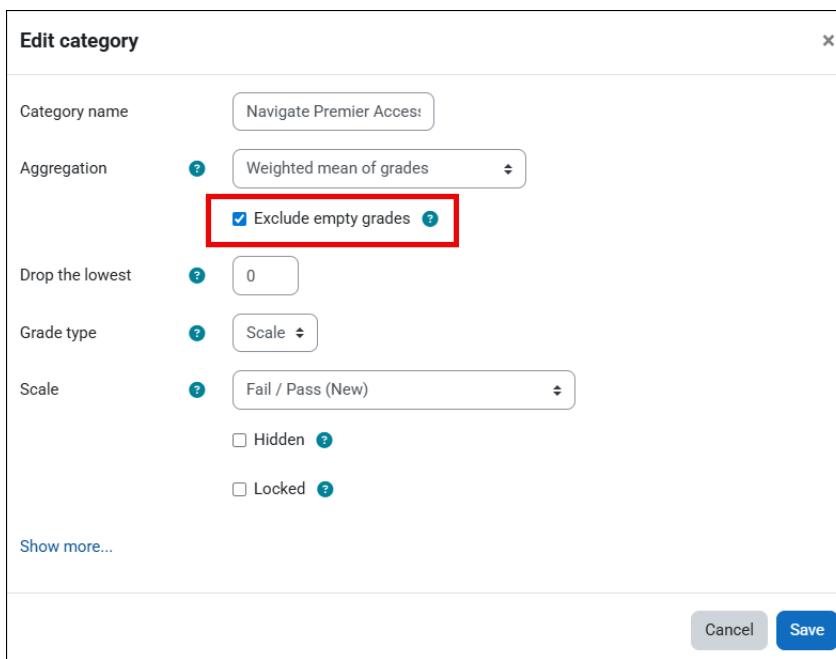
4. Begin by clicking the **Edit** menu under the **Actions** column to the right of the folder or gradebook category named for your course at the top of the page and select **Edit category**.

The screenshot shows the 'Gradebook setup' page with the 'Actions' column highlighted. A red box surrounds the 'Edit category' option in the dropdown menu of the first item's Actions column. A red arrow points to the 'Edit category' option.

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



6. **Exclude empty grades** will make sure any un-attempted or incomplete 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.



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

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

Edit category

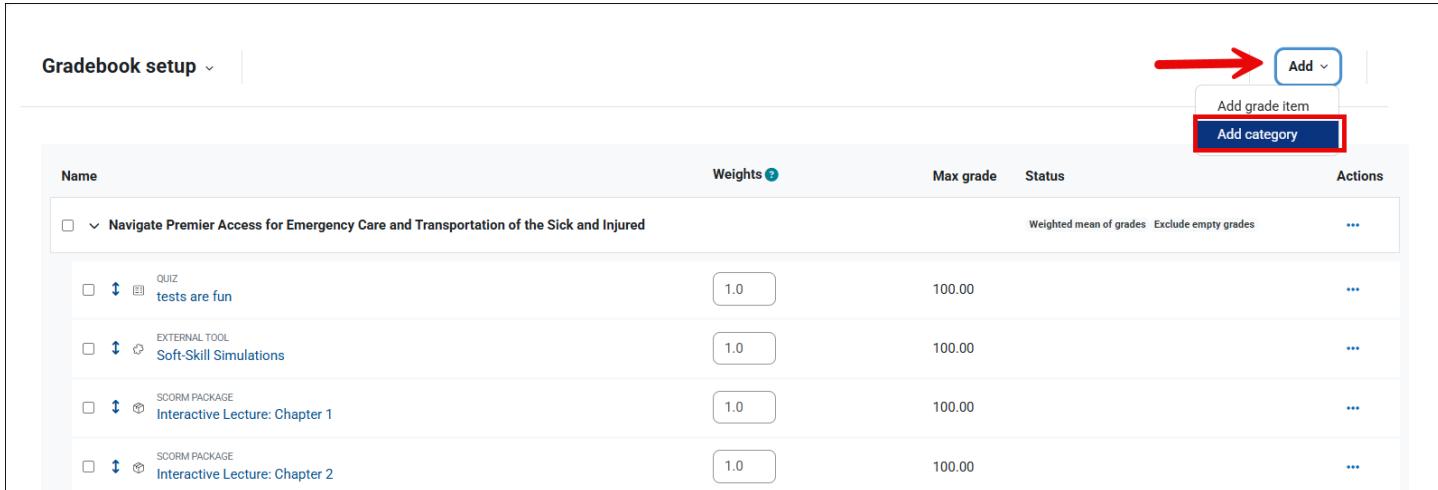
Category name	Navigate Premier Access
Aggregation	Weighted mean of grades
	<input checked="" type="checkbox"/> Exclude empty grades
Drop the lowest	0
Grade type	Scale
Scale	Fail / Pass (New)
	<input type="checkbox"/> Hidden
	<input type="checkbox"/> Locked
Show more...	
<input type="button" value="Cancel"/> <input style="background-color: blue; color: white; border: 2px solid red;" type="button" value="Save"/>	

8. 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.

Name	Weights	Max grade	Status	Actions
Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured	Weighted mean of grades <input type="text" value="1.0"/> <input type="text" value="1.0"/> <input type="text" value="1.0"/> <input type="text" value="1.0"/>	100.00	Exclude empty grades	...
QUIZ tests are fun		100.00		...
EXTERNAL TOOL Soft-Skill Simulations		100.00		...
SCORM PACKAGE Interactive Lecture: Chapter 1		100.00		...
SCORM PACKAGE Interactive Lecture: Chapter 2		100.00		...
SCORM PACKAGE Interactive Lecture: Chapter 3		100.00		...

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

9. 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 **Add** and then choosing **Add category**.



Gradebook setup

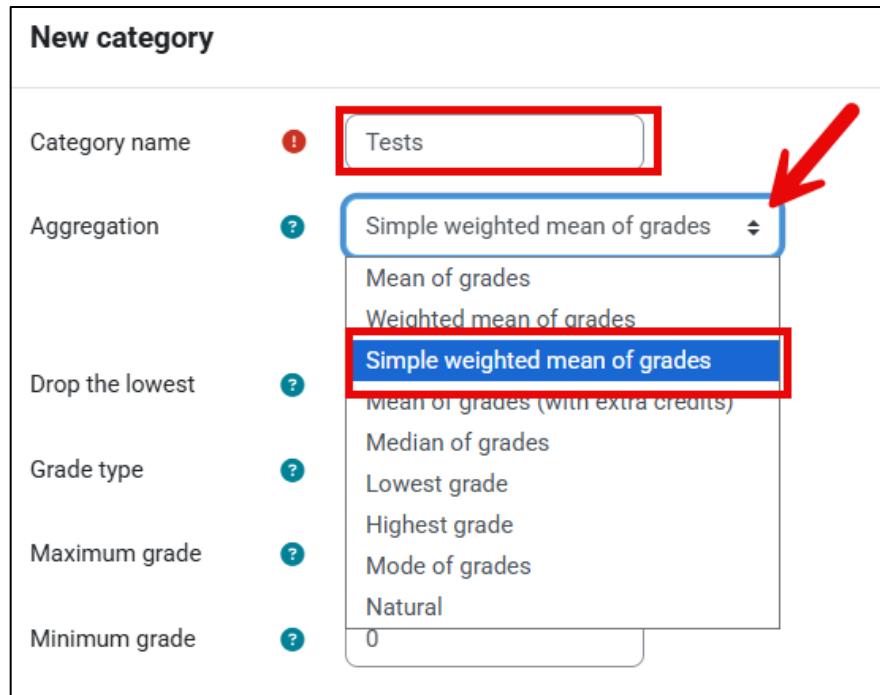
Name	Weights	Max grade	Status	Actions
QUIZ tests are fun	1.0	100.00		...
EXTERNAL TOOL Soft-Skill Simulations	1.0	100.00		...
SCORM PACKAGE Interactive Lecture: Chapter 1	1.0	100.00		...
SCORM PACKAGE Interactive Lecture: Chapter 2	1.0	100.00		...

Add

Add grade item

Add category

10. 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.



New category

Category name	Tests
Aggregation	Simple weighted mean of grades
Drop the lowest	
Grade type	
Maximum grade	
Minimum grade	0

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

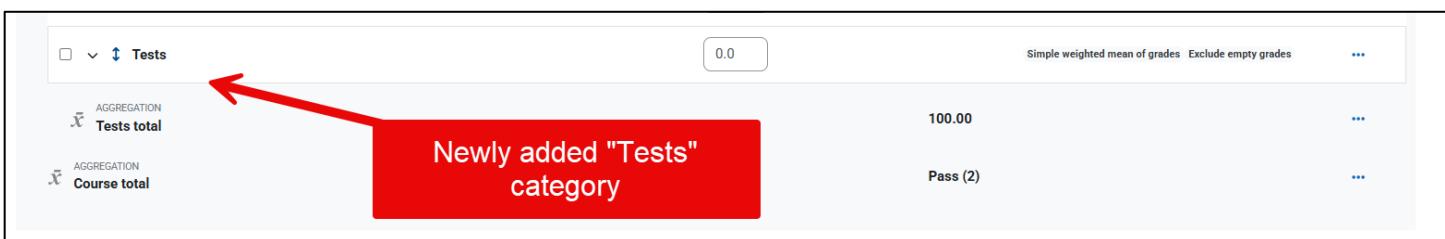
Natural

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

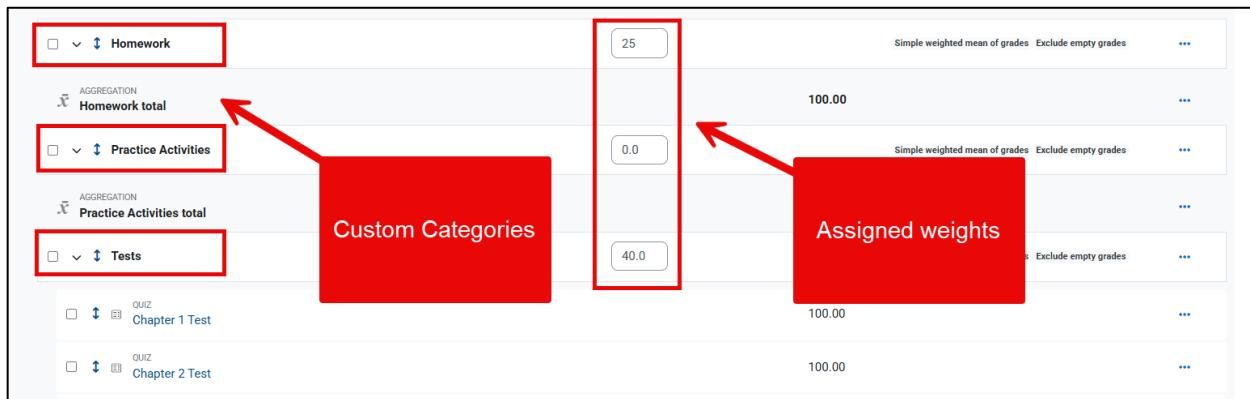
11. When finished, click the **Save** button at the bottom of the page.



12. 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.



13. 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.



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

14. 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 select **Move** at the bottom of the page.

Activity	Weight	Grade	Options
QUIZ Chapter 5 Quiz	1.0	100.00	...
QUIZ Chapter 2 Quiz	1.0	100.00	...
Tests	0.0	Simple weighted mean of grades Exclude empty grades	...
ASSIGNMENT test		100.00	...
AGGREGATION Tests total		100.00	...
ATTENDANCE		100.00	...

2 selected

15. Select the category where the graded items need to be moved to.

Move items

Move selected items to:

▼ Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured

- Quizzes
- Homework
- Practice Activities
- Tests
- Tests
- Tests

Select the category where the grades need to be moved to.

Cancel Move

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

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.

Top Screenshot (Gradebook Items):

Item	Score	More Options
QUIZ Chapter 1 Test	100.00	...
QUIZ Chapter 2 Test	100.00	...
QUIZ Chapter 3 Test	100.00	...

Bottom Screenshot (Quizzes Category):

- Quizzes
 - QUIZ Chapter 5 Quiz
 - QUIZ Chapter 2 Quiz
 - QUIZ Chapter 1 EMS Systems Quiz

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**.