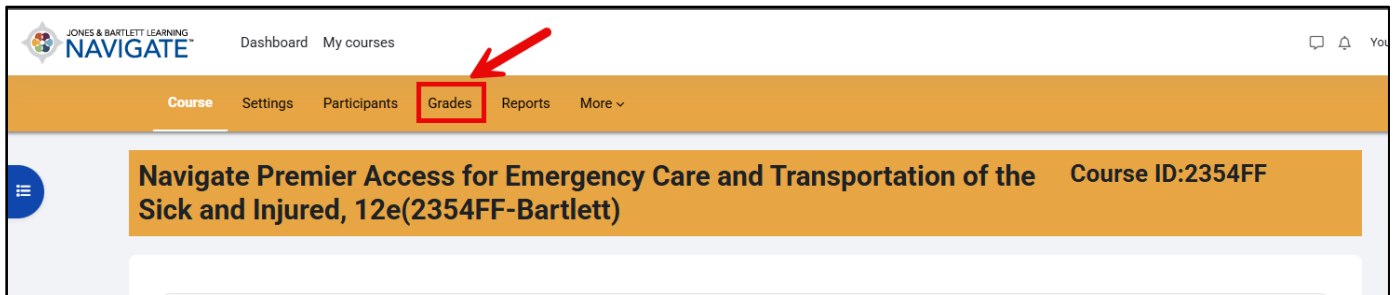


How to Set Up a Weighted Gradebook

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.



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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' interface. A red box labeled 'Gradebook name' points to the top header. A red box labeled 'Point values' points to the 'Weights' column. A red box labeled 'Graded activities' points to the 'Name' column. A red box labeled 'Max grade' points to the 'Max grade' column. A red box labeled 'Status' points to the 'Status' column. A red box labeled 'Action menu for each item' points to the 'Actions' column.

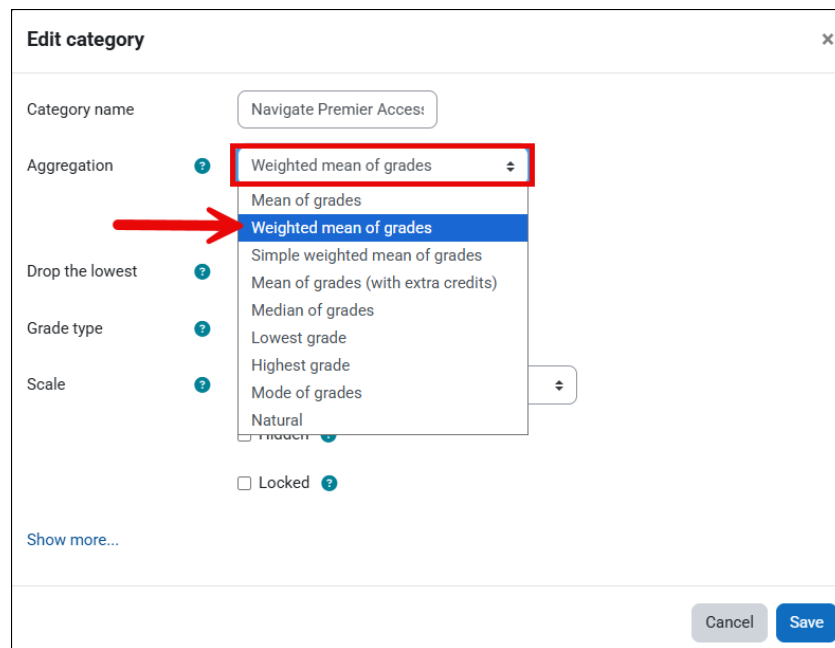
Name	Weights	Max grade	Status	Actions
☐ ▾ Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured			Weighted mean of grades Exclude empty grades	...
☐ ⬆ ⬆ QUIZ tests are fun		100.00		...
☐ ⬆ ⬆ EXTERNAL TOOL Soft-Skill Simulations		100.00		...
☐ ⬆ ⬆ SCORM PACKAGE Interactive Lecture: Chapter 1		100.00		...
☐ ⬆ ⬆ SCORM PACKAGE Interactive Lecture: Chapter 2	1.0	100.00		...
☐ ⬆ ⬆ SCORM PACKAGE Interactive Lecture: Chapter 3	1.0	100.00		...

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' interface with the 'Actions' column expanded. A red box labeled 'Edit category' points to the 'Edit category' option in the dropdown menu.

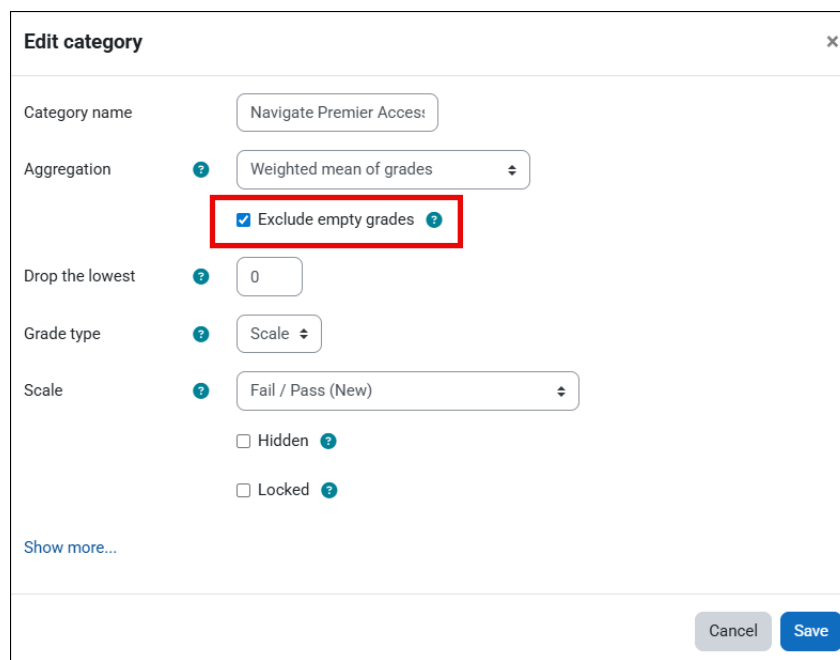
Name	Weights	Max grade	Status	Actions
☐ ▾ Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured			Weighted mean of grades Exclude empty grades	⋮ Edit category Hide Lock ...
☐ ⬆ ⬆ QUIZ tests are fun	1.0	100.00		...
☐ ⬆ ⬆ EXTERNAL TOOL Soft-Skill Simulations	1.0	100.00		...
☐ ⬆ ⬆ SCORM PACKAGE Interactive Lecture: Chapter 1	1.0	100.00		...

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



The screenshot shows the 'Edit category' dialog box. The 'Category name' field contains 'Navigate Premier Access'. The 'Aggregation' dropdown menu is open, showing options: 'Weighted mean of grades' (highlighted with a red box and a red arrow), 'Mean of grades', 'Simple weighted mean of grades', 'Mean of grades (with extra credits)', 'Median of grades', 'Lowest grade', 'Highest grade', 'Mode of grades', and 'Natural'. The 'Drop the lowest' field is empty. The 'Grade type' field is empty. The 'Scale' field is empty. There is a 'Locked' checkbox which is unchecked. At the bottom right are 'Cancel' and 'Save' buttons.

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.



The screenshot shows the 'Edit category' dialog box. The 'Category name' field contains 'Navigate Premier Access'. The 'Aggregation' dropdown menu is set to 'Weighted mean of grades'. The 'Exclude empty grades' checkbox is checked (highlighted with a red box). The 'Drop the lowest' field contains '0'. The 'Grade type' field is set to 'Scale'. The 'Scale' field is set to 'Fail / Pass (New)'. There are 'Hidden' and 'Locked' checkboxes, both unchecked. At the bottom right are 'Cancel' and 'Save' buttons.

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

✕

Category name

Navigate Premier Access

Aggregation

Weighted mean of grades

☒ Exclude empty grades

Drop the lowest

0

Grade type

Scale

Scale

Fail / Pass (New)

☐ Hidden

☐ Locked

Show more...

Cancel

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

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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 ▾

Add ▾

Add grade item

Add category

Name	Weights	Max grade	Status	Actions
▢ ▾ Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured			Weighted mean of grades Exclude empty grades	⋮
▢ ⬆ ⬆ 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		⋮

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

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

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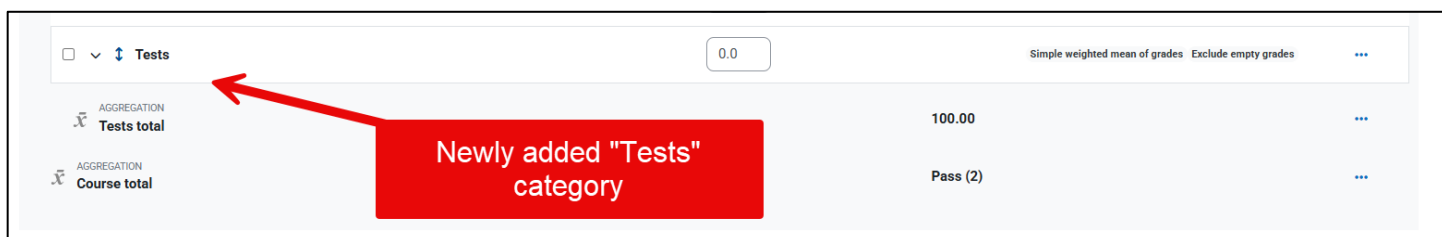
11. When finished, click the **Save** button at the bottom of the page.



Show more...

Cancel Save

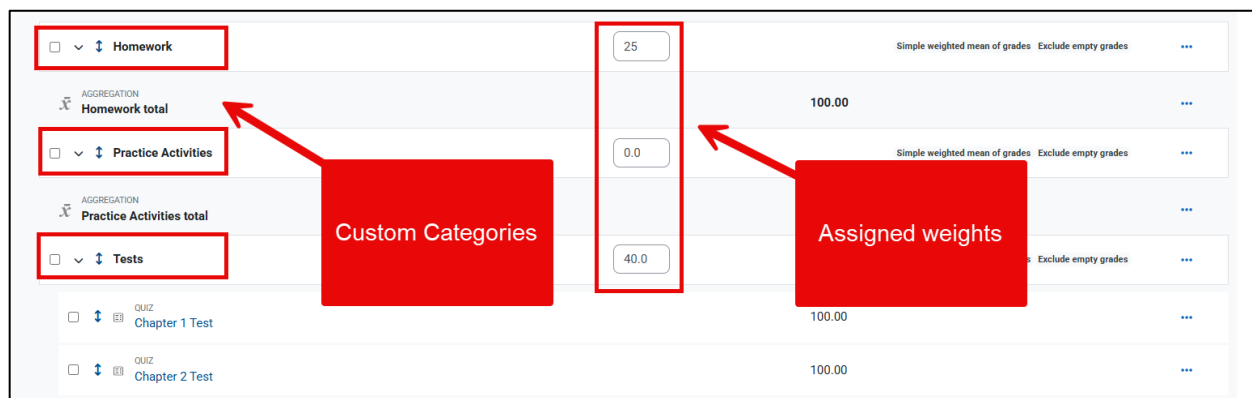
12. Back on the Gradebook setup page, scroll to the bottom to find your new **Category** by looking for the folder icon to the left of its assigned name. You will now find this new Category available for selection in the settings page of any graded course activity you subsequently create or edit to ensure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



Category	Weight	Aggregation
Tests	0.0	Simple weighted mean of grades Exclude empty grades
Tests total	100.00	
Course total	Pass (2)	

Newly added "Tests" category

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.



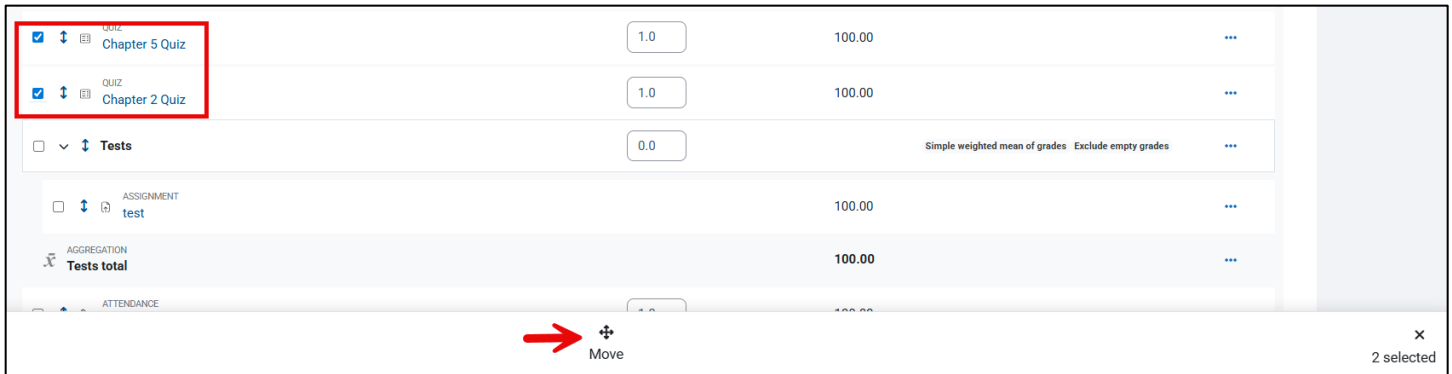
Category	Weight	Aggregation
Homework	25	Simple weighted mean of grades Exclude empty grades
Homework total	100.00	
Practice Activities	0.0	Simple weighted mean of grades Exclude empty grades
Practice Activities total		
Tests	40.0	Simple weighted mean of grades Exclude empty grades
Chapter 1 Test	100.00	
Chapter 2 Test	100.00	

Custom Categories

Assigned weights

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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.

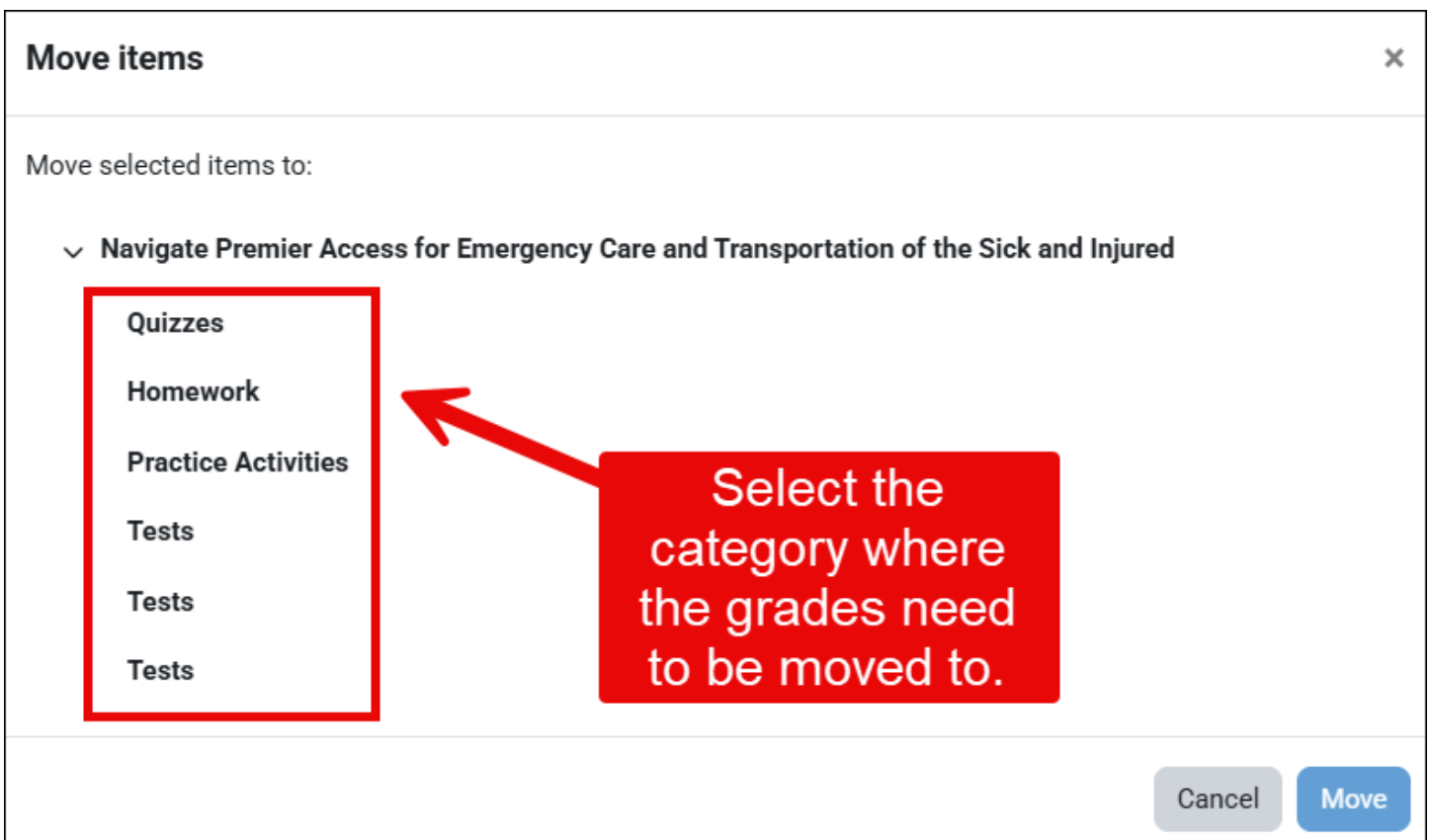


<input checked="" type="checkbox"/>	QUIZ Chapter 5 Quiz	1.0	100.00	...
<input checked="" type="checkbox"/>	QUIZ Chapter 2 Quiz	1.0	100.00	...
<input type="checkbox"/>	Tests	0.0	Simple weighted mean of grades Exclude empty grades	...
<input type="checkbox"/>	ASSIGNMENT test		100.00	...
	AGGREGATION Tests total		100.00	...
	ATTENDANCE			

Move

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

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.

	QUIZ		
<input type="checkbox"/>	Chapter 1 Test	100.00	...
<input type="checkbox"/>	Chapter 2 Test	100.00	...
<input type="checkbox"/>	Chapter 3 Test	100.00	...

Select the dotted line where the graded item needs to be moved to.

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**.

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