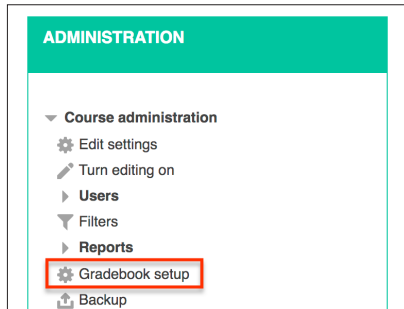


DotED Set Up

Configuring the Gradebook

The first step is to set the type of aggregation the Gradebook will use. We recommend setting it to Natural Grading but you are free to use any method you desire (though we may be limited in how much assistance we can provide in setting up and maintaining other aggregation settings). To do this:

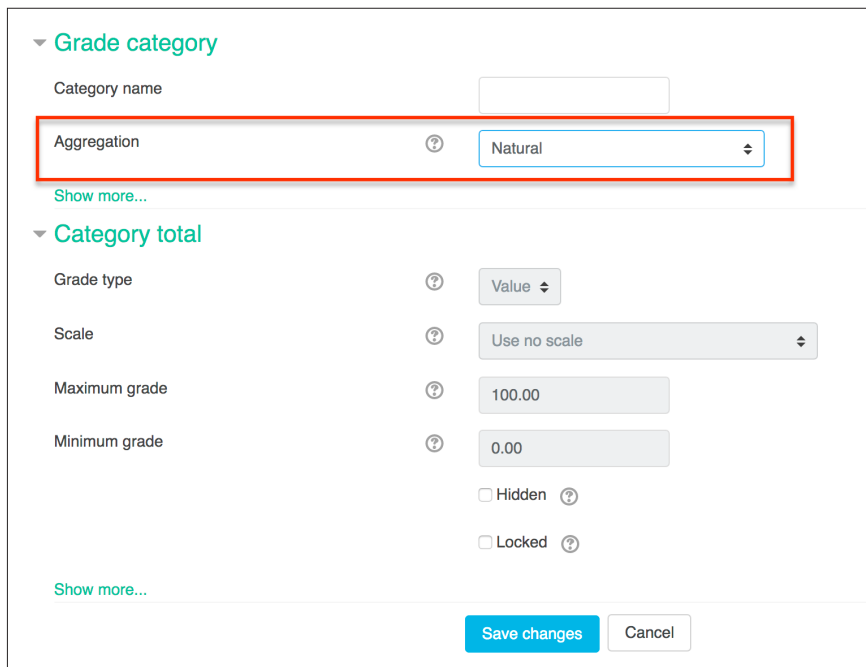
Click the **Gradebook Setup** link located under **Course Administration** in the **Administration** block.



Next, click the **Edit** link in the **Actions** column next to the course name and select **Edit Settings**.



Change the **Aggregation** setting, located under **Grade Category**, to **Natural**.



Click **Save Changes**.

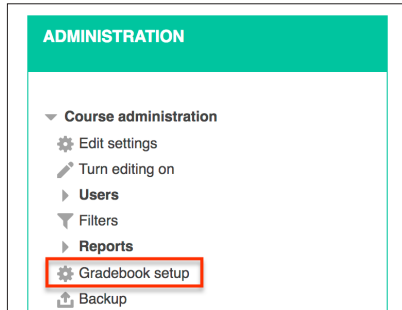
***If you do not plan on using categories then you are done setting up the Gradebook.**

DotED Set Up

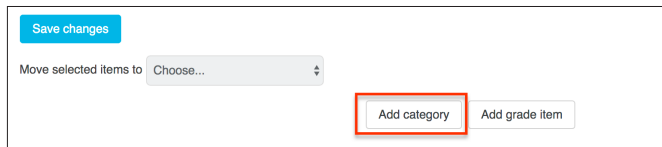
Gradebook Categories

Categories are a good way to organize Gradebook items and are essential if you plan on applying different weights to assignment types. To create a category:

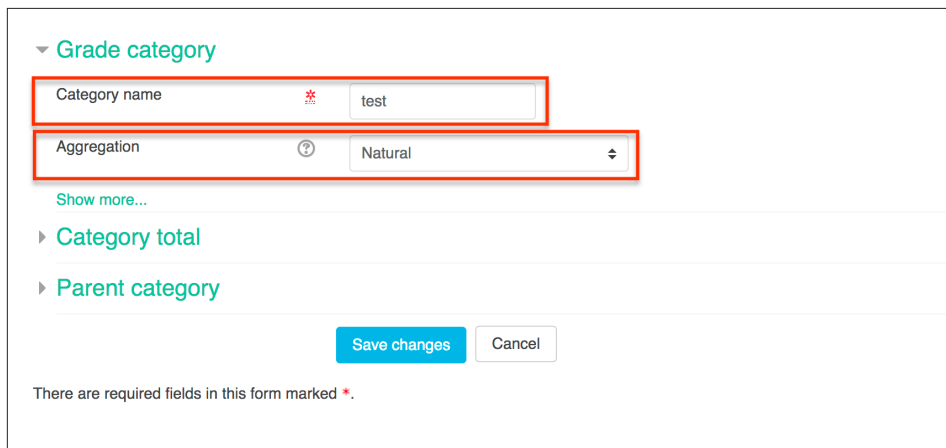
Click the **Gradebook Setup** link located under **Course Administration** in the **Administration block**.



Click **Add Category**.



Enter the **Category name** and change the **Aggregation** to **Natural** so that it matches the course setting

A screenshot of the 'Grade category' form. The 'Category name' field (containing 'test') and the 'Aggregation' dropdown menu (set to 'Natural') are highlighted with red boxes. The form also includes a 'Show more...' link, 'Category total', 'Parent category' sections, and 'Save changes' and 'Cancel' buttons. A note at the bottom states: 'There are required fields in this form marked *.'

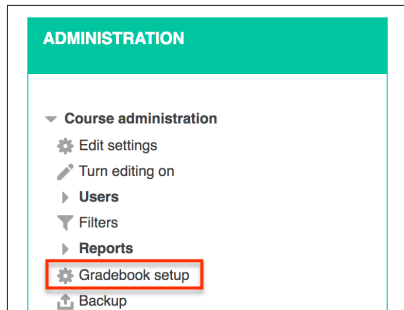
Click **Save Changes**.

DotED Set Up

Gradebook Items

Any Assignment or Quiz created within DotED will automatically appear in the Gradebook once it is set up. You can place it into the category of your choosing (if applicable) in the assignment settings. You can also manually create Gradebook items (See instructions below).

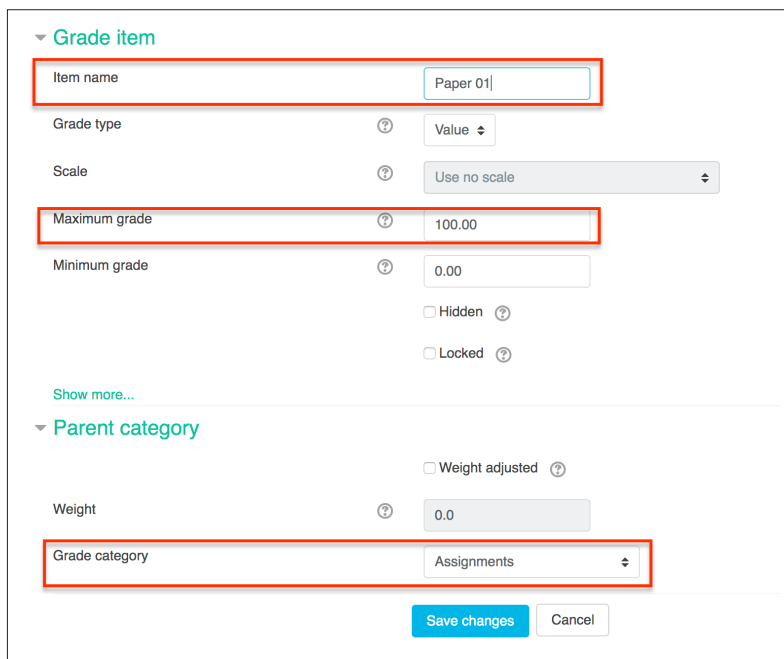
Click the **Gradebook Setup** link located under **Course Administration** in the **Administration** block.



Click **Add Grade Item**.



Next fill in the **Item name**, **Maximum Grade**, and **Category** (if applicable).

A screenshot of the 'Grade item' form. The form is titled 'Grade item' in a green header. Below the header, there are several fields: 'Item name' (text input with 'Paper 01' entered), 'Grade type' (dropdown menu with 'Value' selected), 'Scale' (dropdown menu with 'Use no scale' selected), 'Maximum grade' (text input with '100.00' entered), 'Minimum grade' (text input with '0.00' entered), 'Hidden' (checkbox), 'Locked' (checkbox), 'Show more...' (link), 'Parent category' (checkbox), 'Weight adjusted' (checkbox), 'Weight' (text input with '0.0' entered), and 'Grade category' (dropdown menu with 'Assignments' selected). The 'Item name', 'Maximum grade', and 'Grade category' fields are highlighted with red rectangular boxes. At the bottom of the form, there are two buttons: 'Save changes' and 'Cancel'.

Click **Save Changes**.