

DotED Course Preparation

Initial Gradebook Set Up

Digital Teaching & Learning supports the **Grade Book** using “**Natural**” aggregation. Please use the directions below to configure the Grade Book in your course.

- Click the **Gradebook Setup** link located under **Course Administration**.
- Next, click the **Edit** link in the **Actions** column next to the course name and select **Edit Settings**.

Gradebook setup

Gradebook setup

Name	Max grade	Actions
Information Design - 21SP Sec 02	-	Edit
Course total Simple weighted mean of grades.	100.00	Edit settings Hide

Save changes

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

Grade category

Category name

Aggregation

Show more...

Category total

Grade type

Scale

Use no scale

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

Collapse all

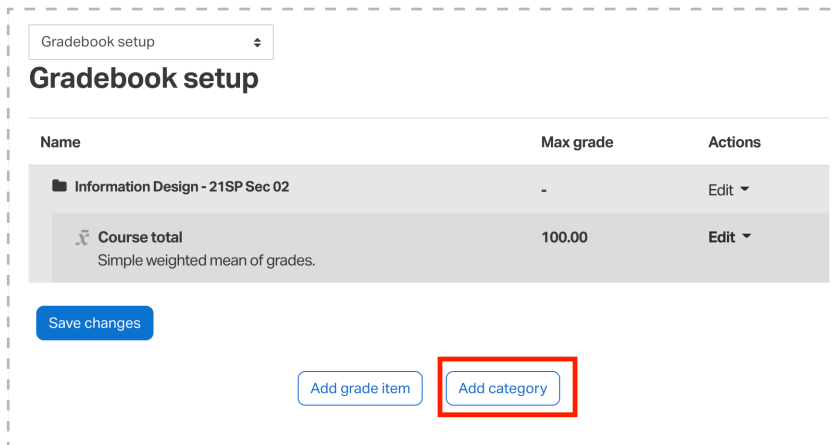
- Click **Save Changes**.

DotED Course Customization

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**.
- Click **Add Category**.



Gradebook setup

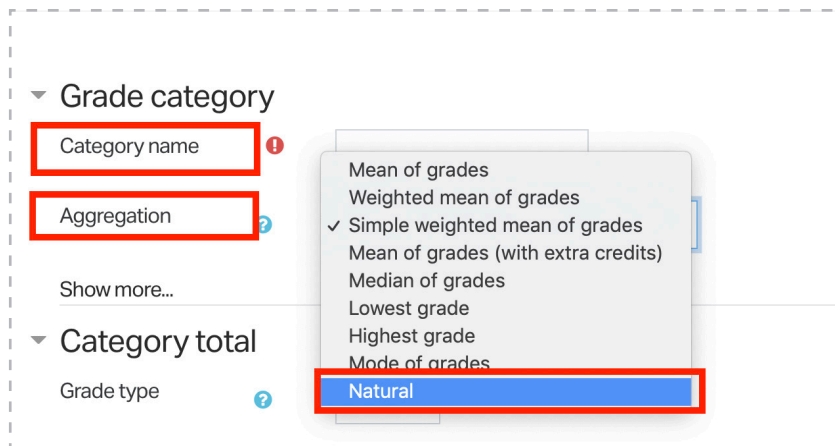
Gradebook setup

Name	Max grade	Actions
Information Design - 21SP Sec 02	-	Edit ▾
Course total Simple weighted mean of grades.	100.00	Edit ▾

Save changes

Add grade item Add category

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



Grade category

Category name ⓘ

Aggregation ⓘ

Show more...

Category total

Grade type ⓘ

- 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

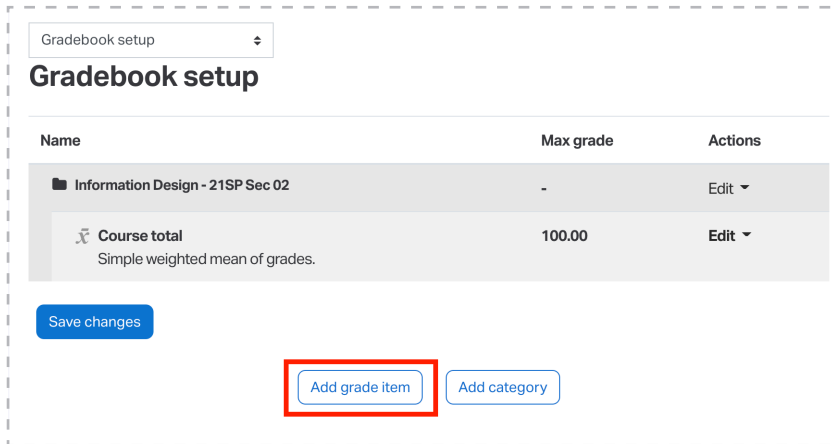
- Click **Save Changes**.

DotED Course Customization

Custom Gradebook Items

You can manually create Gradebook items to give your students points for participation and other activities that do not require an assignment to be submitted.

- Click the **Gradebook Setup** link located under **Course Administration** in the **Administration** block.
- Click **Add Grade Item**.



Gradebook setup

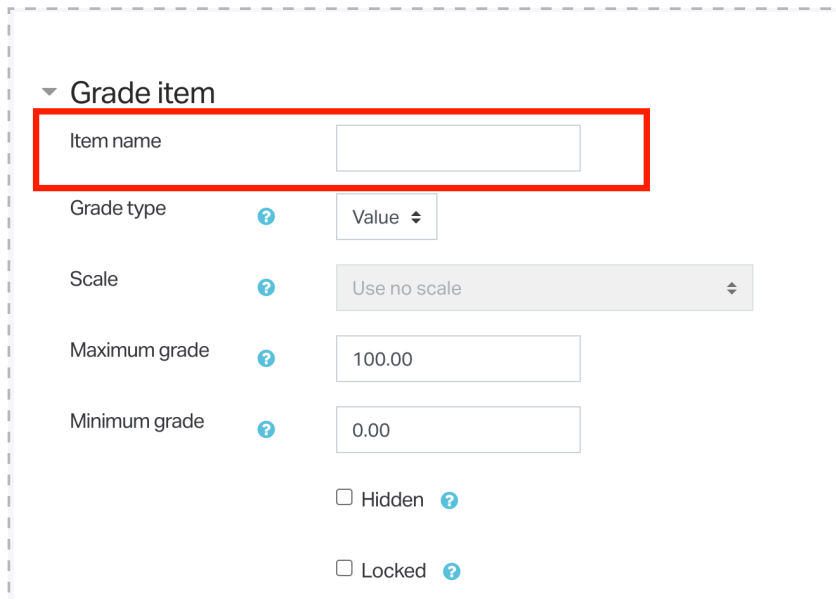
Gradebook setup

Name	Max grade	Actions
Information Design - 21SP Sec 02	-	Edit
Course total Simple weighted mean of grades.	100.00	Edit

Save changes

Add grade item Add category

- Next fill in the **Item name** and any other applicable settings.



Grade item

Item name

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

- Click **Save Changes**.

DotED Course Customization

Custom Weights in the Gradebook

Under the recommended aggregation setting (natural), all gradebook item weights are generated automatically to equal 100%. You can customize the assignment weights by following the steps outlined in this tutorial. This also applies to categories.

- a. Click the **Gradebook Setup** link located under **Course Administration**.

Gradebook setup

Gradebook setup

Name	Weights	Max grade	Actions
DotED training course	-	-	Edit
Friday	<input type="checkbox"/> 19.60	100.00	Edit
testing	<input type="checkbox"/> 19.60	100.00	Edit
Weekly Zoom	<input type="checkbox"/> 19.60	100.00	Edit
0401 Zoom Scheduling Test (Production)	<input type="checkbox"/> 19.60	100.00	Edit
Lesson test	<input type="checkbox"/> 19.60	100.00	Edit
This is a quiz	<input type="checkbox"/> 1.961	10.00	Edit
Course total		510.00	Edit

Save changes

Add grade item Add category

- b. Check the box next to the gradebook item or category that you would like to adjust and enter the desired weight.

Gradebook setup

Name	Weights	Max grade	Actions
DotED training course	-	-	Edit
Friday	<input checked="" type="checkbox"/> 50	100.00	Edit
testing	<input type="checkbox"/> 19.60	100.00	Edit

- c. Repeat for each gradebook item weight that you would like to adjust.

Your weights have been adjusted to total 100.

Name	Weights	Max grade	Actions
DotED training course	-	-	Edit
Friday	<input checked="" type="checkbox"/> 50.0	100.00	Edit
testing	<input type="checkbox"/> 12.19	100.00	Edit
Weekly Zoom	<input type="checkbox"/> 12.19	100.00	Edit
0401 Zoom Scheduling Test (Production)	<input type="checkbox"/> 12.19	100.00	Edit
Lesson test	<input type="checkbox"/> 12.19	100.00	Edit
This is a quiz	<input type="checkbox"/> 1.22	10.00	Edit
Course total		510.00	Edit

Save changes

- d. Press **Save Changes**. All unadjusted gradebook items are recalculated so that the total of all weights equal 100%.