



PROVIDENCE
COLLEGE

Gradebook: Creating a “Points” Gradebook

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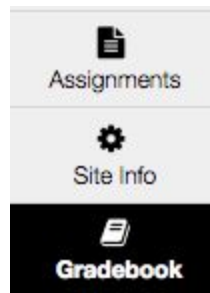
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Creating a “Points Based” Gradebook:

Some instructors use a points-based grading system to create a course average throughout the year. An assignment’s “weight” is determined by how many points it is assigned. An example of this is: homework assignments are worth 10 points each, essays are worth 50 points each, tests are worth 100 points each, the midterm is worth 200 points and the final is worth 400 points.

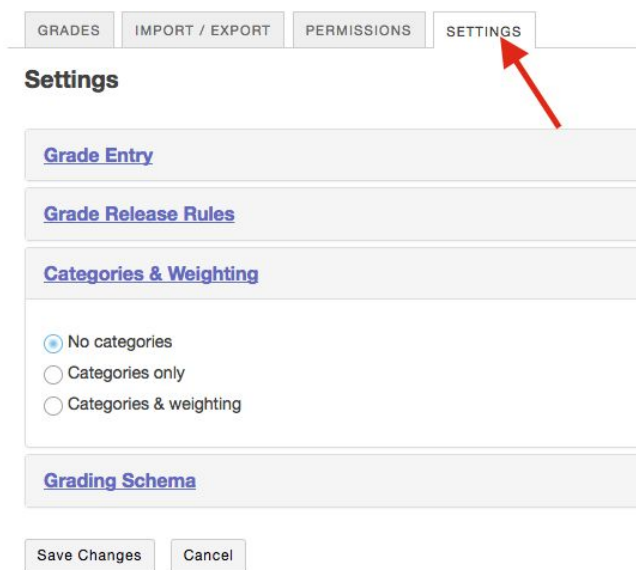
To create a “points based” Gradebook in the Gradebook tool, follow these instructions:

1. Start by going to the Sakai course site where you wish to set up Gradebook. Select “Gradebook” from the left hand menu. This is presuming you have already added the Gradebook tool to your course site. If not, go to Site Info>Manage Tools> Check off Gradebook and click “Update” for it to appear in your tools menu.



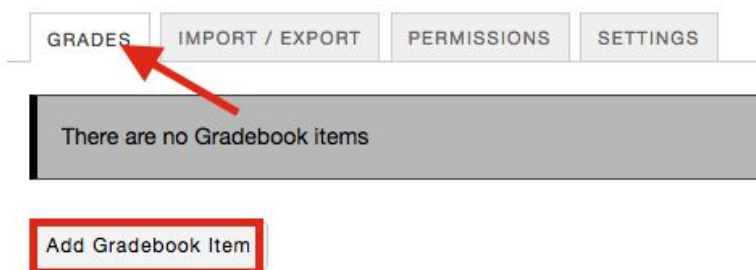
2. To start click on the “Settings” tab. Typically the default settings will be fine, but it’s good to review these settings to make any necessary changes. You do not need categories if you do “point based” grading, but you can add categories for organizational purposes if you find that helpful. Gradebook automatically defaults to “Grade using points”, so keep that setting as is. Last, look at “Grade Release Rules” and check off any items you would like students to be able to see (such as “Display final course grade to students”). Under “Grading Schema” you can alter the grading scale if necessary.

If you make any changes to the settings, be sure to click “Save Changes” before moving on.



The screenshot shows the 'Settings' tab selected in a navigation bar with other tabs: GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. A red arrow points to the 'SETTINGS' tab. Below the navigation bar, the 'Settings' section is displayed with several expandable panels: 'Grade Entry', 'Grade Release Rules', 'Categories & Weighting', and 'Grading Schema'. The 'Categories & Weighting' panel is expanded, showing three radio button options: 'No categories' (which is selected), 'Categories only', and 'Categories & weighting'. At the bottom of the settings area, there are two buttons: 'Save Changes' and 'Cancel'.

3. Now go back to the “Grades” tab and select “Add Gradebook Item”.



The screenshot shows the 'GRADES' tab selected in a navigation bar with other tabs: GRADES, IMPORT / EXPORT, PERMISSIONS, and SETTINGS. A red arrow points to the 'GRADES' tab. Below the navigation bar, a grey message box states 'There are no Gradebook items'. Below the message box, a button labeled 'Add Gradebook Item' is highlighted with a red rectangular border.

4. Give the assignments a title, define how many points it is worth, and if the checkbox settings meet your requirements, click “Create”.

Add Gradebook Item [Close]

Title

Point value

Extra credit

Due date [Month] [Day]

Release item to students?

Include item in course grade calculations?

5. You can add all of the Gradebook items before the start of the semester, or you can slowly add them over the duration of the semester. Each time you add a new grade item a new grading column will be created.

GRADES | IMPORT / EXPORT | PERMISSIONS | SETTINGS

Gradebook item 'Midterm' has been updated.

There are no students with Gradebook items

Add Gradebook Item [Red Arrow]

Students	Course Grade	Homework Assignment #1	Essay #1	Midterm	Final Project
Filter students		Total: 10 Due: -	Total: 50 Due: -	Total: 200 Due: -	Total: 400 Due: -