



PROVIDENCE
COLLEGE

Gradebook: Creating "Weighted Categories"

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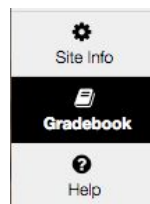
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Creating "Weighted Categories" in Gradebook:

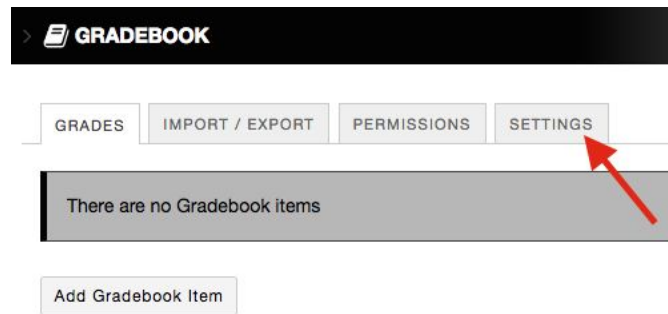
One of the common methods for creating a Gradebook is by creating "weighted categories", meaning that your grading method gives varied "weight" to different assignments. For example: Homework is 25% of the grade, participation is 15% of the grade, essays are 30% of the grade, the midterm is 10% of the grade, and the final is 20% of the grade.

To create "weighted categories" in Gradebook, follow these instructions.

1. Go to the course site you wish to create the Gradebook in, and select the Gradebook tool from the left hand menu. If you have not yet added the Gradebook tool, you can do so by going to Site Info>Edit Tools> Checking off "Gradebook" and clicking "Update".



2. From the tabs at the top of the screen, select "Settings".



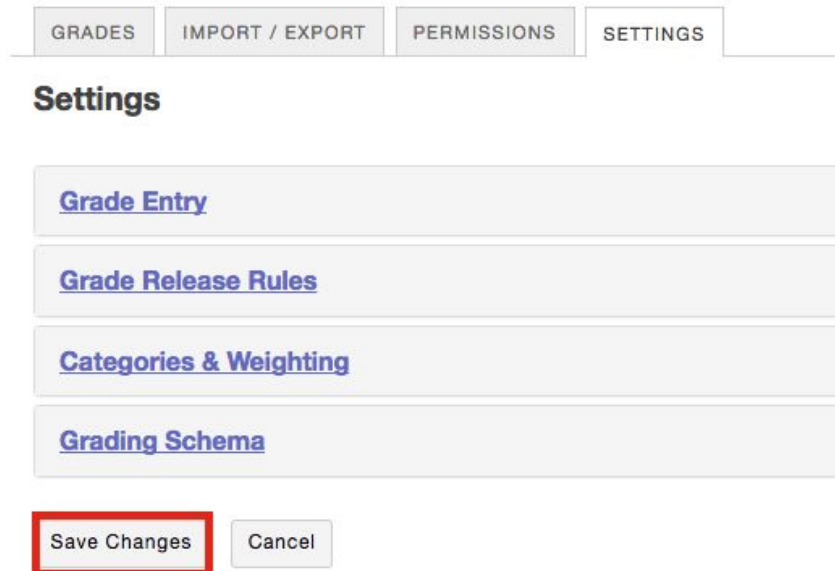
3. Open the tab labeled "Categories & Weighting". Check off the box for "Categories & weighting" and then add all of the categories until the total percentage equal 100%.

The screenshot shows the 'Categories & Weighting' configuration page. The 'Categories & weighting' radio button is selected and highlighted with a red box. Below it, there are three checkboxes: 'Enable drop highest', 'Enable drop lowest', and 'Enable keep highest', all of which are currently unchecked. A grey box contains instructions: 'Categories will only be visible if there are Gradebook items assigned to them. To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value. Drop highest and keep highest, and drop lowest and keep highest are mutually exclusive and cannot be used together. Extra credit categories do not participate in the overall weightings. Note that you cannot choose 'Categories & weighting' if the final course grade is setup with 'Points'.

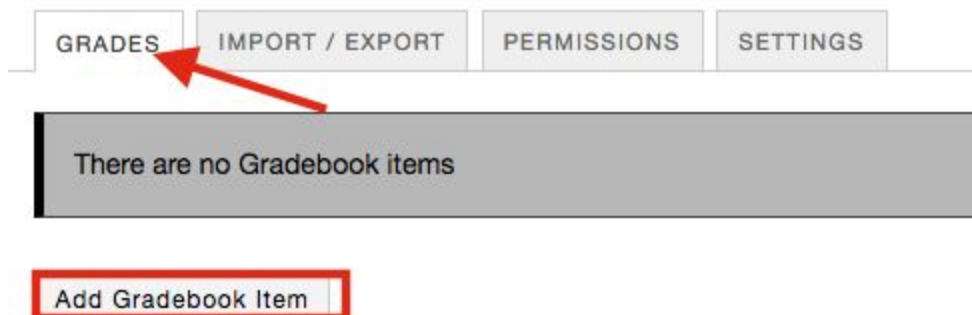
Category	%	Extra Credit	Gradebook Items	Remove
Homework	25	<input type="checkbox"/>	0 items(s)	Remove
Participation	15	<input type="checkbox"/>	0 items(s)	Remove
Essays	30	<input type="checkbox"/>	0 items(s)	Remove
Midterm	10	<input type="checkbox"/>	0 items(s)	Remove
Final	20	<input type="checkbox"/>	0 items(s)	Remove
Total: 100%				

At the bottom of the page, there is a button labeled 'Add a category' with a red arrow pointing to it.

4. Please note that while in “Settings” for Gradebook you can also finalize other settings such your method of grade entry (points vs. percentages), grade release rules (if you want the students to be able to see their average), and grading schema (where you can adjust the grade scale). When you are done with all the settings, click “Save Changes”.



5. Now, return to the grades tab so you can start adding gradebook items. You can build these items over the course of the semester, or you can add all of them at the start of the semester.



6. Give the Gradebook Item a title, define how many points you will be grading it out of, and then select which Category the item belongs in. Check that the settings match your requirements and click "Create".

Add Gradebook Item ✕

Title

Point value

Extra credit

Due date

Category Homework (25%) ▼

Items not assigned to a category will not be counted toward the course grade calculation.

Release item to students?

Include item in course grade calculations?

Create

7. Now you will see that a grading column has been added to your Gradebook. This item is properly weighted so that when you enter the student grades it will accurately impact their averages. Note that you can also track the average by category (seen below).

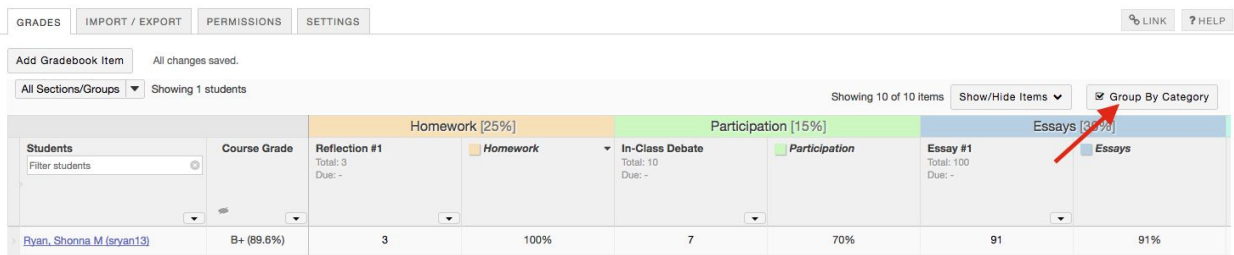
GRADES | IMPORT / EXPORT | PERMISSIONS | SETTINGS LINK ? HELP

Add Gradebook Item All changes saved.

All Sections/Groups Showing 1 students Showing 2 of 2 items Show/Hide Items Group By Category

Students	Course Grade	Reflection #1	Homework
<input type="text" value="Filter students"/>	Total: 3 Due: -	Total: 3 Due: -	
Ryan, Shonna M. (sryan13)	A+ (100%)	<input type="text" value="3"/> /3	100%

Additionally, you can better organize your view when grading by using the “Group by Category” feature.

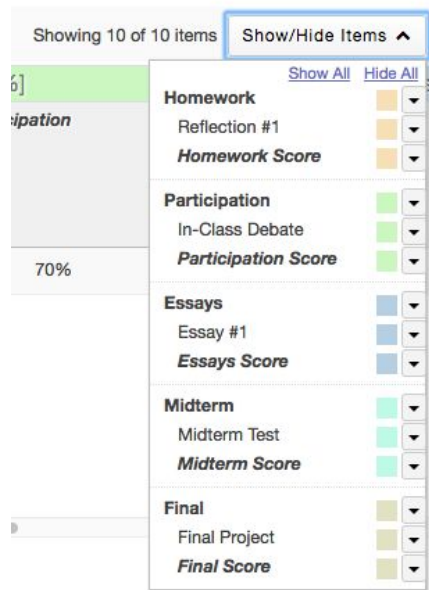


The screenshot shows a gradebook interface with the following elements:

- Navigation tabs: GRADES, IMPORT / EXPORT, PERMISSIONS, SETTINGS.
- Buttons: Add Gradebook Item, All changes saved.
- Filters: All Sections/Groups, Showing 1 students.
- Display options: Showing 10 of 10 items, Show/Hide Items, Group By Category.
- Table columns: Students, Course Grade, Homework [25%], Participation [15%], Essays [30%].
- Table data for student Ryan, Shonna M (sryan13):

Category	Score	Percentage
Homework	3	100%
Participation	7	70%
Essays	91	91%

The “Show/Hide Items” feature is another useful tool when grading as you can hide categories and items to better focus on specific grading columns.



The screenshot shows the 'Show/Hide Items' dropdown menu with the following items:

- Homework
 - Reflection #1
 - Homework Score
- Participation
 - In-Class Debate
 - Participation Score
- Essays
 - Essay #1
 - Essays Score
- Midterm
 - Midterm Test
 - Midterm Score
- Final
 - Final Project
 - Final Score