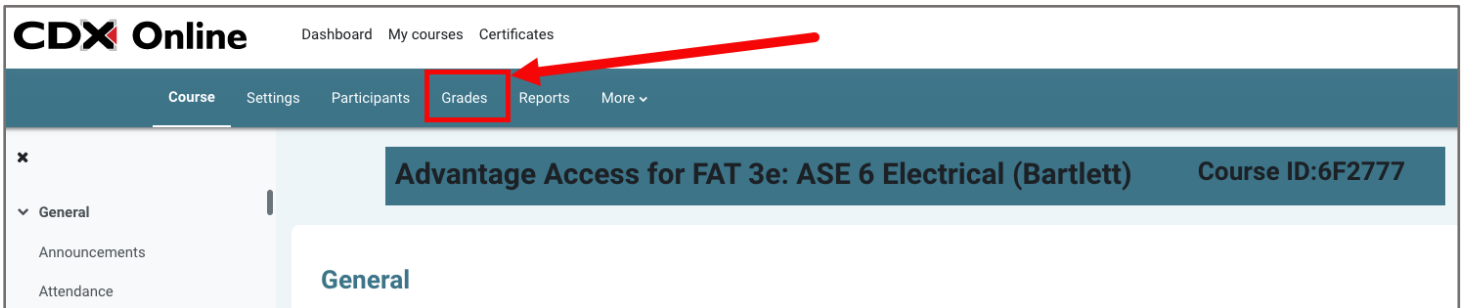


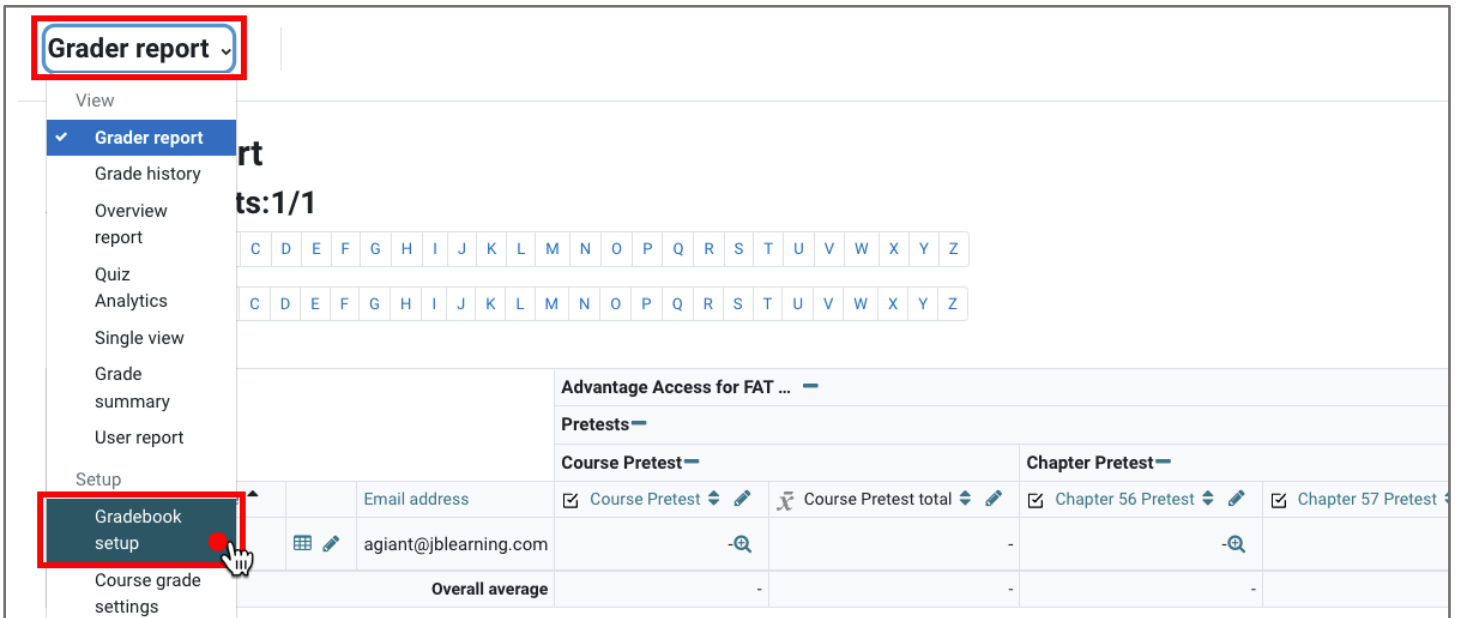
How to Customize the Gradebook

This document provides instructions for customizing the gradebook's structure and aggregation to calculate students' scores. There are a variety of options and approaches that can be used. Not all options are accounted for in this document, however most gradebook aggregation requirements may be met by following the steps below.

1. From your course homepage, click the **Grades** button in the course menu at the top of the page.



2. Once the **Grader report** page loads, use the dropdown menu to select the **Gradebook setup** option under Setup.



- 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. Graded activities are organized into default categories by activity type with preassigned values as part of a weighted grading scheme.

The screenshot shows the 'Gradebook setup' interface. At the top, there are buttons for 'Add grade item' and 'Add category'. The main area is a table with columns: Name, Weights, Max grade, Actions, and Select. The table lists various graded items, including 'Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett)', 'Pretests', 'Course Pretest', and 'Chapter Pretest'. Red callouts point to specific elements: 'Gradebook name' points to the title, 'Point values' points to the 'Weights' column, 'Action menu for each item' points to the 'Actions' column, and 'Graded activities' points to the list of items on the left.

Name	Weights	Max grade	Actions	Select
Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett)		-	Edit	<input type="checkbox"/> All
Pretests	0.0	-	Edit	<input type="checkbox"/> Pretests
Course Pretest		-	Edit	<input type="checkbox"/> Course Pretest
Course Pretest		100.00	Edit	<input type="checkbox"/>
Course Pretest total Simple weighted mean of grades.		100.00	Edit	
Chapter Pretest		-	Edit	<input type="checkbox"/> Chapter Pretest
Chapter 56 Pretest		100.00	Edit	<input type="checkbox"/>
Chapter 57 Pretest		100.00	Edit	<input type="checkbox"/>

- To make high level gradebook or aggregation scheme changes, begin by clicking the **Edit** menu under the **Actions** column to the right of the master course gradebook category at the top of the page and select **Edit Settings**.

This screenshot shows the 'Edit settings' option highlighted in the 'Actions' column for the 'Course Pretest' category. A red arrow points to the 'Edit' dropdown menu, and a red box highlights the 'Edit settings' option within the dropdown.

Name	Weights	Max grade	Actions	Select
Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett)		-	Edit	<input type="checkbox"/> All
Pretests	0.0		Edit settings	<input type="checkbox"/> Pretests
Course Pretest			Edit	<input type="checkbox"/> Course Pretest
Course Pretest		100.00	Edit	<input type="checkbox"/>
Course Pretest total Simple weighted mean of grades.		100.00	Edit	
Chapter Pretest		-	Edit	<input type="checkbox"/> Chapter Pretest

5. This settings page is where you may enter a custom name for the gradebook and select the overall aggregation method you wish to use to calculate the total course score. Click the **Aggregation** dropdown menu to select how course activities and/or subcategories will be calculated. Use the **Question** bubble to the left of the dropdown for additional information on the aggregation types available.

Edit category

Grade category

Category name: Premier Access for Emerç

Aggregation: Simple weighted mean of grades

Scale: Use no scale

Maximum grade: 100.00

Minimum grade: 0.00

Hidden

Locked

Save changes Cancel

Callout 1: Edit gradebook name as desired

Callout 2: Click for more details on each aggregation option

6. The most common aggregation method is **Weighted mean of grades**, meaning the gradebook total is calculated using custom weights assigned to categories/groups of graded activities within the gradebook i.e., quizzes, homework, tests etc. This document continues using this example. After selecting your preferred gradebook aggregation method, click the **Show more...** link below to determine whether to include empty grades in the overall gradebook calculation.

Grade category

Category name Premier Access for Emerç

Aggregation ? Simple weighted mean of grades

Show more...

7. If you choose to **Exclude empty grades** by leaving the box checked by default, graded activities which students have not yet attempted will be omitted from the total course score i.e., are not counted as zeros. Note, if you elect to include empty grades, student's scores will be negatively impacted by any graded activities which students have yet to complete.

Grade category

Category name Premier Access for Emerç

Aggregation ? Weighted mean of grades

Show less...

Exclude empty grades ?

Drop the lowest ? 0

8. Next, you may adjust parameters under the **Category total** settings to manage how the course total is displayed along with a minimum passing score and other options.

Category total

Show less...

Category total name	<input type="text"/>
Item info	<input type="text"/>
ID number	<input type="text"/>
Grade to pass	<input type="text" value="60.00"/>
Grade display type	<input type="text" value="Default (Real)"/>
Overall decimal places	<input type="text" value="Default (2)"/>
Hidden until	<input type="text" value="29"/> <input type="text" value="June"/> <input type="text" value="2023"/> <input type="text" value="09"/> <input type="text" value="42"/> <input type="checkbox"/> Enable
Lock after	<input type="text" value="29"/> <input type="text" value="June"/> <input type="text" value="2023"/> <input type="text" value="09"/> <input type="text" value="42"/> <input type="checkbox"/> Enable
Grade type	<input type="text" value="Value"/>
Scale	<input type="text" value="Use no scale"/>
Maximum grade	<input type="text" value="100.00"/>
Minimum grade	<input type="text" value="0.00"/>

Minimum grade to pass the course

Set how the final grade is displayed

Set the grading type to assess overall student performance

9. When ready, click the **Save changes** button to apply your settings and then click **Continue** to return to the Setup tab.

Maximum grade	<input type="text" value="100.00"/>
Minimum grade	<input type="text" value="0.00"/>
	<input type="checkbox"/> Hidden
	<input type="checkbox"/> Locked
<input type="button" value="Save changes"/> <input type="button" value="Cancel"/>	

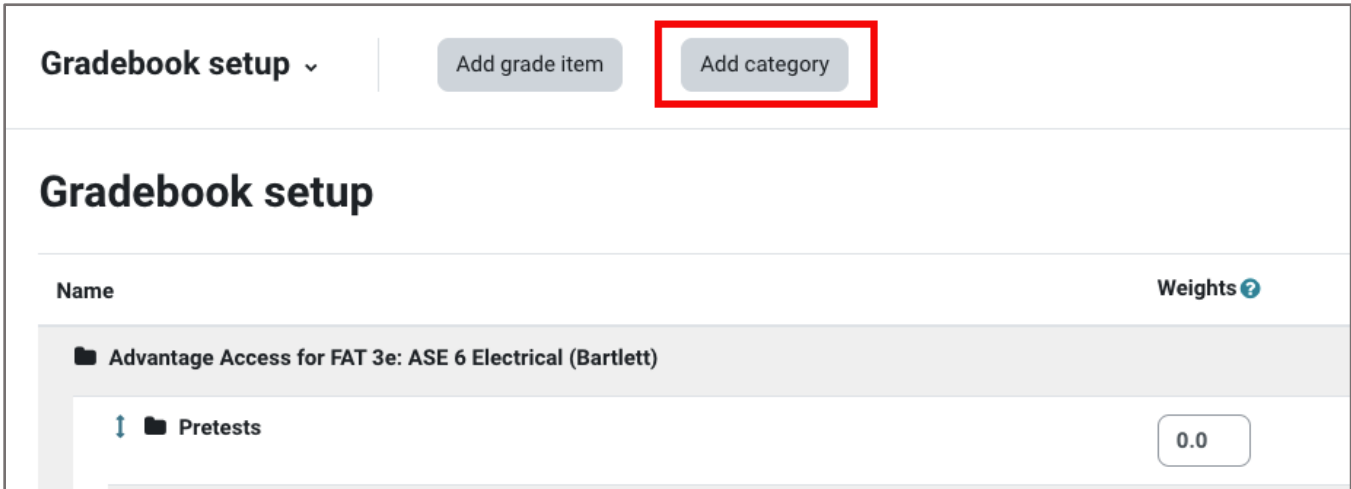
Recalculating grades

100%

10. When using the default weighted grading scheme, a **Weights** column displays on the Gradebook setup page listing the assigned weights of each category. Activities' scores within the categories are aggregated to calculate each student's total category score. Weights may be adjusted as needed and then applied by clicking "Save changes" at the bottom of the Gradebook setup page.

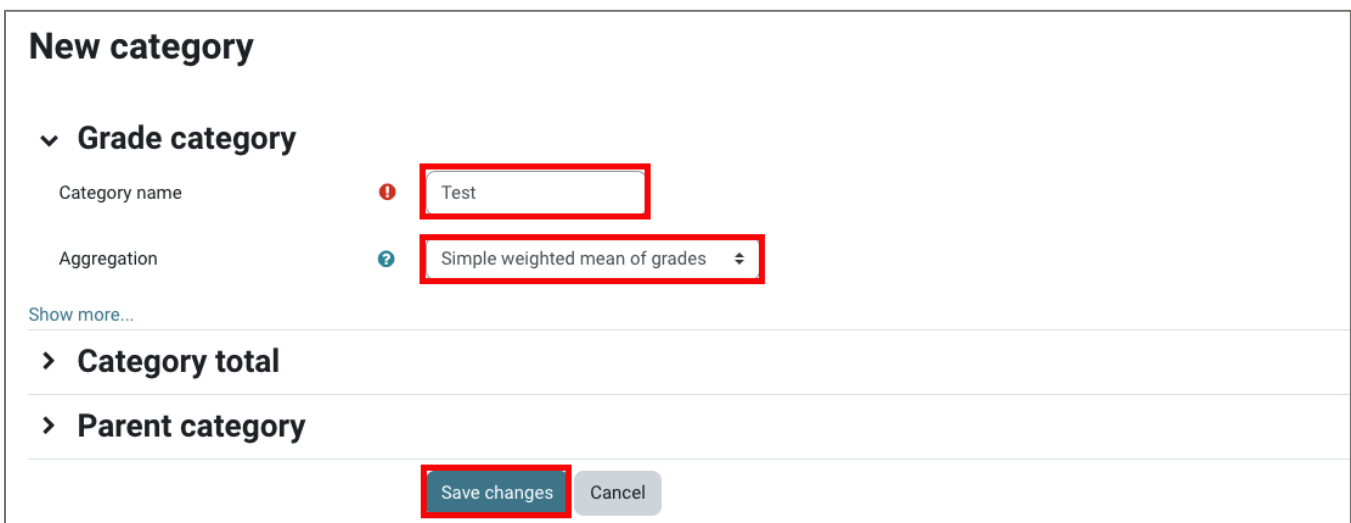
Tests and Quizzes	Category weight	35.0	-	Edit	<input type="checkbox"/>
Chapter Test	Subcategory weight	25.0	-	Edit	<input type="checkbox"/>
Chapter 56 Test			100.00	Edit	<input type="checkbox"/>
Chapter 57 Test			100.00	Edit	<input type="checkbox"/>
Chapter 58 Test			100.00	Edit	<input type="checkbox"/>
Chapter 59 Test			100.00	Edit	<input type="checkbox"/>
Chapter 60 Test			100.00	Edit	<input type="checkbox"/>

11. The gradebook setup may vary between courses but, generally, activities are calculated using the following weighted scheme: Pretests (0), Tests and Quizzes (35), Final Exam (25), Tasksheets (49), End of Chapter Questions (1), and Employability Skills (15). If you would like to add a new Category to add to the scheme, click the **Add category** button at the top of the Setup page.



The screenshot shows the 'Gradebook setup' interface. At the top, there are two buttons: 'Add grade item' and 'Add category'. The 'Add category' button is highlighted with a red rectangular box. Below the buttons, the page title 'Gradebook setup' is displayed. Underneath, there is a table with columns for 'Name' and 'Weights?'. A folder named 'Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett)' is expanded to show a sub-folder 'Pretests' with a weight of '0.0'.

12. Enter a preferred **Category name** and then use the **Aggregation** dropdown menu to select how the activities within this individual category will be calculated. For a weighted gradebook scheme, we recommend applying the default **Simple weighted mean of grades** at the individual category level which aggregates activities based on their total points. Adjust other settings as needed and click the **Save changes** button at the bottom of the screen, and then **Continue** after receiving the Recalculating grades message.



The screenshot shows the 'New category' form. Under the 'Grade category' section, the 'Category name' field contains the text 'Test' and is highlighted with a red box. The 'Aggregation' dropdown menu is set to 'Simple weighted mean of grades' and is also highlighted with a red box. Below the form, there are two buttons: 'Save changes' and 'Cancel'. The 'Save changes' button is highlighted with a red box.

13. Back on the **Gradebook setup** page, you can find your new Category by looking for the folder icon to the left of its assigned name. Newly added categories populate at the bottom/end of the gradebook. The category should be assigned a weight of your choosing by entering the desired value in its respective field under the **Weights** column. Next, click **Save changes**.

Test	20	-
Test total Simple weighted mean of grades.		100.00
Course total Weighted mean of grades.		100.00

Save changes

14. You may move select items into the Category at any time by checking the selection box to the right of the activity, or activities, under the **Select** column, and then using the **Move selected items to** dropdown menu at the bottom of the page to choose the designated Category. Upon selecting the parent category, your page automatically refreshes to reflect your changes.

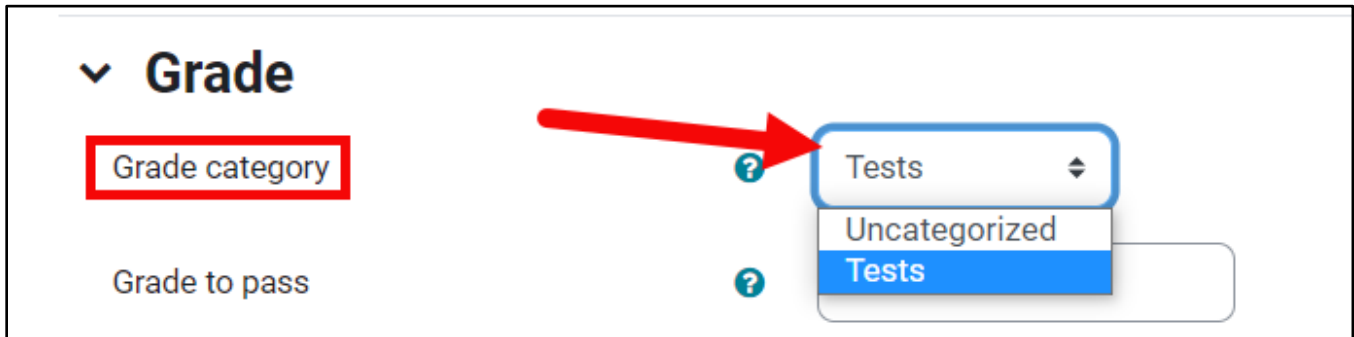
Attendance	1.0	100.00	Edit	<input checked="" type="checkbox"/>
Chapter 58 Quiz			Edit	<input type="checkbox"/>
Extra Quiz	1.0	100.00	Edit	<input checked="" type="checkbox"/>
Test	20	-	Edit	<input type="checkbox"/> Test
Test total Simple weighted mean of grades.		100.00	Edit	
Course total Weighted mean of grades.		100.00	Edit	

Save changes

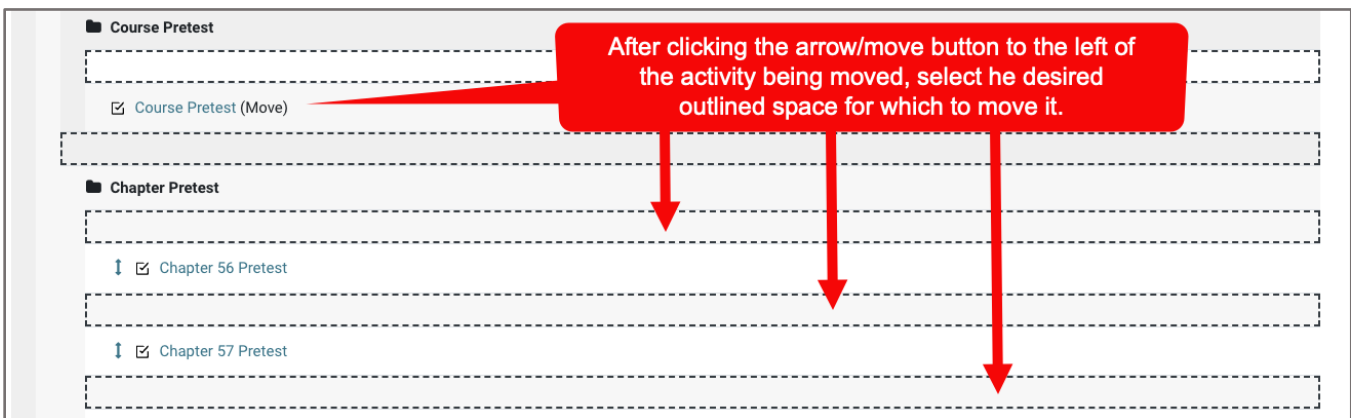
Move selected items to

- Choose...
- Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett)
- Pretests
- Course Pretest
- Chapter Pretest
- Tests and Quizzes

15. Gradebook categories may also be designated from an individual activity's settings page using the **Grade category** option for gradebook placement.



16. On the Gradebook setup page, a gradebook item can also be moved by clicking the **arrow** ↓ button to its left. Doing so refreshes the setup page, displaying outlined locations above and below each other gradebook item on which you may click to move the item. This is also how to sequence graded activities in the desired order within your Grader Report.



17. As you add more Categories and move activities into them, here are a few tips to help you visually track and validate your adjustments. The name of your course is the default name of your gradebook, always shown at the top of the **Grade** setup page. Any activity or category within your gradebook displays indented and underneath the course name.

Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett): Setup: Gradebook setup Course ID:6F2777

Gradebook setup ▾ Add grade item Add category

Gradebook setup

Name	Weights ?	Max grade	Actions	Select
Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett)		-	Edit ▾	<input type="checkbox"/> All
┆ Pretests	0.0	-	Edit ▾	<input type="checkbox"/> Pretests
┆ Course Pretest		-	Edit ▾	<input type="checkbox"/> Course Pretest
┆ <input checked="" type="checkbox"/> Course Pretest		100.00	Edit ▾	<input type="checkbox"/>

18. Categories in the **Grader setup** page can be visually discerned by hovering your mouse pointer over the name of the Category. This highlights its border, revealing where it begins and ends and the activities it contains. In addition, the **category total** displays at the bottom of the category items denoting where it ends.

19. The same sequence of categories and items within the **Gradebook setup** is reflected within your **Grader report** and individual student **User reports**.

User report ▾ | Select separate groups Group A ▾ | AG Andre Giant agiant@jblearning.com ▾ | View report as User ▾

AG Andre Giant

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
▼ Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett)						
▼ Pretests						
▼ Course Pretest						
<input checked="" type="checkbox"/> QUIZ Course Pretest	0.00 % (Empty)	-	0-100	-		0.00 %
AGGREGATION						
<input checked="" type="checkbox"/> Course Pretest total Simple weighted mean of grades.	0.00 % (Empty)	-	0-100	-		-

20. If you wish to calculate a graded activity as extra credit only, you may specify this within the item's settings by clicking the **Edit** menu to its right and selecting **Edit settings**. Applying extra credit ensures the activity's possible total points value is not aggregated as part of the overall score while students achieved points for this activity will be.

Advantage Access for FAT 3e: ASE 6 Electrical (Bartlett) - Edit ▾ All

<input checked="" type="checkbox"/> Pretests 0.0	-	-	Edit ▾	<input type="checkbox"/> Pretests
<input checked="" type="checkbox"/> Course Pretest 1.0	-	100.00	Edit ▾	<input type="checkbox"/> Course Pretest
<input checked="" type="checkbox"/> Course Pretest total Weighted mean of grades.				
<input checked="" type="checkbox"/> Chapter Pretest -	-	-	Edit ▾	<input type="checkbox"/> Chapter Pretest

Note: A red arrow points to the 'Edit' dropdown menu for the 'Course Pretest' item, which is open to show the 'Edit settings' option.

21. The gradebook can be a complex tool to use. If you need further assistance, please do not hesitate to contact our Technical Support team.