
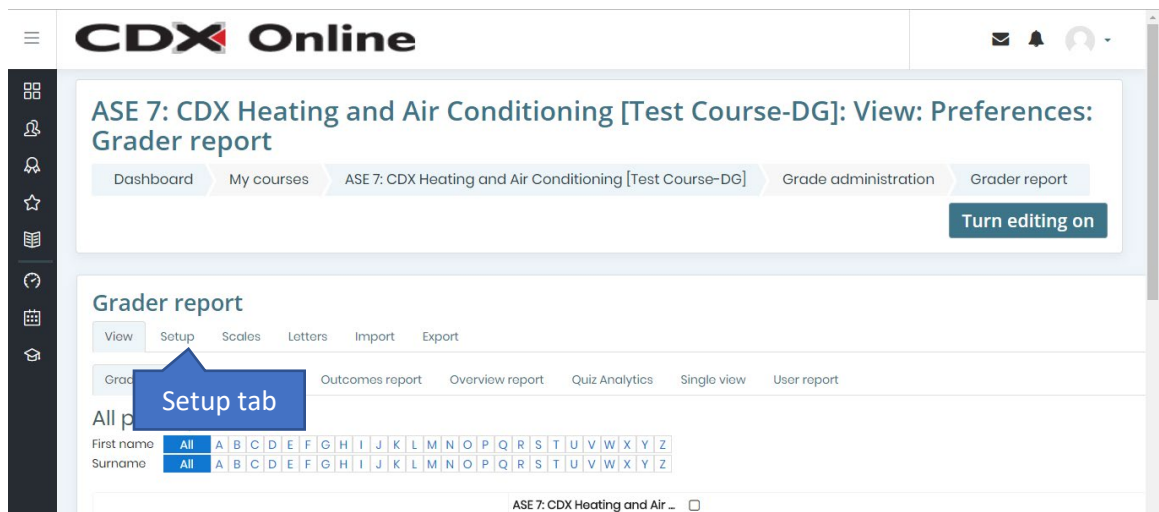



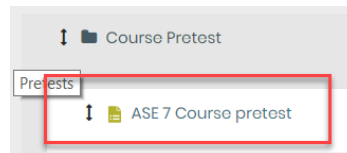
How Do I Customize the Gradebook?

1. On the course page, click the **Grades icon**  in the navigation drawer to open the gradebook for the course. From your Grader Report, click the the **Setup tab**.



2. On this tab, you may view and change how your gradebook is structured.
3. You will find that graded activities on the left display vertically, and are located in categories and subcategories.
4. Categories are used to group and calculate select graded items together, which represent a weighted section of the overall gradebook, such as chapter tests, tasksheets, or quizzes.

5. Categories are identified by the folder icon.  Chapter pretests and graded items within the category will



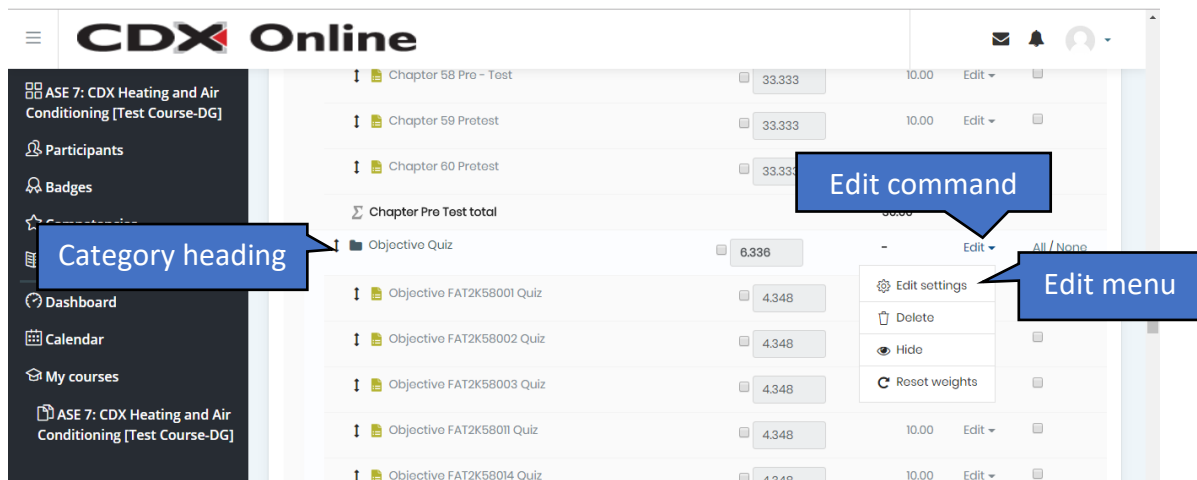
be indented directly underneath it.

6. To the right, under the Weights column, you can find and manually adjust the weight you want the category to represent for the overall course total.
7. You may adjust these weights easily by clicking the checkbox next to the weight field, entering in the desired value, and clicking Save.
8. **Please note:** Any gradebook weights you choose will always be calculated relative to other category or activity weight values.

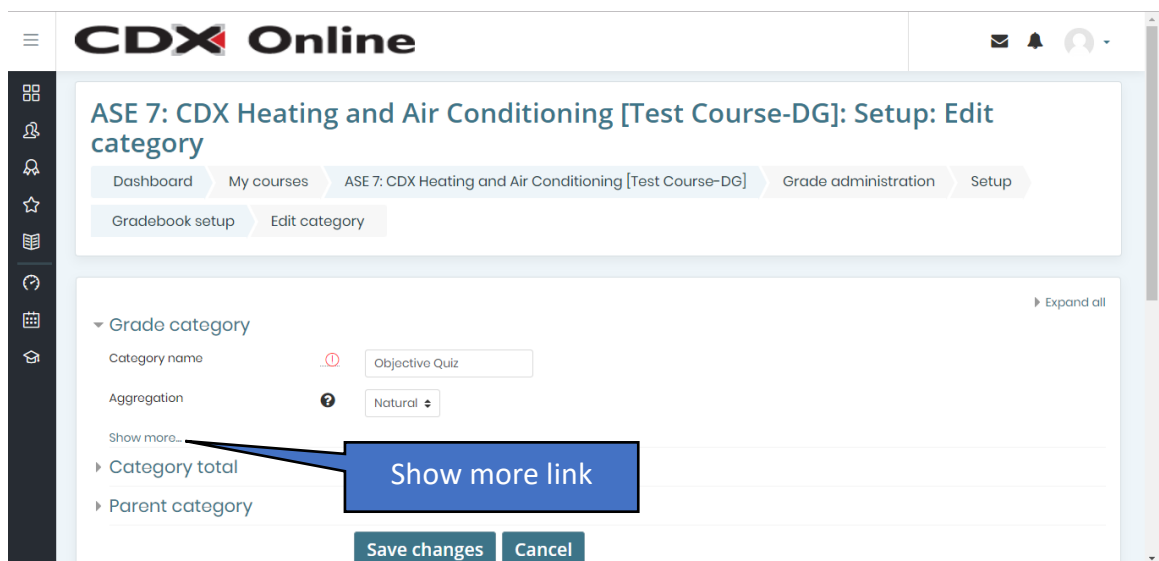
Editing an Existing Category

9. To edit an existing a category, scroll to the heading for the category (for example, Objective Quiz). Click **Edit** to the right of the heading. Then, in the Edit menu, click **Edit settings**.

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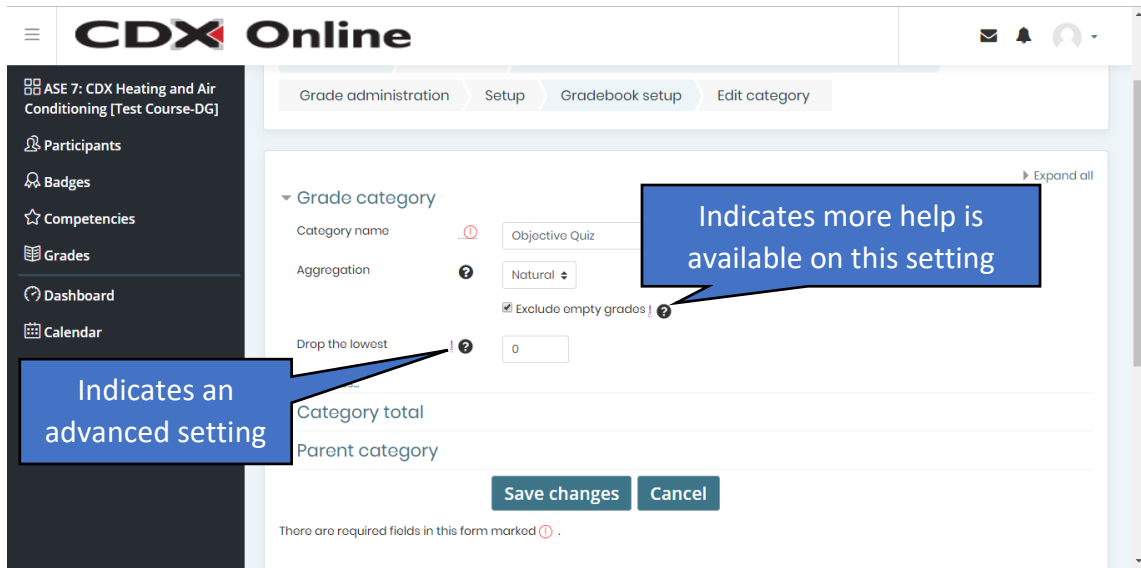


10. In the Edit category page that opens, use the **Grade category heading** to change the category name and/or method of aggregation. Click the **Show more link** to see more options for this category.



11. Add a checkmark to the **Exclude empty grades checkbox** if you do not want to aggregate grades for incomplete activities, and use the **Drop the lowest field** to specify whether to drop the lowest grade or grades.

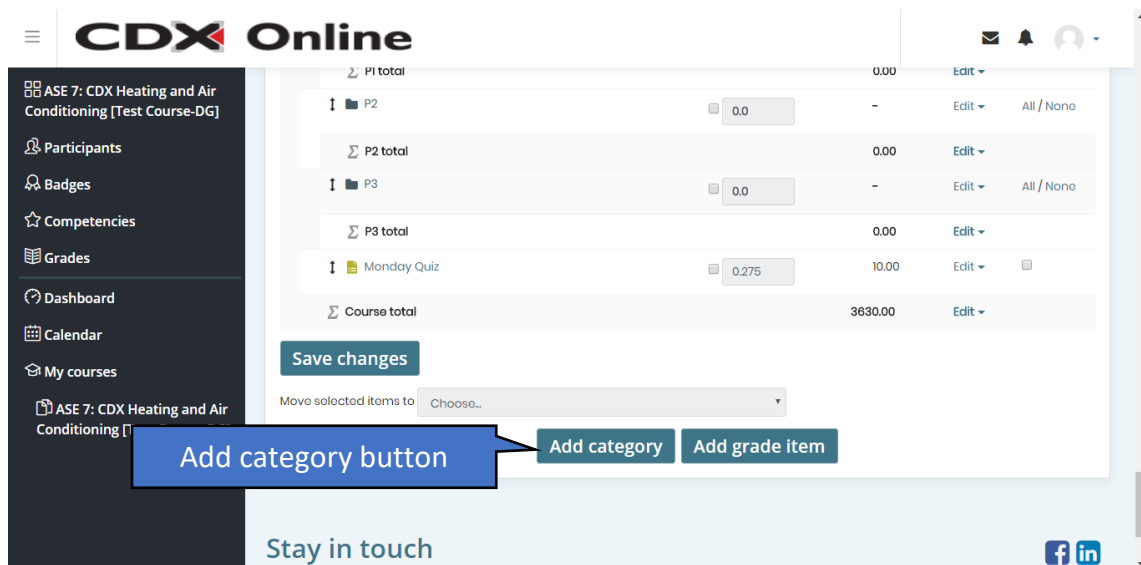
How Do I Customize the Gradebook?



12. Click to expand the **Category total heading** and click the **Show more link** to see the category, grade type, grade to pass, and other aspects of the category total.
13. Click to expand the **Parent category** dropdown if you wish to move this current category under a different parent category within the gradebook.
14. When finished, click **Save changes**.

Creating a New Category

15. To create a new category, scroll down to the bottom of the gradebook setup page, then click **Add category**.



How Do I Customize the Gradebook?

16. On the next page, name the new category, and complete additional fields as desired.
If you wish to place this new category within another subcategory (such as Final Exam), click to expand the **Parent category heading**. Then, click the **Parent category list arrow** and click the desired subcategory.

The screenshot displays the CDX Online interface for editing a grade category. The sidebar on the left contains navigation links: ASE 7: CDX Heating and Air Conditioning [Test Course-DG], Participants, Badges, Competencies, Grades, Dashboard, Calendar, and My courses. The main content area is titled 'Grade category' and includes the following fields: 'Category name' (Final projects), 'Aggregation' (Natural), 'Show more...', 'Category total', 'Parent category' (Final Exam), 'Weight adjusted' (checkbox), and 'Weight' (0). A blue callout box highlights the 'Parent category' dropdown menu with the text 'Parent category list arrow'. At the bottom of the form are 'Save changes' and 'Cancel' buttons. A note at the bottom states: 'There are required fields in this form marked with a red circle icon.'

17. When you're satisfied with the category settings, click **Save changes**.

Moving Activities Between Categories

18. You may also move activities from one category to another by checking the selection box to the right of the activity, or activities, scrolling to the bottom of the page, and using the "move selected items to" dropdown menu to select a new parent category to move it to. Upon selecting the new parent category, your page will automatically refresh to reflect your changes.