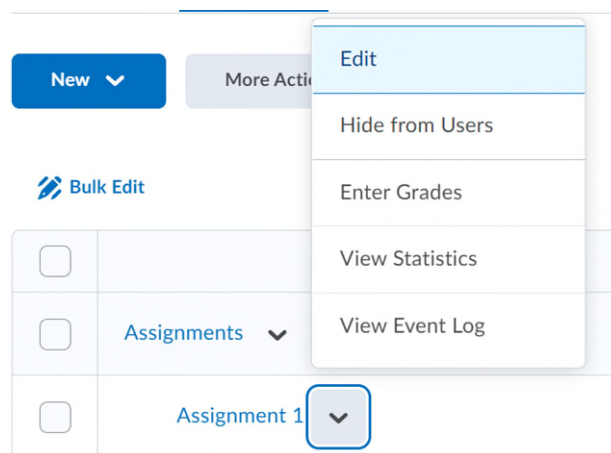


Editing the Gradebook

The following help sheet will walk you through how to edit entries in the Gradebook. As a reminder, entries in the Assignment sections are not the same as the ones in the Gradebook, but they are associated with each other. This document will specify where to edit the appropriate section.

Part 1: Editing the Grade items

1. In the gradebook, find the item you wish to edit for example, Assignment 1. Then click on the arrow beside the assignment name and select "Edit".



2. Then, you will be able to edit the name, and the short name of the assignment. The short name will show up in the **"Enter Grades"** portion of the gradebook, so be sure both names relate to each other.

Name *

Assignment 1

Short Name

A1

?

- Next, you can edit the points the grade item is worth. It is best to make sure the grade item has the same number of points as the associated assignment item, so if you change one you change the other as well.

Grading

Maximum Points *

 ?

Weight *

 ?

NOTE: Currently, the “**Weight**” section is greyed out because you are unable to edit it. This is because the weight for each assignment is automatically calculated (distributed) depending on the number of assignments in the category. If you would like to do the weightings individually, rather than the category shown here, edit the category and change it to manual distribution.

- In the “**Restrictions**” tab, be sure to add the Start and End dates for the assignment and display it in the calendar.

Properties

Restrictions

Objectives

☐ Hide from Users

Availability

☐ Has Start Date

7/12/2020

9:59 AM

Now

Canada - Halifax

☐ Has End Date

14/12/2020

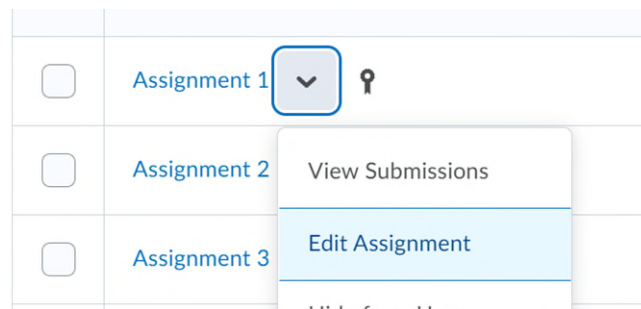
1:59 PM

Now

Canada - Halifax

☐ Display In Calendar

- Once you have edited the grade item, navigate to **Assessment > Assignments** and click edit on the corresponding assignment item.



- Then, under the “**Evaluation and Feedback**” section, be sure that the points in the **Score Out Of** section and **Grade Item** section match what you edited in the previous steps.

Evaluation and Feedback

Score Out Of

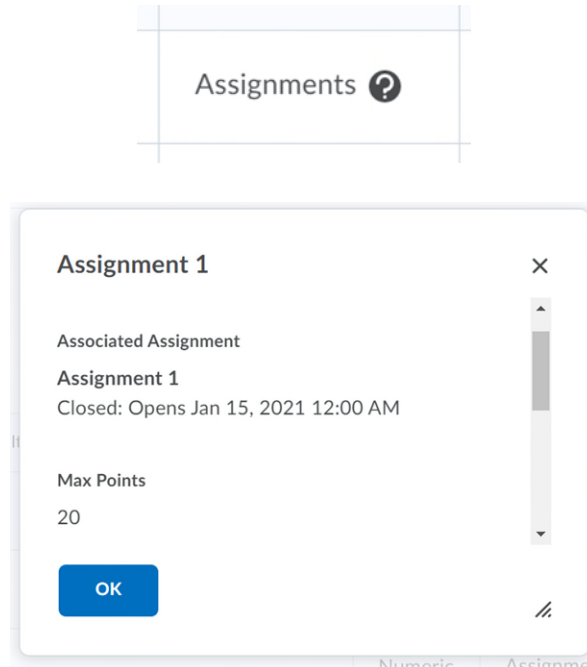
 ?

Grade Item

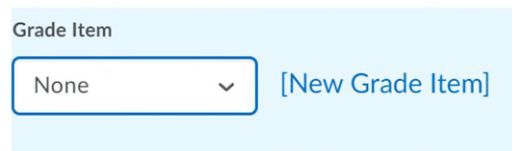
 ▼ [\[New Grade Item\]](#)

Part 2: Deleting Grade Items and Categories

1. To delete grade items, there must be no associated assignment or quiz with it. If you are unsure what the associated assignment is, click on the question mark under the association column for the specified item and it will display what it is associated with.

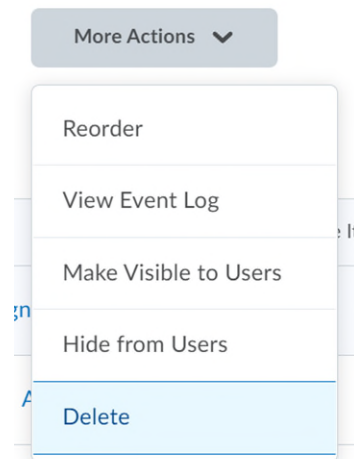


2. Once you find the assignment or quiz it is associated with, edit that assignment or quiz and make sure the grade item selected is **"None"**.



NOTE: For quizzes, the grade item association can be found under the **Assessment** tab. For Assignments it is under the first tab, **Properties**.

- Then, go back to the gradebook and open the “More Actions” dropdown menu. From here, select the **Delete** option.



- Finally, select any Grade items or Categories you wish to delete. Any grade items that you are unable to select most likely have a Grade item associated with it, so refer to steps 1 and 2 to fix this.

<input type="checkbox"/>	Name
<input type="checkbox"/>	Assignments
<input checked="" type="checkbox"/>	Assignment 1
<input type="checkbox"/>	Assignment 2 ?
<input type="checkbox"/>	Assignment 3 ?

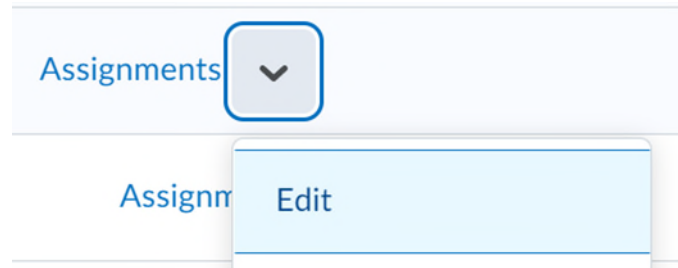
- Once you have selected everything, click the “**Delete**” button



Part 3: Editing the Category Weightings

Currently, each category in the Gradebook has been set up to have weightings that add up to 100%. To see the weighting of the categories, look under the weight column for the category. If you would like to change the weighting of a category, do the following

1. Find the category you would like to change the weighting of, then select **"Edit"**



2. Then, under the **"Grading"** section change the weight to what it will be for your class

Grading

Weight


☐ Allow category grade to exceed category weight


3. Once you are done, hit **"Save and Close"**

4. After you have changed all your categories to be your preferred weights, check the **"Final Calculated Grade"** item and be sure that the final column adds up to 100, or 100%. If it does not, adjust the categories accordingly.

<input type="checkbox"/>	Final Calculated Grade ▼			340	100
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