

These instructions assume you use grade categories that add to 100% (ex: Class Discussions -40% / Written Assignments – 40% / Exams – 20%) If you prefer to use a point system, contact the IA Office for assistance!

Quick and easy gradebook setup instructions:

Step 1: Locate the ANGEL Gradebook – it resides under the Manage tab in the Course Management nugget. Just click on “Gradebook” to begin the setup. If the Gradebook Wizard starts, scroll to the bottom of the page and click on “Skip Wizard.”

Step 2: Adjust the Gradebook Preferences: About ½ way down the left column click on “Preferences” – it is the first option in the Gradebook Setup section. Put a checkmark in the box to “Exclude Instructors from Averages” – then click on “Save”. All other settings can be adjusted later and changes to the default are optional.

Step 3: Create your Gradebook Categories:

1. At the top of the column on the right, click on “1. Categories”
2. Click the “Add New” button to launch the Category Editor:
 - a. Enter the Title (the name of one of your grade categories – ex: Class Discussion)
 - b. Enter the weight as a percentage (ex: 40)
 - c. All other settings are optional – you can skip them for now.
 - d. Click the “Save” button
3. Continue to add new categories until you have added them all. The total weight of all categories must be 100. Also, if you see an “Uncategorized” category – don’t worry about it!
4. When all categories have been added, click on “Back to Main Menu”.

Step 4: Create your Grading Scale:

1. Click on 4. Grading Scale
2. Enter a letter grade (ex: A+) in the Label field, and the minimum percent (ex: 98) in that field. Continue for all letter grades you use. The last entry must be “F” “0” – and then click on “Add New” to save it.
3. When you have entered all of your grades, click on “Back to Main Menu”.

Step 5 (optional): Create Macros (only do this if you grade assignments with letters (A,B,C,P,F...) or symbols (+ / -):

1. Click on 3. “Macros”
2. One at a time, enter the letter grades and/or symbols you want to use in the “Filter” field, and the percent you want the gradebook to use in the “Percent” field. Ex: “A+” / “100”, “A” / “95”, “+” / 80, “-” / “30” etc.
3. You may use nearly any letters or symbols you want, but you must tell the gradebook what % each means so it can do the math for you.

Congratulations!! Your gradebook is set up! Note: You should not set up your assignments from the Gradebook Management area at this time. You will tie each graded activity to the gradebook by adjusting its Assignment settings from within the Learning Modules.

How to tie each graded activity into the gradebook

For each graded activity in your course (discussion, written assignment, quiz etc.) you will tie the assignment to the gradebook as follows:

1. From within the Learning Modules area, click the “Settings” link under the activity title. Make sure the activity title is unique and describes the activity (ex: Chapter 1 Discussion). All graded activities should have unique, descriptive titles)
2. Click on the Assignment tab
3. Click the down arrow in the “Assignment” field (note - not the Task Type field!)
4. Click on “New Assignment”
5. Accept all defaults. The Title field will automatically assume the title of the activity (Ex: Chapter 1 Discussion”)
6. Click the “Save” button. That’s it! You have tied the assignment to the gradebook.

The Gradebook Settings defaults are usually appropriate, but specific Calculation Type options may be selected for Quizzes and exams, depending on how you set them up. Contact the IA Office for assistance.