Setting Up Your Gradebook (Points)

Having your gradebook setup in ANGEL has several advantage, but the biggest advantage is for the students to have immediate access to their grades once you have posted them. Students will be able to see their overall average for the course as well as their averages for the various categories of graded items (Quizzes, Drop Boxes, Discussion Forums, Presentations, etc.)

Before viewing the video and setting up your gradebook, you will need to have your grading scale to enter the letter grade and the lowest percent for each grade level. For instance:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93</td>
</tr>
<tr>
<td>A-</td>
<td>89</td>
</tr>
<tr>
<td>B+</td>
<td>86</td>
</tr>
</tbody>
</table>

Note: ANGEL does not round up averages. So if it is actually your policy to assign an average of 92.5 and above as an A, then you will have to enter 92.5 as the lowest percent for an A.

You will also need to have a list of the categories you use to grade your students. You may give quizzes, tests, homework assignments, projects, lab grades, etc. Each of these items becomes a category and the individual items become assignments in that category.

In your course, click the Manage tab and then click the Gradebook link. A wizard will walk you through the steps of creating the shell of your gradebook. On this first screen will we need to decide whether you grade by points or percentages and what the main categories for you assignments are.

Click Next.
If you have already created Assessments (Quizzes), Drop Boxes, Discussion Forums, etc., they will be listed on the next screen you will be able to select them and associate them with an assignment under a category in the gradebook.

Click the **Next** button.
You now need to enter your grading scale. Remember if an “A” is really 92.5 and above, that is what you enter into the minimum percent box and not a 93. When finished, click **Next**.

You are almost finished. You have your grading scale and the categories but you probably do not have the individual assignments listed. Click on the **Assignments** link.
You will now add the individual assignments that are graded. Click the Add New button.
Fill in the Title of the assignment, its points, what category it belongs to, a description, etc. Click the **Advanced** radio button for more options.

When you have filled out the form, click the **Save** button.

Continue clicking the Add New button until you have all the assignments your students be graded on.

When finished click the **Back to the Main Menu** link.

You now have completed the Gradebook setup.