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Grades
Use the Grades tool to set up a grade book for evaluating users’ performance. You can set up grade items for any number of projects, assignments and tests, and evaluate users in many different ways. You can also associate grades with items in the Dropbox, Quizzes and Discussions.

You control the grading formula used to calculate grades, and what grades and statistics are released to your users.

Steps to Getting Started
1. Know what type of grading system you are going to be using: Points, Weighted or Formula
2. Set up a Grade Scheme if you are going to use something other than the Percentage scheme
   (This is optional, you do not have to set up a grade scheme)
3. Run the Grades Setup Wizard
4. Create Categories and Items

Accessing the Grades Tool
Access the Grades tool by clicking on the Grades link on your course navigation bar.

1. Log into BOLT at https://bolt.bloomu.edu
2. Click on a course name in the My Courses widget.
3. Click Grades on the Course Navigation bar.
Grades Setup Wizard
If a grade book has not already been set up or imported for your course, you should see the Grades Setup Wizard when you enter the Grades tool. If a different area of the Grades tool displays by default, click Setup Wizard in the left tool menu to open it.

The Grades Setup Wizard takes you through a list of setup options that you should set before you create grade items and categories. For example, it helps you make decisions about how grades should be calculated and displayed in the grade book.

Tip: Most of the options in the Grades Setup Wizard have Help descriptions that explain what they are.

Accessing the Grades Setup Wizard

1. If the Setup Wizard doesn’t appear when you enter the Grades tool, click on Setup Wizard in the left tool menu under Grades Area.
2. The opening page of the Grades Setup Wizard summarizes the setup options for your grade book. If you have not selected any options yet, the default settings for your organization display.

3. Click the Start button.
4. **STEP 1: Choose a Grading System**
   The grading system determines how the grade items in your grade book contribute to users’ final grades.

<table>
<thead>
<tr>
<th>Grading system</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted</td>
<td>Grade items and categories are calculated as a percentage of a final grade worth 100%. The Max. Points assigned to individual grade items can be any value, but their contribution towards the final grade is always their assigned percentage value.</td>
</tr>
<tr>
<td>Points</td>
<td>Grade items are calculated using a points system in which the points assigned to each grade item are totaled for the final grade.</td>
</tr>
<tr>
<td>Formula</td>
<td>Grade items are calculated using the points system, but a formula is used to set conditions around how grade items contribute to the final grade.</td>
</tr>
</tbody>
</table>

5. **STEP 2: Final Grade Released (Select One Option)**
   The type of final grade to release determines whether and adjusted final grade is released to users. *(Please note: A final grade is not released to users until you perform that action.)*

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated Final Grade</td>
<td>The final grade calculated by the grade book.</td>
</tr>
<tr>
<td>Adjusted Final Grade</td>
<td>A modified or adjusted final grade entered manually by you.</td>
</tr>
</tbody>
</table>

6. **STEP 3: Grade Calculations**
   The grade calculations step provides additional choices for calculating users’ grades. Specifically, it lets you decide how you want to calculate ungraded items and whether you want to keep users’ final grades up to date automatically.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| Drop ungraded items  | Grade items that you have not entered grades for are not counted towards users’ final grades. They are ignored in the final grade calculation.  
Select this option if you plan to make users’ grades available to them before the end of the course.  
Assign a grade of 0 for any grade item you want to be graded as 0. |
| Treat ungraded items as 0 | Grade items that you have not entered grades for count as 0 towards users’ final grades. Select this option if you leave grade items blank because no work was submitted and you don’t want to manually change the grades to 0.  
**Note** If you add new items to the grade book later, users receive a 0 until you update their score. |
| Automatically keep final up to date | If select this option, final grades are automatically adjusted after changing a grade item. If do not select this option, you must tell the grade book when to recalculate final grades.  
**Tip** Turn this option off to reduce page reload times for large classes. |
7. **STEP 4: Choose Default Grade Scheme**

   Grade schemes define how grades are organized or labeled within a course or for a particular grade item. Grade schemes can be created at the organization level and made available to courses or at the course level and used within that particular course. The Grades Setup Wizard lets you set the default scheme for your course.

   **Tip:** Select a grade scheme that matches how final grades are released to users by your organization. If letter grades, such as A+, B, C-, are used, create a Letter grade scheme with the same rules and apply it as your default. If a points average is used, such as 4.0, 3.5, 3.0, make it your default instead.

   For more information on grade schemes see *Setting up grade schemes*, p. 19.

8. **STEP 5: Managing View Display Options**

   This step controls how you see grade calculation data.

   **Number of decimal places displayed:** You can set the number of decimal places you want to see for items in your grade book. The default value is 2 and the maximum value is 5.

   **NOTE:** This option only changes how many decimals are displayed, it does not control how many decimals the Grades tool rounds to when calculating grades.

9. **STEP 6: Submission View Display Options**

   This step controls how grades appear to users. You can set whether they see their grades as straight values, percentages, or scheme levels and whether they can see the calculation method (logic) behind their final grade.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points grade</td>
<td>Releasing the points grade to a user shows them the value a grade item was marked out of and their score. E.g., 6/10.</td>
</tr>
</tbody>
</table>
| Weighted grade           | Releasing the weighted grade to a user shows them how much the grade item is worth in relation to its category or the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade).  
   **Note** This option is only available if you chose the weighted grading system in step 2. |
| Grade scheme symbol      | Releasing the grade scheme symbol to a user shows them the scheme level they received on a grade item. E.g., “Good”. |
| Grade scheme color       | Releasing the grade scheme color shows a user the color associated with the scheme level they received. E.g. [Good](#). |
| Number of decimals to display | Controls the number of decimal places users see in the grade book. The default value is 2 and the maximum value is 5.  
   **Note** This option only changes how many decimals display, it does not control how many decimals the Grades tool rounds to when calculating grades. |
| Number of characters to display for Text items | Controls the number of characters users see for a text item. When setting this value you should try to find a balance between presenting enough information for users to recognize the Text item and keeping the item short enough that it displays nicely. The default value is 15 and the maximum value is 50. |
## Display final grade calculation to users

Displaying the final grade calculation to users allows them to view how their final grade was calculated. They can see which grade items contributed to their final grade and how much; which grade items were bonus grades; and whether their grade was adjusted.

**Note** This option is only available in the weighted and points grading systems.

### 10. **STEP 7: Grade Setup Summary**

The final step summarizes the choices you made while setting up your grade book. If you change your mind on any of the choices, click the **Back** button to return to the step and adjust it. Clicking **Finish** on this page completes the setup and takes you to a list of options for continuing work in the Grades tool:

- Create a New Grade Category
- Create a New Grade Item
- Import Grades
- Create a New Grade Scheme
- Manage Grade Items and Categories

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DIRECTIONS CONTINUED ON NEXT PAGE
Setting Up Grade Schemes

A grade scheme is a way of organizing users’ performances on grade items into levels of achievement. A grade scheme can include any number of achievement levels. Each achievement level has its own range of acceptable grades and a symbol, such as a numeric value, letter, or text description, to represent it. You can create your own grade schemes or use schemes set up by your organization.

Example grade schemes:

- **Letter** – I, F, D, C, B, A, A+
- **Numeric** – 2.0, 2.5, 3.0, 3.5, 4.0
- **Text** – Below Expectations, Meets Expectations, Exceeds Expectations

Example Letter Grade Scheme Shown Above

Creating a Grade Scheme

1. Access the Grades Scheme area by clicking on the left tool menu.
2. Click .
3. Type a **Name** for the scheme.
4. Type a **Short Name** to display in the grade book.
5. Define your grade **Ranges**.
   a. Type the symbol you want to display for the grade range in the **Symbol** column.
      i. E.g., “A” or “Excellent” or “4.0”
   b. Type the lowest grade to include in the range in the **Start %** column
      i. **NOTE:** The first range starts at 0 and ends at the next range’s Start %.
   c. Select the color you want associated with the range in the **Color** column.
Getting Started with Grades

- Type the numeric grade you want users to achieve when they are evaluated using the grade scheme in the Assigned Value % field. For example, Selectbox grade items used the Assigned Value % to apply points value to the item for calculating the final grade.
  - NOTE: If you do not assign a value, the start percentage is used as the default.

6. Click Add Ranges to add additional grade scheme levels.
7. Click Save.
8. To delete a scheme:
   a. From the Schemes List, Click the Delete icon on the top menu.
   b. Select the checkbox in front of the scheme you would like to delete.
   c. Click the 'Delete Selected' button.
      - NOTE: You will not be allowed to delete a scheme that is being used by one or more grade book items.

Copy a Grade Scheme
1. Go to the course where you would like the grade scheme to be added.
2. Click Grades on the top course navigation bar.
3. Click Grades Schemes in the left Grades Area.
4. Click Copy from the top menu.
5. Find the grade scheme you already created in another course and select the radio button in front of it.
6. Type in a New Scheme Name.
7. Click the Copy button.
   The grade scheme will now appear in the Grades Schemes List for that course.

Setting Up Grade Book Categories and Items
Set up grade book categories and items through the Manage Grades area.

To Access the Manage Grades Area
1. Click Manage Grades on the left tool menu.

Creating a Category
Grade book categories let you organize and group related grade items into sections. For example, you could have separate categories for Assignments, Quizzes, Case Studies, Participation, Discussions, etc. When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group.
To Create a New Category

1. From the ‘Manage Grades’ view, click on the New Category button.

Example of Grading Options for Point System – all other information is the same as above

2. Type a Name for the category.
3. Type a **Short Name** to display in the grade book. (optional)
4. Click ‘**Show Description**’ link if you would like to type in a description of the category.
   a. Check the box in front of **Allow users to view description** if you want to make the category description available to users.
5. If you are using the **weighted system**, enter the total **Weight** or percentage that you want the category to contribute towards the final grade.
   a. **NOTE:** In the weighted system, items that belong to a category count towards the weight or percentage of that category. In the points or formula system, items are totaled independently of the category.
6. Set additional options as required.

<table>
<thead>
<tr>
<th>Option</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allow users’ grades to exceed the maximum value for the category</strong></td>
<td>Select either:</td>
</tr>
<tr>
<td><strong>See more detailed explanation in section ‘Exceeding the Maximum Value for a Category’, p. 10.</strong></td>
<td>- <strong>Allow category grade to exceed category weight</strong> in the weighted system</td>
</tr>
<tr>
<td>- <strong>Allow category grade to exceed total category Max. Points</strong> in the points of formula system.</td>
<td></td>
</tr>
<tr>
<td>Distribute points evenly across items in the category</td>
<td>Select either:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Distribute weight evenly across all items</strong> in the weighted system.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Distribute points across all items</strong> in the points or formula system. Then enter the <strong>Points per item</strong>.</td>
</tr>
<tr>
<td>Drop the highest or lowest grade item in a category</td>
<td>Enter the number of items to drop in either:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Number of highest non-bonus items to drop for each user</strong></td>
</tr>
<tr>
<td></td>
<td>- <strong>Number of lowest non-bonus items to drop for each user</strong></td>
</tr>
<tr>
<td><strong>Note:</strong> Grades must be distributed evenly to use this option and you cannot drop bonus items.</td>
<td></td>
</tr>
<tr>
<td>Change what users see for this category from your standard display settings</td>
<td>Select or unselect:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Display class average to users</strong></td>
</tr>
<tr>
<td></td>
<td>- <strong>Display grade distribution to users</strong></td>
</tr>
</tbody>
</table>

7. Click **Save** or click the **Restrictions** tab to set availability for the category.
Exceeding the Maximum Value for a Category

The **Can Exceed** option on the **Properties** tab for a category lets you to specify whether a users’ cumulative grades for a category can exceed the maximum points specified for that category. If you do not select this option, users’ scores are totaled and then capped at the category maximum. If you select it, the category score is not capped.

**Weighted system example:** You create an “Assignments” category that contains two grade items: A1 and A2. Both assignments are worth 50% of the category and can exceed the weight specified. Frank Catcher receives 100% on A1 and 110% on A2. If you select **Allow category grade to exceed category weight**, Frank receives 105% in the Assignments category. If you do not select it, he receives 100%.

**Points system example:** You create an “Assignments” category that contains two grade items: A1 and A2. Both assignments are out of 10 points and can exceed the maximum points specified. Frank Catcher receives 12/10 and 9/10 on the grade items. If you select **Can Exceed**, Frank receives 21/20. If you do not select it, he receives 20/20.

➢ **To Set Availability for a Category**

1. Click the **Restrictions** tab.
2. Select one of the following:
   - **Category is always visible** – Users can always see the category
   - **Hide this category** – Users can never see the category
   - **Category is visible for a specific date range** – Users can see the category during restricted date range
3. If you select **Category is visible for a specific date range**, use the **Has Start Date** and **Has End Date** options to specify when the category should be visible.
4. Click **Save**.

➢ **To Set Release Conditions for a Category**

Release conditions allow you to associate a category with other items in the learning environment. For example, you could require that users complete the last assignment in the category Unit 1 before the category Unit 2 appears in their grade book.

1. Click the **Restrictions** tab.
2. In the **Release Conditions** section, click either **Attach Existing** or **Create and Attach**.

See **Release Conditions documentation** for more information.
Creating a Grade Item

Grade items represent the individual assignments, quizzes, performance measurements, etc. that you want to grade users on. Each grade item has its own entry in the grade book, which you assign a grade to for each user. Grade items can be tied to other course objects, such as quizzes or discussion forums, or they can exist independently. Grade items can be graded numerically, based on a grade scheme, or with a simple text message, depending on the grade item type chosen.

Types of Grade Items

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeric</td>
<td>Grade users by assigning a value out of a specified total number of points. E.g., 8/10</td>
</tr>
<tr>
<td>Selectbox</td>
<td>Grade users by assigning a grade scheme level that is equivalent to a percentage grade. E.g., 90%-100% = “Excellent”</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Selectbox grade items cannot be created until you create at least one grade scheme for the course.</td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>Grade users using a simple pass/fail grade scheme. E.g., “Pass” or “Fail”</td>
</tr>
</tbody>
</table>
| Formula      | Automatically grade users using a custom formula based on achievement on other grade items. E.g., Give users who received at least 50% on all of their Weekly Participation grades a Perfect Attendance bonus. IF \{ MIN\(\{ITEM1.Percent, ITEM2.Percent\}\) < 50, 0, 100 \} \}
|              | **Notes**                                                                                                                                                                                                   |
|              | • Formula grade items cannot belong to a category.                                                                                                                                                           |
|              | • You must create all of the grade items you want to include in the formula grade item before you create the formula item.                                                                             |
|              | • Formula grade items cannot contribute to the calculated final grade unless you are using the Formula grading system.                                                                                 |
| Calculated   | Display users’ cumulative achievement across multiple grade items. E.g., Midterm Grade                                                                                                                       |
|              | Item1 + Item2 + Item3 / Total points * 100 = 73%                                                                                                                                                           |
|              | **Notes**                                                                                                                                                                                                   |
|              | • Calculated grade items cannot belong to a category.                                                                                                                                                       |
|              | • Calculated grade items cannot contribute to the calculated final grade.                                                                                                                                  |
| Text         | Provide comments that are not counted towards users’ final grades. E.g., “Consent form received” or “Course evaluation completed”                                                                         |
|              | **Notes**                                                                                                                                                                                                   |
|              | • Text grade items cannot belong to a category.                                                                                                                                                            |
|              | • Text grade items do not contribute to the calculated final grade.                                                                                                                                       |
To Create a Numeric Grade Item

1. From the Manage Grades area, click ‘New Item’.
2. Click ‘Numeric’.
3. Enter a Name for the grade item.
4. Enter a Short Name to display in the grade book.
5. If you want the grade item to be associated with a category, select a category from the Category drop-down or click New Category.
6. Enter a description of the grade item if you would like.
   - If you want to make the description available to users, select Allow users to view grade item description.
7. Enter the value you want the item graded out of in the Max. Points field.
8. If you are using the weighted system, enter the Weight you want the grade item to contribute to its category. If the item does NOT belong to a category, enter the Weight you want it to contribute to the final grade.
9. If you want users’ grades to be able to exceed the total value of the item, select: Can Exceed.
10. Select Bonus if you want the item to be counted as a bonus item.
   - Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the grade on top of the total.
11. Select a Grade Scheme to associate with the item, if applicable.
12. Click Show Display Options if they are not already showing.
   - If you want to show the class average for the grade item to the users’ view of the grade book, select Display class average to users.
   - If you want to display a graph showing how grades were distributed between different percentiles in users’ view of the grade book, select Display grade distribution to users.
   - If you want to display different options for an item than what is specified on the Grades Settings pages, select Override display options for this item.

Click the checkboxes beside the following options to select or unselect them:

- Points grade – Displays the users’ grade in points next to the total points available. E.g., 6/10.
- Weighted grade – Displays the users’ grade as the weight achieved towards the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of a final grade).
- Grade scheme symbol – Displays the symbol for the grade scheme level achieved by the user, if applicable. E.g., “A” or “Very Good”.

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• **Grade scheme color** – Displays the color associated with the grade scheme level achieved by the user, if applicable. E.g., 🟠.

13. Click **Save** or click the **Restrictions** tab to set availability for the grade item.

➢ **To Create a Selectbox Grade Item**

1. From the **Manage Grades** area, click 🔄 **New Item**.
2. Click ‘**Selectbox**’.
3. Enter a **Name** for the grade item.
4. Enter a **Short Name** to display in the grade book.
5. If you want the grade item to be associated with a category, select a category from the **Category** drop-down or click **New Category**.
6. Enter a description of the grade item if you would like.
   - If you want to make the description available to users, select **Allow users to view grade item description**
7. Enter the value you want the item to contribute towards the final grade in the **Weight** field for the weighted system or the **Max. Points** field for the points or formula system.
8. Select **Bonus** if you want the item to be counted as a bonus item.
   - Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the grade on top of the total.
9. Select a Grade Scheme to associate with the item, if applicable.
10. Click **Show Display Options** if they are not already showing.
   - If you want to show the class average for the grade item to the users’ view of the grade book, select **Display class average to users**.
   - If you want to display a graph showing how grades were distributed between different percentiles in users’ view of the grade book, select **Display grade distribution to users**.
   - If you want to display different options for an item than what is specified on the Grades Settings pages, select **Override display options for this item**.

Click the checkboxes beside the following options to select or unselect them:

- **Weighted grade** – Displays the users’ grade as the weight achieved towards the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of a final grade).
- **Grade scheme symbol** – Displays the symbol for the grade scheme level achieved by the user, if applicable. E.g., “A” or “Very Good”.
- **Grade scheme color** – Displays the color associated with the grade scheme level achieved by the user, if applicable. E.g., 🟠.
11. Click **Save** or click the **Restrictions** tab to set availability for the grade item.

➢ **To Create a Pass/Fail Grade Item**

1. From the **Manage Grades** area, click ![New Item](image).
2. Click ‘**Pass/Fail**’.
3. Enter a **Name** for the grade item.
4. Enter a **Short Name** to display in the grade book.
5. If you want the grade item to be associated with a category, select a category from the **Category** drop-down or click **New Category**.
6. Enter a description of the grade item if you would like.
   - If you want to make the description available to users, select **Allow users to view grade item description**.
7. Enter the value you want the item to contribute towards the final grade in the **Weight** field for the weighted system or the **Max. Points** field for the points or formula system.
8. Select **Bonus** if you want the item to be counted as a bonus item.
   - Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the grade on top of the total.
9. Select a Grade Scheme to associate with the item, if applicable.
10. Click **Show Display Options** if they are not already showing.
   - If you want to show the class average for the grade item to the users’ view of the grade book, select **Display class average to users**.
   - If you want to display a graph showing how grades were distributed between different percentiles in users’ view of the grade book, select **Display grade distribution to users**.
   - If you want to display different options for an item than what is specified on the Grades Settings pages, select **Override display options for this item**.

**Click the checkboxes beside the following options to select or unselect them:**

- **Weighted grade** – Displays the users’ grade as the weight achieved towards the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of a final grade).
- **Grade scheme symbol** – Displays the symbol for the grade scheme level achieved by the user, if applicable. E.g., “A” or “Very Good”.
- **Grade scheme color** – Displays the color associated with the grade scheme level achieved by the user, if applicable. E.g., ![Color](image).

11. Click **Save** or click the **Restrictions** tab to set availability for the grade item.
To Create a Formula Grade Item

1. From the Manage Grades area, click New Item.
2. Click ‘Formula’.
3. Enter a Name for the grade item.
4. Enter a Short Name to display in the grade book.
5. Enter a description of the grade item if you would like.
   - If you want to make the description available to users, select Allow users to view grade item description.
6. Enter the value you want the item graded out of in the Max. Points field.
7. Click Edit Using the Formula Editor to define a calculation formula.
8. If you want users’ grades to be able to exceed the total value of the item, select: Can Exceed.
9. Select a Grade Scheme to associate with the item, if applicable.
10. Click Show Display Options if they are not already showing.
    - If you want to show the class average for the grade item to the users’ view of the grade book, select Display class average to users.
    - If you want to display a graph showing how grades were distributed between different percentiles in users’ view of the grade book, select Display grade distribution to users.
    - If you want to display different options for an item than what is specified on the Grades Settings pages, select Override display options for this item.

Click the checkboxes beside the following options to select or unselect them:

- Points grade – Displays the users’ grade in points next to the total points available. E.g., 6/10.
- Grade scheme symbol – Displays the symbol for the grade scheme level achieved by the user, if applicable. E.g., “A” or “Very Good”.
- Grade scheme color – Displays the color associated with the grade scheme level achieved by the user, if applicable. E.g., .

11. Click Save or click the Restrictions tab to set availability for the grade item.

To Create a Calculated Grade Item

1. From the Manage Grades area, click New Item.
2. Click ‘Calculated’.
3. Enter a Name for the grade item.
4. Enter a Short Name to display in the grade book.
5. Enter a description of the grade item if you would like.
If you want to make the description available to users, select **Allow users to view grade item description**

6. If you want users’ grades to be able to exceed the total value of the item, select:
   - **Can Exceed**

7. Select a Grade Scheme to associate with the item, if applicable.

8. In the **Calculation** section, select the checkboxes beside the items you want to include in the calculation. Clicking a category selects all grade items in the category. Clicking the checkbox at the top or bottom of the list selects all items.

9. Click **Show Display Options** if they are not already showing.
   - If you want to show the class average for the grade item to the users’ view of the grade book, select **Display class average to users**.
   - If you want to display a graph showing how grades were distributed between different percentiles in users’ view of the grade book, select **Display grade distribution to users**.
   - If you want to display different options for an item than what is specified on the Grades Settings pages, select **Override display options for this item**.

Click the checkboxes beside the following options to select or unselect them:

- **Weighted grade** – Displays the users’ grade as the weight achieved towards the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of a final grade).
- **Grade scheme symbol** – Displays the symbol for the grade scheme level achieved by the user, if applicable. E.g., “A” or “Very Good”.
- **Grade scheme color** – Displays the color associated with the grade scheme level achieved by the user, if applicable. E.g.,

10. Click **Save** or click the **Restrictions** tab to set availability for the grade item.

➢ **To Create a Text Grade Item**

1. From the **Manage Grades** area, click ![New Item](image).
2. Click ‘**Text’**.
3. Enter a **Name** for the grade item.
4. Enter a **Short Name** to display in the grade book.
5. Enter a description of the grade item if you would like.
   - If you want to make the description available to users, select **Allow users to view grade item description**
6. Click **Show Display Options** if they are not already showing.
If you want to display different options for an item than what is specified on the Grades Settings pages, select **Override display options for this item**.

- Enter the number of characters you would like to display for this grade item.

7. Click **Save** or click the **Restrictions** tab to set availability for the grade item.

**To Set the Availability of a Grade Item**

1. Click the **Restrictions** tab.
2. Select one of the following:
   - **Grade item is always visible** – Users can always see the grade item
   - **Hide this grade item** – Users can never see the grade item
   - **Grade item is visible for a specific date range** – Users can see the grade item during restricted date range
3. If you select **Grade item is visible for a specific date range**, use the **Has Start Date** and **Has End Date** options to specify when the category should be visible.
4. Click **Save**.

**To Set Release Conditions for a Grade Item**

Release conditions allow you to associate a grade item with other items in the learning environment. For example, you could require that users submit a group assignment before they see there is a Group Cooperation grade item.

1. Click the **Restrictions** tab.
2. In the **Release Conditions** section, click either **Attach Existing** or **Create and Attach**.

*See Release Conditions documentation for more information.*

DIRECTIONS CONTINUED ON NEXT PAGE
Editing Multiple Categories and Grade Items

1. From the Manage Grades area, select the checkboxes beside the categories and items you want to edit on the Grades List page.

2. Click the **Edit Selected Grade Items** icon at the top or bottom of the list.

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Type</th>
<th>Association</th>
<th>Max. Points</th>
<th>Weight</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td></td>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 1</td>
<td>Numeric</td>
<td>Dropbox</td>
<td>25</td>
<td>15.33</td>
<td></td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Numeric</td>
<td>Dropbox</td>
<td>15</td>
<td>15.33</td>
<td></td>
</tr>
<tr>
<td>Assignment 3</td>
<td>Numeric</td>
<td>Dropbox</td>
<td>10</td>
<td>15.33</td>
<td></td>
</tr>
<tr>
<td>Projects</td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project 1</td>
<td>Numeric</td>
<td>-</td>
<td>10</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
<td></td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 1</td>
<td>Numeric</td>
<td>Quizzes</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Quiz 2</td>
<td>Numeric</td>
<td>-</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Quiz 3</td>
<td>Numeric</td>
<td>-</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Quiz 4</td>
<td>Numeric</td>
<td>-</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Quiz 5</td>
<td>Numeric</td>
<td>-</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

3. Use the table to update fields.
   i. **NOTE:** You can only edit **Name, Short Name, Max. Points, Weight, Bonus, Can Exceed, Grade Scheme** and **Category** fields using the multiple edit option.

4. Click **Save**.

Reordering Categories and Grade Items

1. From the Manage Grades area, click **Re-Order**.

2. Select a new position for a category or grade item using the **Sort Order** drop-down list beside its name. The positions of other categories and grade items adjust accordingly.
   a. **NOTE:** Items display in ascending order.

3. Click **Save**.

Deleting Categories and Grade Items

1. From the Manage Grades area, click **Delete** on the top tool menu.

2. Select the checkbox beside the category or grade item you want to delete.

3. Click **Delete Selected**.
NOTES:

- Selecting a category does not select the grade items that reside in it. If you delete a category, the grade items associated with it become independent grade items.
- You cannot delete grade items that are associated with another course object, such as a quiz, discussion topic, or dropbox folder. To delete the item you must first remove the association. Click the Information icon next to a grade item with an association to view details about where the item is used.

Changing Grades Settings
The Grades Settings pages let you adjust how your grade book is displayed and calculated.

➢ **To Access the Grades Settings pages**

1. Click Grades Settings in the Grades Area on the left side of the screen.

➢ **Changing Personal Display Options**

   The Personal Display Options page lets you set what information you want to display in your grade book. These display options only pertain to what YOU will see in the grade book. Select the options that best suit your needs.
Managing View Display Options:

- **User Details**: Select if you would like student email addresses displayed in user list.
- **Grade Details**:
  - **Points Grade** – Displays the points a user earned on a grade item and the total points the item was out of.
  - **Weighted Grade** – Displays how much a users’ grade is worth towards the final grade. **NOTE: This option is only available in the Weighted System.**
  - **Grade Scheme Symbol** – Displays the grade scheme symbol for the scheme level a user earned on a grade item.
  - **Grade Scheme Color** – Displays the grade scheme color for the scheme level a user earned on a grade item.
- **Characters Displayed (Applies to Text Grade book Items ONLY)**: Sets the maximum characters to display in the grade book for a Text item before truncating it.
- **Repeat User Details**: Sets how many columns are displayed before a users’ information is repeated.
• **Repeat Grade Item Details:** Sets how many rows are displayed before the row that lists grade item names is repeated.

• **Repeat Final Grades:**
  - **Repeat calculated final grade at start of user list** – Sets whether you see a user’s final calculated grade at the start of the grade book next to the user’s name, as well as after all the grade items.
  - **Repeat adjusted final grade at start of user list** – Sets whether you see a user’s adjusted final grade at the start of the grade book next to the user’s name, as well as after all the grade items.

**Start Page:**

• **Default Grades Area** – Use the drop-down list to set which page displays by default when you open the Grades tool in BOLT.

---

**Changing Org Unit Display Options**

<table>
<thead>
<tr>
<th>Org Unit Display Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Personal Display Options" /> <img src="image" alt="Org Unit Display Options" /> <img src="image" alt="Calculation Options" /></td>
</tr>
</tbody>
</table>

**Managing View Display Options**

* **Decimals Displayed:** Number of decimal places to display **0**

**Submission view Display Options**

**Grade Details:**
- Points grade
- Weighted grade
- Grade scheme symbol
- Grade scheme color

* **Decimals Displayed:** Number of decimal places to display **2**

* **Characters Displayed:** Number of characters to display for Text items **15**

**Final Grade Calculation:**
- Display final grade calculation to users

---
Managing View Display Options: (What you see)

- **Decimals Displayed**: You can set the number of decimal places you see for items in your grade book. The default value is 2 and the maximum value is 5.
  - **NOTE**: This option only changes how many decimals are displayed. It does not control how many decimals the Grades tool rounds to when calculating grades.

Submission View Display Options: (What students see)

- **Grade Details**:
  - **Points Grade**: Displays the points a user earned on a grade item and the total points the item was out of.
  - **Weighted Grade**: Displays how much a users’ grade is worth towards the final grade. **NOTE: This option is only available in the Weighted System.**
  - **Grade Scheme Symbol**: Displays the grade scheme symbol for the scheme level a user earned on a grade item.
  - **Grade Scheme Color**: Displays the grade scheme color for the scheme level a user earned on a grade item.

- **Decimals Displayed**: Controls the number of decimal places a student sees in the grade book. The default value is 2 and the maximum value is 5.
  - **NOTE**: This option only changes how many decimals are displayed. It does not control how many decimals the Grades tool rounds to when calculating grades.

- **Characters Displayed (Applies to Text Grade book Items ONLY)**: Sets the maximum characters to display in the grade book for a Text item before truncating it.

- **Final Grade Calculation**: Displaying the Final Grade Calculations to users allows them to see how their grade was calculated.
Changing Calculation Options

**Calculation Options**

- **Personal Display Options**
- **Org Unit Display Options**
- **Calculation Options**

Grading System

- **Grading System:**
  - Weighted

  **Example:**
  - Assignments Category (20% of final grade)
  - Assignment 1 Item (50% of Assignments)
  - Assignment 2 Item (50% of Assignments)
  - Final Exam Item (80% of final grade)

  Final Grade: /100%

- **Points**

  **Example:**
  - Assignments Category (40 points)
  - Assignment 1 Item (20 points)
  - Assignment 2 Item (20 points)
  - Final Exam Item (200 points)

  Final Grade: /240 points

- **Formula**

  Final grade is determined by a custom defined formula
  Grade items and categories use the Points system

**Final Grade Released**

- **Release:**
  - Calculated Final Grade
  - Adjusted Final Grade

**Grade Calculations**

- **Ungraded Items:**
  - Drop ungraded items
  - Treat ungraded items as 0

- **Auto Update:** Automatically keep final grades updated

- **Grading System:**
  - **Weighted** – Categories and grade items are calculated as a percentage of a final grade worth 100%. The Maximum Points assigned to individual grade items can be any value, but their contribution towards the final grade is always their assigned weight.
Getting Started with Grades

- **Points** – Grade items are calculated using their Max. Points value, rather than a percentage. Users’ scores on grade items are totaled and then divided by the total points available.
- **Formula** – Grade items are calculated using the points system, but a formula is used to set conditions around how grade items contribute to the final grade.

- **Final Grade Released:**
  - **Calculated Final Grade** – The grade achieved by users based on the grading formula setup in the grade book. You cannot adjust it without editing individual grade items and recalculating the total.
  - **Adjusted Final Grade** – A final grade that can be adjusted or modified before being released to users.

- **Grade Calculations:**
  - **Treat ungraded items as a 0** – Ungraded items count as a 0 towards users’ final grades.
  - **Drop ungraded items** – Ungraded items are removed from the final grade calculation. They do not count toward the users’ grade.
  - **Automatically keep final grades updated** – Determines whether the calculated final grade updated every time a change is made or only when a user clicks the **Recalculate Final Grade** icon.

**Optimal Settings for Large Courses**
If your grade book contains a lot of users or grade items you may find that it loads slowly. Consider the following tips to improve performance.

1. Set the number of users to display per page to a low value.
2. Sort the User List by user instead of grades.
3. View the User List by group or section if possible.
4. Do not show decimal places in the grade book.
5. Do not repeat user details or grade item details in the grade book.
6. Do not repeat the calculated final grade or the adjusted final grade at the start of the grade book.
7. Do not select the Automatically keep final grade updated option.
8. Only display one user detail (i.e. Email, Username, First Name, Last Name) in the grade book.
9. Only display one grade detail (i.e. Points grade, Weighted grade, Grade scheme symbol, Grade scheme color) in the grade book.
10. Only display grade items and categories that you want to edit in Spreadsheet View in the grade book.
11. Do not create unnecessary grade items or categories.
12. Do not create unnecessary Calculated or Formula grade items.
13. Avoid making changes to grade schemes, the grading system, or the final grade calculation type once grades are assigned to users.

14. Only import users and grade items when data has changed.

**Entering Grades**

The **Enter Grades** area is where you enter, import, and export grades for your users. In this area you see your grade book organized by user. From the User List you can **grade users by user, item, category, or final grade**. You can also switch between the **standard view** of the grade book and a **spreadsheet view** that allows you to enter grades directly into the User List.

1. Click on **Enter Grades** in the Grades Area on the left side.
2. You will see either the **Standard View** or **Spreadsheet View** shown below:
Explanation of numbered items on screenshots for **Standard View** and **Spreadsheet View**:

1. **Display Options** – Allows you to change which grade items appear in your view of the grade book. Simply click ![Display Options](image) and then select the items you want to appear in your grade book. Click **Save**. **NOTE**: This DOES NOT delete the items; it just removes it from your view.

2. **Switch to Standard View or Switch to Spreadsheet View** – Click to switch between the two different views. Spreadsheet View allows you to enter grades directly into grade book.

3. **User List** – List of students in your class. Click on a name to enter grades just for that student. To email a student or multiple students, check the box in front of the name(s) and then click the ![Email](image) icon at the top or bottom of the user list. To select all students to email, select the checkbox in front of the ![Select All](image) icon.

4. **Category** – Categories will appear above the grade items which belong to them. To enter grades for all items in a category, click the ![Category](image) next to the category name. **NOTE**: In the screenshots above, ‘Assignments’ is the category and ‘A1’, ‘A2’, ‘A3’ and ‘A4’ are the grade items that belong to that category.
5. **Grade Items** – Appear below the category to which they belong or independently if they don’t belong to a category. Click the next to the grade item to enter grades just for that item.

6. **Final Grades** – Click the next to **Final Grades** in order to be able to release final grades to users. **NOTE:** Final grades are not shown to students until you release them. For more information on **Final Grades**, see the section on **Calculating Final Grades**.

**NOTE:** What is displayed in your grade book is controlled by the ‘**Grades Settings**’ that you have in place. For example, if you are not seeing the actual student grades in your grade book you probably need to change the ‘**Personal Display Options**’ to show the ‘**Points Grade**’ or ‘**Weighted Grade**’ depending upon which you need to see. Refer to the section on **Grades Settings** on pgs. 20-23 for more information.

**Calculating Final Grades**

**Students will not see Final Grades until you release them.** Use the Final Grades page to calculate and release final grades.

**To Access the Final Grades Page**

1. Click the **Enter Grades** icon for Final Grades on the **User List** or **Grades List**

   a. To access the **User List** - Click on **Manage Grades** in the **Grades Area** on the left.

   b. To access the **Grades List** - Click on **Enter Grades** in the **Grades Area** on the left.
The **Final Grades** page lists the calculated final grade for each user in your grade book. It is up to you to ensure that these grades are accurate. Final grades may be inaccurate if:

- You did not select the **Automatically keep final grades updated** option when setting up your grade book.
- There are grade items that you still need to enter grades for.

**Final Grades Page**

**Description of numbered items in screenshot above:**

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recalculate All</td>
<td>Clicking this will recalculate the Final Grade for all users.</td>
</tr>
<tr>
<td>2. Transfer All</td>
<td>Clicking this will transfer all Final Calculated Grades to the Adjusted Final Grades for all users.</td>
</tr>
<tr>
<td>3. Clear All</td>
<td>Clicking this will clear the Adjusted Final Grades for all users.</td>
</tr>
<tr>
<td>4. Release All</td>
<td>Clicking on this will release the Final Calculated OR the Adjusted Final Grade to all users. Your Grades Settings determine which one is released.</td>
</tr>
</tbody>
</table>