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.

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**
   Choose a Grading System and then click Next.
   **NOTE:** For more information about each system, click the question mark.

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

6. **STEP 3: Grade Calculations**
   Select the best options to meet your needs. *It is recommend that you check the box in front of ‘Automatically keep final grade updated’.*
   **NOTE:** For more information about each item, click the question mark.

7. **STEP 4: Choose Default Grade Scheme**
   The default grade scheme is Percentage. Unless you have created another grade scheme that you would like to use as the default, Percentage is the only option you will see. Click Next.

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.
   **NOTE:** For more information about each item, click the question mark.
   **PLEASE NOTE:** Final Grade Calculation DOES NOT RELEASE THE FINAL GRADE TO STUDENTS.
   This is done on the Finals Grade Page.

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.