

Setting up a Gradebook in ANGEL

Step 1: Decide which gradebook you want.

First, decide whether you want a

- **POINTS GRADEBOOK** (if you just want to sum up all the points earned from all assignments)
- or a
- **PERCENTAGE GRADEBOOK** (if you decided certain assignments should weigh x% of the course grade).

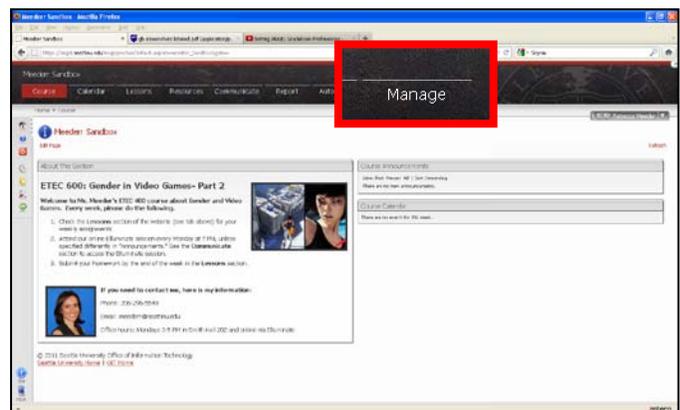


Step 2 (OPTION 1): Points Gradebook

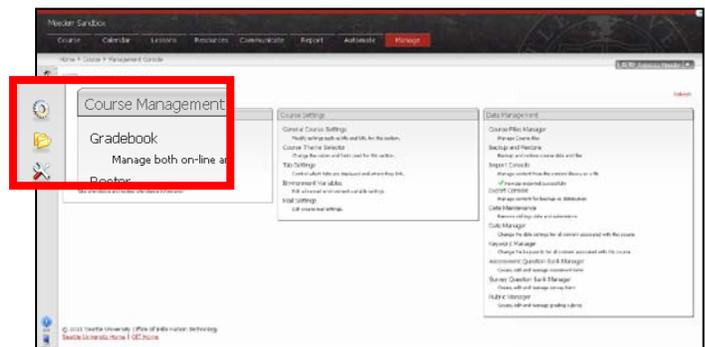
If you choose this option for your gradebook, every assignment is given a point value. The final grade is determined by adding up all the points awarded in the assignments and dividing that by the total points possible.

By default, the settings are set for a percentage gradebook. To change that you would,

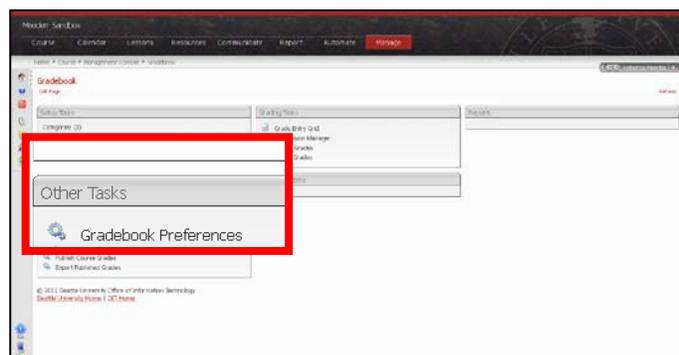
1. Go to the **Manage** tab in your ANGEL course.



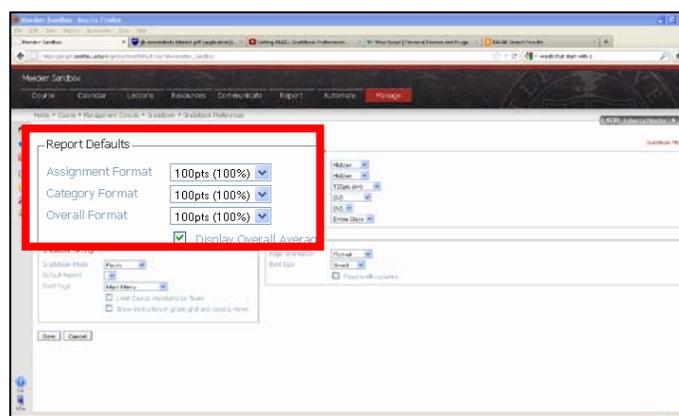
2. Click the **Gradebook** link.



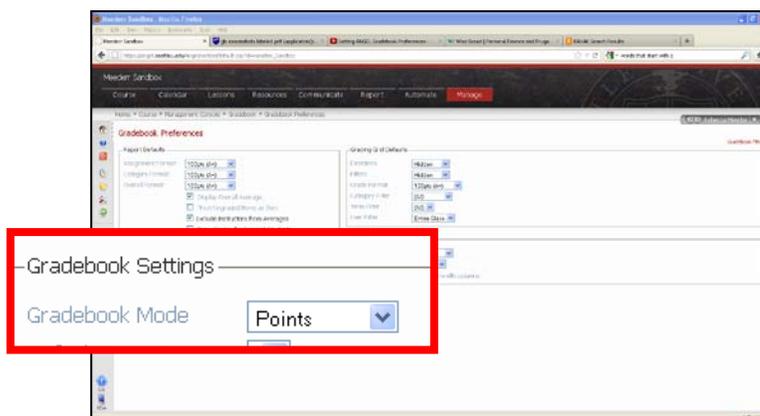
3. In the **Other Tasks** section, click **Gradebook Preferences**.



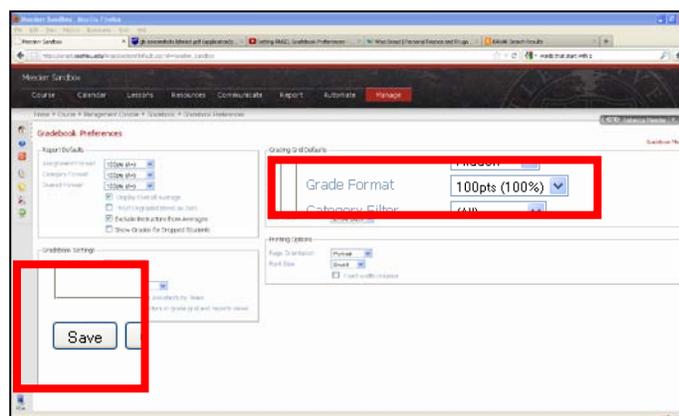
4. In the **Report Defaults** section, change all the dropdown menus to the **100pts (100%)** option.



5. In the **Gradebook Settings** section, change the **Gradebook Mode** dropdown menu to **Points**.



6. In the **Grading Grid Defaults** section, change the **Grade Format** dropdown menu to the **100pts (100%)** option.



7. Click **Save**.

Step 2 (OPTION 2) Percentage Gradebook

If you choose this option for your gradebook, place all assignments into "Categories" and then assigns a value to each category. The sum of all the values of each category will then be used to determine the weight of each individual category.

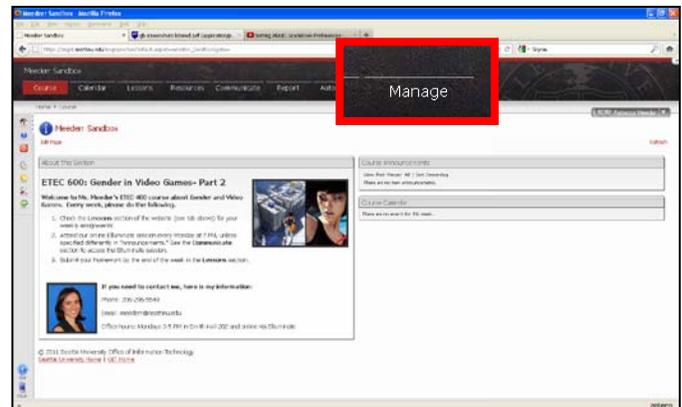
Part A – Decide weight

Decide how you want to weigh your grading. **Make sure your weights add up to 100%.** For example:

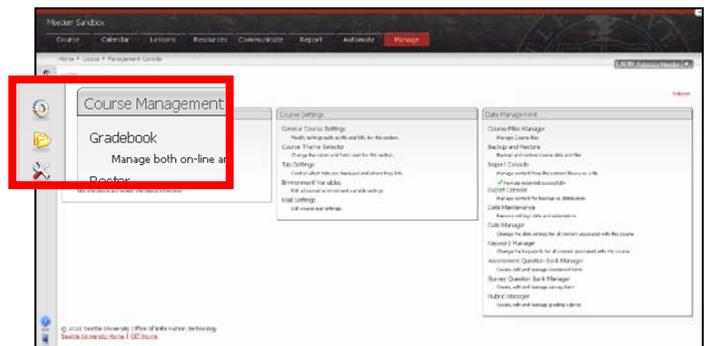
- Homework (25%)
- Quizzes (25%)
- Tests (50%)

Part B – Choose overall Gradebook Preferences

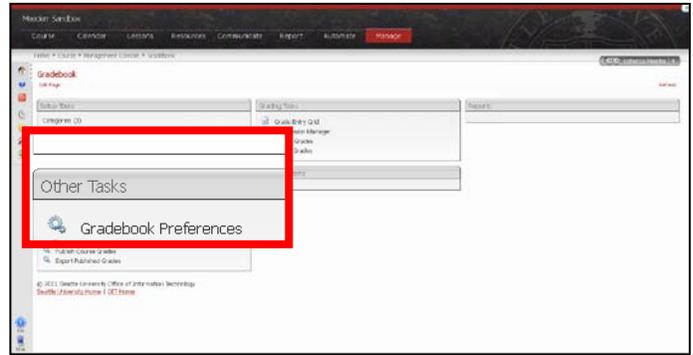
1. Go to the **Manage** tab in your ANGEL course.



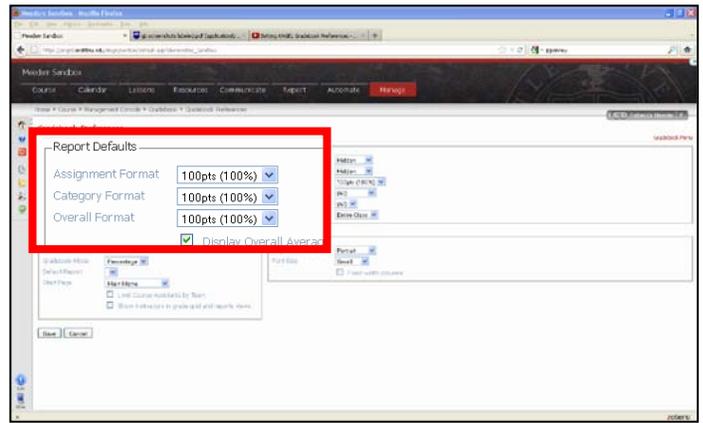
2. Click the **Gradebook** link.



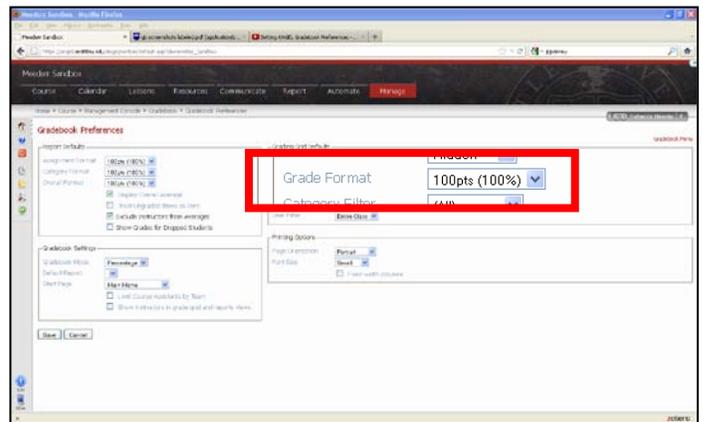
3. In the **Other Tasks** section, click **Gradebook Preferences**.



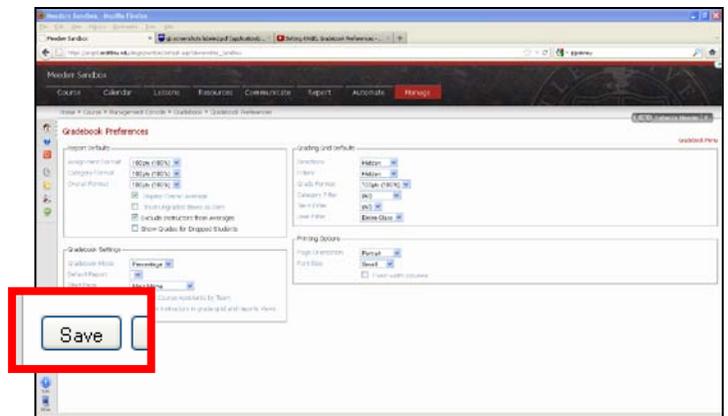
4. In the **Report Defaults** section, change all the dropdown menus to the **100pts (100%)** option.



5. In the Grading Grid Defaults section, change the **Grade Format** dropdown menu to the **100pts (100%)** option.

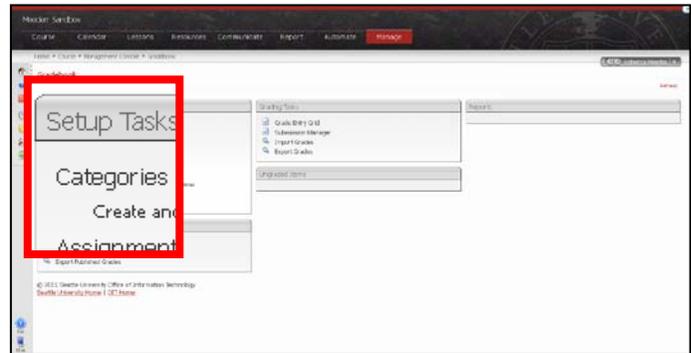


6. Click **Save**.

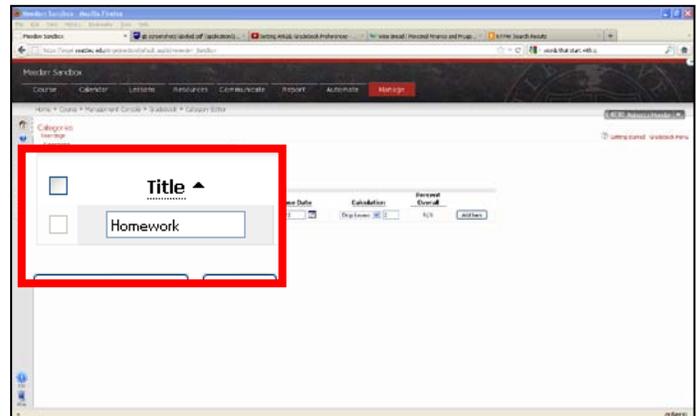


Part C – Set up Categories

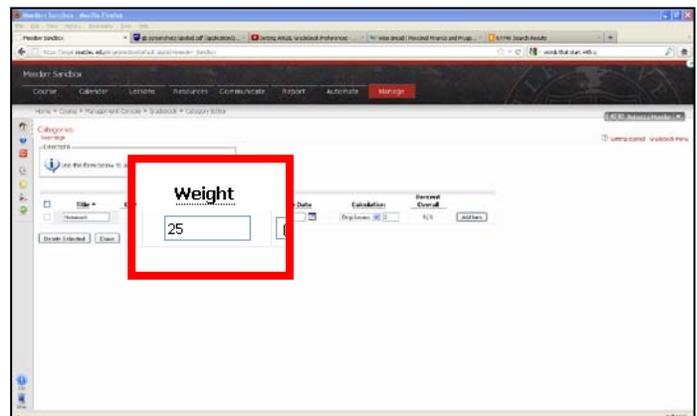
1. Under **Setup Tasks**, click **Categories**.



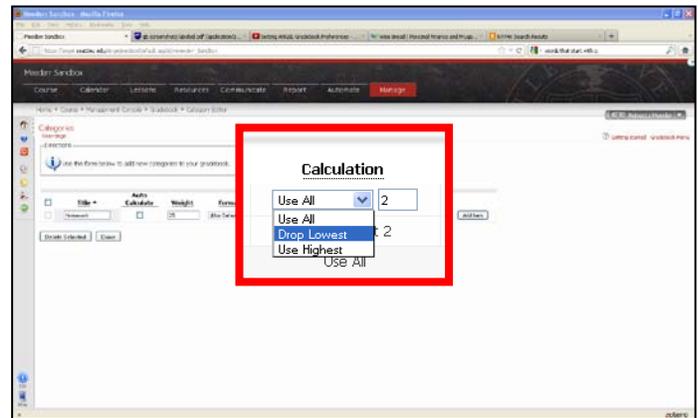
2. In the first text box, under the word **Title**, type in your first category (For example, *Homework*).



3. Under **Weight**, enter this category's percentage (Example 25 which stands for 25%). Note: The number in the Percent Overall column will change after entering a number,

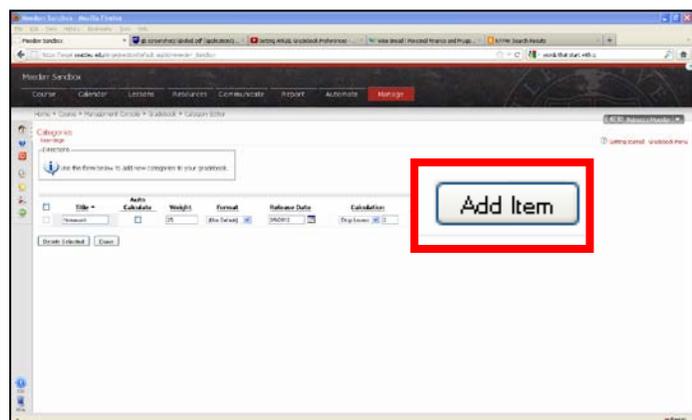


4. **OPTIONAL:** Under **Calculation**, choose whether or not you want to
- drop the **lowest graded assignment(s)** from this category from the students' final grades or
 - only use the **highest graded assignment(s)** for this particular category to include in the students' final grades.



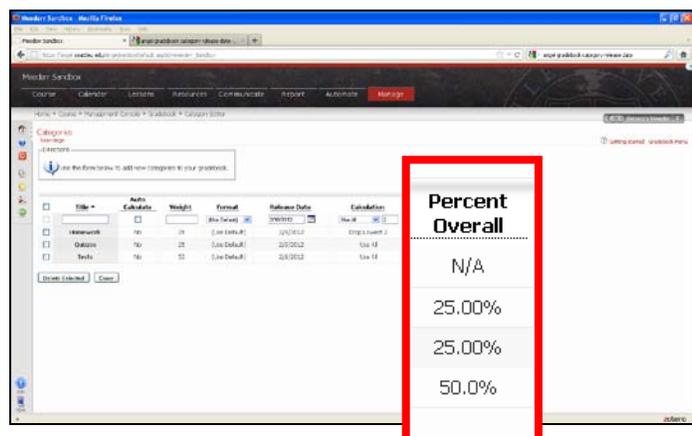
NOTE: When using these options be sure to indicate **how many assignments** you would like dropped or included in the final grade by **putting a number in the box** next to the dropdown option. (Example: you would type in 2 if you wanted to drop the assignments with the two lowest grades in this category).

5. Click **Add Item**.

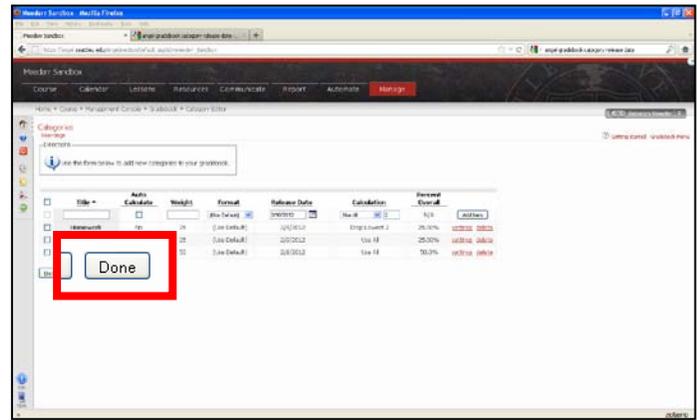


6. Repeat the same steps for the next categories (e.g. quizzes and tests).

NOTE: After clicking **Add Item**, the number in the **Percent Overall** column changes each time you add a category. After creating all your categories, make sure all the percentages in this column add up to 100%.

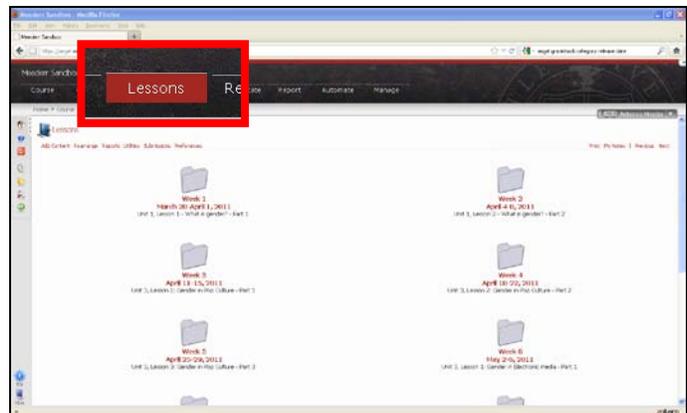


7. When finished, click **Done**.

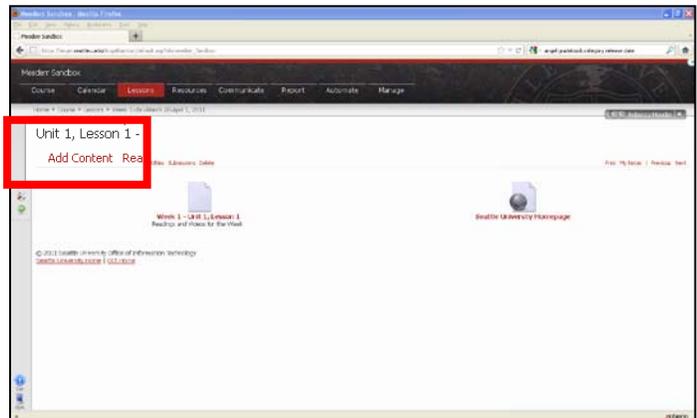


Step 3: Create Assignments (OPTION 1)

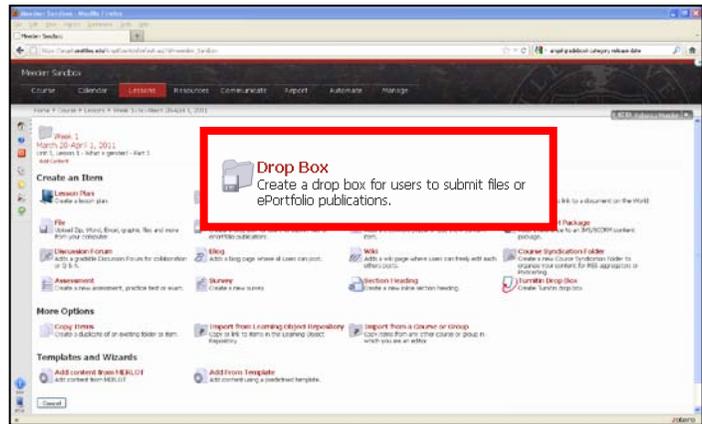
1. Go to the place in **Lessons** where you want to place an assignment. (Example: within the Week 1 folder).



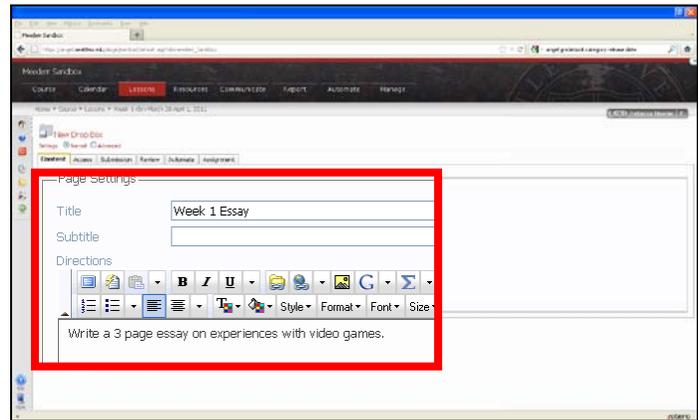
2. Click **Add Content**.



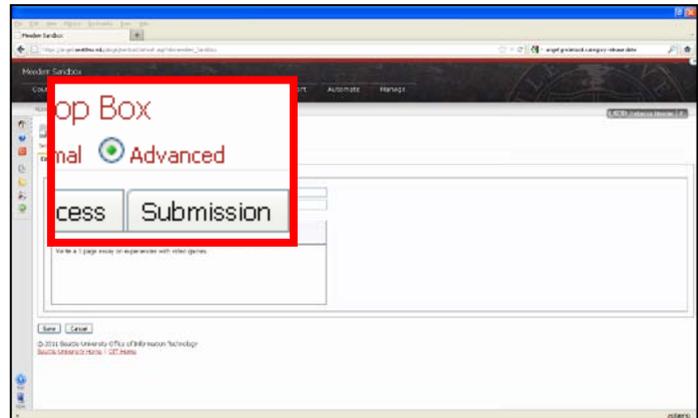
- Choose the Assignment type: **Dropbox**, **Discussion Forum**, or **Assessment**. (For this example, we will choose Dropbox).



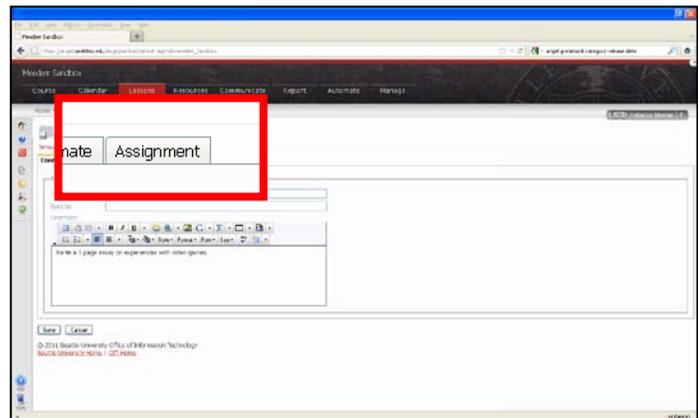
- Give your assignment a title and directions.



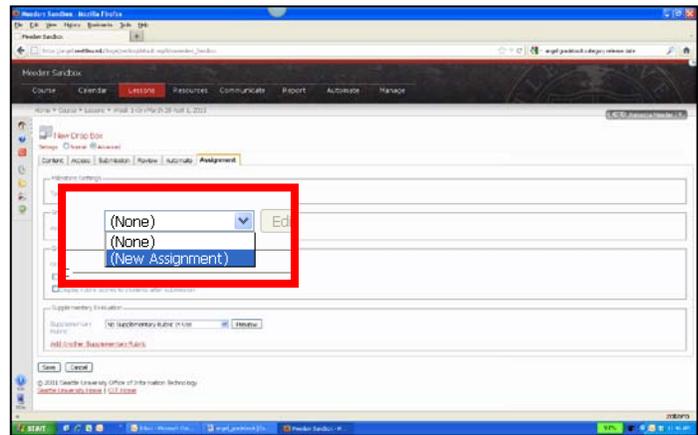
- Click the **Advanced** radio button.



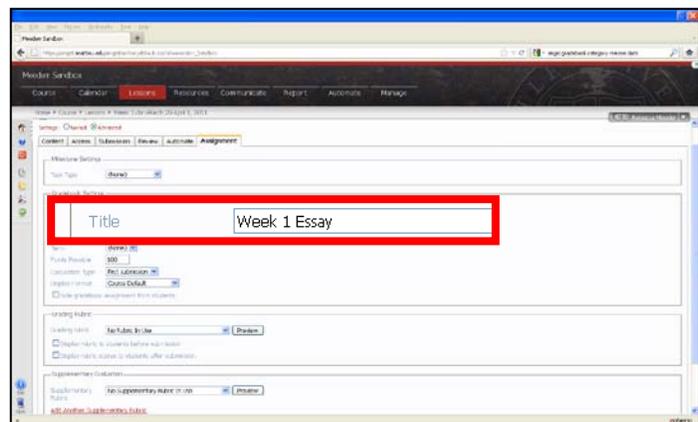
- Click the **Assignment** tab.



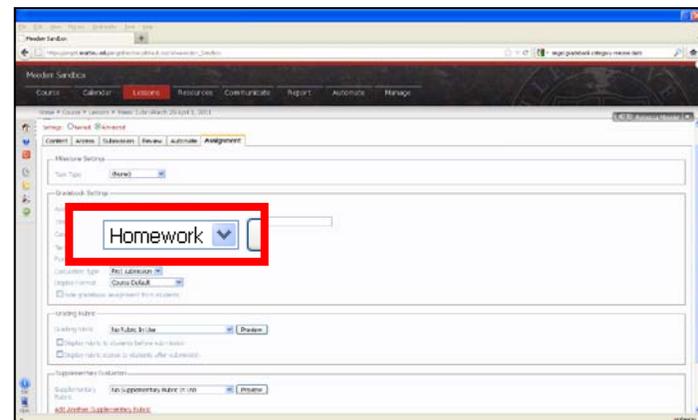
7. Under the **Gradebook Settings**, choose **New Assignment** in the **Assignment** dropdown menu.



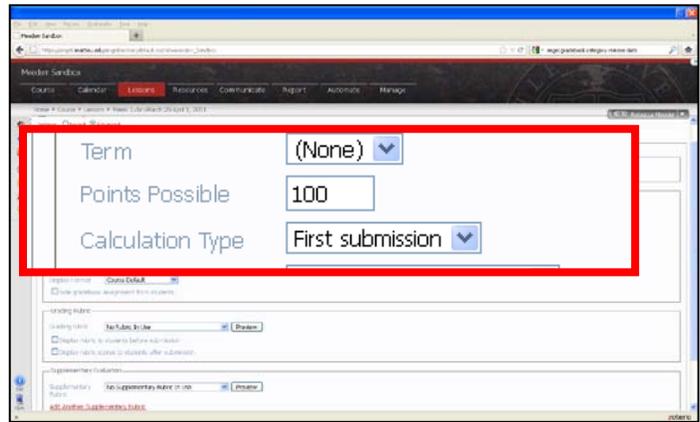
8. Give the assignment a title.



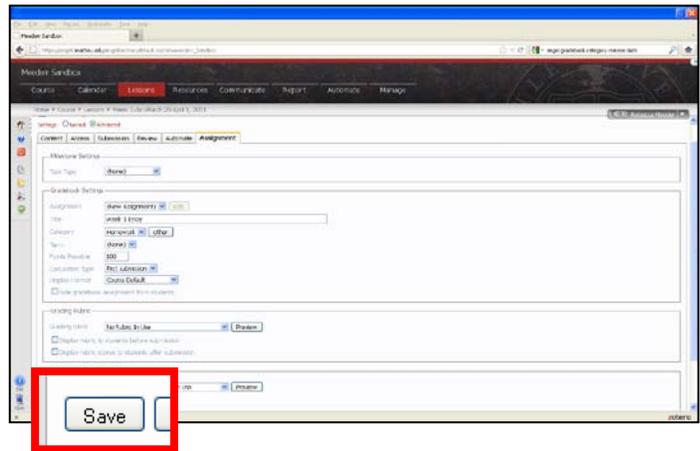
9. PERCENTAGE GRADEBOOK USERS: If you are using a percentage gradebook, choose a **Category** (e.g. Homework, Quizzes, or Tests).



- Write in the total **Points Possible** and choose the **Calculation Type** for the assignment.



- Click **Save** at the bottom of the screen.

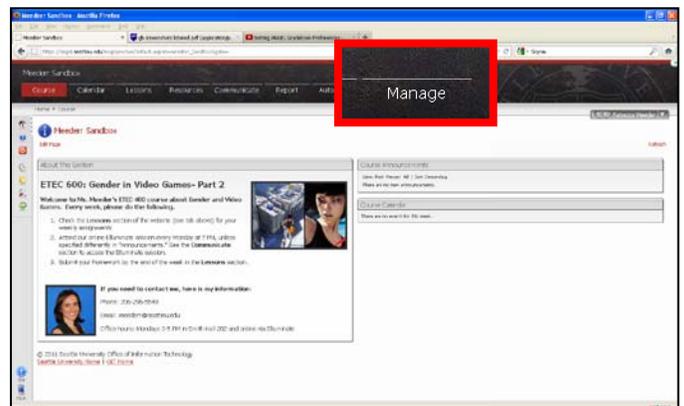


- Repeat steps for each assignment.

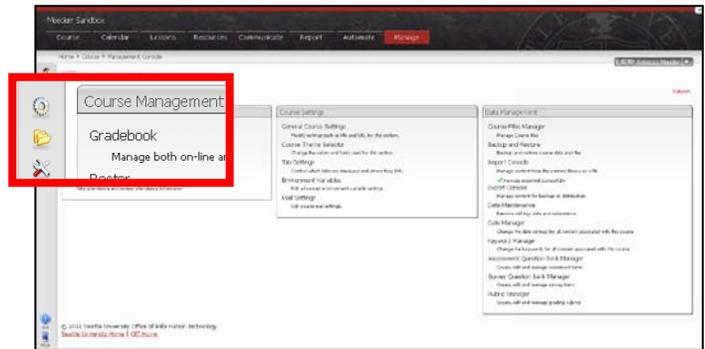
Step 3: Associate Gradebook Columns with Assignments (OPTION 2)

If you have already created assignment dropboxes, discussion boards, and/or quizzes in ANGEL, you may want to do it this way, instead of Step 3: Option 1.

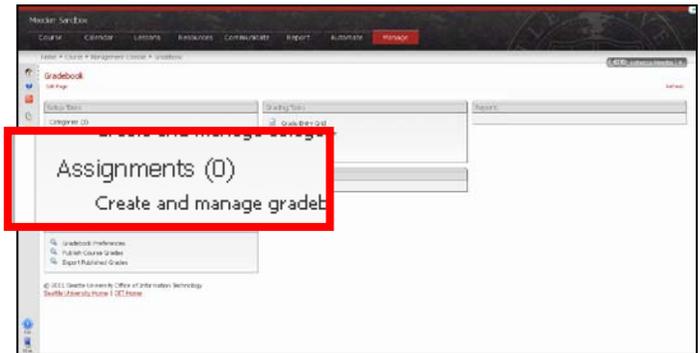
- Go to the **Manage** tab in your ANGEL course.



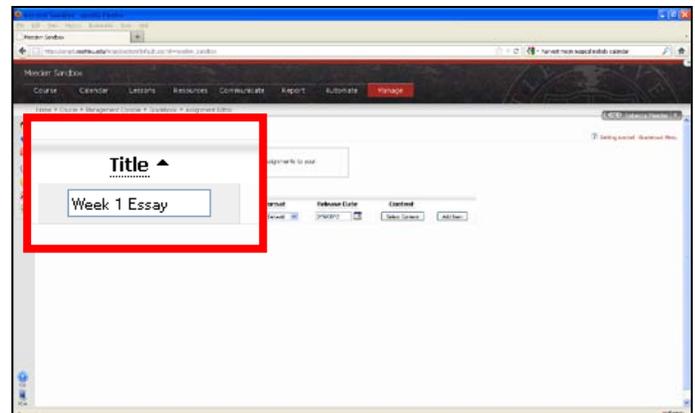
2. Click the **Gradebook** link.



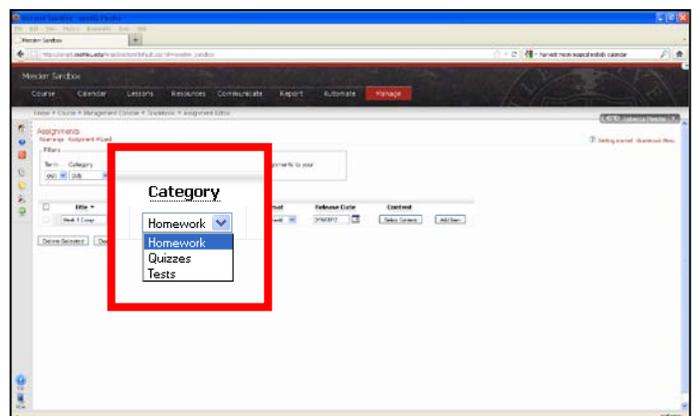
3. Click the **Assignments** link under **Setup Tasks**.



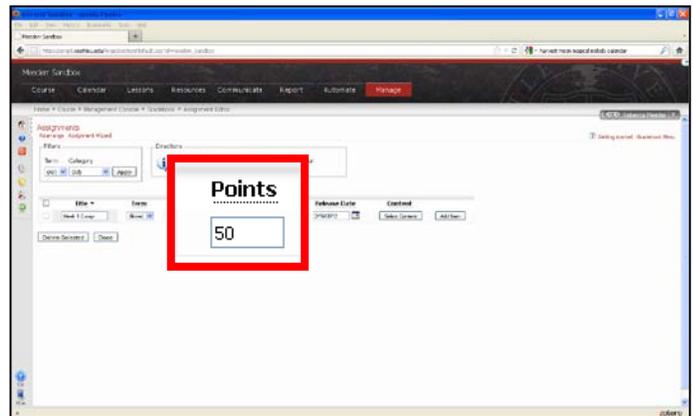
4. Give the first assignment a title.



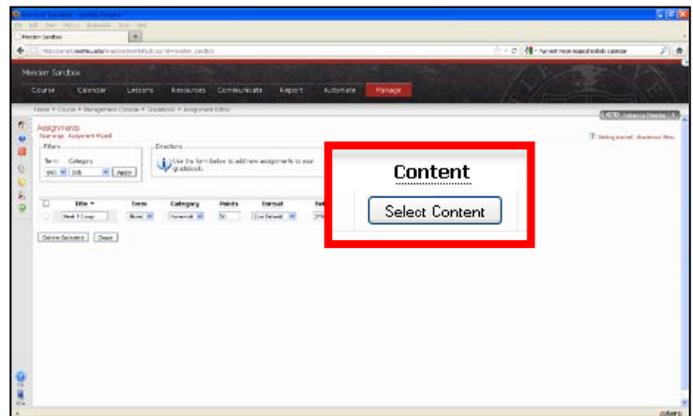
5. Choose its **Category** (e.g. homework, quiz, or test).



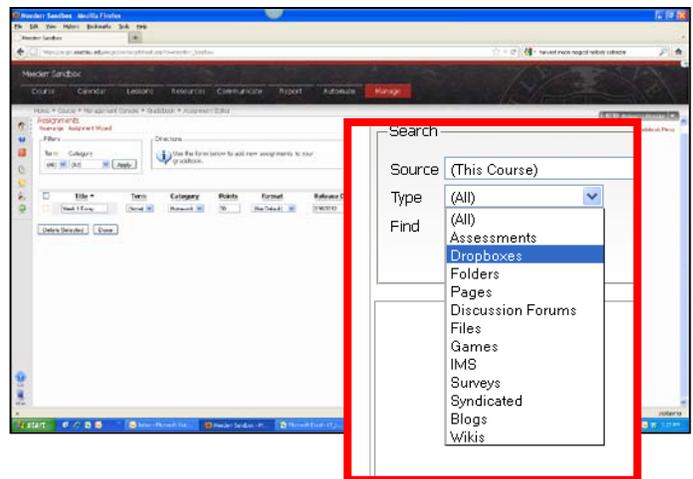
6. Indicate how many points the assignment is.



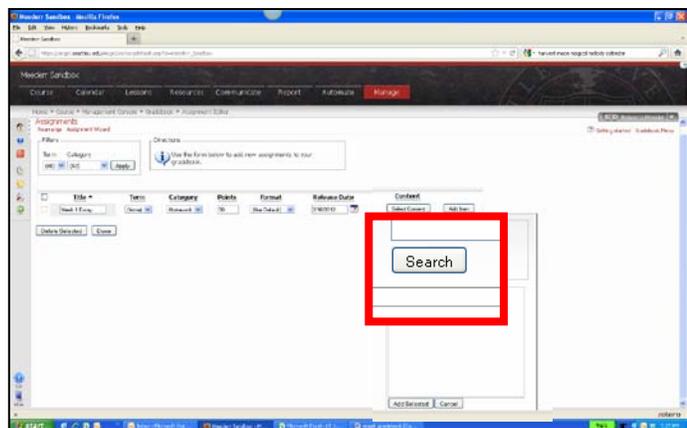
7. Click the **Select Content** button.



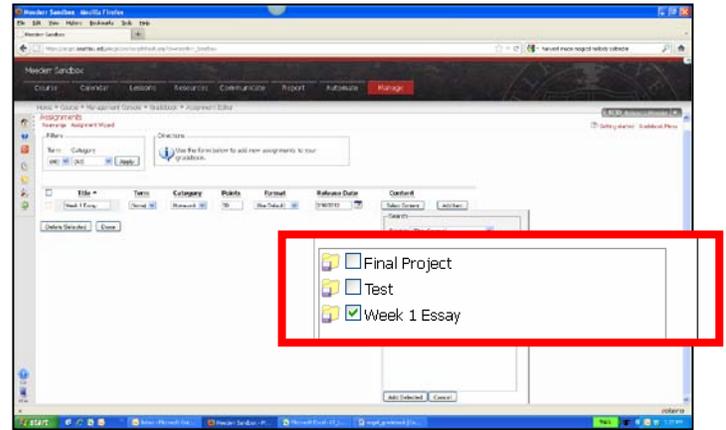
8. Under type choose the type of assignment (e.g. Dropbox, Assessments - aka quizzes, etc...).



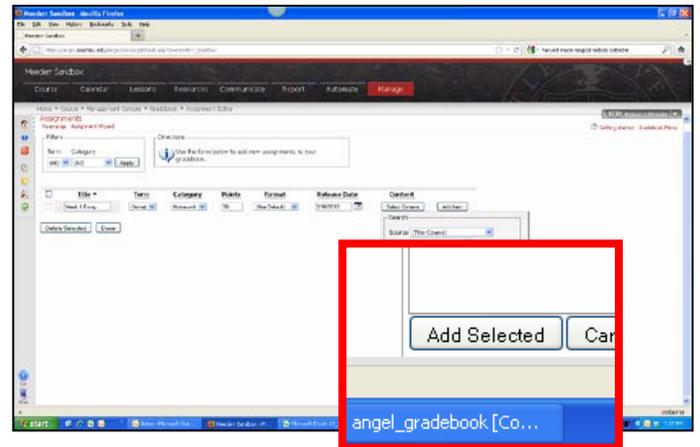
9. Click the **Search** button.



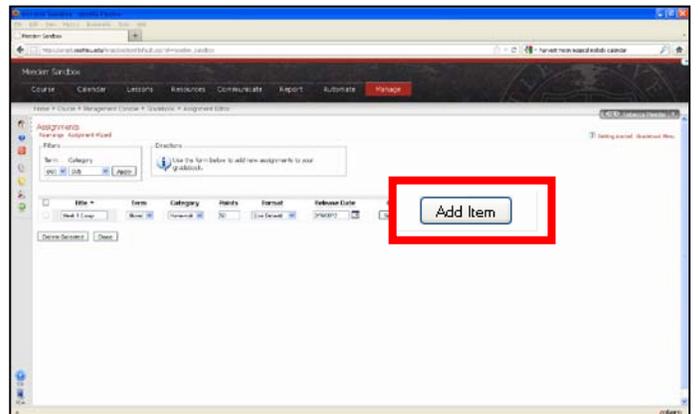
10. Click the checkbox next to the item you want to this assignment to associate with (e.g. Week 1 Essay).



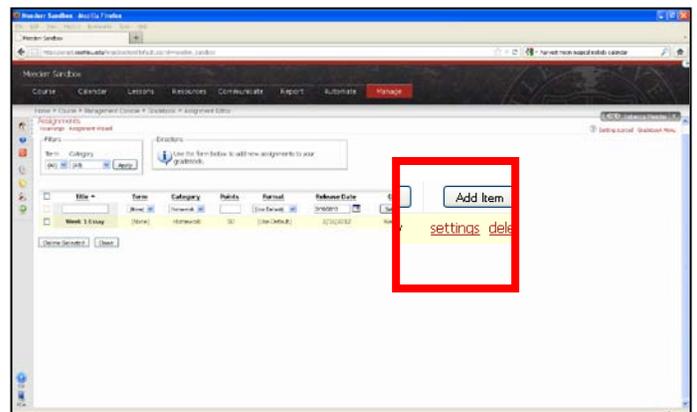
11. Click **Add Selected**.



12. Click **Add Item**.

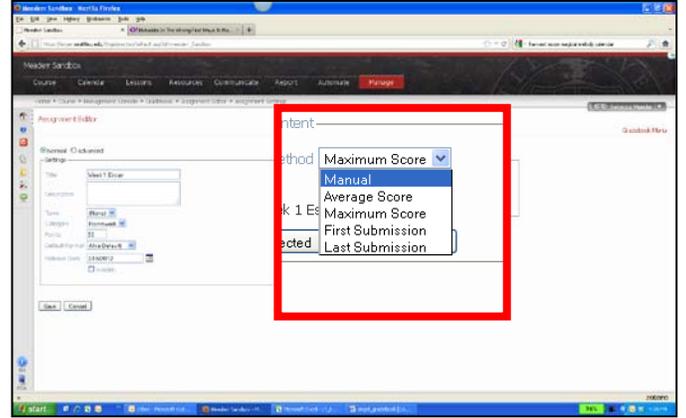


13. Click the **settings** link.

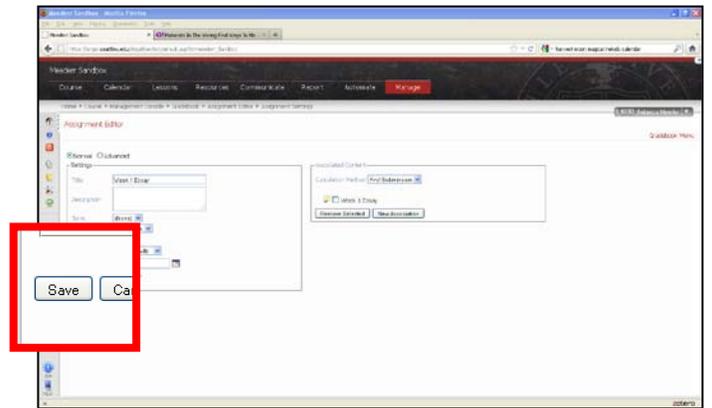


14. Under **Associated Content** in the **Calculation Method** dropdown menu, choose how you want to grade the assignment.

- a. **Manual** – You will manually input the grade in the grade entry grid.
- b. **Average score** – Accepts the average the score of all submissions from the student.
- c. **Maximum score** – Accepts the maximum score from all submissions of the student.
- d. **First submission** – Accepts the score of the student's first submission for that assignment.
- e. **Last submission** – Accepts the score of the student's last submission for that assignment.



15. Click **Save**.



16. Repeat for each assignment. When finished, click **Done**.

