**Topic: Gradebook Wizard**

The gradebook wizard allows you to setup your gradebook with ease.

To access grades, click on **ASSESSMENTS** from the main menu and select **Grades**.

This will take you to the Grades page. You will see a list of students, (and once they are created) you will see assessment items and relevant scores for those items.

1. Click on **Setup Wizard** in the Gradebook window

2. Click the **Start** button on the bottom of the setup page

3. Select the preferred style of grading system. **Weighted** or **Points**:
4. Select Continue on the bottom of the screen

5. Select the type of **Final Grade** that is released to users (**Calculated Final Grade** and **Adjustable Final Grade**)

   - **Calculated Final Grade**
     - The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.
   - **Adjusted Final Grade**
     - Allows you to modify or adjust users’ grades before releasing them.

6. Select Continue

7. Select whether ungraded items will be treated as zeroes or dropped then click Continue.

   - **Drop ungraded items**
     - Items that do not have a grade inputted are not counted in the final grade.
   - **Treat ungraded items as 0**
     - Items that do not have a grade inputted are counted as 0 in the final grade.

8. Choose a Default **Grading Scheme** and click Continue: *For example...percentage, classic, etc.*

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Default Scheme</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Schemes</td>
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<tr>
<td>Percentage</td>
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<tr>
<td>90-65-40-15-variation1</td>
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<tr>
<td>Classic-90-80-70-60</td>
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9. Select the number of **decimal places** you wish to display in the gradebook and select Continue
10. Select the student view display options then click **Continue**

11. You will then see the Grade setup summary. Review your settings, and click on **Finished**. If you need anything changed, click on the **Go Back** button to make changes.
Grade Options

The Grade Options screen allows you to create grade categories, items, and schemes. It also allows you to import grades, manage grades, and enter grades.

To learn more about grade options, please view our other tutorials under the Gradebook section.

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.