

STEP 4: Grade Book Settings

To ensure that all users of your course have no surprises with regard to student grades, please check your course, as follows:

- A. Ensure your “Course Outline” has the general weightings for the course.
eg:

Course Layout:

The course is broken down as follows:

Unit	Topic
1	Kinematics
2	Dynamics & Statics
3	Circular Motion
4	Energy & Momentum
Midterm Exam	
5	Electrostatics
6	Circuits
7	Electromagnetism
8	Induction
Final Exam	

Grading:

Your grade for this course will be calculated as follows*:

Item	Weight
Quizzes	10 %
Learning Guides	10 %
Labs	10 %
Unit Exams	20 %
Midterm Exam (covers Units 1-4)	25 %
Final Exam (covers Units 1-8)	30 %

B. Now, let's ensure the student grades are calculated as outlined.

Settings > Grades > Categories and items (full view)

Below, I'll outline the most typical settings for a course grade book. These will work! If you choose to deviate from these, make sure you do a little testing/reading to ensure your deviation doesn't cause problems for everyone in Sept.

Edit categories and items: Full view

Name	Aggregation ?	Weight ?	Extra credit ?	Max grade	Aggregate only non-empty grades ?	Aggregate including subcategories ?	Drop the lowest ?	Multiplicator ?	Offset ?
Physics 12	A Weighted mean of grades			-	<input checked="" type="checkbox"/> D	<input type="checkbox"/> E	0	F	-
Quizzes	B Simple weighted mean of grades	C 10.0		-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	-	-
<input checked="" type="checkbox"/> Quiz - Kinematics Review			<input type="checkbox"/> G	15.00	-	-	-	1.0	H 0.0
<input checked="" type="checkbox"/> Quiz - Projectiles			<input type="checkbox"/>	15.00	-	-	-	1.0	I 0.0

- A. "Weighted mean of grades" for "main" allows you to weight categories.
- B. Each category can be set as "Simple weighted mean of grades)
- C. Ensure these weightings match your outline.
- D. Check these for all categories (makes accurate current grade)
- E. Don't check these.
- F. Zero for all these.
- G. Look through the list and ensure each assignment is in a category (in order) and there should be no "extra credit" boxes checked.
- H. All should be 1.0 (unless you strategically plan otherwise)
- I. All should be 0.0