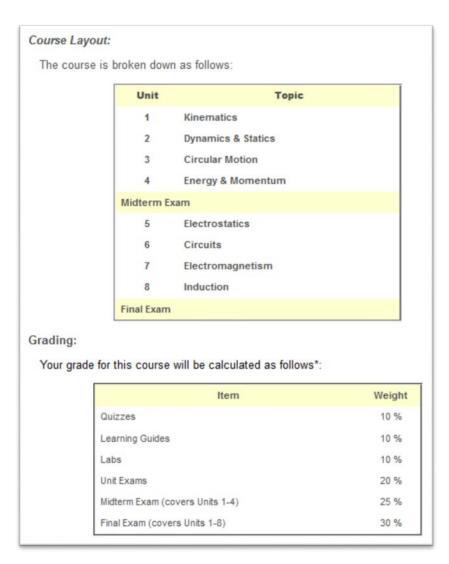
STEP 4: Grade Book Settings

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:



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.



- 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