

What is the Grades tool?

Learners use the Grades tool to check grades on assignments and tests. You can see your individual grades and comments, as well as class averages and feedback. You can also view your final grade and the grade formula used to evaluate you if your grades are released.

Course designers can set up Grade Books that reflect their approach to evaluation. You control the grading formula used to calculate grades and what projects, assignments, tests, etc. are graded; how grade items are associated with other tools, and when grades are released to users and what information they see.

A Grade Book is a list of items on which you evaluate users' performance. Grade items can include assignments, tests, discussion posts, participation, and so

Setup Wizard

When you access the Grades tool you will be directed immediately to the [Grades Setup Wizard](#) which takes you through different options for setting up your Grade Book.

1. Choose grading system (weighted, points, formula)
2. Final grade released (Adjusted and Calculated)
3. Grade Calculations (drop ungraded or treat ungraded items as 0)
4. Grade Scheme (must already have been created at this point)
5. Managing View display options (number of decimal places to display)
6. Student view display options
7. Grades Setup Summary

Release the Grades?

If you would like to reserve the release of grades and associated grade items at one time you can choose to either:

1. Hide the category.
2. Specify a date the category can be visible.
3. Restrict views through release conditions.

Grade Item Types

Best Practices

- Keep grading system simple so students know value of each assignment.
- Provide students with regular feedback on how they are doing overall in the course.
- Display a running total of what is graded so far.
- Use Drop Ungraded Items.
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