Gradebook Setup

Assessment and Evaluation:
Daily achievement in this course will be assessed through a combination of quizzes, tests, homework, assignments, and test corrections. Final mark for the course will consist of:

- Tests: 40%
- Quizzes/homework: 15%
- Assignments: 15%
- Final Exam: 30%

*From My Communication Plan*
1. Hit Grade Setup Tab

2. Double left click on F1

3. Choose Term Weights

<table>
<thead>
<tr>
<th>Reporting Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>09/08/2014 Wed</td>
<td>01/30/2015 Fri</td>
</tr>
<tr>
<td>S1</td>
<td>09/03/2014 Wed</td>
<td>01/25/2015 Sun</td>
</tr>
<tr>
<td>Q1</td>
<td>09/03/2014 Wed</td>
<td>11/28/2014 Fri</td>
</tr>
<tr>
<td>E1</td>
<td>01/26/2015 Mon</td>
<td>01/30/2015 Fri</td>
</tr>
</tbody>
</table>
Next hit S1 to put in your 'categories'. If you do not have any yet, you will need to create them.
1. Click Category weights

2. Click the '+' for Add Category

3. Choose the categories you wish to use and press Save.
Decide on your Weights. Notice mine add up to 70 because my exam is worth 30; however, they can add up to anything. The percent will adjust.

Press Save
Do the same for Q1. Again, I have them add up to 70 in the weight column but their value for the Progress Report will actually be the Percent Column.
1. Click E1 to make a category for your exam mark.

2. Click

3. Choose Final exam from your list.

4. Give it weight.

4. Press Save
For the November Report
- mark will be taken from Q1 for all assignments dated
  Sept 3rd-November 21st, 2014
- learner profile and comments are also from Q1

For the January Report (End of Semester)
- mark will be taken from F1 for
  all S1 assignments dated Sept 3rd-January 25th, 2014
  and E1 dated Jan.26th-30th.
- learner profile and comments from S1
To add comments, right click the grade and choose 'Show Score Inspector'. This window pops up.