How do I set up a Gradebook with categories for organization and/or dropping grades?

This scenario provides instructions for setting up a gradebook with categories but no weighting. It provides a straightforward calculation of total points earned in the course. However, the addition of categories allows you to use the Group by Category option to organize the visual layout of your Gradebook items. In addition, instructors have the option to drop grades within categories if desired.

Select Gradebook.

☑ Tests & Quizzes

📕 Gradebook

⇄ Drop Box

In the target Sakai site, select **Gradebook** from the Tool Menu.

Select Settings.

📕 **GRADEBOOK**   ⚲ Link   ? Help   ✕

| Grades | Import / Export | Permissions | Settings |

Settings

Expand All Collapse All

▶ **Grade Entry**

▶ **Grade Release Rules**

▶ **Statistics**

▶ **Categories & Weighting**

▶ **Grading Schema**

Save Changes   **Cancel**

Select **Settings** from the Actions Menu.

Select Categories & Weighting.

Select **Categories & Weighting** to expand the section.

Select the Categories only radio button.

Select the **Categories only** radio button to display additional options.

Enter categories.

1. Select the **Add a category** button to add more categories.
2. Type the name for the Gradebook category in the text field within the Category column.

Enable drop highest, drop lowest, keep highest, and/or equal weight. (Optional)

1. To drop or keep a subset of scores within categories, check the box next to **Drop highest**, **Drop lowest**, and/or **Keep highest**.
2. Enter the number of items to drop or keep in the respective column.

> ℹ️ *Note: In order to drop items within a category, all items in that category must be worth the same point value. Additionally, there is the option to check the Equal Weight box. This will reconfigure all items in that category to be weighted on a points scale of 100.*

> ℹ️ *Note: Equal Weight may be checked to facilitate keeping or dropping items from a category; however, Equal Weight may be applied without keeping or dropping items.*

Select Save Changes.

Save Changes   Cancel

Select **Save Changes** to save the Gradebook categories.

Add and categorize Gradebook items.

Select Grades.

📘 **GRADEBOOK**   🔗 Link   ? Help   ✕

| Grades | Import / Export | Permissions | Settings |

Select **Grades** from the Actions menu.

Select Add Gradebook Item.

📘 **GRADEBOOK**   🔗 Link   ? Help   ✕

| Grades | Import / Export | Permissions | Settings |

Filter students   ✕   Showing 4 students

Students ▾	Course Grade
Kinne, Student (sv_skinne)	-
Lee, Student (sv_hlee11)	-
Paulin, STudent (sv_mpauli1)	-
Student, Oliver (sv_obatchelor)	-

There are no Gradebook items

Add Gradebook Item

Select the **Add Gradebook Item** button to begin adding Gradebook items.

Complete Add Gradebook item details.

1. Enter the item **Title** in the text box provided. (Required)
2. Enter the **Point value** for the item. (Required)
3. Select the calendar button to assign a Due Date for the item. (Optional)
4. Check the checkbox for **Release item to students** to allow students to view their grades for this item. Leaving the box unchecked hides the item from students.
5. Check the checkbox for **Include item in course grade calculations** to add the item into the course grade. Leaving the box unchecked omits it from the course grade calculation.
6. Select the **Create** button to save changes. Selecting the **+** button next to **Create** will create the current item and open the Add Gradebook Item dialog for another new item.

> ℹ️ *Note: Gradebook items from other tools, such as Assignments or Tests & Quizzes, may be assigned to specific categories upon creation.*

Example student grade summary

Grade Summary for Student Kinne (sv_skinne)

| Grade Summary | Student Review Mode | | 🖶 Print |

Course Grade: A (92.35%) Not released to students*

Gradebook Item	Grade	Due Date	Comments
Assignment 1	45 /50	-	
Discussion 1	10 /10	-	
Discussion 2	10 /10	-	
Research Paper	92 /100	-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

Next Student ➜

Done

Let's say Student Kinne has earned the following points:

- Assignment #1 - 45 out of 50
- Discussion #1 - 10 out of 10
- Discussion #2 - 10 out of 10
- Research Paper #1 - 92 out of 100

The Gradebook will automatically add up all of the scores and divide by the total points possible. **If no grades are dropped**, then the grade calculation is (45+10+10+92)/170 points. The student's overall grade average = 92.35%. **If the lowest 1 score is dropped in the Discussions category**, the grade calculation would be (45+10+92)/160 points. The student's overall grade average = 91.88%.