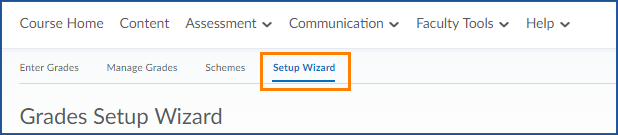
## Overview

You can grade Quizzes, Assignments and Discussions from within VIULearn and share these grades with learners through the Gradebook. You can also manually enter grades for offline activities. This handout focuses on choosing the settings you need to apply to the gradebook before you begin creating individual grade items or grading any activities.

**Please note:** The gradebook in VIULearn is not connected to the official gradebook at VIU. At the end of each semester you will need to enter your grades into the official gradebook in the same way you would if you were not using the VIULearn gradebook.

## Create Gradebook Using the Setup Wizard

The first time you access **Grades** under the Assessment heading on the Navigation bar you will see the Grades Setup Wizard. If you do not see the Grades Setup Wizard display automatically, you can select it from the headings along the top of the grading screen.



Once you are in the Grade Setup Wizard, scroll to the bottom of the page and click the blue Start button to begin setting up your grade book.

**Step 1: Choose a Grading System**

The VIULearn Gradebook supports three different ways of calculating a user’s total grade:

1. Use a **Weighted** gradebook if you want grade items calculated as a percentage of the final grade
   1. Weighted gradebooks allow you to assign both a point value and a weight for each grade item.
   2. The total weight of all items in your gradebook must equal 100%
   3. You can set a weight for a category and have VIULearn automatically calculate the weight for individual items within that category.
2. Use a **Points** gradebook to calculate the total gradebook based on points alone.
   1. The user’s final grade will be calculated based on the maximum number of points possible on all grade items.
3. Use a **Formula** gradebook if you want to calculate the final grade using a custom formula that lets you set additional conditions on grade items.

Once you have selected the Grading System that will work best for your course, click the blue Continue button.

**Step 2: Grade Calculations**

VIULearn offers two ways to treat items that have not been graded.

1. Choose **Drop Ungraded Items** if youwant to exempt learners from any item that is not given a grade.
   1. If you choose this option, you will need to manually enter zeros for incomplete activities you want counted towards the final grade.
2. Choose **Treat Ungraded Items as 0** to have any ungraded activity assigned zero marks towards the final grade.
   1. If you want to exempt learners from assignments, quizzes, or other activities there is an option to do that on a case by case basis from the Enter Grades screen.

On this screen you can also decide if you want VIULearn to automatically calculate a running total grade for each learner throughout the course.

Click Continue to move to the next step.

**Step 3: Choose Default Grade Scheme**

Schemes organize student performance on grade items into levels of achievement. The default scheme we have created in VIULearn is Percentage. If you wish to use a custom grade scheme you can create one under the Schemes heading in the Grades tool and apply it to all items, or specific items, in your grade book.

Click Continue to move to the next step.

**Step 4: Managing View Display Options**

This setting allows you to determine how many decimal places you want grades calculated to. You can choose between 0 and 5 decimal places. The default is 2.

Click Continue to move to the next step.

**Step 5: Student View Display Options**

This screen allows you to determine what information students see about each grade item. These settings will be applied by default to all grade items you create in this gradebook. However, you can override the default setting for individual grade items if you wish.

The options available on this screen will vary slightly depending which option you picked in Step 1. By default, all available grade information is selected.

Click Continue to move to the Summary.

**Step 6: Grades Setup Summary**

Review the settings you have chosen on this page and then click **Finish** to save you settings.

## Changing your Gradebook Settings

If you wish to change your gradebook settings at a later date without running the whole Setup Wizard again, click Settings. Please note that changes made to the way grades are calculated should not be made once you have entered grades for any of your learners.

