

- B Choose an action.** Every action in this list is also on the tabs.
- C Student List.** A listing of your students. If you have several pages of student and wish to see them all at once, you will need to change the *students per page* option in the **My preferences** tab.
- D Grades.** This table shows the grades. A dash (-) indicates that no grade is given and will not be calculated in the course total. Dashes can be counted as zeros by changing a setting in **Categories and Items**.
- E Overall average row.** This row shows the average of each column.
- F Aggregation view.** This box changes the view from *Full view* [-], *Aggregates only* [+], and *Grades only* [o].

Categories and Items

The *categories and items* view of the gradebook is used for categorizing items into “folders,” or for adding graded items (i.e., more columns).





To view this, click the *Categories and Items* tab OR go to the **Choose an action** menu and select the **Simple view** option. Below is an example of the simple view of Categories and Items.*

The screenshot shows the 'Edit categories and items: Simple view' interface. At the top, there is a dropdown menu labeled 'Choose an action ...'. Below it, the title 'Edit categories and items: Simple view' is displayed. A navigation bar contains tabs: View, Categories and items, Scales, Outcomes, Letters, Import, Export, Settings, and My preferences. Below the tabs, there are two view options: Simple view (selected) and Full view. The main content area is a table with the following columns: Name, Aggregation, Max grade, Actions, and Select. The table contains the following rows:

Name	Aggregation	Max grade	Actions	Select
Mike H Grade Book Testing, Summer 2009	Simple weighted mean of grades	-	[Icons]	All None
Assignment 1	-	100.00	[Icons]	<input type="checkbox"/>
Assignment 2	-	100.00	[Icons]	<input type="checkbox"/>
Forum discussion	-	10.00	[Icons]	<input type="checkbox"/>
Quiz 1	-	10.00	[Icons]	<input type="checkbox"/>
Course total	-	100.00	[Icons]	

Below the table, there is a 'Save changes' button and a dropdown menu labeled 'Move selected items to Choose...'. At the bottom, there are three buttons: 'Add category', 'Add grade item', and 'Add outcome item'.

- A Course Category:** Changing the *Aggregation* course folder changes how the whole course is graded.
- B Aggregation:** Changing this will change how the gradebook calculates grades. *The view of *categories and items* will change when the aggregation is changed. **Note: It is recommended not to change the aggregation from “Simple weighted mean of grades”.**

- C Add grade item:** This is an additional “column” (i.e., graded item) to place grades.
- D Add category:** This is an additional “folder” to help group items together for organizational and/or weighting purposes. (For additional information on weighting categories, please see the Grading Strategies handout).
- E Grade Items:** All gradable items and categories are listed here.
- F Actions:** These icons are for making changes to grade items and categories.
-  Use the update icon to modify settings for grade items and categories.
 -  Use the move icon to organize grade items and categories.
 -  Use the hide/show icon to hide or show grade items and categories.
 -  Use the lock icon to prevent further attempts or changes to be made for grade items. Locking a category will lock all grade items in that category.

*The view of *categories and items* will change when the aggregation is changed. **Note: It is recommended not to change the aggregation from “Simple weighted mean of grades”.**



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