Gradebook in Learn@UW

Set Up the Gradebook
In the Gradebook tool, use the Set-up Wizard to walk through each initial setting.
1. In the course navbar, click Grades.
2. Click on the “Setup Wizard” tab and then on Start.
3. Choose the Grading System you’d like to use then click Continue.
**Weighted:** For final grades based on a 100% scale
**Points:** For final grades based on total points
**Formula:** For final grades based on a custom defined formula that lets you set conditions on grade items
4. Continue through choosing how to set up the Gradebook.
5. On the Grades Setup Summary, click Finish.

For a more detailed description of the Setup Wizard: https://kb.wisc.edu/luwmad/page.php?id=7714

Adding a New Grade book Item
1. Click Grades in the navbar, then click the Manage Grades tab.
2. Click on New and choose “Item.” You have six options to chose from:

<table>
<thead>
<tr>
<th>Choose a Grade Item Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Numeric</strong></td>
</tr>
<tr>
<td>Grade users by assigning a value out of a specified total number of points. E.g. B10</td>
</tr>
<tr>
<td><strong>Selection</strong></td>
</tr>
<tr>
<td>Note: Selection type grade items cannot be created until at least one org and grade scheme has been created. Grade users by selecting the grade scheme level that best matches their achievement. E.g. “Very Good” or “Br”</td>
</tr>
<tr>
<td><strong>Pass/Fail</strong></td>
</tr>
<tr>
<td>Grade users using a simple pass/fail grade scheme. E.g. “Pass” or “Fail”</td>
</tr>
<tr>
<td><strong>Formula</strong></td>
</tr>
<tr>
<td>Automatically grade users using a custom formula based on achievement on other grade items. E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus. e.g. MIN(P1,Percent)(P2,Percent) &lt; ($0, 1)</td>
</tr>
<tr>
<td><strong>Calculated</strong></td>
</tr>
<tr>
<td>Calculate users’ cumulative achievement across multiple grade items. E.g. Midterm Grade = A1+Q1+Q2 / Total Max. Points * 100 = 75</td>
</tr>
<tr>
<td><strong>Text</strong></td>
</tr>
<tr>
<td>Provide comments in the grade book that are not calculated in the final grade. E.g. “Course Evaluation Completed”</td>
</tr>
</tbody>
</table>

Create Grade Schemes
1. In the Grade Book, click Schemes tab.
2. Click New Scheme to create your scheme.

General
- Name:
- Your letter grade
- Short Name:
- Your Grade

Ranges
- #:
- * Symbol:
- Start %:
- Color:
- Assigned Value %:
- Remove:

3. Finish by clicking Save.
4. Apply your grades scheme by clicking the grey check mark in the Schemes List (a confirmation box will pop up-click Yes; the check mark will then turn green).

Enter Grades
1. In the Grade Book, click the Enter Grades tab.
2. Click on the right side above the grades to have the ability to edit all the Grade Book items. You can also click on the downward arrow next to a specific grade item and select Grade All to grade just that specifically.
3. Enter the grade.
4. Enter comments if you wish to.

NOTE: Import Scantron Scores into the Learn@UW Gradebook: http://kb.wisc.edu/luwmad/page.php?id=3470

For help with Learn@UW, call the DoIT Help Desk at 264-HELP (4357) or find help online at http://kb.doit.wisc.edu/luwmad