Accessing the Gradebook
Gradebooks can be set up by Weighted Scale or Points Value depending on how you choose to grade. If you have not yet set up your gradebook or assigned values to assignments as you created them, you will be presented with the Gradebook Setup Wizard. (Page 2)

Weighted Scale Grading
Use Categories to align specific assignments to different percentages. (Pages 3-9)

Points-Based Grading
Change the Gradebook’s preferences to display point values. (Pages 10-16)

Gradebook Worksheet
Use the gradebook worksheet to plan and organize point values before setting up the gradebook. (Appendix)

ATTENTION!!!
Grades in the ANGEL Gradebook are not transferred to any other system on campus. You are required to submit your grades to ODU Online as before.

http://elearning.ohiodominican.edu
Accessing the Gradebook

Log into ANGEL and select your course from the ANGEL homepage.

Click the **Manage** tab.

Within the *Management Console*, click the **Gradebook** link.

Gradebooks can be set up by Weighted Scale or Points Value depending on how you choose to grade.

If you have not yet set up your gradebook or assigned values to assignments as you created them, you will be presented with the Gradebook Setup Wizard.

Demo videos on the Setup Wizard are available here: [http://www.angelleARNING.com/demo/gradebook_wizard.htm](http://www.angelleARNING.com/demo/gradebook_wizard.htm)

*Note:* If you do not want to use the Gradebook Setup Wizard click the **Skip Wizard** button at the bottom of the screen.
Weighted Scale Grading

Setting Categories

Click the Categories link to begin setting up your weighted scale.

For example, if your syllabus shows different weights for assignments place this information here.

Attendance                      5%
Assignments                   15%
End of Chapter Reviews 10%
Quizzes                           20%
Exams                              20%
Final Exam                      30%

To begin adding Categories click the Add New button.

In Category Editor, give your Category a Title
Type your Weight
Click Save

Note: Repeat these steps to add in your other Categories.
Setting Categories (Continued)

Your Categories can be Edited or Deleted by checking the corresponding Check Box and clicking the Edit Selected or Delete Selected buttons at the bottom of the screen.

Connecting Assignments

There are multiple ways of connecting assignments to the gradebook. This first method is ideal for items that would be manually inserted into the gradebook, such as attendance or assignments completed in the traditional classroom.

Click the Assignments link to manually add assignments.

Note: See the following section on how to connect Content Items you have already created within ANGEL to the gradebook.

Manually adding Assignments

Click the Add New button to begin manually adding assignments.
Manually adding Assignments (Continued)

In this example I am adding "Days Attended" to my gradebook.

The Attendance Category is selected from the pull-down menu. This was the weighted category we created in a previous step.

I have assigned 27 Points to this item because I expect students to attend all 27 of the class days.

Click Save when finished.

The new assignment is added to the list.

Click Add New to repeat the process.
Connecting ANGEL Assignments

In this second example I will connect a Content Item I’ve created within ANGEL to the gradebook.

Click on the Lessons tab and locate the Content Item you want to connect to the gradebook.

Hover over the Content Item until a menu appears below.

Click on the Settings link.

Within the Settings click the Assignment tab.

From the Assignment tab select New Assignment from the pull-down menu. This screen will change as you will see on the next page.
Upon selecting New Assignment you will be presented with more options as shown in the image below.

From the Category pull-down menu choose Assignments. Note: The other weighted categories we created are also in this pull-down menu, such as Attendance, Quizzes, and Discussions.

Next assign the number of Points Possible. This assignment has 48 questions in it. The gradebook will calculate the grade based on how many correct answers the student gave out of the total 48 questions.

Click Save.

Repeat this process for other Content Items.

Entering Grades

Once the Content Items are connected to the Gradebook you can manually insert grades as necessary for items that are not self-grading. Click on the Manage tab at the top and click the Gradebook link.

You can choose to enter grades by Assignment or by User.
Manually Entering Grades by Assignment

After clicking on the By Assignment link you'll be presented with this pull-down menu. Choose the assignment you want to enter grades for and click the Go button.

This area tells you how many points you set this Content Item up for and what Category it has been placed in.

In this case Renee participated in the discussion board and actively replied to other students. She will receive 10 points which will be typed into the Points column.

Sarah participated in the discussion board and only replied to one other student. She will receive 8 points for her effort which will go into the Points column.
Manually Entering Grades by Assignment (Continued)

You’ll notice that when you type into the Points column the Percentage column automatically calculates for you and Locks the grade in.

The Locked option comes in handy when you want to manually give credit for a Content Item that is self grading, like a Quiz. You can override a grade by locking it here.

Viewing the Gradebook

You can also view your entire gradebook at once by clicking the View All Grades link.

From here you can see each Content Item’s grade and the average from each Category.

The student’s over all course grade is in the first column.
Points Based Grading

Change Preferences

The first step is changing the Preferences to grade by point value.

Click the Preferences link.

In the pull-down menu choose Points

Click Save
Connecting Assignments

There are multiple ways of connecting assignments to the gradebook. This first method is ideal for items that would be manually inserted into the gradebook, such as attendance or assignments completed in the traditional classroom.

Click the Assignments link to manually add assignments.

Note: See the following section on how to connect Content Items you have already created within ANGEL to the gradebook.

Manually adding Assignments

Click the Add New button to begin manually adding assignments.
Manually adding Assignments (Continued)

In this example I am adding “Attendance” to my gradebook.

The Category is left at Default.

I have assigned 25 Points to this item because I expect students to attend all 25 of the class days.

Click Save when finished.

The new assignment is added to the list.

Click Add New to repeat the process.

The new assignment is added to the list.
Connecting ANGEL Assignments

In this second example I will connect a Content Item I've created within ANGEL to the gradebook.

Click on the Lessons tab and locate the Content Item you want to connect to the gradebook.

Hover over the Content Item until a menu appears below.

Click on the Settings link.

Within the Settings click the Assignment tab.

From the Assignment tab select New Assignment from the pull-down menu. This screen will change as you will see on the next page.
Connecting ANGEL Assignments (Continued)

Upon selecting *New Assignment* you will be presented with more options as shown in the image below.

Next assign the number of **Points Possible**. This assignment will be worth 100 points.

Click **Save**.

Repeat this process for other Content Items.

**Entering Grades**

Once the Content Items are connected to the Gradebook you can manually insert grades as necessary for items that are not self-grading. Click on the **Manage** tab at the top and click the **Gradebook** link.

You can choose to enter grades by **Assignment** or by **User**.
**Manually Entering Grades by Assignment**

After clicking on the *By Assignment* link you'll be presented with this pull-down menu. Choose the assignment you want to enter grades for and click the *Go* button.

![Enter Grades By Assignment](image)

This area tells you how many points you set this Content Item up as.

In this case Renee participated in the discussion board and actively replied to other students. She will receive 10 points which will be typed into the *Points* column.

Sarah participated in the discussion board and only replied to one other student. She will receive 8 points for her effort which will go into the *Points* column.
Manually Entering Grades by Assignment (Continued)

You’ll notice that when you type into the Points column the Percentage column automatically calculates for you and Locks the grade in.

The Locked option comes in handy when you want to manually give credit for a Content Item that is self grading, like a Quiz. You can override a grade by locking it here.

Viewing the Gradebook

You can also view your entire gradebook at once by clicking the View All Grades link.

From here you can see each Content Item’s point value.

The student’s overall course point value is in the first column.
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