

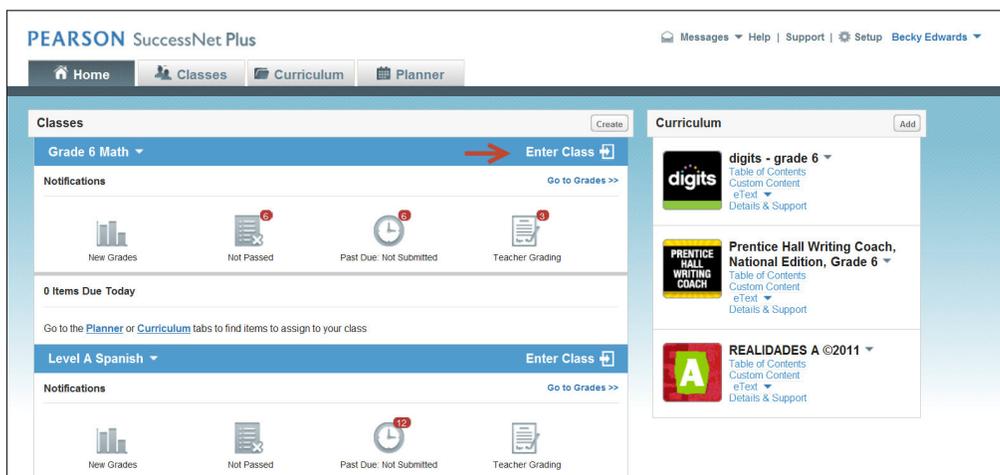
Teachers–Grading Preferences

Introduction

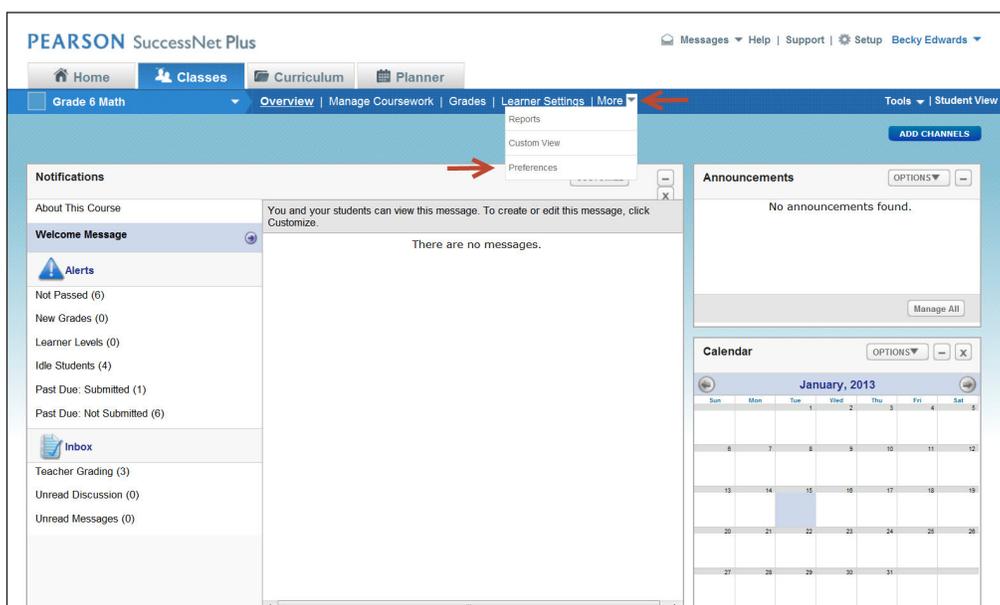
This guide explains grading preferences that affect Gradebook functionality and the Gradebook display.

General Information

To access grading preferences from the teacher Home page, click **Enter Class** from the Classes' dashboard.



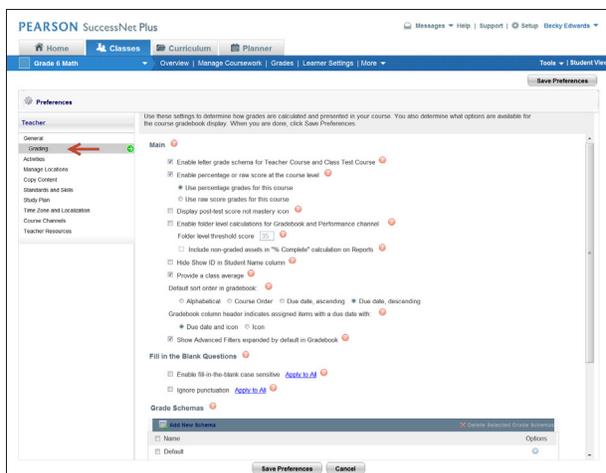
Click the down arrow next to More, and select **Preferences**.



On the Preferences page, select **Grading** from the Teacher column on the left.

Your program may not include all the preferences described in this tutorial guide, and there may be additional preferences available. Select **Help** at the top of the screen for additional Grading and Gradebook information.

There are three sections of Grading preferences: Main, Fill in the Blank Questions, and Grade Schemas.



Main Preferences

Main preferences include display options, calculation settings, and enabling grade schemas.

Options	Description
Enable letter grade schema for Teacher Course and Class Test Course	Adds the ability to select and apply a specific grade schema to assignments in Gradebook.
Enable percentage or raw score at the course level	Sets the default view to display either percentage or raw scores in Gradebook.
Enable folder level calculations for Gradebook and Performance channel	Adds a column to Gradebook that displays either the overall sum or average score of the activity types selected in Edit calculation settings. This preference also turns on the Performance category in Notifications on the Overview tab. Use the Edit calculation settings link to set how to calculate the displayed data.
Folder level threshold score	Sets the passing determination for activities. Both teachers and students see a red triangle next to activities when the score is below the threshold.
Hide Show ID in Student Name column	Hides the Show ID link in the Gradebook. When checked, the Gradebook will only display students by student name—not student ID.
Provide a class average	Displays the class average for each assignment on the first Gradebook row. The class average also appears for students.
Default sort order in gradebook	Sets the order in which Gradebook columns display. Select Alphabetical ; Course Order ; Due date, ascending ; or Due date, descending .

Gradebook column header indicates assigned items with a due date with	Indicates the items in the Gradebook assigned with a due date. Select Due date and icon or Icon .
Show Advanced Filters expanded by default in Gradebook	Shows advanced filters expanded by default when user enters Gradebook.

Fill in the Blank Questions Preferences

Fill in the Blank Questions preferences determine the error tolerances for grading fill-in-the-blank questions.

Options	Description
Enable fill-in-the-blank case sensitive	Enables the system to consider case when grading student responses. For example, if the answer is Pegasus, then a typed response of pegasus or PEGASUS is scored as incorrect.
Ignore punctuation	Enables the system to disregard punctuation when grading student responses.

Note: For each of the fill-in-the-blank question preferences, the Apply to All link applies the setting to all existing and future fill-in-the-blank questions. If not clicked, this preference only affects new questions.

Grade Schemas

Grade schemas apply letter grades to scores falling within specified percentage ranges.

To create a new grade schema, click **Add New Schema**. Enter a letter grade (such as A or A-) and the desired percent range for that letter. Text descriptions—such as Excellent and Needs Improvement—can be entered in the Feedback text field. Percentage ranges must range from 0–100%, and the ranges cannot overlap. You will need to click **Add Grade** in order to enter more than one letter grade per grade schema. Click **Save and Close** when you are finished.

Grade schemas can be applied to any assignment in the Gradebook.

To delete one or more grade schemas, check the box next to the grade schema name, and click **Delete Selected Grade Schemas**.

Click the down arrow under Options to edit, copy, or delete selected grade schemas. Click **Save Preferences** to save your changes.

Review

This guide explained grading preferences that affect Gradebook functionality and the Gradebook display.