**Setting up Gradebook in eLearn – Step by Step**

**Course Gradebook settings**

1. Open up the Gradebook from the **Grades** button in the lefthand column of your course page.
2. Choose the **Setup** tab.

A screenshot of a computer

Description automatically generated

**Add Categories**

1. At the bottom of the Gradebook page you’ll see a button for **Add category**.

A screenshot of a computer

Description automatically generated

1. Use it to add categories for each of your assessment categories (e.g., Assignments, Case Studies, Final Assignments).
2. For each category, choose **Simple Weighted Mean of Grades** as the aggregation method. Make sure that the value of each item in the category is appropriate to its weight. For example, if you have one item with a maximum grade of 100 and one with a maximum grade of 50, the second item will be worth half as much toward the grade for that category.
3. Under **Category total**, make sure that the **Maximum grade** for each category is equal to the weight for that category (e.g., for the Assignments category both the weight and the maximum grade should be 40)

**Change the Gradebook aggregation method to Natural**

1. Click on the **Edit** tab at the top right next across from the black folder with the course name.A screenshot of a computer

   Description automatically generated
2. Under Edit Settings choose **Natural** as your Aggregation method for the entire Course Gradebook.
3. In the **Gradebook Setup** view, assign weights to each category proportional to their contributions to the final mark (e.g., Assignments: 40, Case Study: 30, Final Exam: 20)

**Add Assignments/Quizzes**

1. Add your assignments to the course, using the **Add activity or resource link** at the bottom of your module/section.
2. Under the settings for the assignment, look in the **Grades** section and change **Grade category** to the category that you’ve created for it (default is Uncategorized).

**Check the Math**

1. Go back to Gradebook/Setup and check that the learning activities are in the appropriate categories and that the weighting of each category adds up to 100.
2. Enrol a colleague as a fake student and assign full marks for every assignment. If their final mark doesn’t add up to 100, then you need to go back and check your settings.