This document deals with a simple Gradebook set-up: one based on points without categories and weighting.

In this type of Gradebook you create a “gradebook item” for each type of assessment you have included in your grading plan. Grade columns from Sakai-created assignments, tests and/or quizzes, and graded student pages can be created automatically by choosing specific options when you create those assessments within the tool. You do not need to create a separate gradebook item for these types of assessments if you use the automated method.

Assume you have a scenario in which you have created a Gradebook with the following items with points based system of grading.

- Assignment 1 – 10 pts
- Assignment 2 – 10 pts
- Journal 1 – 5 pts
- Journal 2 – 5 pts
- Journal 3 – 5 pts
- Journal 4 – 5 pts
- Term Paper – 20 pts
- Midterm Exam - 15 pts
- Final Exam - 25 pts

Total Points = 100

1. Because the default settings for the Sakai Gradebook are grades entered as points and No categories, a simple grading scheme like the one above requires no alteration to the option choices in the Gradebook Setup.
2. The default settings are appropriate for a simple Gradebook setup in which **points** are the method of grading and there will be no categorization of any type.

3. In your Sakai Gradebook, **Gradebook Items** view (the default view), click on the **Add Gradebook Item(s)** button.
4. Add your items to the Gradebook by entering the title of the item and the point value of the first item.

**Gradebook Items** > **Add Gradebook Item(s)**
Submit this form to add gradebook item(s) to the gradebook.
* means required

- **Title**: Assignment 1
- **Gradebook Item Point Value**: 10
- Extra Credit

**Due Date (mm/dd/yy)**
- Check **Release this item to Students**
- Check **Include this item in course grade calculations**

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- **Title**: Assignment 2
- **Gradebook Item Point Value**: 10
- Extra Credit

**Due Date (mm/dd/yy)**
- Check **Release this item to Students**
- Check **Include this item in course grade calculations**

**Add Another Gradebook Item**

Click on **Add Another Gradebook Item** to continue adding **manually** created items to your Gradebook. If all your Gradebook items are manually created you can continue to click on Add Another Gradebook Item until our last item has been created. When you have added your last item, click on the **Add Items(s)** button.
5. Clicking on the **Add Item(s)** button will take you back to the Gradebook Item(s) main page in which you will see a confirmation message for every Gradebook item you have added.

### Gradebook Items

Currently, students can see their gradebook item scores, but not their course

- [ ] Gradebook item Assignment 1 has been added.
- [ ] Gradebook item Assignment 2 has been added.
- [ ] Gradebook item Journal 1 has been added.
- [ ] Gradebook item Journal 2 has been added.
- [ ] Gradebook item Journal 3 has been added.
- [ ] Gradebook item Journal 4 has been added.
- [ ] Gradebook item Term Paper has been added.
- [ ] Gradebook item Midterm Exam has been added.
- [ ] Gradebook item Final Exam has been added.

6. Below the confirmation message your **Gradebook Items Summary** will show all the items you have added to the Gradebook.

### Gradebook Items Summary

Click a title to view complete details and to grade the item.

<table>
<thead>
<tr>
<th>Title*</th>
<th>Class Avg**</th>
<th>Due Date</th>
<th>Released to Students</th>
<th>Included in Course Grade</th>
<th>Sorting #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Edit</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>1 ▼</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Edit</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>2 ▼ ▼</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Edit</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>3 ▼ ▼</td>
</tr>
<tr>
<td>Journal 1</td>
<td>Edit</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>4 ▼ ▼</td>
</tr>
<tr>
<td>Journal 2</td>
<td>Edit</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>5 ▼ ▼</td>
</tr>
<tr>
<td>Journal 3</td>
<td>Edit</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>6 ▼ ▼</td>
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<tr>
<td>Journal 4</td>
<td>Edit</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>7 ▼ ▼</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>Edit</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>8 ▼ ▼</td>
</tr>
<tr>
<td>Term Paper</td>
<td>Edit</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
<td>9 ▼</td>
</tr>
</tbody>
</table>

*Titles shown in grey are not released to students.
**Class averages in parentheses () are not included in the course grade calculation.
***These items must be graded from the tool listed and may not be graded from the gradebook.

7. Clicking on the title of a **manually-created** Gradebook item allows you to enter grades directly into the column. You can also view grades, edit the settings of the item, or remove the item from the Gradebook. Gradebook items **that are not manually created**, e.g., items added automatically to the Gradebook through options chosen with the creation of Sakai Assignments, Tests and Quizzes, graded Forums, or graded Student Pages (Lessons) **must be graded within the tool to which the item is linked.**
8. Entering/viewing grades, editing the settings of gradebook item, and removing items are all available by clicking on the title of a gradebook item.