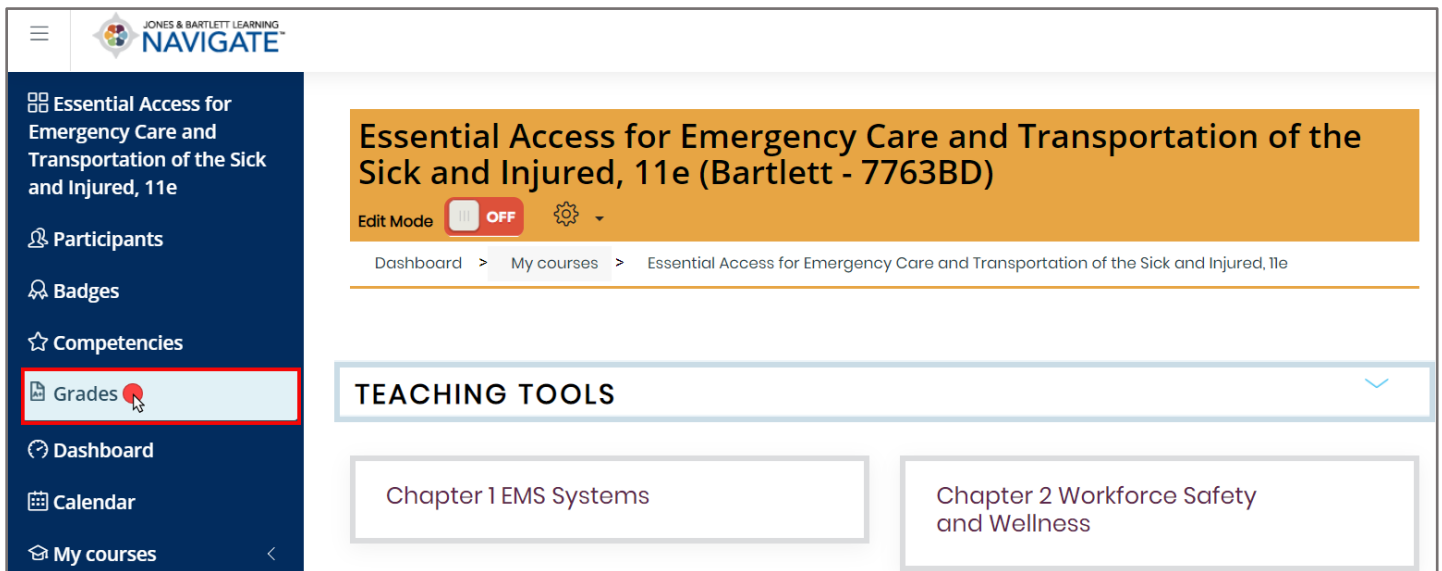


## How to Set Up the Gradebook

*This document contains instructions on how to customize the gradebook's structure and aggregation to appropriately calculate the students' course total scores. There are a variety of options and approaches that can be used. Not all options are accounted for in this document. However, most gradebook aggregation requirements may be met by following the steps below.*

1. From your course homepage, click the **Grades** button in the **Navigation drawer** to the left of the page.



The screenshot shows the course homepage in the NAVIGATE system. The navigation drawer on the left is open, and the 'Grades' button is highlighted with a red box. The main content area shows the course title 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)' and a 'TEACHING TOOLS' section with two tool cards: 'Chapter 1 EMS Systems' and 'Chapter 2 Workforce Safety and Wellness'.

- Once your **Grader report** page loads, click the **Setup** tab to customize how the gradebook is structured and how scores are aggregated.

**Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD): View: Preferences: Grader report**

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Grades >

Grade administration > Grader report

**Turn editing on**

### Grader report

View **Setup** Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

All participants: 4/4

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- On the Setup tab, graded items are organized within a grade folder or category labeled with the name of your course. Graded items display vertically on the left and show their corresponding settings options and assigned scores and/or weights under columns on the right.

**Gradebook setup**

View **Setup** Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions	Select
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)		-	Edit	All / None
<ul style="list-style-type: none"> <li>Quizzes           <ul style="list-style-type: none"> <li>Chapter 1 Quiz</li> <li>Chapter 2 Quiz</li> <li>Quizzes total</li> </ul> </li> <li>Exams           <ul style="list-style-type: none"> <li>Chapter 1 Exam</li> <li>Chapter 2 Exam</li> <li>Exams total</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>50.0</li> <li>50.0</li> </ul>	<ul style="list-style-type: none"> <li>100.00</li> <li>100.00</li> <li>200.00</li> </ul>	<ul style="list-style-type: none"> <li>Edit</li> <li>Edit</li> <li>Edit</li> </ul>	<ul style="list-style-type: none"> <li>All / None</li> <li></li> <li></li> </ul>

Weights for each grade item

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4. Begin by clicking the **Edit** menu under the **Actions** column to the right of the master course gradebook category at the top of the page and select **Edit Settings**.

The screenshot shows the 'Gradebook setup' page with tabs for View, Setup, Scales, Letters, Import, and Export. Below these are sub-tabs for Gradebook setup, Course grade settings, and Preferences: Grader report. A table lists course categories with columns for Name, Weights, Max grade, Actions, and Select. The first row is for 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)'. A red arrow points to the 'Edit' dropdown in the Actions column, which is open to show 'Edit settings', 'Hide', and 'Reset weights'. The 'Edit settings' option is highlighted with a red box and a red circle.

5. This settings page is where you may enter a custom name for the gradebook category and choose the overall aggregation method you wish to use to calculate the total course score. Click the **Aggregation** dropdown menu to select how course activities and/or subcategories will be calculated. Use the **Question** bubble to the left of the dropdown for additional information on the aggregation types available.

The screenshot shows the 'Grade category' settings page. The 'Category name' and 'Aggregation' fields are highlighted with red boxes. A red callout bubble points to a question mark icon next to the 'Aggregation' field, containing the text 'Click for more info on aggregation'. The 'Aggregation' dropdown menu is open, showing a list of options: Natural, Mean of grades, Weighted mean of grades, Simple weighted mean of grades, Mean of grades (with extra credits), Median of grades, Lowest grade, Highest grade, and Mode of grades. The 'Natural' option at the bottom is highlighted in blue and has a red circle with a mouse cursor over it.

- The recommended approach is **Natural**, meaning that the gradebook total is determined by the sum of all grade values, scaled by weight. In other words, each item will be naturally weighted in relation to others based on their maximum point value. While weighting is automatically and naturally assigned to begin with, you will always have the option to manually adjust any of the individual natural weights as needed under the Setup tab.
- After selecting your preferred gradebook aggregation method, click the **Show more...** link below this setting to determine whether to include empty grades in the overall gradebook calculation.

Grade category

Category name

Aggregation ? Natural

Show more...

- If you choose to **Exclude empty grades** by leaving the box checked, any course activities that students have not yet attempted will be omitted from the total course score. Please note, if you elect to include empty grades, student's scores will be negatively impacted by any graded activities for which they have not yet recorded a score.

Grade category

Category name

Aggregation ? Natural

Exclude empty grades ! ?

Drop the lowest ! ? 0

Show less...

9. If you have elected to use a gradebook aggregation type that is not **Natural**, you may adjust the available parameters under the **Category total** settings section as needed.

The screenshot shows a configuration interface for a grade category. It is divided into two main sections: 'Grade category' and 'Category total'.

- Grade category section:**
  - Category name: [Text input field]
  - Aggregation: [Dropdown menu showing 'Median of grades']
  - Show more...: [Link]
- Category total section:**
  - Grade type: [Dropdown menu showing 'Value']
  - Scale: [Dropdown menu showing 'Use no scale']
  - Maximum grade: [Text input field showing '100']
  - Minimum grade: [Text input field showing '0']
  - Hidden: [Checkbox]
  - Locked: [Checkbox]
  - Show more...: [Link]

At the bottom of the form are two buttons: 'Save changes' and 'Cancel'.

A red callout box with white text points to the 'Category total' section, stating: "These options are editable if aggregation is not set to 'natural.'"

10. When satisfied, click the **Save changes** button to apply your settings and then click **Continue** to return to the Setup tab.

Minimum grade ?


Hidden ?

Locked ?

[Show more...](#)

**Save changes** **Cancel**

### Recalculating grades

  
100%

**Continue**

11. You will see a **Weights** column to the right of the Setup tab listing the naturally assigned weights for each graded item. By default, weights are naturally adjusted against a 100-point scale and, unless customized, will automatically adjust accordingly as graded activities are added or removed.

The screenshot shows the 'Gradebook setup' interface. At the top, there are tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Below these are sub-tabs for 'Gradebook setup', 'Course grade settings', and 'Preferences: Grader report'. The main content is a table with the following columns: 'Name', 'Weights', 'Max grade', 'Actions', and 'Select'. The table lists several items under 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)'. Under the 'Quizzes' category, there are 'Chapter 1 Quiz' and 'Chapter 2 Quiz', each with a weight of 50.0 and a max grade of 100.00. A 'Quizzes total' row shows a max grade of 200.00. Under the 'Exams' category, there are 'Chapter 1 Exam' and 'Chapter 2 Exam', each with a weight of 50.0 and a max grade of 100.00. An 'Exams total' row shows a max grade of 200.00. Red boxes highlight the 'Weights' column header and the weight input fields for the quizzes and exams.

Name	Weights	Max grade	Actions	Select
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)		-	Edit	All / None
Quizzes		-	Edit	All / None
Chapter 1 Quiz	50.0	100.00	Edit	<input type="checkbox"/>
Chapter 2 Quiz	50.0	100.00	Edit	<input type="checkbox"/>
Quizzes total		200.00	Edit	
Exams		-	Edit	All / None
Chapter 1 Exam	50.0	100.00	Edit	<input type="checkbox"/>
Chapter 2 Exam	50.0	100.00	Edit	<input type="checkbox"/>
Exams total		200.00	Edit	

12. Next, consider if you need to create distinct gradebook categories in which to group select graded items that in turn should collectively represent an assigned weighted portion of the overall course grade, such as class exams, quizzes, or homework. To create a Category, scroll down to the bottom of the gradebook setup page and click **Add category**.

The screenshot shows the bottom of the gradebook setup page. It features a 'Chapter 3 Quiz' row with a weight of 9.97 and a max grade of 100.00. Below this is a 'Course total' row with a max grade of 1003.00. A 'Save changes' button is visible. Below the button is a dropdown menu labeled 'Move selected items to' with the text 'Choose...'. At the bottom, there are two buttons: 'Add category' (highlighted with a red box) and 'Add grade item'.

13. Enter a preferred name for the Category and then use the **Aggregation** dropdown menu to select how the activities within this individual category will be calculated. As for the overall gradebook aggregation, applying a **Natural** approach for the category is recommended.

Grade category

Category name ⓘ Exams

Aggregation ⓘ ?

Show more...

▶ Category total

▶ Parent category

There are required fields in this form marked ⓘ .

**Natural is recommended.**

Natural

Mean of grades

Weighted mean of grades

Simple weighted mean of grades

Mean of grades (with extra credits)

Median of grades

Lowest grade

Highest grade

Mode of grades

14. Under the **Category total** section of the Category settings, choose to either automatically and naturally weigh this category against existing weights in the gradebook by default, or deselect the **Weight adjusted** checkbox and enter an assigned weight of your choosing to this category.

Parent category

Weight adjusted ⓘ ?

Weight ⓘ ? 0

Parent category

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD) ⌵

Save changes Cancel



15. When finished, click the **Save changes** button at the bottom of the page, then **Continue** after the gradebook recalculates.

Parent category

Weight adjusted ?

Weight ?

Parent category

**Save changes** **Cancel**

16. Now, back on the **Gradebook setup** tab, you can identify your new Category by looking for the folder icon to the left of its name. You will also now find this new Category available for selection in the settings page of any graded course activity you subsequently create or edit to ensure it is aggregated in the appropriate grade category.

Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions	Select
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)		-	Edit ▾	All / None
<b>↑</b> Exams	<input checked="" type="checkbox"/> 25	-	Edit ▾	All / None

17. You may move select items in or out of Categories at any time by checking the selection box to the right of the activity, or activities, under the **Select** column, scrolling to the bottom of the page, and using the **Move selected items to** dropdown menu at the bottom of the pages to select the appropriate Category. Upon selecting the parent category, your page will automatically refresh to reflect your changes.

1	<input type="checkbox"/> Chapter 1 Exam	<input type="checkbox"/> 0.0	100.00	Edit ▾	<input checked="" type="checkbox"/>
1	<input type="checkbox"/> Chapter 2 Exam	<input type="checkbox"/> 0.0	100.00	Edit ▾	<input checked="" type="checkbox"/>
1	Papers	<input checked="" type="checkbox"/> 14.286	-	Edit ▾	All / None
Σ Papers total			0.00	Edit ▾	
1	Attendance	<input checked="" type="checkbox"/> 71.428	100.00	Edit ▾	<input type="checkbox"/>
1	Attendance	<input type="checkbox"/> 0.0	100.00	Edit ▾	<input type="checkbox"/>
1	Exams	<input checked="" type="checkbox"/> 0.0	-	Edit ▾	All / None
Σ Exams total			0.00	Edit ▾	
Σ Course total			300.00	Edit ▾	

Save changes

Move selected items to: Choose... Exams Choose...

Add category | Add grade item

Exams

- Chapter 1 Exam
- Chapter 2 Exam

Σ Exams total

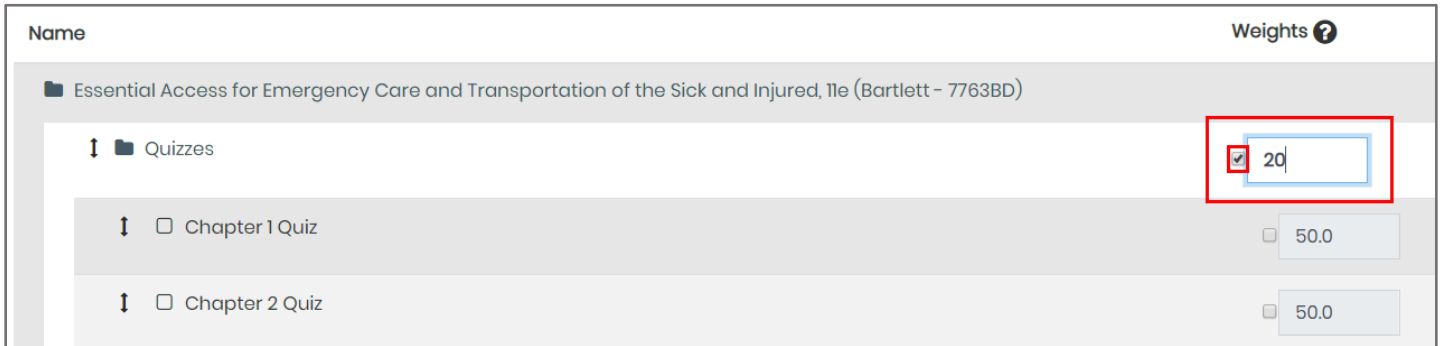
Exams appear under the "Exam category" now

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18. Alternatively, you may move any individual gradebook item by clicking the **Arrow** or Move button to its left. The **Setup** page will refresh, displaying slot locations above and below each gradebook item to which you may click to move the applicable item.

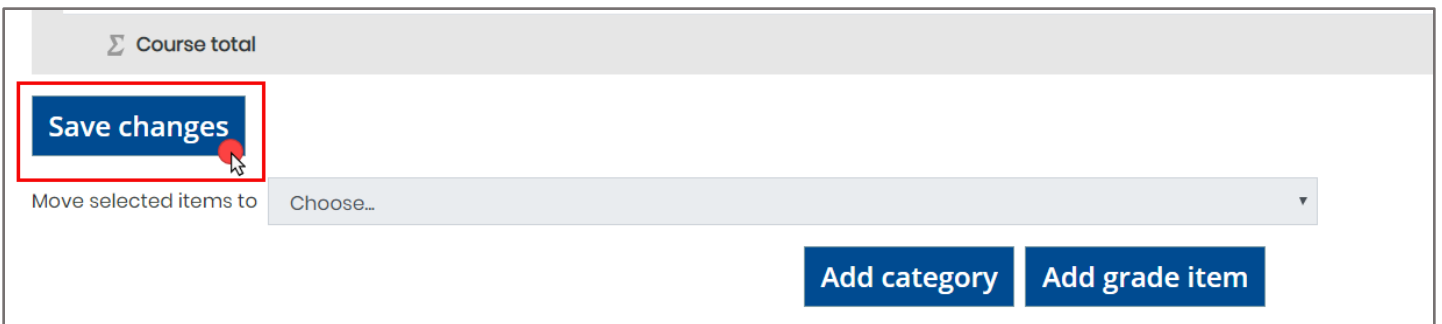
The screenshot shows a gradebook setup page with a list of items. The items are: "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)", "Quizzes", "Chapter 1 Quiz", "Chapter 2 Quiz", "Papers", and "Attendance". Each item has a small square button with a right-pointing arrow to its left. Two red callout boxes are present. The first callout box, pointing to the arrow next to "Chapter 1 Quiz", contains the text: "After clicking the arrow/move button to the left of Chapter 1 Quiz, click on any of the slot locations (highlighted) to move the item to that particular space." The second callout box, pointing to the arrow next to "Chapter 2 Quiz", contains the text: "Clicking here would move the Chapter 1 Quiz below the Chapter 2 quiz." A red arrow points from the first callout box down to the second callout box.

19. When using the **Natural** aggregation approach, you can adjust any individual activities' or categories' **Weights** at any time by clicking the checkbox to the left of its weight field to unlock it, entering in the desired value, and then clicking **Save** at the bottom of the page.



The screenshot shows a table with the following structure:

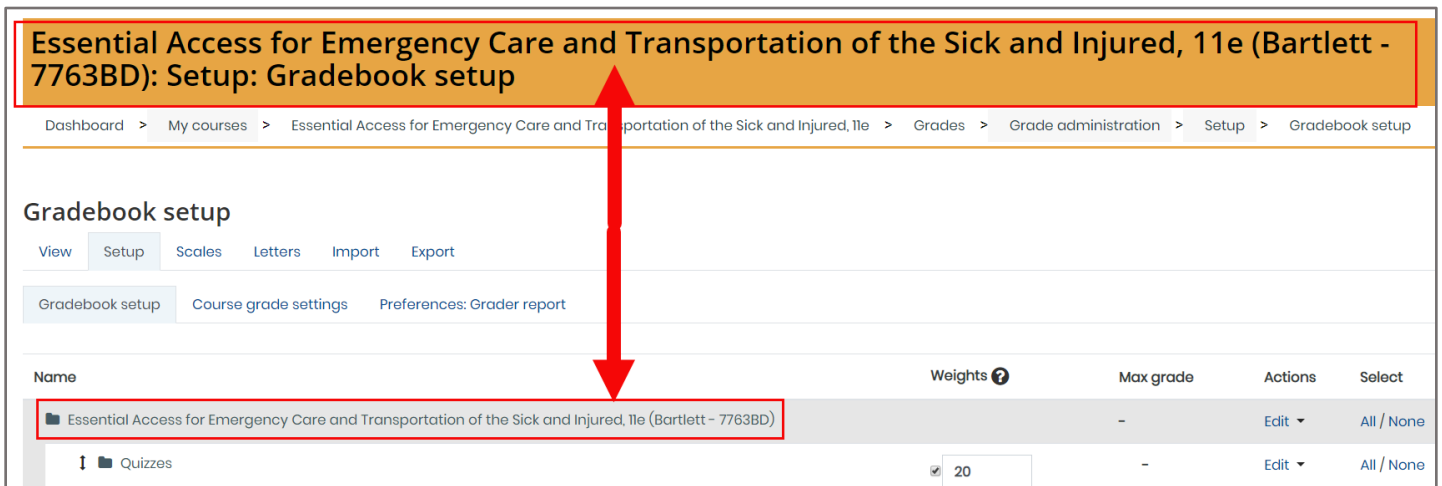
Name	Weights ?
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)	
┆ Quizzes	<input checked="" type="checkbox"/> 20
┆ Chapter 1 Quiz	<input type="checkbox"/> 50.0
┆ Chapter 2 Quiz	<input type="checkbox"/> 50.0



The screenshot shows the bottom section of the interface with the following elements:

- A blue button labeled "Save changes" with a mouse cursor over it.
- A dropdown menu labeled "Move selected items to" with "Choose..." selected.
- Two blue buttons: "Add category" and "Add grade item".

20. As you add more Categories and move activities into them, here are a few tips to help you visually track and validate your adjustments. The name of your course is the default name of your gradebook, always shown at the top of the **Grade** setup page. Any activity or category within your gradebook displays indented and underneath the course name.



The screenshot shows the "Gradebook setup" page with the following structure:

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD): Setup: Gradebook setup

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Grades > Grade administration > Setup > Gradebook setup

Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions	Select
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)		-	Edit	All / None
┆ Quizzes	<input checked="" type="checkbox"/> 20	-	Edit	All / None

21. If you have Categories created within the **Grader report**, you can visually discern it and its contents by hovering your mouse pointer over the name of the Category. This highlights its border, revealing where it begins and ends in addition to the activities that it contains.

Quizzes	20	-	Edit	All / None
Chapter 1 Quiz	50.0	100.00	Edit	
Chapter 2 Quiz	50.0	100.00	Edit	
<b>Quizzes total</b>		<b>200.00</b>	<b>Edit</b>	

Note: Quiz category shows up as white when it is not hovered over

Quizzes	20	-	Edit	All / None
Chapter 1 Quiz	50.0	100.00	Edit	
Chapter 2 Quiz	50.0	100.00	Edit	
<b>Quizzes total</b>		<b>200.00</b>	<b>Edit</b>	

Quiz category is now highlighted in gray as the mouse cursor hovers over it, marking where the category

22. The same sequence of categories and items adjusted within the Settings tab will always reflect within your **Grader report** and individual student **User reports**.

Grader report | Grade history | Outcomes report | Overview report | Quiz Analytics | Single view | User report

All participants: 2/2

First name: All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Surname: All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

		Essential Access for Emer... ⌵			
		Quizzes ⌵		Papers ⌵	
First name / Surname ▲	Email address	<input type="checkbox"/> Chapter 1 Quiz ↕ ✎	<input type="checkbox"/> Chapter 2 Quiz ↕ ✎	<input type="checkbox"/> Quizzes total ↕ ✎	<input type="checkbox"/> Papers total ↕ ✎
Lisa Adams	ladams@ascendlearning.com	85.00	92.00	88.50	-
John Smith	jsmith@ascendlearning.com	90.00	87.00	88.50	-
Overall average		87.50	89.50	88.50	-

Grader report | Grade history | Outcomes report | Overview report | Quiz Analytics | Single view | User report

Select all or one user: Lisa Adams ⌵

View report as: User ⌵

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)						
Quizzes						
<input type="checkbox"/> Chapter 1 Quiz	100.00 %	85.00	0-100	85.00 %		85.00 %
<input type="checkbox"/> Chapter 2 Quiz	0.00 % (Empty)	92.00	0-100	92.00 %		0.00 %
<input type="checkbox"/> Quizzes total	100.00 %	88.50	0-200	44.25 %		-
Papers						
<input type="checkbox"/> Papers total	0.00 % (Empty)	-	0-0	-		-

23. Should you wish to calculate any individual grade item as extra credit only, you may specify this within the item's settings by clicking the **Edit** menu to its right and selecting **Edit settings**.

<input type="checkbox"/> Chapter 1 Quiz	<input type="checkbox"/> 50.0	<input type="checkbox"/> 100.00	Edit ⌵
<input type="checkbox"/> Chapter 2 Quiz	<input type="checkbox"/> 50.0		<ul style="list-style-type: none"> <li>Edit settings</li> <li>Edit calculation</li> <li>Delete</li> <li>Hide</li> </ul>
<input type="checkbox"/> Quizzes total			

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24. Scroll as needed to the **Parent category** section and select the checkbox to the left of **Extra credit**. After you make this selection, the item's maximum points or weight will not be included in the gradebook's or category's total, and any achieved points on behalf of your students will be considered as extra or bonus points.


▼ Parent category

Weight adjusted ?

Weight ?

Extra credit ?

Grade category Quizzes



25. The gradebook can be a complex tool to use. If you need further assistance, please do not hesitate to contact our Technical Support team.