Armstrong eClassroom: Setting up the Gradebook

Select Course Grades within the tools menu in the Armstrong eClassroom and then select Grades.

Use the dropdown to select Grades. Then select Grades.

Once the gradebook is open, click on the Setup Wizard.

These are the options that are available.
Click the Start button to begin. There are 7 steps to setting up the gradebook.

Step 1 question: How do I have my syllabus set up? Is it points (which the system defaults to) or is it a weighted (or percentage) grading system that I use. The formula is not commonly used. Place a mark in the radio button. Select Continue.

Step 2 question: Do I want my students to see the Calculated grade or the Adjusted Final Grade? Calculated does not allow any grade adjustments, if you modify grades the Adjusted Final Grade must be selected. Select Continue.
Step 3 question: Do I want to drop upgraded (in other words, do I not want my students to get a zero until I have a chance to grade their work) or do I wish to treat ungraded items as zero (do I wish to give them a zero until I go back and change that to an actual grade)? The Automatically keep final grades updated is recommended to check. This way no matter if you treat ungraded items as a zero or not, your students always know what their grade is. Select Continue.

Step 4 question: How do I wish to set up the scheme? The system defaults it to Percentage, this has nothing to do with the points system. All that matters is that the end result will give your students a percentage grade at the end of the semester. All the points will be added up and divided by 100% to give your students their final grade. Select Continue.

Step 5 question: How many decimal points do I want displayed to the students? The system defaults to 2 decimal points. Select Continue.
Step 6 question: How do I want this displayed to the students? Do I want the points grade or weighted grade to show? Do I want them to see the scheme symbol or the scheme color? Do I want them to see the 2 decimal points that I will see? The characters displayed here means that this number of characters will appear in the gradebook column before is begins to wrap. And finally do I want them to see the final grade calculation? Select Continue.

Step 7 question: This is only a display of the options that you have chosen. From here you can both go back and make changes or you can finish.
If you select Finish, you will have the opportunity to do several different things from here.

Grade Options

- Create a New Grade Category
- Create a New Grade Item
- Import Grades
- Create a New Grade Scheme
- Manage Grade Items and Categories
- Enter Grades