

LRC Quick Guide – Gradebook Setup on Sakai

1. Log in to Sakai with your Onyen and Password and click on the course site tab of the language class in which you wish to set up.
2. From the menu bar on the left of the course site, click on “Gradebook”
3. On the horizontal “Gradebook” menu, click on “Gradebook Setup”
4. From here, you can choose how you would like the gradebook to be set up, including the various categories and the weight of each category.

The screenshot shows the 'Gradebook Setup' page in Sakai. The page header includes the University of North Carolina at Chapel Hill logo and the course ID 'SPAN101.001.S213'. The left sidebar contains a navigation menu with options like Home, Announcements, Elluminate Live! Bridge, Calendar, Resources, Messages, Search, Statistics, Site Info, Tests & Quizzes, Gradebook, and Help. The main content area is titled 'Gradebook Setup' and includes the following sections:

- Grade Entry:** A question 'How will graders enter grades into this gradebook?' with two radio button options: 'Points' and 'Percentages' (which is selected).
- Gradebook Items Display:** A checkbox 'Display released Gradebook Items to students' which is checked. Below it is a note: 'You can release a gradebook item when creating or editing the gradebook item.'
- Categories & Weighting:** Three radio button options: 'No categories', 'Categories only', and 'Categories & Weighting' (which is selected). Below this is a note: 'To exclude a category from the course grade, use 0% for the weight.'

Category	%	Gradebook Items	Remove
		0 item(s)	Remove

Below the table, there is an 'Add a Category' link. At the bottom of the form, there are two buttons: 'Save Changes' and 'Cancel'. The status at the bottom indicates 'Running Total 0%' and 'Needed Total 100%'.

5. Enter in the various assignment categories for your class. Settings will not be saved if the weighted total does not equal 100% (if you choose to weigh the grade categories). Click “Save Changes” when you are finished.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Gradebook Items	Remove
Partial Exams	20	0 item(s)	Remove
Final Exam	25	0 item(s)	Remove
Presentation	10	0 item(s)	Remove

[Add a Category](#)

Running Total 45%

Needed Total 55%

[Save Changes](#)

[Cancel](#)

- Click on "Gradebook Items" from the "Gradebook" menu. Then click "Add Gradebook Items". This will allow you to enter specific assignments and assign a weight within your previously established categories.
- Enter in the Information (see screen shot below) for the specific assignment. Be sure to check the box "Include this item in course grade calculations" if you want this item included in the final grade. You can weigh items relative to its category. If you do not wish to do this, simply enter 100 in the "Gradebook Item Relative Weight" section.

[Gradebook](#)

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#)

[Gradebook Items](#) > [Add Gradebook Item\(s\)](#)

Submit this form to add gradebook item(s) to the gradebook.

* means required

Title *	<input type="text" value="Exam 1"/>
Gradebook Item Relative Weight *	<input type="text" value="100"/>

Due Date (mm/dd/yy) 

Category Items not assigned to a category will not be counted toward the course grade calculation.

Release this item to Students

Include this item in course grade calculations

[Add Another Gradebook Item](#)

[Add Item\(s\)](#)

[Cancel](#)

- Click "Add Another Gradebook Item" in order to add another item within the same category.

9. You can also display or hide final course grades by clicking on “Course Grade Options”. This page will also allow you to set letter grade values.
10. You can also download excel spreadsheet templates and import grades from a files from the “Import Grades” section.