Steps	Choices		Select your options
1: Choose Grading System	**Points:** Calculate the final grade by totaling the points users received on grade items.	**Weighted:** Use the weighted system if you want grade items calculated as a percentage of the final grade worth 100%.	
2: Final Grade Released	**Calculated Final Grade**: The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.	**Adjusted Final Grade:** Allows you to modify or adjust users' grades before releasing them.	
	Automatically release final grade: When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.		
3: Grade Calculations	**Drop ungraded items:** Items that do not have a grade inputted are not counted in the final grade.	**Treat ungraded items as 0**: Items that do not have a grade inputted are counted as 0 in the final grade.	
	Automatically keep final grade updated: Final grades are automatically adjusted when changes are made to grade items or calculation options.		
4: Default Grade Scheme	The default scheme is already created. It can be copied and edited to adjust colors.		Percentage
5: Managing View Display Options	**Number of decimal places to display?** Defaults to 2; This setting controls how many decimals will be displayed to users grading a course. The value must be an integer between 0 and 5.		

6: Student View Display Options	**Points Grade**: This setting determines whether or not the Points grade value associated with a grade item is displayed in the student view of grades	**Weighted Grade** (weighted gradebook only): This setting determines whether or not the Weighted grade value associated with a grade item is displayed in the student view of grades	**Grade Scheme Symbol**: This setting determines whether or not the Grade scheme symbol associated with a grade item is displayed in the student view of grades	**Grade Scheme Color:** This setting determines whether or not the grade scheme color associated with a grade item is displayed in the student view of grades. Note: The grade scheme color can only be displayed if the grade scheme symbol is also displayed.	
	Number of decimal places to display? This setting controls how many decimals will be displayed in the student view of Grades. The value must be an integer between 0 and 5.				
	Number of characters to display for text items? This setting determines how many characters of a Text grade item display on the user list. The value must be an integer between 0 and 50. If the Text item is longer than the value specified, the text will be truncated.				
	Display final grade calculations to users? This setting determines whether users can see how their final grade was calculated in the student view of Grades.				
7: Grade Setup Summary	Review your decisions. You can go back and adjust settings if you wish. When are you are done, select the blue Finish button.				

**Need additional assistance? Contact VSU's Center for eLearning at 229-245-6490 or blazeview@valdosta.edu