

## *Quick Start Guide to:* Setting up a Gradebook

**Step 1:** Configure your Gradebook Settings. To start, decide whether you are going to be using a points or percentage based gradebook and whether you want to drop or give a 0 to ungraded assignments. Next, set the desired options at **Grades** → **Settings** → **Calculation Options**.

Detailed directions for configuring your gradebook settings can be found on our help pages at: <http://help.d2l.arizona.edu/GBKCalcOpt> .

**Step 2:** Create a grade category for each group of related grade items in your syllabus (Ex. Exams, Homework, etc.) Grade categories allow you to evenly distribute points/weight across all grade items within the category, as well as to drop the student's lowest scoring grade item(s).

For help creating Grade Categories visit our help pages at: <http://help.d2l.arizona.edu/GBKNewCat> .

**Step 3:** Create a grade item for each assignment requiring a grade item in the gradebook. If applicable, place each grade item in its corresponding grade category. For help creating Numeric Grade Items visit our help pages at: <http://help.d2l.arizona.edu/GBKNewNumItem>

**Step 4:** If you would like to include Extra Credit assignments in your gradebook, or bonus points within an assignment, visit our help pages at: <http://help.d2l.arizona.edu/GBKNewBonus> for help creating these grade items.