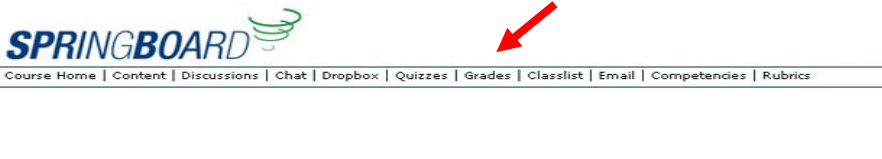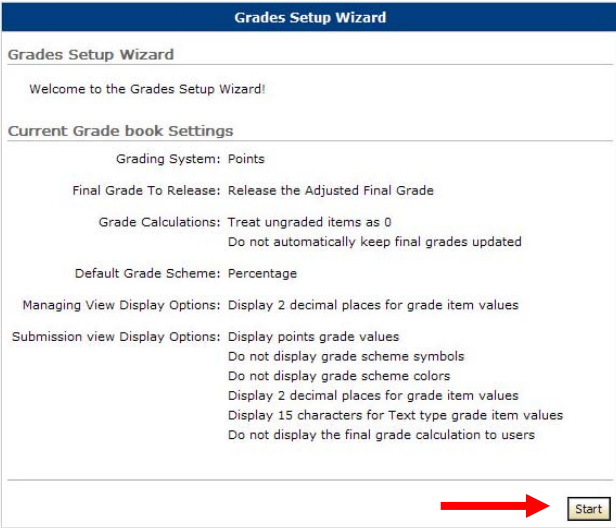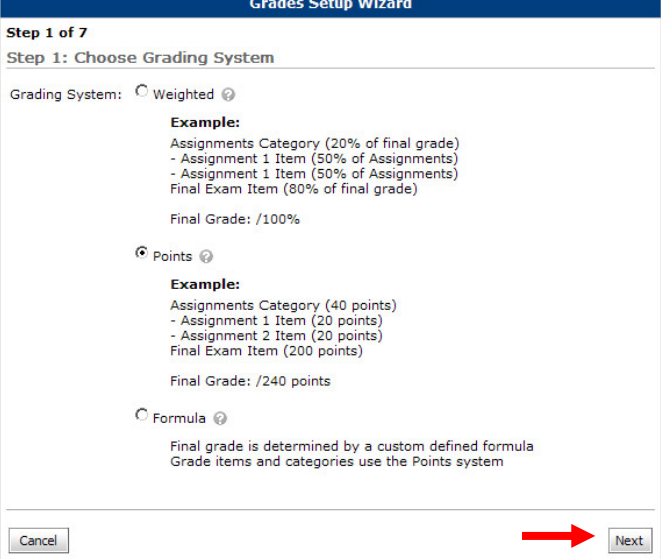In this Quick Reference:

- Using the Grades Setup Wizard

What is the Setup Wizard?

- The *Setup Wizard* prompts you to enter information that is critical when you begin setting up your Grades in Springboard!, mostly about how you want Springboard! to calculate your final grade and how you want to display grades to students.
- Most of the settings available in the Setup Wizard are also available under the *Grades Settings* link. The *Setup Wizard* does not include settings for your personal view of Grades, however; these are also available under *Grades Settings*.
- Alternatively, you can skip the Wizard altogether and enter the information by clicking *Grades Settings*. (**Exception**: You will need to enter the default grade scheme under *Grades Schemes*).

Using the Setup Wizard

1. Click Grades in the Course Navbar	*(Springboard navbar image showing: Course Home | Content | Discussions | Chat | Dropbox | Quizzes | Grades | Classlist | Email | Competencies | Rubrics)*
2. Click **Setup Wizard**	*(Setup Wizard icon and link)*
3. You will see the current default Grades settings. There are seven (7) steps to the Wizard. Click **Start** to begin.	**Grades Setup Wizard** Grades Setup Wizard Welcome to the Grades Setup Wizard! **Current Grade book Settings** Grading System: Points Final Grade To Release: Release the Adjusted Final Grade Grade Calculations: Treat ungraded items as 0 Do not automatically keep final grades updated Default Grade Scheme: Percentage Managing View Display Options: Display 2 decimal places for grade item values Submission view Display Options: Display points grade values Do not display grade scheme symbols Do not display grade scheme colors Display 2 decimal places for grade item values Display 15 characters for Text type grade item values Do not display the final grade calculation to users [Start]
Step 1 of 7. **Select the Grading System** you would like to use for your Grades– Weighted or Points are the most common choices. Once you make your selection, click **Next**.	**Grades Setup Wizard** **Step 1 of 7** **Step 1: Choose Grading System** Grading System: ○ Weighted **Example:** Assignments Category (20% of final grade) - Assignment 1 Item (50% of Assignments) - Assignment 1 Item (50% of Assignments) Final Exam Item (80% of final grade) Final Grade: /100% ◉ Points **Example:** Assignments Category (40 points) - Assignment 1 Item (20 points) - Assignment 2 Item (20 points) Final Exam Item (200 points) Final Grade: /240 points ○ Formula Final grade is determined by a custom defined formula Grade items and categories use the Points system [Cancel] [Next]

F.Y.I. Depending on how you want to structure your Grades, select the appropriate system:

- With the *Points System,* Springboard! calculates the total points of all items in all grade categories and converts as a fraction/total. The final grade is displayed in accordance with the applied grading scheme. You cannot weight grades using the Points System.
- With the *Weighted System,* individual grade items are weighted as a percentage of the grade category they are in (e.g., Quizzes), and the category is weighted as a percentage of the final grade. For example, Assignment 1 might count 10% toward the Assignments category, and the Assignments category might count 40% toward the final grade. Therefore, Assignment 1 would count 10% of 40%, or 4% toward the final grade.
- With the *Formula System*, Springboard! calculates the final grade based on a formula created by the instructor. This system offers additional flexibility. For example, using *if/then* statements, instructors could apply one calculation for graduate students and another for undergraduate students in the same course. Or, using the *min* function, instructors could require students to score at least 80% on all graded items to pass.

Step 2 of 7. You can opt to release the **Calculated Final Grade**, or the **Adjusted Final Grade**. See notes below on the difference between the two final grade types. Click **Next**.	**Grades Setup Wizard** **Step 2 of 7** Step 2: Final Grade Released Release: ○ 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. [Cancel] [Back] [Next]

F.Y.I. The **Calculated Final Grade** is the grade Springboard! arrives at when it tallies *all* the grade items and applies your instructions about including non-graded items, dropping highest or lowest grades in a category (if applicable), and weighting grades (if applicable).

F.Y.I. The **Adjusted Final Grade** is the calculated final grade *after* you have removed unwanted items (like a quiz everyone did poorly on) or made adjustments to individual student grades.

Step 3 of 7. Select to **Drop ungraded items** or **treat Ungraded Items as 0 (zero)** from the current grade calculation.

For example:

If it is week 3 of 15, a student grade would display as 30/30, with the denominator of 30 showing the possible number of points available to date.

If the ungraded items are treated as a 0 (zero), the student grade would be displayed as 30/150, with the denominator of 150 being the total points available for the entire semester.

You can also set the system to automatically keep the final grade updated by clicking the select box.

Once you have made your selections, click **Next**.

Grades Setup Wizard

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items: ● Drop ungraded items
                 ○ Treat ungraded items as 0

Auto Update: ☐ Automatically keep final grade updated

Cancel   Back   Next

F.Y.I.   You decide whether or not Springboard! will include non-graded items in the final grade calculation. If you do include them, you may wish to refrain from displaying grade items to students until the grades have been entered.

F.Y.I.   Springboard! can automatically update the final grade each time you enter or modify a grade, although this can slow performance if you have a large class. If you do choose this option, you may wish to exclude non-graded items from the calculation rather than treat them as zero's.

Step 4 of 7. Select the **Default Grading Scheme** to be used for your course then The system default is **Percentage**. **F.Y.I.** CON Grade Scheme is used for The College of Nursing. UA Grade Scheme is a scale (use with Points). Percentage is Points or Weights. Once your selection has been made, click **Next**.	**Grades Setup Wizard** **Step 4 of 7** **Step 4: Choose Default Grade Scheme** | Scheme Name	Default Scheme	Preview
---	---	---
Organization Schemes		
Percentage	⦿	
CON Grade Scheme	○	🔍
UA Grade Scheme	○	🔍	 Cancel Back Next
Step 5 of 7. Enter the **number of decimal places** to display. The system defaults to two (2) decimal places. Once your selection has been made, click **Next**.	**Grades Setup Wizard** **Step 5 of 7** **Step 5: Managing View Display Options** * Decimals Displayed: Number of decimal places to display 2 ⓘ Cancel Back Next

Step 6 of 7. Select the **Submission View Display Options** for what you would like the students to see.
 	
• *Points Grade* is the point value (94.42)
 	
• *Grade Scheme Symbol* is a letter grade (A-) or the percentage grade (94.42%)
 	
• *Grade Scheme Colors* are set in the grade schemes. For example, red might indicate grades below 60 while blue might indicate scores above 90.
 	
Check **Display Final Grade** to display the Final Grade Calculation to students.
 	
Once your selection has been made, click **Next**.
	Grades Setup Wizard
	
	Step 6 of 7
	Step 6: Submission View Display Options
	
	Grade Details: ☑ Points grade ⓘ
	                        ☐ Grade scheme symbol ⓘ
	                        ☐ Grade scheme color ⓘ
	* Decimals Displayed: Number of decimal places to display 2 ⓘ
	* Characters Displayed: Number of characters to display for Text items 15 ⓘ
	Final Grade Calculation: ☐ Display final grade calculation to users ⓘ
	
	Cancel Back Next

Step 7 of 7. Review the selections you have made and then click **Finish** to complete the Grade Setup Wizard.

NOTE: These seven (7) steps can be revisited at any time and you can make changes as you deem necessary.

Grades Setup Wizard

Step 7 of 7

Step 7: Grades Setup Summary

Grading System: Points

Final Grade To Release: Release the Adjusted Final Grade

Grade Calculations: Drop ungraded items
Do not automatically keep final grades updated

Default Grade Scheme: Percentage

Managing View Display Options: Display 2 decimal places for grade item values

Submission view Display Options: Display points grade values
Do not display grade scheme symbols
Do not display grade scheme colors
Display 2 decimal places for grade item values
Display 15 characters for Text type grade item values
Do not display the final grade calculation to users

Cancel   Back   Finish