The Sakai 11 Gradebook provides a spreadsheet-style interface that allows you to set up your gradebook and enter, organize, and update grade information. It also provides enhanced views of grade statistics and grade information for individual students. This Guide highlights key features to help you get started with Gradebook and includes links to Sakai’s online Official Help documentation where you can find step-by-step instructions. Features covered in this Guide are:

- Gradebook’s spreadsheet layout
- Getting started with Gradebook
- Setting up Gradebook categories and assigning weighting
- Adding items to Gradebook
- Editing Gradebook items.

Gradebook Spreadsheet Layout

The image below shows the main Grades view with several key features highlighted. Many Gradebook actions can now be performed directly in its main view through the use of drop-down menus and spreadsheet-style editable cells.

The image above shows the Grades screen, which displays the editable spreadsheet. Below is a key to the numbered items in the image.

1. Tabs to navigate to Gradebook screens
2. Add Gradebook Item button
3. Indicator that changes have been saved automatically
4. Drop-down menu that allows you to filter by section or by student (only student filter is shown here)
5. Column heading indicating of category and weighting
6. Drop-down menu for item editing options
7. Area for entering grades manually
8. Group by Category button

In addition to the main Grades view, there are three more screens that can be accessed from tabs at the top of each Gradebook screen (item 1 in the image above):

- **Import/Export**: Use this area to export your grades as a spreadsheet, import a properly-formatted spreadsheet so it can be seen in Gradebook, or submit your grades to the Registrar
- **Permissions**: Use this area to limit Gradebook access for teaching assistants if you have any
- **Settings**: Use this area to set grading score and display options as well as set categories and weighting

For detailed information about how to use these screens, refer to [How do I set up my Gradebook?](#) in Sakai’s official Help documentation.
Getting Started with Gradebook

Although new features make it possible to edit and adjust your gradebook at any time, the USU Sakai Help Desk recommends that you set it up initially following this process:

1. Set up categories in Gradebook
2. Set up items in Gradebook (except for tests and quizzes)
3. Set up learner activities in appropriate tools (e.g., Assignments, Forums, Tests & Quizzes)

The list below provides additional details about each step in the process.

1. **Set up categories in Gradebook:** Using the Settings tab in Gradebook, set up categories for everything that will go into your gradebook (see additional information in the Setting Up Gradebook with Categories and Assigning Weighting section of this Guide).

2. **Set up items in Gradebook (except for tests and quizzes):** In the main Grades view in Gradebook, add items except for Tests & Quizzes and assign them to the appropriate category (see additional information in the Adding Items to Gradebook section of this Guide).
   a. For TESTS & QUizzes ONLY - Skip to Step 3. The USU Sakai Help Desk recommends that you create the tests and quizzes in the Tests & Quizzes tool first and use the settings there to have the grade sent to the Gradebook (to review how to do this, refer to How do I view and modify the settings of an Assessment? in Sakai’s official Help documentation and scroll to the “Gradebook Options” section) rather than creating the item in the Gradebook first.
   
   **NOTE:** You do not need to add all desired questions to the test at this time; you just need to create and save the test and adjust the settings appropriately to have the grade sent to the Gradebook. You can add questions to the test later.
   
   b. If you decide to create the items in Gradebook first and then create the tests or quizzes in the Tests & Quizzes tool, you should work with the Sakai Help Desk to ensure the test or quiz is associated with your gradebook appropriately.

3. **Set up learner activities in appropriate tools (e.g., Assignments, Forums, Tests & Quizzes):** Using the appropriate tool in Sakai (e.g., Assignments, Forums, Tests & Quizzes), create learning activities as needed. When you do this, be sure to adjust their settings to associate those activities with appropriate items already created in the Gradebook (refer to Sakai’s official Help documentation to see how to adjust settings. For Assignments, see How do I add an assignment? and scroll to the section “Grading”; For Forums, see How do I create forums and topics? and scroll to the section “Specify Gradebook Item”).

For step-by-step instructions on setting up Gradebook, refer to How do I set up my Gradebook? Sakai’s official Help documentation.
Setting Up Gradebook with Categories and Assigning Weighting

Categories allow you to organize Gradebook items into groups. If you are using an existing course, categories may already have been set up for you. If you are creating a new course, you can create any categories you wish (e.g., Tests, Assignments, etc.) and you can assign weighting to them.

**NOTE:** The categories you create in the Gradebook can be called anything you choose; they do not need to be the same as the names of tools in Sakai.

The image below shows the main Grades view, when Group by Category is selected. Categories (and weights if weighting is used) display in the top row of the column for each category and each category displays in a different color. In the example provided, “categories and weighting” has been set up so that tests make up 75% of the total course grade and assignments make up 25% of the total course grade.

To set up Gradebook categories, click the Settings tab on the Grades page (the spreadsheet view that you see when you open Gradebook – see image on page 1 of this Guide).

This will take you to the Settings page, where you can set categories and weighting. The image below shows the Settings page with the Categories & Weighting setting open.

For step-by-step instructions on how to set up categories and weighting, refer to How do I set up my Gradebook? in Sakai’s official Help documentation and scroll down to the section titled “Categories and Weighting.”
Adding Items to Gradebook

Gradebook's editable spreadsheet in the main Grades view allows you to add items such as individual assignments or forums. In the upper left corner of the Grades screen there is an Add Gradebook Item button that opens the Add Gradebook Item dialog window. In this window (shown to the right), you can enter the item's title as well as its point value, designate it as extra credit, set a due date, and assign it to a category from the drop-down menu. For step-by-step instructions on how to add items to your Gradebook, refer to How do I add items to my Gradebook? in Sakai's official Help documentation.

1. Add Gradebook Item button on the main Grades view Set up items in Gradebook (except for tests and quizzes)
2. Drop-down menu used to associate a Gradebook item with a category.

After you add an item to Gradebook, it appears in the main Grades view of the Gradebook in the appropriate category, if it has been assigned to one. As shown in the image below, the item's total points and due date, if applicable, appear below its name.

NOTE: If the item comes from another tool in Sakai, that tool's icon will display to the left of the item's name, and there will be a grayed-out lock icon in each grade cell indicating that the number cannot be changed in the Gradebook but must be changed in the tool. In the image below,

- “Assignment 1” (under Assignments) comes from the Assignments tool and “MC only” (under Tests) comes from the Tests & Quizzes tool.
- “Forum Participation” (under Forums) has no icon because it was created in Gradebook and does not come from another tool.

1. Test and Quizzes tool icon
2. Assignment tool icon
3. Lock Icon
Another feature of the Sakai 11 Gradebook is that each Gradebook item column has a drop-down menu (shown in the image on the right) that allows you to perform a variety of actions, which can include:

- Editing, hiding, or deleting the item
- Moving the item left or right in the gradebook
- Setting the score for empty cells
- Viewing grade statistics.

**NOTE:** Some of these actions may not be available, depending on whether the item was added directly in the Gradebook or via another tool. In the example to the right, Assignment 1 was added in the Assignments tool, so it can only be deleted or graded using that tool and those options are not visible here.

The *Edit Item Details* menu is where you would go to modify any of the options you set when adding an item to your gradebook, such as the item’s category. It looks the same as the *Add Gradebook Items* menu shown on the previous page of this Guide.

For step-by-step instructions on how to perform each action available in the item drop-down menu, refer to *How do I view and organize information in Gradebook?* in Sakai’s Official Help documentation and scroll down to "Gradebook Item Actions".