

## SMCCD WebAccess—Setting up Gradebook v1.95


<http://smccd.mrooms.net/>

This handout is simply to advise you of minor changes made to setting up the latest version of the WebAccess Gradebook. Unless you're configuring your gradebook for the first time, you shouldn't have to do anything; your grades will continue to show up as before. However, all who use the WebAccess gradebook should spend a few moments with the new interface. You'll find some nice improvements...such as a working Extra Credit system and easier student identification in grading blocks.

Log in using your G number and 6-digit birth date MMDDYY. Check it out!

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### ► Set Up the Gradebook

1. Click **Grades** under the Admin menu in WebAccess.
2. From the **Choose an action...** menu, select **Categories and Items > Full view**. Your course's primary category is shown. Don't change the default name of this global category.
3. Click the **edit** icon  to the far right of your default category. Click **Show Advanced**.
4. **Aggregation**: select **Simple weighted mean of grades**— item points equal weight.\*
5. **Aggregate only non-empty grades**: check, so only graded cells are calculated in grade.
6. **Include Outcomes in Aggregation**: **No**, don't check this.
7. **Aggregate including subcategories**: **No**.
8. **Drop lowest score**: select None. Click **Save changes**.
9. From **Choose an action...** menu, select **My Preferences > Grader report**. In **Show Ranges** menu, select **Yes** to show range of grading points possible per assignment. **Save Changes**.
10. From **Choose an action...** menu, select **Settings > Course**. Defaults OK.
11. From **Choose an action...**, select **Letters > Edit**. Can change percents. **Save Changes**.
12. From **Choose an action...**, select **View > Grader report** and click **Turn Editing On** button.
13. Can manually add or adjust grades in grade fields, when/if necessary. Always **Click Update** to save new grades, or grade changes will be lost.

### ► Add a Grading Category

1. From **Choose an action...** menu, select **Categories and Items > Full View**.
2. Click **Add Category** button at the bottom of the page.
3. Add a category—set preferences per global category. **Save Changes**.
4. Click on your course number in the breadcrumbs trail to **return to your home page**.

*Optional:  
Add grade item  
will add a grade  
column for a  
single instance  
grading activity—  
say, a one-time  
oral presentation*

*\*For other grading methods, see addresses at end of this document.*

## **Regarding The New Extra Credit Feature...**

It works only with Sum of Grades or Mean of Grades with extra credit calculation methods.

### **For Sum of Grades** (with extra credit)

When the "Sum of grades" aggregation strategy is used, a grade item can act as Extra credit for the category. This means that adding a 5% or 5 point extra credit assignment to your grade sheet will not increase the maximum percent or point total from 100 to 105. Students will simply get the extra credit they've earned added to their point or percentage total.

### **For Mean of Grades** (with extra credit)

A value greater than 0 treats this grade item's grades as Extra credit during aggregation. The number is a factor by which the grade value will be multiplied before it is added to the sum of all grades, but the item itself will not be counted in the division.

## **Check out the wealth of information on grades at these addresses–**

*[http://docs.moodle.org/en/Development:Gradebook\\_improvements\\_in\\_Moodle\\_1.9.5](http://docs.moodle.org/en/Development:Gradebook_improvements_in_Moodle_1.9.5)*

*[http://docs.moodle.org/en/Category\\_aggregation](http://docs.moodle.org/en/Category_aggregation)*

*[http://docs.moodle.org/en/Gradebook\\_1.9\\_Tutorial](http://docs.moodle.org/en/Gradebook_1.9_Tutorial)*

*<http://ctlonline.net> (over 60 video podcasts on WebAccess features)*