# Set Up Graded Classes

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| 1. | Click the **Faculty Center** link.<br>Faculty Center |
| 2. | Click the **Gradebook** icon. |
| 3. | There are two main components of **Gradebook**...the *assignments* and the *grades*.<br><br>To set up, view or change class assignments, click the **Class Assignments** link.<br>Class Assignments |
| 4. | There are five **Assignment Categories**:<br>Homework<br>Quiz<br>Exam<br>Paper<br>Final<br>Each category can have one or multiple assignments.<br><br>**Note:** Assignments can be *entered* in any sequence but are *displayed* by **DUE DATE** in the grading portion of Gradebook. |
| 5. | Click the **Look up Assignment Category** button. |
| 6. | Click the **Look Up** button.<br>Look Up |
| 7. | Select a **Category** in the **Assignment Category** column. |
| 8. | Enter a **Description** for this assignment in the **Description** field. |
| 9. | Enter a **Short Description**. |
| 10. | For each assignment, click the checkbox for all applicable **Details**.<br>Required, Assessed, and Allow Students to View Grades default with a check. Click to uncheck.<br><br>**Required:** Assignment is required of all students.<br>**Assessed:** Assignment is graded and the grade applied per the Grading Matrix.<br>**Include for Mid-Term Grade:** Not used at this time.<br>**Import Class Component Grades:** Can be used for non-graded components. Contact Assoc. Registrar of Academic Records.<br>**Allow Students to View Grades:** Students will be able to access their assignment grades through Access.SMU. |
| 11. | Enter the maximum allowable points for this assignment into the **Maximum Points** field. |
| 12. | Enter the **Weight** of this assignment **within** this category in the **Weight in Points** field. |
| 13. | Enter the **Begin Date** for this assignment or click the **Choose a date** button to choose from the calendar. |

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| 14. | Enter the **Due Date** for this assignment. |
| 15. | Enter the **Estimated Grading Date** for this assignment. |
| 16. | Click the **Add a new row** button to create an additional assignment. |
| 17. | Continue these steps to add **assignments <u>and</u> categories** according to your assignment/grading matrix. |
| 18. | Click the **Category Weight** tab to enter the weight of each category entered.<br><br>**Note:** Entry on the tabs - Assignments, Category Weight and Grading Scale - can be made in any order.<br>Category Weight |
| 19. | Click the **Assignment Category** button. |
| 20. | Click the **Look Up** button.<br>Look Up |
| 21. | Click an entry in the **Assignment Category** column. |
| 22. | Enter the weight for this category into the **Weight %** field. |
| 23. | Click the **Add a new row** button. |
| 24. | Continue these steps to add **category** weights according to your assignment/grading matrix. |
| 25. | Click the **Grading Scale** tab to enter the grading scale for this class.<br>Grading Scale |
| 26. | **Note:** The Grading Scheme and Grading Basis display as they listed in the Course Catalog. These cannot be changed. |
| 27. | Enter the lowest mark into the **Mark** field for the corresponding Grade. |
| 28. | Enter the corresponding Grade. |
| 29. | Click the **Add a new row** button. |
| 30. | Continue these steps to add the grading scale according to your matrix.<br><br>**Note:** Leave the Mark field blank for an F. |
| 31. | Click the **Save** button.<br>Save |
| 32. | This completed the **Set Up Graded Classes** tutorial.<br>**End of Procedure.** |