

## Setting up the Gradebook – Grading Schema Transcript

Setting up your gradebook is important for tracking and displaying student grades during the course. This video will help you locate the gradebook settings in the Ultra Course View and covers modifying the grading schema.

To modify the gradebook schema we'll need to locate the gradebook link in the top navigation. Click on the gradebook link and open the gradebook. Next, we'll need to locate the gear icon. Clicking on the gear icon will open the gradebook settings. Since we want to modify the current grading schema located here and click on the link that follows. This will open the gradebook schema settings. You'll want to modify your grading schema to match your syllabus. In order to do that, you can modify the grade values and the grade ranges. If you need to add a new grade value, you can hover between the rows and click on the plus button. Let's add a C+ in this example. Then, you need to change the grade range. Let's make it 78%, and in order to save this you'll need to click on the "Save" button to update the columns. You'll be prompted if you're sure. Click "Yes," and you'll see that the grade columns have been updated.

If you decide you want to remove a row, you can hover over the row and locate the garbage can on the right side. Let's remove the C plus. Again, you'll notice that the grade columns have not updated yet, and you'll need to click "Save" one more time to do so. Let's do that now. See that the grades have been updated. One thing that may be confusing is that the breakpoints seem to overlap between the highest and lowest grade for a particular grade value. Just be aware that any grade greater than 80 in this case would be a B, at any grade lower than 80 would be a C. So you want to get a C. If you had 80 percent, it would go up to the B value. When you're satisfied with your grade settings make sure you've saved it, and then you can close it here with the "X."