The gradebook setup can be broken into 3 segments-

1) Entering coursework (in the coursework section)

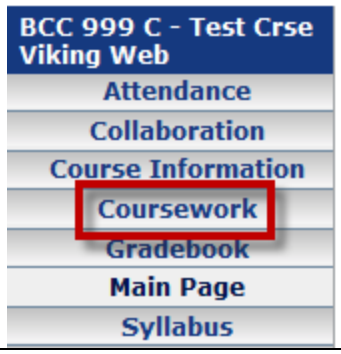
2) Initial gradebook setup (weighting assignments)

3) Finalizing the gradebook setup (setting letter grade values, etc.)

1. Log in to VikingWeb and go to the appropriate course.

Segment 1: Entering Coursework Assignments:

2. Click on Coursework in the left hand navigation.

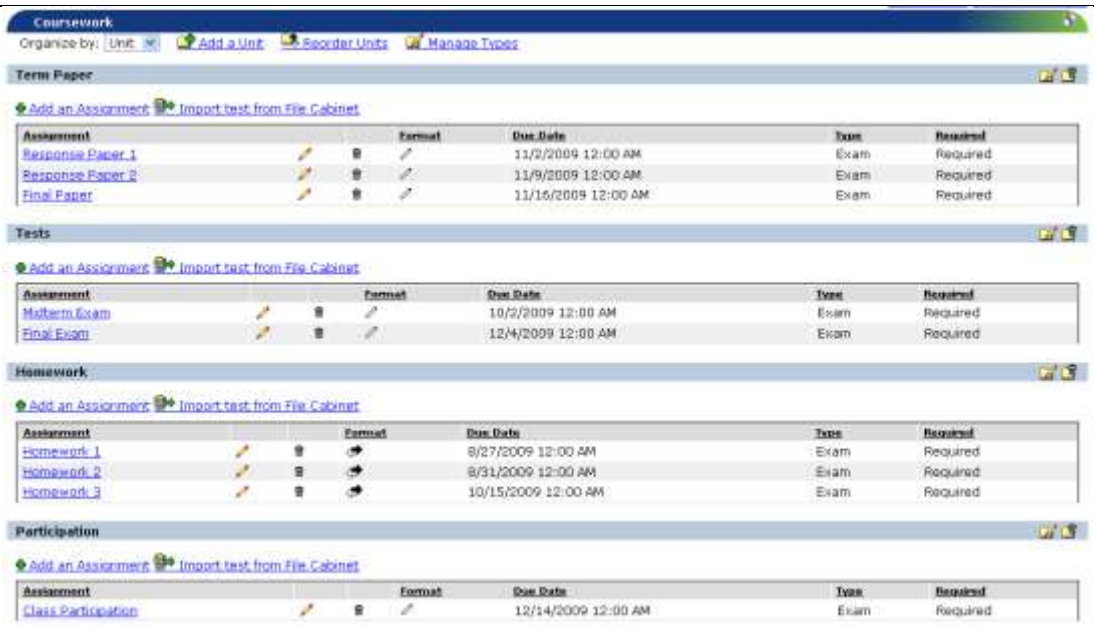


3. Click the Add an Assignment link to add your course assignments.

   For help adding assignments please see CIT's help documents for Online, Offline, and File Exchange assignments.

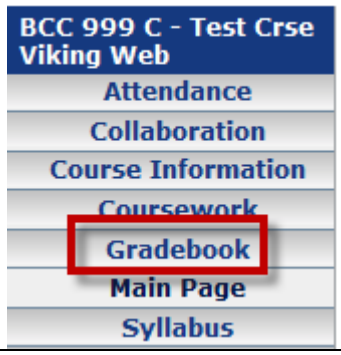
   If you know all the assignments for the semester, enter them all at this time. If you don't know all the assignments, enter the ones you know and you can enter the others at a later date.

Here is what an example course looked like after entering all the assignments for the semester:



Segment 2: Initial Setup

4. Click on Gradebook in the left hand navigation.

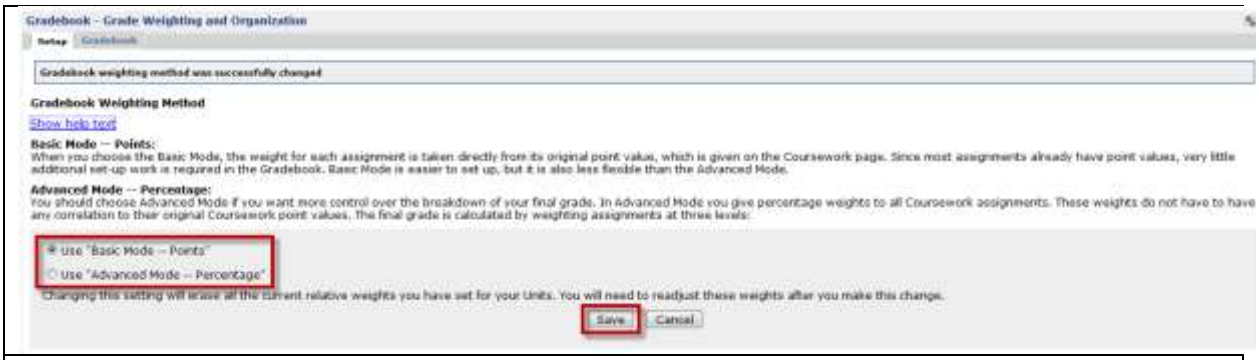


5. If this is the first time you've been to the gradebook area, you will see a welcome screen. Click Continue.

   If you have visited this course's gradebook section, you may not see the welcome screen. In that case click the Change Grade Weighing and Organization link.

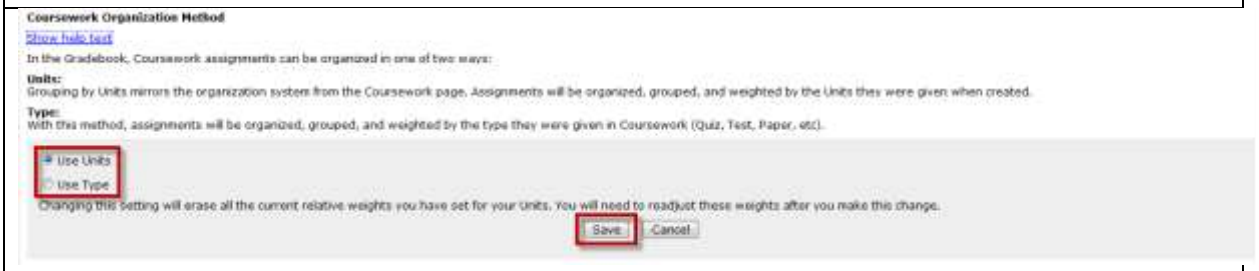
6. Select "Use Basic Mode – Points" from the Gradebook Weighting Method section.

7. Click Save.



8. On the Coursework Organization Method, we recommend choosing “Use Units”; however, you can use either method.

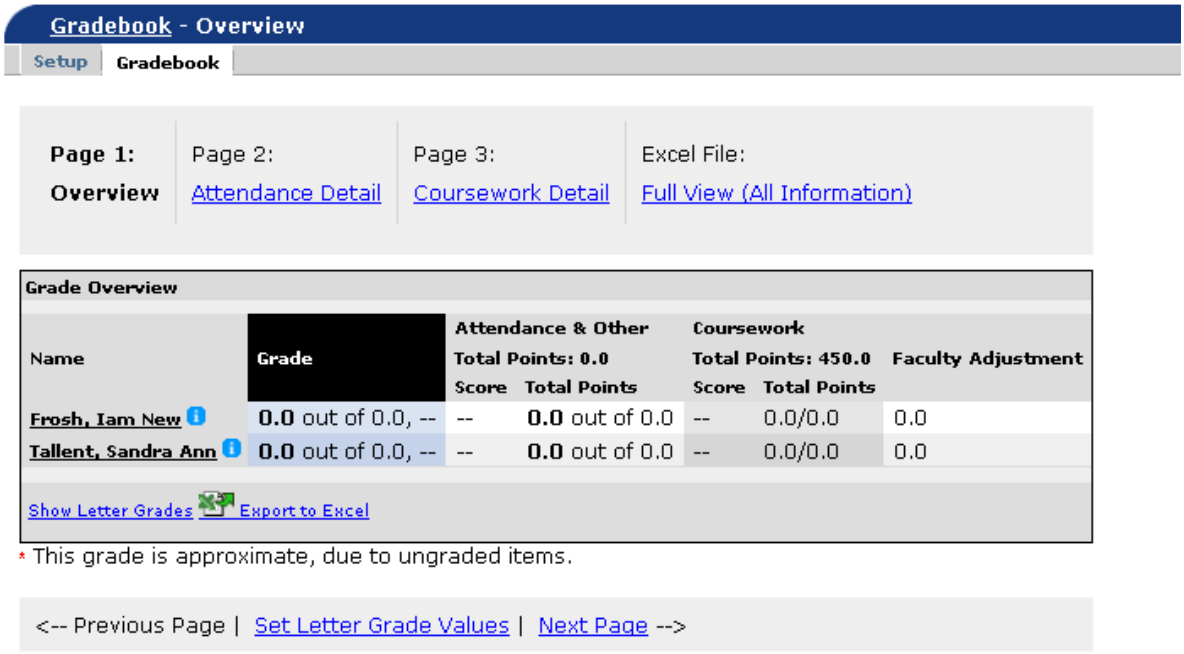
9. Click Save.



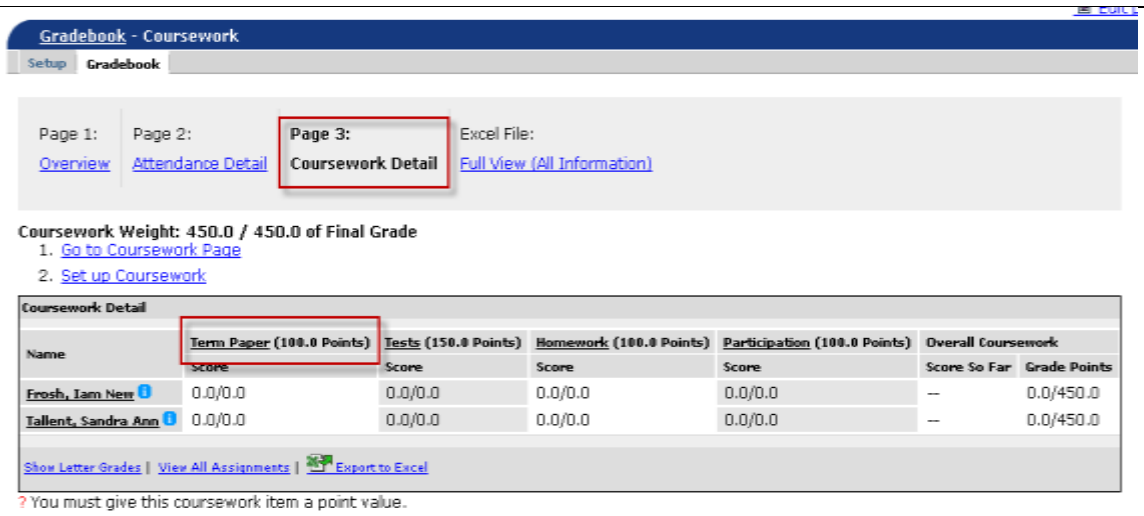
Segment 3: Finalize Gradebook

10. Click Setup.

Gradebook will look like this:

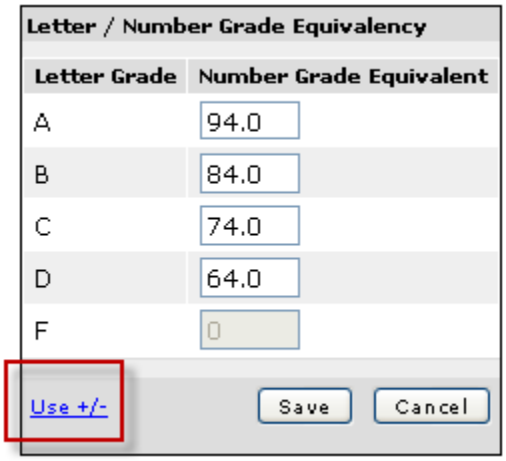


11. Click on Coursework Detail to see more details about the grades in coursework. Also, you can click the name of the Unit to expand the coursework even more.



12. Click on Set Letter Grade Values.

13. Click on the +/- symbol in the corner of the portlet.



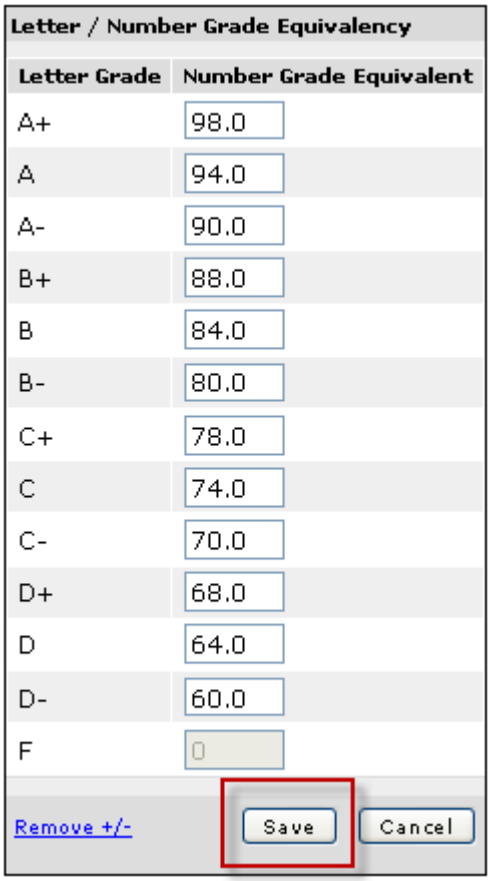
14. Change the numbers to match the grading system in your course.

15. Click Save.

VikingWeb does not round. If you consider an 89.5 to be an A-, you need to enter 89.5 in the number grade equivalent box.

Because Berry does not give A+ and D- as grades, CIT recommends:

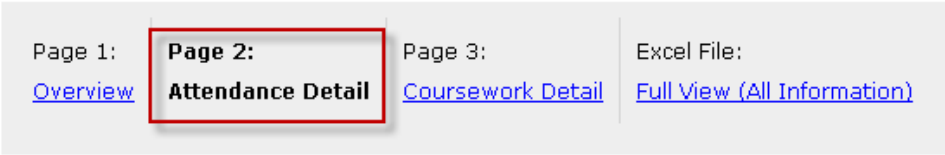
- setting A+ to 100
- Setting D- to 0.1 below D



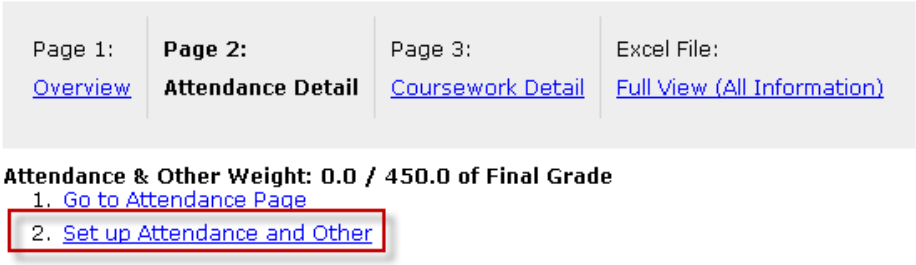
Attendance Details:

If you use the Attendance portlet in VikingWeb, you can set advanced Attendance options in the Attendance Details area of the gradebook.

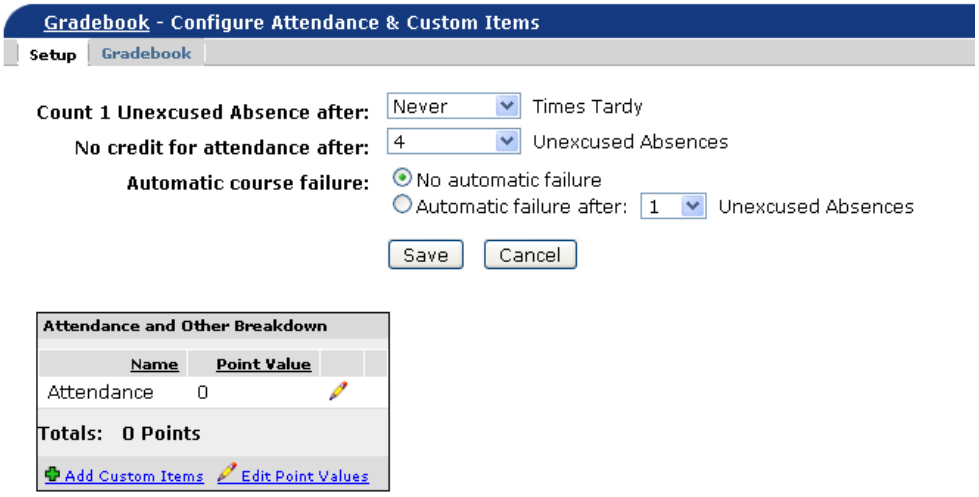
1. Click on Page 2: Attendance Detail.



2. Click on Set up Attendance and Other



3. This page gives you the option to set up automatic failure and to weight attendance as part of the grade.



Contact Jerry Trammell – jtrammell@berry.edu – x2680 – 706-290-2680 with questions or comments.