Friday February 13 CL Quick Tips

- **Letter grades are stored in the gradebook as text** rather than numeric values; therefore, letter-graded gradebooks are non-calculating, and relative item weights and weighted categories are not supported.

- **Ungraded items** are not included in overall course grade calculation.

- If you use the **Add to Gradebook option** in Assignments, Forums, or Tests, you must enter or edit grades *via that tool* rather than the gradebook. Comments, however, may be changed in the gradebook.

- **Relative weights** are assigned to one or more items within a category. Review examples of gradebook setup and how grades calculate, in this KB (Knowledge Base) document: [http://kb.iu.edu/data/axws.html](http://kb.iu.edu/data/axws.html)

- Items in **Assignments** and **Tests** cannot be linked to items in letter-graded (non-calculating) gradebooks; grades for these items must be entered manually in the gradebook.

- **Changing the grade entry** type (i.e., percentages to points) after data has been added will destroy all existing gradebook data (student scores).

- **Relative weights** allow you to assign proportional relationships among items in a category. For example, an exams category with a midterm (relative weight 1) and a final exam (relative weight 2) will cause the final to be worth twice as much as the midterm.

- There is a new Assignments tool in beta testing this semester. It looks pretty good. Expect to see this tool in production this fall. More information to follow.

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