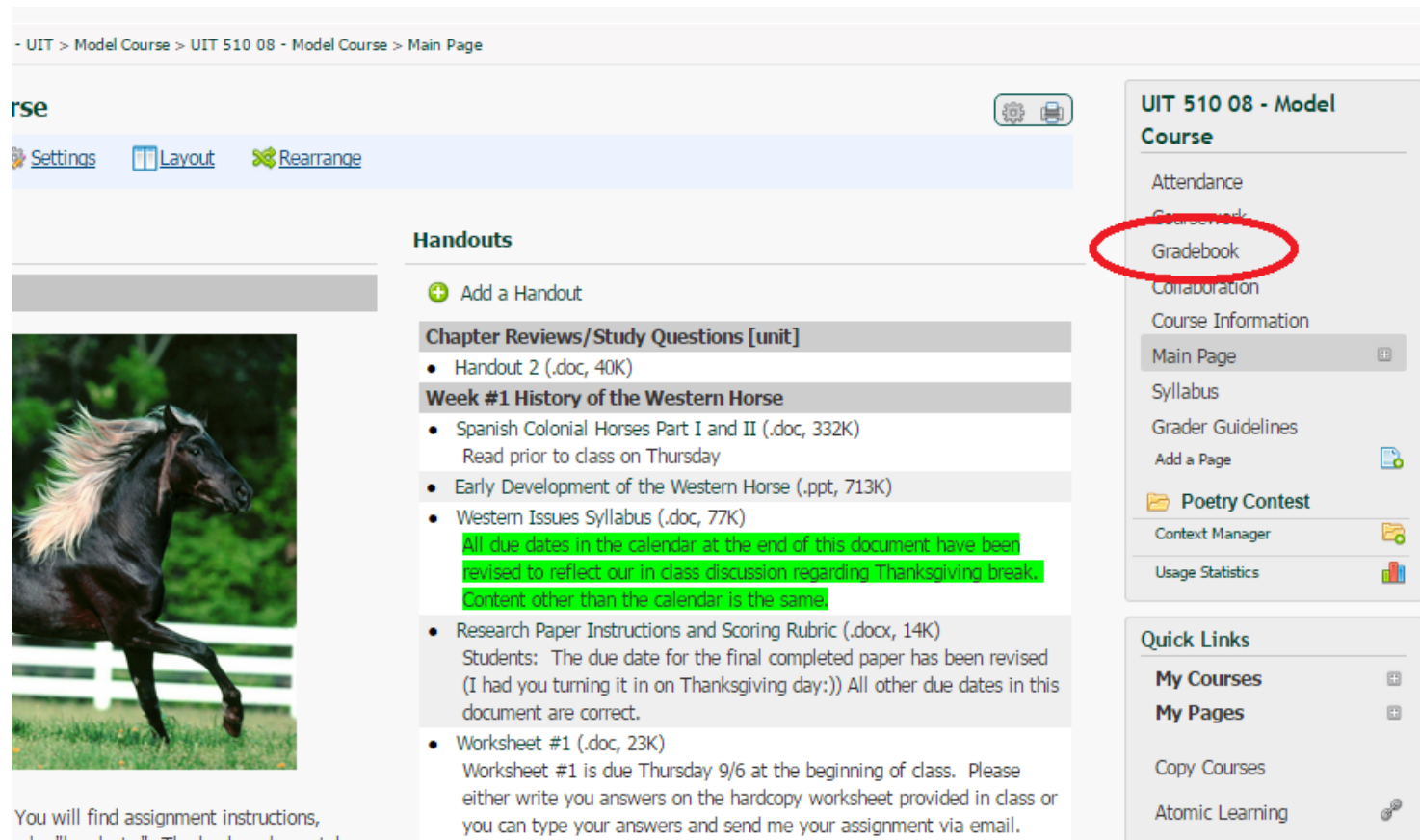


How to Set Up the Gradebook in OwlNet

The gradebook will automatically set itself up once you create assignments in OwlNet. Refer to the “Setting up Tests and Assignments” document to learn how to create assignments in OwlNet. To learn how to access the gradebook and alter the grade weighting scale, please refer to the following steps:

Step 1:



The screenshot shows the OwlNet interface for a course. The breadcrumb trail at the top reads: - UIT > Model Course > UIT 510 08 - Model Course > Main Page. Below this, there are navigation options: Settings, Layout, and Rearrange. The main content area is titled "Handouts" and includes a section for "Chapter Reviews/Study Questions [unit]" with a list of handouts. A red circle highlights the "Gradebook" link in the right-hand navigation menu under the "UIT 510 08 - Model Course" header.

UIT 510 08 - Model Course

- Attendance
- Gradebook
- Collaboration
- Course Information
- Main Page
- Syllabus
- Grader Guidelines
- Add a Page
- Poetry Contest
- Context Manager
- Usage Statistics

Quick Links

- My Courses
- My Pages
- Copy Courses
- Atomic Learning

- To access the gradebook click on the “Gradebook” link on the course homepage.

Step 2:

Gradebook

[Access](#) [Options](#) [Settings](#)

Your Students' Grades

Student	Final Grade
Harrison, Robert	F (41.71%)
Matthews, Teresa	F (15.45%)
O'Connor, Mr. Kurt	F (16.16%)

Guest Students

Student	Final Grade
Dubbert, Mrs. Christina	F (0.95%)
Thompson, Corey	A (100.95%)

Withdrawn Students

Student	Final Grade
Jones, Darin	A (96.36%)
Long, Isabella	A (100.95%)
Polson, Luke	--




[View the full Gradebook](#)





Other options






- Final grade weighting
- Evaluations
- Letter grade ranges


- From here, you will be able to see a list of all the students in the course, along with their current grade. To change the grade weighting scale, click “Final grade weighting”.



Step 3:

Gradebook   


    

Your current weighting method:
Manual types with point-based assignment weights  [Change weighting method](#)

 **Final Grade Weighting**
Use this screen to view and adjust the weights of the different categories and assignments that make up your course grade.
 [What is final grade weighting?](#)

Overall Grade Breakdown
To make a change, just enter new weights in the weight boxes.

Type	Weight
Case Study	<input type="text" value="16"/> %
Exam	<input type="text" value="16"/> %
Homework	<input type="text" value="16"/> %
Presentation	<input type="text" value="16"/> %
Test	<input type="text" value="20"/> %
Evaluations	<input type="text" value="16"/> %
<i>This is your current grade breakdown</i>	100%

 [Change weighting method](#)

Dropping Assignments
 Drop each student's lowest scores out of all assignments*

* You can drop scores on a type-by-type basis from the Type Detail Screen, accessed by clicking an assignment type name in the table above. Scores can also be dropped manually for individual students on the Student Detail screen.

- To alter the weight of each assignment type, click the percentage text box to alter the weight of each type of assignment.