PolyLearn Quick Start Guide

Grades can be organized into grade categories. A grade category has its own aggregation (Natural, Simple Weighted Mean and Weighted Mean of Grades). There is no limit to the level of nesting of categories (i.e., a category may belong to another category). However, each grade item may belong to only one category. In this example "Natural" aggregation categories (Quizzes 35%, Homework 15% and Exams 50%) are weighted equally. The Weighting column requires the total to equal 100%. If the faculty types in numbers that do not equal 100%, PolyLearn will change the numbers to always equal 100%.

Gradebook setup

View | Setup | Scales | Letters | Import | Export

Gradebook setup | Course grade settings | Preferences: Grader report

Name	Weights ⓘ	Max grade	Actions	Select
📁 **Gradebook Shell**		-	Edit ▾	All / None
⬦ 📁 **Quizzes**	☑ 35.0	-	Edit ▾	All / None
⬦ ✔ Quiz One	☐ 20.0	30.00	Edit ▾	☐
⬦ ✔ Quiz Two	☐ 20.0	30.00	Edit ▾	☐
⬦ ✔ Quiz Three	☐ 20.0	30.00	Edit ▾	☐
⬦ ✔ Quiz Four	☐ 20.0	30.00	Edit ▾	☐
⬦ ✔ Quiz Five	☐ 20.0	30.00	Edit ▾	☐
∑ **Quizzes total**		150.00	Edit ▾	
⬦ 📁 **Homework**	☑ 15.0	-	Edit ▾	All / None
⬦ 📄 Homework One	☐ 33.333	50.00	Edit ▾	☐
⬦ 📄 Homework Two	☐ 33.333	50.00	Edit ▾	☐
⬦ 📄 Homework Three	☐ 33.333	50.00	Edit ▾	☐
∑ **Homework total**		150.00	Edit ▾	
⬦ 📁 **Exams**	☑ 50.0	-	Edit ▾	All / None
⬦ 📝 Midterm One	☐ 33.333	100.00	Edit ▾	☐
⬦ 📝 Midterm Two	☐ 33.333	100.00	Edit ▾	☐
⬦ 📝 Final Exam	☐ 33.333	100.00	Edit ▾	☐
∑ **Exams total**		300.00	Edit ▾	
∑ **Course total**		600.00	Edit ▾	

Quizzes created on the course home page will be added to the gradebook automatically.

Assignments created on the course home page will be added to the gradebook automatically.

Add grade item for in-class activities.

Save changes

Move selected items to

Choose... ⬦

Move selected items to... move newly created grade items into a category.

Add grade item... for creating graded items that are not in PolyLearn, for example in-class exams.

Add category (Quizzes/Homework/Exams) allows you to weight and organize (sum) grade items. You can also drop the lowest quiz, but you cannot grade a category only item.

Add category

Add grade item

Items within a Category can also be weighted individually. For example the midterms may be weighted less than the final.

⬍ 📁 **Exams**	☑ 50.0	-		Edit ▾	All / None
⬍ 📝 Midterm One	☑ 25.0	100.00		Edit ▾	☐
⬍ 📝 Midterm Two	☑ 25.0	100.00		Edit ▾	☐
⬍ 📝 Final Exam	☑ 50.0	100.00		Edit ▾	☐
∑ **Exams total**		**300.00**		Edit ▾	

Weighting can also be applied to each item with the Natural aggregation tool. In this example "Natural" aggregation of Grade Items (Midterm 30%, Essay 25%, General 5%, Diasporic 5%, and final 35%) are weighted equally. The Weighting column requires the total to equal 100%. If the users types in numbers that do not equal 100%, PolyLearn will change the numbers to always equal 100%.

Gradebook setup

View	Setup	Scales	Letters	Import	Export

Gradebook setup	Course grade settings	Preferences: Grader report

Name		Weights ⓘ	Max grade	Actions
📁 **MU-227-01-2168**			-	Edit ▾
⬍ 📝 Midterm Exam	Add grade item for in-class activities.	☑ 30.0	100.00	Edit ▾
⬍ 📝 Essay		☑ 25.0	100.00	Edit ▾
⬍ 📝 Concert-General		☑ 5.0	100.00	Edit ▾
⬍ 📝 Concert-Diasporic		☑ 5.0	100.00	Edit ▾
⬍ 📝 Final Exam		☑ 35.0	100.00	Edit ▾
∑ **Course total**			**500.00**	Edit ▾

[Save changes]

Add grade item... for creating graded items that are not in PolyLearn, for example in-class exams.

➡ [Add category]

[Add grade item]

To learn more about the Gradbook, please see http://polylearnsupport.calpoly.edu