

# Sonis Setup Gradebook

For faculty who use the Sonis as their gradebook for all assignments.

## Audience

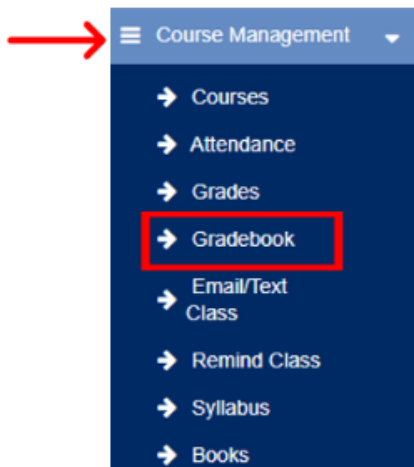
Faculty	✓
Staff	✗
Students	✗
Others	✗

## Step-by-step guide

- [Step 1: Access Gradebook](#)
- [Step 2: Access Section Setup](#)
- [Step 3: Add Weighting Scale](#)
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### Step 1: Access Gradebook

Login into Sonis and select 'Gradebook' under Course Management.



### Step 2: Access Section Setup

Select the correct 'School Year', 'Semester', and 'Course'. Allow the system to load the course.

A screenshot of the Sonis Section Setup form. It features three dropdown menus: 'School Year', 'Semester', and 'Course Section'. Each dropdown menu is currently empty, showing only a downward arrow.

Click 'SECTION SETUP' located under Course Links.

## Course Links

BROWSE GRADES

SECTION SETUP

ROSTER PDF

LINK TO COURSE PHOTOS

MY GRADEBOOK DATE RANGE

### Step 3: Add Weighting Scale

If you have a weighting scale already create go to Step 4.

Click 'ADD WEIGHTING SCALE'

SAVE SECTION WEIGHTING

SCORE LIST

EDIT WEIGHTING SCALE

ADD WEIGHTING SCALE

Type in the Weighting Description (example Course Name and Number)

#### Gradebook - Weighting Scales

Weighting ID  
Auto-Generated  
Weighting Description

Type in the percentage to the elements listed. The total must equal 100. Click 'Submit' to save the weighting scale.

Quiz/Homework	<input type="text" value="25"/>	<input type="text" value="0"/>
Summative	<input type="text" value="10"/>	<input type="text" value="0"/>
Task Assessments	<input type="text" value="15"/>	<input type="text" value="0"/>
Test	<input type="text" value="25"/>	<input type="text" value="0"/>
Workbook Assignment	<input type="text" value="25"/>	<input type="text" value="0"/>
Total		<input type="text" value="100"/>

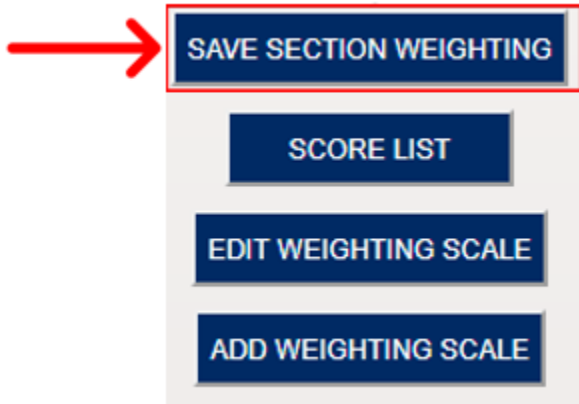
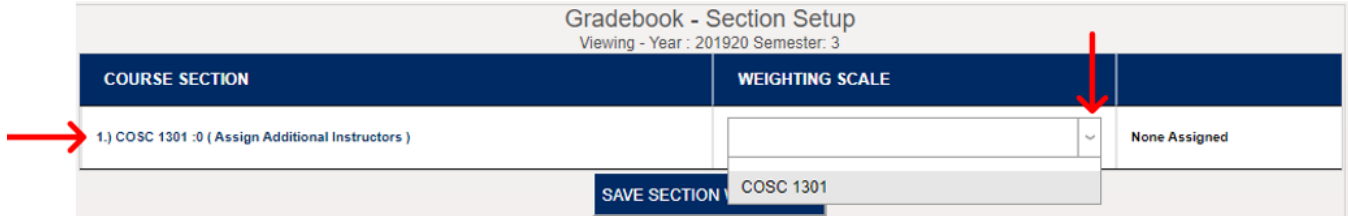
RESET SUBMIT RETURN

You will receive the following message at the bottom of the 'Section Setup' page after the new weighting element has been added.

**Weighting Scale Added.**

### Step 4: Save Weighting Scale to Course

Select the weighting scale that was added from the drop down menu on the 'Section Setup' page. After you select the correct weighting scale you must click on 'Save



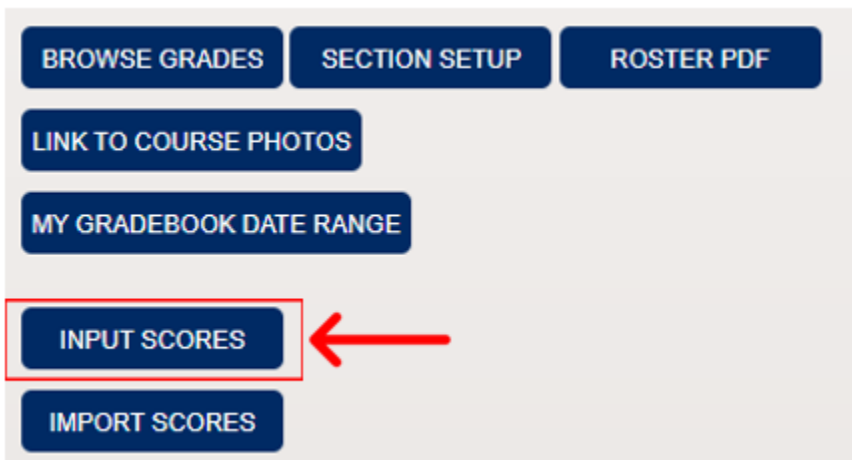
The status will change next to the course from 'None Assigned' to 'View Weighting'.



Close Window and Refresh page to see the changes.

### Step 5: Input Scores/Grades

Select the course and click on 'INPUT SCORES'



Select the 'Weighting Element' from the drop down. Type the 'Possible Score' of 100. Type in a 'Score Desc.' The 'Short Desc. is optional.

Type in scores when done select 'INPUT SCORES'.



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