

Gradebook

Instructors and students have access to a shared online Gradebook. The Gradebook is used to determine which aspects of a course should be graded and to add these items to the Gradebook as gradable items. As students complete assignments, a total point value can be added to the Gradebook. The names of the students will appear in the Gradebook after they are enrolled in the course. Instructors can post comments for each grade, grant students additional test time, create links to course content for review purposes, and view student activity in the course. It is also possible to create custom gradable items as they relate to course content, such as group projects, course participation, extra credit, assignments, and so forth. The Gradebook can be set up in either Course or Author mode.

Set Up Gradebook

There are three steps to complete when setting up a Gradebook. These steps correspond to the tabs across the top of the Setup Gradebook page. Each tab builds upon the previous tab.

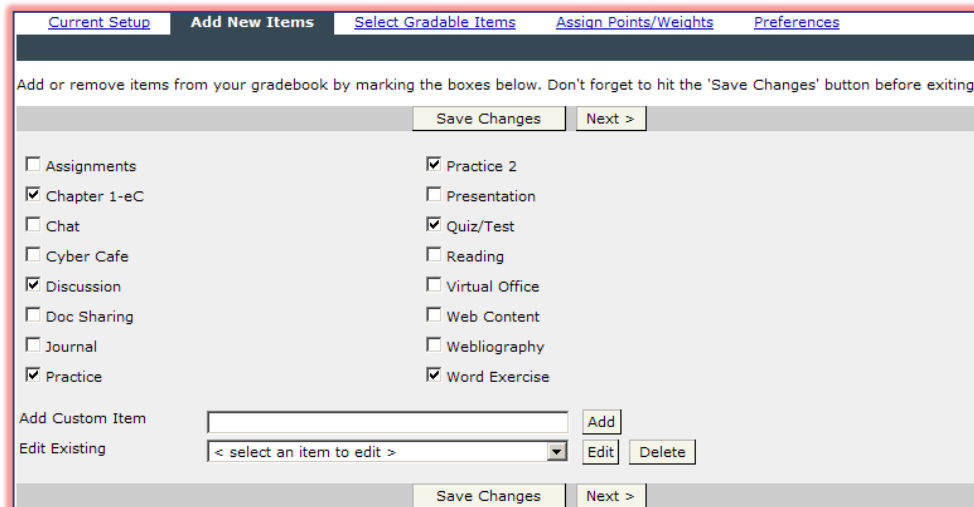
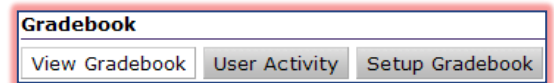
- **Add Items** – This is the area where the decision as to which Content Items and Course Tools are to show in the Gradebook.
- **Select Gradable Items** – This is where the instructor will determine which items will be assigned grades.
- **Assign Points or Weights** – This is where possible points or relative weighted percentages will be assigned to gradable items.

Add Items to Gradebook

This is the first step in setting up the Gradebook. All Content Items are added to this list automatically. It is up to the instructor to determine which items should be gradable items. Also, it is possible for the instructor to set up Custom Items in the Gradebook. When items are added to the Gradebook, the instructor is selecting which course items and course tools to display.

Add New Items

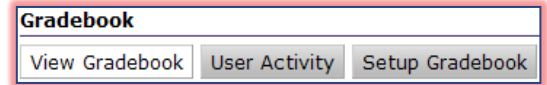
- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook** (see illustration at right).
- ❖ The **Gradebook: Current Settings** window will display.
- ❖ Click the **Add New Items** tab (see illustration below).



- ❖ Click the check box next to each item that is to display in the **Gradebook**.
 - **Exams** and **Content Items** that have a **Dropbox** assigned are selected in the list by default.
 - When an item is selected it will be visible to the instructor and the student in the **View Gradebook** area.
- ❖ Click **Save Changes**.

Add Custom Items

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook** (see illustration at right).
- ❖ The **Gradebook: Current Settings** window will display.
- ❖ In the **Custom Item** field (see illustration below), input a name for the item.



Add Custom Item

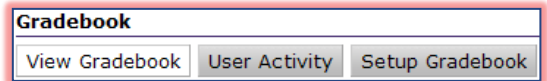
Edit Existing

- ❖ Click the **Add** button.
- ❖ The new item will display in the list of **Content Items**.
- ❖ Click the check box next to the **Custom Item** to add it to the **Gradebook**.
- ❖ Click **Save Changes**.

Select Gradable Items

The process of selecting which week or session the gradable item is to appear is the second step in the Gradebook setup process.

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Setup Gradebook** button (see illustration at right).
- ❖ Click the **Select Gradable Items** tab.
- ❖ The **Select Gradable Items** page will display (see illustration below).



[Current Setup](#) [Add New Items](#) **Select Gradable Items** [Assign Points/Weights](#) [Preferences](#)

Select gradable items by marking the boxes below. Don't forget to hit the 'Save Changes' button before exiting.

Chapter 1-eC		Home	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
All Class Members	<input checked="" type="checkbox"/>																	(select row)

Discussion		Home	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
All Class Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(select row)

- ❖ Select the weeks into which the gradable items are to appear.
 - If a check box doesn't appear for a particular content item in a given week, it means the item was not added to the Week when the course was set up.
 - Course tools are available in every Week.
- ❖ Click **Save Changes** or **Next**.

Assign Points and Weights

Once the instructor has decided which items to show in the Gradebook and in which Weeks each item is gradable, point values or possible points can be assigned to each item. From this page, it is possible to assign weighted values to content, create extra credit items, and create practice assignments by excluding an item from the course grade.

If up-to-date grades are to be calculated for students, point values must be assigned to the Gradebook item.

- **Assign Points** - The Gradebook uses this value and the students' actual achieved points to calculate grades for each student at the Content level, the Week level, and the overall course level.
- **Do Not Assign Points** - When this option is selected, nothing will display in the points possible field when the instructor or students view the Gradebook.

Assign Points

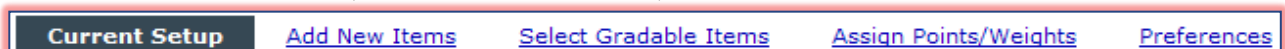
- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Setup Gradebook** tab.
- ❖ Click the **Assign Points/Weights** tab.
- ❖ Enter the possible points for each gradable item.
 - The student percentages will be calculated based on the **Total Points** assigned to each gradable item.
 - If **Insert Points** is clicked, the instructor can see the assigned points to the exam Content Items that were created.
 - If an exam has not been created in the course, the **Insert Points** link will not be available.
- ❖ Click **Save Changes**.

Weighted Values

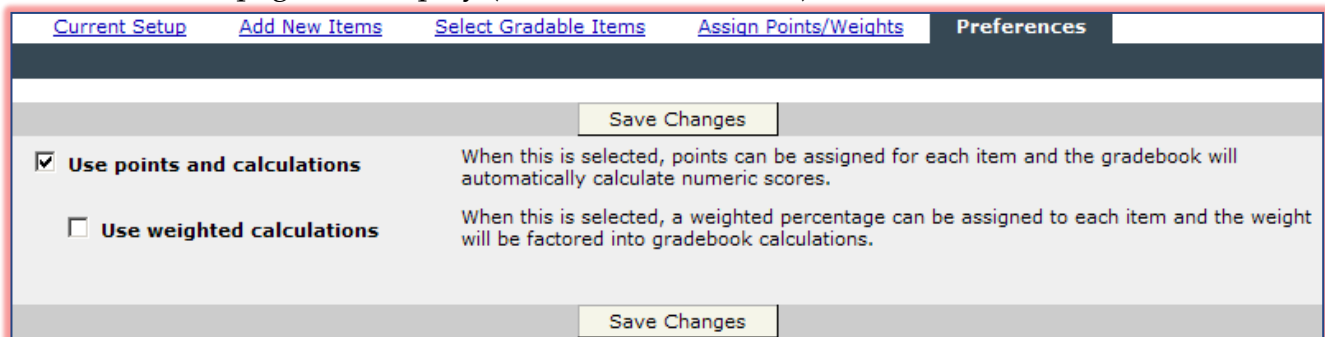
Before Weighted Values can be assigned to a Content Item the proper preferences must be set.

Set Gradebook Preferences

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook**.
- ❖ Click the **Preferences** tab (see illustration below).



- ❖ The **Preferences** page will display (see illustration below).



- ❖ Click the check box for the appropriate option. These are:
 - **Use points and calculations** - This item should be selected when points are to be assigned for each item in the Gradebook. The Gradebook system will automatically calculate numeric scores.

- **Use weighted calculations** – Click this checkbox to assign a weighted percentage to each item in the Gradebook. The weight will be factored into Gradebook calculations.
- ❖ Click **Save Changes**.

Apply Weighted Values

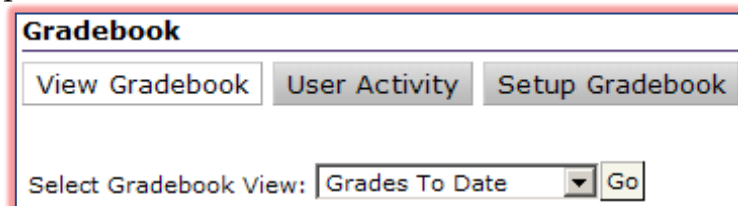
- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Setup Gradebook** tab.
- ❖ Click the **Assign Points/Weights** tab.
- ❖ Enter a **Weighted Percentage** for each gradable item.
- ❖ Click **Save Changes**.
 - The sum of the weighted percentages should equal 100 percent.
 - Always assign weighted percentages to the items that are to be counted toward the final course grade.
 - If the Weighting feature is turned on and a weight percentage is not assigned, the item will not be counted toward the final course grade. The item will carry a weight of 0 percent.

Assign and Change Grades

After the Gradebook is set up, the instructor can enter grades and comments into the Gradebook. The Gradebook system will then calculate and display up-to-date letter and numeric grades for each student. It is not necessary to add both a Numeric and Letter grade. Once the grades have been entered they can then be exported to a regular worksheet application. In addition to assigning grades, it is possible for the instructor to reset a test or quiz so that a student can retake it. Additional time can also be granted for a test or quiz for those students who need it.

Assign Grades to All Students for a Single Content Item

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **View Gradebook**, if necessary.
- ❖ In the **Select Gradebook View** list, select the **Week** for which the grades are to be assigned or click the **Show All** option.



- ❖ Click **Go**.
- ❖ Locate the **Content Item** that is to be graded.
- ❖ To record grades for all students in the course, click the link at the top of the column for the item, such as Discussion (see illustration below).

Week 1: Week 1			
	Chapter 1-eC	Discussion	Practice 2
Gallop, Lance	--	*	*
Metz, Robert	--	40/50 B-	*

- ❖ Enter a numeric grade, a letter grade, or both for each student.
- ❖ Click **Save Changes**.

Change Student Grades

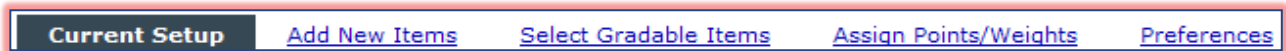
- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the student's name to display grades for that student.
- ❖ Click on the score that is to be changed.
- ❖ Make changes to the grade or add comments as needed.
- ❖ Click **Save Changes**.
- ❖ The changes will be reflected in the Gradebook.

Assign Extra Credit

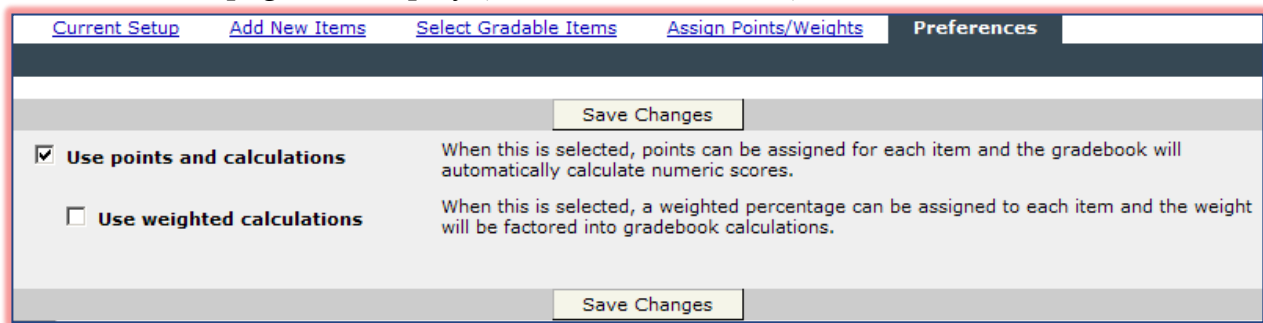
To assign extra credit for a Content Item, the points and calculations setting in the Gradebook must be selected. For extra credit items, Gradebook includes the extra credit points the student receives in calculations for total points possible for the course.

Set Gradebook Preferences

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook**.
- ❖ Click the **Set Preferences** tab (see illustration below).



- ❖ The **Preferences** page will display (see illustration below).

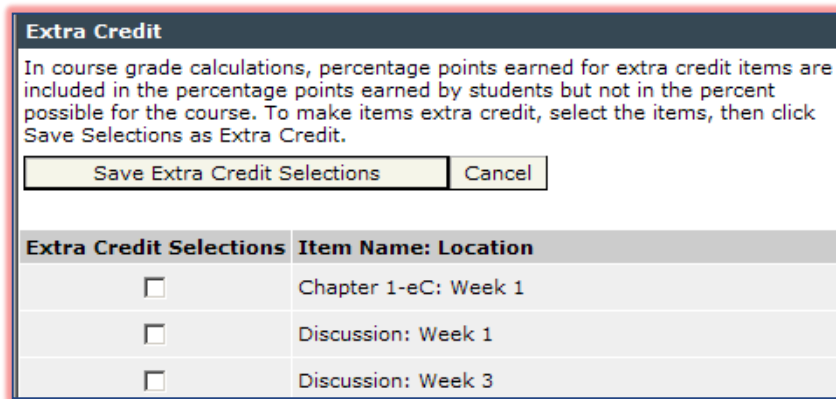


- ❖ Click the check box for the appropriate option. These are:
 - **Use points and calculations** - This item should be selected when points are to be assigned for each item in the Gradebook. The Gradebook system will automatically calculate numeric scores.
 - **Use weighted calculations** - Click this checkbox to assign a weighted percentage to each item in the Gradebook. The weight will be factored into Gradebook calculations.
- ❖ Click **Save Changes**.

Make an Extra Credit Item

- ❖ Click **Gradebook** in the **Tools Menu**.
- ❖ Click **Setup Gradebook**.
- ❖ Click the **Assign Points/Weights** tab (see illustration above).
- ❖ Click **Extra Credit**.

- ❖ The **Extra Credit** window will display (see illustration below).



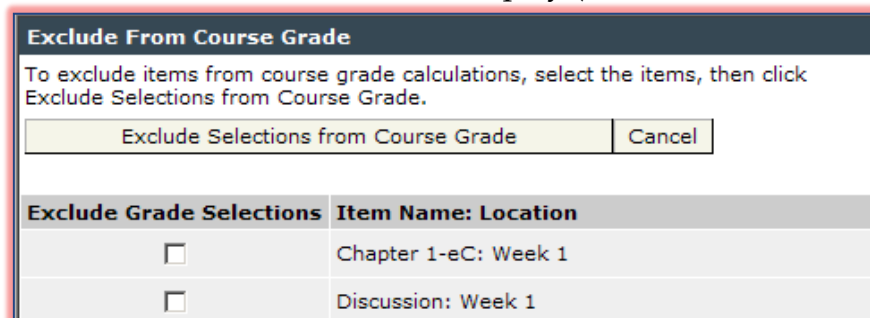
- ❖ A list of the gradable items for the course will appear.
- ❖ Click the check box beside the item(s) for which extra credit is to be assigned.
- ❖ Click **Save Extra Credit Selections**.
- ❖ An **Extra Credit** symbol will appear next to the item (see illustration at right).



Exclude Grades

This option is used when a grade is to be assigned for a Content Item but the grade is not to be included in the final course grade. This is an excellent feature for practice assignments where a grade is assigned, but is not to be included in the final course grade. The **Points/Calculations** setting must be selected in Gradebook Preferences in order to use this feature.

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook**.
- ❖ Click the **Assign Points/Weights** tab.
- ❖ Click **Exclude from Course Grade**.
- ❖ The **Exclude From Course Grade** window will display (see illustration below).



- ❖ Click the items in the list with point values that are not to be included in the final course grade.
- ❖ The excluded items will display with the symbol as shown in the illustration at the right.
- ❖ Click **Exclude Selections from Course Grade** to exclude this item from the Gradebook.

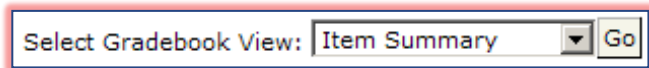


Export Grades

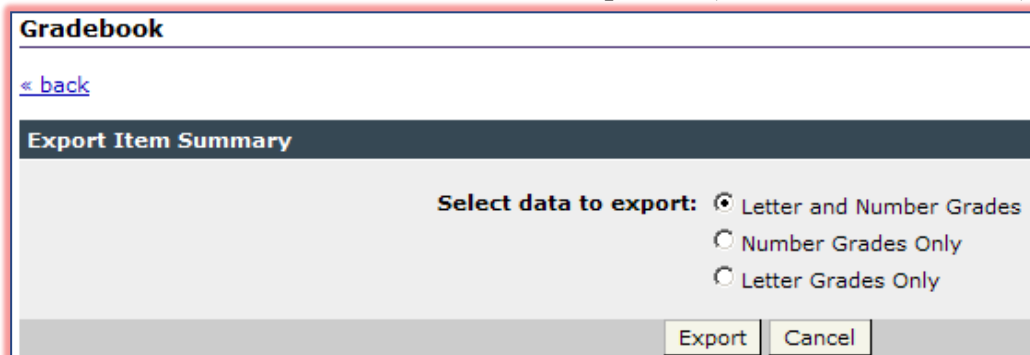
The current view of a Gradebook can be exported to a comma-separated (.csv) file. The Gradebook can then be opened in any spreadsheet application. Doing this will allow the instructor to take advantage of standard spreadsheet functions such as calculating means, median, average, and other statistical calculations. To Export the entire Gradebook, run the export from the **Show All** view. Instructors will be given the option of exporting both letter and number grades if both have been assigned in the Gradebook.

Export the Current View of the Gradebook

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ In the **Select a Gradebook View** list (see illustration below), select the view that is to be exported.



- ❖ Click **Go**.
- ❖ The **Gradebook** page will change to the selected view.
- ❖ Click **Export View**.
- ❖ Select the format in which the Gradebook is to be exported (see illustration below).



- **Letter and Number Grades** - This option will export the current view with Letter grades and Number grades in separate columns.
- **Number Grades Only** - Use this option to export the current view with Number grades only.
- **Letter Grades Only** - Select this option to export the current view with Letter grades only.
- ❖ Click **Export**.
- ❖ The **File Download** dialog box will appear.
- ❖ Click the **Save** button.
- ❖ The **Save As** window will display.
- ❖ Select a name and location for the exported Gradebook file.
- ❖ Click **Save**.
 - The current view of the Gradebook file will be saved with the **.csv** file extension.
 - Any spreadsheet program can be used to open the file.

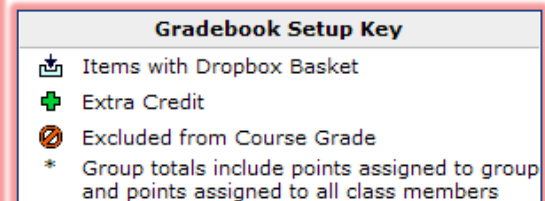
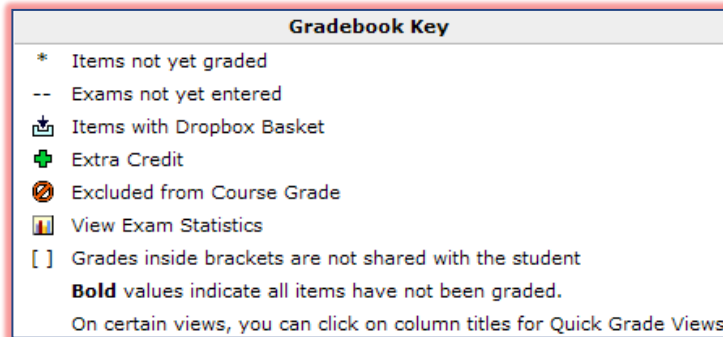
Preview Gradebook Settings

The Current Setup tab can be clicked at any time while the Gradebook is being set up to preview what the Gradebook will look like and how it will display. The Current Setup tab shows the content items that the instructor has added to the Gradebook. If a content item has been identified as gradable in a particular Week, the points possible for the item will appear in the appropriate week. The weight percentage will also appear for each item if apply weighting to content items has been specified. The weight percentage for each item displays above the point total. At the top of the current setup, a summary of course points and weighted percentages will appear.

If the Gradebook is being setup for the first time, it will be empty. Any exams or items associated with a Dropbox will automatically appear in the Gradebook even if the Gradebook was not set up previously.

Gradebook Keys

At the bottom of the Gradebook is a list of symbols that might appear for each item. The Gradebook identifies items with a Dropbox associated with them, extra credit items, or items that have been excluded from the course grade. The Gradebook Setup Key or the Gradebook Key can be viewed at the bottom of the Current Setup or View Gradebook windows. The illustrations below show the keys that are available for the Gradebook. These keys are provided for instructors who need help with identifying what each of the symbols means.



- ❖ A horizontal line (--) in the Current Gradebook Setup means that the instructor has marked the item as gradable for that Week or Content Item. However, the assigned points for the item have not been recorded.
- ❖ A horizontal line beside the percent (%) sign means the item has been identified as weighted but that the instructor has not yet assigned the weighted percentage to the item. This will only appear if weighting is turned on.
- ❖ Grades that appear in brackets [] identify graded items that are not being shared with the student.

Quick Grade View

This view is the most efficient way to add grades to the Gradebook. It enables the instructor to assign grades for all students for a single content item.

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Locate the **Content Item** to which the grade is to be assigned.
 - The grade can be located from any Gradebook View.
 - However, it might be easiest to locate the item in the Week View.
- ❖ Click the **Content Item** to which the grade is to be assigned.
- ❖ The **Quick Grade** window will open (see illustration below).

Week 1: Discussion				Save Changes
	Numeric Grade 50 pts.	Letter Grade	Share w/ Student?	Comments
Gallop, Lance	<input type="text"/> pts.	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Metz, Robert	40 pts.	B-	<input checked="" type="checkbox"/>	Some comments from
	50 pts.			

Save Changes

- ❖ A list of student names will appear in the window.
- ❖ Enter a **Numeric** or **Letter** grade for each student.
 - Only a letter grade can be entered when in Item Summary view.
 - The weighted grade and numeric grade reflects a compilation of multiple content item scores when in Item Summary view.

- If a Dropbox is associated with the grade that is being entered, additional fields will appear in the Quick Grade View.
 - **Dropbox Status** – This field shows the instructor whether the item is listed in the **Inbox** or **Outbox** within the Dropbox.
 - **Return to Student** – This check box should be selected for the instructor to have the option of returning assignments to all students at the same time or whether all assignments are to be graded before returning any assignments.
- ❖ Enter a **Comment** for the student, if desired.
- ❖ Click **Save Changes**.

Reset the Exam or Grant Additional Time

Occasionally an instructor may need to reset an exam for a student or grant a student additional time to take the exam. If a student loses Internet connection while taking an exam, the system will think the student has already completed the exam. If the exam has been set so the student can only take it once, the student will not be able to retake it once the program thinks he has completed it.

- **Reset the Exam** – This option will clear all saved information from the individual exam database. The user will then be able to begin the exam again.
- **Grant Additional Time** – This option will allow a student to access the exam again for the amount of time specified. Previously saved exam information will still be there. The student will be able to start the exam again.

Reset an Exam

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Select a **Gradebook View** from the list.
- ❖ Click **Go**.
- ❖ All the items in the selected **Gradebook View** will display.
- ❖ Click the score for the student whose exam is to be reset.
- ❖ Click **Clear Answers**.
- ❖ Click **Save & Close**.

Grant Additional Time

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Select a **Gradebook View** from the list.
- ❖ Click **Go**.
- ❖ All the items in the selected **Gradebook View** will display.
- ❖ Click the exam for which additional time is to be granted.
- ❖ In the **Grant additional minutes** field, enter the amount of time the student will be allowed to complete the exam.
- ❖ Click **Grant**.
- ❖ Click **Save & Close**.

View Grades

When the Gradebook is opened, the default view is Grades to Date. This view shows the name of each student in the course along with the current grade for that student. By default, Gradebook Preferences are set to display points and automatic calculations. The instructor can change these settings using Gradebook Preferences. Information on setting preferences can be found earlier in this document.

View Student Grades

The View Gradebook page provides the instructor with various ways to view grades for individual students for all students in the course.

View Individual Student Grades

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click on the name of the student whose grades are to be viewed.
- ❖ Scores for the selected student should display.
- ❖ To open a specific gradable item for the student:
 - Click the score for the student in the Gradebook if the item has been graded.
 - Click the asterisk sign if the item has not been graded.

View Student Work While Assigning Grades

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click on the name of the student whose grades are to be viewed.
- ❖ Click the asterisk (*) sign under the Content Item that is to be graded.
- ❖ Click **Expand**. This option is only available for some content items.

View a Summary Grade Report

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Select Gradebook View** list.
- ❖ Click **Item Summary**.
- ❖ Click **Go**. A summary score for all content items, course tools, and custom course items for the student will display.

View Final Grade Report

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Select Gradebook View** list.
- ❖ Click **Final Grade Report**.
- ❖ Click **Go**.
 - The **Total Achieved Points** cannot be changed in this screen.
 - It is possible to edit the final grade for the student.

View All Grades

This view is a combination of **View by Unit** and **Detailed Grade Report**. This is a good view to choose when the Gradebook is to be exported as a spreadsheet. The instructor should avoid using this view for day-to-day grading.

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Select Gradebook View** list arrow.
- ❖ Click **Show All**.
- ❖ Click **Go**.
 - This view will display the grades by Week first.
 - The grades will then display by Content Item, and then by Course Tool.

View Grades by Week

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Select Gradebook View** list arrow.
- ❖ Click an individual **Week** in the course.
- ❖ Click **Go**.

- ❖ Click the **Content Item** to open the **Quick Grade** view for the item.

View Final Course Grades

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Select Gradebook View** list arrow.
- ❖ Click **Grades to Date**.
- ❖ Click **Go**.
 - The **Total Achieved Points** for students cannot be edited in this view.
 - It is possible to edit the final letter grade and to add comments for the student.

View Gradebook-Student

Instructors can view the grades in the course in the same view as students in the course by going to **Course** mode. This view can also be used to view the grade of one particular student.

View by Unit

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click on the name of the student.
- ❖ Grades will be listed by **Week**, which is what the student will see.
 - **Points/Grade** - This option displays the student's numeric and/or letter score for the item.
 - **Earned to Date** - This option relates the score for the item to the rest of the course grade. It takes into consideration extra credit and excluded items. If weighting is turned on, the weighted percentage of the item will be displayed.
 - **Possible for Course** - This option will list the total possible points for the course. The points/percentage that is remaining for items that the student hasn't completed yet will be displayed.
- ❖ A specific gradable item can be opened by clicking the student's score for the item.

View by Item

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click on the name of the student.
- ❖ In the **View Gradebook by** list, click **Item**.
 - A summary score for all content items, course tools, and custom course items for the selected student will display.
 - This option for viewing is also available to students.