

## Grades

The Grades tool allows you to customize your grade book for your course. The grades tool will give you the ability to:

- Customize your grade setup through personal options, grade schemes and choosing an appropriate final grade calculation method,
- Manage Grades, and;
- Import grades from, and export grades to, CSV files.

### Setting up Your Grade Book: an Overview

Setting up your grade book will consist of:

1. Completing the Grade setup:
  - Customizing your personal viewing options
  - Creating and selecting a grade scheme
  - Choosing an appropriate course grading system
2. Managing Grades:
  - Creating categories and assessment items
  - Entering and modifying grades
  - Customizing grades list viewing options
  - Reordering and deleting grades
  - Importing grades from a CSV file
  - Exporting grades to a CSV file

### Accessing the Grades Tool

To access the grades tool from your **Course Home** page:


Select the **Grades** link on the top navigation bar. The Manage Grades screen will then appear with nine icons: *Grades List, New Item, New Category, Order, Delete Items, Import/Export, Grades Setup, Edit all Grade Items, and Help.*

When entering the Grades tool for the first time, the system will indicate to you that:

- A) a grading system has not been selected, and
- B) a grade scheme has not been selected.

### Customizing Your Grade Setup

Customizing your grades setup will enable you to modify your personal viewing options, create and select a grading scheme, and choose an appropriate course grading system.

Click on the grade setup icon ().

The **Grade Setup** icon displays three areas – *personal, grade schemes, and grade calculation*.



Figure 1: Grades List page

Click on Grades Setup to begin customizing your grade book.

**Personal**

The Personal area will allow you to customize and update your personal viewing options for the grade list. For example, you can choose whether you want to view the student’s username, ID and/or email address in the grades list by checking off the appropriate boxes. You can also setup what details you would like shown on the grades list page, colours, percents, weights/points, etc. Keep in mind that this is a personal view and does not affect the student view. Repeat final grade at start will show you the final grade column as the first and last column on the Grades List screen.

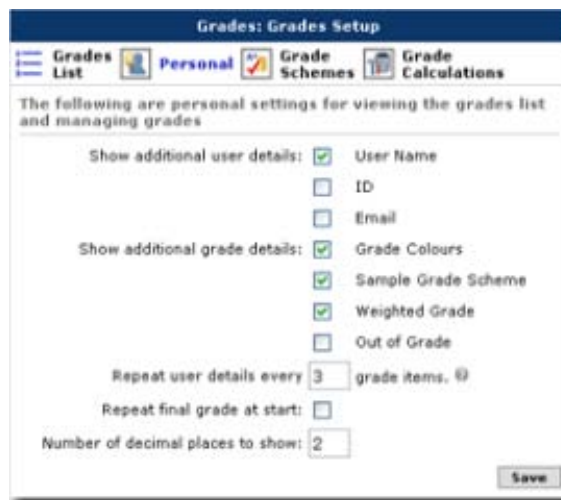


Figure 2: Grade Personal options page




**Grade Schemes**

The Grade Schemes area will allow you to create a new grade scheme or choose an existing grading scheme. We will now explore:

- Creating a New Scheme
- Selecting a Grade Scheme
- Deleting Grade Schemes

A grade scheme can be across your entire organization, available to a single course, and down to a specific grade assessment item.

**Creating a New Scheme**

1. To create a new grade scheme, click on the New Scheme icon (  ) located at the top of the screen.
2. Enter in a name for the scheme. E.g. COMP101 – Campbell.
3. Enter in a short name (optional). E.g. C1.
4. Enter in a symbol type in a symbol (E.g. A, B, C, D, E) in each symbol text box, a corresponding percentage and colour for each grade range.
5. To add more range options, click on the Add button (  ) on the bottom. To remove range options, click on the remove option (  ).
6. You will be prompted to save your changes. Click on **Save**.

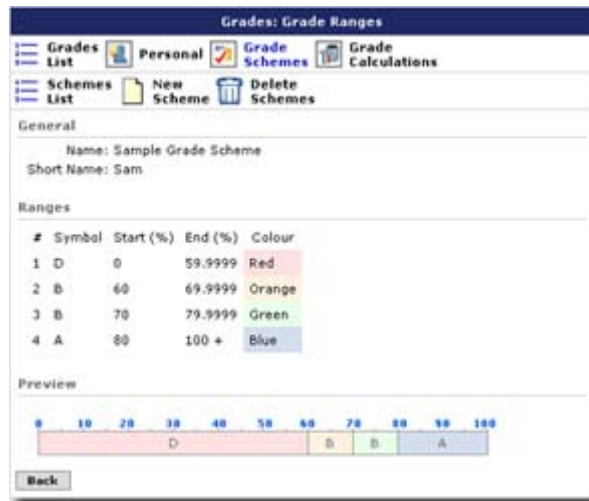


Figure 3: Sample Grade Scheme

**Selecting a Default Grade Scheme**

Once a grade scheme has been created, it will appear in the *Schemes List*. The schemes list is located under the Grade Schemes area.

The schemes list provides you with a listing of all existing schemes at the organizational and course offering levels. Organizational schemes are created at the organizational level. Course schemes, on the other hand, can be created on a course by course basis.

To setup a default scheme for your course, simply select the circle beside your desired scheme. The default scheme will be used unless you override it at the assessment item level.

To select a default grade scheme for your course, select the circle beside the scheme.

To view the details of a Grade Range scheme, click on the blue title.

You will be shown the scheme range info as well as a graphical preview.

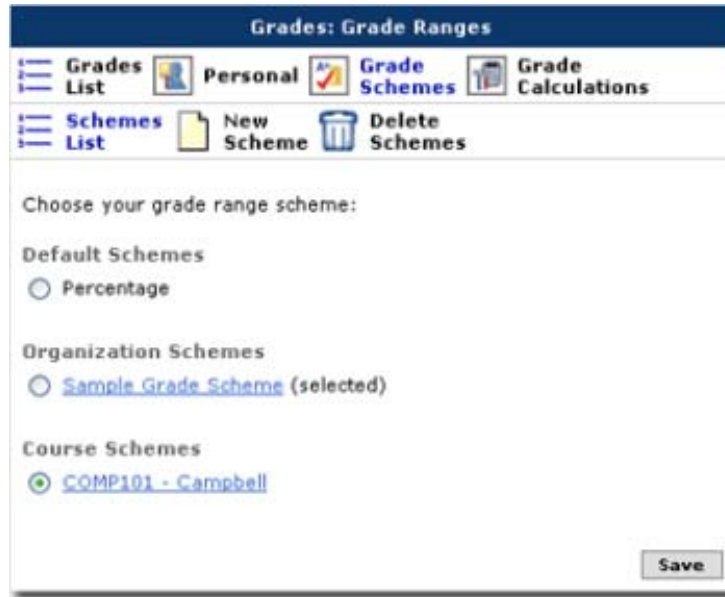


Figure 4: Selecting a Grade Scheme

### Deleting Schemes

To delete a grade scheme, select the box beside the grade scheme(s) you want to delete. Once selected, click on "delete checked". You will not be able to delete a scheme if that scheme is in use. Remove the scheme from the items utilizing it and then delete.

### Grade Calculations

The Grade Calculations area within the Grade Setup will allow you to choose an appropriate grading system and final grade calculation method.

### Choosing a Grading System

There are currently two options for course grading systems. To choose a grading system, select the circle beside the system you wish to use for your course.

#### a. *Weighted System*

Under the '**weighted**' system, grade categories are assigned a weight as a percentage of the final grade, and grade items are assigned a weight as a percentage of their parent category (or of the final grade if they have no parent category). The grade book will show warnings on the screen if the categories/items do not add up to 100%. You can choose to ignore these warnings and operate with your grade book without a total weight of 100%, however the final grade calculation will calculate with the assumption of 100%.

Example:

**Assignments Category = 20% of final grade**  
 Assignment 1 Item = (50% of Assignments)

Assignment 2 Item = (50% of Assignments)  
**Final Exam Item = 80% of final grade**

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Final Grade = out of 100%

b. *Points System*

Under the '**points**' system, items are given a weight in points. Categories are then weighted by the sum of the points of their child items and the final grade becomes the total number of points of all the items.

Example:

**Assignments Category = 40 points**  
 Assignment 1 Item = 20 points  
 Assignment 2 Item = 20 points  
**Final Exam Item = 200 points**

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Final Grade = out of 240 points

### Selecting a Final Grade Calculation Option

There are two options when calculating the final grade for the course: Including Non-Graded Items in Final and Automatically Keep Final Grade Updated.

**A. Include Non-Graded Items in Final** determines that when you are calculating a user's final grade, it will treat items with no grade entered as a grade of 0 for that item. If decide to leave this box unchecked, grade items without a grade will be ignored when the final grade is calculated.

**Note:** *If this option is changed after the initial calculation, all final grades will become out of date and will require re-calculation.*

### B. Automatically Keep Final Grade Updated

After you have calculated the final grade and you make changes to the initial calculated items/users you will need to re-calculate the final grade unless you check this option. If this is checked the final grade is automatically re-calculated. This will ensure that all final grades are current. If you choose not to keep the final grade updated, you will have to manually update your grades by: clicking on the grades/points icon beside the Final Grade column, and selecting the calculator icon in the FINAL GRADE assessment item.

### Grade Setup is now complete!

You can now begin to add your categories and assessment items. Click on the *Grades List* icon on the left hand side.

### Manage Grades


After the Grade Setup is completed, you may return to the main grades list screen to add categories and assessment items. Some of the features we will be covering in this section are:

1. Create new categories
2. Create new items
3. Edit all grade items
4. Delete grade items
5. Import/Export grades

## Creating New Categories

Categories allow you organize and group your assessment items into sections. For example, you may choose to group all of your assignments together under a category labelled, "Assignments".

Categorizing grade items will keep your grade book organized. You can also create categories for tests, papers, discussions, participation, etc.

To create a new category in your grade book, click on the **New Category** icon () located in the middle of the screen. We can create new categories for points and weighted grading system options.

## Creating a New Category Using the Points System

Using the Points system, categories allows you to group assessment items into logical divisions. For example, discussions, assignments, papers, quizzes, etc.

The category section has three areas: **Properties**, **Grades**, and **Statistics**. Under Properties you can setup:

1. A **Name** for the category e.g. Assignments.
2. A **Short Name** (optional) e.g. Assign.
3. Preference for displaying statistical information to users:
  - a. **Display class average for this category to users** will show the users a graphical representation of the class average for this category. Check off the box to enable students to view the class average.
  - b. **Display grade distribution for this category to users** will show the users a grade distribution graph. Check off the box to enable students to view the grade distribution for this category.
4. **Grading Information:**
  - a. The category points will be equal to the sum of the assessment items you create underneath this category.
  - b. By checking the box beside **Allow category grade to exceed total points**, you are allowing the total points of the assessment items in the category to exceed the maximum points allotted.
  - c. By typing numbers in the text fields, you can also choose the number of highest or lowest grades to drop from the final grade.
5. Select a **Grading Scheme** from the drop-down menu.
6. Enter a **Description** for the category. You can use HTML in the field by selecting the **in HTML** checkbox.
7. Click **Save** when finished. If you want to create another new category, click on **Save & New**.

### Scenario:


An "Assignments" category has been created and within the category there are two assessment items, Assignment 1 and Assignment 2. Both assignments are out of 10 points each and both items are allowed to exceed the maximum points allotted for the item.

Student A receives 12/10 and 11/10 on the assessment items. By checking "Allow grade to exceed maximum on the category" option, Student A will receive 23/20. Not checking the box, the student receives 20/20 even though the assessment items are allowed to exceed the maximum.

### Creating a New Item Using the Points System

New assessment items can be created using the points system within a category or stand-alone within the grade book.

You can create a new grade item in one of two ways:

1. Selecting the **New Item** icon (  ) on the main grades list page.
2. Selecting the **[Create Item]** link underneath the Category heading in a column.

Once you have clicked, a new item section will appear with three other areas: **Properties**, **Grades**, and **Statistics**. We will be looking at the Properties area first. The properties page options will be determined by the assessment type. So we will look at each assessment type separately.

The five different types are:

Type	Expected Output	Scenario
Numeric Assessment Item	Each user receives a designated number.	8 out of 10 points on Assessment Item A.
Checkbox Assessment Item	The user will either get the full point value or no points awarded.	The assessment item has a point value of 10; User A completed the project so they are awarded a check, which equates to a full 10 points. User B did not complete the project, no check, no points awarded. A pass or fail grade item.
Selectbox Assessment Item	The user will receive a symbol and associated grade from a grade scheme.	Your scheme is "Achievement Grade", where Poor=0, Good=60, Great=80, etc., the point value of this assessment item is 10. When a user is given a Good, the user receives 6/10; the user who receives a Great is assigned 8/10.
Text Assessment Item	The user will receive a text comment inputted by you.	User A will receive "Great job", User B receives "Needs more work". No point values are awarded.
Calculated Assessment Item	The user will be able to view an assessment item that totals up various assessment items.	Typically used for release of mid-term grades. "Mid-term" assessment item is equal to the sum of the assessment items selected.

We will now look at creating an assessment item for all five types as well as some common things across all types.

## Common Features across all Assessment Items

All assessment items require a **Name** entered for the assessment item. You can also add an optional **Short Name** which is displayed on the Grades List page and in all areas involved in grading users. If you choose to enter in a Short Name, make sure you create one that is clear and concise.

**Status** will allow you to determine whether you want an assessment item to appear to users.

**Date Restriction** allows you to release the grade item and grades entered to the users on a specific date, as well as remove the item after a specific end date.

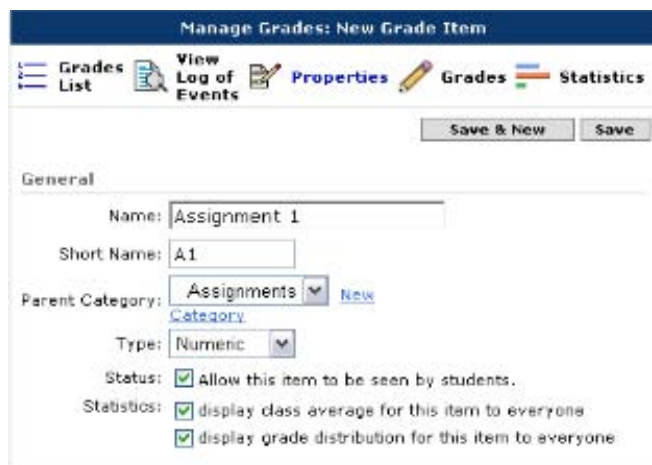
You can also enter a detailed **Description** for the item. This description will be showed to each user in their grade book. You can use HTML in the field by selecting the **in HTML** checkbox. Ensure to select the on button to initial the description for the student view.

Click **Save** when finished. If you want to create another new assessment item, click on **Save & New**.

## Numeric Assessment Item

*Each user receives a designated number. 8 out of 10 points on Assessment Item A.*

**Select a Parent Category.** If the item is part of a category that you have created (e.g. Assignments) choose the category from the category drop-down menu. Selecting the appropriate category will ensure the item will appear under the category in a column of the Grades List. If the assessment item does not belong to a category, leave the **Parent Category** as "None". Leaving the category as "None" will simply add the item you are creating into its own column within the grades list (without a category heading, since it is not part of a category). For example:



The screenshot shows a web form titled "Manage Grades: New Grade Item". At the top, there are navigation links: "Grades List", "View Log of Events", "Properties", "Grades", and "Statistics". Below these are two buttons: "Save & New" and "Save". The main form area is titled "General" and contains the following fields and options:

- Name:** Text input field containing "Assignment 1".
- Short Name:** Text input field containing "A1".
- Parent Category:** A dropdown menu currently set to "Assignments", with a "New" link and a "Category" link below it.
- Type:** A dropdown menu set to "Numeric".
- Status:** A checked checkbox with the label "Allow this item to be seen by students."
- Statistics:** Two checked checkboxes: "display class average for this item to everyone" and "display grade distribution for this item to everyone".

Figure 5: Selecting a parent category

Choose **Numeric** from the drop-down of Types.

Setup a preference for displaying statistical information to users:

- a. **Display class average for this item to users** will show the users a graphical representation of the class average on this item.
- b. **Display grade distribution for this item to users** will show the users a grade distribution graph.

Enter the number of **Points** that the item contributes towards the final grade. If utilized, **Allow grade to exceed points** allows the user to receive higher grade on the item.

**Example of use:** Student A receives 11/10 on the item. The item has a points value of 10, with the exceed points checkbox checked. The student would have 11 points counting towards their final grade. If the checkbox is not selected, the student would receive 10.

**Bonus Item** points are not added to the total possible points for the course, but any points earned in this column will be added to the points earned by a user.

**Grade Scheme** allows you to choose which scheme the assessment item uses. By default, the item will use the Default Scheme (see the Grade Schemes section on page 2 for setting up schemes) or you can choose from the drop-down a different scheme. For example, if your default scheme is percentages but this item is simply a pass or fail, you can create a scheme that uses two ranges pass or fail and choose it here.

The **Display Options** are initially setup in the Grades Setup area (see page 2) but you can override them here.

### Checkbox Assessment Item

*The user will either get the full point value or no points awarded. The assessment item has a point value of 10; User A completed the project so they are awarded a check, which equates to a full 10 points. User B did not complete the project, no check, no points awarded. A pass or fail grade item.*

**Select a Parent Category.** If the item is part of a category that you have created (e.g. Assignments) choose the category from the category drop-down menu. Selecting the appropriate category will ensure the item will appear under the category in a column of the Grades List. If the assessment item does not belong to a category, leave the **Parent Category** as "None". Leaving the category as "None" will simply add the item you are creating into its own column within the grades list (without a category heading, since it is not part of a category).

Choose **Checkbox** from the drop-down of Types.

Setup a preference for displaying statistical information to users:

- a. **Display class average for this item to users** will show the users a graphical representation of the class average on this item.
- b. **Display grade distribution for this item to users** will show the users a grade distribution graph.

Enter the number of **Points** that the item contributes towards the final grade. **Bonus Item** points are not added to the total possible points for the course, but any points earned in this column will be added to the points earned by a user.

**Grade Scheme** allows you to choose which scheme the assessment item uses. By default, the item will use the Default Scheme (see the Grade Schemes section on page 2 for setting up schemes) or you can choose from the drop-down a different scheme. For example, if your default scheme is percentages but this item is simply a pass or fail, you can create a scheme that uses two ranges pass or fail and choose it here.

The **Display Options** are initially setup in the Grades Setup area (see page 2) but you can override them here.

### Selectbox Assessment Item

*The user will receive a symbol and associated grade from a grade scheme. Your scheme is "Achievement Grade", where Poor=0, Good=60, Great=80, etc., the point value of this assessment item is 10. When a user is given a Good, the user receives 6/10; the user who receives a Great is assigned 8/10.*

**Select a Parent Category.** If the item is part of a category that you have created (e.g. Assignments) choose the category from the category drop-down menu. Selecting the appropriate category will ensure the item will appear under the category in a column of the Grades List. If the assessment item does not belong to a category, leave the **Parent Category** as "None". Leaving the category as "None" will simply add the item you are creating into its own column within the grades list (without a category heading, since it is not part of a category).

Choose **Selectbox** from the drop-down of Types.

Setup a preference for displaying statistical information to users:

- Display class average for this item to users** will show the users a graphical representation of the class average on this item.
- Display grade distribution for this item to users** will show the users a grade distribution graph.

Enter the number of **Points** that the item contributes towards the final grade. **Bonus Item** points are not added to the total possible points for the course, but any points earned in this column will be added to the points earned by a user.

**Grade Scheme** allows you to choose which scheme the assessment item uses. By default, the item will use the Default Scheme (see the Grade Schemes section on page 2 for setting up schemes) or you can choose from the drop-down a different scheme. For example, if your default scheme is percentages but this item is simply a pass or fail, you can create a scheme that uses two ranges pass or fail and choose it here.

The **Display Options** are initially setup in the Grades Setup area (see page 2) but you can override them here.

### Text Assessment Item

*The user will receive a text comment inputted by you. User A will receive "Great job", User B receives "Needs more work". No point values are awarded.*

**Select a Parent Category.** If the item is part of a category that you have created (e.g. Assignments) choose the category from the category drop-down menu. Selecting the appropriate category will ensure

the item will appear under the category in a column of the Grades List. If the assessment item does not belong to a category, leave the **Parent Category** as "None". Leaving the category as "None" will simply add the item you are creating into its own column within the grades list (without a category heading, since it is not part of a category).

Choose **Text** from the drop-down of Types.

### Calculated Assessment Item

*The user will be able to view an assessment item that totals up various assessment items. Typically used for release of mid-term grades. "Mid-term" assessment item is equal to the sum of the assessment items selected.*


Choose **Calculated** from the drop-down of Types.

Place checkboxes beside the grade items you wish to include in the calculated column.

Click **Save** when finished. If you want to create another new assessment item, click on **Save & New**.

### Creating a New Category Using the Weighted System

Categories allow you organize and group your assessment items into sections. For example, you may choose to group all of your assignments together under a category labelled, "Assignments".

To create a new category in your grade book, click on the **New Category** icon () located in the middle of the screen.

Using the **weighting** system, categories allow you determine the amount a category contributes to the final grade. For example: the final exam in your course may be worth 30% of the user's total final grade.

Within the **New Category** three areas will appear: **Properties**, **Grades**, and **Statistics**. Under the properties area, you can enter in:

1. A name of the category into the **Name** field, e.g. Assignments.
2. A short name into the **Short Name** field (optional).
3. Preference for displaying statistical information to users:
  - a. **Display class average for this item to users** will show the users a graphical representation of the class average on this category.
  - b. **Display grade distribution for this item to users** will show the users a grade distribution graph.
4. Enter the amount that this category contributes to the final grade in the **Weight** field. By checking the box beside **Allow category grade to exceed weight**, you are allowing the users to receive a higher weight in the category than the allotted weight. Placing a check beside **Distribute weight evenly across all items in the category** will automatically divide up the number of items in the category to have equal weight when you add a new item.
5. If used, enter the number of highest or lowest grades to drop from the category. The system will automatically drop the assessment item from the final grade calculation.
6. Enter in a detailed description about the category into the **Description** field. You can use HTML in the field by selecting the **in HTML** checkbox.
7. Click **Save** when finished. If you want to create another new assessment item, click on **Save & New**.

**Scenario:**

You have created an "Assignments" category and there are two assessment items, Assignment 1 and Assignment 2, both worth 50% of the category. Both items are also allowed to exceed the weight allotted for the item. Student A receives 100% on Assignment 1 and 110% on Assignment 2. By checking **Allow category grade to exceed weight**, Student A will receive 110% on the assignment category. Not checking the box, the student receives 100% even though the assessment items are allowed to exceed the maximum weight.

**Creating a New Item Using the Weighted System**

New assessment items can be created using the points system within a category or stand-alone within the grade book.

There are two ways to create a new item:

1. Selecting the **New Item** icon (  ) under manage grades.
2. Selecting the **[Create Item]** underneath the category heading in a column.

Once you have selected new item, a new item section will appear with three other areas: **Properties**, **Grades**, and **Statistics**. We will be looking at the Properties area first. The properties page options will be determined by the assessment type. So we will look at each assessment type separately.

The five different types are:

Type	Expected Output	Scenario
Numeric Assessment Item	Each user receives a designated number.	8 out of 10 on Assessment Item A.
Checkbox Assessment Item	The user will either get the full point value or no points awarded.	The assessment item is out of 10; User A completed the project so they are awarded a check, which equates to a full 10. User B did not complete the project, no check, no points awarded. A pass or fail grade item.
Selectbox Assessment Item	The user will receive a symbol and associated grade from a grade scheme.	Your scheme is "Verbal Grade", where Poor=0, Good=60, Great=80, etc., the out of value of this assessment item is 10. When a user is given a Good, the user receives 6/10; the user who receives a Great is assigned 8/10.
Text Assessment Item	The user will receive a text comment inputted by you.	User A will receive "Great job", User B receives "Needs more Work". No grade values are awarded.
Calculated Assessment Item	The user will be able to view an assessment item that totals up various assessment items.	Typically used for release of mid-term grades. "Mid-term" assessment item is equal to the sum of the assessment items selected.

We will now look at creating an assessment item for all five types as well as some common things across all types.

### Common Features across all Assessment Items

All assessment items require a **Name** entered for the assessment item. You can also add an optional **Short Name** which is displayed on the Grades List page and in all areas involved in grading users. If you choose to enter in a Short Name, make sure you create one that is clear and concise.

**Status** will allow you to determine whether you want an assessment item to appear to users.

**Date Restriction** allows you to release the grade item and grades entered to the users on a specific date, as well as remove the item after a specific end date.

You can also enter a detailed **Description** for the item. This description will be showed to each user in their grade book. You can use HTML in the field by selecting the **in HTML** checkbox. Ensure to select the on button to initial the description for the student view.

Click **Save** when finished. If you want to create another new assessment item, click on **Save & New**.

### Numeric Assessment Item

*Each user receives a designated number. 8 out of 10 points on Assessment Item A.*

**Select a Parent Category.** If the item is part of a category that you have created (e.g. Assignments) choose the category from the category drop-down menu. Selecting the appropriate category will ensure the item will appear under the category in a column of the Grades List. If the assessment item does not belong to a category, leave the **Parent Category** as "None". Leaving the category as "None" will simply add the item you are creating into its own column within the grades list (without a category heading, since it is not part of a category).

Choose **Numeric** from the drop-down of Types.

Setup a preference for displaying statistical information to users:

- Display class average for this item to users** will show the users a graphical representation of the class average on this item.
- Display grade distribution for this item to users** will show the users a grade distribution graph.

Enter the **Out of** value that the item contributes towards the parent category. If utilized, **Allow grade to exceed weight** allows the user to receive higher grade on the item.

**Example of use:** Student A receives 11/10 on the item. The item has an out of value of 10 and weight of 5%, with the exceed weight checkbox checked. The student would have 11 points counting towards their final grade. If the checkbox is not selected, the student would receive 10.

**Bonus Item** points are not added to the total possible points for the course, but any points earned in this column will be added to the points earned by a user.

**Grade Scheme** allows you to choose which scheme the assessment item uses. By default, the item will use the Default Scheme (see the Grade Schemes section on page 2 for setting up schemes) or you can choose from the drop-down a different scheme. For example, if your default scheme is percentages but this item is simply a pass or fail, you can create a scheme that uses two ranges pass or fail and choose it here.

The **Display Options** are initially setup in the Grades Setup area (see page 2) but you can override them here.

### Checkbox Assessment Item

*The user will either get the full point value or no points awarded. The assessment item is out of 10; User A completed the project so they are awarded a check, which equates to a full 10. User B did not complete the project, no check, no points awarded. A pass or fail grade item.*

**Select a Parent Category.** If the item is part of a category that you have created (e.g. Assignments) choose the category from the category drop-down menu. Selecting the appropriate category will ensure the item will appear under the category in a column of the Grades List. If the assessment item does not belong to a category, leave the **Parent Category** as "None". Leaving the category as "None" will simply add the item you are creating into its own column within the grades list (without a category heading, since it is not part of a category).

Choose **Checkbox** from the drop-down of Types.

Setup a preference for displaying statistical information to users:

- Display class average for this item to users** will show the users a graphical representation of the class average on this item.
- Display grade distribution for this item to users** will show the users a grade distribution graph.

Enter the **Weight** value that the item contributes towards the parent category. **Bonus Item** points are not added to the total possible points for the course, but any points earned in this column will be added to the points earned by a user.

**Grade Scheme** allows you to choose which scheme the assessment item uses. By default, the item will use the Default Scheme (see the Grade Schemes section on page 2 for setting up schemes) or you can choose from the drop-down a different scheme. For example, if your default scheme is percentages but this item is simply a pass or fail, you can create a scheme that uses two ranges pass or fail and choose it here.

The **Display Options** are initially setup in the Grades Setup area (see page 2) but you can override them here.

### Selectbox Assessment Item

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**Select a Parent Category.** If the item is part of a category that you have created (e.g. Assignments) choose the category from the category drop-down menu. Selecting the appropriate category will ensure the item will appear under the category in a column of the Grades List. If the assessment item does not belong to a category, leave the **Parent Category** as "None". Leaving the category as "None" will simply add the item you are creating into its own column within the grades list (without a category heading, since it is not part of a category).

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Setup a preference for displaying statistical information to users:

- Display class average for this item to users** will show the users a graphical representation of the class average on this item.
- Display grade distribution for this item to users** will show the users a grade distribution graph.

Enter the number of **Weight** value that the item contributes towards the parent category. **Bonus Item** points are not added to the total possible points for the course, but any points earned in this column will be added to the points earned by a user.

**Grade Scheme** allows you to choose which scheme the assessment item uses. By default, the item will use the Default Scheme (see the Grade Schemes section on page 2 for setting up schemes) or you can choose from the drop-down a different scheme. For example, if your default scheme is percentages but this item is simply a pass or fail, you can create a scheme that uses two ranges pass or fail and choose it here.

The **Display Options** are initially setup in the Grades Setup area (see page 2) but you can override them here.

### Text Assessment Item

*The user will receive a text comment inputted by you. User A will receive "Great job", User B receives "Needs more Work". No grade values are awarded.*

**Select a Parent Category.** If the item is part of a category that you have created (e.g. Assignments) choose the category from the category drop-down menu. Selecting the appropriate category will ensure the item will appear under the category in a column of the Grades List. If the assessment item does not belong to a category, leave the **Parent Category** as "None". Leaving the category as "None" will simply add the item you are creating into its own column within the grades list (without a category heading, since it is not part of a category).

Choose **Text** from the drop-down of Types.

### Calculated Assessment Item

*The user will be able to view an assessment item that totals up various assessment items. Typically used for release of mid-term grades. "Mid-term" assessment item is equal to the sum of the assessment items selected.*

Choose **Calculated** from the drop-down of Types.

Place checkboxes beside the grade items you wish to include in the calculated column.

Click **Save** when finished. If you want to create another new assessment item, click on **Save & New**.

**Warnings:**

- The 'Final Grade' sums to **35**, not 100%. Please verify that the total weight of all top level categories and items is 100.
- 'Tests' sums to **10**, not 100%. Please verify that the total weight of all child items is 100.

Last Name, First Name	A1	Tests	Final
student, Bio	c , 17/25	a , 10/10	-
Doe, John	a , 23.5/25	a , 10/10	-
sunshine, Sunny	d , 13/25	a , 10/10	-

A stand alone assessment item

An item created within a category

### Grades Viewing Options

Under the **Grades View** drop-down menu, you can select to show all users in your course or isolate the users by groups by selecting the group name from the drop-down.

Instructors and TAs can now input grades based on user/student group membership:

Figure 6: Groups view from the Grade book


**Note:** You must have previously created groups in the Classlist to use this option (see Page **Error! Bookmark not defined.**).

You can also **Search** for users by keywords (i.e. last name, first name, etc.). **Paging** allows you to determine how many users will be displayed on the screen.

## Entering in Grades

There are a several ways to enter in user grades into the grade book:

- User
- Item
- Category
- Calculating final grade


Select the grades/points icon () beside the column heading to edit or add grades to an item. This will take you directly into the "Grades" area.

## Entering Grades by User

Select the Grades List icon. Click on a user's name highlighted in blue on the left hand side of the screen to enter grades for an individual user.

To calculate a final grade for the user, click the calculator icon. You can override this feature by altering the grade in the **Adjusted Grade** field. You will also be shown the grade scheme used for the Final Grade.


You can enter general **Public Comments** and **Private Comments** (that are not visible to the user) in the text fields. The public comments text field allows you to enter in individualized feedback for a user. The private comments text field is designed for instructors to add private comments regarding users.

Click the checkbox beside **Flag** to identify the user for future reference (not shown to the user) and check the box beside the **Release** icon () to release the final grade to the user.



For each assessment item, enter the grade item properties (i.e. the out of values, point values, text entries, etc.) into the provided field. You will be shown the associated Weighted Grade or the Points Grade below. You can then enter **Public Comments** and **Private Comments** (that are not visible to the user) in the text fields. The Public Comments you enter will be shown to the user on an assessment by assessment basis.

Click **Save** when finished.

## Entering Grades by Assessment Item

From the grades list, select the **Grades/Points** icon () beside an assessment item or click on the assessment item name and then click Grades.


You can enter general **Overall Comments** in the text field at the top for an assessment item. Overall comments will be displayed to all the user's enrolled in your course. For example: "Overall, I was very impressed with the group presentations!"


For each user, enter a grade in the **Out Of Grade** field provided. Click on the event log icon () to see all recorded events concerning this user and assessment item. **Comments** and **Private Comments** can be entered in by selecting the **Comments** icon (). Comments can be left for the student to provide individualized feedback for a user on an assessment item. Private comments cannot be viewed by the users.

There are also icons on the top of the screen that allow you to perform various functions: Clear All Grades, Enter Grade for All, and Save. **Clear All Grades** removes all previously entered grades, **Enter Grade for All** allows you to enter the same grade for all users.

Click **Save** when finished.

### Entering Grades by Categories

From main Grades List page, select the **Grades/Points** icon () beside a category or click on the category name and then select the **Grades** icon.

For each user, enter a grade into the **Out Of Grade** field. You can then enter **Comments** and **Private Comments** (that are not visible to the user) by selecting the **Comments** icon ()

Click **Clear All Grades** if you wish to remove all previously entered grades.

Click **Save** when finished.

### Calculating Final Grades

There are two ways to calculate final grade:

- By user
- By entire class

The final grade properties are setup by clicking on Final from the main Grades List page. Here you setup things like the Display Name and the results that are displayed to the user. Also, you will need to also choose what is the Grade Scheme associated with the final grade is.

### Calculating Final Grades by User

From the main grades page, click on a user's name to enter grades for an individual user.

To calculate a final grade for the user, click the calculator icon. You can override this feature by altering the grade in the **Adjusted Grade** field.


Click **Save**.

### Calculating Final Grades for All Users

**Note:** *If you have selected to keep final grade updated in the Grade Calculations area (see Page 5), the final grade screen will already be kept up to date. Also the final grades area is also dependant on what you have setup as the Final Grade Properties (see Page 18).*

From the main grades list page, click on the **Grades/Points** icon () beside Final to access the area for entering/modifying final grades.


You are shown users, calculated grade, adjusted grade, release grades, comments, and your grading scheme entries.

A small calculator icon () may appear in the Calculated Grade section beside a user. This indicates that the calculated grade is no longer up to date for that user. Press this icon to update this user's final grade. Press the **Recalculate All Grades** icon to recalculate the final grades for all users. In the popup, choose which items to include in the final grade update.

Scenario:

I have selected to always keep final grade updated. There is no need to recalculate my final grade as it's always up to date.

Override any calculated final grade in the **Adjusted Grade** column by typing in the text field.

Click the checkbox next to the **release all grades** icon () to release final grades to all users. Click the checkbox associated with a user in the release column in order to release/not release a final grade to that particular user only.

You can then enter **Final Comments** and **Final Private Comments** (that are not visible to the user) by selecting the **Comments** icon ()

**Clear All Final Grades** will clear all adjusted grades entered.


The View Log of Events will show you the date of last modification, user, grade, out of grade, adjusted grade, grade symbol, and who made the modifications.

You must press the **Save** button to save changes and/or additions.

## Grade Statistics

There are three ways of viewing statistics in the grade book:

- By assessment item
- By category
- By final grade.

You can access the statistics by clicking on any item, category or final grade. The Statistics option will appear on the next screen: Properties, Grades and Statistics. Click on the Statistics or you can click the **Statistics** icon () beside each one of those choices on the main Grades List page.

The statistics area will display the number of submitted grades, class average, minimum and maximum, standard deviation, median, grade distribution, grade frequency (based on your grade scheme), and individual user statistics.

## Edit All Grade Items

From the main Grades List page, click on **Edit All Grade Items** () . This area allows you to review and edit all assessment items setup in your course.

You will be able to edit the name, short name, parent category, status, statistics shown, and grading options.

Once all your changes have been made, click the **Save** button to implement your modifications.

## Importing/Exporting


### Import into Grades from CSV

The import format for grades is CSV (comma separated values). Each field should be separated by a comma and each row by a line break.

The first row defines the grade items that are to be imported; it is recommended that you first perform an export, ensuring that this first row is in the proper format.

The Sample Import Format is specified in the boxes.

#### Sample Import Format *(boxes indicate individual lines)*

<p>The first row defines the grade items that are to be imported</p>		<pre>StudentID,Assignment 1 Out Of Grade,Test 1, Out Of Grade,Final Grade User1 ID,User1 Assignment 1 Out Of Grade,User1 Test 1 Out Of Grade,User1 Final Grade User2 ID...</pre>
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If you would like include the final grade in the import, include it under a heading called 'Final Grade' (this is optional).

#### To import a CSV file,

1. Browse your computer
2. Retrieve the saved CSV file
3. Select one of the following import options:
  - **Preview Import** – Selecting the preview import icon will allow you to preview the file before importing into the grade book. The preview will check your CSV file to ensure the format is correct. It will also identify formatting errors.
  - **Express Import** – Selecting the express import icon will import the file directly into the grade book without previewing.

### Export to CSV from Grades

Assessment items and final grades can be exported into a CSV (comma separated values) format.

1. To export grades, click on the Import/Export icon () and select Export.

2. Scroll down to the bottom of the page and make sure to check off the grade items you would like to export.

The screenshot shows the 'Grades : Import / Export' interface. At the top, there are three tabs: 'Manage Grades', 'Import / Export', and 'Grade Setup'. The 'Import / Export' tab is active. Below the tabs, there are three radio buttons under the heading 'What would you like to do?': 'Import into grades from CSV', 'Export to CSV from grades', and 'Export to CSV from grades'. The 'Export to CSV from grades' option is selected. Below this, there is a section titled 'Export Grades' with explanatory text. Underneath, there is an 'Options' section with two sub-sections: 'Which key field should be exported for each user?' and 'Which grade values would you like to export for each user?'. The first sub-section has three radio buttons: 'Student Id', 'User name', and 'Both'. The second sub-section has five checkboxes: 'Out Of' Grade, 'Weighted' Grade, 'Percent' Grade, 'Last Name', and 'First Name'. Below the options, there is a section titled 'Choose Grades to Export' with four checkboxes: 'Select All', 'Other', 'Sample Grade Item', and 'Final Grade'. At the bottom right, there is an 'Export' button. Red arrows point to the 'Export to CSV from grades' radio button, the 'Student Id' radio button, the 'Other' checkbox, and the 'Export' button. Text labels on the left and right describe these steps.

Step 1: Select the Export

Step 2: Choose key fields you would like to display with grades

Step 3: Choose Grade Items to Export

Step 4: Click on Export

3. Save the file to your computer.
4. Open MS Excel (or the program you would like to use).
5. From the **File** drop-down menu, select **Open**.
6. Before retrieving the exported file from your computer, make sure you have "All files" selected from the "Files of Type" drop-down menu.
7. Select the file you exported to your computer.
8. Your grades should now appear in your program (with column headings).
9. Save this file to your personal computer.

## Reorder Grades

1. To change the order of a grade category or assessment item, click on the reorder grades icon (↑↓).
2. Select the item you would like to move and click on the up/down arrow key. The arrow keys will enable you to move up or down until the correct order is reached.
3. Click **Save**.

## Delete Grade Items

Delete Grades allows you to delete grade categories and items. If you have tied a grade book item to a quiz or a Dropbox folder, you will not be able to delete until you have removed the quiz or Dropbox folder you wish to delete. Deleting any assessment item will permanently delete any grades entered into the system.

1. Check the box beside the category or assessment item and click the **Delete Checked** button.