

Desire2Learn 
Learning Environment

Grades v8.3.0

User Guide
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eLearning *your way*

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Grades

Use the Grades tool to set up a grade book for evaluating users' performance. You can set up grade items for any number of projects, assignments and tests, and evaluate users in many different ways. You can also associate grades with items in the Dropbox, Quizzes, Discussions, and Competencies tools.

You control the grading formula used to calculate grades, and what grades and statistics are released to your users.

Accessing the Grades tool

Access the Grades tool by clicking the **Grades** link on your course navigation bar.

Setting up and managing your grade book

The first step in using the Grades tool is setting up a grade book. A grade book is a list of items that you want to evaluate users' performance on. Grade items can include assignments, tests, discussion postings, participation, etc. Together, the items in a grade book represent all the work that evaluated on in a course.

Before setting up a grade book in the Learning Environment you should have a clear idea of what grade items you plan to evaluate users on, how much each grade item should be worth, how you want grade items to be evaluated, and how you want to calculate final grades. Although you can adjust your grade book later, making changes to how the grade book is structured or calculated after users' grades have been entered can significantly change your data.

Understanding grading systems

Selecting a grading system is the first step in setting up your grade book. The grading system determines how the grade items in your grade book contribute to users' final grades. There are two main options: grade items can count as a percentage of a final grade worth 100%, or they can be worth a certain amount of points that are totalled for a final grade. You could also have a third option that lets you define a custom formula for how grade items contribute to a final grade. You should choose the option that best matches how you plan to evaluate users.

Weighted system

Use the weighted system to calculate grade items as a percentage of a final grade worth 100%. The Max. Points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them.

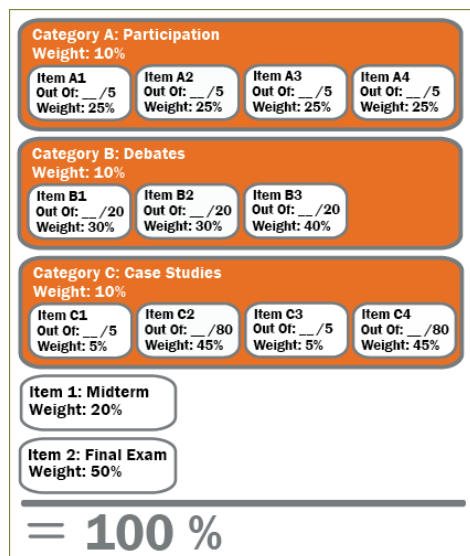
Grade items that reside in a category count as a percentage of that category not of the final grade. Therefore, grade items in a category should combine to a weight of 100%. For example, if you have a category worth 10% of the final grade with two equally weighted grade items, the weight of each grade item is 50% (its contribution to the category) not 5% (its contribution to the final grade). (See *Creating a category*, p. 22, for more information on grade book categories.)

Notes

- Since it is a category's weight and not an individual grade item's weight that counts toward the final grade, the final grade is inaccurate until all the items in the category

are graded. Therefore, releasing calculated final grades to users before the end of the course may be misleading.

- You receive a warning message at the top of your grade book if your grade items and categories do not add up to 100%. You can choose to ignore this warning; a balanced grade book is not required.
- If the weights assigned to grade items do not sum to 100%, the weight of each item is adjusted. For example if you have three grade items with a weight of 25% each, each item is actually calculated as 33%. This is true for categories and the final grade.



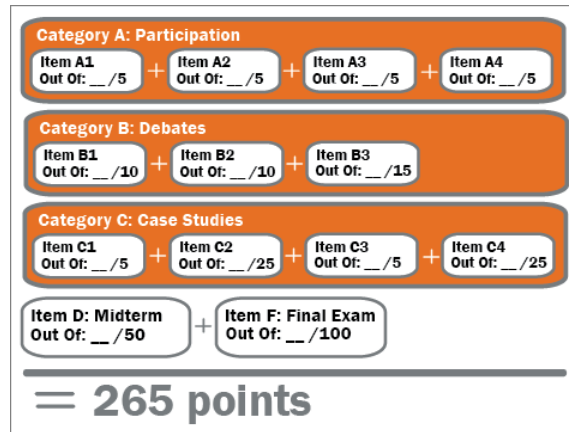
Weighted grading system example

Points system

Use the points system when you want the Max. Points assigned to a grade item to be equal to its contribution to the final grade. Final grades are calculated by adding a user's score on all grade items together and dividing by the sum of the Max. Points values. The sum of the Max. Points values for all grade items does not need to equal 100.

With the points system you do not specify a category's weight or total points. It is the Max. Points assigned to an individual grade item that counts toward the final grade.

Tip Make sure the Max. Points assigned to grade items reflect how much you want them to be worth. For example, don't grade each of your 20 homework assignments out of 50 points and then your final exam out of 80 points.



Points grading system example

Formula system

Use the formula system when you want to calculate final grades using a custom formula. The formula system is based on the points system, but allows you to set conditions around grade items to determine the final grade. For example, you could require that users receive at least 50% on their midterm and final exam to pass a course.

To set a calculation formula, edit the Calculated Final Grade. (For information on creating formulas see *Using the Formula Editor*, p. 53.)

Note The formula system may not be available at your organization. If you do not have this option, you can release the adjusted final grade and calculate your custom formula manually, or you can contact your site administration about getting access to this functionality.

The image shows a formula grading system example. It features the same categories and items as the points grading system example, but with a formula editor interface overlaid. The formula editor shows a complex formula:

```
=IF { [Midterm.Percent] < 50 OR [Final.Percent] < 50, 0, SUM { [A1.Points Received], [A2.Points Received], [A3.Points Received], [A4.Points Received], [B1.Points Received], [B2.Points Received], [B3.Points Received], [C1.Points Received], [C2.Points Received], [C1.Points Received], [Midterm.Points Received], [Final.Points Received] }
```

Below the formula editor, there is a large equals sign followed by the text **0 or 265 points**.

Formula grading system example

Understanding final grade calculations

Selecting the type of final grade to release lets you decide if you want to modify users' grades before releasing them.

Calculated Final Grade

A user's calculated final grade is calculated based on the grading formula set up in the grade book. It cannot be adjusted to accommodate special circumstances without editing individual grade items or categories and recalculating the total.

A calculated final grade might be used when:

- You have a large class and you release the calculated final grade because it is the fastest and easiest way to release grades to users.
- An online training course is offered without an active user to lead the course. The course consists of a number of reading topics and multiple choice quizzes. The quizzes are graded automatically and all grades, including the calculated final grade, are kept up-to-date and released to users.
- A school board requires that you set their grade book up in a particular way and release the calculated final grade to help ensure consistent grading.


Adjusted Final Grade

The adjusted final grade lets you modify or adjust a users' grade before releasing it. You can use the calculated grade for final grades that don't need adjustment.

An adjusted final grade might be used when:

- A beginner graphic design course teaches users to use publishing software. You use the same criteria to grade each user on individual assignments, but can adjust users' final grades to account for previous knowledge with the programs and improvement.
- You review users' grades before releasing them and round up users that are close to achieving a benchmark, such as rounding 79% to 80% so a user receives honours or rounding 47% to 50% so a user passes the course.
- You apply a bell curve to users' final grades to raise the class average. Individual grade items are left unadjusted so you can compare results to previous years.

Using the Grades Setup Wizard

If a grade book has not already been set up or imported for your course, you should see the Grades Setup Wizard when you enter the Grades tool. If a different area of the Grades tool displays by default, click  **Setup Wizard** in the left tool menu to open it.

The Grades Setup Wizard takes you through a list of setup options that you should set before you create grade items and categories. For example, it helps you make decisions about how grades should be calculated and displayed in the grade book.

Tip Most of the options in the Grades Setup Wizard have  **Help** descriptions that explain what they are.

Opening page

The opening page of the Grades Setup Wizard summarizes the setup options for your grade book. If you have not selected any options yet, the default settings for your organization display.

Step 1: Choose Grading System

The grading system determines how the grade items in your grade book contribute to users' final grades.

Grading system	Description
Weighted	Grade items and categories are calculated as a percentage of a final grade worth 100%. The Max. Points assigned to individual grade items can be any value, but their contribution towards the final grade is always their assigned percentage value. (See <i>Understanding grading systems</i> , p. 7, for more information.)
Points	Grade items are calculated using a points system in which the points assigned to each grade item are totaled for the final grade. (See <i>Understanding grading systems</i> , p. 7, for more information.)
Formula	Grade items are calculated using the points system, but a formula is used to set conditions around how grade items contribute to the final grade. (See <i>Understanding grading systems</i> , p. 7, for more information.)

Step 2: Final Grade Released

The type of final grade to release determines whether an adjusted final grade is released to users.

Option	Description
Calculated Final Grade	The final grade calculated by the grade book. (See <i>Understanding final grade calculations</i> , p. 10, for more information.)
Adjusted Final Grade	A modified or adjusted final grade entered manually by you. (See <i>Understanding final grade calculations</i> , p. 10, for more information.)

Step 3: Grade Calculations

The grade calculations step provides additional choices for calculating users' grades. Specifically, it lets you decide how you want to calculate ungraded items and whether you want to keep users' final grades up to date automatically.

Option	Description
Drop ungraded items	<p>Grade items that you have not entered grades for are not counted towards users' final grades. They are ignored in the final grade calculation.</p> <p>Select this option if you plan to make users' grades available to them before the end of the course.</p> <p>Assign a grade of 0 for any grade item you want to be graded as 0.</p>
Treat ungraded items as 0	<p>Grade items that you have not entered grades for count as 0 towards users' final grades.</p> <p>Select this option if you leave grade items blank because no work was submitted and you don't want to manually change the grades to 0.</p> <p>Note If you add new items to the grade book later, users receive a 0 until you update their score.</p>
Automatically keep final up to date	<p>If select this option, final grades are automatically adjusted after changing a grade item. If do not select this option, you must tell the grade book when to recalculate final grades. (See <i>Calculating final grades</i>, p. 42, for more information.)</p> <p>Tip Turn this option off to reduce page reload times for large classes.</p>

Step 4: Choose Default Grade Scheme

Grade schemes define how grades are organized or labeled within a course or for a particular grade item. Grade schemes can be created at the organization level and made available to courses or at the course level and used within that particular course. The Grades Setup Wizard lets you set the default scheme for your course.

Tip Select a grade scheme that matches how final grades are released to users by your organization. If letter grades, such as A+, B, C-, are used, create a Letter grade scheme with the same rules and apply it as your default. If a points average is used, such as 4.0, 3.5, 3.0, make it your default instead.

For more information on grade schemes see *Setting up grade schemes*, p. 19.

Step 5: User Leading a Course View Display Options

This step controls how you see grade calculation data.

Option	Description
Number of decimal places displayed	<p>You can set the number of decimal places you want to see for items in your grade book. The default value is 2 and the maximum value is 5.</p> <p>Note This option only changes how many decimals are displayed, it does not control how many decimals the Grades tool rounds to when calculating grades. The calculation logic is set by your organization's site administration.</p>

Step 6: User View Display Options

This step controls how grades appear to users. You can set whether they see their grades as straight values, percentages, or scheme levels and whether they can see the calculation method (logic) behind their final grade.

Option	Description
Points grade	Releasing the points grade to a user shows them the value a grade item was marked out of and their score. E.g., 6/10.
Weighted grade	Releasing the weighted grade to a user shows them how much the grade item is worth in relation to its category or the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade). Note This option is only available if you chose the weighted grading system in step 2.
Grade scheme symbol	Releasing the grade scheme symbol to a user shows them the scheme level they received on a grade item. E.g., “Good”.
Grade scheme color	Releasing the grade scheme color shows a user the color associated with the scheme level they received. E.g.,  .
Number of decimals to display	Controls the number of decimal places users see in the grade book. The default value is 2 and the maximum value is 5. Note This option only changes how many decimals display, it does not control how many decimals the Grades tool rounds to when calculating grades. The calculation logic is set by your organization’s site administration.
Number of characters to display for Text items	Controls the number of characters users see for a text item. When setting this value you should try to find a balance between presenting enough information for users to recognize the Text item and keeping the item short enough that it displays nicely. The default value is 15 and the maximum value is 50.
Display final grade calculation to users	Displaying the final grade calculation to users allows them to view how their final grade was calculated. They can see which grade items contributed to their final grade and how much; which grade items were bonus grades; and whether their grade was adjusted. Note This option is only available in the weighted and points grading systems.

Step 7: Grade Setup Summary

The final step summarizes the choices you made while setting up your grade book. If you change your mind on any of the choices, click the **Back** button to return to the step and adjust it. Clicking **Finish** on this page completes the setup and takes you to a list of options for continuing work in the Grades tool:


- Create a New Grade Category
- Create a New Grade Item
- Import Grades
- Create a New Grade Scheme

- Manage Grade Items and Categories
- Enter Grades.

Changing grades settings

Like the Grades Setup Wizard, the Grades Settings pages let you adjust how your grade book is displayed and calculated.

► To access the Grades Settings pages

Click  **Grades Settings** in the left navigation menu.

Changing personal display options


The Personal Display Options page lets you set what information you want to display in your grade book. Setting these options helps you set up a grade book that has the information you need and is easy to navigate and read.

Personal Display Options

Option	Description
Manage Grades Display Option	
Username	Displays users' usernames in the grade book.
Org Defined Id	Displays Org Defined Ids in the grade book.
Email	Displays users' email addresses in the grade book. (This option can take up a lot of screen space when viewing the grade book.)
Points grade	Displays the points a user earned on a grade item and the total points the item was out of. E.g., 6/10
Weighted grade	Displays how much a users' grade is worth towards the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade). Note This option is only available in the weighted system.
Grade scheme symbol	Displays the grade scheme symbol for the scheme level a user earned on a grade item. This can be a numeric or text value. E.g., "Very Good"
Grade scheme color	Displays the grade scheme color for the grade scheme level a user achieved on a grade item.
Number of characters to display for Text items	Sets the maximum characters to display in the grade book for a Text item before truncating it. Try to find a balance between using a lot of space in the display for Text items and having enough text to understand the item.

Option	Description
Repeat user details every <blank> items	Sets how many columns are displayed before a users' information is repeated. This option makes it easier to work with long grade books.
Repeat grade item details every <blank> users	Sets how many rows are displayed before the row that lists grade item names is repeated. This option makes it easier to work with long grade books.
Repeat calculated final grades at start of User List	Sets whether you see a user's final calculated grade at the start of the grade book next to the user's name, as well as after all the grade items.
Repeat adjusted final grades a start of User List	Sets whether you see a user's adjusted final grade at the start of the grade book next to the user's name, as well as after all the grade items.
Start Page	
Drop-down list of main Grades pages	Sets which page displays by default when you open the Grades tool.

► **To change which grade items appear in the grade book**


Click  **Display Options** on the action bar on the User List page.

Changing course display options

The Course Display Options page lets you set what information to display to all course users.

Course Display Options

Option	Description
Manage Grades Display Option	
Number of decimal places to display	You can set the number of decimal places they want to see for items in their grade book. The default value is 2 and the maximum value is 5. Note This option only changes how many decimals are displayed. It does not control how many decimals the Grades tool rounds to when calculating grades. The calculation logic is controlled by your organization's site administration.
Personal View Display Options	
Points grade	Releasing the points grade to users shows them the value a grade item was marked out of and their score. E.g., 6/10.


Option	Description
Weighted grade	Releasing the weighted grade to users shows them the weight of a grade item in relation to the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade). Note This option is only available for the weighted grading system.
Grade scheme symbol	Releasing the grade scheme symbol to users shows them the scheme level they received on a grade item. E.g., “Good”.
Grade scheme color	Releasing the grade scheme color shows users the color associated with the scheme level they received. E.g.,  .
Number of decimals to display	Controls the number of decimal places a user sees in the grade book. The default value is 2 and the maximum value is 5. Note This option only changes how many decimals are displayed, it does not control how many decimals the Grades tool rounds to when calculating grades.
Number of characters to display for Text Items	Controls the number of characters displayed to users for a text item before the text is truncated. Try and find a balance between presenting enough information for users to recognize the text item and keeping the item short enough that it displays nicely. The default value is 15 and the maximum value is 50.
Final Grade Calculations	Displaying the Final Grade Calculations to users allows them to see how their grade was calculated.
ePortfolio Artifacts	Controls whether users’ grades can be imported to their ePortfolio as certified artifacts. Certified artifacts cannot be modified. They record an achievement at a specific point in time.

Changing calculation options

The Calculation Options page lets you set or change the type of grading system you use to calculate users’ grades, whether you want to release the calculated final grade or an adjusted final grade, and how you want to calculate ungraded items.

Calculation Options

Option	Description
Grading System	
Weighted	Categories and grade items are calculated as a percentage of a final grade worth 100%. The Max. Points assigned to individual grade items can be any value, but their contribution towards the final grade is always their assigned weight. (See <i>Understanding grading systems</i> , p. 7, for more information.)
Points	Grade items are calculated using their Max. Points value, rather than a percentage. Users’ scores on grade items are totaled and then divided by the total points available. (See <i>Understanding grading systems</i> , p. 7, for more information.)
Formula	Grade items are calculated using the points system, but a formula is used to set conditions around how grade items contribute to the final grade. (See <i>Understanding grading systems</i> , p. 7, for more information.)

Option	Description
Final Grade Released	
Calculated Final Grade	The grade achieved by users based on the grading formula setup in the grade book. You cannot adjust it without editing individual grade items and recalculating the total. (See <i>Understanding final grade calculations</i> , p. 10, for more information.)
Adjusted Final Grade	A final grade that can be adjusted or modified before being released to users. (See <i>Understanding final grade calculations</i> , p. 10, for more information.)
Grade Calculations	
Treat ungraded items a 0	Ungraded items count as a 0 towards users' final grades.
Drop ungraded items	Ungraded items are removed from the final grade calculation. They do not count towards the users' grade.
Automatically keep final grades updated	Determines whether the calculated final grade updates every time a change is made or only when a user clicks the  Recalculated Final Grade icon.

Optimal settings for large courses

If your grade book contains a lot of users or grade items you may find that it loads slowly. Consider the following tips to improve performance.

- Set the number of users to display **per page** to a low value.
- Sort the User List by user instead of grades.
- View the User List by group or section if possible.
- Do not show decimal places in the grade book.
- Do not repeat user details or grade item details in the grade book.
- Do not repeat the calculated final grade or the adjusted final grade at the start of the grade book.
- Do not select the **Automatically keep final grade updated** option.
- Only display one user detail (i.e. Email, Username, First Name, Last Name) in the grade book.
- Only display one grade detail (i.e. Points grade, Weighted grade, Grade scheme symbol, Grade scheme color) in the grade book.
- Only display grade items and categories that you want to edit in Spreadsheet View in the grade book.
- Do not create unnecessary grade items or categories.
- Do not create unnecessary Calculated or Formula grade items.
- Avoid making changes to grade schemes, the grading system, or the final grade calculation type once grades are assigned to users.
- Only import users and grade items when data has changed.

Setting up grade schemes

A grade scheme is a way of organizing users' performances on grade items into levels of achievement. A grade scheme can include any number of achievement levels. Each achievement level has its own range of acceptable grades and a symbol, such as a numeric value, letter, or text description, to represent it. You can create your own grade schemes or use schemes set up by your organization.

Example grade schemes:

- **Letter** I, F, D, C, B, A, A+
- **Numeric** 2.0, 2.5, 3.0, 3.5, 4.0
- **Text** Below Expectations, Meets Expectations, Exceeds Expectations

* Name:

Short Name:

Ranges

#	* Symbol	* Start %	Color	Assigned Value %	Remove
1	<input type="text" value="I"/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value="29"/>	
2	<input type="text" value="F"/>	<input type="text" value="30"/>	<input type="text" value=""/>	<input type="text" value="49"/>	
3	<input type="text" value="D"/>	<input type="text" value="50"/>	<input type="text" value=""/>	<input type="text" value="59"/>	
4	<input type="text" value="C"/>	<input type="text" value="60"/>	<input type="text" value=""/>	<input type="text" value="69"/>	
5	<input type="text" value="B"/>	<input type="text" value="70"/>	<input type="text" value=""/>	<input type="text" value="79"/>	
6	<input type="text" value="A"/>	<input type="text" value="80"/>	<input type="text" value=""/>	<input type="text" value="89"/>	
7	<input type="text" value="A+"/>	<input type="text" value="90"/>	<input type="text" value=""/>	<input type="text" value="100"/>	

[Add Ranges](#)

Example Letter Grade Scheme

► To access the Grade Schemes area


Click **Grades Schemes** on the left tool menu.

Creating a grade scheme


The grade schemes you create for a course can only be used in that course unless they are copied or imported into another course.

► To create a grade scheme

- 1 Click **New**.
- 2 Type a **Name** for the scheme.
- 3 Type a **Short Name** to display in the grade book.

- 4 Define your grade **Ranges**.
 - a) Type the symbol you want to display for the grade range in the **Symbol** column. E.g., “A” or “Excellent” or “4.0”
 - b) Type the lowest grade to include in the range in the **Start %** column.
Note The first range starts at 0 and ends at the next range’s **Start %**.
 - c) Select the color you want associated with the range in the **Color** column.
 - d) Type the numeric grade you want users to achieve when they are evaluated using the grade scheme in the **Assigned Value %** field. For example, selectbox grade items use the **Assigned Value %** to apply a points value to the item for calculating the final grade.
Note If you do not assign a value, the start percentage is used as the default.
- 5 Click **Add Ranges** to add additional grade scheme levels
- 6 Click the  **Delete** icon beside a grade scheme level to delete it.
- 7 Click **Save**.

Setting a default grade scheme


Click the  **Set as default grade scheme** icon beside the grade scheme you want to make the default.

Editing a grade scheme


- 1 Click on the name of the grade scheme you want to edit.
- 8 Edit the fields as desired.
- 9 Click **Save**.

Note You cannot edit some of the properties of a grade scheme if a Selectbox grade item is using it.

Copying a grade scheme

- 1 Click  **Copy**.
- 2 Select the appropriate grade scheme.
- 3 Enter a **New Scheme Name** for the copy.
- 4 Click **Copy**.

Deleting a grade scheme

- 1 Click  **Delete**.
- 2 Select the checkbox beside the grade scheme you want to delete.
- 3 Click **Delete Selected**.

Note You cannot delete a grade scheme that is in use.

Setting up grade book categories and items


Set up grade book categories and items through the Manage Grades area.

► **To access the Manage Grades area**

Click  **Manage Grades** on the left tool menu.

Creating a category

Grade book categories let you organize and group related grade items into sections. For example, you could have separate categories for Assignments, Quizzes, Case Studies, Participation, Discussions, etc. When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group.

- 1 From the Manage Grades area, click  **New Category**.
- 2 Type a **Name** for the category.
- 3 Type a **Short Name** to display in the grade book.
- 4 Type a **Description** of the category.

Select **Allow users to view description** if you want to make the category description available to users.

- 5 If you are using the weighted system, enter the total **Weight** or percentage that you want the category to contribute towards the final grade.

Note In the weighted system, items that belong to a category count towards the weight or percentage of that category. In the points or formula system, items are totalled independently of the category.

- 6 Set additional options as required.

Additional grade category options

Option	Procedure
Allow users' grades to exceed the maximum value for the category	Select either: <ul style="list-style-type: none"> • Allow category grade to exceed category weight in the weighted system • Allow category grade to exceed total category Max. Points in the points of formula system.

Option	Procedure
Distribute points evenly across items in the category	Select either: <ul style="list-style-type: none"> • Distribute weight evenly across all items in the weighted system. • Distribute points across all items in the points or formula system. Then enter the Points per item.
Drop the highest or lowest grade item in a category	Enter the number of items to drop in either: <ul style="list-style-type: none"> • Number of highest non-bonus items to drop for each user • Number of lowest non-bonus items to drop for each user <p>Note Grades must be distributed evenly to use this option and you cannot drop bonus items.</p>
Change what users see for this category from your standard display settings	Select or unselect: <ul style="list-style-type: none"> • Display class average to users • Display grade distribution to users

- 7 Click **Save**.

Editing a category

After you create a grade book category you can edit how and when it is displayed, and apply release conditions to it.

- 1 From the Manage Grades area, click on the name of the category you want to edit.
- 2 Make your changes.
- 3 Click **Save** on each tab you make changes to.

► To set display options for a category

- 1 Click the **Properties** tab.
- 2 If you want to show the class average for the category in users' view of the grade book, select **Display class average to users**.
- 3 If you want to display a graph showing how grades were distributed between different percentiles in users' view of the grade book, select **Display grade distribution to users**.
- 4 Click **Save**.

► To set availability for a category

- 1 Click the **Restrictions** tab.
- 2 Select one of the following:

- **Category is always visible** Users can always see the category
 - **Hide this category** Users can never see the category
 - **Category is visible for a specific date range** Users can see the category during a restricted date range
- 3 If you select **Category is visible for a specific date range**, use the **Has Start Date** and **Has End Date** options to specify when the category should be visible.
 - 4 Click **Save**.
- ▶ **To set release conditions for a category**
- Release conditions allow you to associate a category with other items in the learning environment. For example, you could require that users complete the last assignment in the category Unit 1 before the category Unit 2 appears in their grade book.
- 1 Click the **Restrictions** tab.
 - 2 In the Release Conditions section, click either **Attach Existing** or **Create and Attach**. See *Release Conditions User Guide*, for more information.

Exceeding the maximum value for a category

The **Can Exceed** option on the **Properties** tab for a category lets you to specify whether a users' cumulative grades for a category can exceed the maximum points specified for that category. If you do not select this option, users' scores are totaled and then capped at the category maximum. If you select it, the category score is not capped.

Weighted system example You create an "Assignments" category that contains two grade items: A1 and A2. Both assignments are worth 50% of the category and can exceed the weight specified. Frank Catcher receives 100% on A1 and 110% on A2. If you select **Allow category grade to exceed category weight**, Frank receives 105% in the Assignments category. If you do not select it, he receives 100%.

Points system example You create an "Assignments" category that contains two grade items: A1 and A2. Both assignments are out of 10 points and can exceed the maximum points specified. Frank Catcher receives 12/10 and 9/10 on the grade items. If you select **Allow category to exceed total category Max. Points**, Frank receives 21/20. If you do not select it, he receives 20/20.

- ▶ **To select the Can Exceed option**
- 1 From the Manage Grades area, click on the name of the category you want to edit.
 - 2 Select either:
 - **Allow category grade to exceed category weight** in the weighted system.
 - **Allow category grade to exceed total category Max. Points** in the points of formula system.

- 3 Click **Save**.

Creating a grade item


Grade items represent the individual assignments, quizzes, performance measurements, etc. that you want to grade users on. Each grade item has its own entry in the grade book, which you assign a grade to for each user. Grade items can be tied to other course objects, such as quizzes or discussion forums, or they can exist independently. Grade items can be graded numerically, based on a grade scheme, or with a simple text message, depending on the grade item type chosen.

Types of grade items

Grade Item	Description
Numeric	Grade users by assigning a value out of a specified total number of points. E.g., 8/10
Selectbox	Grade users by assigning a grade scheme level that is equivalent to a percentage grade. E.g., 90%-100% = “Excellent” Note Selectbox grade items cannot be created until you create at least one grade scheme for the course.
Pass/Fail	Grade users using a simple pass/fail grade scheme. E.g., “Pass” or “Fail”
Formula	Automatically grade users using a custom formula based on achievement on other grade items. E.g., Give users who received at least 50% on all of their Weekly Participation grades a Perfect Attendance bonus. IF { MIN { [ITEM1.Percent], [ITEM2.Percent] } < 50, 0, 100 } Notes <ul style="list-style-type: none"> • Formula grade items cannot belong to a category. • You must create all of the grade items you want to include in the formula grade item before you create the formula item. • Formula grade items cannot contribute to the calculated final grade unless you are using the Formula grading system.

Grade Item	Description
Calculated	<p>Display users' cumulative achievement across multiple grade items.</p> <p>E.g., Midterm Grade</p> $\text{Item1} + \text{Item2} + \text{Item3} / \text{Total points} * 100 = 73\%$ <p>Notes</p> <ul style="list-style-type: none"> • Calculated grade items cannot belong to a category. • Calculated grade items cannot contribute to the calculated final grade.
Text	<p>Provide comments that are not counted towards users' final grades.</p> <p>E.g., "Consent form received" or "Course evaluation completed"</p> <p>Notes</p> <ul style="list-style-type: none"> • Text grade items cannot belong to a category. • Text grade items do not contribute to the calculated final grade.

► **To create a Numeric grade item**


- 1 From the Manage Grades area, click  **New Item**.
- 2 Select **Numeric**.
- 3 Enter a **Name** for the grade item.
- 4 Enter a **Short Name** to display in the grade book.
- 5 If you want the grade item to be associated with a category, select a category from the **Category** drop-down or click **New Category**.
- 6 Enter a **Description** of the grade item.

If you want to make the description available to users, select **Allow users to view grade item description**
- 7 Enter the value you want the item graded out of in the **Max. Points** field.
- 8 If you are using the weighted system, enter the **Weight** you want the grade item to contribute to its category. If the item does not belong to a category, enter the **Weight** you want it to contribute to the final grade.
- 9 If you want users' grades to be able to exceed the total value of the item, select either:
 - **Allow grade to exceed weight.**
 - **Allow grade to exceed points.**
- 10 Select **This is a bonus item** if you want the item to be counted as a bonus item.

Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the grade on top of the total.

- 11 Select a **Grade Scheme** to associate with the item, if applicable.
- 12 Click **Save** or **Save and New**.


► **To create a Selectbox grade item**

- 1 From the Manage Grades area, click  **New Item**.
- 2 Click **Selectbox**.
- 3 Enter a **Name** for the grade item.
- 4 Enter a **Short Name** to display in the grade book.
- 5 Select a category from the **Category** drop-down or click **New Category** if you want the grade item to be associated with a category.
- 6 Enter a **Description** of the grade item.

Select **Allow users to view grade item description** if you want to make the description available to users.
- 7 Enter the value you want the item to contribute towards the final grade in the **Weight** field for the weighted system or the **Max. Points** field for the points or formula system.
- 8 If you want the item to be a bonus item, select **This is a bonus item**.

Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the grade on top of the total.
- 9 Select a **Grade Scheme** to associate with the item.
- 10 Click **Save** or **Save and New**.

► **To create a Pass/Fail grade item**


- 1 From the Manage Grades area, click  **New Item**.
- 2 Click **Pass/Fail**.
- 3 Enter a **Name** for the grade item.
- 4 Enter a **Short Name** to display in the grade book.
- 5 If you want the grade item to be associated with a category, select a category from the **Category** drop-down or click **New Category**.
- 6 Enter a **Description** of the grade item.

If you want to make the description available to users, select **Allow users to view grade item description**.
- 7 Enter the value you want the item to contribute towards the final grade in the **Weight** field for the weighted system or the **Max. Points** field for the points or formula system.
- 8 If you want the item to be counted as a bonus item, select **This is a bonus item**.

Note Bonus items are not counted towards the total possible points for a category or the final grade. They are added to the grade on top of the total.

- 9 Select a **Grade Scheme** to associate with the item.
- 10 Click **Save** or **Save and New**.


► **To create a Formula grade item**

- 1 From the Manage Grades area, click  **New Item**.
- 2 Select **Formula**.
- 3 Enter a **Name** for the grade item.
- 4 Enter a **Short Name** to display in the grade book.
- 5 Enter a **Description** of the grade item.

If you want to make the description available to users, select **Allow users to view grade item description**.

- 6 Enter the value you want the item graded out of in the **Max. Points** field.
- 7 Click **Edit Using the Formula Editor** to define a calculation formula. (See *Using the Formula Editor*, p. 53, for more information.)
- 8 If you want users to be able to receive a grade higher than the Max. Points specified, select **Allow Points Received to exceed Max. Points**.
- 9 Select a **Grade Scheme** to associate with the item.
- 10 Click **Save** or **Save and New**.

► **To create a calculated grade item**


- 1 From the Manage Grades area, click  **New Item**.
- 2 Select **Calculated**.
- 3 Enter a **Name** for the grade item.
- 4 Enter a **Short Name** to display in the grade book.
- 5 Enter a **Description** of the grade item.

If you want to make the description available to users, select **Allow users to view grade item description**.

- 6 If you want users' grades to be able to exceed the total value of the item, select either:
 - **Allow grade to exceed weight.**
 - **Allow grade to exceed points.**
- 7 Select a **Grade Scheme** to associate with the item.
- 8 In the **Calculation** section, select the checkboxes beside the items you want to include in the calculation. Clicking a category selects all grade items in the category. Clicking the checkbox at the top or bottom of the list selects all items.

- 9 Click **Save** or **Save and New**.

► **To create a Text grade item**

- 1 From the Manage Grades area, click  **New Item**.
- 2 Select **Text**.
- 3 Enter a **Name** for the grade item.
- 4 Enter a **Short Name** to display in the grade book.
- 5 Enter a **Description** of the grade item.

Select **Allow users to view grade item description** if you want to make the description available to users.

- 6 Click **Save** or **Save and New**.

Editing a grade item

Once you've created a grade item you can edit how and when it is displayed, apply release conditions to it, and associate it with activities.

- 1 From the Manage Grades area, click the name of the grade item you want to edit.
- 2 Update the fields.
- 3 Click **Save** on each tab you make changes to.

► **To set display options for a grade item**

- 1 Click the **Properties** tab.
- 2 If you want to show the class average for the grade item in the users' view of the grade book, select **Display class average to users**.
- 3 If you want to display a graph showing how grades were distributed between different percentiles in users' view of the grade book, select **Display grade distribution to users**.
- 4 If you want to display different options to users than specified on the Grades Settings pages, select **Override display options for this item**.

Click the checkboxes beside the following options to select or unselect them:

- **Points grade** Displays the users' grade in points next to the total points available. E.g., 6/10.
- **Weighted grade** Displays the users' grade as the weight achieved towards the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade).
- **Grade scheme symbol** Displays the symbol for the grade scheme level achieved by the user, if applicable. E.g., "A" or "Very Good".

- **Grade scheme color** Displays the color associated with the grade scheme level achieved by the user, if applicable. E.g.,

5 Click **Save**.

▶ **To set the availability of a grade item**

- 1 Click the **Restrictions** tab.
- 2 Select one of the following:
 - **Grade item is always visible** users can always see the grade item
 - **Hide this grade item** Users can never see the grade item
 - **Grade item is visible for a specific date range** Users can see the grade item during a restricted date range
- 3 If you select **Grade item is visible for a specific date range**, use the **Has Start Date** and **Has End Date** options to specify when the grade item should be visible.
- 4 Click **Save**.

▶ **To set release conditions for a grade item**


Release conditions allow you to associate a grade item with other objects in the learning environment. For example, you could require that users submit a group assignment before they see there is a Group Cooperation grade item.

- 1 Click the **Restrictions** tab.
- 2 In the Release Conditions section, click either **Attach Existing** or **Create and Attach**. See *Release Conditions User Guide*, for more information.

▶ **To associate a grade item with an activity**

Use the **Activities** tab to associate an activity with a grade item. (See the *Competencies and Rubrics User and Reference Guide* for more information.)

Editing multiple categories and grade items

- 1 From the Manage Grades area, select the checkboxes beside the categories and items you want to edit on the Grades List page.
- 2 Click the  **Edit Selected Grade Items** icon at the top or bottom of the list.
- 3 Use the table to update fields.
- 4 Click **Save**.

Note You can only edit the **Name**, **Short Name**, **Max. Points**, **Weight**, **Bonus**, **Can Exceed**, **Grade Scheme**, and **Category** fields using the multiple edit option.

Editing the calculated or adjusted final grade

You can edit the name of the calculated or adjusted final grade; change whether users' grades can exceed the max. points or weight for the final grade; apply a grade scheme to the final grade; associate an activity with the final grade; or change what grade options display in the grade book for the final grade.

For the final grade you release to users, you can specify whether users can see the class average or grade distribution for the final grade, and set release conditions for when the final grade is visible.

► To edit the calculated or adjusted final grade

- 1 From the Manage Grades area, click on the name of the calculated or adjusted final grade.
- 2 Update the fields.
- 3 Click **Save** on each tab you make changes to.

► To set display options for users

- 1 Click the **Properties** tab.
- 2 If you want to show the class average for the final grade in users' view of the grade book, select **Display class average to users**.
- 3 If you want to display a graph showing how grades were distributed between different percentiles in users' view of the grade book, select **Display grade distribution to users**.

Note These options are only available for the final grade you release to users. This may be either the calculated or adjusted final grade depending on the setup options you selected for your course.

► To set display options for your view of the grade book

- 1 Select **Override display options for this item**

Select or clear the checkboxes beside the following options:

- **Points grade** Displays users' grades in points next to the total points available. E.g., 233/280.
- **Weighted grade** Displays users' grades as the weight achieved towards the final grade. E.g., 80/100.
- **Grade scheme symbol** Displays the symbol for the grade scheme level achieved by the user, if applicable. E.g., "A" or "Very Good".
- **Grade scheme color** Displays the color associated with the grade scheme level achieved by the user, if applicable. E.g.,

- 2 Click **Save**.

► **To set release conditions for the final grade**

Release conditions allow you to associate the final grade with other objects in the Learning Environment. For example, you could require that users submit a class evaluation before they see their final grade.

- 1 Click the **Restrictions** tab.
- 2 In the Release Conditions section, click either **Attach Existing** or **Create and Attach**.

See *Release Conditions User Guide*, for more information.

Note This option is only available for the final grade you release to users. This may be either the calculated or adjusted final grade depending on the setup options you selected for your course.

► **To associate the final grade with an activity**

Use the **Activities** tab to associate an activity with the final grade. (See the *Competencies and Rubrics User and Reference Guide* for more information.)


Editing grade items after users' grades have been entered

Editing the **Max. Points**, **Weight**, **Bonus**, or **Can Exceed** fields for a grade item that already has grades entered for it can drastically change users' recorded achievement. Make sure you consider how grades are affected before you make changes and review and adjust users' grades afterwards.

Examples

- You raise the **Max. Points** for a grade item from 10 to 20.
A user who previously had 10/10 now has a grade of 10/20.
- You lower the **Max. Points** for a grade item from 12 to 10 when **Can Exceed** is not selected.
A user who previously had 11/12 now has 10/10.


Reordering categories and grade items

- 1 From the Manage Grades area, click  **Re-Order**.
- 2 Select a new position for a category or grade item using the **Sort Order** drop-down list beside its name. The positions of other categories and grade items adjust accordingly.


Note Items display in ascending order.

- 3 Click **Save**.

Deleting categories and grade items

- 1 From the Manage Grades area, click  **Delete** on the top tool menu.
- 2 Select the checkbox beside the category or grade item you want to delete.
- 3 Click **Delete Selected**.

Notes

- Selecting a category does not select the grade items that reside in it. If you delete a category, the grade items associated with it become independent grade items.
- You cannot delete grade items that are associated with another course object, such as a quiz, discussion topic, or dropbox folder. To delete the item you must first remove the association. Click the  **Information** icon next to a grade item with an association to view details about where the item is used.

Entering grades

The **Enter Grades** area is where you enter, import, and export grades for your users. In this area you see your grade book organized by user. From the User List you can grade users by user, item, category, or final grade. You can also switch between the standard view of the grade book and a spreadsheet view that allows you to enter grades directly into the User List.

First Name ^A , Last Name	Tests ^h				Subtotal	Participation ^h	Case Study ^h	Consent Form ^h	Final Grades ^h
	T1 ^h	T2 ^h	T3 ^h	Adjusted Final Grade					
Carl, Parker	40 / 50	68 / 100	38 / 50	29.2 / 40, 73%	Pass	Pass	attending	71.44 / 100	
Danielle, Fleur	46 / 50	83 / 100	42 / 50	34.2 / 40, 85.5%	Pass	Pass	not attending	/	
Erin, Roth	33 / 50	70 / 100	34 / 50	27.4 / 40, 68.5%	Pass	Pass	not attending	76 / 100	
Frank, Catcher	39 / 50	86 / 100	37 / 50	32.4 / 40, 81%	Merit	Fail	attending	84.99 / 100	
Harold, McLellan	34 / 50	64 / 100	31 / 50	25.8 / 40, 64.5%	Pass	Pass	not attending	62 / 100	
Hillary, Terrell	30 / 50	65 / 100	32 / 50	25.4 / 40, 63.5%	Merit	Fail	attending	75 / 100	

User List – Grade Book

Note You can change which items appear in your view of the grade book by selecting **Display Options** from the Enter Grades area. Select or clear the checkboxes beside the items you want to appear, and click **Save**.


Entering grades using the spreadsheet view of the User List

- 1 From the User List page, click the **Switch to Spreadsheet View** action menu option.
- 2 Enter grades in the input fields in the User List.
- 3 Click **Save**.





Entering grades by user

- 1 From the User List page, click on the name of a user.

Tip Use the **Search**, **View By**, or **Next Page** options to locate a user.



- On the Grade User page, enter grades for the user in the **Grade** fields for the appropriate grade items.
- Click the  **Show Comments** link to add **Comments for User** or **User leading a course Only Comments** for your records.
- Perform additional tasks as required.

Additional grading options





To	Do this
Flag user for future reference	Click the  Flag icon beside the user's name.
Preview the user's grades	Click  Preview on the action bar.
View the event log for the user's grades	Click  Event Log on the action bar.
Email the user	Click  Email User on the action bar.
Change final grades	See <i>Calculating final grades</i> , p. 42, for instructions on entering or changing final grades.

- Click **Save**.

Entering grades by category

- From the User List page, click the  **Enter Grades** icon next to the category.
- Enter grades in the **Grade** fields.
- Click the  **Enter Comments** icon if you want to add comments on a user's performance.
- Perform additional tasks as required.

Additional category grading options

To	Do this
Flag user for future reference	Click the  Flag icon beside their name.
Email users	Select the checkboxes beside user's names and click  Email selected users at the top or bottom of the list.
Clear all grades in the category for selected users	Select the checkboxes beside users' names and click  Clear grades for all selected users at the top or bottom of the list.
Clear all grades in the category for all users	Click  Clear All on the action bar.

To	Do this
View statistics for the category	Click  Category Statistics on the top tool menu.

- 5 Click **Save**.



Viewing category statistics

Category statistics lets you view details about a class, group, or section’s overall performance in a category of grade items. Statistics include the average, median, mode, standard deviation, minimum grade, maximum grade, and a graph showing the distribution of grades. You can also view users’ individual grades in the category.






► **To view category statistics**






From the Grade Category page, click  **Category Statistics** on the top tool menu.

Entering grades by grade item

- 1 From the User List page, click the  **Enter Grades** icon next to grade item.
- 2 Enter grades in the **Grade** fields.
- 3 If you want to add comments on a user’s performance, click the  **Enter Comments** icon.
- 4 Perform additional tasks as required.

Additional grading options

To	Do this
Flag users for future reference	Click the  Flag icon beside their name.
Apply a common grade to all users	<ol style="list-style-type: none"> 1 Click the  Grade All action menu item. 2 Enter a Grade. 3 Click Save.
Apply a common grade to selected users	<ol style="list-style-type: none"> 1 Select the users. 2 Click the  Enter grade for all selected users icon at the top or bottom of the list. 3 Click Save.
Evaluate activities associated with the grade item	<ol style="list-style-type: none"> 1 Click the  Evaluate Activities icon. 2 Select an achievement level for the user. 3 Click Save.
Email selected users	Select the checkboxes beside users’ names and click  Email selected users at the top or bottom of the list.

To	Do this
Clear grades for selected users	Select the checkboxes beside users' names and click  Clear grades for all selected users at the top or bottom of the list.
Clear grades for all users	Click the  Clear All action menu item.
View statistics for the grade item	Click the  Item Statistics on the top tool menu.
View the Event Log for the grade item for a particular user	Click the  Event Log icon in the user's row.
View the Event Log for the grade item for all users	Click the  Event Log action menu item.

- 5 Click **Save**.

Entering grades for items associated with the Quizzes, Dropbox, or Discussions tool

You can associate quizzes, dropbox folders, and discussion forums and topics with grade items and grade them directly from the Quizzes, Dropbox, and Discussions tools.

Note You can enter or update a grade from either the Grades tool or the tool the item is associated with. However, changes made in the Grades tool are not updated in the associated tool.

Importing grades

You can enter grades in another application and import them into the Learning Environment using a CSV or TXT file. You can also create new grade items through an import file by adding a column to the file.

The import file must follow a standard format, use the **Grades sample import file** as a reference point.

New grade item

	A	B	C	D	E	F	G	H
	Username	Item1 Points Grade	Item4 Points Grade	Item2 Grade Symbol	Item3 Text Grade	Adjusted Final Grade Numerator	Adjusted Final Grade Denominator	End-of-Line Indicator
1	Vickie.Brewer	42	38	Excellent	Your comments were focused and insightful	81	100	#
2	Frank.Catcher	44	37	Very Good	Perfect Attendance!	84	100	#
3	Danielle.Fleur	36	29	Very Good	You had great ideas when you attended class	71	100	#
4	Erin.Roth	34	37	Good	You need to join more group discussions	76	100	#
5								

Grades sample import file

Import field options

Field	Example	Description
Username	Frank.Catcher	A unique name for identifying a user in the Learning Environment. You must provide a Username or Org Defined ID (or both).
Org Defined ID	20067930	A unique number for identifying a user in the Learning Environment. You must provide a Username or Org Defined ID (or both).
<Item> Points Grade	44	Numeric and Pass/Fail grade items should be labeled the grade item name followed by "Points Grade". Users' grades should be the Points Grade they received. E.g., 44 points out of a possible 50 points.
<Item> Grade Symbol	Very Good	Selectbox grade items should be labeled the grade item name followed by "Grade Symbol". Users' grades should be a pre-existing grade scheme symbol. E.g., "Very Good", "Merit", or "3.5".


Field	Example	Description
<Item> Text Grade	Perfect Attendance!	Text grade items should be labeled the grade item name followed by "Text Grade". Users' grades can be any text value. Text grade items do not count towards users' final grades.
Adjusted Final Grade Numerator	84	The total points a user achieved in a course. You can enter a user's percentage grade (without the % sign) if you enter the denominator as 100. E.g., 84 points out of 100 points or 230 points out of 285 points.
Adjusted Final Grade Denominator	100	The total possible points available in a course. Enter 100 if you want to record users' percentage grades. E.g., _ / 100 points available or _ / 285 points available.
End-of-Line Indicator	#	The last column must be labeled "End-of-Line Indicator" so the Learning Environment knows when the next set of data begins. The end of each users' line should be indicated with a the pound key "#".
7.x legacy grade items		
<Item> Out Of Grade	44	In the 7.x Learning Environment, Numeric and Pass/Fail grade items were labeled the grade item name followed by "Out Of Grade". These grade items can still be imported.
<Item> Grade Symbol String	Very Good	In the 7.x Learning Environment, Text and Selectbox grade items were labeled " <Item> Grade Symbol String". These grade items can still be imported. If a 7.x import file contains a Selectbox grade item, you must create a new grade item to replace it.

We recommend that you set up your grade book in the Learning Environment even if you want to enter grades in a CSV or TXT file. You can then use the **Export Grades** option to create an appropriate file. (See *Exporting grades*, p. 41, for more information.)

Notes

- If you enter a grade value that is greater than the Max. Points for the grade item, the grade is capped at the Max. Points value unless you selected the **Can Exceed** option when setting up the grade item.
- Do not import other options, such as a user's first name, email, or weighted grade.
- To improve performance when importing grades for large classes, only import grade items that have changed and import by group or section when possible.

► **To import grade items**

- 1 From the User List page, click  **Import Grades**.
- 2 Click **Browse**.
- 3 Locate and upload the file you want to import.
- 4 Select **Create new grade item when an unrecognized item is referenced** if you want to be able to create new grade items from the import file.
- 5 Click **Next**.
- 6 If you are creating new grade items:
 - a) Select the **Create New Grade Item** checkbox beside each of the items you want to create.
 - b) Select a grade item **Type**.
 - c) Click **Next**.
 - d) Fill in the grade items' details. (See *Creating a grade item*, p. 25, for more information.)
 - e) Click **Next**.
- 7 View error and warning messages associated with the import, and click **Next**.


Note Fields with errors are not imported.

Tip Use the **Back** button to return to a previous page and fix mistakes.
- 8 Confirm your changes and click **Import**.

Exporting grades

You can export grade items, including final grades, to a CSV file for use in other applications or offline grading. If you plan to import grades back into the learning environment make sure you do not change the structure of the file, although you can add new grade items.

► To export grade items

- 1 From the User List page, click  **Export Grades**.
- 2 Select the **Key Field** you want to use to identify users.
- 3 Select the **Grade Values** and **User Details** you want to export.
- 4 Select the **Grade Items** you want to export.
- 5 Click **Export to CSV**.
- 6 Use your browser's save dialog to save the file to appropriate location.

(See *Importing grades*, p. 38, for information on what type of grades data can be imported.)

► To export grades by group or section

Select the group or section using the **Export Grade Items For** drop-down on the Export Grades page.

Note Grade items that contain French characters do not display correctly in Microsoft Excel. Do not correct the characters in the CSV file if you want to import the file back into the Learning Environment. Use Notepad if you want characters to display correctly.

Calculating final grades

Use the Final Grades page to calculate and release final grades.

► To access the Final Grades page



Click the  **Enter Grades** icon for **Final Grades** on the User List or Grades List.

The Final Grades page lists the calculated final grade for each user in your grade book. It is up to you to ensure that these grades are accurate. Final grades may be inaccurate if:

- You did not select the **Automatically keep final grades updated** option when setting up your grade book.
- There are grade items that you still need to enter grades for.

► To recalculate the final grade when “Automatically keep final grades updated” is not selected


Do one of the following:

- Click  **Recalculate All** on the action menu.
- Click the  **Recalculate the Final Grade** icon for the user whose grade you want to update.

The Final Grades page also contains an area to enter adjusted final grades for users. You could use adjusted final grades to apply a bell curve or to raise the final grade of a user who was sick. Whether the adjusted final grade is released to users depends on the **Final Grade Released** option you chose when setting up your grade book. (See *Understanding final grade calculations*, p. 10, for more information.)

► To enter an adjusted final grade

Do one of the following:

- If you want a user's grade to be different from the calculated final grade, enter the adjusted grade in the **Adjusted Final Grade** field.
- If you want to release the calculated final grade as the adjusted grade, click the  **Transfer Calculated Final Grade to Adjusted Final Grade** icon.

Once you have ensured that users' grades are accurate, you can release them.









► To release a final grade

Do one of the following:

- Click  **Release All** on the action menu.


- Select the **Release Calculated Final Grade** or **Release Adjusted Final Grade** checkbox for the user whose grades you want to release, and click **Save**.


Additional options on the Final Grades page

To	Do this
View grades by group or section	Select “Groups” or “Sections” from the View By drop-down.
Clear adjusted final grades	Do one of the following: <ul style="list-style-type: none"> • Click  Clear All on the action menu. • Select the users whose grades you want to clear and click the  Clear the Adjusted Final Grade for all selected users icon at the top of the list.
Leave general feedback for all users	<ol style="list-style-type: none"> 1 Click Show details and overall comments to expand the comments section. 2 Enter comments in the text field. Use the Spellchecker or Preview options, if desired.
Leave feedback for a specific user	Click the  Enter Comments icon for the user. Note Final grade comments are not released to users until you release the final grade.
Email users about their final grades	Select the users you want to email and click  Email selected users at the top of the list.
Enter a common adjusted grade for multiple users	<ol style="list-style-type: none"> 1 Select the users you want to assign a common grade for and click  Enter the Adjusted Final Grade for all selected users icon at the top of the list. 2 Enter the grade. 3 Click Save.
Change the number of users displayed per page	Select a value from the per page drop-down.
View the Final Grades Event Log	Click  Event Log on the action menu.
View a user’s Event Log	Click the  Event Log icon for the user.
View statistics about a class or user’s final grades	Click  Final Grade Statistics on the top tool menu.

Calculating final grades by user

You can calculate and release the final grade for a single user using the Grade User page.

- 1 From the User List page, click a user’s name.
- 2 Click the  **Recalculate the Final Grade** icon if necessary.



- 3 Enter an adjusted final grade or click the  **Transfer Calculated Final Grade to Adjusted Final Grade** icon.
- 4 Select the **Release Calculated Final Grade** or **Release Adjusted Final Grade** checkbox depending on the **Final Grade Released** set up option you chose.
- 5 Click **Save**.

Viewing final grade statistics

Final grade statistics lets you view details about a class, group, or section's overall grades for a course. Statistics include the average, median, mode, standard deviation, minimum grade, maximum grade, and a graph showing the distribution of grades. You can also view users' individual final grades.

► To view final grade statistics

Do one of the following:

- From the Final Grades page, click  **Final Grade Statistics** on the top tool menu.
- From the User List page, click the  **Final Grade Statistics** icon next to the Final Grade column heading.

Final calculated grade scenario –Points system

You offer a number of online training courses that use similar content, but adjust the course content depending on your users' interests and skill levels. You set up specific courses by importing course content from a master course. You do not want to change the weight of each grade item to make every course grade book balance, so you use the points system and keep each grade item's Max. Points the same. You grade basic tasks out of 5, intermediate tasks out of 10, and advanced tasks out of 15. You give users who receive at least 70% on all grade items 10 bonus points. You allow users to exceed the maximum points for a grade item, but not the final grade. Because you often allow some users to skip advanced tasks, you drop ungraded items from the final grade calculation.

You set up grade items with the following properties:

	Log in	Preferences	Navigation	Email	Discussions	Blog	Bonus
Max. points	5	5	10	10	15	15	10
Can Exceed	Yes	Yes	Yes	Yes	Yes	Yes	No
Bonus	No	No	No	No	No	No	Yes

You assign the following grades for the user Frank Catcher:

	Log in	Preferences	Navigation	Email	Discussions	Blog	Bonus
Max. points	6	8	9	8	15	--	10

You release the calculated final grade to Frank. It is calculated as follows:

Grade item	Calculation
Log in	$= 6/5*100$ $= 120\%$
Preferences	$= 8/5*100$ $= 160\%$
Navigation	$= 9/10*100$ $= 90\%$
Email	$= 8/10*100$ $= 80\%$
Discussions	$= 15/15*100$ $= 100\%$
Blog	= Dropped Note Dropped grade items are not included in calculations; grades are calculated as if the item does not exist.
Bonus	$= 10/10*100$ $= 100\%$ Note Bonus points are added on top of the final grade, they are not included in the Points Received/Max. Points calculation.
Calculated Final Grade	$= (6+8+9+8+15)/(5+5+10+10+15)*100+10$ $= 46/45*100+10$ $= 112.22\%$ $= 100\%$

Final calculated grade scenario – Weighted system

You are teaching an introductory science course in which users are graded on four labs, their participation in discussion topics, and a final examination. You allow users to drop their lowest grade on a lab. You also provide bonus grades to users who act as moderators for discussion topics. If a user does not submit a lab you leave it ungraded and treat ungraded items as a grade of 0.

You set up grade items and a Labs category with the following properties:

	Labs	Lab 1	Lab 2	Lab 3	Lab 4	Discussions	Moderator	Exam
Category	Labs	Labs	Labs	Labs	Labs	None	None	None
Max. points	n/a	10	10	10	10	10	5	100
Weight	50%	50% for the category				10%	5%	40%
		25%	25%	25%	25%			
Bonus	n/a	No	No	No	No	No	Yes	No
Drop lowest	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a

You assign the following grades for the user Frank Catcher:


	Labs	Lab 1	Lab 2	Lab 3	Lab 4	Discussions	Moderator	Exam
Frank Catcher	n/a	0	8	0	7	8	3	71


You release the calculated final grade to Frank. It is calculated as follows:

Grade item	Calculation
Lab 1	= Dropped Note Dropped grade items are not included in calculations; grades are calculated as if the item does not exist.
Lab 2	= $8/10 \times 25 / (25+25+25) \times 100$ = 26.67% towards the category = $26.67 \times .5$ = 13.33% towards the final grade Note Lab 1 is worth 33.33% of the Labs category even though it is assigned a weight of 25%. This is because the lowest lab grade is dropped and there are only three labs contributing to the category.
Lab 3	= $0/10 \times 25 / (25+25+25) \times 100$ = 0% towards the category = $0 \times .5$ = 0% towards the final grade See the note for Lab 1.
Lab 4	= $7/10 \times 25 / (25+25+25) \times 100$ = 23.33% towards the category = $23.33 \times .5$ = 11.67% towards the final grade See the note for Lab 1.
Discussions	= $8/10 \times 10$ = 8% towards the final grade

Grade item	Calculation
Moderator	$= 3/5 * 5$ $= 3\%$ on top of the final grade Note Bonus items are added to the final grade after other calculations. Do not include a bonus item's weight in your total when balancing your grade book.
Exam	$= 70/100 * 40$ $= 28\%$ towards the final grade
Calculated Final Grade	$= 18.33 + 16.67 + 15 + 9 + 37.2 + 3$ $= 64\%$

Hiding/showing items in the grade book

You can change which grade items appear in your view of the grade book using the  **Display Options** icon.

- 1 From the User List, click  **Display Options** on the action bar.
- 2 Select the grade items you want to appear in your grade book.
- 3 Click **Save**.

To change which grade item details (i.e. weighted grade, grade scheme color) and user details (i.e. username, email) appear in your view of the grade book, see *Changing personal display options*, p. 14.

Viewing event logs

Event logs maintain a record of changes made to your grade book. They can be useful when auditing a grade book, managing teaching assistants, or discussing a grade with a user.


Student Grades Event Log: Frank Catcher					
Search For: <input type="text"/> <input type="button" value="Search"/> Show Search Options					
Page: 1 of 3 <input type="button" value="▶"/> 20 <input type="button" value="▼"/> per page					
Modified By	Last Modified ▼	Item	Grade	Weighted Grade	Symbol
Admin	Apr 18, 2007 4:29 PM	Assignment 1 - History Essay	36 / 50	7.2 / 10	72%
Admin	Apr 18, 2007 4:29 PM	Assignment 1 - History Essay	33 / 50	6.6 / 10	66%
Ann.Shills	Apr 17, 2007 1:50 PM	Discussion Issues 1	- / 10	- / 50	-
Admin	Apr 12, 2007 5:49 PM	Attendance and Participation	0 / 10	0 / 10	Fail
Admin	Apr 12, 2007 5:49 PM	T3	37 / 50	18.5 / 25	74%
Admin	Apr 12, 2007 5:49 PM	T2 (Midterm)	86 / 100	43 / 50	86%
Admin	Apr 12, 2007 5:49 PM	T1	39 / 50	19.5 / 25	78%
Admin	Apr 12, 2007 5:49 PM	Assignment 3 - Project Plan	4 / 5	1.6 / 2	80%
Admin	Apr 12, 2007 5:49 PM	Assignment 1 - History Essay	42 / 50	8.4 / 10	84%
Admin	Apr 12, 2007 5:42 PM	Adjusted Final Grade	85 / 100	N/A	85%
Admin	Apr 12, 2007 5:42 PM	Field Trip Consent Form	attending	N/A	N/A
Admin	Apr 12, 2007 5:42 PM	Field Trip Response Form	10 / 10	10 / 10	100%
Page: 1 of 3 <input type="button" value="▶"/> 20 <input type="button" value="▼"/> per page					
<input type="button" value="Close"/>					

User Grades Event Log

User Grades Event Log

The User Grades Event Log records all of the changes made to a particular user's grades.



► **To access the event log for a user**

- 1 Click the name of the user on the User List.
- 2 Select  **Event Log** on the action bar.

Grade Item Event Log

The Grade Item Event Log records changes to users' grades on a single grade item.


► **To access the event log for users' grades on a grade item**

- 1 From the User List page, click the  **Enter Grades** icon for a grade item.
- 2 Select  **Event Log** on the action menu.

Final Grade Event Log

The Final Grade Event Log records changes to users' final grades.


▶ **To access the event log for users' final grades**

- 1 From the User List page, click the  **Enter Grades** icon for the Final Grade item.
- 2 Select  **Event Log** on the action menu.

Manage Grades Event Log

The Manage Grades Event Log records changes made to the properties or restrictions of a specific grade item.

▶ **To access the Event Log for a grade item**

- 1 In the Manage Grades area, click the name of a grade item from the Grades List.
- 2 Click  **Event Log** in the top tool menu.

Tracking user progress

The User Progress tool allows you and your users to view statistics on a specific user's use of the Learning Environment. When you select Grades from the **Tool** drop-down menu in User Progress, it lists:

- the grade items the user has been graded on (a link to the item in the Grades tool)
- grade achieved
- class average
- date the item was graded
- the final grade, if it has been released.

What users see in the Grades tool

Users access the Grades tool by clicking **Grades** on the course navigation bar.

Grades				
Grades				
Print				
Adjusted Final Grade				
Weight Achieved: 85 / 100				
Grade Items				
Grade Item	Weight Achieved	Grade	Comments and Activities	
Assignments	32.72 / 40			
A 1 - History Essay	7.2 / 10		[View Activities]	
A 1 - Research Notes	2 / 2		Individual Comments:Greate notes Frank!	
A 2 - Group Presentation	9.36 / 12			
A 2 - Peer Evaluation	2 / 2			
Tests	32.4 / 40			
T1	7.8 / 10			
T2 (Midterm)	17.2 / 20			
T3	7.4 / 10			
Weekly Participation	4.83 / 10			
W1	1.33 / 1.67			
W2	1.17 / 1.67			
W3	1.33 / 1.67			
Attendance and Participation	7.5 / 10		[View Activities]	
Field Trip Response Form	0 / 10		[View Activities]	
Field Trip Consent Form				
Make sure to submit your signed form before the field trip.		attending		

User view of the Grades tool

From the Grades page, users can:

- Check whether assignments and other items have been graded.
- View **Comments** left with a grade item.
- See the **Activities** a grade item is related to.
- View **Statistics** on the class's performance on a grade item, category, or final grade.
- View the **Final grade calculation** used to determine their final grade.
- Check their final grade once it is released.
- Print a copy of their grades.

Using the Formula Editor

Use the Formula Editor to define a formula that calculates a grade item's value based on other grade items. When you create a formula you specify which grade items you want included in the formula and the relationships between them. An example of a simple formula is one that calculates the sum of a number of grade items. A more complicated formula is one that drops the minimum or maximum value from a set of grade items.

The Formula Editor is used in two places in the Grades tool: to create formula type grade items (see *Creating a grade item*, p. 25) and to define a final grade when the grading system is set to Formula (see *Understanding grading systems*, p. 7).

Note The Formula Editor is turned off at many organizations. Contact your site administration about getting access to this functionality.

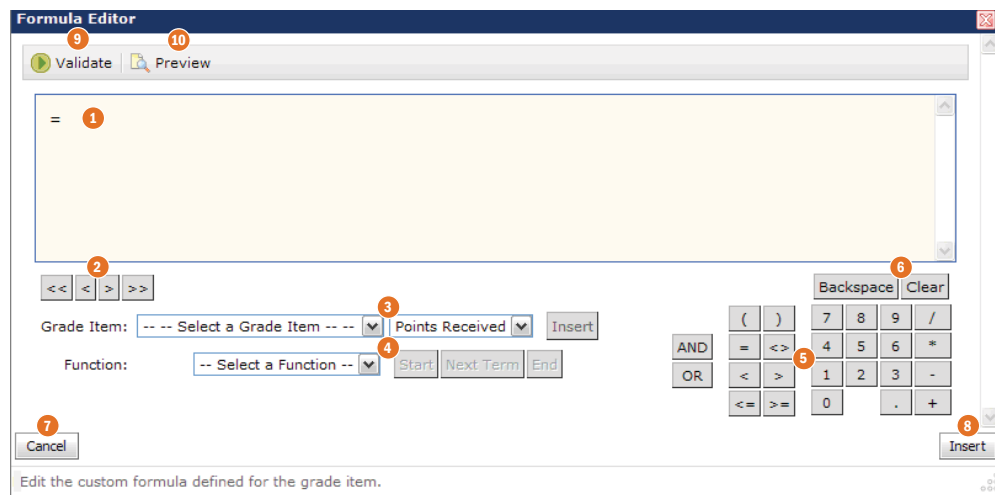
Accessing the Formula Editor

The Formula Editor is available on the New Item and Edit Item page for Formula items, and the Edit Calculated Final Grade page and Edit Adjusted Final Grade page for the Formula grading system.

- 1 From the Grades List page, click the name of a formula grade item or the Calculated Final Grade.
- 2 Click the **Edit Using the Formula Editor** link.

Building a formula

The Formula Editor provides an interface for defining grade items, functions, and operators in your formula. You can select the various options on the interface or use the corresponding keys on your keyboard to add elements.







Formula Editor

Formula area (1)

The Formula Area is where the formula text is displayed. The equals sign (=) at the start of the formula cannot be deleted. A cursor shows your position in the formula. Click in the formula area to position the cursor.

Cursor placement (2)

The cursor placement icons are used to move the cursor forwards and backwards in the formula. You can also move the cursor by clicking on the new location with your mouse. There are four options:

-  Move cursor to start of formula
-  Move cursor to end of formula
-  Move cursor back one element
-  Move cursor forward one element

Grade item parameters (3)

The **Grade Item** drop-down contains a list of grade items you can insert as a parameter in your formula. You can insert Numeric, Pass/Fail, Selectbox, and Formula type grade items. You cannot reference the formula grade item you are defining (this avoids a circular reference) or a final grade.

The **Grade Item Value** drop-down determines what value associated with the grade item you want to use in the formula. There are three options:

- **Points Received** The grade the user achieved. E.g., 7 (out of 10 points).
- **Max Points** The maximum points available for the grade item. E.g., 10 points.
- **Percent** The percent grade the user achieved. E.g., 70%.

The **Insert Grade Item** button inserts the selected grade parameter in the formula.

► **To insert a grade item parameter in a formula**

- 1 Select a **Grade Item**.
- 2 Select the **Grade Item Value** you want to use in the calculation.
- 3 Click **Insert Grade Item**.


Notes

- For the weighted system, category and grade item weights are ignored in formula calculations.
- Dropped grade items and bonus grade items are calculated the same as other grade items.

Functions (4)

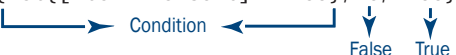
The **Function** drop-down contains a list of functions that you can use in your calculation formula:

- **MAX** Calculates the maximum (largest) value in a set of values.
- **MIN** Calculates the minimum (smallest) value in a set of values.
- **SUM** Calculates the sum (total) of a set of values.
- **AVG** Calculates the average for a set of values by adding all the values and dividing by the total number of values.
- **IF** Operates as a Boolean statement that returns either the value set as true or as false. You must define the condition (Boolean statement), true (then) value, and false (else) value.

E.g. `IF {[Item1.Points Received] >= 60, 100, 0 }`


If function example

- **NOT** Operates as a Boolean statement that returns the value set as true if the condition is false and as false if the condition is true.

E.g. `IF{Not{[Item1.Percent] = 100}, 0, 100}`


Not function example

Notes You may embed functions within functions.

The **Start**, **Next Term**, and **End** icons are used to define elements of a function.

- **Start** Starts the function selected in the **Function** drop-down list with an opening bracket ({}).
 - **Next Term** Inserts a comma to separate grade items or parts of a Boolean statement.
 - **End** Ends the function with a closing bracket ({}).
- ▶ **To insert a function in a formula**
- 1 Select a **Function**.
 - 2 Click **Start**.
 - 3 Enter a parameter.
 - 4 Click **Next Term** to add another parameter or use the numeric keys and operators to define a condition.
 - 5 Click **End** when you are done adding parameters and conditions.

Numeric keys and operators (5)

The right area of the Formula editor contains a number of operators and a numeric key pad to build your formula. These operators are usually used in conjunction with at least one grade item.

Backspace and clear (6)

The **Backspace** and **Clear** icons let you delete parts of your formula to make changes.

- **Backspace** Deletes the element to the left of the cursor.
- **Clear** Deletes the entire formula.

Cancel (7)

The **Cancel** button exits the Formula Editor without saving your changes.

Insert (8)

The **Insert** button validates your formula and applies it to the grade book item or final grade you are working on. If your formula is invalid, you receive an error message and your cursor moves to the point in the formula that caused the error. The error type displays in red above the formula. Refer to *Validation errors*, p. 57, for a list of potential errors.

Validate (9)

The **Validate** option checks if your formula conforms to standard formula grammar. If your formula is valid, a confirmation message displays. If your formula is invalid, you receive an error message and your cursor moves to the point in the formula that caused the error. The error type displays in red above the formula. Refer to *Validation errors*, p. 57, for a list of potential errors.

Preview (10)

The Preview option lets you check how your formula will calculate grades for the first ten users in your user list. Click **Close** when you are finished viewing the grades. If your formula is invalid, you cannot preview grades. Refer to *Validation errors*, p. 57, for a list of potential errors.

Validation errors

Error	Description	Examples
Unexpected [token_type] e.g., Unexpected operator	The formula contains a function component in an unexpected location	= 5=/1 = (5+1)2
Unbalanced parentheses	The formula contains an opening or closing bracket without a corresponding bracket	= 5+1)
Missing end of function	The formula contains an unclosed function	= SUM{[Item1.Points], [Item2.Points]
Unexpected function end	The formula contains a closing bracket for a function that does not relate to a function	= [Item1.Points]/2}
Invalid number of operator parameters	The formula contains an invalid number of operator parameters	= [Item1.Points] +
Invalid number of function parameters	The formula contains an invalid number of function parameters	= SUM{ = IF{[Item1.Points]<2,5}
Numeric value expected	A Boolean statement or operator was entered in place of a numeric value	= IF{5<2,1 OR 1,4} = SUM{1 = 2,3,4}
Boolean value expected	A Boolean statement was not entered for a condition	= IF {MIN{4,5},100,0} = NOT{4}
Invalid terminal	The formula contains an incorrectly used terminal	= [Item1.Points] + 3.2.5

Examples

- Give users who achieved over 75% on all grade items in a category 100% for the category.
= IF{ MIN{ [Week1.Percent], [Week2.Percent], [Week3.Percent] } < 75, 0, 100 }
- Drop the lowest two grades in a set of three grades.

$$= \text{SUM}\{ [\text{G1.Points Received}], [\text{G2. Points Received}], [\text{G3. Points Received}] \} - \text{MIN}\{ [\text{G1. Points Received}], [\text{G2. Points Received}] \} - \text{IF}\{ \text{MIN}\{[\text{G2. Points Received}], [\text{G3. Points Received}]\} = \text{MIN}\{ [\text{G1. Points Received}], [\text{G2. Points Received}] \}, \text{MIN}\{ [\text{G1. Points Received}], [\text{G3. Points Received}] \}, \text{MIN}\{ [\text{G2. Points Received}], [\text{G3. Points Received}] \} \}$$

- Fail users who received less than 60% on either their midterm or final exam.

$$\text{IF}\{ \text{MIN}\{ [\text{Midterm.Percent}], [\text{Final.Percent}] \} < 60, 0, \text{SUM}\{ [\text{A1.Percent}], [\text{A2.Percent}], [\text{G1.Percent}], [\text{G2.Percent}], [\text{Midterm.Percent}], [\text{Final.Percent}] \} \}$$

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