

myCourses Grade Book & Grading Forms

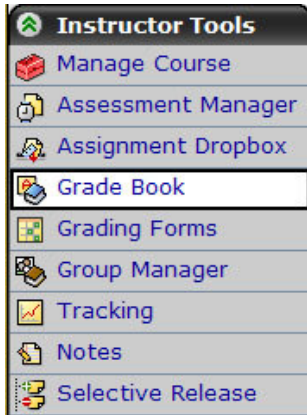


What This Workshop Will Cover:

- Adding grade book columns
- Entering grades
- Editing grade book columns
- Create a formula to calculate grades
- Make grades available to students
- Export/Import grades
- Grading Forms

Grade Book Screen

From the Teach tab, click **Grade Book** in the Instructor Tools area.



The Grade Book screen appears.

Your location: **Grade Book**

Grade Book

Create Column ▾ | Enroll Members | Import from Spreadsheet | Reorder Columns | Grade Book Options ▾

Grades | Members | View All | Custom View | SCORM Grades

<input type="checkbox"/>	▾ Last Name Alphanumeric ↕	▾ First Name Alphanumeric	▾ User ID Alphanumeric	▾ Role Alphanumeric	▾ Midterm Calculated	▾ Final Calculated	
<input type="checkbox"/>	▾ Gatenby	Damon	dgatenby	Section Designer			
<input type="checkbox"/>	▾ Russo	Tracey	trusso	Section Designer			
<input type="checkbox"/>	▾ Student 9060	Demo	webct_demo_54	Student	--	--	

Send Mail | Export to Spreadsheet | Unenroll

(XX) - Indicates a grade that is partial or not complete
^XX - Indicates a grade that has been overridden

The **myCourses Grade book** is divided into **five** tabs, each representing a different view of the grade book.

The **Grades** tab displays the student's first name, last name, username and all gradable columns. Use this view to enter and edit student grades.

The **Members** tab displays the student's first name, last name, username and all non gradable columns.

The **View All** tab displays all gradable and non gradable columns in the grade book. This also represents the order in which the students will the grade book columns.

The **Custom View** tab displays a customized view of student's information.

The **SCORM grades** tab will display grades for imported SCORM modules.

Adding a Column to the Grade book

1. From the Grade book screen, click on the "**Create Column**" pull down menu.
2. Select the type of column to add.
Newly added columns are added to the right of existing columns by default.

Types of Columns

Alphanumeric: a short sequence of letters (and numbers) Examples: first name, last name, student number

Numeric: contains only digits Examples include: assignments and exams

Calculated: contains a formula based on one or more of the numeric columns in the student-grading database.

Letter Grade: allows you to create a letter column to convert a numeric, calculated or Quiz column.

Selection List: allows you to create a customized selection box to help organize groupings. Examples include: section numbers and presentation groups

Text: longer sequence of letters (and numbers) Examples include: comments and addresses

Grading Form: Use this column type to associate a grading form with a grade book column.

Automatically generated columns

***Graded Discussion Topics:** a column that is automatically created when a discussion topic is created and is marked as gradable.

***Quiz:** is a type of column that appears automatically when a quiz/test tool is added to your course.

***Assignments:** is a type of column that appears automatically when an assignment (using the assignment tool) is added to your course.

Entering Grades

From the grade book screen, click the column title heading and select **Edit Values**.

Enter student grades in the "Current Value Change To" area.

Note: The "**Comment**" area is added to the Audit History and is not revealed to the student.

Column functions

- Sort a column by clicking on the column heading and selecting **Sort Column**.
- Edit a column value by clicking the column heading and selecting **Edit Values**.
- Display column stats by clicking the column heading and selecting **Column Statistics**.
- Edit an individual student's information by clicking on the hyperlinked student's name in the first column and selecting **Edit Member**.

Editing a Column

Selection List Column

After adding a selection list column, click the selection list column title and select "Edit Column Select List". Begin adding items to create a selection list and then click **Save**.

Your location: **Grade Book**

Edit Selection List for: Section

To edit a value in a selection list, click the selection list column title and select edit values. From the pull down menu, select the appropriate value and then click **Save**.

Letter Grade Column

After adding a letter grade column, click the letter grade column title and select "**Edit Column Letter Grade Scheme**". Enter a letter value for each letter grade in the scheme.

To add grades, select the radio button next to the grade letter and select "Add Grade" to insert a blank grade and letter scheme. When finished, select **Save** or **Save and Set as Default**.

Your location: [Grade Book](#) > **Edit Letter Grade Scheme**

Edit Letter Grade Scheme for: Letter Grade

Base letter grade on column:

Grade	Range	Actions ?
<input type="radio"/> A+	<input type="text" value="97"/> and above	
<input type="radio"/> A	<input type="text" value="93"/> or greater, and less than 97	<input type="button" value="✕"/>
<input checked="" type="radio"/> A-	<input type="text" value="90"/> or greater, and less than 93	<input type="button" value="✕"/>
<input type="radio"/> B+	<input type="text" value="87"/> or greater, and less than 90	<input type="button" value="✕"/>
<input type="radio"/> B	<input type="text" value="83"/> or greater, and less than 87	<input type="button" value="✕"/>

Calculated Column

After adding a calculated column, click the calculated column title and select "**Edit Column Formula**".

It is helpful have your course grading scheme available, such as the sample provided below, before creating a formula.

Attendance	Out of 15 points	10%
Assignment 1	Out of 50 points	25%
Midterm	Out of 80 points	40%
Assignment 2	Out of 50 points	25%
Total		100%

Sample formula for calculating a Final Grade using the grading scheme shown above:

(((Attendance)/15*0.10)+((Assignment 1)/50*0.25)+((Assignment 2)/50*0.25) + ((Midterm)/80*40))*100

SUM
MIN
MAX
AVG
Enter Another Value
End Function

Select a column to add to your formula:
Midterm
Attendance
Assignment 2
Assignment 1

() +
7 8 9 -
4 5 6 *
1 2 3 /
0 .

Undo Clear All

To calculate the average of several columns:

AVG{[Assignment 1]+[Assignment 2]}

SUM
MIN
MAX
AVG
Enter Another Value
End Function

Select a column to add to your formula:

- Midterm
- Attendance
- Assignment 2
- Assignment 1

() +
7 8 9 -
4 5 6 *
1 2 3 /
0 .

Undo Clear All

SUM Function

SUM{[Assignment 1]+[Assignment 2]}

SUM
MIN
MAX
AVG
Enter Another Value
End Function

Select a column to add to your formula:

- Midterm
- Attendance
- Assignment 2
- Assignment 1

() +
7 8 9 -
4 5 6 *
1 2 3 /
0 .


Undo Clear All

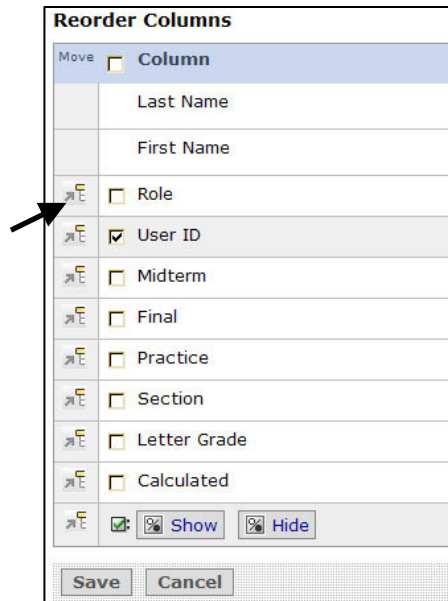
Reorder Columns

1. From the Gradebook screen, select **Reorder Columns**.



2. Select the checkbox next to the the column to be moved.

3. Then click  (**Insert Selected Items Above**) icon to move the column.

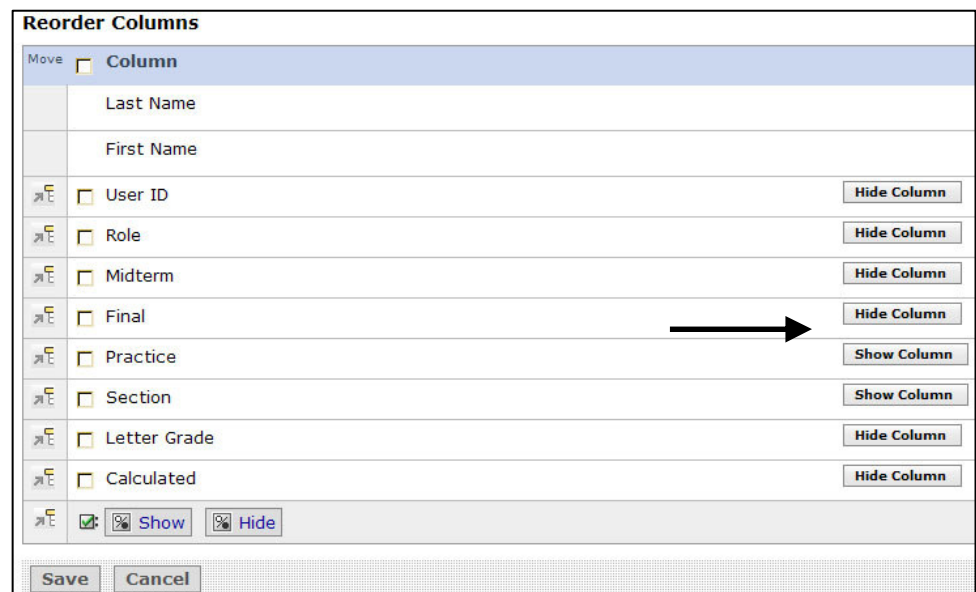


The 'Reorder Columns' dialog box shows a list of columns with checkboxes. The 'User ID' checkbox is checked. An arrow points to the 'Insert Selected Items Above' icon next to the 'User ID' row. At the bottom, there are 'Show' and 'Hide' buttons with eye icons, and 'Save' and 'Cancel' buttons.

Move	Column
	Last Name
	First Name
<input type="checkbox"/>	Role
<input checked="" type="checkbox"/>	User ID
<input type="checkbox"/>	Midterm
<input type="checkbox"/>	Final
<input type="checkbox"/>	Practice
<input type="checkbox"/>	Section
<input type="checkbox"/>	Letter Grade
<input type="checkbox"/>	Calculated
<input checked="" type="checkbox"/>	<input type="checkbox"/> Show <input type="checkbox"/> Hide
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Show/Hide Columns

1. To show or hide columns, select the checkbox next to the column title and then click, **Hide**.
2. Or to show or hide individual columns, click **Show Column** or **Hide Column**.



The 'Reorder Columns' dialog box shows a list of columns with checkboxes. The 'User ID' checkbox is checked. Each row has a 'Hide Column' or 'Show Column' button. An arrow points to the 'Show Column' button for the 'Practice' row. At the bottom, there are 'Show' and 'Hide' buttons with eye icons, and 'Save' and 'Cancel' buttons.

Move	Column	
	Last Name	
	First Name	
<input checked="" type="checkbox"/>	User ID	<input type="button" value="Hide Column"/>
<input type="checkbox"/>	Role	<input type="button" value="Hide Column"/>
<input type="checkbox"/>	Midterm	<input type="button" value="Hide Column"/>
<input type="checkbox"/>	Final	<input type="button" value="Hide Column"/>
<input type="checkbox"/>	Practice	<input type="button" value="Show Column"/>
<input type="checkbox"/>	Section	<input type="button" value="Show Column"/>
<input type="checkbox"/>	Letter Grade	<input type="button" value="Hide Column"/>
<input type="checkbox"/>	Calculated	<input type="button" value="Hide Column"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> Show <input type="checkbox"/> Hide	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Deleting a Column

1. From the Gradebook screen, click **Grade Book Options → Column Settings**.
 2. To delete a column, select the checkbox just above the column label and click **Delete**.
- Additional Notes:

- Be careful! A deleted column **cannot** be retrieved once it has been deleted.
- The user ID, Midterm, and Final column cannot be deleted. Tip: Hide these columns, select "Hide Column" (see Reorder Columns).
- The Assessment and Assignment columns cannot be deleted unless you delete the actual assessment or assignment itself first from the course.

Column Settings

- Text within columns can be **aligned** left, center, or right.
- Released** columns need to be set to “Yes” in order for students to view their grades.
- Grade column** is set to "Yes" if the column is gradable. All gradable columns appear in the Grade tab.
- Decimals** can be set to All, 0, 1, and 2.

Column Settings				
Create Column				
<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label:	Last Name	First Name	User ID	R
Type:	Alpha	Alpha	Alpha	Al
Alignment:	L C R	L C R	L C R	L
Released to Student:	Yes	Yes	Yes	Y
Grade Column:	No	No	No	N
Decimals:				
Maximum value:				
Source:				
Release Statistics:				

Delete Release Do Not Release
 - Align - - Decimals - - Grade: -

Converting a Column Type

- From Grade Book Options, click **Column Settings**.
- In the Type row, click on the hyperlinked column description. The **Convert Column Type** screen appears.
- Select a new column type from the **New Value** drop down list.
- Click **Save**.

Add the My Grades Tool to the course toolbar (*Note: Only your students will be able to view this link*)

In order for your students to access their grades in your course, you must add the **My Grades** to the My Tools column.

- From the Build tab, click on “Manage Course” under **Designer Tools**.
- Click on **Tools** and select the checkbox next to “My Grades”.
- Click **Save**.

Exporting from the Gradebook

- From the Gradebook screen, select **Export to Spreadsheet**.
- Select the columns to be exported and file type to export. Comma-delimited exports as a .csv file and tab-delimited as a .txt file.



The screenshot shows a dialog box titled "Export to Spreadsheet". It is divided into four sections: "Members to Export:" with a radio button for "All members"; "Columns to Export:" with radio buttons for "Visible columns" and "All columns"; "Export Format:" with a text instruction "Select the keyboard element you want to use to separate member data in the exported file." and radio buttons for "Comma-delimited" and "Tab-delimited"; and "Character Set:" with a text instruction "Select a character set that is supported for your language by the software you want to use to view or edit the exported file." and radio buttons for "Unicode (UTF-8)" and "Unicode (UCS-2)". At the bottom are "Export" and "Cancel" buttons.

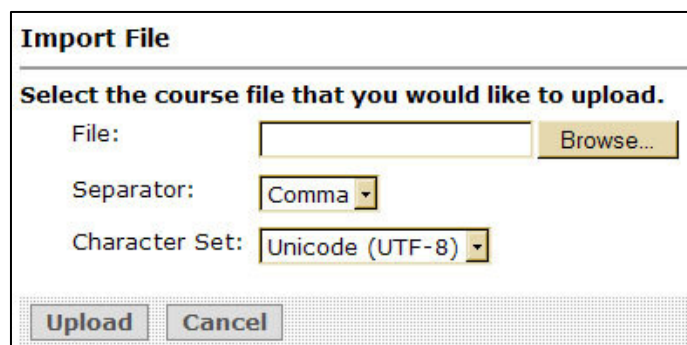
- Click **Export**.
A window appears prompting you to download the file.
- Enter a filename and click **Save**.

Note: If you plan on exporting the gradebook and then importing grades back to the WebCT gradebook, you must include the User ID column as part of the exported gradebook file.

Importing the Gradebook

The ID team recommends exporting your gradebook with all necessary columns before you attempt to re- import the spreadsheet file.

- From the Gradebook screen, select **Import from Spreadsheet**.
- Click Browse and select the spreadsheet file to be imported.
- Choose the type of file, comma or tab delimited.
- Select Character Set. Unicode (UTF-8) is the default.



The screenshot shows a dialog box titled "Import File". It contains the instruction "Select the course file that you would like to upload." followed by three fields: "File:" with a text input and a "Browse..." button; "Separator:" with a dropdown menu set to "Comma"; and "Character Set:" with a dropdown menu set to "Unicode (UTF-8)". At the bottom are "Upload" and "Cancel" buttons.

The Import File screen appears.

Check the import column against the grade book column. To ignore a column, select "**Do not import**". If you wish to import a new column, select "**Add as a new column**".

Import Column Match	Grade Book Column	Data Preview
User Id <input checked="" type="checkbox"/>	User Id	trn_trusso, trusso, ta_russo, fake_1, fake_4, fake_6, fake_5, fake_3, fake_2...
Last Name	- Do not import -	Russo, Russo, Russo, Student, Student, Student, Student, Student, Student...
First Name	- Do not import -	Tracey, Tracey, Tracey, Fake_1, Fake_4, Fake_6, Fake_5, Fake_3, Fake_2...
Role	- Do not import -	Section Instructor, Section Designer, Section Instructor, Section Designer, Teaching Assistant, Student, Student, Student, Student, Student...
Midterm <input checked="" type="checkbox"/>	Midterm	[blank], [blank], [blank], [blank], [blank], 40.00, [blank], [blank], [blank]...
Final <input checked="" type="checkbox"/>	Final	[blank], [blank], [blank], [blank], [blank], 50.0, [blank], [blank], [blank]...
Attendance <input checked="" type="checkbox"/>	Attendance	[blank], [blank], [blank], [blank], [blank], [blank], [blank], [blank], [blank]...
Assignment 1 <input checked="" type="checkbox"/>	Assignment 1	[blank], [blank], [blank], [blank], [blank], [blank], [blank], [blank], [blank]...
Assignment 2 <input checked="" type="checkbox"/>	Assignment 2	[blank], [blank], [blank], [blank], [blank], [blank], [blank], [blank], [blank]...

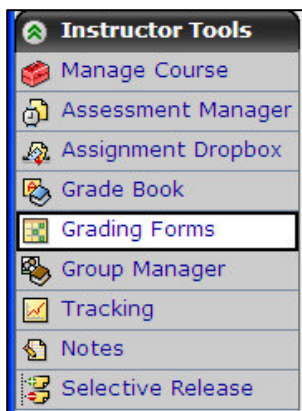
Click **Import**, then click **OK**.

Grading Forms

Grading Forms allow you to create rubrics within your course that can be integrated with assignments, discussion topics, and a grade book column. The online rubric can then be used to grade student work according to a specific set of criteria and posted automatically to the course gradebook.

You can access the grading form tool from the Build or Teach tab.

Select the grading forms tool from the Instructor tools on the teach tab and then click **Create Grading Form**.



Grading Forms	
Create Grading Form	
<input type="checkbox"/> title	Grade Type
<input type="checkbox"/> test	Numeric (out of 12)
<input checked="" type="checkbox"/> Delete	

Enter a grading form title and description.

Create Grading Form

*Title:

Description:

To edit the name of a criterion or performance indicator, click its Edit icon.

Add the grade criteria and performance indicators and associated points. Select Add Criteria or Add Performance Indicator buttons to add additional criteria or performance columns. Select the pencil icon next to titles to edit criteria and performance indicators.

Objective/Criteria	Performance Indicators		
	* Need Improvement	* Meet Expectations	* Exceptional
* Spelling	Many mistakes and lack of proofreading <input type="text" value="10.0"/> *points	Few obvious mistakes <input type="text" value="20.0"/> *points	No obvious mistakes <input type="text" value="30.0"/> *points
* Grammar	Arguments not supported <input type="text" value="10.0"/> *points	Some arguments supported <input type="text" value="20.0"/> *points	Solid arguments with excellent support for all of them <input type="text" value="30.0"/> *points
* Style	Nothing original <input type="text" value="15.0"/> *points	Some originality <input type="text" value="25.0"/> *points	Several original ideas <input type="text" value="40.0"/> *points
			Total (out of):: <input type="text" value="100"/>

Grading Forms

Title	Grade Type
<input type="checkbox"/> <u>Sample Grading Form</u>	Numeric (out of 100)
This is a sample grading rubric (new Vista 4 tool) that can be associated with an assignment or a discussion topic(threaded topic, blog, or journal). You create the grading form by indicating the criteria and performance indicators.	
<input checked="" type="checkbox"/> <input type="button" value="Delete"/>	

Now that the grading form has been created, you can attach the form to a graded discussion topic, assignment, or grade column in the grade book.

Discussion Topic Settings

