



Grades and Student Progress

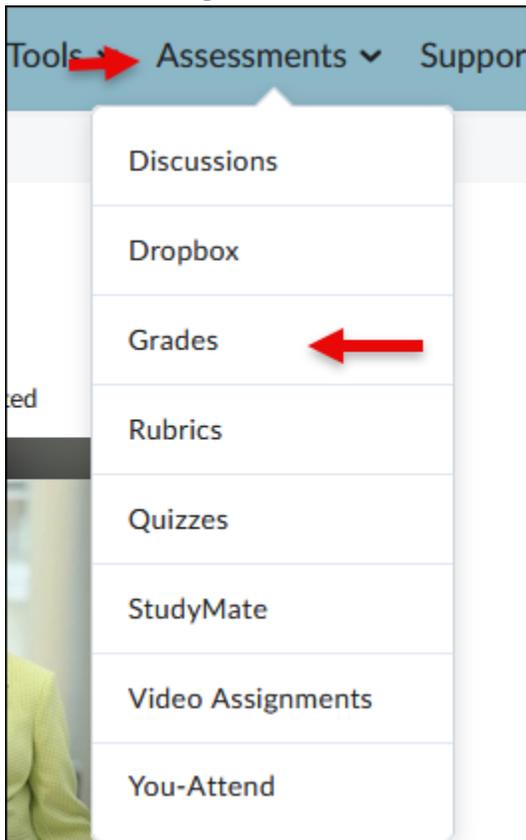
The Grades tool is used to set the grading system, final grade release, calculation, grading scheme, and display views for student grades in the course.

Creating a Scheme

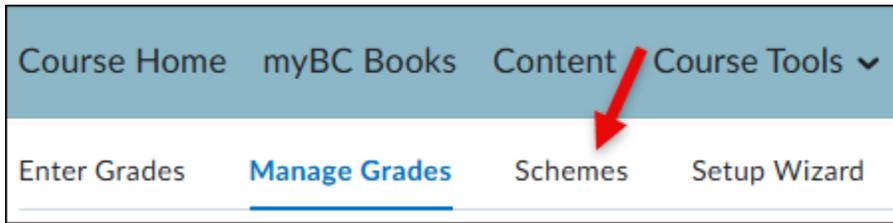
Use schemes to create a letter grade which will be associated with your final score in the Gradebook.

Schemes can be created prior to going through the Grades Wizard (easiest method) OR at the end before releasing the Final Grade.

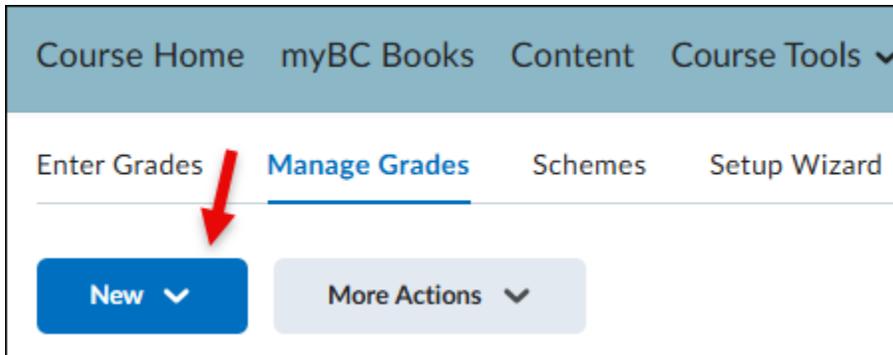
1. **Enter** Grades using the Grades link under the Assessments drop-down menu located on the course navigation bar.



2. Click on the Schemes link.



3. Select the button for New Scheme.



4. Enter a title for the scheme (1), as well as the symbol to represent the lowest grade for the Start range, in this case I entered an F for 0 points (2), and select a color (3).

New Scheme

General

Name *

Letter Grade **1**

Short Name

Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	F 2	0	 3	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

5. Continue this process for letter grades D at a start range of 60% and C at a start range of 70% (1). To add additional boxes for grades B and A type in a number 2 in the Add Ranges box (2).

Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	<input type="text" value="F"/>	0		<input type="text"/>	
2	<input type="text" value="D"/>	<input type="text" value="60"/>		<input type="text"/>	
3	<input type="text" value="C"/>	<input type="text" value="70"/>		<input type="text"/>	

Number of Ranges

Add Ranges

6. Complete the scheme by adding the letter grades B at a start range of 80% and A at a start range 90% (1). Click the Save and Close button when done (2).

Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	<input type="text" value="F"/>	0		<input type="text"/>	
2	<input type="text" value="D"/>	<input type="text" value="60"/>		<input type="text"/>	
3	<input type="text" value="C"/>	<input type="text" value="70"/>		<input type="text"/>	
4	<input type="text" value="B"/>	<input type="text" value="80"/>		<input type="text"/>	
5	<input type="text" value="A"/>	<input type="text" value="90"/>		<input type="text"/>	

Number of Ranges

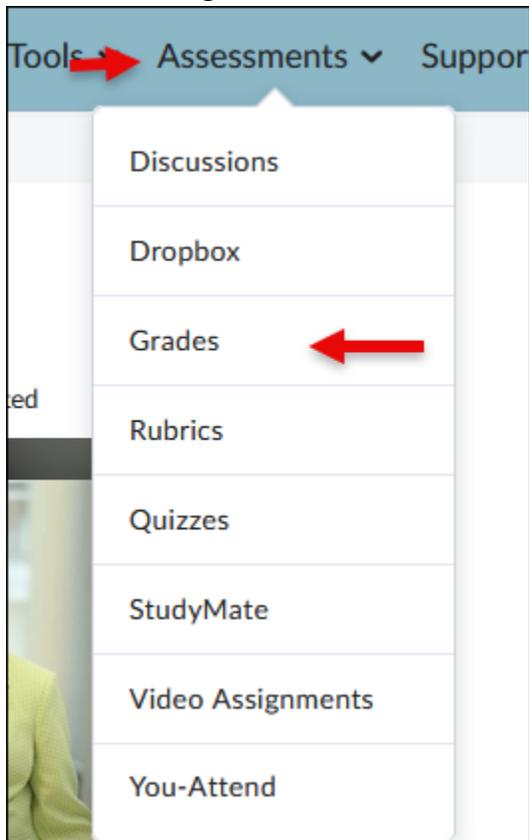
Add Ranges

Save and Close Save Cancel

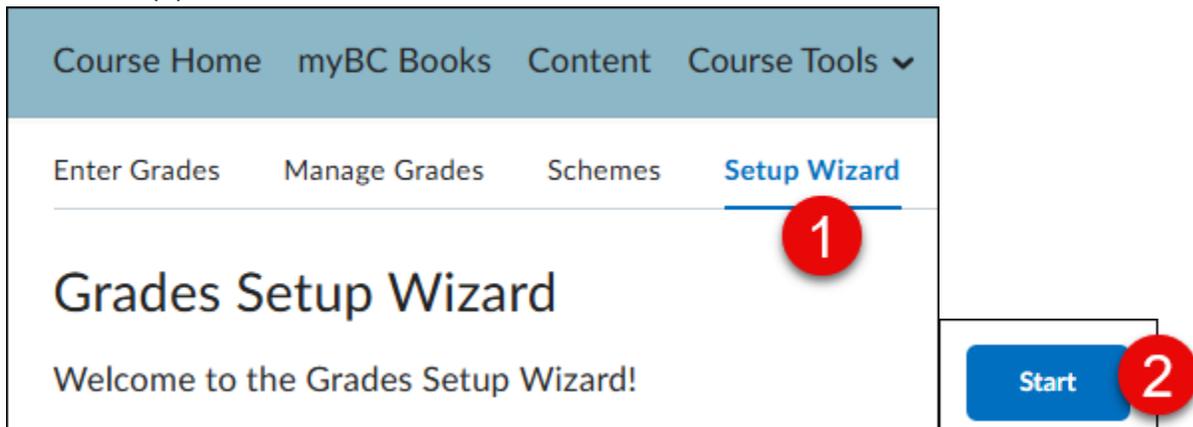
Grades Wizard

The Grades wizard is used to define the settings for your gradebook.

1. **Enter** Grades using the Grades link under the Assessments drop-down menu located on the course navigation bar.



2. **Click** on the Setup Wizard (1) link located under the course navigation bar and **click** the Start button (2).



3. **Select** Weighted for your grading system (1) [selections can be edited] and **click** the Continue button (2).

Step 1 of 7

Step 1: Choose Grading System

Grading System

1 Weighted 

Example:

Assignments Category (20% of final grade)

- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)

Final Exam Item (80% of final grade)

Final Grade: /100%

Points 

Example:

Assignments Category (40 points)

- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)

Final Exam Item (200 points)

Final Grade: /240 points

Formula 

Final grade is determined by a custom defined formula
Grade items and categories use the Points system

2

4. **Select** Calculated Final Grade (1) and **click** the Continue button (2).

NOTE: To allow for future editing of students' grades, such as rounding a student's final grade score, select Adjusted Final Grade.

Step 2 of 7
Step 2: Final Grade Released

Release

Calculated Final Grade
The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

1 Adjusted Final Grade
Allows you to modify or adjust users' grades before releasing them.

Automatically release final grade
When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

2

5. **Select** to Drop ungraded items (1) [this option prevents students from viewing an inaccurate final grade based on incomplete items, but you do need to remember to add zeros in the grade book yourself for items students do not complete prior to releasing final grades] and **check** the box for Automatically keep final grade updated (2). **Click** the Continue button (3).

Step 3 of 7
Step 3: Grade Calculations

Ungraded Items

Drop ungraded items ? **1**

Treat ungraded items as 0 ?

Auto Update

Automatically keep final grade updated **2**

3

6. If you created a scheme earlier select it, if not just **click** the Continue button.

Step 4 of 7
Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage 	<input checked="" type="radio"/>	
Course Schemes		
Letter Grade	<input type="radio"/>	



7. **Enter** the number of decimal places you want displayed in your gradebook and then **click** the continue button.

Step 5 of 7
Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display 



8. **Select** the checkboxes for Point grade, Grade scheme symbol and Grade scheme color, **deselect** the checkbox for Weighted grade (1) [these settings allow students to viewpoint values for their assignments and quizzes along with a Letter grade for each graded item and the Final Grade]. **Click** the Continue button (2).

Step 6 of 7

Step 6: Student View Display Options

Grade Details

- Points grade ?
- Weighted grade ?
- Grade scheme symbol ?
- Grade scheme color ?

Decimals Displayed *

Number of decimal places to display ?

Characters Displayed *

Number of characters to display for Text items ?

Final Grade Calculation

- Display final grade calculation to users ?

2

Continue Go Back Cancel

9. Click the Finish button.

Student View Display Options

Display points grade values

Do not display weighted grade values

Display grade scheme symbols

Display grade scheme colors

Display 2 decimal places for grade item values

Display 15 characters for Text type grade item values

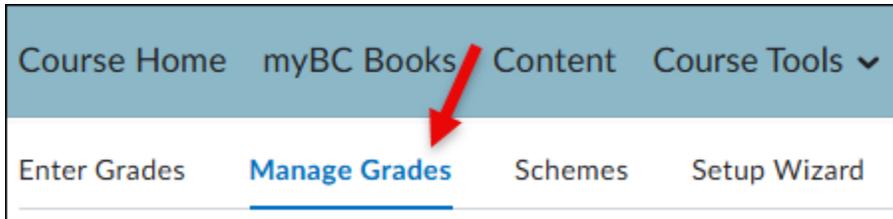
Do not display the final grade calculation to users

 **Finish** Go Back Cancel

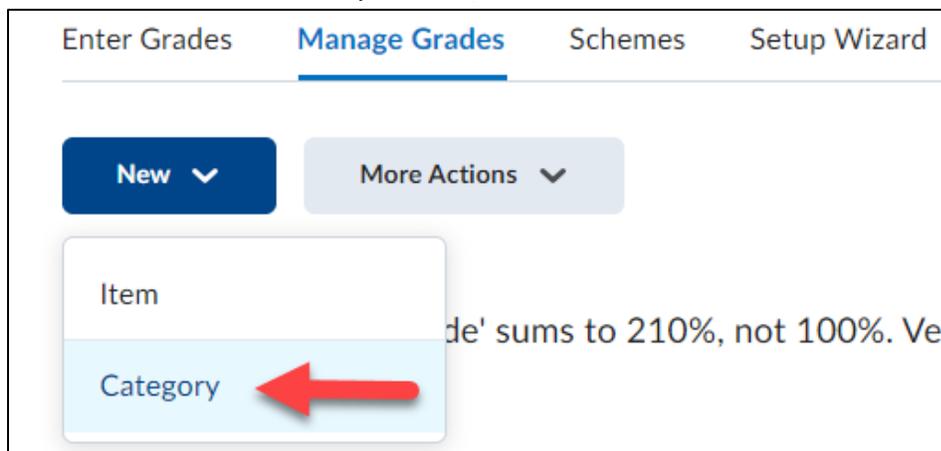
Manage Grades

Now that we have defined our settings, we need to populate the gradebook with various items such as activities, assignments, and quizzes.

1. **Click** on the Manage Grades link below the Navigation bar.



2. **Select** Category from the New drop-down selection menu [we are going to add “weighted” folders that will hold several associated items which helps make the grade book work for us, instead of the other way around]



3. Enter a Name such as Quizzes or Assignments (1). Input the Weight (2) [this is the amount you want the category to contribute to the final grade]. Select the checkbox for Allow category grade to exceed category weight (3) [this will allow for any possible extra credit points to be added later]. Click the radio button for Distribute weight evenly across all items (4) and click the Save and New button (5).

Continue with this process till you have all your Categories created [you can add categories later, but the more you do now to finalize your grade book the better].

When done, click the Save and Close button (6) to return the Manage Grades area.

The screenshot shows the 'Properties' tab with two sub-tabs: 'Properties' and 'Restrictions'. The 'General' section includes a 'Name' field with 'Quizzes' entered (1), a 'Short Name' field, and a 'Show Description' link. The 'Grading' section includes a 'Weight' field with '20' entered (2), a checked checkbox for 'Allow category grade to exceed category weight' (3), and radio buttons for 'Distribution'. The 'Distribute weight evenly across all items' option is selected (4). Below this are two input fields for 'Number of highest non-bonus items to drop for each user' and 'Number of lowest non-bonus items to drop for each user', both set to '0'. The 'Display Options' section has a 'Show Display Options' link. At the bottom, there are four buttons: 'Save and Close' (6), 'Save and New' (5), 'Save', and 'Cancel'.

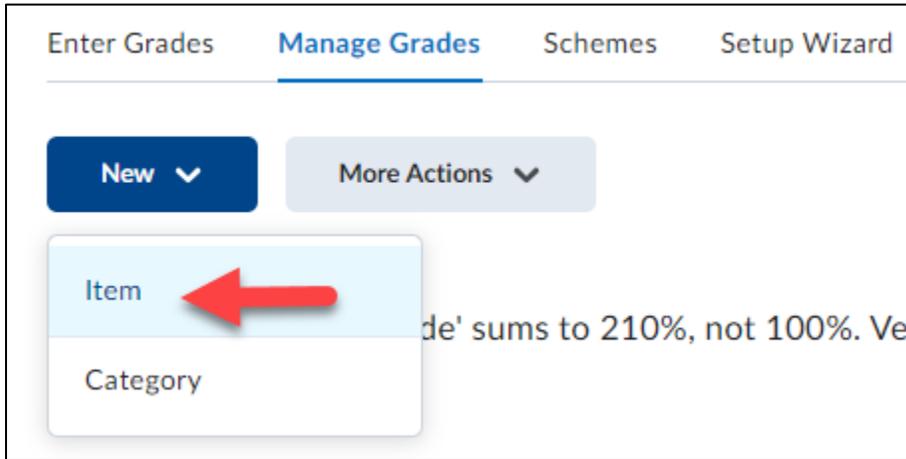
NOTE
The total weight of all your Categories MUST add up to 100. Keep in mind since the weight will be equally divided in a category you can add multiple items which exceeds that amount.

NOTE
To drop the lowest grade a student receives on an item(s) enter the number of item(s) you want to drop in the field for the **Number of lowest non-bonus items to drop for each user**.

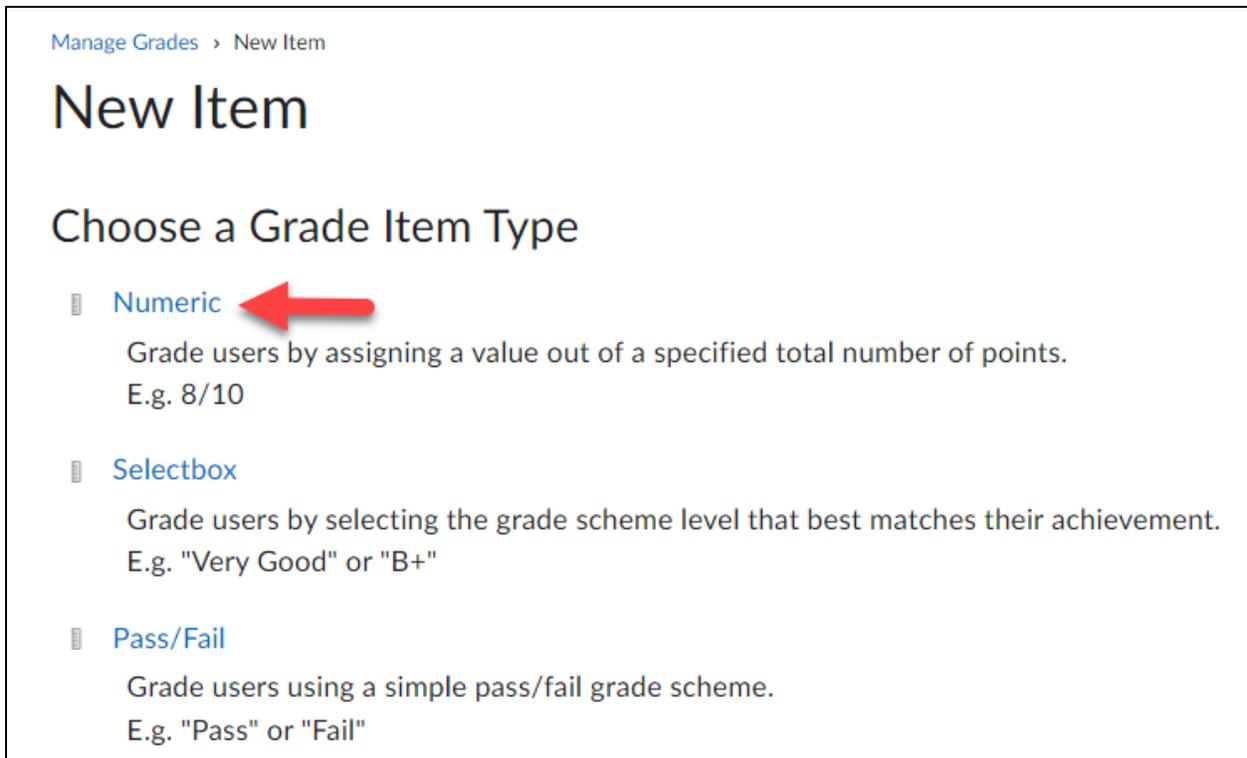
New Items

We now need to add individual grade items to each category.

1. **Select** Item from the New drop-down selection menu. *Note: in the following image I created categories for Quizzes, Assignments, Participation and Presentations.



2. **Select** the Numeric text link.



3. Enter a Name (1) such as Quiz 1 or Assignment 1, use the drop-down menu for Category and select the appropriate folder (2) and enter a Max. Points value for the item (3). Select the Save and Close button (4) to return to the Manage Grades area OR select the Save and New button (5). [Continue with this process till all grade items have been added [you can always add more later].

New Item

Properties Restrictions Objectives

General

Type
Numeric

Name *
Quiz 1 1

Short Name

Category
Quizzes (20% of final grade) [New Category] 2

▸ Show Description

Grading

Maximum Points *
100 3

Weight *
100

Can Exceed

Bonus

Grade Scheme
-- Default Scheme -- (Percentage)

Rubrics
Add Rubric
No rubrics selected.
[\[Create Rubric in New Window\]](#)

Display Options

▸ Show Display Options

4 5

Save and Close Save and New Save Cancel

The following image shows an example of created Categories and associated Items. If the Grade List indicates errors at the top, it may be due to the Categories not totaling 100 or items not being properly associated with a Category.

The weight for each grade item under a category is automatically determined using the following formula:

$$100 \div \text{number of grade items added to the category} = \text{weight of each grade item}$$

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Writing Projects ▾				60
<input type="checkbox"/>	Letter Writing ▾	Numeric	Assignments ⓘ	24	25
<input type="checkbox"/>	Review Writing ▾	Numeric	Assignments ⓘ	25	25
<input type="checkbox"/>	Poem Reflection ▾	Numeric	Assignments ⓘ	10	25
<input type="checkbox"/>	Group Assign ▾	Numeric	-	50	25
<input type="checkbox"/>	Attendance ▾				10
<input type="checkbox"/>	Article Reflection ▾	Numeric	-		
<input type="checkbox"/>	Metaphors in Poetry ▾	Numeric	Discussion		
<input type="checkbox"/>	Review Quiz ▾	Numeric	-		
<input type="checkbox"/>	Peer Feedback ▾				
<input type="checkbox"/>	Peer Review ▾	Numeric	-		
<input type="checkbox"/>	Peer Feedback ▾	Numeric	Discussion		
<input type="checkbox"/>	Final Exam ▾				20
<input type="checkbox"/>	Final Exam ▾	Numeric	-	100	100
<input type="checkbox"/>	Final Calculated Grade ▾				
<input type="checkbox"/>	Final Adjusted Grade ▾				

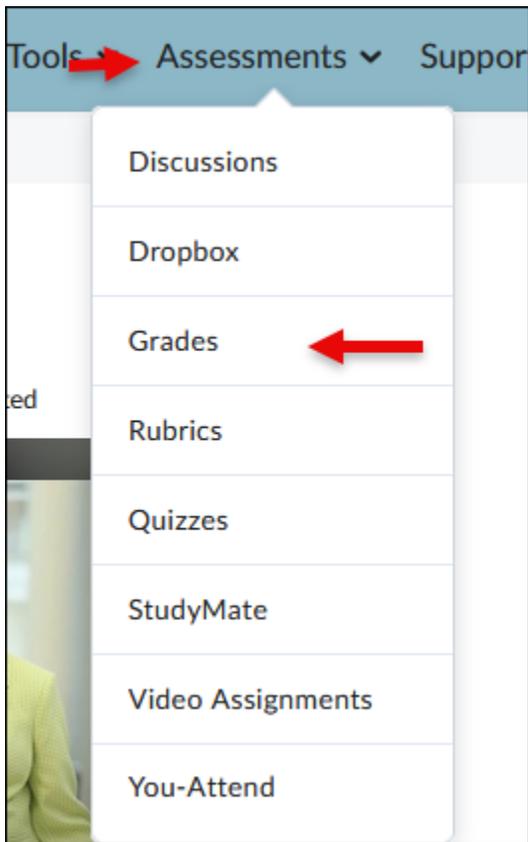
The weight for each grade item under a category is automatically determined using the following formula:

$$100 \div \text{number of grade items added to the category} = \text{weight of each grade item}$$

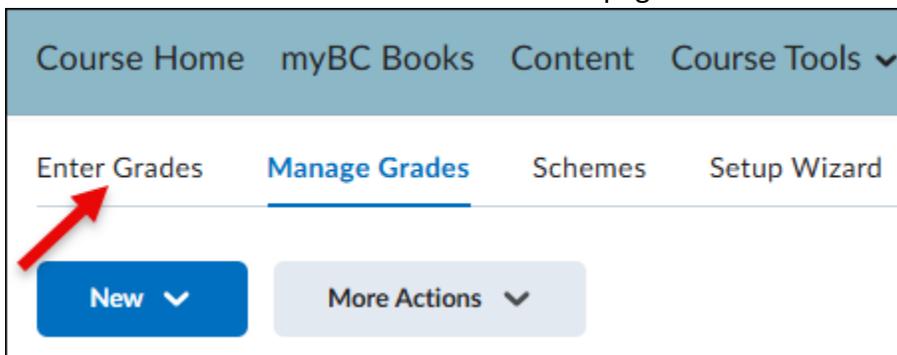
Bringing it all together for the Final Grade

At the end of the semester, you will need to reveal final grades to your students.

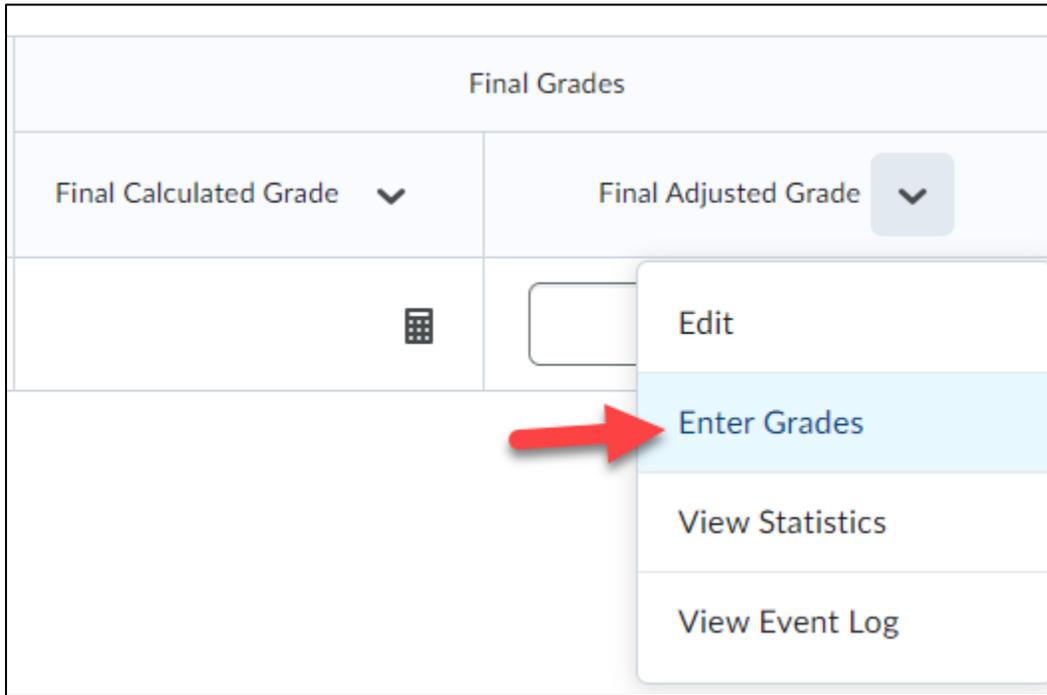
1. **Select** Grades from the Assessments drop-down menu on the course navigation bar.



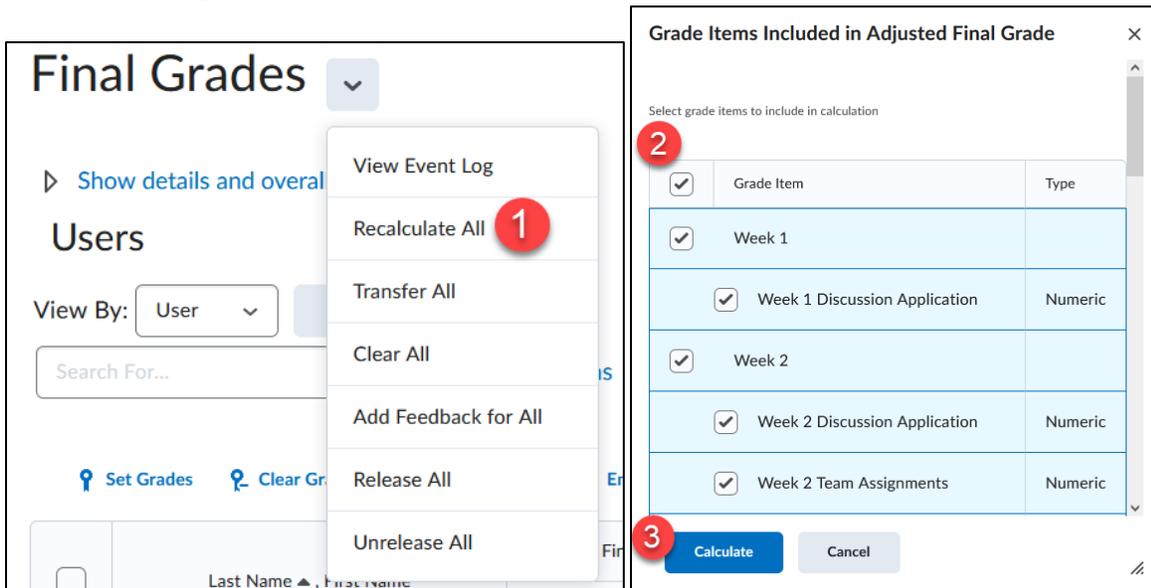
2. **Select** Enter Grades on the left-side of the page.



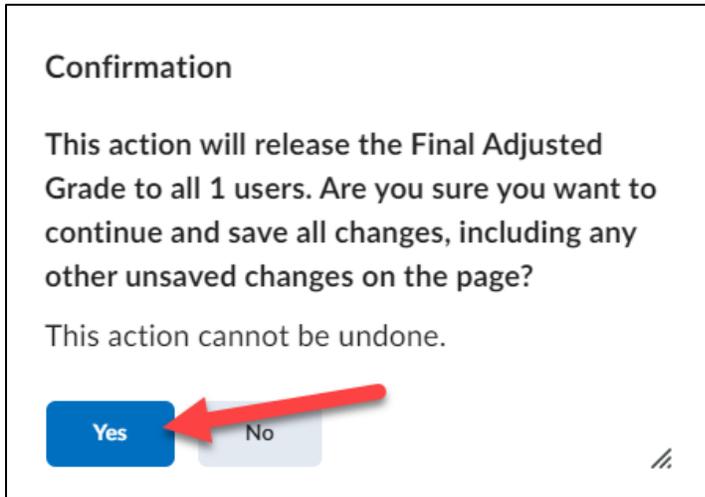
3. **Scroll** all the way to the right to the Final Grades column and **select** Enter Grades from the Adjusted Grade drop-down menu.



4. **Select** Recalculate All from the Final Grades menu (1) click on each item that you would like to include in the calculation OR click on the select all box to select all items (2), then verify that all the graded items are listed and then **click** Calculate (3).



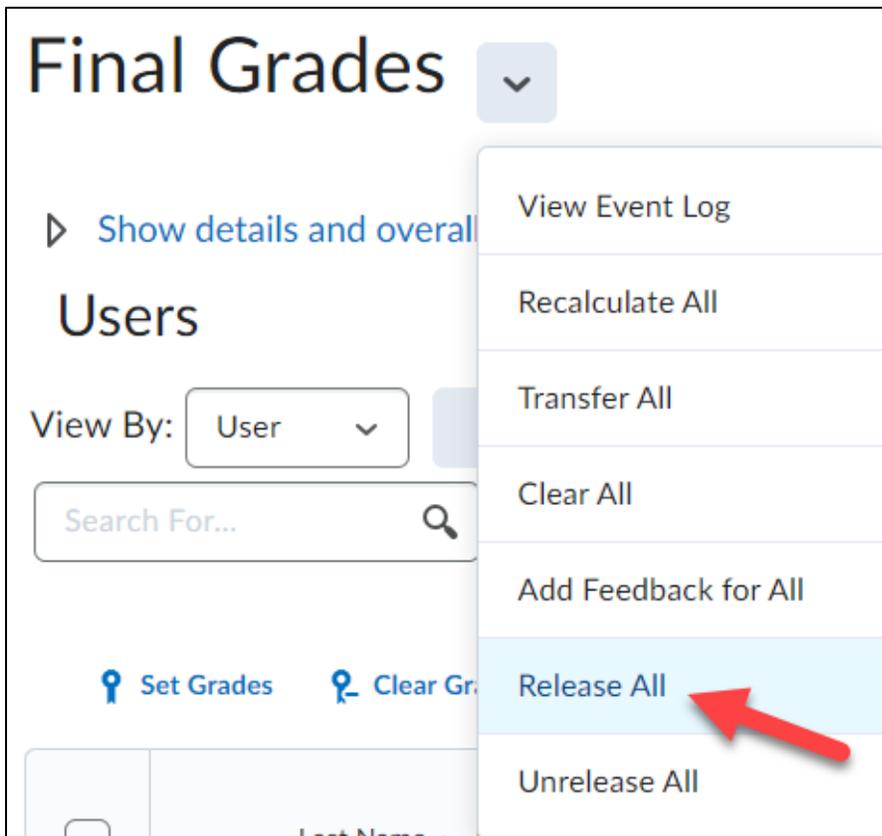
5. **Select** the Yes button.



Reveal Final Adjusted Grade

We now need to allow students to see their final grade.

1. **Select** Release All from the Final Grades drop-down selection menu.



2. Click Yes to the confirmation.

Confirmation

This action will release the Final Adjusted Grade to all 1 users. Are you sure you want to continue and save all changes, including any other unsaved changes on the page?

This action cannot be undone.

3. Click Save and Close.

4. If you return to Enter Grades [link located on the left of the page but not pictured in the following image] you should notice an  icon for all users in the Final Adjusted Grade column [this indicates the column is viewable to students].

	Last Name ▲, First Name	Final Grades
<input type="checkbox"/>		Final Calculated Grade ▼
<input type="checkbox"/>	  Ahrens, Lacey ▼	
<input type="checkbox"/>	  Barnes, Paige ▼	

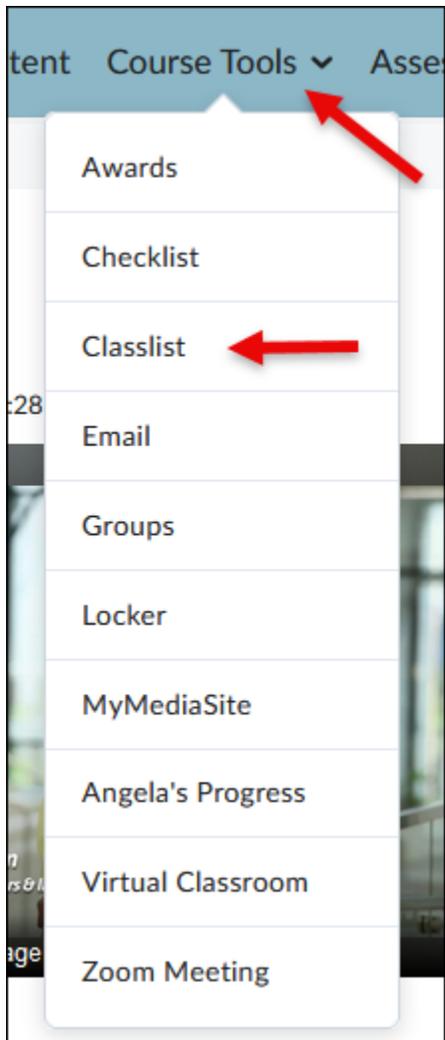
Student Grades View

Grades				Print
Final Calculated Grade				
Weight Achieved				
48.75 / 50				
Grade				
97.5 %				
Grade Item	Points	Weight Achieved	Grade	
Quizzes		48.75 / 50		
Virtual Campus Tour Quiz	100 / 100	25 / 25	100 %	
Test Monitor	95 / 100	23.75 / 25	95 %	
Assignment		- / 50		
Virtual Campus Tour Assignment	- / 100	- / -	-%	
Virtual Campus Discussion	- / 10	- / -	-%	
Assignments		- / 10		
Assignment 1	- / 100	- / -	-%	

Student Progress

The Student Progress tool allows you to view a student's course progress. This tool can be accessed from within the Classlist or Enter Grades section of a course.

Student Progress through the Classlist



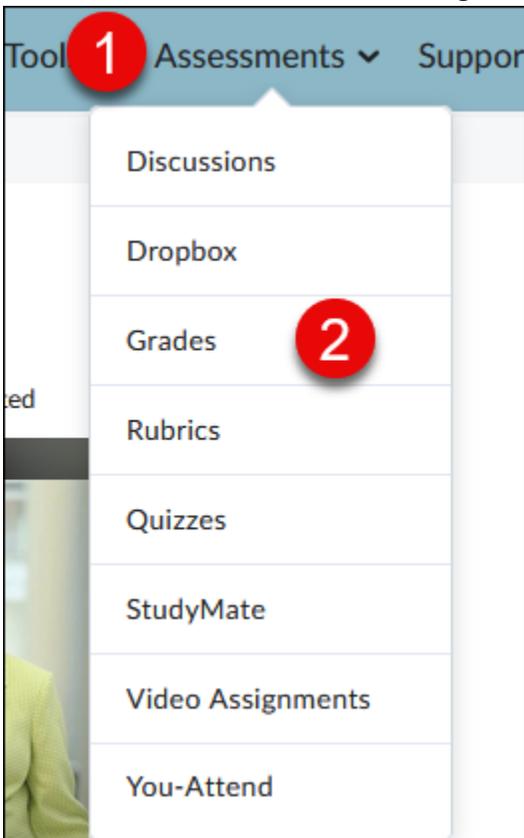
1. **Select** the drop-down menu next to the student whose progress you would like to view (1). Then select the View Progress icon (2).

<input type="checkbox"/>	Image	Last Name, First Name	Username
<input type="checkbox"/>		Tribble, Stephanie	stribble
<input type="checkbox"/>		Brown, Alisha	
<input type="checkbox"/>		Brown, Allena	
<input type="checkbox"/>		LMcConnell, gStud	

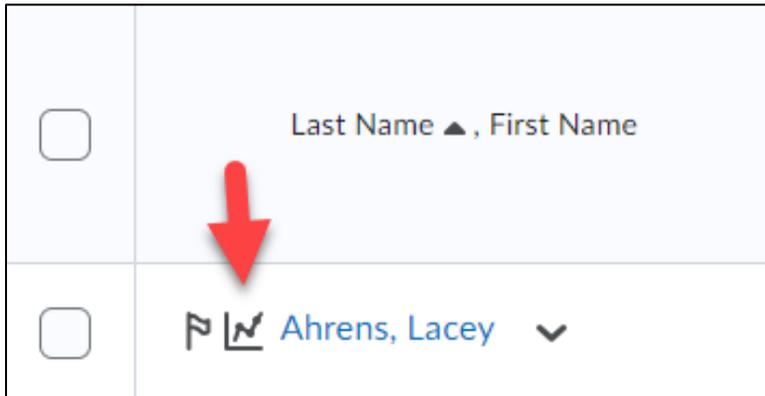
The image shows a table with student information. A red circle '1' is placed over the dropdown arrow next to 'Tribble, Stephanie'. A second red circle '2' is placed over the 'View progress' option in the dropdown menu that appears for this student.

Student Progress through Enter Grades

1. **Click** on Assessments from navigation bar (1) and **select** Grades (2).



2. From within the Enter Grades section, **select** the View Progress icon next to the student's name you would like to view progress for.



Grades Progress Explanation

Grades Progress		
Current Grade	Maximum Final	Minimum Final
59.28 %	80.43 %	28.02 %

1. Current Grade shows the student's current grade.
2. Maximum Final is what they will end up with if they make a 100 on everything going forward.
3. Minimum final is what they will end up with if they get zeros on everything going forward.

Example from the Gradebook View

The current grade in the gradebook view shows

47.43 / 80, 59.28 %

The student currently has 47.43 weighted grade (all completed items so far)

80 is the total for remaining items yet to be done.

The 59.28% is the total grade if nothing else is turned in.

The percentage is achieved by dividing the weighted grade (47.43) by 80 (remaining items) and then multiplying by 100 (total amount of points for all items possible). The total would be the 59.28%.