

Advanced Grade Book Topics

The Grade Book is similar to a spreadsheet. It contains a grid of rows and columns: each

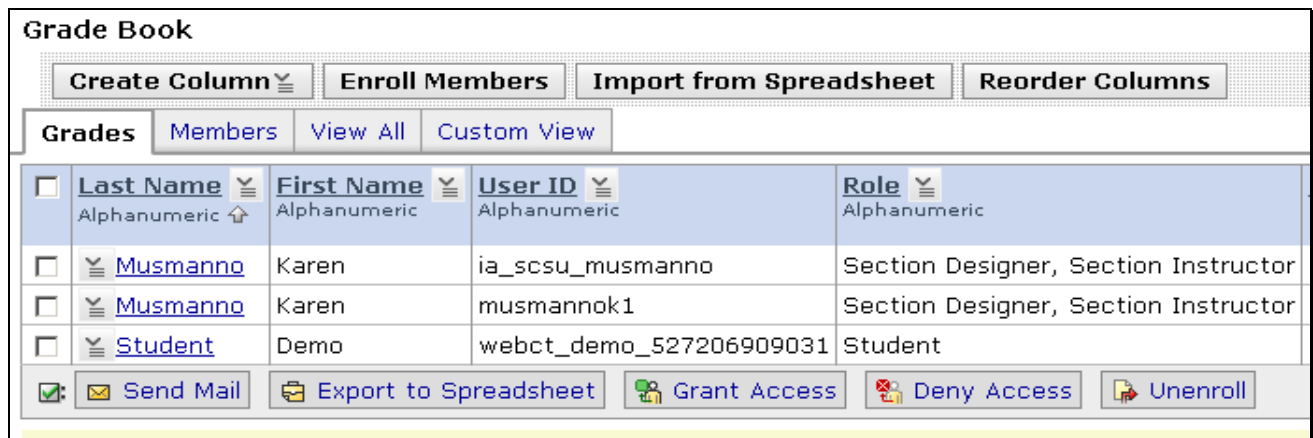
row contains member (*e.g.*, students, designers, instructors)

Note: The Grade Book is only available from the Teach tab.

In the Grade Book, each column can only contain a certain type of data, such as numbers or letter grades. Some columns appear by default. You can also create additional columns to store member data or grades.

Each row represents a member. By default, members are listed in alphabetical order by Last Name. You can also sort by other columns.

Each column contains a type of data. Some columns, such as Last Name and First Name, appear by default and cannot be deleted. Other columns are added by you or are created automatically when you create a grade-related item, such as a quiz or an assignment.



The screenshot shows the Grade Book interface. At the top, there are buttons for "Create Column", "Enroll Members", "Import from Spreadsheet", and "Reorder Columns". Below these are tabs for "Grades", "Members", "View All", and "Custom View". The main table has four columns: "Last Name" (Alphanumeric), "First Name" (Alphanumeric), "User ID" (Alphanumeric), and "Role" (Alphanumeric). The table contains three rows of data:

| <input type="checkbox"/> | Last Name | First Name | User ID | Role |
|--------------------------|-----------|------------|-------------------------|--------------------------------------|
| <input type="checkbox"/> | Musmanno | Karen | ia_scsu_musmanno | Section Designer, Section Instructor |
| <input type="checkbox"/> | Musmanno | Karen | musmannok1 | Section Designer, Section Instructor |
| <input type="checkbox"/> | Student | Demo | webct_demo_527206909031 | Student |

At the bottom of the table, there are buttons for "Send Mail", "Export to Spreadsheet", "Grant Access", "Deny Access", and "Unenroll".

Setting Up the Grade Book

In order to customize the Grade Book to suit your needs, you can:

- create columns to calculate or average grades, generate a letter grade based on a numeric score, keep notes, and record any other data.
- edit columns, including creating or changing formulas for calculated columns, creating or editing selection options for selection list columns, and editing numeric ranges for letter grade columns.
- modify column settings to control column attributes such as alignment, number of decimals, and whether the column is released to students.

- modify how some elements of the Grade Book are displayed and the order and visibility of columns.

Default Columns

The following columns appear in the Grade Book tool by default.

- **Last Name, First Name, User Name, and Role:** These columns contain members' information taken from their enrollment record and cannot be deleted.
- **Assessments:** When a quiz or survey is created, a corresponding column is automatically created in the Grade Book. When a quiz is graded, the grade is automatically added to the column. When a survey is taken, its corresponding column indicates whether the survey was taken.
- **Discussion:** When a gradable discussion topic is created, a corresponding column is automatically created. When the discussion is graded, the grade is automatically added to the column.
- **Assignments:** When a gradable assignment is created, a corresponding column is automatically created. When the assignment is graded, the grade is automatically added to the column.

Column Types

The following grade types are available in the Grade Book:

| Column Type | Description | Example |
|--------------------|--|---|
| Alphanumeric | allows you to enter a short string of text or numbers | an "E-mail Address" column to hold external e-mail addresses |
| Calculated | displays the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, and quiz or assignment columns. | a column that uses a formula that averages students' grades for the assignments, quizzes, and midterm for the first half of the semester to generate students' interim grades |
| Letter Grade | generates a letter grade based on the values of a numeric or calculated column. You can edit the numeric ranges that determine which letter grade | a column that converts the numeric grades for the midterm and final to letter grades |

| | | |
|----------------|--|--|
| | is assigned. | |
| Numeric | allows you to enter numeric values only | a column for recording grades for participation in assignments or assessments |
| Selection List | allows you to select from a drop-down (selection) list of one or more values to describe or grade students | a column titled, "Class," that contains the words, "Freshman," "Sophomore," "Junior," and "Senior" |
| Text | allows you to enter an extended amount of words, phrases, or paragraphs | a column for entering notes related to participation |

Creating Columns

When you create a column, specifying that the column is grade-related, it automatically adds that column to the Grades tab. The tab also appears on the *View All* and *Custom View* tabs.

The settings for alphanumeric, selection list, and text columns are the same.

To create an alphanumeric, selection list, or text column:

1. From the *Teach* tab, under Instructor Tools, click **Grade Book**. (The Grade Book screen appears.)
2. Click **Create Column**, and from the *ActionLinks* menu, click one of the following: **Alphanumeric**, **Selection List**, or **Text**. (The *Column* screen appears.)
3. Enter the Column label and, from the drop-down list, select the *Alignment*.
4. Select whether the column is *Grade-related* and, if so, whether you want the column *Released to Students*.
5. Click **Save**. The column is added to the Grade Book.

To create a Calculated or Numeric column:

1. From the Grade Book screen, click **Create Column**, and from the *ActionLinks* menu, click **Calculated** or **Numeric** column. (The Calculated or Numeric Column screen appears.)
2. Enter the *Column Settings* and click **Save**. (The column is added to the Grade Book.)

To create a Letter Grade column:

1. From the Grade Book screen, click **Create Column**, and from the *ActionLinks* menu, click **Letter Grade column**.
2. Enter the Column Settings and, from the drop-down list, select the numeric or calculated column on which you want to base the letter grade column.
3. Click **Save**. (The column is added to the Grade Book.)

Editing Columns

You must edit selection list columns and calculated columns before they can be used. You can edit letter grade columns if you want to change the numeric range associated with each letter grade.

Editing Selection List Terms

To edit selection list terms:

1. Locate the letter grade column you want to edit and select "edit column select list" from the ActionLink pulldown menu.
2. Under *Item*, enter the first term you want to appear in the drop-down list and click **Add Item**. (The screen updates and an additional text box appears.)

| Move | Item |
|------|--|
| | <input type="text" value="Poor"/> |
| | <input type="text" value="Fair"/> |
| | <input type="text" value="Good"/> |
| | <input type="text" value="Excellent"/> |
| | <input type="text" value="Outstanding"/> |
| | <input type="button" value="Add Item"/> (insert above first selected item) |

3. Enter the remaining terms and click **Save**. (The Column Settings screen appears.)

Editing Calculated Column Formulas

Once you've created a calculated column, you must edit its formula.

1. Locate the calculated formula you want to edit and select **Edit Column Formula** from the column's *View Options for This Column* menu.

Edit Formula for: Midterm

To create a formula for a calculated column, use the functions, numerals, operators and column references below. To group expressions within your formula, use parentheses. As you create your formula, it appears in the preview box. When you have finished creating your formula, click Save.

2. Enter the formula using a combination of onscreen functions by using the numeric keypad, list of columns, and function buttons. **Note:** You cannot edit the Formula text box by typing in it.

Some guidelines:

- To enter numbers and arithmetic operators in the formula box, use the mouse to select numbers and symbols and operators on the numeric keypad.
 - To clear the last value entered in the *Formula* text box, click **Undo** on the Edit Formula screen.
 - To clear all values from the *Formula* text box, click **Clear All**.
 - MAX (maximum), MIN (minimum), AVG (average) and SUM refer to a function performed on a list. For example, if you wanted to take the highest score from three quizzes to be used in the calculation of a final grade, you would pick a function - in this case MAX - enter values, and then end the function. **Example:** AVG{[Midterm] + [Project]}
3. Scroll to the bottom of the screen and click **Save** when you're done. (The *Edit Column Settings* screen appears.)

Editing Letter Grade Schemes

For letter grade columns, you can change the range of numeric grades that each letter grade represents.

1. Locate the letter grade column you want to edit and select **Edit Column Letter Grade Scheme** from its *View Options for This Column* menu.
2. In the *Grade* and *Range* text boxes, enter the letter grade and the range it represents.

Edit Letter Grade Scheme for: Final Grade

Base letter grade on column

| Grade | Range | Actions ? |
|--------------------------|--|----------------------------------|
| <input type="radio"/> A+ | <input type="text" value="100"/> and above | |
| <input type="radio"/> A | <input type="text" value="90"/> or greater, and less than <input type="text" value="100"/> | <input type="button" value="X"/> |
| <input type="radio"/> B | <input type="text" value="80"/> or greater, and less than <input type="text" value="90"/> | <input type="button" value="X"/> |
| <input type="radio"/> C | <input type="text" value="70"/> or greater, and less than <input type="text" value="80"/> | <input type="button" value="X"/> |
| <input type="radio"/> D | <input type="text" value="60"/> or greater, and less than <input type="text" value="70"/> | <input type="button" value="X"/> |
| <input type="radio"/> F | less than <input type="text" value="60"/> | |

(insert above selected grade)

Comment:

3. Click **Save** or **Save and Set as Default**. If you click **Save and Set as Default**, new letter grade columns will automatically use the same grade scheme.

Modifying Column Settings

Column Settings determine how information appears in the columns. Column Settings allow you to adjust attributes such as alignment, number of decimals, and whether the column is released for students to view.


From Column Settings, you can:

- change the column label unless it is a default column, automatically created by a tool, or already contains data, for example, if an assignment was already submitted by a student.
- change the column type.
- indicate the alignment of the column – left, centered, or right.
- release grades to students.
- indicate whether the column is a graded column.
- specify the number of decimals that should be displayed in the column.
- edit the maximum value of the column.

To modify column settings:

1. From the Grade Book screen, click **Grade Book Options** (located on the upper right-hand side of the window) and click **Column Settings**.

Column Settings

Create Column 

| <input type="checkbox"/> Select All/None | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Actions</i> ? | | | | | | | | | |
| Label: | First Name | Last Name | User Id | Role | Autobiography | Final | Final Grade | Mid-term average | Midte |
| Type: | Alpha | Alpha | Alpha | Alpha | Alpha | Calc | Letter | Calc | Calc |
| Alignment: | L C R | L C R | L C R | L C R | L C R | L C R | L C R | L C R | L C |
| Released to Student: | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| Grade Column: | No | No | No | No | Yes | Yes | Yes | Yes | Yes |
| Decimals: | | | | | | 2 | | 2 | 2 |
| Maximum value: | | | | | | N/A | | 100 | N/A |
| Source: | | | | | | | | | |
| Release Statistics: | | | | | | None | | None | None |

Delete
 Release
 Do Not Release

- Align -
 - Decimals -
 - Grade: -

2. If you want to change a column label, click a linked label.
3. If you want to change the Type, Alignment, Decimals, or Maximum Value, click the linked value. A pop-up screen appears, allowing you to enter a new value.
4. If you want to change the **Released to Students and Grade Column** settings, click the **Yes/No** toggle.
5. If you want to edit multiple columns at one time, in the first row, select the check boxes that correspond to the columns you want to edit. Then select the desired alignment, decimal, or grade option from the drop-down lists at the bottom of the screen.

Modifying the Grade Book Screen

You can modify the appearance of the information in Grade Book to suit your preferences.

You can:

- freeze and unfreeze columns.
- reorder all of the columns, except Last Name and First Name.
- sort columns.
- hide or show columns, except Last Name and First Name.

Freezing and Unfreezing Columns

Freezing columns means keeping the Last Name and First Name columns fixed on the screen while you scroll horizontally. It allows you to see the user names that correspond to the column data when viewing a Grade Book tab with numerous columns. You can unfreeze columns if this isn't necessary.

To freeze or unfreeze a column:

1. From the Grade Book screen, click **Grade Book Options**. A pop-up menu appears.
2. Click **Unfreeze Columns** or **Freeze Columns**. The command will be Unfreeze Columns if they are currently frozen and Freeze Columns if they are currently unfrozen.

Reordering Columns

You can determine the left-to-right order to display columns. The order of columns is set per Grade Book tab. By default, the Last Name, First Name, User ID, and Role columns appear first. Columns you create appear from left to right, in the order that they were created.

1. Select the tab that contains the columns that you want to reorder and click **Reorder Columns**
2. The *Reorder Columns* screen appears with a list of columns displayed. The top column in the list is the leftmost column in the tab view.
3. Next to each column you want to move, select the check box.
4. Do one of the following:
 - a. Move the selected columns by clicking the appropriate **Move Selected Items Above** icon.
 - b. Insert selected items at the bottom of the list by clicking the last icon in the *Move* column. These items will appear farthest to the right in the Grade Book tab view.
5. Click **Save**. (The tab you started on appears, with your changes.)

Sorting Columns

You can sort columns in the reverse order in which they are currently sorted. For example, by default, the Last Name column is sorted alphabetically. To sort in reverse alphabetic order, sort that column. To sort a column, locate the column you want to sort and from the pull-down *View Options for This Column* menu, click **Sort Column**.

Hiding and Showing Columns

You can determine which data columns display in each tab. (**Note:** You cannot hide the Last Name and First Name columns.)

To hide one column at a time, locate the column you want to hide, and from the pulldown *View Options for This Column* menu, click **Hide Column**.

To hide multiple columns:

1. Locate the columns that you want to hide.
2. Click **Reorder Columns** and do one of the following:
 - a. To hide selected columns, select the columns and click **Hide**.
 - b. To hide all columns, in the table heading row, select the check box and click **Hide**.
3. Click **Save**. The tab that you started on appears, and the columns are hidden.