

USE OF THE GRADE BOOK THROUGHOUT THE SEMESTER

This Tutorial Contains:

- Adding columns for individual assignments or exams
- Creating an automated “total” column
- Creating a letter grade column

You can record assignment and exam grades throughout the semester by creating columns in your course website grade book. Students will be able to view their grades online throughout the semester. They see only their grades.

ADD A COLUMN TO RECORD GRADES

If you wish to add a column to record points for course work:

1. Click on “**Create Column**” and select “**Numeric**” from the drop down menu.
2. Fill in the Column Label (title of the quiz/assignment/etc.) and configure the other options as you require.
3. Click “**Save**.” The new column is added to the right in the Grade Book.

Grade Book

Create Column Import from Spreadsheet Reorder Columns

Alphanumeric Calculated Letter grade **Numeric** Selection list Text Grading Form

	First Name	User ID	Role	Midterm	Final
	Erin	ef	Section Designer		
	student	student5	Student		
	student	student4	Student		
<input type="checkbox"/>	Student	Demo	webct_demo_12	Student	
<input type="checkbox"/>	Student1	Test	student1	Student	

Your new column will appear after the Final column. (New column not shown.)

ENTER GRADES

1. Click the () icon next to the column title you just created.
2. Choose “Edit Values” and enter your grades in the boxes under the “Change to” column.

Final 1 Set

Alphanumeric Quiz (out of 2)

Sort Column Hide Column Edit Values 2

Name	User ID	Current Value	Change to	Comment
llateef			250	
unt	acc_guest		200	
m			275	
ez	valvarez			

Enter your grades to the right of the student name in the "Change to" column

You have the option to enter comments for your students in the "Comment" column

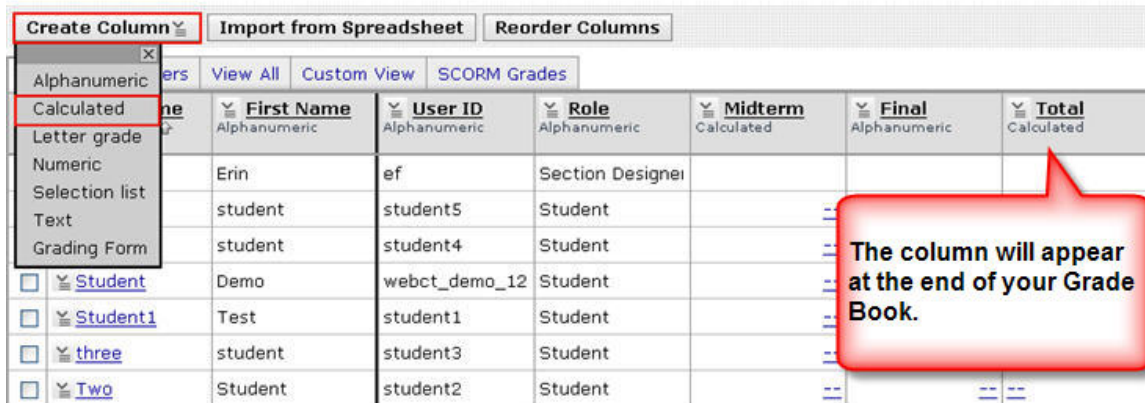
3. Make sure to click on **Save** periodically to record the grades.
4. Change individual scores by clicking the line (==) to the right of the student's name.

CREATE A "TOTAL POINTS" COLUMN

To create a "total points column" and add up all students' points automatically:

1. Click on "Create Column" and select "Calculated" from the drop down menu.
2. Fill in the column label (usually this is "Total") and configure the other options as you require.
3. Click "Save." You will see the new column in your Grade Book.

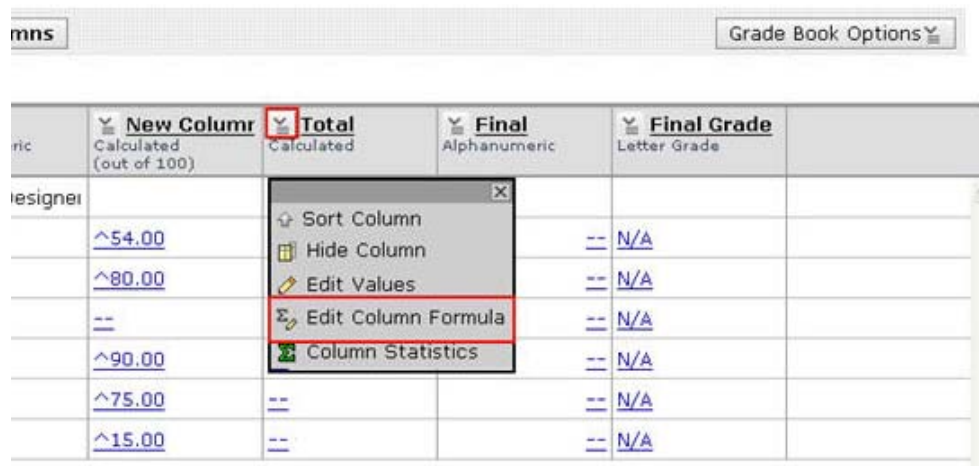
Grade Book



The screenshot shows the Grade Book interface with the 'Create Column' dropdown menu open. The 'Calculated' option is selected. The table below shows the columns and student data:

Column	First Name	User ID	Role	Midterm	Final	Total
Alphanumeric	Erin	ef	Section Designer	Calculated	Alphanumeric	Calculated
Alphanumeric	student	student5	Student			
Alphanumeric	student	student4	Student			
Student	Demo	webct_demo_12	Student			
Student1	Test	student1	Student			
three	student	student3	Student			
Two	Student	student2	Student			

4. Set up the formula for your Total column. To do this, click the icon for the "Total" column and select "Edit Column Formula" from the drop down menu.



The screenshot shows the Grade Book interface with the 'Edit Column Formula' dropdown menu open for the 'Total' column. The 'Edit Column Formula' option is highlighted. The table below shows the columns and student data:

Column	Total	Final	Final Grade
Calculated (out of 100)	Calculated	Alphanumeric	Letter Grade
54.00			N/A
80.00			N/A
--			N/A
90.00			N/A
75.00	--		N/A
15.00	--		N/A

The figure below shows the step-by-step process for setting up a calculated grade column.

1. Click the **SUM** button
2. Select each item you want included in the total grades from the drop down list.
3. Separate items by clicking on the **Enter Another Value** button.
4. When complete, click the **End Function** button.
5. **IMPORTANT** Click "Save" to save your changes.

SUM{[Midterm], [New Column]}

1. Select the sum button

SUM
MIN
MAX
AVG

Enter Another Value

End Function

4. When you have completed your list click on this button.

2. Select the column you wish to add. If your column is not showing it is because it is not a numeric column.

3. If you want to add another column click here and then go back to step 2.

5. Finally, Click on the save button.

Undo Clear All

Save Cancel

CREATE A LETTER GRADE COLUMN

This column will be used in conjunction with the **Total** column:

1. Click on “**Create Column**” and select “**Letter grade**” from the drop down menu.
2. Fill in the column label (usually this is “**Final Grade**,” not to be confused with the default “Final” column in the Grade Book) and configure the other options as you require. In the “**Based on numeric/calculated column**,” field, select the calculated column you created for your total (in this case “Total”).

Letter Grade Column

Column Settings

* Column label:

Alignment:

Grade-related column

If selected, the column will appear on the Grades tab.

Released to Student

If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

Based on numeric/calculated column

* Required field

3. Click “Save”
4. Click on the (≡) icon next to the “Letter Grade” column label. Select “Edit Column Letter Grade Scheme” from the drop down menu.

Grade	Range	Actions ?
<input type="radio"/> A+	100 and above	
<input type="radio"/> A	90 or greater, and less than 100	
<input type="radio"/> B	80 or greater, and less than 90	
<input type="radio"/> C	70 or greater, and less than 80	
<input type="radio"/> D	60 or greater, and less than 70	
<input type="radio"/> E	50 or greater, and less than 60	

Define the grade ranges. Remember, the numerical ranges are based on points and not percentages. Delete rows A+ and E by selecting the icon under **Actions** (last column on the right). Change the text in the first row from A+ to A. Type a point value for each letter grade.

5. Click “Save”

Note: A video on creating grade columns is available on the Staff Development website: <http://www.onlinegwc.org/sd/workshops.html>

Using Your Course Web Site to Submit Final Grades

SETTING UP THE COLUMN

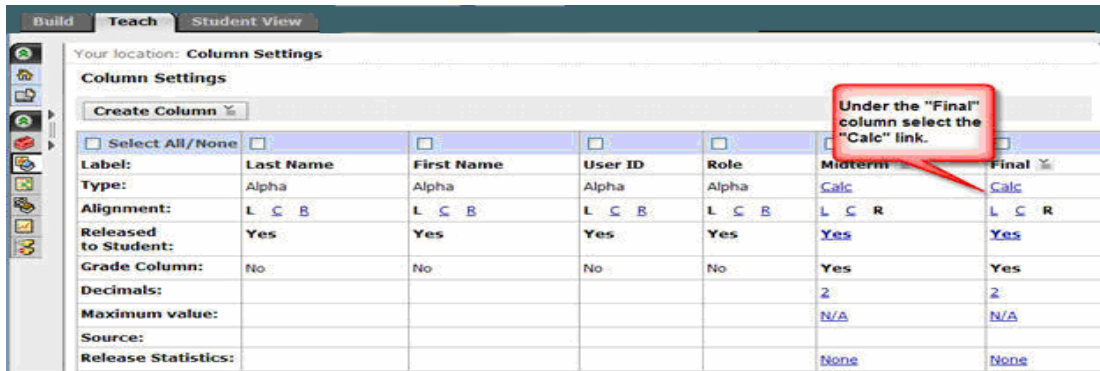
The Grade Book comes with “Midterm” and “Final” columns that can be edited but cannot be deleted. Any additional columns you create can also be edited.

(If your “Final” column is already labeled “Alphanumeric” you can skip to “Submitting Final Grades to Admissions and Records”)

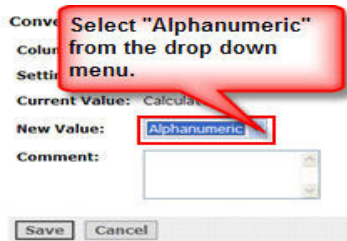
1. Click on “Grade Book Options” in the top right corner
2. Click “Column Settings.”

The screenshot shows the Grade Book interface with the 'Grade Book Options' menu open. The menu items are: Column Settings (circled in red), Unfreeze Columns, Find Members, Show All Members, Show Unenrolled Member Data, and View Audit History. Red arrows and numbers 1 and 2 indicate the steps: 1 points to the 'Grade Book Options' button, and 2 points to the 'Column Settings' option in the menu.

3. Click on the “Calc” link under the “Final” column. A pop-up window will appear.



4. For “New Value” on the pop-up window, select “Alphanumeric” from the drop down menu.



5. Click the **Save** button.

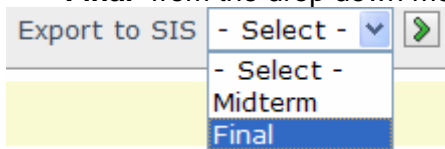
6. Return to the Grade Book by clicking “Grade Book” in the “breadcrumbs”
 Your location: **Grade Book > Column Settings** located in the upper area of the screen. Verify that you see “Alphanumeric” in your “Final” column.

7. Click the () icon next to the column title you just created.

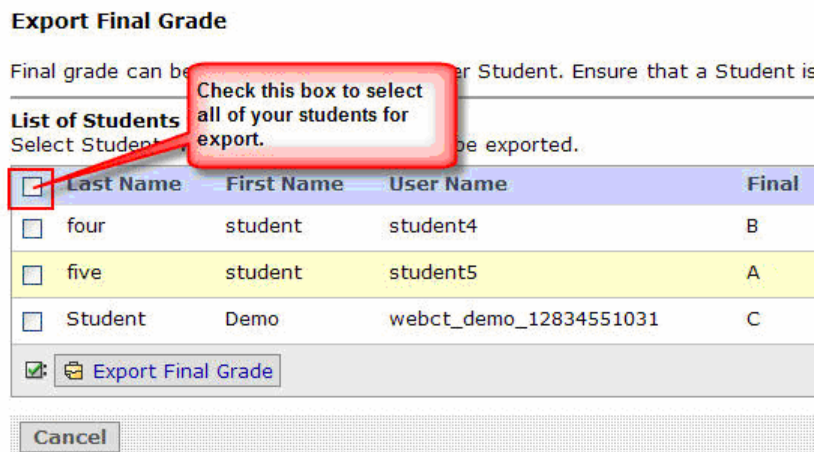
8. Choose “Edit Values” and enter your grades in the boxes under the “Change to” column.

SUBMITTING FINAL GRADES TO ADMISSIONS AND RECORDS


1. Submit your grades from “Export to SIS” at the bottom of the Grade Book screen. Select “Final” from the drop down menu and then click (GO) button.



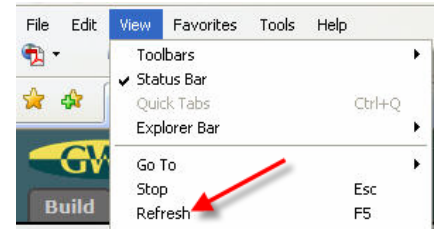
2. Select the individual students you wish to export, or click the box on the left side of the header to export all the students listed. **Note:** Only students with entered grades will appear.

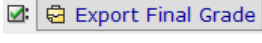




3. Click on  **Export Final Grade**

Wait for the system to respond. Periodically check to see if the “**Awaiting response from SIS**” message changes to “**Success**” in the **Reason** column. Once you get “Success” for each student you are finished with the export. If the wait is longer than 10 minutes, refresh the screen. To refresh use the (F5) key or select **Refresh** under **View** on the Menu.



If you get a “**Failure**” response, then the system has rejected the export. You can re-export by selecting the student(s) and clicking on the  **Export Final Grade** again. Be sure you are exporting only letter grades. You cannot re-export the final grades if the “**Reason**” column is still set to “**Awaiting response for SIS.**” Wait for the “**Failure**” response. Remember to refresh the screen.

If you would like more training on submitting your grades or other ways to use your course website, workshops and tutorials are listed on the Staff Development website: <http://www.onlinegwc.org/sd/workshops.html> or contact Staff Development in Hum108 extension 58180.