

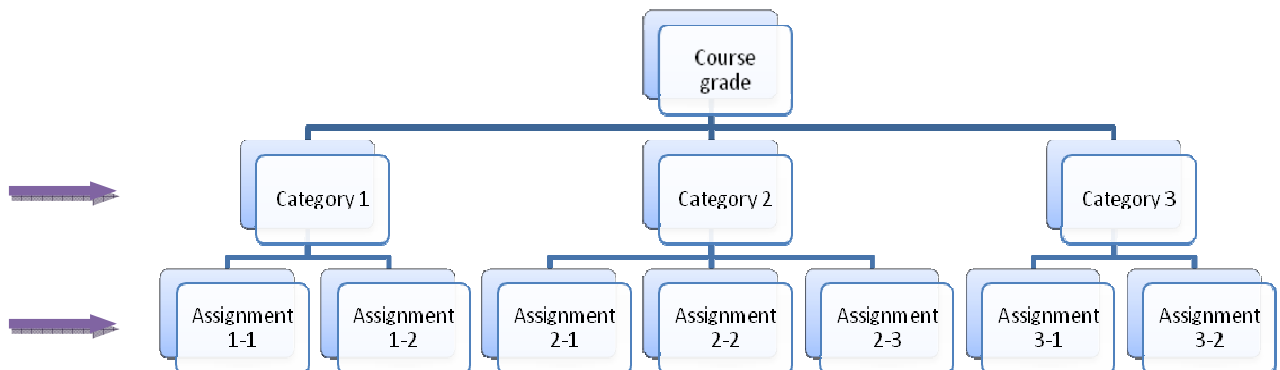
The Do's and Don'ts of ANGEL Gradebook

By Qi Dunsworth, updated on January 25, 2010

The Do's


1. Do have a clear plan of the relationships among all the categories and assignments before creating the gradebook.

The gradebook must be built with a two-level structure: one level of categories, and one level of assignments. No category should reside in another category. All categories must be at the same level, and all assignments must be parallel to each other.



2. Do backup the gradebook by saving a copy of the entered grades on your hard drive.

There are two ways to back up: save the grades as PDF file or as an Excel file (.csv).

- To save the grades as a PDF file, inside the course, click on the Manage tab, followed by Gradebook, and then Print Grades. Click on Generate PDF button, then use the  button to save a copy of the gradebook on your computer.

- To save the grades in Excel format, inside the course, click on the Manage tab, followed by Gradebook, and then Export Grades. On the Export Grades screen, select Comma Separated (if you didn't use comma in naming assignments), Points, and click on Export. Click on the Save button in the pop-up window and then choose the location to save the gradebook.

The Don'ts

1. Do not use comma in naming the assignments.

If you plan to export the grades into an excel file (.csv file), then it's not a good idea to use comma in naming the assignments. If you already have commas in the assignments, when you export the grades, choose Tab Separated rather than *Comma Separated*, so that you will get a .tsv (not .csv) file. To read a .tsv or .csv file, right click on this file and open with Excel. If you made any changes, please save the file as a .csv file.

2. Do not leave the cell blank if the student's grade is zero.

In ANGEL gradebook, unassigned grades (blank cells) are not treated as zeros, and the maximum points of this assignment would not be counted in the course's total points possible. Therefore, if a student earned zero points, the instructor needs to enter the number 0 in the gradebook. Leaving it blank will protect the student from being penalized.

If you would like to import grades from a previously exported .csv file (see #1 above), the .csv file should contain zeros if the grades were truly zeros.

3. Do not create your own Excel file and try to import to the gradebook.

ANGEL gradebook has its own "construction codes." An Excel file created outside of ANGEL would have a hard time being accepted by the gradebook for import. If you do want to use Excel file as the grade keeper, the best way is to build the gradebook in ANGEL, export it into a .csv file which can be read and edited in Excel. To avoid any problems of importing this file back, please keep all the columns and headings in their original place and format. Adding grades or deleting a user would not hurt though.

For details of export and import procedure, please refer to page 6, 14 and 15 in the handout [ANGEL 7.3 Gradebook labeled screenshots](#).

4. Do not change the max value of an assignment after grades are entered, unless you want everyone's grade to increase or decrease by the same ratio.

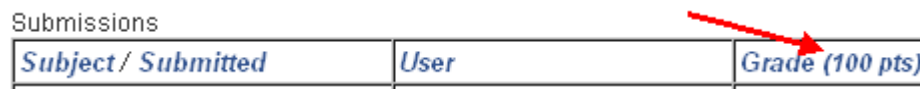
Example: an assignment is worth 20 points, and the students' grades have been entered in the gradebook. If the instructor changes the point value of this assignment from 20 to 25, an increase of 25%, then every existing grade will go up by 25% as well. That is, if a student had 18 points out of 20, the new grade will be 22.5 out of 25. This rule applies to decreased assignment value as well.

5. Do not enter grades for a dropbox under the *Lessons* tab if the dropbox has the default value of 100 points.

By default, a dropbox is worth 100 points, see picture below:

Submissions

<i>Subject / Submitted</i>	<i>User</i>	<i>Grade (100 pts)</i>
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If this is not what you intend, please call Qi at X 6537 to change the maximum points before entering student grades.

6. Do not assign negative points or give more points than the max value of the assignment.

Example: if an assignment is worth of 5 points, then do not enter 6 or -1 as a grade.

If you'd like to give students extra points for doing an exceptional job, I recommend creating a new assignment in the gradebook and check the "Extra Credit" option under the "Assignment Editor."

- ***This problem has been fixed. Negative numbers or point values that exceed the maximum point of the assignment will work fine. The assignment must have a max value equal to or greater than 1 though.***

7. Do not change the values of macros after entering student grades.

A macro is a shortcut for turning letter grades into a score. For example, if a macro $B+ = 86$, when a letter grade of $B+$ is entered the student gets 86% of the max score (not 86 points). However, if the instructor decides to change the value of $B+$ to 88, existing grades would NOT update themselves with the change of the macro value. The only solution is to delete all previously entered grades and enter the new values in. This is a bug that ANGEL Support is working on.