

# **ANGEL 7.4 Gradebook**

**August 2010**

# Where should students go to view their grades?

1

Syllabus Calendar Lessons Resources Communicate **Report** Unlike faculty, students do not have the *Manage* tab.

Home ▶ Course ▶ Reports Console Student

### Reports Console

**Report Settings** Saved Reports

**Choose Report**

Category Report User(s)

2 **Grades** Student Grades Dunsworth, Qi (Chee)

**Configure Report** [-] Collapse

Select report view Page Link **3** Run Save

#### Dunsworth, Qi (Chee) (quz2)

Overall: 417 (A) → The Overall shows students the up-to-date standing in the course. To turn it on, refer to slide 7, Preferences.

Homework → Category

**Assignments**

Title	Grade	Comments
HW - 1/22 (10 pts.)	cmt comments comments	comments with text
HW - 1/27 (10 pts.)	8 (B-)	
HW - 1/29 (10 pts.)	5 (F)	

2

# Instructor editing view (*View All Grades*)

If you are in a merged course, you can display grades by section number. Select from the dropdown menu and use *Update* to change the view.

These are different representations of student grades. Remember to click on *Update* to change the view. The *Default* is what has been set up under *Preferences*, see slide 7. None of these view mode would affect what students see.

Convert grades to PDF file

View Grades

Show: All Users  Only Students Number to Display: 25 View:  Default  Points  Percentage

Username	Overall	<input checked="" type="checkbox"/> Discussion (4...	<input checked="" type="checkbox"/> Questioning (...	<input checked="" type="checkbox"/> Exam1 (150 ...	<input checked="" type="checkbox"/> Exam2 (150 ...	<input checked="" type="checkbox"/> informative s...	<input checked="" type="checkbox"/> persuasive sp..
Raw Class Average	'	4.2 (93.33%)	4.17 (92.67%)	140.83 (93.89%)	147.5 (98.33%)	95 (95%)	95 (95%)
<a href="#">BEHREND, ANGEL (axb50...</a>	0 (0%)	'	'	'	'	'	'
<a href="#">BEHREND, TEACHING (to...</a>	723.55 (89.44%)	4.5 (100%)	4.05 (90%)	75 (50%)	150 (100%)	100 (100%)	100 (100%)
<a href="#">CORNWELL, JACOB (JAC...</a>	798.1 (98.65%)	4.05 (90%)	4.05 (90%)	150 (100%)	150 (100%)	100 (100%)	90 (90%)
<a href="#">Dunsworth, Qi ("Chee") (...</a>	720.78 (79.29%)	4.28 (95%)	4 (88.89%)	75 (50%)	60 (40%)	90 (90%)	99 (99%)
<a href="#">KRAHE, RONALD (rpk3)</a>	804 (99.38%)	4.5 (100%)	4.5 (100%)	150 (100%)	150 (100%)	100 (100%)	95 (95%)
<a href="#">LASHER, WILLIAM (wcl2)</a>	0 (0%)	'	'	'	'	'	'
<a href="#">NELSON, ROBERT (rin2)</a>	788.91 (97.52%)	4.5 (100%)	4.41 (98%)	130 (86.67%)	150 (100%)	95 (95%)	100 (100%)
<a href="#">TEACHINGCENTER, BD (b...</a>	578.1 (71.46%)	4.05 (90%)	4.05 (90%)	142.5 (95%)	142.5 (95%)	90 (90%)	85 (85%)

You may enter grades by student (click on the student name) or by assignment (click on the check mark icon).

You can also sort the grades (click on the assignment name) in ascending or descending order.

## Where should I go to build (edit) the grade book?

The screenshot displays a web-based course management interface. At the top, the page title is "Qi's test class - 2005 fall (gradebook demo, %)". Below the title is a navigation menu with the following items: Syllabus, Calendar, Lessons, Resources, Communicate, Report, and Manage. The "Manage" item is highlighted with a red arrow. Below the navigation menu is a user profile bar showing a pair of glasses icon and the text "Qi ('Chee') Dunsworth Editor". On the left side, there is a vertical sidebar with a "guide" label and four icons: a home icon, a power icon, a question mark icon, and a wrench icon. The main content area is titled "Management Console" and includes an "Edit Page" link and a "Refresh" button. The console is divided into three columns. The first column, "Course Management", contains links for "Gradebook", "Roster", "Teams", and "Attendance". A red arrow points to the "Gradebook" link. The second column, "PSU Data Management", contains links for "Course Files Manager", "Import Wizard", "Export Wizard", and "Student Drop / Add List", followed by a note: "Show those dropping the class, or who've added it, through PSU's registration system." The third column, "PSU Course Settings", contains links for "General Course Settings", "Course Theme Selector", "Tab Settings", "Lessons Settings", and "Communicate Settings".

Qi's test class - 2005 fall (gradebook demo, %)

Syllabus Calendar Lessons Resources Communicate Report **Manage**

Qi ("Chee") Dunsworth Editor

guide

**Management Console**

Edit Page Refresh

**Course Management**

- Gradebook
- Roster
- Teams
- Attendance

**PSU Data Management**

- Course Files Manager
- Import Wizard
- Export Wizard
- Student Drop / Add List

Show those dropping the class, or who've added it, through PSU's registration system.

**PSU Course Settings**

- General Course Settings
- Course Theme Selector
- Tab Settings
- Lessons Settings
- Communicate Settings

## Basic concepts

- Gradebook mode: point or percentage?
  - Use Percentage: if you plan to drop certain grades; if you decided certain assignments should weigh x% of the course grade no matter what; or if you are simply not sure.
  - Use Point: if you just want to sum up all the points earned from all assignments.
- To start: select *Mode* (slide 7), create *Categories* (slide 8-9), add *Assignments* (slide 10-12).
- Establish the grading scale (slide 13)
- Backing up grades (slide 14-15) is strongly recommended.
- ★ Indicates tips but not essential to new users

# Gradebook Main Menu

Qi's test class - 2005 fall (gradebook demo, %)

Syllabus Calendar Lessons Resources Communicate Report **Manage**

Qi ("Chee") Dunsworth - Editor

### Gradebook

**View**

View All Grades **Slide 3**  
View all the grades in all the categories.

View Grades  
All Categories [v] All Users [v] Go

Print Grades  
Create a printer-friendly PDF View of the gradebook.

**Enter/Edit Grade**

By Assignment  
Enter grades on a per assignment basis.

By User  
Enter grades

**Gradebook Settings**

Preferences **Slide 7. Under Preferences, you can copy gradebook, set gradebook mode to be point or percentage; display student overall grades, etc.**  
Maintain overall

Import Grades } **Slide 14-15**  
Import grades from

Export Grades }  
Export grades to a file.

Import Assignments  
Import assignments from repositories.

Publish Course Grades **Prepare grade information for eLion**  
Save an official record of

### Gradebook Management

1. Categories **Slide 8-9**  
Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories.

2. Assignments **Slide 10-12**  
Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.

3. Macros  
Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.

4. Grading Scale **Slide 13**  
Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

### Gradebook Tutorial

Overview  
Learn about the gradebook setup wizard and other commonly used gradebook features.

# Gradebook Preferences

**Preferences**

To copy settings from another course, use the [Copy Gradebook Settings tool](#).

**General**

Default Display Format:  **This option decides the instructor's Default editing view, see slide 3.**

Options:  Treat Ungraded Items as Zero  
 Limit Course Assistants by Team

Gradebook Mode:  **Refer to slide 8, Weight**

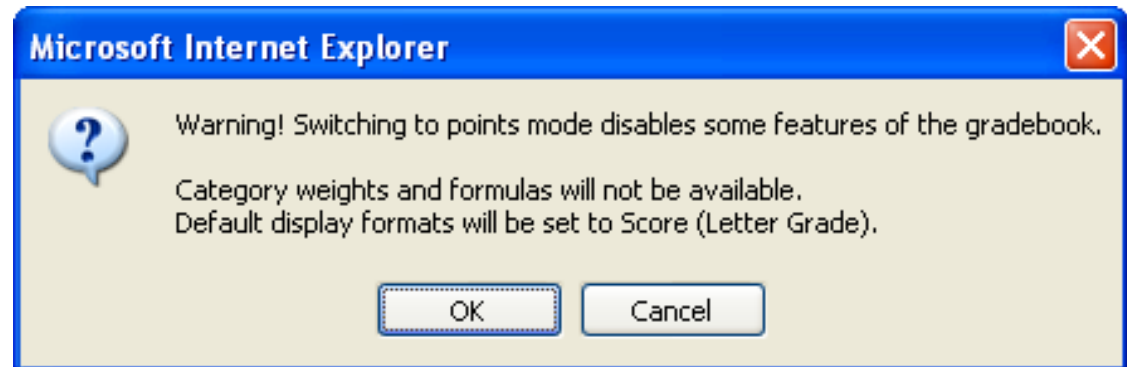
**Average Settings**

Options:  Display Overall Average

Overall Display Format:  **These options decide the student view of Overall, see slide 2.**

Copying gradebook will replace the existing one. Always enter the empty gradebook and copy from an existing one.

Sometimes these options set limits to each other, for example:



## Categories

<input type="checkbox"/>	TITLE	CALCULATION	RELEASE DATE	WEIGHT	PERCENT OVERALL
<input checked="" type="checkbox"/>	Exam1-3	Use all grades	10/25/2006	30	20.0%
		Use all grades	10/25/2006	60	40.0%
		Use all grades	10/25/2006	10	6.67%
		Use all grades	11/28/2006	50	33.33%
				<b>150</b>	<b>100%</b>

Check the category you would like to edit, then click on **Edit Selected**.

Category Editor View:  Normal  **Advanced**

**Do NOT use comma (,) in naming categories.**

Title: Exam1-3

★ **Advanced mode gives you more editing options.**

Release Date: October 25 2006

AM 09 05

★ **If the release date is in the future, grades under this category will be truly hidden and will not be calculated in the Overall or Category Average.**

Description:

Formula:

Formula Editor

Calculation:  Use all assignments

Drop lowest:

Use highest: 0 grades

Average Format: Gradebook Default

**Average Shown**

**If this option is checked, there will be a Category Average column for each category, which can be annoying at times.**

★ **Extra Credit**

Weight: 30  Auto-calculate

Percent Overall: 20%

**You can decide Weight only if the gradebook is in Percentage mode and the Auto-calculate option unchecked. To change grade book mode, refer to slide 7.**

## Categories

<input type="checkbox"/>	TITLE	CALCULATION	RELEASE DATE	WEIGHT	PERCENT OVERALL
<input checked="" type="checkbox"/>	Exam1-3	Use all grades	10/25/2006	30	20.0%
<input type="checkbox"/>	Speech	Use all grades	10/25/2006	60	40.0%
<input type="checkbox"/>	Participation	Use all grades	10/25/2006	10	6.67%
<input type="checkbox"/>		ades	11/28/2006	50	33.33%
				<b>150</b>	<b>100%</b>

**Tasks means actions you can take on the selected category.**

Add New

Show Tasks

Edit Selected

Delete Selected

### Exam1-3 Tasks

[Add Assignments](#)

[View Assignments](#)

[Reorder Assignments](#)

[Edit Category Settings](#)

[Delete Category](#)

[Move Up](#)

[Move Down](#)

Done

[<< Back To Main Menu](#)

**Re-order categories**

**Deleting a category will result in the loss of all grades under that category. Please be extra careful.**

## Assignments

<input type="checkbox"/>	TITLE	CATEGORY	POINTS POSSIBLE	RELEASE DATE
<input type="checkbox"/>	Exam1	Exam1-3	50	10/25/2006
<input type="checkbox"/>	Exam2	Exam1-3	50	10/25/2006
<input type="checkbox"/>	Exam3	Exam1-3	50	10/25/2006
<input type="checkbox"/>	informative speech	Speech	100	10/25/2006
<input type="checkbox"/>	persuasive speech	Speech	100	10/25/2006
<input type="checkbox"/>	commemorative speech	Speech	100	10/25/2006
<input type="checkbox"/>	attendance-participation	Participation	100	10/25/2006
<input type="checkbox"/>	final exam	Final	100	11/28/2006

[Add New](#)

[Show Tasks](#)

[Edit Selected](#)

[Delete Selected](#)

**Assignment Editor** View:  Normal  Advanced

Title:

**Do NOT use comma (,) in naming assignments.**

Description:

Category:

Points:

**Point value is always required, even for percentage-based gradebook.**

Display Format:

Calculation Type:

[Extra Credit](#)

**“Manual” means the professor enters the grades in the gradebook student by student. Both the *Lessons* tab and the gradebook can keep student grades. However, without appropriate association in between, grades entered under the *Lessons* tab will not be displayed in the gradebook.**

[Save](#)

[Cancel](#)

[<< Back To Main Menu](#)

## Assignments

<input type="checkbox"/>	TITLE	CATEGORY	POINTS POSSIBLE	RELEASE DATE
<input type="checkbox"/>	Exam1	Exam1-3	50	10/25/2006
<input type="checkbox"/>	Exam2	Exam1-3	50	10/25/2006
<input type="checkbox"/>	Exam3	Exam1-3	50	10/25/2006
<input type="checkbox"/>	informative speech	Speech	100	10/25/2006
<input type="checkbox"/>	persuasive speech	Speech	100	10/25/2006
<input type="checkbox"/>	commemorative speech	Speech	100	10/25/2006
<input type="checkbox"/>	attendance-participation	Participation	100	10/25/2006
<input type="checkbox"/>	final exam	Final	100	11/28/2006

Add New

Show Tasks

Edit Selected

Delete Selected

EXAM1

Max Points: 50

Overall Course Average: 95.50%

Category: Exam1-3

Calculation Method: Manual

## Tasks

[Add Grades](#) **See slide 12**

[Edit Assignment Settings](#)

[Delete Assignment](#)

Done

[<< Back To Main Menu](#)

## Enter Grades By Assignment

Selected Assignment: Exam1



You can switch to a different assignment from here

EXAM1

Max Points: 50

Overall Course Average: 95.50%

id: Manual

You can show members of a particular team and use *Batch Update* at the bottom of the screen to enter the same grade for the entire team.

Show: All Users

Only Students

Display: All (7)

View:  Full  Condensed

NAME	PERCENTAGE	POINTS	LOCKED	COMMENTS
<a href="#">BEHREND, TEACHING (tob5026)</a>	<input type="text" value="96"/>	<input type="text" value="48"/>	<input checked="" type="checkbox"/>	
<a href="#">CORNWELL, JACOB (jac395)</a>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<a href="#">Dunsworth, Qi ("Chee") (quz2)</a>	<input type="text" value="50"/>	<input type="text" value="25"/>	<input checked="" type="checkbox"/>	

Enter either percentage or points,

ANGEL will fill up the other number for you.

• ANGEL will lock all manually entered grades.

• When locked in the gradebook, the grades will not change even if the instructor makes changes from the *Lessons* tab / *Utilities*.

• However, even locked, grades imported from an Excel file will overwrite existing grades.

## Grading Scale

LABEL	MINIMUM PERCENT	
A	93.00	<a href="#">Edit</a> <a href="#">Delete</a>
A-	90.0	<a href="#">Edit</a> <a href="#">Delete</a>
B+	88.00	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	<a href="#">Add New</a>

[<< Back To Main Menu](#)

**The Grading Scale *must* be complete if:**

- 1. You would like to show students their letter grades;**
- 2. You would like to transfer student final grades to eLion without manually entering them.**

**\* The minimum percent for F is 0.**

# How to Export Grades (to edit or backup)

## Step 1

**Export Grades**

Comma Separated  
 Tab Separated  
 Include Averages  
 Include Course ID

Output Format:  Percentage  **Points**

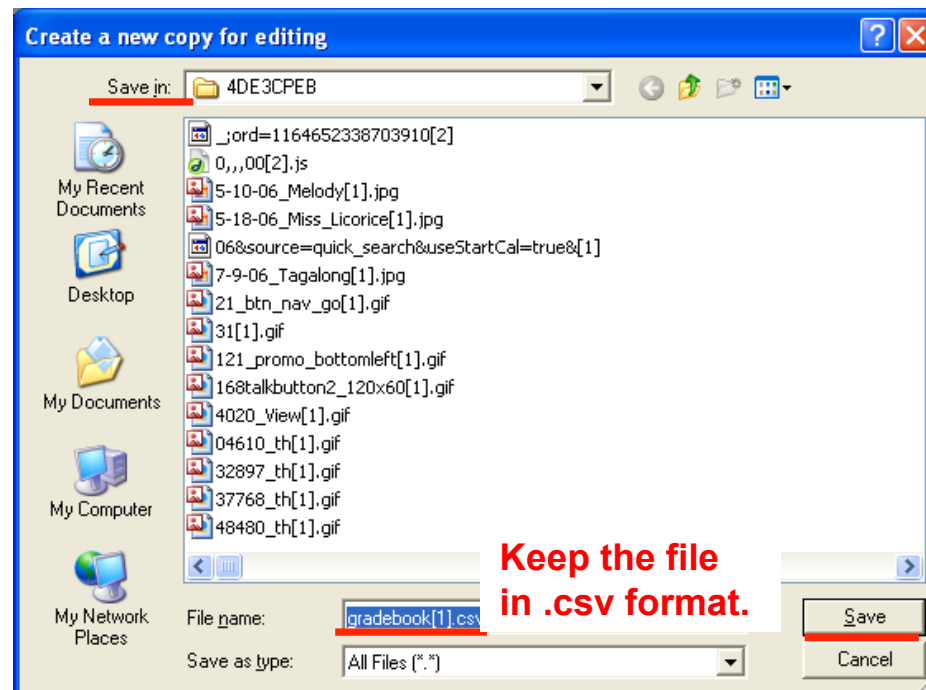
This is why not to use comma (,) in naming categories and assignments.

Select the desired gradebook mode. **Points** is less confusing.

Export then click on Save

## Step 2

Choose location and file name.



# How to Import Grades back

## Import Grades, Step 1

**Delimiter**  
 Comma  Tab  Other:

## Import Grades, Step 2

Instructions: First, select the column that contains the User ID for each student. Then, map each of the other columns to the assignment whose grades are stored in the column. Just choose (Skip) for any column which does not contain any data you want imported.

User ID:	Column 1	▼
Column 1:	(Skip)	▼
Column 2:	(Skip)	▼
Column 3:	(Skip)	▼
Column 4:	Exam1	▼
Column 5:	Exam2	▼
Column 6:	Exam3	▼
Column 7:	informative speech	▼
Column 8:	persuative speech	▼
Column 9:	commemorative speech	▼
Column 10:	attendance-participation	
Column 11:	(Skip)	

**Double check gradebook mode. If this file was exported as points then it should be imported also as points.**

Treat Values as:  Percentages  Points

Lock Imported Grades:

★ **Lock is not recommended. You can batch lock but not batch unlock grades.**

**If you are importing the file that was exported from the gradebook before (in .csv format), keep everything here as default.**

# ★ How do I know what each student would see?

1

The screenshot shows a web application interface for a Reports Console. At the top, there is a navigation bar with tabs: Syllabus, Calendar, Lessons, Resources, Communicate, and Report. The 'Report' tab is highlighted with a red box and a red '1' above it. Below the navigation bar, the breadcrumb path is 'Home > Course > Reports Console'. The main content area is titled 'Reports Console' and contains a 'Report Settings' section. This section has two tabs: 'Report Settings' (active) and 'Saved Reports'. Under 'Report Settings', there is a 'Choose Report' section with three dropdown menus: 'Category' (set to 'Grades' with a red box and a red '2' to its left), 'Report' (set to 'Student Grades'), and 'User(s)' (set to 'Dunsworth, Qi (Chee)' with a red box and a red '3 choose a student' to its right). Below these is a 'Configure Report' section with a 'Select report view' dropdown (set to 'Page Link') and two buttons: 'Run' (with a red box and a red '4' to its left) and 'Save'. A '[-] Collapse' link is also present. The main report area is titled 'Dunsworth, Qi (Chee) (quz2)' and shows 'Overall: 417 (A)'. Under 'Homework', there is a table with three columns: 'Title', 'Grade', and 'Comments'. The table contains three rows of homework data.

Title	Grade	Comments
HW - 1/22 (10 pts.)	cmt comments comments	comments with text
HW - 1/27 (10 pts.)	8 (B-)	
HW - 1/29 (10 pts.)	5 (F)	