Gradebook Items
*default landing page

Roster

Add gradebook item

Import gradebook item from spreadsheet

Gradebook Item Summary/Grading page

Export Gradebook

After CG calculated

Need a way to get back to individual student page you get to the course grade page from there.

Course Grade Page

Definitions

Add new category (subset of gradebook setup page)

Edit gradebook item

Export Course Grades

1

Gradebook Setup

Course Grade Options

Import Grades

Item Summary Page

Download Spreadsheet Template

Individual Student page ↔ Next Individual Student page

Import spreadsheet

Instructor's view of what the student sees

Calculate & Review Final Letter Grades

Gradebook

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Gradebook Items

Click a title to view complete details and to grade the item.

Currently students can see their **gradebook item scores** and **cumulative score** but not their **course grade**.

Add Gradebook Item   Import gradebook item from spreadsheet

Avg. Cumulative Score 76.5%

Gradebook Items Summary

Title*		Class Avg**	Weight (%)	Due Date ⬆	Released to Students	Included in Cumulative	Grade Editor***
▼ **Problem Sets**		8 of 10	40				
Vibration control in engines	Edit	8 of 10		January 10, 2007	Y	Y	
Security planning for power plants	Edit	9 of 10		January 26, 2007	Y	Y	
The Michelobe Problem	Edit	(7 of 10)		February 17, 2007	Y	N	Test & Quizzes
Combustion Theory	Edit	---		March 21, 2007	Y	N	
Putting it all together	Edit	---		April 7, 2007	Y	N	
▶ **Quizzes**		17 of 20	30				
▼ **Exams**		76 of 100	25				
Midterm	Edit	76 of 100		February 10, 2007	Y	Y	Test & Quizzes
Final	Edit	---		April 7, 2007	Y	N	
▶ **Participation**		---	5				

Legend:
* Title shown in grey is not released to students
**Class Avg shown in ( ) are NOT included in the cumulative score calculation
*** For grades that must be graded outside the gradebook, this tells you where to go for grading.

Definitions

Gradebook Item Scores

Item Scores are only displayed once an item has been set to be included cumulative score and course grade. You may change this setting by going to the items page (from this Summary page or the Roster, click the title of the item).

Cumulative Score

Cumulative Score is a running total of gradebook items that have been released to students and are set to be included in cumulative score and course grade calculation. You may change this setting by going to the items page (from this Summary page or the Roster, click the title of the item).

Course Grade

Course Grade is the current grade given all gradebook items. The course grade is based on the Gradebook Setup grading scale. The sum of the scores for all items released and included in the cumulative score and course grade is divided by the sum of the total value for those items. Then the course grade grading scale is applied to determine the letter grade. The Course Grade can be made available to students once it has been calculated on the Roster page -- at which point the avg. will display on the Gradebook Items Summary page.

It is recommended that the course grade not be made visable until all items have been graded as it will not be representative of the final course grade until then.

Term Definitions Notes
Changes from 2.4 release in bold

1) **When user clicks on any of the above terms, this window pops up. The only action that can be taken is to close the window by clicking the close link or the browser close element. (New Page)**

Gradebook

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Gradebook Items

Click a title to view complete details and to grade the item.

Currently students can see their **gradebook item scores** and **cumulative score** and their **course grade.**

Add gradebook Item   Import gradebook item from spreadsheet

Avg. Cumulative Score   **82%**

Avg. Course Grade   **B**

Gradebook Items Summary

Title*		Class Avg**	Weight (%)	Due Date	Released to Students	Included in Cumulative	Grade Editor***
▼ **Problem Sets**		8 of 10	40				
Vibration control in engines	Edit	8 of 10		January 10, 2007	Y	Y	
Security planning for power plants	Edit	9 of 10		January 26, 2007	Y	Y	
The Michelobe Problem	Edit	7 of 10		February 17, 2007	Y	Y	Test & Quizzes
Combustion Theory	Edit	9 of 10		March 21, 2007	Y	Y	
Putting it all together	Edit	8 of 10		April 7, 2007	Y	Y	
▶ **Quizzes**		17 of 20	30				
▼ **Exams**		168 of 200	25				
Midterm	Edit	76 of 100		February 10, 2007	Y	Y	Test & Quizzes
Final	Edit	260 of 300		April 7, 2007	Y	Y	
▶ **Participation**		8 of 10	5				

Legend:
* Title shown in grey is not released to students
**Class Avg shown in ( ) are NOT included in the cumulative score calculation
*** For grades that must be edited outside the gradebook

Gradebook

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Gradebook Items Overview > Vibration control in engines
Gradebook Item Summary

| < Previous Assignment | Return to Overview | Next Assignment > |

Title	The Michelobe Problem
Points	10
Class average for scores entered	8
Category	Problem Sets (40%)
Due date	January 10, 2007
Options	Edit assignment settings
	Remove assignment from gradebook

Grading Table

☑ **Release this item to Students**
Gradebook Setup must have 'release gradebook entries and scores...' turned on for this item to be visable to students. This site does not. To change the setting go the Gradebook Setup page.

☑ **Include this item in cumulative score and course grade calculations.**
Grades will be visable to students for all items included in calculations .

View [All Sections ▼]

[Student name or ID] [Find] [Clear]

Viewing 1 to 5 of 5 students

|< | < | Show 50 ▼ | > | >|

[Save Changes] [Clear Changes]

Name	ID	Log	Points	Comments
Jake Alexandar	123456	☐	8	
Stephanie Cole	737392		10	

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[Danya King](#) 374940 ☐ 5

[Liz McCloud](#) 205734 7

[Michael Roberts](#) 473930 9

| Save Changes | Clear Changes |

Gradebook

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Gradebook Items Overview > Vibration control in engines

Gradebook Item Summary

< Previous Assignment	Return to Overview	Next Assignment >

Title	Vibration control in engines
Points	10
Class average for scores entered	8
Category	Problem Sets (10%)
Due date	January 10, 2007
Options	Edit assignment settings
	Remove assignment from gradebook

Grading Table

> ✴ This gradebook item may only be edited in Test and Quizzes. Please go there (on the left) to grade the item.

☑ **Release this item to Students**
Gradebook Setup must have 'release gradebook entries and scores...' turned on for this item to be visable to students. This site does not. To change the setting go the Gradebook Setup page.

☑ **Include this item in cumulative score and final course grade calculations.**
Grade will be visable to students.

View [All Sections ▼]

[Student name or ID]   [Find]   [Clear]

Viewing 1 to 5 of 5 students

[|<] [<] [Show 50 ▼] [>] [>|]

[Save Changes] [Clear Changes]

Name	ID	Log	Points	Comments
Jake Alexandar	123456	☐	8	

8

Stephanie Cole	737392		10
Danya King	374940	☐	5
Liz McCloud	205734		7
Michael Roberts	473930		9

Save Changes Clear Changes

Design Notes for Gradebook Item Page for items coming from Test & Quizzes:
Changes from 2.4 release in bold

1) **Add alert shown in wireframes**

2) **Disable grade entry text boxes (as shown in wireframe)**

Roster - No Gradebook Items (RO-1)

🗂 Gradebook

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Roster

Export Gradebook

To add gradebook items, click Gradebook Items above. To set up your gradebook, click Gradebook Setup above.

Calculate Course Grades

View [All Sections ▼] **and** [All Categories ▼]

[Student name or ID] [Find] [Clear]

Viewing 1 to 9 of 9 students

[|<] [<] [Show 20 ▼] [>] [>|]

Student Name ≜	Student ID	Cumulative
Arledge, Earlene	earledge	N/A
Butera, Sofia	sbutera	N/A
Callow, Javier	jcallow	N/A
Cully, Elnora	ecully	N/A

Roster - Weighted Categories (RO-2)

🏫 Gradebook   ⬡

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Roster

Export Gradebook

Calculate Course Grades

View | All Sections ▼ | **and** | All Categories ▼

Viewing 1 to 9 of 9 students

Student name or ID   Find   Clear

|<   <   Show 20 ▼   >   >|

Student Name ⬍	Student ID	Cumulative	Hwk 1	Hwk 2	Hwk 3	Homework (25%)	Lab 1	Lab 2	Lab 3	Labs (25%)
			Details	Details	Details		Details	Details	Details	
Arledge, Earlene	earledge	100%	100	100	100	300/300	100	100	100	300/300
Butera, Sofia	sbutera	93.06%	75	75	75	225/300	100	100	100	300/300
Callow, Javier	jcallow	97.69%	100	100	75	275/300	100	100	100	300/300
Cully, Elnora	ecully	90.28%	75	75	75	225/300	100	100	100	300/300

Legend

- Grades in parentheses () are not included in the cumulative grade, category average, or final letter grade calculations.
- Items that are greyed out are not released to students.

Roster - Homework Category (RO-3)

🍃 Gradebook

Roster

[Export Gradebook]

[Calculate Course Grades]

View [All Sections ▼] **and** [Homework ▼]

[Student name or ID] [Find] [Clear]

Viewing 1 to 9 of 9 students

[|<] [<] [Show 20 ▼] [>] [>|]

Student Name ⬇	Student ID	Homework (25%)	Hwk 1	Hwk 2	Hwk 3	
			Details	Details	Details	▲
Arledge, Earlene	earledge	300/300	100	100	100	
Butera, Sofia	sbutera	225/300	75	75	75	
Callow, Javier	jcallow	275/300	100	100	75	
Cully, Elnora	ecully	225/300	75	75	75	▼

Legend

- Grades in parentheses () are not included in the cumulative grade, category average, or final letter grade calculations.
- Items that are greyed out are not released to students.

Roster - Final Letter Grade (RO-4)

Gradebook

Gradebook Items | Roster | Gradebook Setup | Final Letter Grade Options | Import

Roster

[Export Course Grades] [Export Gradebook]

Avg. Course Grade   **B**

View [All Sections ▼] **and** [All Categories ▼]

[Student name or ID] [Find] [Clear]

Viewing 1 to 9 of 9 students

[|<] [<] [Show 20 ▼] [>] [>|]

Student Name ⬍	Student ID	Cumulative	Course Grade	Hwk 1	Hwk 2	Hwk 3	Homework (25%)	Lab 1	Lab 2	Lab 3
Arledge, Earlene	earledge	100%	A+	100	100	100	300/300	100	100	100
Butera, Sofia	sbutera	93.06%	A-	75	75	75	225/300	100	100	100
Callow, Javier	jcallow	97.69%	A	100	100	75	275/300	100	100	100
Cully, Elnora	ecully	90.28%	A	75	75	75	225/300	100	100	100

Legend

- Grades in parentheses () are not included in the cumulative grade, category average, or final letter grade calculations.
- Items that are greyed out are not released to students.

⚙ Gradebook

❓

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Gradebook Items Overview > Add Gradebook Items

Add [1 ▼] Gradebook Item(s)   ⟶ Likely not implemented in UI's 6/2 Oncourse release

* means required

Title*   [_____]

Assignment Point Value*   [_____]

Due Date (mm/dd/yy)   [_____]   📅

Category   [Problem Sets ▼]   Add new category   ⟶ Likely not implemented in UI's 6/2 Oncourse release

Items not assigned a category will not be counted toward Cumulative Score or Course Grade.

☑ **Release this item to Students**
Gradebook Setup must have 'release gradebook entries and scores...' turned on for this item to be visable to students. This site does not. To change the setting go the Gradebook Setup page by choosing the link at the top of the page.

[Add Item]   [Cancel]

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🎛️ Gradebook

Gradebook Items | [Roster](#) | [Gradebook Setup](#) | [Course Grade Options](#) | [Import Grades](#)

Categories & Weighting

⊙ No categories

⊙ Categories Only

⦿ Categories & Weighting

To disclude a category from the cumulative score and course grade, use 0% for the weight.

Category	Drop Lowest	Drop Highest	%	Remove	
				[Remove](#)	**100% Available**
				[Remove](#)	
				[Remove](#)	
				[Remove](#)	
				[Remove](#)	

[Create More Categories](#)

Running Total   **0%**

Needed Total   100%

[Save Changes]   [Cancel]

🖧 Gradebook

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Gradebook Items Overview > Add Gradebook Items

Add [3 ▼]   Gradebook Item(s)

Likely not implemented in UI's 6/2 Oncourse release

* means required

Title* [   ]

Assignment Point Value* [   ]

Due Date (mm/dd/yy) [   ] 📅

Category [Problem Sets   ▼] Add new category

Likely not implemented in UI's 6/2 Oncourse release

Items not assigned a category will not be counted toward Cumulative Score or Course Grade.

☑ **Release this item to Students**
Gradebook Setup must have 'release gradebook entries and scores...' turned on for this item to be visable to students. This site does not. To change the setting go the Gradebook Setup page by choosing the link at the top of the page.

Title* [   ]

Assignment Point Value* [   ]

Due Date (mm/dd/yy) [   ] 📅

Category [Problem Sets   ▼] Add new category

Items not assigned a category will not be counted toward Cumulative Score or Course Grade.

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Course Grade.

☑ **Release this item to Students**
Gradebook Setup must have 'release gradebook entries and scores...' turned on for this item to be visable to students. This site does not. To change the setting go the Gradebook Setup page.

Title*
⬜

Assignment Point Value*
⬜

Due Date (mm/dd/yy)
⬜ 📅

Category
Problem Sets ▼ Add new category
Items not assigned a category will not be counted toward Cumulative Score or Course Grade.

☑ **Release this item to Students**
Gradebook Setup must have 'release gradebook entries and scores...' turned on for this item to be visable to students. This site does not. To change the setting go the Gradebook Setup page.

Add Items | Cancel

🔧 Gradebook

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Import Gradebook Item

Below is the loading dock, a holding place for spreadsheets (csv format) that have been uploaded from your local computer. Once loaded here, the data in the spreadsheet can be imported in part or whole into your gradebook.

Upload spreadsheet (csv format) to Loading Dock

	Creator	Date Created	

Design Notes for Import:
Changes from 2.4 release in bold

1) Only change to this page is page title

🔧 Gradebook

Roster | **Gradebook Items** | Gradebook Setup | Course Grade Options | Import

Upload a spreadsheet (csv format) to Loading Dock

Instructions:

Your Spreadsheet file must be saved in .csv format.
One column of your .csv file must contain individual's usernames.
The first row of your .csv must contain headings for the columns.

* = required

Title *   [_____]

Choose a File * [_____] [Browse...]

[Save]   [Cancel]

🧩 Gradebook

Verify Upload

You are uploading a spreadsheet file (csv format) to the loading dock:
* Spreadsheet file has 4 assignments
* Spreadsheet file contains 9 students

Below is a display of the contents of your spreadsheet.
[if it is not correct, click the back button, make changes to your file, and upload it again.]

Student ID	Student Name	Homework 2	Comments for Homework 2	Cumulative
earledge	Arledge, Earlene	95	Great job!	
sbutera	Butera, Sofia	84	Comments for Homework 2	
jcallow	Callow, Javier	87	Comments for Homework 2	
ecully	Cully, Elnora	77	Comments for Homework 2	
agaleana	Galeana, Allan	67	Comments for Homework 2	
ehaubert	Haubert, Elinor	99	Fabulous!	
mhauer	Hauer, Max	71	Comments for Homework 2	
mhernstre	Hernstreet, Max	92	Comments for Homework 2	
tkott	Kott, Tabatha	78	Comments for Homework 2	

Ok	Back

Design Notes for Import:
Changes from 2.4 release in bold

1) No changes to this page

⚙ Gradebook

Import Gradebook Item

> New title - changed from upload/import

Below is the loading dock, a holding place for spreadsheets (csv format) that have been uploaded from your local computer. Once loaded here, the data in the spreadsheet can be imported in part or whole into your gradebook.

Upload spreadsheet (csv format) to Loading Dock

☑ Spreadsheet "gradebook.csv" has been added.

Loading Dock

Title	Creator	Date Created		
Homework 2	Nelson Hundt	25 Oct 2006 13:19:24	Import	Delete

Design Notes for Import:
Changes from 2.4 release in bold

1) Only change is the page title

⚙ Gradebook

Import Preview

Please select the columns that represents the assignment and the corresponding scores you wish to import.

Below is a display of the contents of your spreadsheet.
[if it is not correct, click the cancel button, and select another one.]

Student ID	Student Name	⦿ Student Name	○ Homework 2	○ Comments for Homework 2	○ Cumulative
earledge	Arledge, Earlene	Arledge, Earlene	95	Great job!	
sbutera	Butera, Sofia	Butera, Sofia	84	Comments for Homework 2	
jcallow	Callow, Javier	Callow, Javier	87	Comments for Homework 2	
ecully	Cully, Elnora	Cully, Elnora	77	Comments for Homework 2	
agaleana	Galeana, Allan	Galeana, Allan	67	Comments for Homework 2	
ehaubert	Haubert, Elinor	Haubert, Elinor	99	Fabulous!	
mhauer	Hauer, Max	Hauer, Max	71	Comments for Homework 2	
mhernstre	Hernstreet, Max	Hernstreet, Max	92	Comments for Homework 2	
tkott	Kott, Tabatha	Kott, Tabatha	78	Comments for Homework 2	

[Import Selected]   [Cancel]

Design Notes for Import:
Changes from 2.4 release in bold

1) No changes to this page

🧩 Gradebook

Import Assignment and Scores

Assignment
Submit this form to import an assignment and scores as well as any corresponding comments to the gradebook.

Title * [Homework 2]

Assignm̶ [ ]

> This page gets replaced with the new add gradebook item page + the Select a column... dropdown below.

Due Date (mm/dd/yy) [ ] 📅

Select a column to import comments [None ▼]

☑ Include this assignment when calculating final grade
☑ Release assignment. Make this assignment visible in the assignment list displayed to students

[Add Item]   [Cancel]

Likely not implemented in UI's 6/2 Oncourse release

Design Notes for Import:
Changes from 2.4 release in bold

1) **On adding item, take user to the Gradebook item overview page (previously took user to page below).**

2) **Replace this page with the new add gradebook item page + the select a column dropdown shown here.**

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🧩 Gradebook

Import Preview

Please select the columns that represents the assignment and the corresponding scores you wish to import.

Below is a display of the contents of your spreadsheet.
[if it is not correct, click the cancel button, and select another one.]

✅ Assignment Homework 2 has been added.

Student ID	Student Name	☑ Student Name	☐ Homework 2	☐ Comments for Homework 2	☐ Cumulative
earledge	Arledge, Earlene	Arledge, Earlene	95	Great job!	
sbutera	Butera, Sofia	Butera, Sofia	84	Comments for Homework 2	
jcallow	Callow, Javier	Callow, Javier	87	Comments for Homework 2	
ecully	Cully, Elnora	Cully, Elnora	77	Comments for Homework 2	
agaleana	Galeana, Allan	Galeana, Allan	67	Comments for Homework 2	
ehaubert	Haubert, Elinor	Haubert, Elinor	99	Fabulous!	
mhauer	Hauer, Max	Hauer, Max	71	Comments for Homework 2	
mhernstre	Hernstreet, Max	Hernstreet, Max	92	Comments for Homework 2	
tkott	Kott, Tabatha	Kott, Tabatha	78	Comments for Homework 2	

[Import Selected] [Cancel]

Likely not implemented in UI's 6/2 Oncourse release

Design Notes for Import:
Changes from 2.4 release in bold

1) Remove this page from workflow and take user to the Gradebook Item Summary page after the choosing to add item on the add gradebook item page.

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🔁 Gradebook

Gradebook Items | Roster | Gradebook Setup | Course Grade Options | Import Grades

Gradebook Items Overview > Edit Vibration Control in Engines

* means required

Title*	Vibration Control in Engines
Assignment Point Value*	10
Due Date (mm/dd/yy)	01/10/2007
Category	Problem Sets ▼ Add new category

Items not assigned a category will not be counted toward Cumulative Score or Course Grade.

☑ **Release this item to Students**
Gradebook Setup must have 'release gradebook entries and scores...' turned on for this item to be visable to students. This site does not. To change the setting go the Gradebook Setup page by choosing the link at the top of the page.

[Save Changes] [Cancel]

🔧 Gradebook

Gradebook Items | **Roster** | Gradebook Setup | Course Grade Options | Import Grades

Roster > Grades for Jake Alexander

Jake's View of His Grades

Student Summary

| < Previous: | Return to Roster | Next: Stephanie Cole > |

Name	Jake Alexander
Email	jake@google.com
ID	123456
Sections	Lecture 2, Discussion 3, Lab 4
Groups	Engine Study Group

Cumulative Score **77.6%**

Final Course Grade **C**

Likely not implemented in UI's 6/2 Oncourse release

| Save Changes | Clear Changes |

Grading Table

*Title	Due Date ⬇	Log	Weight (%)	Grade	Item Value	Comments
▼ **Problem Sets**			40	8		
Vibration control in engines	January 10, 2007			8	10	
Security planning for power plants	January 26, 2007			8	10	1 of 2 lowest dropped
The Michelobe Problem	February 17, 2007			(7)	10	1 of 2 lowest dropped
Combustion Theory	March 21, 2007				10	
Putting it all together	April 7, 2007				10	
▶ **Quizzes**			30	17		
▼ **Exams**			25	76		
Midterm	February 10, 2007			76	100	
Final	April 7, 2007				300	
▶ **Participation**			5			

25

▶ Participation

*Titles in grey are not released to students
**Grades in ( ) are NOT included in the cumulative score calculation

🔁 Gradebook

Grade Report for Jake Alexander

Cumulative Score: 101 points of 130 total points

Course Grade: A (95%)

Assignments

Likely not implemented in UI's 6/2 Oncourse release

Title	Due Date ⬒	Grade	Weight (%)	Comments
Cumulative Score		101 of 130		
▼ **Problem Sets**		8 of 10	40	
Vibration control in engines	January 10, 2007	8 of 10		**1 of 2 lowest dropped.**
				Per our discussion on 1/20 you were not penalized for turning this in late
Security planning for power plants	January 26, 2007	9 of 10		
The Michelobe Problem	February 17, 2007	(7 of 10)		**1 of 2 lowest dropped.**
Combustion Theory	March 21, 2007	---		
Putting it all together	April 7, 2007	---		
▶ **Quizzes**		17 of 20	30	
▼ **Exams**		76 of 100	25	
Midterm	February 10, 2007	76 of 100		
Final	April 7, 2007	---		
▶ **Participation**		---	5	

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Grade Report for Jake Alexander

Cumulative Score: 101 points of 130 total points

Course Grade: A (95%)

Likely not implemented in UI's 6/2 Oncourse release

Assignments

Title	Due Date ⬇	Grade	Weight (%)	Comments
▼ **Problem Sets**		8 of 10	40	
Vibration control in engines	January 10, 2007	8 of 10		**1 of 2 lowest dropped.**
				Per our discussion on 1/20 you were not penalized for turning this in late
Security planning for power plants	January 26, 2007	9 of 10		
The Michelobe Problem	February 17, 2007	(7 of 10)		**1 of 2 lowest dropped.**
Combustion Theory	March 21, 2007	---		
Putting it all together	April 7, 2007	---		
▶ **Quizzes**		17 of 20	30	
▼ **Exams**		76 of 100	25	
Midterm	February 10, 2007	76 of 100		
Final	April 7, 2007	---		
▶ **Participation**		---	5	

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Gradebook

Gradebook Items | Roster | **Gradebook Setup** | Course Grade Options | Import Grades

Gradebook Setup

Grade Entry

How will you enter your grades?

○ Points

○ Percentages

> Add alerts for when they change grade entry types after grades have been entered.

◉ Letter Grades associated with percentages

Grade Entry Scale [Letter grades ▼]

Grade	%
A	95.0
B	85.0
C	75.0
D	65.0
F	

> For IU's 6/2 Oncourse release: likely to only include scale with +/- AND potential for dropping letter grades altogether

☑ Display released Gradebook Items to students

Gradebook items are released while creating, editing, or grading. Entered scores will only display once the item is included in cumulative score and course grade calculations. "Include" is set while grading gradebook items.

☑ Display **cumulative score** to students now

Categories & Weighting

◉ No categories

○ Categories Only

○ Weighted Categories

> This choice assumes gradebooks without weighting will calculate grades straight rather than assuming a weight. If we need to assume a weight on the backend, we should also change the UI to only allow weighted categories. Users should be forced to choose the weight rather than us making assumptions about it.

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To disclude a category from the cumulative score and course grade, use 0% for the weight.

Category	Drop Lowest	Drop Highest	%	Remove	
				Remove	100% Available
				Remove	
				Remove	
				Remove	
				Remove	

Likely not implemented in
UI's 6/2 Oncourse release

[Create More Categories](#)

Running Total   **0%**

Needed Total   100%

Save Changes   Cancel

⚙ Gradebook

❓

Gradebook Setup

Grade Entry

How will you enter your grad~~e~~

⊙ Points

⊙ Percentages

> You have already entered scores as [display current grade entry type] in the gradebook. We have no way to convert them to the [display new grade entry type]. Changing the grade entry type now **will remove all scores you have entered**. You will need to reenter the scores using [display new grade entry type]. Are you sure want to make this change?
>
> [Save Change]   [Cancel]

⦿ Letter Grades associated with percentages

Grade Entry Scale   [Letter grades   ▼]

Grade	%
A	95.0
B	85.0
C	75.0
D	65.0
F	

☑ Display released Gradebook Items to students

> Gradebook items are released while creating, editing, or grading. Entered scores will only display once the item is included in **cumulative score** and course **grade calculations**.   "Include" is set while grading gradebook items.

☑ Display **cumulative score** to students now

> This choice assumes gradebooks without weighting will calculate grades straight rather than assuming a weight. If we need to assume a weight on the backend, we should also change the UI to only allow weighted categories. Users should be forced to choose the weight rather than us making assumptions about it.

Categories & Weighting

⦿ No categories

⊙ Categories Only

⊙ Weighted Categories

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To disclude a category from the cumulative score and course grade, use 0% for the weight.

Category	Drop Lowest	Drop Highest	%	Remove
				Remove	100% Available
				Remove
				Remove
				Remove
				Remove

Create More Categories

Running Total   **0%**

Needed Total   100%

Save Changes   Cancel

Displays once changes are complete

Congratulations! Your changes have been saved.

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Final Letter Grade Options (FL-1)

Final Letter Grade Options

Student privacy is built in - students cannot see each other's grades.

The final letter grade is a student's final grade and should only be calculated and displayed to students after all gradebook items, which will be calculated in the final letter grade, have been graded, released and included. The final letter grade will not be correct if it is calculated prior to the completion of these tasks.

Grade Display

☐ Release final letter grades to students now

Note: This option will be enabled once you have calculated and reviewed your students course grades (below).

Grade Conversion

Grade Type | Letter Grades with +/- ▼ | Change grade type

Grade	Minimum %
A+	100.0
A	95.0

A-	90.0
B+	87.0
B	83.0
B-	80.0
C+	77.0
C	73.0
C-	70.0
D+	67.0
D	63.0
D-	60.0
F	0.0

Calculate and Review Final Letter Grades

Save   Cancel

Review and Adjust Final Letter Grades (FL-2)

Gradebook

Review and Adjust Final Letter Grades

Student privacy is built in - students cannot see each other's grades.

Once you have reviewed your students final letter grades and made any necessary adjustments, click Save. If you are ready to display final letter grades to students, check the box next to Display final letter grades to students now, before you click Save.

Course Summary   Export

Total points for course   1000

Average final letter grade for entire class

Review and Adjust Final Letter Grades (FL-2 cont.)

Grading Table

View | All Sections ▼

Student name or ID | Find | Clear | |< | < | Show 20 ▼ | > | >|

Student Name	Student ID	Cumulative	Course Grade	Course Grade Override	Log
Arledge, Earlene	earledge	100%	A+		
Butera, Sofia	sbutera	93.06%	A-		
Callow, Javier	jcallow	97.69%	A		
Cully, Elnora	ecully	90.28%	A-		
Galeana, Allan	agaleana	100%	A+		
Haubert, Elinor	ehaubert	93.06%	A-		
Hauer, Max	mhauer	97.69%	A		
Hernstreet, Max	mhernstre	90.28%	A-		
Kott, Tabatha	tkott	100%	A+		

☐ Release final letter grades to students now

Save | Cancel

🐟 Gradebook   ❓

Import Grades

If you would like to edit grades in a spreadsheet application, such as Excel, and then import the grades into the gradebook, follow the steps below.

① **Download Spreadsheet Template**

    📄 Download Spreadsheet Template

② **Edit Spreadsheet**

Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv file.

③ **Import Spreadsheet**

Import the spreadsheet you saved in step 2.

Choose a file [_____] [Browse...]

[Import Spreadsheet]

Likely will not include categories
in the import for UI's 6/2
Oncourse release

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Gradebook

Verify Grade Import

You are importing a spreadsheet file with:

- 9 assignments
- 9 students

Below is a display of the contents of your spreadsheet. If it is not correct, click the Back button, make changes to your file, and import it again.

Student Name	Student ID	Hwk 1	Hwk 2	Hwk 3	Lab 1	Lab 2	Lab 3	Participation Points	Discussion 1	Discussion 2
Arledge, Earlene	earledge	100	100	100	100	100	100	400		
Butera, Sofia	sbutera	75	75	75	100	100	100	400	(100)	
Callow, Javier	jcallow	100	100	75	100	100	100	400		
Cully, Elnora	ecully	75	75	75	100	100	100	375		(95)
Galeana, Allan	agaleana	100	100	100	100	100	100	400		
Haubert, Elinor	ehaubert	75	75	75	100	100	100	400	(100)	
Hauer, Max	mhauer	100	100	75	100	100	100	400		
Hernstreet, Max	mhernstre	75	75	75	100	100	100	375		(95)
Kott Tabatha	tkott	100	100	100	100	100	100	400		

OK   Back

Gradebook Formulas

Assumptions:

1) B lanks are treated as nulls
2) Only items that are set to released and included will be included in the gradebook calculations

Points without weighting

Individual's cumulative score: sum(points earned for all gradebook items)

Individual's final letter grade: Individual's cumulative score converted to a letter grade

Class average per gradebook item: sum(points earned by each student for a gradebook item)/total # of students

Class average final letter grade: sum(class average per gradebook item)/total # of gradebook items

Total points: sum(points for all gradebook items)

Points with categories and weighting

Individual's category cumulative score: sum(points earned for gradebook items in that category)

Individual's cumulative score: sum(Individual's category cumulative score * category weight)

Individual's course grade: Individual's cumulative score converted to a letter grade

Class average per gradebook item: sum(points earned by each student for a gradebook item)/total # of students

Class average per category: sum(Individual's category cumulative score)/total # of students

Class average final letter grade: sum(Individual's category cumulative score)/total # of students converted to a letter grade

Percentages and letter grades without weighting

Individual's cumulative score: sum(percentages earned for all gradebook items)

Individual's course grade: Individual's cumulative score converted to a letter grade

Class average per gradebook item: sum(percentages earned by each student for a gradebook item)/total # of students

Class average final letter grade: sum(class average per gradebook item)/total # of gradebook items

Total percentage: sum(percentages for all gradebook items)

Percentages and letter grades with categories and weighting

Individual's category cumulative score: sum(percentages earned for gradebook items in that category)

Individual's cumulative score: sum(Individual's category cumulative score * category weight)