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

Download Spreadsheet Template

Import spreadsheet

Item Summary Page

Individual Student page

Next Individual Student page

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.

Design Notes for Gradebook Items Summary Page:
Changes since 2.4 in bold

1) This is default page the user sees when they first go the gradebook tool.

2) Intra-tool navigation bar **(new links and change of order)**
    - Current page link is disabled, black and bold (already set in CSS)
    - Roster link - takes user to the roster tool (existing page)
    - Gradebook Items link - This page (used to be called "Overview")
    - **Gradebook Setup link - takes user to gradebook setup page (partly a redesign of current Grade Options page but some functionality has split and is in the Course Grade page)**
    - **Final Course Grade Options - takes user to the course grade options page (partly a redesign of current Grade Options page but some functionality has split and is in the Gradebook Setup link page)**
    - Import - takes user to the import page (already exists)

2) Add gradebook item link **(existing functionality, new location - was in intratool nav bar)** - takes user to the add gradebook item page

3) Import a gradebook item from spreadsheet link **(existing functionality, minor changes, new location)** - walks user through a wizard like activity that already exists. Wireframes showing the import functionality included here for reference.
    - Page title changed to "Import gradebook item" on 2 pages identified with design notes on the import pages.
    - After item has been imported the add gradebook item displays. This page is replaced with the new add gradebook item page. It is identified with a design note.

4) Instructions **(new text)**
    - Clicking on Gradebook Item Scores, Cumulative Score and Course Gradein the instructions opens a pop-up window that explains them. See wireframe.

5) Avg. cumulative score **- = See GB formula page** (This is new on this page but already is calculated on the roster page.)

6) General Table **(categories are new, cumulative score is new, new columns: edit, weight, included in cumulative)**
    - If categories exist, Items in table always display within their category. Sort only happens within the category.

7) Column Headers
    - Clicking on a column title sorts the table by that column. If already sorted on column, clicking changes to descending or ascending order respectively.

8) Title Column **(categories new)**
    - **Arrow in front of Category items are left aligned**
    - **Gradebook Items aligned with the text for the category as shown.**
    - Title - Clicking a gradebook item title takes user to the detail page for that item.

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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. Final 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

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Design Notes for Gradebook Items Summary (with final course grade) Page:
Changes from 2.4 release in bold

1) See regular GB Item Summary for details for behaviors.

Differences:

2) Once the Final Course Grade is calculated (via roster page) display it on the Summary Page. This page displays the Final Letter Grade. See GB formula page for calculation **(new location same functionality that currently exists on the student view page)**.

3) Clicking on Course Grade link takes user the course grade page **(already exists; the change is that the course grade doesn't always display)**

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	

8

[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	

10

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)**

Design Notes for Gradebook Item Page:
Changes from 2.4 release in bold

1) Title/breadcrumb - "Overview" is clickable and takes user back to the Gradebook Items Overview Page

2) Previous/next control - moves user through list of items in order displayed on summary page. Do not display categories.

3) Title - read only based on item settings (existing functionality)

4) Points - read only based on item settings (existing functionality)

5) Class average... - read only. same calculation as on summary page (existing functionality)

7) **Category - read only based on item settings (new functionality)**
   - Along with the category title, Display the category weight in parenthesis if weighting is being used.
   - If item has not been assigned category, display message in place of category: "Please assign this item to a category. Click Edit Item Settings below and choose a category on the form."

8) Due Date - read only based on item settings (existing functionality)

9) Options
   - "Release...." - synched up with the same setting on the Add/edit item page. This is checked by default. This setting makes the assignment visable to students. Grade is not visable until below checkbox is checked. Message shown in wireframe beneath checkbox is only on if the Site "release" setting is not on; found on the Course Grade Options page and on by default **(new location for this functionality. It was only on the add/edit item page. Now in both places.)**
   - "Include..." - Checkbox disabled until "Release..." checkbox above is checked. This setting includes the assignment in cumulative and course grade calculations. It also displays the grade to students. **(new location for this functionality. It was on the add/edit item page.)**
   - Edit... - takes user the add/edit item page with existing settings displayed. (existing functionality)
   - Remove... - removes item from gradebook. If there are no grades entered for this item, it just gets removed. If grades exist, user gets a confirmation "You have already entered grades for this assignment. Removing it will remove all grades. Are you sure you want to remove this item?" (existing functionality)

10) View dropdown - Options are "all sections" and any sections that exist listed individually. Selection limits the students in view in table below. (no changes, existing functionality)

11) Find - finds matches within current view in table (limited to sections in view). **(new location shifted to the right under view dropdown, existing functionality)**

12) Paging control - currently exists as Sakai widget. Set to "show 50" by default.

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13) Save changes and clear changes buttons - saves changes on this page or clears any changes respectively and leaves user on this page. Confirmation displays telling user they were successful (no change). This functionality is the same as currently works. **(New location, new labels, just duplicated from bottom of table and both are right aligned rather than previous left align).**

14) Table **(Changes only described)**
- **Student names are clickable and will take the user the individual student page.**
- **The email column is new for 2.4 and is configurable so an institution can decide to show it or not.**
- **Points column**
    - **Treat blanks as null.**
    - **If GB set to enter gradebook items as %, title column with "%", if letters grades, title column "Letter Grade"**
    - **If this item comes from Test Quizzes, disable and grey out the grade entry boxes.**

Gradebook

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

Gradebook Items Overview > Add Gradebook Items

Add [1 ▼] **Gradebook Item(s)**

* means required

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 by choosing the link at the top of the page.

[Add Item] [Cancel]

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Design Notes for Add Gradebook Item Page:
Changes from 2.4 release in bold

1) **"Add" dropdown - allows users to create multple items at once. A new form opens below the intial seperated by a horizontal rule for each item (choose 5 in the dropdown, 5 forms display). When the dropdown is changed, all previously entered data is still there on refresh. See the Section Info tool for existing functionality. (new functionality)**

2) Title - User can enter anything they like in they like in this field. (existing functionality)

3) Assignment Point Value
   - Wireframe shows this field as if gradebook is set for entering items in points, which is the default setting. Other options are percentages and letter grades. If either of these are the setting, this field is not displayed since the assumption is max of 100% and highest letter set in grade entry scale respectively. **(Point value is existing functionality, percentage and letters are new)**

4) Due Date - due date for assignment set here. User can enter as free text entry in format shown or use the calendar picker to enter a date. (existing functionality)

5) Category **(new functionality)**
   - **This is only available if gradebook is utilizing categories. Categories are set on the Gradebook Setup page.**
   - **All items not assigned a category go into an 'unassigned' category holding area. They will not be calculated into cumulative and course grade until they are assigned categories.**
   - **If categories are utilized and there are gradebook items not assigned a category, display an "Unassigned" group (like the categories display). This is a holding area (items that come in from other tools will be in this group until edited and a category added for instance). These items will be released by default but not included in grade calculations.**
   - **Clicking on Gradebook Item Scores, Cumulative Score and Course Gradein the instructions opens a pop-up window that explains them. See wireframe for Term Definitions.**

6) "Release...."
   - synched up with the same setting on the Add/edit item page. This is checked by default. This setting makes the assignment visable to students. Grade is not visable until checkbox below (include...) is checked.
   - Message shown in wireframe beneath checkbox is only displayed if the Site "release..." setting is NOT on; found on the Course Grade Options page and on by default **(new location for this functionality. It was only on the add/edit item page. Now in both places.)**

7) Category **(new functionality)**
   - **This is only available if gradebook is utilizing categories. Categories are set on the Gradebook Setup page.**
   - **The dropdown includes all defined categories listed in alphabetical order. Default to first in list.**
   - **All items not assigned a category go into an 'unassigned' category holding area. They will not be calculated into cumulative and course grade until they are assigned categories.**
   - **If categories are utilized and there are gradebook items not assigned a category, display an "Unassigned" category in the dropdown and on the Overview page (like the categories display). This is a holding area (items that come in from**

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other tools will be in this group until edited and a category added for instance). These items will be released by default but not included in grade calculations. There is no weighting for this category.

   - **Note below dropdown only display if weighting is turned on. Otherwise everything counts.**

8) New Category link (new functionality) - pops new category window (basically just a chunk of the gradebook setup page)

9) Save Item button - saves work and takes user back to Gradebook Item Overview page with new items in the list.

10) Cancel button - cancels any changes on this page and takes user back to Gradebook Item Overview page.

🔀 Gradebook

New cat - 1

❓

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]

Design Notes for New Category Page:
Changes from 2.4 release in bold

1) **If user clicked on "new category" link from the add gradebook item page, they are taken to this mini-version of the gradebook setup page.**

   - The existing category and weighting settings are populated on the page and the user can make any needed changes.
   - **Save changes button takes the user back to the add GB item they came from and saves any changes they made.**
   - **Cancel button takes the user back to the add GB item they came from without saving any changes they made.**

Roster - No Gradebook Items (RO-1)

🔧 Gradebook   ❓

Roster   [Export Gradebook]

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

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

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

Viewing 1 to 9 of 9 students

[Calculate Course Grades]   [|<] [<] [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

Notes for GB-1 (cont.)

- The Instructor (user with gradebook.gradeAll and/or gradebook.gradeSection permission(s)) accessed this screen by clicking the site's tab, then clicking the Gradebook tool link, then clicking the Roster link in the intra-tool nav bar.
- If an instructor has not created any gradebook items, the system will display the message "To add gradebook items, click Gradebook Items above. To set up your gradebook, click Gradebook Setup above." in larger font (14 pt.) than is normally used for "instructions" in Sakai.
- Current Functionality: If the Instructor clicks Export Gradebook, the system will export the entire gradebook to a csv file and will prompt the Instructor to save the file to a desired location. The csv file will be in a format similar to the following:

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
"Galeana, Allan",agaleana,N/A
"Haubert, Elinor",ehaubert,N/A
"Hauer, Max",mhauer,N/A
"Hernstreet, Max",mhernstre,N/A
"Kott, Tabatha",tkott,N/A

- Current Functionality: The Instructor can filter the gradebook by section using the filter by section drop-down. This drop-down will include All Sections, which is the default option, as well as a list of the individual groups and/or sections related to this site.
    * If the instructor chooses a specific section, only the students in that section will display in the Roster.
Note: If groups and/or sections have not been created, then the filter by section drop-down will show only All Sections.
- New Functionality: The Instructor can also filter by category if categories have been created for this site's gradebook. This drop-down will include All Categories, which is the default option, as well as a list of the individual categories created for this gradebook by the Instructor.
    * If the instructor chooses a specific category, only the gradebook items for that category will display as shown in the Homework Category screen (RO-3).
Note: If categories have not been created, then the filter by category drop-down will show only All Categories.

Notes for GB-1 (cont.)

- Existing Functionality: Clicking on a column heading sorts the table by that column. The sorted column gets the triangle icon shown on student name header in wireframe. If the Instructor chooses to sort by one of the above fields, the field will be sorted in ascending order by default and will include the sortascending.gif icon directly to the right of the field title.
- The instructor can choose to sort the column in descending order by selecting label again.
- New Functionality: The 1st row in the table is not affected by the sort or filters. It is always available. Clicking on the "Details" link takes the user to the Gradebook Item Summary Page.- Current Functionality: The Instructor can search for an individual student by entering part or all of the student's name or id in the Student Name or ID text box and clicking Find. To clear the search, the Instructor will click clear.
    * If the instructor has chosen to filter by section, the system will only search for the student in the selected section.
    * If the system does not find the student the instructor is searching for, the system will display the message 'No students to display' in the Student Name column.
    * If the system finds the student the Instructor is searching for, the system will display the student's information.
- Current Functionality: The instructor can use the paging widget to advance to the first, next, previous, or last page. The instructor can also specify the number of students to display at a time with this widget by selecting one of the following from the paging widget's drop-down:
    * Show 5
    * Show 10
    * Show 20
    * Show 50
    * Show 100
    * Show All
- New Functionality: The roster and associated gradebook items now have more of a spreadsheet look and feel.
    * The top row is frozen so that when the user scrolls vertically, this information remains stationary. This functionality is available in Google Docs.
- By default, the spreadsheet is sorted by Student Name in ascending order
- Until an instructor has created gradebook items, the Cumulative column will display N/A.

Roster - Weighted Categories (RO-2)

🛠 Gradebook ❓

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.

Notes for GB-1

- The Instructor (user with gradebook.gradeAll and/or gradebook.gradeSection permission(s)) accessed this screen by clicking the site's tab, then clicking the Gradebook tool link.
- Current Functionality: If the Instructor clicks Export Gradebook, the system will export the entire gradebook to a csv file and will prompt the Instructor to save the file to a desired location. The csv file will be in a format similar to the following:

Student Name,Student ID,Cumulative,Hwk 1,Hwk 2,Hwk 3,Lab 1,Lab 2,Lab 3,Participation Points,Discussion 1,Discussion 2
"Arledge, Earlene",earledge,1000/1000,100,100,100,100,100,100,400,,
"Butera, Sofia",sbutera,925/1000,75,75,75,100,100,100,400,(100),
"Callow, Javier",jcallow,975/1000,100,100,75,100,100,100,400,,
"Cully, Elnora",ecully,900/1000,75,75,75,100,100,100,375,,(95)
"Galeana, Allan",agaleana,1000/1000,100,100,100,100,100,100,400,,
"Haubert, Elinor",ehaubert,925/1000,75,75,75,100,100,100,400,(100),
"Hauer, Max",mhauer,975/1000,100,100,75,100,100,100,400,,
"Hernstreet, Max",mhernstre,900/1000,75,75,75,100,100,100,375,,(95)
"Kott, Tabatha",tkott,1000/1000,100,100,100,100,100,100,400,,

- Current Functionality: The Instructor can filter the gradebook by section using the filter by section drop-down. This drop-down will include All Sections, which is the default option, as well as a list of the individual groups and/or sections related to this site.
    * If the instructor chooses a specific section, only the students in that section will display in the Roster.
Note: If groups and/or sections have not been created, then the filter by section drop-down will show only All Sections.
- New Functionality: The Instructor can also filter by category if categories have been created for this site's gradebook. This drop-down will include All Categories, which is the default option, as well as a list of the individual categories created for this gradebook by the Instructor.
    * If the instructor chooses a specific category, only the gradebook items for that category will display as shown in the Homework Category screen (RO-3).
Note: If categories have not been created, then the filter by category drop-down will show only All Categories.

Notes for GB-1 (cont.)

- Existing Functionality: Clicking on a column heading sorts the table by that column. The sorted column gets the triangle icon shown on student name header in wireframe. If the Instructor chooses to sort by one of the above fields, the field will be sorted in ascending order by default and will include the sortascending.gif icon directly to the right of the field title.
- The instructor can choose to sort the column in descending order by selecting label again.
- New Functionality: The 1st row in the table is not affected by the sort or filters. It is always available. Clicking on the "Details" link takes the user to the Gradebook Item Summary Page.
- Current Functionality: The Instructor can search for an individual student by entering part or all of the student's name or id in the Student Name or ID text box and clicking Find. To clear the search, the Instructor will click clear.
    * If the instructor has chosen to filter by section, the system will only search for the student in the selected section.
    * If the system does not find the student the instructor is searching for, the system will display the message 'No students to display' in the Student Name column.
    * If the system finds the student the Instructor is searching for, the system will display the student's information.
- New Functionality: The instructor can filter by category for a specific student.
- If the instructor clicks Calculate Final Letter Grades, the system will display the Final Letter Grades Options screen (FL-1).
    * Once the instructor has filled in all the necessary information to calculate the final letter grade, the Final Letter Grade column will display in the Roster spreadsheet, to the right of the Cumulative column.

Notes for GB-1 (cont.)

    * Current Functionality: Once the instructor has filled in all the necessary information to calculate the final letter grade, the system will display an Export Final Letter Grades button to the left of the Export Gradebook button. If the user clicks this button, the system will generate a csv file in the following format:

    Student Name,Student ID,Final Letter Grade
    "Arledge, Earlene",earledge,A+
    "Butera, Sofia",sbutera,A-
    "Callow, Javier",jcallow,A
    "Cully, Elnora",ecully,A-
    "Galeana, Allan",agaleana,A+
    "Haubert, Elinor",ehaubert,A-
    "Hauer, Max",mhauer,A
    "Hernstreet, Max",mhernstre,A-
    "Kott, Tabatha",tkott,A+

    * The name of this file will be course_grade-siteid.csv, where siteid is replaced by the system-generated site id for the course.
    * Once the instructor has filled in all the necessary information to calculate the final letter grade, the Export Gradebook file will include the Final Letter Grade column and associated information.
- Current Functionality: The instructor can use the paging widget to advance to the first, next, previous, or last page. The instructor can also specify the number of students to display at a time with this widget by selecting one of the following from the paging widget's drop-down:
    * Show 5
    * Show 10
    * Show 20
    * Show 50
    * Show 100
    * Show All

Notes for GB-1 (cont.)

- New Functionality: The roster and associated gradebook items now have more of a spreadsheet look and feel.
    * The columns to the left of the gradebook items are frozen so that when the user scrolls horizontally, this information remains stationary. This functionality is available in Angel (www.angellearning.com Username: khancock@iu.edu Password: ME6J).
    * The top row is frozen so that when the user scrolls vertically, this information remains stationary. This functionality is available in Google Docs.
    * Gradebook item titles are displayed vertically to save screen real estate. Titles longer than 15 characters will wrap, breaking cleanly where possible.
- New Functionality: If the instructor clicks a student's name, the system will display the Individual Student View screen (GB-X).
- New Functionality: If the instructor clicks a gradebook item title, the system will display the Edit Gradebook Item screen (GB-X) for that item.
- The Cumulative column will display Total Earned Points/Total Possible Points if the instructor has chosen to enter grades via points. If the instructor has chosen to enter grades via letter grades or percentages, the Cumulative column will display a percentage.
Note: If an instructor has chosen not to include a gradebook item, then the points earned for that gradebook item will not be calculated in the Cumulative grade.
- If the instructor chooses to filter by a specific category, the Cumulative column will be replaced by the Category Cumulative column and the Final Letter Grade column will not display if final letter grades have been calculated.

Roster - Homework Category (RO-3)

🐚 Gradebook

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

Roster

Export Gradebook

Calculate Course Grades

View All Sections ▼ **and** Homework ▼

Viewing 1 to 9 of 9 students

Student name or ID | Find | Clear

|< | < | 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.

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Notes for GB-1 (cont.)

- If the instructor chooses to filter by a specific category, the Cumulative column will be replaced by the Category Cumulative column and the Final Letter Grade column will not display if final letter grades have been calculated.
  * Only gradebook items associated with that category will display.

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 ▼]

Viewing 1 to 9 of 9 students

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

|< | < | 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.

Notes for GB-1 (cont.)

- If the instructor clicks Calculate Final Letter Grades, the system will display the Final Letter Grades Options screen (FL-1).
    * Once the instructor has filled in all the necessary information to calculate the final letter grade, the Final Letter Grade column will display in the Roster spreadsheet, to the right of the Cumulative column AND will display above the table as shown in wireframe.
  * Current Functionality: Once the instructor has filled in all the necessary information to calculate the final letter grade, the system will display an Export Final Letter Grades button to the left of the Export Gradebook button. If the user clicks this button, the system will generate a csv file in the following format:

    Student Name,Student ID,Final Letter Grade
    "Arledge, Earlene",earledge,A+
    "Butera, Sofia",sbutera,A-
    "Callow, Javier",jcallow,A
    "Cully, Elnora",ecully,A-
    "Galeana, Allan",agaleana,A+
    "Haubert, Elinor",ehaubert,A-
    "Hauer, Max",mhauer,A
    "Hernstreet, Max",mhernstre,A-
    "Kott, Tabatha",tkott,A+

  * The name of this file will be course_grade-siteid.csv, where siteid is replaced by the system-generated site id for the course.
  * Once the instructor has filled in all the necessary information to calculate the final letter grade, the Export Gradebook file will include the Final Letter Grade column and associated information.

Gradebook

Gradebook Items Overview > Add Gradebook Items

Add [3 ▼] **Gradebook Item(s)**

*means required

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 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]

Design Notes for Add Multiple Gradebook Item Page:
Changes from 2.4 release in bold

1) **"Add" dropdown - allows users to create multple items at once. A new form opens below the intial seperated by a horizontal rule for each item (choose 5 in the dropdown, 5 forms display). When the dropdown is changed, all previously entered data is still there on refresh. See the Section Info tool for existing functionality. (new functionality)**

🔧 Gradebook

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

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

	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

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

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]

Assignm[...]

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]

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.**

🐢 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]

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 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]

Design Notes for Edit Gradebook Item Page:
Changes from 2.4 release in bold

1) **Page Title/breadcrumb**
   - First label in breadcrumb is the page the user came from. The wireframe shows the Gradebook item Overview page. User may also have gotten to this page from the Individual Item Page. In that case, "Gradebook Item Summary" is the first label. Either of these labels are a link and take the user back to the respective page without saving any changes.
   - 2nd part of breadcrumb is "Edit" + the name of the item being edited (existing title for this page)

2) Title - Filled in with the current title for item. The field is editable. (existing functionality)

3) Assignment Point Value - Filled in with current value for item. The field is editable. (existing functionality)

4) Due Date - Filled in with current value for item. The date can be edited by either entering a new value in the field or using the calendar picker to choose a new date.

5) Category - Filled in with current value for item. Dropdown value can be edited. See Add Item page for details of how this element works.

6) Release.... checkbox
   - Displays current value for item. Allows user to change the setting. As described in the Add Item page this value is synched up with the same checkbox on the Item Summary page.
   - Message shown in wireframe beneath checkbox is only displayed if the Site "release..." setting is NOT on; found on the Course Grade Options page and on by default **(new location for this functionality. It was only on the add/edit item page. Now in both places.)**

7) Save Changes button - Saves changes and takes user back to the page they came from (either the Item Summary page or the Gradebook Items Overview page). **(allowing the user to come from the Overview page is new functionality)**

8) Cancel button - cancels any changes made to page and takes user back to the page they came from.

Gradebook

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

Grading Table

Save Changes	Clear Changes

*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			

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▶ Participation

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

Design Notes for Individual Student Page (New page):
Changes from 2.4 release in bold

1) **Page Title/breadcrumb**
   - **Begins with page user came from. Wireframe shows Roster. See below for breadcrumb if user came from the Gradebook Item Summary Page. The label for each page in the users path is a link. Clicking it takes user to that page with no changes saved on this page.**
   - **If user came from the Item Summary/Grading Page then breadcrumb is: Gradebook Items Overview > Gradebook Item Name > Grades for [Student Name].**

2) **Jake's View of His Grades link - Takes instructor to the Student View page**

3) Previous/Next Control (this is a sakai widget)
   - Previous button - Shows the previous student's name in button. Wireframe shows state where there is no previous student. In this case, the button is greyed out. If there is a previous student, clicking button takes user to Individual Student Page for that student.
   - Back to Roster button - Takes user back to the page they came from. The wireframe shows user coming from the Roster. They may also have landed on this page via the Gradebook Item Summary page. In that case the button should read "Return to Gradebook Item Summary"
   - Next button - Show's the next student's name in button. Clicking takes user to Individual Student page for that student. If there isn't another student in the list, show button without a name and greyed out (like the previous buttons shown here).

4) **Student Information Section (Name, email, ID Sections, Groups) - This information is read only.**

5) **Cumulative Score display - Display student's cumulative score at all times. This should dynamically update when grades are changed. See GB formula page for calculation.**

5) **Final Course Grade - Display the final course grade ONLY after it has been calculated (roster & course grade options page)**

5) Grading Table
   - **(most of this information exists now on the Gradebook Item summary page except this page shows individual students information. Categories are new, cumulative score is new, new columns: edit, weight, included in cumulative)**
   - If categories exist, Items in table always display within their category. Sort only happens within the category.

6) Column Headers - Clicking on a column title sorts the table by that column. If already sorted on column, clicking changes to descending or ascending order respectively.

7) Title Column **(categories new)**
   - **Arrow in front of Category items are left aligned**

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- **Gradebook Items aligned with the text for the category as shown.**
- Title - Clicking a gradebook item title takes user to the detail page for that item.
- **Unreleased gradebook items are displayed greyed out**
- **Arrow toggles categories open and closed.**
- **Categories only displayed if categories are being utilized in gradebook. They are set on the Gradebook Setup page.**
- **If categories are utilized and there are gradebook items not assigned a category, display an "Unassigned" group (like the categories display). This is a holding area (items that come in from other tools will be in this group until edited and a category added for instance).   These items will be released by default but not included in grade calculations.**

10) Due Date column
- Column items are left aligned
- Table is sorted by due date by default. Within each category sort in ascending order by default.

11) Log column - functionality exists now on the Gradebook Item page. This keeps track of any changes made to the grade. Functionally works just like it does on the gradebook item page.

9) Weight column **(weighting new)**
- **Only display this column is gradebook is setup to use categories & weighting.**
- **Column items are centered on decimal point (or where decimal point would be if whole number)**
- **Percentages are assigned by instructor at the category level. Calculate individual item % by dividing category % by number of GB items in the category.**

12) Grade column
- Editable fields display any existing values. User updates grades in this field. Any changes are logged (see log column).
- Grades are entered in whatever form is set up on the Gradebook Setup page.
- Ungraded items show a dash in place of score. They are not included in average calculations for categories or cumulative.
- If no grade, treat as null for calculation purposes
- Display scores not included in cumulative and course grade in parenthesis. Don't include them in cumulative calculations.
- **Category = show the category average for the individual student. See GB Formula page for calcution.**

8) Item Value column **-**
- Column items are centered
- Display total points for item if grading with points. If grading with percentages display 100%. If letter grades, don't display this column.

13) Comments column
- existing functionality on the Gradebook Item page. This works the same way except comments are specific to item and student.
- **If lowest or highest in a category have been set to drop, display in this view (shown in wireframe for problem set category)**

16) Save Changes button - Saves all changes made on this page and leaves user on this page.

17) Clear changes button - clear changes, clears any changes and leaves user on this page.

🔀 Gradebook

Grade Report for Jake Alexander

Cumulative Score: 101 points of 130 total points

Course Grade: A (95%)

Assignments

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	

Design Notes for **Instructor's Student View Page (New page)**:
Changes from 2.4 release in bold

1) **For page details see Student's View**

2) **The only difference between this page and the Student's View Page is the** "Return...." link which takes the user back to that page.

Gradebook

Grade Report for Jake Alexander

Cumulative Score: 101 points of 130 total points

Course Grade: A (95%)

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	

Design Notes for Student's View Page:
Changes from 2.4 release in bold

1) This a read only page.

2) Title - Show Student's name in title

3) Cumulative Score - same value as displayed on the Individual Student page in the table: sum[student's points for all scores released and included in cumulative and course grade] of sum[total points for all gradebook items released and included in cumulative and course grade] **(this was taken out for 2.4 because of strange calculations. The calculation will be correct now since all ungraded items are treated as null rather than 0)**

4) Course grade (existing functionality)
     - only displays once course grade is calculated (on the roster page)
     - displays percent and letter grade based on course grade scale setup on the course grade options page

5) Grading Table - only displays if instructor has set released gradebook items visable to students. If not set to visable, only display elements above.

5) Title column (all released gradebook items display in column)
     - See Individual Students page for details.
     - Only 2 differences are 1) cumulative score is not shown in the table and 2) gradebook items that have not been released do not display on this page.

6) Due Date column - same as functionality on Individual Students page

7) Grade Column - same functionality as on Individual Students page in Current Grade column. The only difference is that items not included in cumulative score and course grade do not display grade here -- leave blank.

8) Weight Column - same functionality as on Individual Students page

9) Comments column
     - display any released comments to student (release set on individual students page)
     - If lowest or highest in a category have been set to drop (gradebook setup, cat & weight), display in bold in this view (shown in wireframe for problem set category "X of Y lowest (or highest) dropped" on the items that are dropped.

⚙ Gradebook

⚙

Gradebook Setup

Grade Entry

How will you enter your grades?

- ○ Points
- ○ Percentages
- ● Letter Grades associated with percentages

Grade Entry Scale [Letter grades ▼]

Grade	%
A	95.0
B	85.0
C	75.0
D	65.0
F	

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

- ☑ 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
				Remove
				Remove
				Remove
				Remove

100% Available

Create More Categories

Running Total   **0%**

Needed Total   100%

Save Changes   Cancel

Design Notes for Gradebook Setup Page:
Changes from 2.4 release in bold

1) **How will you enter your grades?**
    - **Options are: Points, percentages, letter grades**
    - **Points = default.**
    - **Wireframe shows letter grades set to show the letter grade conversion scale. The conversion scale only displays when letter grade is chosen.**
        - **Grade entry scale - options are 'Letter grade' and 'Letter grade with +/-'. Default is the latter. The scale updates dynamically replacing the current scale the one they change it to. Save the values already entered (if going from +/- to straight letter grades, keep the values that were in the letters. if going from straight letter grades to +/-, keep the values for the letters and display the +/- blank.**
    - **See GB formula page for calculations based on all grade types.**
    - **Allow users to switch between grade entry types**

2) Display released gradebook entries... checkbox - checked by default **(new location, not new functionality)**
    - Displays gradebook entries in student view once checked. Gradebook items not released display on instructor/TA pages with various treatments to indicate such (see respective pages for description).
    - Cumulative score and course grade links pop open the term definition window (see wireframe)

3) Display cumulative score to students now
    - Checked by default.

3) Use weighted categories checkbox
    - Checked by default
    - If checked display weighting column (% column in wireframe). If not/un checked remove column.

4) Category column
    - Free text entry field. Once cell is populated, value remains until user deletes it or removes it (using remove column).
    - By default 5 rows display
    - If user clicks "Create more categories" display 5 additional rows with this link below. If user clicks link again, display 5 more categories and so on.

5) Drop lowest column - allows user to enter a value for the number of lowest grades in a category that will not be calculated into a students grade.

6) Drop highest column - allows user to enter a value for the number of highest grades in a category that will not be calculated into a student's grade.

7) Weight column
    - displays is "use weighted categories" checkbox is checked

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- allows instructor to set the weight for each category. treat blanks as 0.
- Keep running total of column after last row (as shown in wireframe). % Displayed in red until it = 100%
- Display needed total beneath running total to help instructor with calculations
- To the right of the remove column display % left to reach 100% on the next blank weight.

8) Remove column - remove category on users click or link. add a blank row after last row for each one removed.

9) Save changes button - save all changes and user remains on this page with alert (use Sakai widget) at top of page, "Congratulations! Your changes have been saved."

10) Cancel button - clear all changes and user remains on this page.

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

Gradebook Setup

Grade Entry

How will you enter your grad┊┊

○ Points

○ Percentages

◉ Letter Grades associated with 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]

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

55

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

Design Notes for Change Gradebook Setup Page:
Changes from 2.4 release in bold

1) This is the GB Setup page with the addition of the confirmation message shown in the wireframe.

2) The user came to this page after choosing to change their grade entry type AND they had already entered grades in the gradebook. They get the confirmation message (Sakai component) after choosing "save changes".
   - Insert the appropriate grade type into the message where appropriate in [ ].

3) If user chooses "save changes" button on the confirmation page, changes are saved and they are left on this page with the following alert message (Sakai component) at the top of the page:

Congratulations! Your changes have been saved.

4) If user chooses "cancel" button, cancel changes and leave user on this page.

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

Notes for Final Letter Grade Options (FL-1)

- The Instructor (user with gradebook.gradeAll and/or gradebook.gradeSection permission(s)) accessed this screen by clicking the Final Letter Grade Options link from within the Gradebook tool.
- The Display final letter grades to students now option will not be available for the instructor to select until the instructor has clicked the Calculate and Review Final Letter Grades button for the first time.
- Current Functionality: The Grade Types that are available for the instructor to select are as follows:
    * Letter Grades
    * Letter Grades with +/-
    * Pass / Not Pass
- Grade Types are configurable from sakai.properties.
- Letter Grades with +/- is selected by default.
- If the instructor wishes to change the grade type, the instructor will select the preferred grade type and then click Change grade type. At this time, the system will change the grade scale to the scale specified by the instructor.
- New Functionality: If the instructor has chosen to change the grade scale from Letter Grades to Letter Grades with +/- or vice versa and the instructor has change the Minimum % associated with the grade scale, then the system should maintain the values set by the instructor.
- If the instructor has chosen to change the grades scale from Pass / Not Pass to Letter Grades or to Letter Grades with +/-, then the system will use the default values.
- The default values for the Letter Grades with +/- grade type are as follows:
    * 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

Notes for Final Letter Grade Options (FL-1 cont.)

- The default values for the Letter Grades grade type are as follows:
    * A: 90.0
    * B: 80.0
    * C: 70.0
    * D: 60.0
    * F: 0.0
- The default values for the Pass / Not Pass grade type are as follows:
    * P: 75.0
    * NP: 0.0
- If the instructor clicks Calculate and Review Final Letter Grades, the system will calculate the students final letter grades based on the scale chosen by the instructor and will display the Review and Adjust Final Letter Grades screen (CG-2).
- If the instructor clicks the Save button, the system will save any changes and display the confirmation message: "Your changes have been saved successfully".
- If the instructor clicks Cancel, the system will discard any changes and display the confirmation message: "Your changes have been discarded."

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]

63

Notes for Review and Adjust Final Letter Grades (FL-2)

- The Instructor (user with gradebook.gradeAll and/or gradebook.gradeSection permission(s)) accessed this screen by clicking the Final Letter Grade Options link from within the Gradebook tool and then clicking Calculate and Review Final Letter Grades. The instructor may also access this screen from the Gradebook Items Overview screen by clicking the Final Letter Grades link.
- If an instructor has chosen to enter grades as points for his/her gradebook, then the system will display Total Points for Course and will calculate the total points possible for the course by adding the gradebook item totals for all gradebook items that have been included. The system will not include gradebook items that have not been included or items in a category with a weight of 0%.
- The system will display the Average final letter grade for entire class link based on the following:
    * The total number of assignments included in the grade calculation.
    * Any category weights set by the instructor.
    * Blanks will be counted as zeroes.
- If the Instructor clicks the Export button, the system will generate a csv file in the following format:

    Student Name,Student ID,Course Grade
    "Arledge, Earlene",earledge,A+
    "Butera, Sofia",sbutera,A-
    "Callow, Javier",jcallow,A
    "Cully, Elnora",ecully,A-
    "Galeana, Allan",agaleana,A+
    "Haubert, Elinor",ehaubert,A-
    "Hauer, Max",mhauer,A
    "Hernstreet, Max",mhernstre,A-
    "Kott, Tabatha",tkott,A+

- The system will display the following to the instructor by default:
    * Student Name
    * Student ID
    * Cumulative
    * Course Grade
    * Grade Override
    * Log

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

- See the GB Formula page for information on calculating the Cumulative grade and Final letter grade.
- The instructor may override a final letter grade by entering a letter grade in the Grade Override box. The system will process this change once the instructor clicks Save.
- The instructor may remove an override by deleting the letter grade in the Grade Override box and clicking Save.
- To display final letter grades to students, the instructor must check the box next to Display final letter grades to students now.
- If the instructor clicks Save, the system will save any changes to the final letter grade or the Display final letter grades to students now field and will return the Instructor to the Final Letter Grade Options screen (FL-1) if the Instructor accessed this screen from Final Letter Grade Options or the system will return the Instructor to the Gradebook Items Overview screen if the Instructor accessed this screen from Gradebook Items Overview.
- If the instructor clicks Cancel, the system will discard any changes and return the Instructor to the Final Letter Grade Options screen (FL-1) if the Instructor accessed this screen from Final Letter Grade Options or the system will return the Instructor to the Gradebook Items Overview screen if the Instructor accessed this screen from Gradebook Items Overview.

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

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

Notes for Import Spreadsheet (IM-1)

- If the Instructor clicks Export Grades, the system will export student information and gradebook items to a csv file and will prompt the Instructor to save the file to a desired location. The csv file will be in a format similar to the following:

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,,

- If the user clicks Browse..., the system will display a File Upload window, requesting the location of the file the user wishes to upload. Once the user enters the location of the file, the system will display the path to the file in the Choose a file text box.
- If the user clicks Import Spreadsheet, the system will verify the following:
    * The user has selected a file to import.
    * The file the user has selected is a *.csv file.
    * The *.csv file that the user has selected to import is in the expected format.
    * The student IDs provided in the spreadsheet file match the student IDs in the site.
- Once the above has been verified, the system will import the spreadsheet and will replace the gradebook item scores with the scores provided in the spreadsheet.

Notes for Import (cont.)

- Once the above has been verified and the spreadsheet has been imported, the system will display the Verify Import screen (IM-2).
- If the user has not selected a file to import, the user will receive the error: "Please select a file to import."
- If the user has selected a file other than a *.csv file or if the file is not in the expected format, the user will receive the error: "The file you are trying to import is not in the expected format. Please use the Download Spreadsheet Template link to export the file and try again."
- If a student ID provided in the csv file does not match a student ID in the site, the system will display the following error message:

   Alert: The following student ID's are not associated with participants in this site:

    agaleana

   To continue, you must first add this participant to the site or remove the participant from the file.

Gradebook

Verify Import (IM-2)

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

Notes for Verify Import (IM-2)

- The system will display the imported csv file to the user in columns and rows.
- If the user clicks Back, the system will return the user to the Import Spreadsheet screen and the user will need to re-import the file.
Note: The file will not be saved for the user.
- If the user clicks OK, the system will import the file and then return the user to the Import Spreadsheet screen where it will display the following confirmation message: "Your spreadsheet has imported successfully."

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