Introduction to Gradebook

The Gradebook is both powerful and versatile. You can calculate grades in a number of ways and display grades to students using a number of formats. You can easily determine a graded item's status from its color and font style.
Gradebook Features

- Calculates grades by:
  - summing or
  - averaging graded items
- Calculates grades by:
  - points or
  - percent
- Can exclude graded items from final grade on a student-by-student basis, for
  - if students have an excuse or
  - if you decided to not include the item after the fact
- Imports grades from other Scholar tools:
  - Tests & Quizzes and Assignments
- Imports grades from Test Scoring Services
- Exports grades to:
  - an MS Excel-readable format, where you can change grades and reimport them,
  - a Banner-readable format, so you can upload them to Banner at the end of a semester
- Selectively releases (shows) grades to students:
  - either item-by-item, or
  - in groups based on category, like unit or chapter
- Restricts TAs to respective sections within a course
- Displays instructor’s private comments to students
- Uses font color and style to show which grades are:
  - released to students and
  - included in the final grade

Gradebook Settings

You can change the way grades are calculated (points or percent) and the type of gradebook (categories, no categories, and weighted categories) through gradebook settings.

Changing Gradebook settings

Make Sure Gradebook is Activated

If you have activated the Gradebook in your Scholar site, it should appear on the left-hand menu bar. If you do not see Gradebook, please activate the Gradebook tool by going to Site Info, clicking Edit Tools, and by checking the box next to Gradebook and then clicking Continue and then Finish.

Adjust Gradebook Settings

1. After the Gradebook tool is activated, enter the tool by clicking Gradebook.
   - The Gradebook's name is the same as the site name. It appears on the top of the Grade Items (left-hand) pane in the Gradebook tool.
2. Double click the Gradebook name to open the **Set Up Gradebook** page (shown below) in right-hand pane of the Gradebook tool.
   a. You can adjust the pane sizes by dragging the vertical bar separating the panes.
   b. Enter in the following information:

   - **Name:** Changes the name of your gradebook
   - **Organize by:** changes the organization of, and grade calculation in, your gradebook.
     - **No Categories / Categories** - Each item in the gradebook will have a point or percent value that goes towards the final grade.
       - **Categories** will allow you to organize graded items by unit, topic, or by assignment type. Changing an item’s category does not affect its impact on the course grade.
       - **No Categories** will organize your gradebook as a list of graded items.
     - **Weighted Categories** - Each category has a percent value that goes towards the final grade.
- A category has a fixed impact on the final grade, irrespective of the number of graded items in that category.
- Changing an item's category may affect its impact on the course grade.
- Category weights can be changed at any time.
- The respective weights of the categories must add up to 100%

- **Grade Using:** We strongly recommend you grade using **Points, Percentages** and **Letter Grades** are not compatible with many of Scholar’s features.
  - **Points:** Scholar will calculate the final grade based on points earned.
    - If you choose **Points** and **No Categories** or **Categories**, Scholar will divide total earned points by total possible points to arrive at a percent final grade.
    - If you choose **Points** and **Weighted Categories**, Scholar will use points to determine the percent of points earned within a category. The categories' grades will then go towards the final grade according to their weights.
- In the **Display to Students** box, place a check next to each item that you would like students to see. It is best not to display course grades until you have verified they are accurate.
- Click **Save** or **Save/Close** to save your changes.

**Gradebook Colors**

**Grade Items pane (left-hand side)**

**BLACK** = not released to students (students cannot see item)
**BLUE** = released to students (students can see item)
**GREEN** = extra credit
**RED** = error
**BOLD** = grades visible to students (can be black, blue or green)
**ITALICS** = grades are NOT included in the course grade calculation

Combinations of colors, italics and boldface encompass all of the above features. For example:

- black, not bold, no italics = unreleased, not visible to students and included in grade calculations
- **blue bold** = released to students, visible to students and included in grade calculations
- **green bold italics** = extra credit, released to students and not included in grade calculations

****Grades that are released to students are **bold, blue or green and not italicized****

**Spreadsheet pane (right-hand side)**

- **red strikeout** = dropped or excluded from final grade calculation.
- **green** = extra credit
- **grey italics** = not included grade
Gradebooks Using Points and Categories (not Weighted)

Gradebooks with Points and Categories / No Categories

- The Gradebook calculates final grades based on the percent of total points the student earns.
- If you add graded items to the Gradebook, and the total number of points in the Gradebook will increase.
- Organizing graded items into Categories does not affect final grade calculation.
- Choosing No Categories results in Gradebook simply listing graded items.
- Assignments and Tests & Quizzes that link to a points-based gradebook must also grade using points.

Set Your Gradebook to Points and Categories

1. Double click the top item in the Grade Items pane to open the Set Up Gradebook page. Alternately, click Edit and select Gradebook Settings.
2. In the Organize by drop-down menu, select Categories.
3. In the Grade using drop-down menu, select Points.
4. In the Display To Students box, place a check next to Released items only.
5. Click Save/Close.

Add Categories to the Gradebook tool

1. Click File and New Category.
2. The New Category page, shown below, will open in the right-hand pane.
3. Give your category a name, for example "Quizzes".
4. Next to Drop Lowest, enter the number of items in this category you want to exclude from the final grade calculation. Scholar will exclude the lowest scoring items.
5. Check Include in grade if you want Scholar to include these items in the final grade calculation. Make sure grades are accurate before including them in the final grade.
   a. Extra Credit will be covered later
6. Check Release Scores if you wish students to see the scores in this category. Make sure grades are accurate before releasing scores.
7. Click Add/Close.
8. Repeat for however many categories you wish to add to your gradebook.

Add Items to a Gradebook (Categories)

1. Click File and New Item.
   • The New Item page, shown below, will open in the right-hand pane.
2. Name your item, for example "Quiz 1".
3. In the Category drop-down menu, choose a category for this item.
4. Next to **Points**, enter a point value for the item.
5. Next to **Due Date**, you can enter a due date for the item.
6. **Source** indicates the from which the gradebook pulls the grades.
   - If this item were linked to the Assignments tool, for example, **Assignments**
     would appear next to **Source**; you cannot modify this field.
7. Check **Include in grade**, and/or **Release scores** as described above.
   - IMPORTANT: Checking **Include in Grade** and **Release scores** guarantees that the
     scores for this item will show up correctly to yours students or participants.
8. Check **Give ungraded no credit** if you would like Scholar to automatically mark any
    empty cells (unsubmitted items) as a 0 in the gradebook.

**Assign Items to a Category**

- If you add an item to a gradebook and forget to assign it to a category, Scholar will add it
  to a category called **Unassigned**.
- If you link an item from Assignments or Tests & Quizzes to the Gradebook, it will appear
  in the **Unassigned** category.

To reassign an item to a category:

- Drag and drop the item into the destination category,
- or, you can double click the item to open the **Edit Item** page, and then use the **Category**
  drop-down menu to assign it to a category.

**Gradebooks Using Points and Weighted Categories**

**About Gradebooks Using Weighted Categories**

- If you use **Points** and **Weighted Categories**, your gradebook will calculate course grades
  based on weights you assign each category.
- Within a category, a percent of total points is calculated. Then, that percent of total
  points goes towards the final grade depending on the category's weight.
  - Example: the category "Quizzes" contains 12 to 14 quiz items, depending on how
    far along your students get.
  - No matter how many quizzes they take, the "Quizzes" category makes up 15% of
    their grade, because this category's weight is 15%.
- The weights of categories must add up to 100%.
  - You can add categories to a gradebook at any time, but you will need to adjust
    existing category weights to add up to 100%.
- You can add items to a weighted category at any time, and the category will still carry
  the same weight towards the final grade.
- You can choose to drop the lowest-scoring item(s) from a category.
- You can place graded items from the Assignments and Tests & Quizzes tools in weighted
  categories. They must be graded using points.
Set your Gradebook to Points and Weighted Categories

1. Double click the top item in the Grade Items pane to open the Set Up Gradebook page in the right-hand pane.
2. In the Organize Gradebook using Category Style drop-down menu, select Weighted Categories.
3. In the Grade Using drop-down menu, select Points.
4. In the Display To Students box, place a check next to Released items only.

   • You can also release the mean, median and mode grades, anonymous class rank, and grade statistics to students on the Set Up Gradebook page.

5. Click the Save/Close button.

Add Weighted Categories to the Gradebook

3. Click File, New Category,
4. The New Category page will open in the right-hand pane. Because this gradebook is set to Weighted Categories, the new category is weighted.
5. Give your category a name, for example "Quizzes".
6. Next to % Grade, enter the category's weight towards the final grade.
7. Next to Drop Lowest, enter the number of items in this category you want to exclude from the final grade calculation. Scholar will exclude the lowest scoring items.
8. Check Include in grade if you want Scholar to include these items in the final grade calculation. Make sure grades are accurate before including in grade.
9. Extra Credit will be covered later.
10. Check Weight items equally if you want the items in this category to have equal weight towards the category grade, irrespective of item points.
11. Check Release Scores if you wish students to see the scores in this category. Make sure grades are accurate before releasing.
12. Check Weight items by points if you want the category grade to be percent of total points in the category. This is incompatible with Weight items equally.

   o IMPORTANT: Even if there is only one item in the category you MUST choose Weight items by points or Weight items equally for the gradebook to correctly calculate grades.

13. Click Add/Close.
14. Repeat for however many categories you wish to add to your gradebook. Make sure the total weights add up to 100%, or the Gradebook tool will display the final grade in red, indicating an error that the gradebook is not weighted correctly.

Add Items to a Weighted Categories Gradebook

1. Click File and then New Item.
2. The New Item page will open in the right-hand pane. Because this gradebook is set to Weighted Categories, you have the option to weight the item too.
3. Name your item, for example "Quiz 1".
4. In the **Category** drop-down menu, choose a category to assign this item.
5. You can choose to have an item contribute a fixed percent to a category. Enter this percent in the % **Category** box.
   - If you choose to weight items within a category, the total item weights must add to 100%.
   - If there is only one item in a category, it must contribute 100% to that category.
6. Next to **Points**, enter a point value for the item.
7. Next to **Due Date** you can enter a due date for the item and it will display in the site’s calendar.
8. **Source** indicates where the gradebook pulls the grades from. If this item were linked to the Assignments tool, for example, **Assignments** would appear next to **Source**. You cannot change this field.
9. Check **Include in grade** and **Release scores** as described above.
10. Check **Give ungraded no credit** if you would like Scholar to grade any unsubmitted items as having 0 points.
   - If this is not checked, Scholar will not incorporate this item in the grade calculation.
11. Click **Add** or **Add/Close**.

**To assign items to categories:**

1. Drag and drop them into a different category,
2. Or, you can double click the item to open the **Edit Item** page, and then use the **Category** drop-down menu to assign it to a category.

**Entering Grades, Giving Comments & Excuses**

**Entering Grades**

1. In the **Grade Items** pane, make sure the box next to the graded item is checked so that its column will be displayed in the **Spreadsheet** pane.
2. In a graded item column, and corresponding to a student name, enter a value and press **Enter** or **Return** on your keyboard to save the value. Alternately, enter the grade and click on another cell.
   - Grades for items sent to the Gradebook from the Assignments or Tests & Quizzes tools must be changed via the source tool.

**Releasing Scores & Including Scores in Final Grade**

1. Double click the item in the **Grade Items** pane. The **Edit Item** page will appear in the right-hand pane.
2. Check **Release Scores** and **Include in Grade**.
3. Click **Save** or **Add/Save**.

### Giving Students Comments & Excluding Graded Items

1. In the **Spreadsheet** pane, double click the student's name, ID or whatever identifying information you chose to display in the gradebook when you adjusted Gradebook settings.
   - You will go to the **Student Summary** page.
2. There are three tabs: **Scores**, **Comments** and **Excuses**.
   - Use the **Scores** tab to view and edit a student's grades.
   - Use the **Comments** tab to add comments for each graded item.
   - In the **Excuses** tab, there is a box next to each graded item. Check the box to exclude this item from the final grade calculation for this student.

### Changing the Grade Scale

- You can decide what percentages result in which letter grades for your course.
- For example, you can set all grades between 88 and 100 to result in an "A."

1. From the top bar, select **Edit** and **Grade Scale**. The **Grade Scale** page will open in the right-hand pane.
2. For each letter grade, the bottom and top percent grades are listed. You can change them.

   - You can only change grades in the **From** column. Grades in the **To** column will update automatically.
   - Start your modifications with the F row, and work your way up to A.

### Exporting and Importing Gradebooks

#### Exporting a Gradebook for Backup or Modification

You can export grades only, or export the grades imbedded in a spreadsheet structure that includes all items and categories. The latter is suggested for accuracy.

1. Enter the gradebook you want to export.
2. On the top of the **Gradebook** window, select the **Tools** menu. Choose **Export**, and **Grades & Structure**.
3. You can either export it as:
   1. a comma separated file (CSV) which is readable by most spreadsheet programs,
   2. or as a MS Excel (XLS, XLSX) file.
4. Select a file type and click it. A window will pop up asking you whether or not you want to include comments.
1. To include comments, place a check in the box.

5. Click the "Export" button.

   o Scholar will generate the file and download it to your computer depending on where your web browser is set to save downloads.

6. Locate the file and open it. At the top of the spreadsheet is information identifying the gradebook and settings. The columns are for graded items and comments, and the rows for students.

7. Make any modifications and save it under a different name. It can now be imported back into Scholar.

**Importing a Gradebook**

Only instructors on a site can import information to a gradebook. TAs given permission using Gradebook tool permission settings can type in grades, but not import gradebooks. If your supervisor wants you to import grades, he or she will have to make you an instructor on the Scholar site.

1. After you modify a Gradebook in a spreadsheet program, save it as a CSV or xls/xlsx.
2. Enter the Scholar site and destination Gradebook.
3. On the top of the Gradebook window, select the Tools drop-down menu. Choose Import. You will go to the Import window.
4. Click Browse... and browse for your gradebook file.
5. Click Next. The Warning window may pop up.

   o If you download a Gradebook that sourced grades from the Tests & Quizzes or Assignments tools, remember that Tests & Quizzes and Assignments grades can only be changed via the source tool.
   o The imported grades for these items will not be accepted. If you have entered an invalid letter for a letter grade, or a number for a numeric grade that is too high, those grades will not be accepted.

6. Close the Warning window and click Next to import grades not associated with other tools.

**Grader Permissions**

**TA and Grader Permissions**

TAs do not automatically have permission to enter grades in the Gradebook tool. They must be given it. If the professor gives a TA permission to enter grades in the Gradebook tool, the TA will only be able to enter grades, not to import grades.
If the professor wants the TA to access to multiple Scholar tools, like the Gradebook, Assignments and Tests & Quizzes, the professor needs to use the Section Info tool to give the TA that access. See above.

To give TAs permission to ONLY manually input (type grades) into the Gradebook:

5. Go to the Gradebook in which you would like to edit permissions.
6. At the top of the Gradebook window, select the Edit drop-down menu and choose Grader Permission Settings. Scholar will go to the Permissions page.
7. From the Users drop-down menu, select the TA for whom you would like to set permissions.
   1. If that person is not listed, go to Site Info and make sure that he or she is added to your course site and that the role is set to Teaching Assistant. That applies even if the person is not a TA; changing the role in Site Info enables the grading permission feature.
8. Once a TA is selected, additional drop-down menus will appear to the right of the Users menu. Use these menus to determine which categories and sections that TA can grade.
9. Click Close. Scholar will return to the Gradebook.
Scholar: Gradebook

Workshop Checklist

☐ Introduction the Gradebook tool
☐ Gradebook features and settings
☐ Points and categories gradebooks
☐ Weighted categories gradebooks
☐ Entering grades, comments, and giving excuses
☐ Grade scale
☐ Exporting gradebooks
☐ Importing gradebooks
☐ Grader permissions