

eCourseware Assessments

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Purpose

This documentation highlights how to make assessments in eCourseware (Daylight).

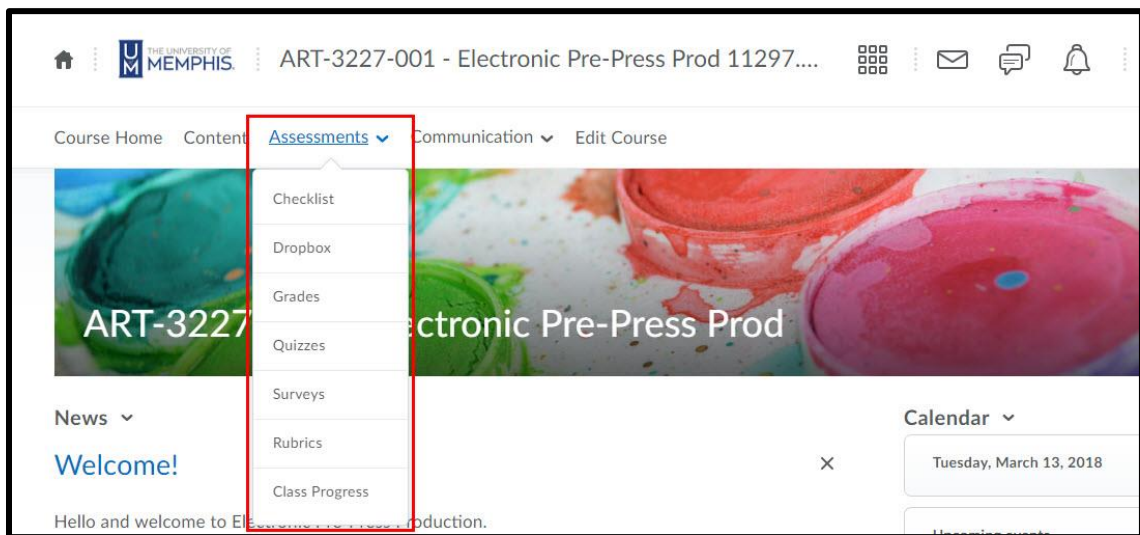
Audience

This documentation is intended for University Faculty and Staff.

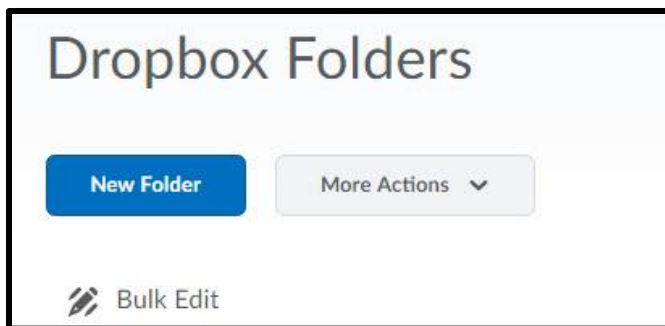
Dropbox

Creating a Dropbox Folder

1. Click the **Assessments** dropdown menu in the course navigation bar and select **Dropbox**.



2. Click on the **New Folder** button.



3. Complete the form (create a Grade Item if desired).
4. To check for plagiarism, make sure the **Originality Check Option** is enabled.
5. Set due date/time on the **Restrictions** tab.
6. Click **Save**.

Setting Dropbox Folder Availability and Due Dates

Set availability dates for a dropbox folder

1. On the Dropbox Folders page, click the folder that want to edit. Click the **Edit Folder** button from the context menu of the folder you want to set an availability.
2. Click the **Restrictions** tab.
3. In the Availability section, set the dropbox folder's **Start Date** and **End Date**.
4. Click **Save and Close**.

Set due date for a dropbox folder

1. On the Dropbox Folders page, click the folder that want to edit. Click the **Edit Folder** button from the context menu of the folder you want to set due date.
2. Click the **Restrictions** tab.
3. In the Availability section, set the dropbox folder's **Due Date**.
4. Click **Save and Close**.

Setting Release Conditions for a Dropbox Folder

Release conditions allow you to associate a dropbox folder with other items in Learning Environment. For example, you can require that users meet certain criteria, such as reading a set of lecture notes in the Content tool, before they can submit their work to a dropbox folder. Another option is to require a submission to the dropbox folder a criterion for accessing another item, such as a quiz.

1. On the Dropbox Folders page, click the folder that you want to set conditions for. Click the **Edit Folder** button from the context menu of the folder you want to set restrictions for.
2. Click the **Restrictions** tab.
3. In the Release Conditions section, click either **Attach Existing** or **Create and Attach**.
4. Select from the drop-down list if **All conditions must be met** or if **Any condition must be met** to access the dropbox folder.

Adding Special Access Permissions to a Dropbox Folder

Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the deadline for users who require remedial help or who are submitting work beyond the original scope of the dropbox folder. You can also add special access after a dropbox folder's end date has passed for users who have a legitimate excuse for missing the deadline or for users you want to submit additional material, such as planning notes or a bibliography.

1. On the Dropbox Folders page, click the folder that you want to add special permissions for. Click on the **Edit Folder** button from the context menu of the folder you want to add special access permissions.
2. In the **Restrictions** tab, select one of the following:
 - Allow users with special access to submit files outside the normal availability dates for this folder.
 - Allow only users with special access to see this folder.
3. Click **Add Users to Special Access**.
4. On the Special Access page, select the **Date Availability** you want to grant special access.
5. Use the **View By** option and **Search For** field to locate the users you want to grant special access.
6. Select the check box beside each appropriate user's name.
7. Click Save.

Once you have added special access permissions for users, they are listed in the Special Access section. You can edit or delete users' special access by clicking the Edit or Remove special access icons beside their names.

Leaving Feedback and Grading Dropbox Submissions

The Evaluate Submission page enables you to evaluate and leave feedback for user submissions, but you can also download submissions from the Folder submissions page to work on files offline.

The following file formats are compatible with Dropbox's document viewer:

- MS Word (DOC, DOCX)
- MS PowerPoint (PPT, PPTX, PPS)
- Adobe Acrobat ((PDF, PDFS)
- Web (HTM, HTML)
- Plain text (TXT)
- Images (BMP, GIF, JPG, JPEG, PNG)

View a file submission in the document viewer

In the submission list on the Evaluate Submission page, click on the student's submission from a file submission's context menu.

Evaluating and Grading Submissions

Evaluate a dropbox submission

1. If you created a grade item for the dropbox folder, enter a value in the **Score** field. Note information about grade items tied to the dropbox folder appears beside the score value.
2. Provide comments and suggestions in the **Feedback** field.
3. You can **Add a File**, **Record Audio**, or **Record Video** as feedback. Feedback given as an annotated file also appears in your list of added files.
4. Click **Save Draft** to save feedback and continue grading submissions. Click **Publish** to release your feedback to user.

*Note: As you grade each submission, you can click **Next Student** in the upper right until you reach the final submission where you can click **Finish** to return to the Folder Submissions page. If you want to publish feedback simultaneously for multiple users, you can bulk publish from the folder's Folder Submissions page.*

Bulk Publishing Dropbox Feedback Evaluations

1. In the **Users** tab on the folder Submissions page, select the check box beside the users you want to send feedback to.

Note: If you select users who have already received published feedback, bulk publishing will update their feedback.

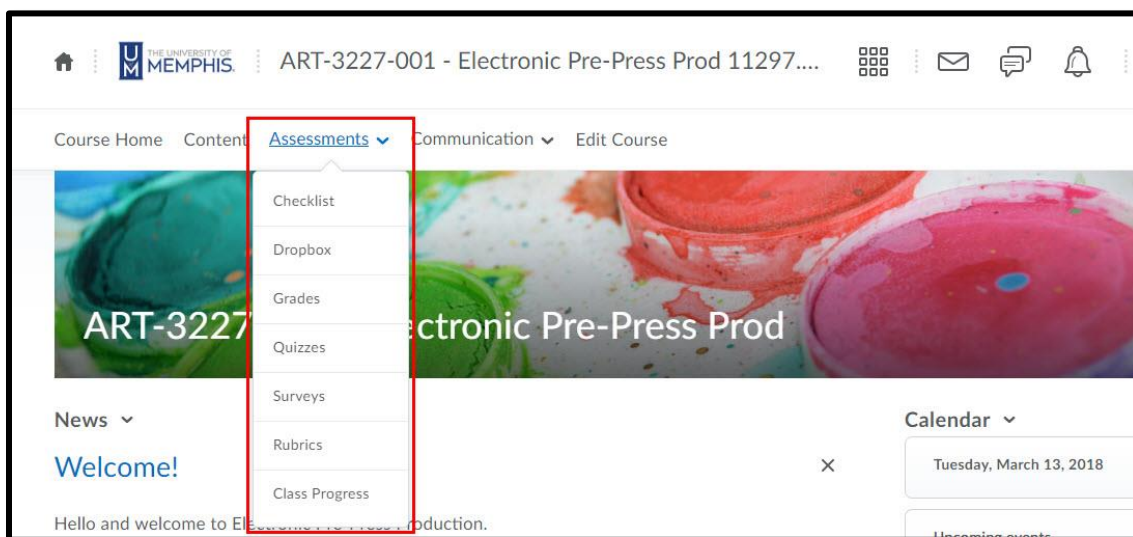
2. Click **Publish feedback for selected users**.


Note: you cannot revert bulk publishing, but you can retract feedback for users individually on the Evaluate Submission page.

Quizzes

Reset a Quiz Attempt

1. Access **Quizzes**, by going to the **Assessments** dropdown menu.



2. Click the **down arrow** next to the quiz name and choose **Grade** option.
3. Click **Display Options** and check **Allow Reset** (if necessary).
4. Check the box next to the student's attempt.
5. Click the **small trash can**  icon at the top of the listings.
6. Click **Yes**.

Set Special Access for a Quiz

1. Go to the Quiz tool and click on the Quiz name.
2. Click on the **Restrictions** tab and scroll to the bottom
3. Click **Add Users to Special Access**.
4. Make choices and settings for individuals or groups as needed.
5. Click **Save**.

Creating Random Sections in Quizzes

Create random sections in **Quizzes** to distribute a unique set of questions to individual users. Random sections pull questions from a designated pool of questions stored in the **Question Library**. Specify how many questions users receive from the random section question pool after you import questions from the Question Library into the random section folder.

Since you can only access random sections within **Quizzes**, you must create a quiz before you can create its random sections. You can import an infinite number of questions from the **Question Library** into each random section, but you cannot create new questions within random section folders.

1. On the Manage Quizzes page, click on the quiz that you to add a random section to.
2. Click **Add/Edit Questions** in the **Properties** tab.
3. Click **New**, then select **Random Section**.
4. Enter a **Section Name**.
5. You can enter a **Message**.
6. You can enter **Private Comments**. These comments are for your personal use and view only.
7. Click **Add a File** to upload an image. You can enter a description of the image in the Description field.
8. Set your **Display Options**:
 - Show section name displays the random section name in quizzes that contain this random section.
 - Insert a line break after section name inserts extra space below the random section name.
 - Display message and image
 - Select display section message and image once to display these items once at the beginning of the random section.
 - Select repeat section message and image before each question to repeat both message and image before each question in the random section.
9. You can enter **Section Feedback** in the text field.
10. Click **Save**.
11. Click on the random section you just created.
12. Click **Import**.
13. In the **Source Section** drop-down list, choose the **Collection Root** or a specific section where existing questions reside.

14. Select the questions you want to import, click **Save**.
15. Enter the **Questions per attempt** you want each user to see from the random section.
16. Enter the points value for each questions in the **Points** for each field.
Note: All questions within a random section are assigned the same points value.
17. Click **Save**.

Import a Publisher's Test Bank

1. First, download the test bank from your publisher's site. Try the Desire2Learn (D2L) package first, and if that doesn't work try the Black board version of the test bank. It will download as a .zip file. Don't extract the files. The .zip file is what you need to upload to D2L.
2. Navigate to your D2L course and click on the **Edit Course** button.
3. Click on **Import/Export/Copy Components**.
4. Choose Import Components, then click **Browse**.
5. Use the file browser to locate your file, click on the file, and then click **Open** to select it.
6. Your file name will now be listed next to the browse button. Click **Start** to start the import.
Important! If you downloaded more than one quiz in one .zip file you will need to extract all the text banks from the combined file and upload each individual .zip file. D2L can only upload one quiz worth of questions at a time.
7. You will see a progress screen that shows you the import is working. When you see two green arrows click Continue.
8. Fill in the Import Options form.
 - Give your quiz a name in the line that says "import file to..." **It is essential that you do not use any characters other than letters or numbers for this quiz name.** If you use punctuation or spaces it might upload correctly but then not display your quiz. Keep it concise but descriptive.
 - Next, choose **Do not overwrite the existing file**.
 - Check the box next to **import metadata**.
 - Under select components to import, choose either **Select all components** or **Select individual items to import**. If you choose Select individual items then the next scree will allow you to pick the questions to import.
 - Then, click **Continue**.
9. Confirm you choices and click **Continue**, or click **Go Back** to make changes.

10. You will see a progress screen again showing that the process is working. When all the lines have green check marks next to them, click **Continue**.

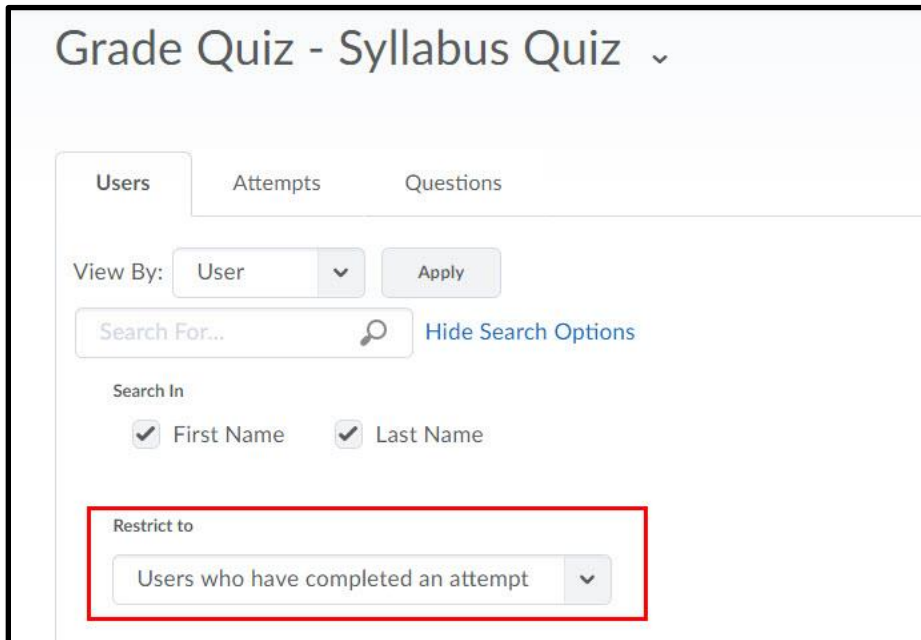
11. You will see a message that tells you the import was successful. From here either choose **Import another package** or **View Content**.

Note: You have not created a quiz yet, you have simply imported the questions.

Submit a Quiz in Progress

Occasionally a student may save their quiz responses, but forget to submit their quiz. The quiz will have the status of in progress next to the name of the student and may require an instructor to submit the quiz for the student. The following documentation will demonstrate this process of submitting a student's quiz as an instructor.

1. Go into eCourseware, and access **"Quizzes"**.

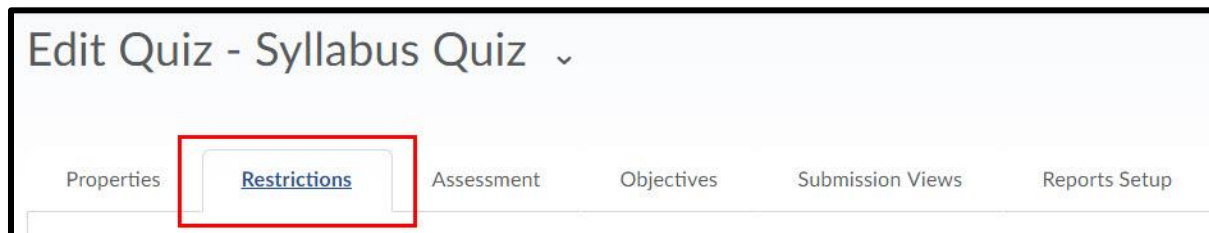


2. Find the quiz you want to enter, select the down arrow to the right of the quiz name, and choose **"Grade"**.
3. Once you enter the **"grade"** area for Quizzes, you will be on the screen that will show **"Users who have completed an attempt"**. Change this to **"Users who have an attempt in progress"**, and hit the search button. Then select the impersonate button to enter the quiz AS that student. This is located next to (in progress).

4. You will now be in the quiz AS the student. All you need to do is select “**submit quiz**”. You will get two confirmation screens, just select either “yes” or “submit quiz” for both.
5. You will be brought back out to the grade area of this quiz, and the student will no longer be on the list of “users with attempts in progress” and change this to “users who have submitted attempts” and choose the “search” button. The grade should publish to your grade book if it doesn’t please navigate back to “**Enter Grade**” area of the quiz and publish the quiz grade.

Quiz Restrictions

To configure the Quiz Restrictions, do the following:



1. Click the Restrictions tab.
2. Set the quiz Status drop down menu to Active when the quiz should be visible to course participants.
Note: If the quiz will use start and end dates, we suggest that you set the quiz as active immediately. If the quiz is inactive when the quiz is set to start, it will be invisible to participants and they will not be able to access the quiz.
3. The **Due Date** sets the day on which the quiz is due. To set the due date, check the Has Due Date box and set a date and time.
Note: The End Date can be set to a day after the due date.
4. The **Start Date** sets the earliest date and time that a participant will be able to begin the quiz. To set a start date check the **Has Start Date** box and set a date and time.
5. The **End Date** sets the latest date and time that a participant will be able to begin the quiz. To set an End Date check the **Has End Date** box and set a date and time.
6. Check the **Display in Calendar** check box to display the quiz start and end dates in participants’ Events widget and Calendar. By default, quizzes that are beginning or ending within the next 3 days will appear in participants’ list of events, however, participants can adjust their display settings to show events between 2 and 14 days out.

Note: Use **Additional Release Conditions** to set conditions that a participant must meet before being able to take the quiz.

Dates and Restrictions

Status 2
 Active

Due Date
☐ Has Due Date 3

3/20/2018

7:07 PM

Now

 United States - Chicago

Availability

☐ Has Start Date 4

3/13/2018

2:07 PM

Now

 United States - Chicago

☐ Has End Date 5

3/20/2018

7:07 PM

Now

 United States - Chicago

☐ Display In Calendar 6

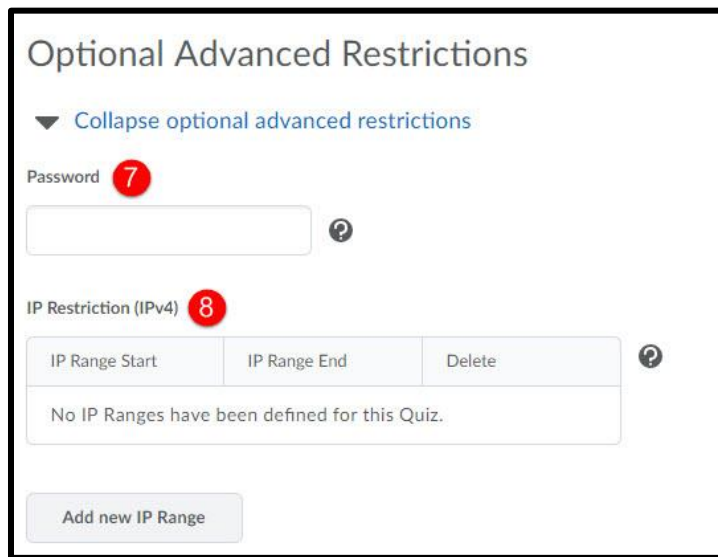
Additional Release Conditions

Attach Existing
 Create and Attach
 Remove All Conditions

 There are no conditions attached to this item.

Optional Advanced Restrictions: If you would like to have the ability to restrict quiz access by a password and/or IP address restriction click the blue **Expand optional advanced restrictions** link to display the following fields:

7. **Password - Optional:** To require that participants enter a password before they can begin the quiz type the desired password in the **Password** text field. Passwords must be between 1 and 20 characters in length and may contain letters, numbers and special characters. Passwords are case sensitive, so participants must type lower case and capital letters exactly as they are set in this field.
8. **IP Restriction (IPv\$)-Optional:** To require participants to take their quiz in a specific location (like an on-campus computer lab) enter IP address restrictions in the **IP Restriction (IPv4)** field that match the network settings of the approved computers. When using IP address restrictions, the first box must contain the 3 starting numbers of the IP address range. Each additional field is optional depending on how specific you want the IP address restrictions to be.



Optional Advanced Restrictions

▼ Collapse optional advanced restrictions

Password 7

IP Restriction (IPv4) 8

IP Range Start	IP Range End	Delete
No IP Ranges have been defined for this Quiz.		

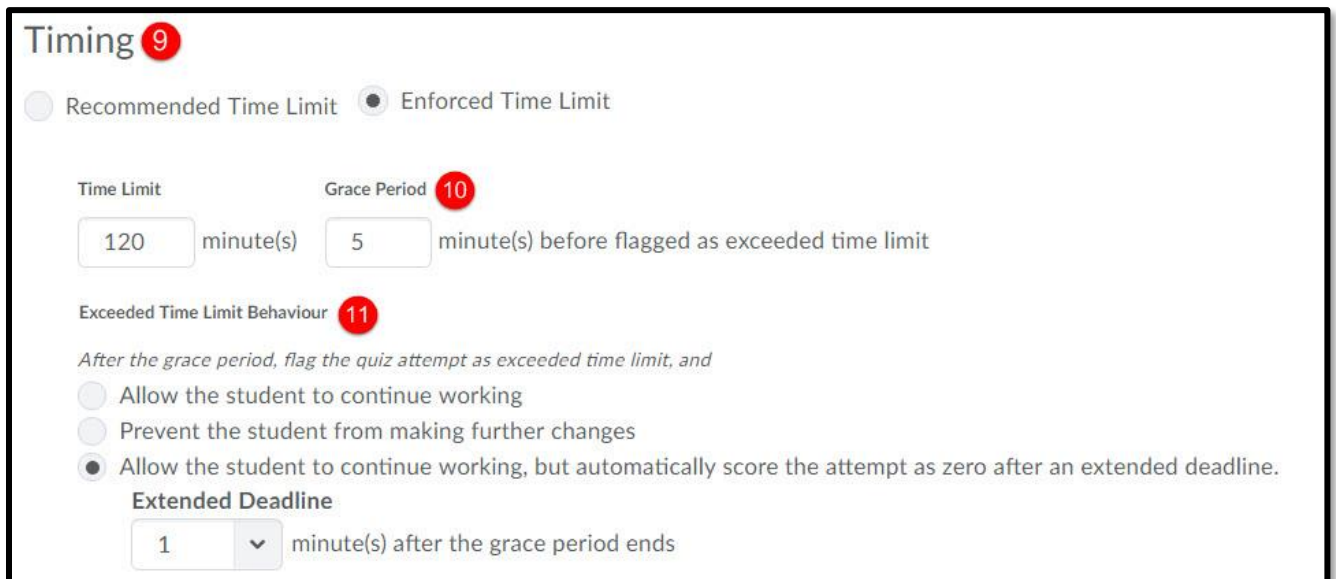
Add new IP Range

9. **Time Limit:** Type a number in the **Time Limit** field to set the number of minutes a participant has to complete a quiz once they click the Start Quiz button.
10. **Grace Period:** Type a number in the **Grace Period** field to set the number of minutes a participant has, after the time limit has passes, to submit their quiz before it is flagged as late. The grace period must be at least 1 minute.
*Note: To set a Grace Period, you must first select **Enforced Time Limit**.*
11. **After the Grace Period:** There are three options to control how late quiz submissions are handled:
 - **Allows normal submission:** Participants can submit their quiz at any time within the start and end dates of the exam, regardless of any time limit or grace period set. The quiz submission will be graded as late, but no points will be deducted.
 - **Auto-Submit Attempt:** Participants must complete their quiz within the time limit and grace period set. Once the time limit and grace period have passed the participant is prompted to submit their attempt. If the participant submits their quiz it will be graded by D2L, however, if no action is taken by the participant the quiz will not be submitted and no grade will be given. When using this option, you must check the enforced check box to enforce the late limit. Doing so will also enable the show clock check box which allows participants to monitor how much time remains.
 - **Use Late Limit of ___ minutes:** Participants must complete their quiz within the time limit, grace period, and late limit the quiz submission will be flagged as late and the participant will receive a) on the quiz attempt. The late limit may be set between 1-120 minutes in length. When using this option, you must check the enforced check box to enforce the late limit. Doing so will also

enable the show clock check box, allowing participants see the amount of time remaining to complete the exam within the time limit.

12. Before configuring Special Access restrictions click the white Save button to save any date and time restrictions you have entered. This will prevent you from losing any restrictions you have set when you go the Special Access restrictions page. To provide specific participants with availability and time limits for the quiz that are different from the rest of the class click the white Add User to Special Access button. This is the option that should be used when providing special accommodations for the students working with the Disability Resources for Students (DRS) office.

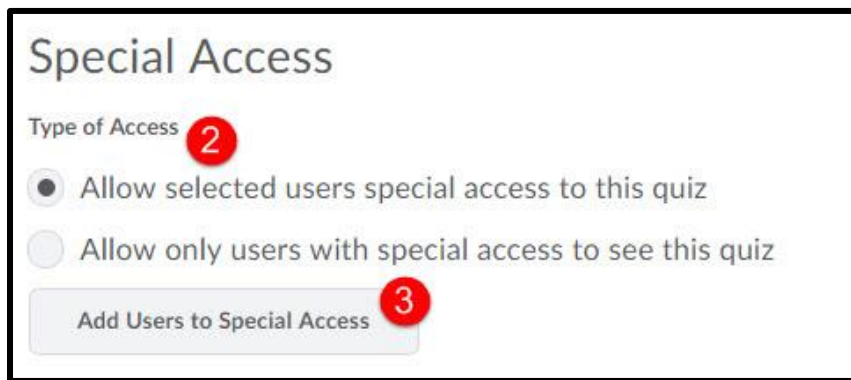
For more information about configuring Special Access, see the [Special Access Quizzes](#) help page.



13. When finished, click the Save button to save and remain within the quiz.
14. Click the Save and Close button to save and exit the quiz.

Special Access Quizzes

1. From within the Quiz Restrictions tab you will find the Advanced Availability section at the bottom of the page.
2. Select from the following options and click the Add Users to Special Access button when you are finished:
 - **Allow selected users special access to this quiz:** This option provides all participants access to the quiz based on the standard restrictions, while allowing you to give special access to specified participants that need alternate and/or extended access to the quiz (such as DRC students or students with extenuating circumstances).
 - **Allow only users with special access to see this quiz:** This option should only be selected if you want to restrict access to the quiz to specified participants.



Special Access

Type of Access 2

☒ Allow selected users special access to this quiz

☐ Allow only users with special access to see this quiz

Add Users to Special Access 3

Note: Do not use the Allow only users with special access to see this quiz option if the whole class needs access to the quiz.

3. **Date Availability:** If you would like to assign special Start, End, and/or Due Dates for selected participants, modify the Start Date, End Date, and /or Due Date fields to match the dates and times you would like the selected participants to have access to the quiz.

Add Special Access to Quiz: Syllabus Quiz

Special Access Properties

Due Date

☐ Has Due Date

3/20/2018 7:11 PM Now

United States - Chicago

Availability

☐ Has Start Date ☐ Has End Date

3/13/2018 2:11 PM Now 3/20/2018 7:11 PM Now

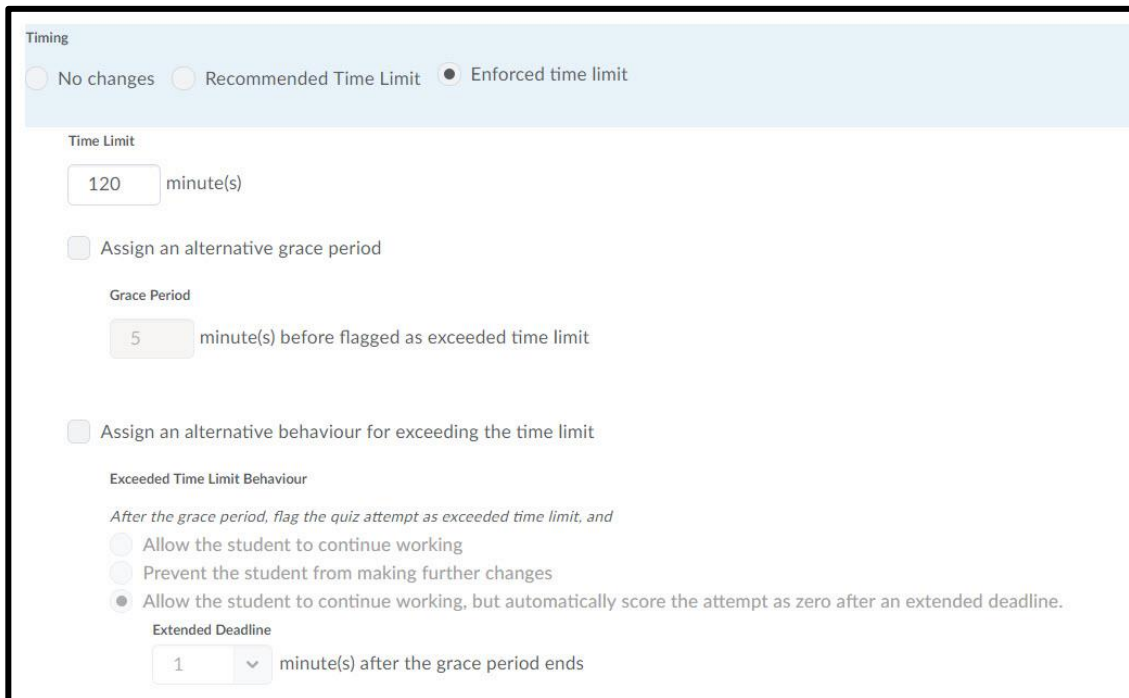
United States - Chicago United States - Chicago

Timing

☒ No changes ☐ Recommended Time Limit ☐ Enforced time limit

4. **Timing:** This section allows you to configure the time limits for the exam with the following options:

- **Assign alternative time limit:** If you are adding special time restrictions for a DRS student but are unsure of how much time to allow, contact the DRS at 901.678.2880.
- **Assign alternative grace period:** If you would like to use a special grace period for selected participants, check the Assign special grace period checkbox and type the number of minutes you would like to use in the Grace Period field.
- **Assign alternative behavior for exceeding the time limit:** If you would like to provide special rules for how to handle late submissions, check the **Assign an alternative behavior for exceeding the time limit** checkbox and select the option that corresponds with how you want to handle late submissions.



The screenshot shows a 'Timing' configuration window. At the top, there are three radio buttons: 'No changes', 'Recommended Time Limit', and 'Enforced time limit'. The 'Enforced time limit' option is selected. Below this, the 'Time Limit' is set to '120 minute(s)'. There is a checkbox for 'Assign an alternative grace period' which is currently unchecked. Below that, the 'Grace Period' is set to '5 minute(s) before flagged as exceeded time limit'. Another checkbox for 'Assign an alternative behaviour for exceeding the time limit' is also unchecked. Under the heading 'Exceeded Time Limit Behaviour', there is a sub-label 'After the grace period, flag the quiz attempt as exceeded time limit, and' followed by three radio button options: 'Allow the student to continue working', 'Prevent the student from making further changes', and 'Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.' The third option is selected. Below these options, there is an 'Extended Deadline' section with a dropdown menu set to '1' and the text 'minute(s) after the grace period ends'.

5. **Attempts:** This section allows you to set an alternative number attempts allowed for certain participants.

Attempts

☐ Override attempts allowed

Attempts Allowed

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

6. **Users:** If the D2L course contains a large number of participants you may use the View By option to sort by Sections or Groups (if your D2L site contains Groups). You may also search for the individual by first name and/or last name. Once the participant(s) have been located place a check mark to the left of each individual's name that you wish to assign the special access restrictions to.

Users

View By:

<input type="checkbox"/>	First Name ▲, Last Name
<input type="checkbox"/>	Tiger, Tom
<input type="checkbox"/>	Tiger, Thomas
<input type="checkbox"/>	Tiger, Tammy
<input type="checkbox"/>	Tiger, Tim
<input type="checkbox"/>	Tiger, Tonya

20 per page

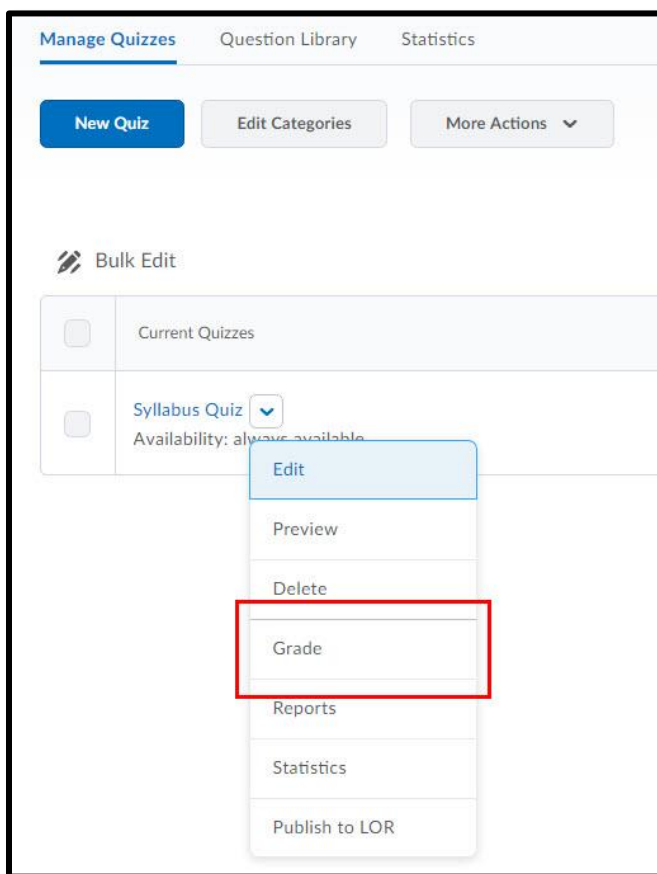
7. When finished, click the **Add Special Access** button.

Update All Attempts

The **Update All Attempts** options is useful for when you want to award points for a specific question to either all participants, or all participants who answered the question a certain way.

To grade all attempts at a quiz question, do the following:

1. Click the down arrow to the right of the quiz that needs to be graded, then select **Grade** from the drop down menu.



2. You will arrive on the **Users** tab of the Grade quiz page. To grade by question click the **Questions** tab.



- Place a bullet next to the **Update all Attempts** option.

Grade Quiz - Syllabus Quiz ▾

Users

Attempts

Questions

☐ Grade Individual Responses

☐ Blind Marking ?
 ☒ View Graded Responses ?

☒ Update All Attempts

Name	Type	Points	Diff	Bonus	Mandatory
Q1. Your instructor's name is	T/F	5	1		
Q2. Your textbook is Vistas, fifth edition.	T/F	5	1		
Q3. What is your class?	MC	5	1		
Q4. When is the first homework assignment due?	MC	5	1		
Q5. When is your first exam in this course?	MC	5	1		
Q6. How many absences are allowed before the participati...	MC	5	1		
Q7. What percentage of your grade is the Vistas Homework...	MC	5	1		
Q8. How many exams (total, including the final exam) wil...	MC	5	1		

Close

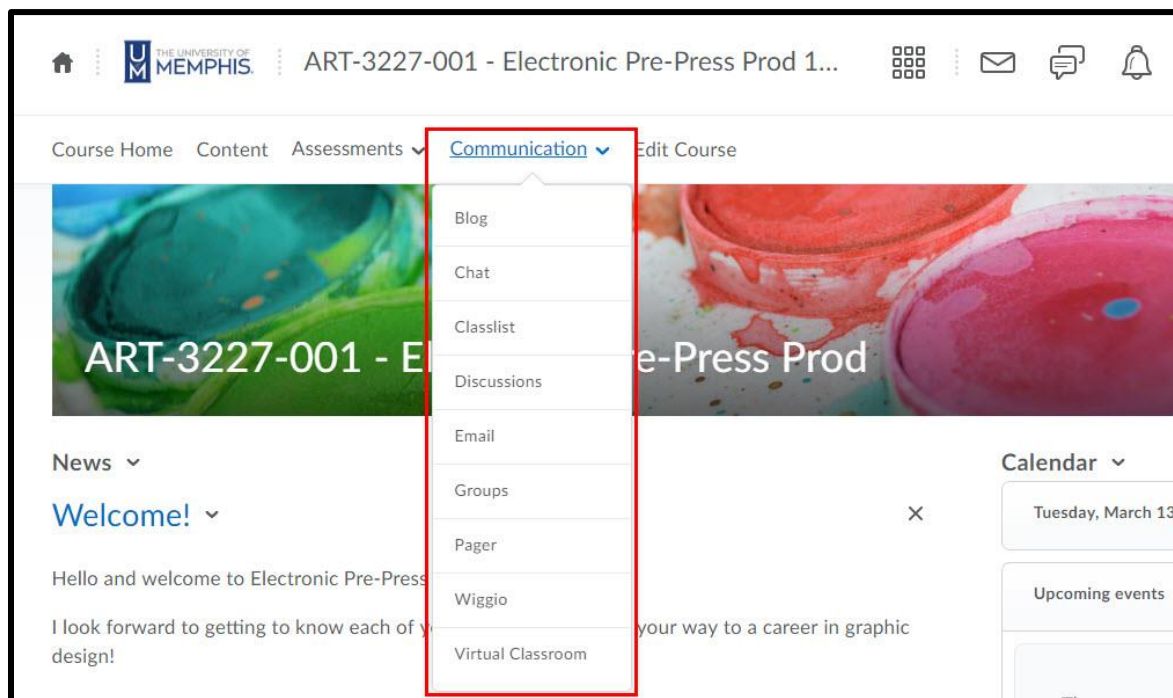
ONLY forms of extra credit are participation in;

- Click on the blue question text of the question you want to grade to open that question.
- You will arrive on the Update all Attempts page.

Discussions

Discussions is a great tool for both online and on-ground classes. Before your students can post to a discussion you must first create both a Forum and a Topic. Forums act as **categories** and Topics act as **prompts**. Students cannot post to a Forum; they can only post to a topic within a Forum.

Click on the **Communication** dropdown menu to reveal the **Discussions** link.



Configuring a Topic for Assessment

1. On the **Discussions List** page, click **Edit Topic** from the context menu of the topic you want to configure.
2. Click the **Assessment** tab.
3. If you want to link a topic score to a grade item, select your **Grade Item** from the drop-down list, or click New Grade Item to create a grade item for the topic in a pop-up window.

4. Specify the number you want to **Score Out Of**. This is the scale, ranging from zero to the number you enter, that users are evaluated on. For example, if you enter 15, users are assessed on a scale from zero to fifteen.
5. Click **Add Rubric** to associate the topic with one or more rubrics. Click the Create Rubric in New Window link to create a new rubric.

Note: A Rubrics section displays in the collapsible Description area of the topic, containing links to any rubrics you associate with the topic. Clicking on a rubric link will open the rubric in a pop-up window, allowing users to preview the expectations for the topic.

6. If you want to assess individual posts (rather than assigning an overall topic score directly for each user):
 - Select the **Allow assessment of individual posts** check box.
 - Select the **Calculation** method you want to use to determine users' overall topic scores based on post scores.
 - By default, the system ignores unassessed posts when calculating the topic score. However, if you want the calculation to treat unassessed posts as if those posts receive a score of zero, select the **Include unassessed posts in the calculated score as zero** check box.
7. Click **Save and Close**.

Assessing a Topic

1. On the Discussions List page, click on the topic you want to assess.
2. Do one of the following:
 - To assess Individual Posts:
 - Click Assess Topic from the context menu of the topic.
 - Click the Topic Score link beneath the name of the user you want to assess. This will bring up all of their posts for the topic, which you can then assign individual scores.

Note: You must select the Allow assessment of individual posts check box in the Assessment tab of the Edit Topic page to assess individual posts.
 - To assess the topic as a whole:
 - Click the Assess Topic from the context menu of the topic.
 - Click the Topic Score link beneath the name of the user you want to assess. This will bring up all of their posts for the topic, which you can then assign an overall Topic Score for.

Note: You must clear the Allow assessment of individual posts. Check box in the Assessment tab of the Edit Topic page to assess to assess the topic as a whole.
3. Click **Save**, then click **Close**.

Grades

The instructor can determine how to set up the grade book to best reflect their approach to evaluation, including the grading system and grade scheme that is most appropriate for the course. Instructors can select how grades display to students, how they update in the grade book, and how you want to deal with ungraded items.

Prior to using the grade book it is important to determine the Grading System that will be used.

Selecting a Grading System

The grading system is created to help determine how the grade items in your grade book calculate and display the users' final grades. There are three options:

- The weighted system - Grade items can count as a percentage of a final grade worth 100%,
- The points system - Grade items can be worth a certain amount of points that are totaled for a final grade.
- The formula system - You can define a custom formula for how grade items contribute to a final grade.

General






Name *

Alphabetical Grade Scheme

Short Name

Alphabetical

Ranges

#	Symbol*	Start %*	Color	Assigned Value %
1	F	0		59.9
2	D	60		69.9
3	C	70		79.9
4	B	80		89.9
5	A	90		100

Weighted System

The weighted system calculates grade items as a percentage of a final grade worth 100%. The grade items are placed in categories. The categories is given a percentage and when calculated total 100%. The Max Points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them.

Points System

The points system is used to calculate points assigned to grade items that contribute to the final grade. A user's final grades are calculated, by adding the scores on all grade items together, and dividing by the sum of the Max Points values. The sum of the Max Points values for all grade items does not need to equal 100.

Formula System

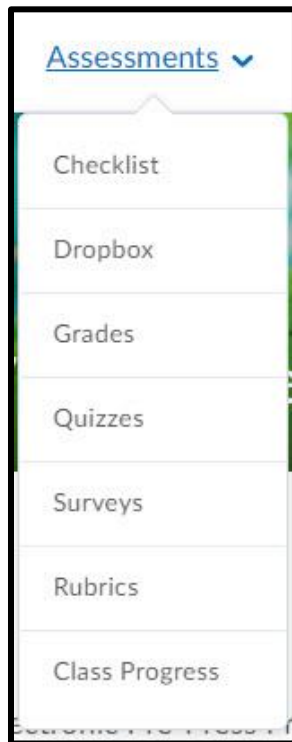
The formula system is based on the points system. Grade items are calculated using the points system, but a formula is used to set conditions around how grade items contribute to the final grade. For example, you could require that users receive at least 50% on their midterm and final exam to pass a course.

Selecting a Grade Scheme

A grade scheme enables can be set up to organize users' achievements. Based on their performance on grade items, which are determined by levels of achievement. A grade scheme can include any number of achievement levels. Each achievement level has its own range of acceptable grades and a symbol, such as a numeric value, letter, or text description, to represent it. You can create your own grade schemes or use schemes set up by your organization.

Grade Scheme	Example
Letter:	A, B, C, D, E, F
Numeric:	2.0, 2.5, 3.0, 3.5, 4.0
Text:	Below Expectations, Meets Expectations, Exceeds Expectations

To access and begin using the eCourseware grade book navigate to the Grades tool on the course navigation bar.



Grade Setup Wizard

The set up wizard is located in the Grade tools. If a grade book is not set up or imported for your course, you will see the Grades Setup Wizard page when you first navigate to the tool. You can also click **Setup Wizard** to open it.

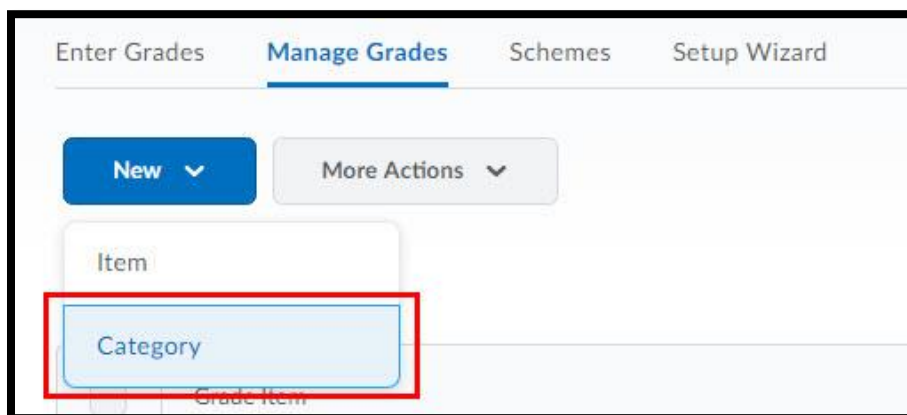
Creating Grade Items

Create a Grade Category

Use grade book categories to organize and group related grade items into sections. For example, you could have separate categories for Dropbox Submissions, Quizzes, Case Studies, Participation, Discussions, and so on. When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group.

To create grade book categories:

- On the Manage Grades page, click **Category** from the New button.
- Enter a **Name** for the category.
- If you want, enter a **Short Name** to display in the grade book.
- If you want, enter a **Description** of the category. Select the **Allow users to view description** check box if you want to make the category description available to users.
- If you are using the weighted system, enter the total **Weight** or percentage that you want the category to contribute towards the final grade.
- Set additional options as required and click **Save and Close**. To create another category, click **Save and New**.

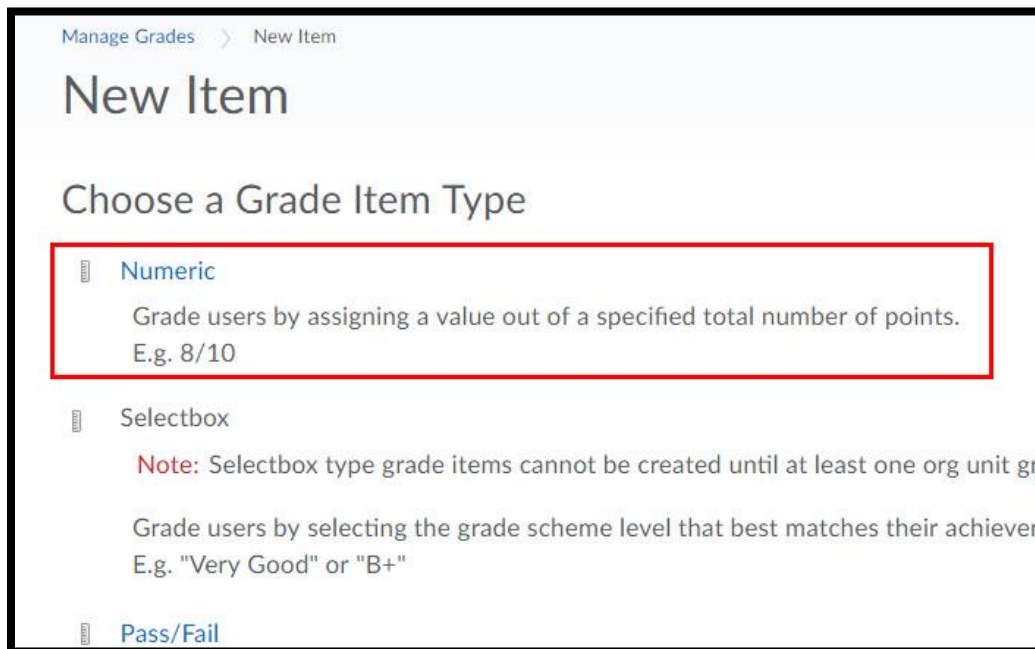


Understanding Grade Items

Grade items in your grade book represent all the work that you want to evaluate users on in a course. Grade items can exist independently in your grade book, or you can associate them with course objects such as discussions, quizzes, and dropbox folders. Each grade item has its own entry in the grade book, which you assign a grade to for each user. Depending on the grade item type you want to create, grade items can be graded numerically or based on a grade scheme.

Creating a numeric grade item

Grade users by assigning a value out of a specified total number of points.



Manage Grades > New Item

New Item

Choose a Grade Item Type

- ☒ **Numeric**
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10
- ☐ **Selectbox**
Note: Selectbox type grade items cannot be created until at least one org unit grade scheme is created.
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"
- ☐ **Pass/Fail**

Create a numeric grade item

1. On the Manage Grades page, click **Item** from the **New** button.
2. Click **Numeric**.
3. Enter a **Name** for the grade item.
4. You can enter a **Short Name** to display in the grade book.
5. If you want the grade item associated with a category, select a category from the **Category** drop-down list or click **New Category**.
6. Enter a **Description** of the grade item. If you want to make the description available to users, select **Allow users to view grade item description**.
7. Enter the value you want the item graded out of in the **Maximum Points** field.

*Note: If you are using the weighted system, enter the **Weight** you want the grade item to contribute to the category. If the item does not belong to a category, the **Weight** you enter contributes to the final grade.*

8. If you want users' grades to exceed the total value of the item, select the **Can Exceed** check box.
9. Select the **Bonus** check box if you want the item counted as a bonus item.

*Note: Bonus items are not counted towards the maximum points for a category or final grade. If available, you must select the **Can Exceed** check box, and the **Bonus** check box to allow users' grades to exceed the maximum points specified.*

10. If you are using the points system, you can also choose the **Exclude from Final Grade Calculation** option. If you are using the weighted system you can accomplish the same results by setting the weight to 0%.
11. You can select a **Grade Scheme** to associate with the item.
12. You can click **Add Rubric** to add a rubric, or click the **Create Rubric in New Window** link to create a new rubric.
13. Select **Display Options**.

General

Type
Numeric





Name * **3**

Short Name **4**
 ?

Category **5**
None ▾ [\[New Category\]](#)







▼ Hide Description

Description **6**



Paragraph ▾

⋮



☐ Allow users to view grade item description

Grading

Maximum Points * **7**
 ?

Can Exceed **8**
☐ ?

Bonus **9**
☐ ?

Exclude from Final Grade Calculation **10**
☐ ?

Grade Scheme **11**
-- Default Scheme -- (Percentage) ▾ ?

Rubrics **12**
[Add Rubric](#)
No rubrics selected.
[\[Create Rubric in New Window\]](#)

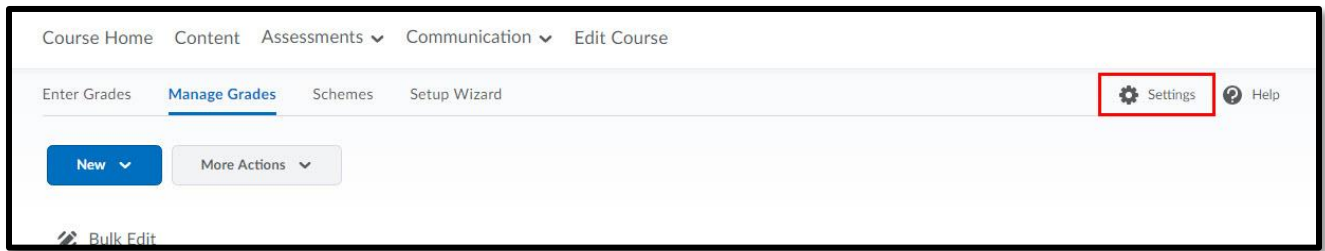
Display Options **13**
▶ [Show Display Options](#)

14. Click **Save and Close**.

Calculation Options

To change the calculation options for the grade book:

1. Click the **Settings** link located in the top, right corner of the screen.



2. Click the Calculation Options tab.
Settings you can control on this screen are:

Grading System

The Default Setting is **Points**.

Weighted

Select this setting to use a **weighted** grade book calculation. Under a **Weighted** system, grade categories are assigned a weight as a percentage of the final grade. Grade items are assigned a weight as a percentage of their parent grade category, or of the final grade if they have no parent category.

Points

Select this setting to use a **Points** grade book calculation. Under a **Points** system, grade items are given a worth in points. Categories are then weighted by the sum of points of their child grade items and the final grade becomes the total number of points of all grade times.

Formula

Select this setting to use a **Formula** grade book calculation. Under a **Formula** system, grade items are given a worth in points. Then a custom-defined formula determines how they contribute to the calculated final grade.

Final Grade Released

Selecting one of the below settings does NOT release a final grade to participants. You are only selecting which final grade will be released to participants when you choose to release it. The Default Setting is **Adjusted Final Grade**.

Calculated Final Grade

Select this setting to have the **Calculated Final Grade** released to participants.

Adjusted Final Grade

Select this setting to have the **Adjusted final Grade** released to participants.

Grade Calculations

The Default Setting is **Treat ungraded items as 0**.

Drop ungraded items

Select this setting to exclude ungraded grade items from the final grade calculation.

Treat ungraded items as 0

Select this setting to automatically assign a value of 0 to all ungraded grade items.

Auto Update

Select this option to keep you Final Calculated Grade updated automatically. The Default Setting is unselected.

3. When you finished selecting your preferences, click **Save**.

Personal Display Options Org Unit Display Options Calculation Options

Grading System

Grading System

☐ Weighted ?

Example:
Assignments Category (20% of final grade)
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)
Final Exam Item (80% of final grade)

Final Grade: /100%

☒ Points ?

Example:
Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)
Final Exam Item (200 points)

Final Grade: /240 points

Final Grade Released

Release

☒ Calculated Final Grade ?

☐ Adjusted Final Grade ?

☐ Automatically release final grade ?

Grade Calculations

Ungraded Items

☐ Drop ungraded items ?

☒ Treat ungraded items as 0 ?

Auto Update

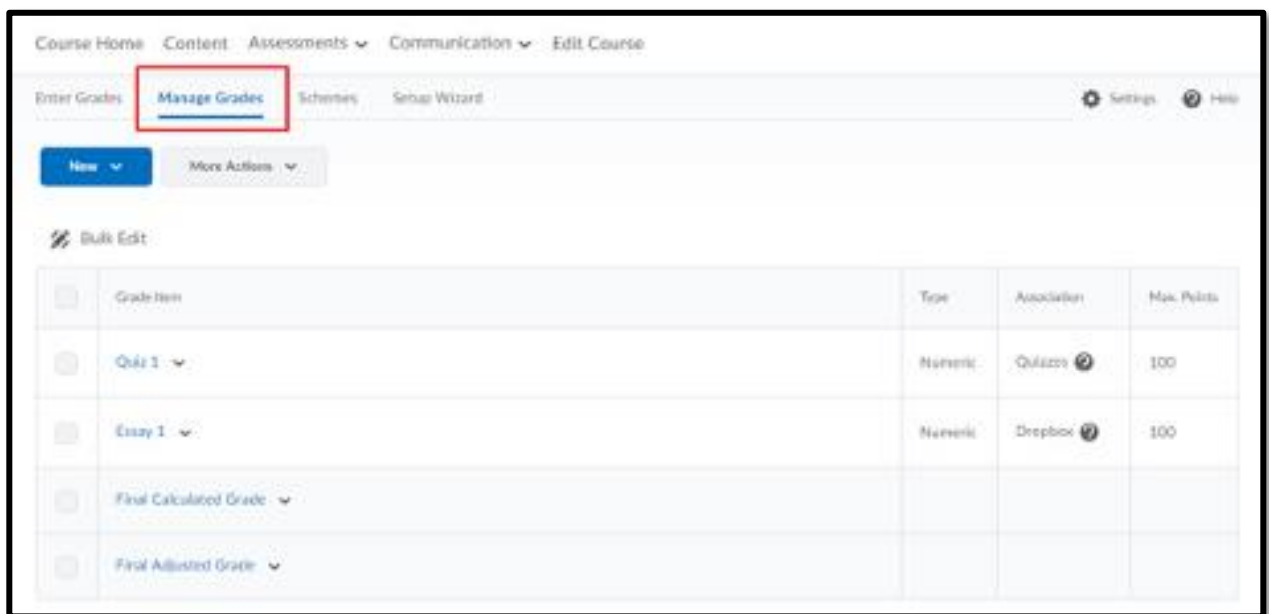
☐ Automatically keep final grades updated ?

Extra Credit and Bonus Points

Extra credit points are added to an existing assignment. For example, a bonus question offered on a quiz or exam. To make sure any extra credit points participants have earned are counted correctly, you'll need to make sure that the grade item, the grade category, **AND** the Final Grade are all allowed to exceed.

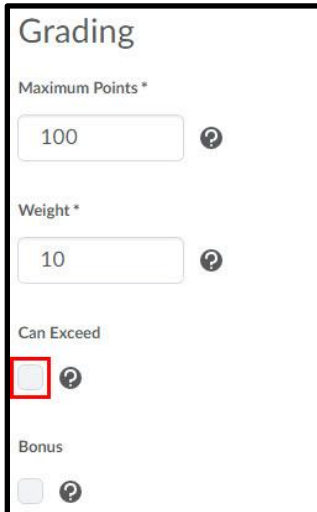
To do this:

1. Make sure you are in **Manage Grades**.



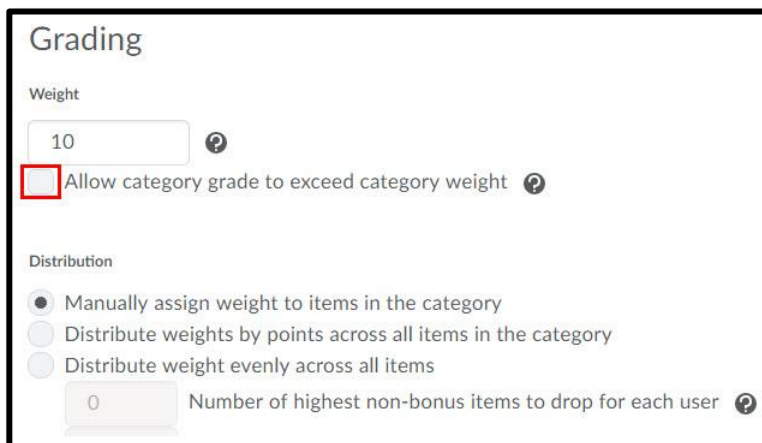
2. Click the name of the grade item or category you would like to edit.

3. For grade items and Final Grades, check the box under **Can Exceed**.



The image shows a 'Grading' settings form. It includes a 'Maximum Points *' field with the value '100', a 'Weight *' field with the value '10', a 'Can Exceed' checkbox which is checked and highlighted with a red box, and a 'Bonus' checkbox which is unchecked. Each field has a help icon (question mark) to its right.

4. For grade categories, check the box to the left of **Allow category grade to exceed category weight**.



The image shows a 'Grading' settings form for grade categories. It includes a 'Weight' field with the value '10', a checkbox labeled 'Allow category grade to exceed category weight' which is checked and highlighted with a red box, and a 'Distribution' section with three radio button options: 'Manually assign weight to items in the category' (selected), 'Distribute weights by points across all items in the category', and 'Distribute weight evenly across all items'. Below the radio buttons is a field with the value '0' and the label 'Number of highest non-bonus items to drop for each user'.

5. After making the change in the grade item, grade category, or Final Grade, be sure to click one of the **Save** options at the bottom of the screen to save your changes:

Save and Close: Saves any changes and returns you to the Manage Grades screen.

Save and New: Saves any changes and allows you to begin creating a new grade item/category.

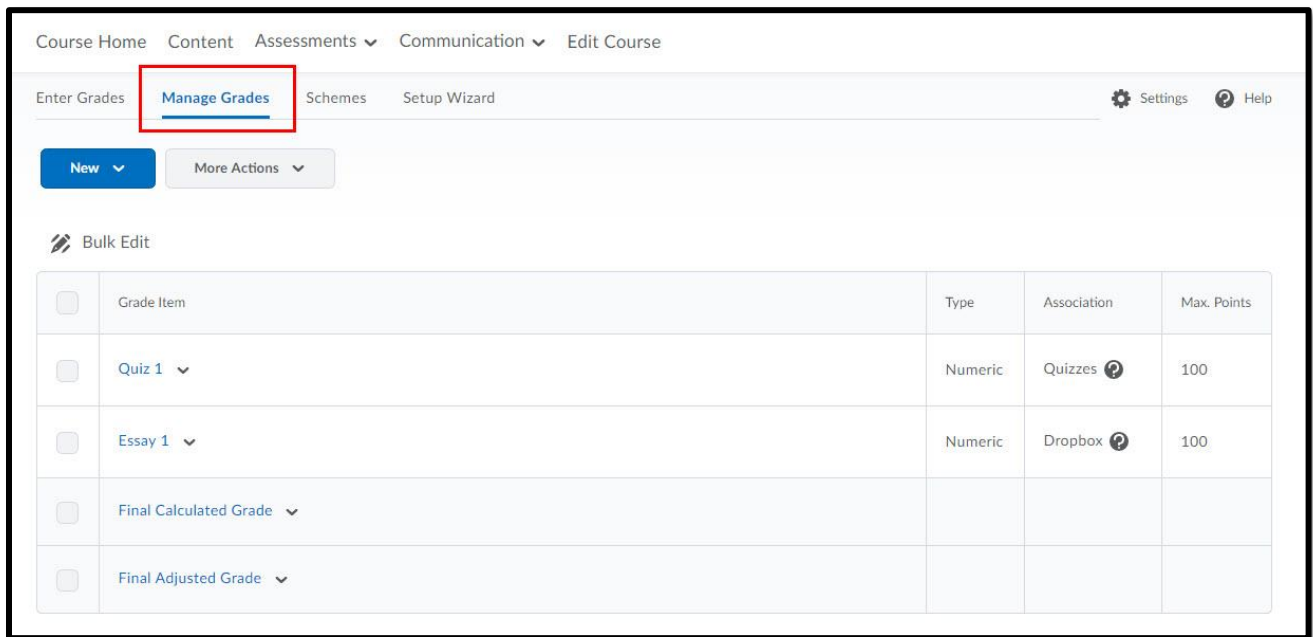
Save: Saves any changes and stays on the same screen.

Bonus Points/Items

Bonus points, or Bonus Items, refer to grade items that can only improve a participant's grade. Failure to receive a score on a Bonus Item does not penalize a participant's grade.

To make a grade item a Bonus Item:

1. Make sure you are in **Manage Grades**.



2. Click the name of the grade item you would like to edit.
3. Check the box under **Bonus**.
4. After making the change in the grade item, grade category, or Final Grade, be sure to click one of the Save options at the bottom of the screen to save your changes:
 - **Save and Close:** Saves any changes and returns you to the Manage Grades screen.
 - **Save and New:** Saves any changes and allows you to begin creating a new grade item/category.
 - **Save:** Saves any changes and stays on the same screen.

Note: If a Bonus Item belongs to a grade category, you will need to set the grade category to exceed the maximum number of points possible so that any bonus points earned can move to the Final Grade calculation.

Editing grade items after users' grades have been entered

Editing the Max. Points, Weight, Bonus, or Can Exceed fields for a grade item that already has grades entered for it can drastically change users' recorded achievement. Make sure you consider how grades are affected before you make changes and review and adjust users' grades afterwards.

Examples:

- You raise the Max. Points for a grade item from 10 - 20. A user who previously had 10/10 now has a grade of 10/20.
- You lower the Max. Points for a grade item from 12 to 10 when Can Exceed is not selected. A user who previously had 11/12 now has 10/10.

Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
 - Monday - Friday 8:00 am - 8:00 pm
 - Saturday 10:00 am - 2:00 pm
 - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)