

eCourseware: Gradebook

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8/9/2021

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Purpose

This documentation highlights how to use the Gradebook feature in eCourseware.

Audience

This documentation is intended for University Faculty and Staff.

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 calculates 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 category is given a percentage and when calculated totals 100%. The Max Points you assign to individual grade items can be any value, ^[L]_[SEP] 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 ^[L]_[SEP] 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 ^[L]_[SEP] need to equal 100.

Formula System

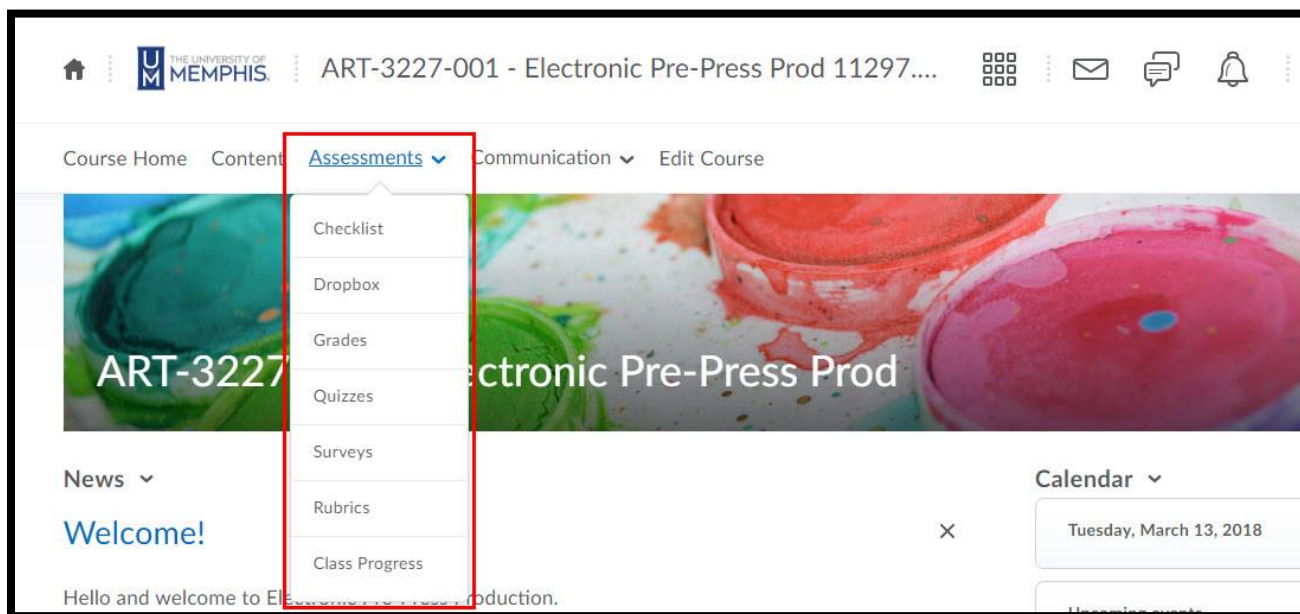
The formula system is based on the points system. Grade items are calculated using the points system, but a formula is used to set conditions around how grade items contribute to the final ^L_{SEP} grade. For example, you could require that users receive at least 50% on their midterm and final exam to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

Selecting a grade system

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 select the Grades tool from the drop down menu **Assessments** 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.

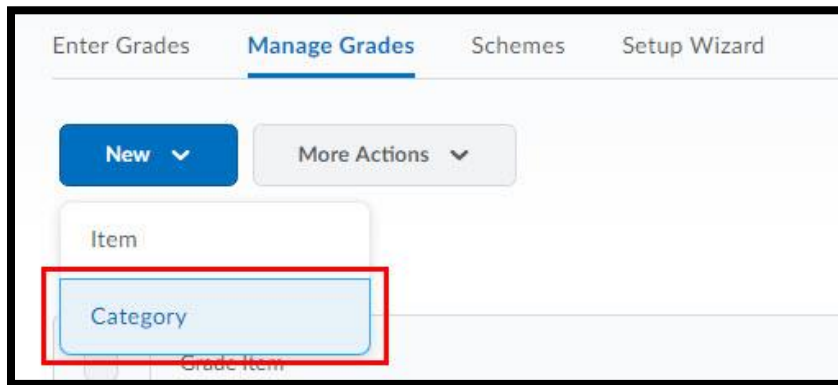
Creating Grade Items

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:

1. On the Manage Grades page, click **Category** from the New button.



2. Enter a **Name** for the category.

3. If you want, enter a **Short Name** to display in the grade book.

4. 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.

5. If you are using the weighted system, enter the total **Weight** or percentage that you want the category to contribute towards the final grade.

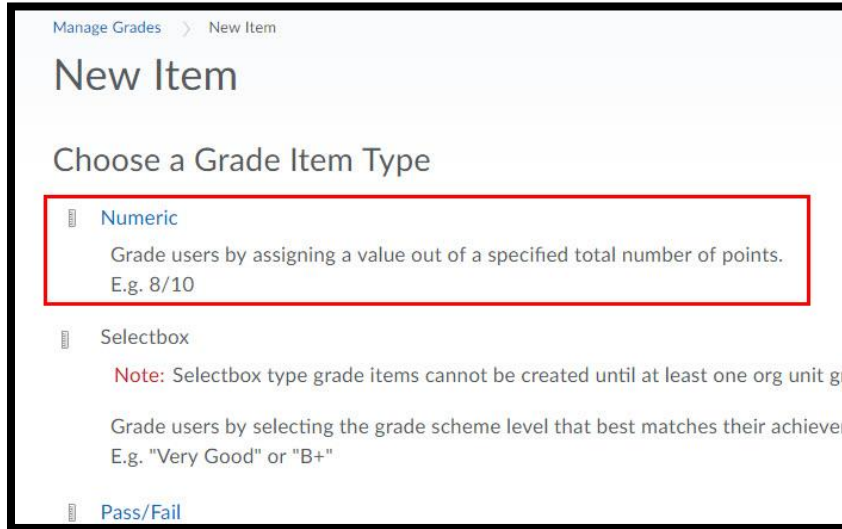
6. Set additional options as required and click **Save and Close**. To create another category, click **Save and New**.

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.



The screenshot shows the 'New Item' form in the 'Manage Grades' system. The form has a title 'New Item' and a subtitle 'Choose a Grade Item Type'. There are three options listed: 'Numeric', 'Selectbox', and 'Pass/Fail'. The 'Numeric' option is highlighted with a red box. The description for 'Numeric' is 'Grade users by assigning a value out of a specified total number of points. E.g. 8/10'. The description for 'Selectbox' is 'Grade users by selecting the grade scheme level that best matches their achievement. E.g. "Very Good" or "B+"'. The description for 'Pass/Fail' is not visible.

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

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14. Click **Save** and **Close**.

Enter Grades
Manage Grades
Schemes
Setup Wizard
Settings
Help

New
More Actions

Note

- 'Final Calculated Grade' sums to 30%, not 100%. Verify the total weight of all top level categories and items is 100%.

Bulk Edit

SAMPLE GRADE BOOK

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quiz 1	Numeric	Quizzes	100	10
<input type="checkbox"/>	Essay 1	Numeric	Dropbox	100	10
<input type="checkbox"/>	Participation 1	Numeric	-	10	10
<input type="checkbox"/>	Final Calculated Grade				
<input type="checkbox"/>	Final Adjusted Grade				

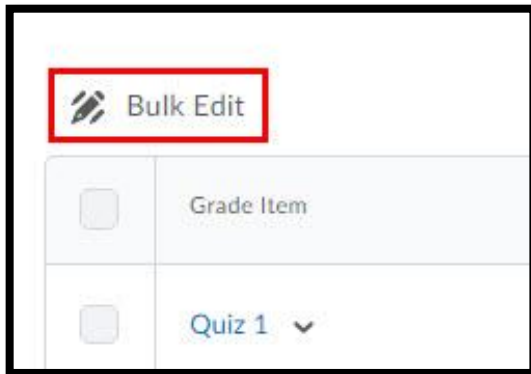
Editing Grade Items or Categories

Edit a grade item or category

1. On the Manage Grades page, click on the name of the category or item you want to edit.
2. Make your changes.
3. Click **Save and Close**.

Edit multiple grade items or categories

4. On the Manage Grades page, select the check box for each grade item or category you want to edit.
5. Click **Bulk Edit**.



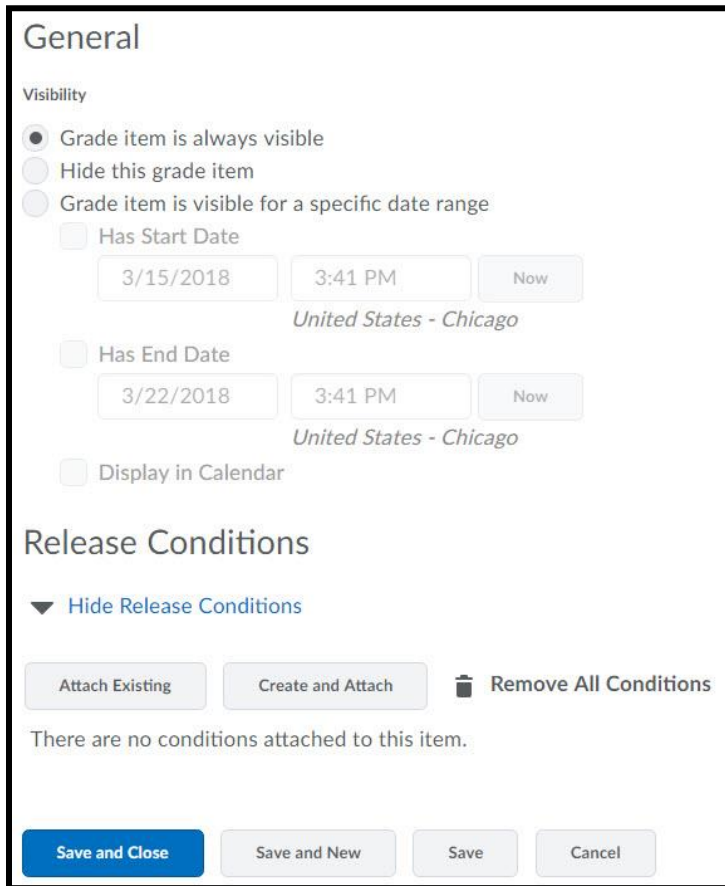
6. Make your changes.
7. Click **Save**.

Setting Availability for Grade Items or Categories

1. On the Manage Grades page, click **Edit Grade Item** from the context menu of the category or item you want to edit.
2. In the Restrictions tab, select one of the following:
 - a. **Category is always visible/Grade item is always visible** Users can always see the category or item
 - b. **Hide this category/Hide this grade item** Users can never see the category or item
 - c. **Category is visible for a specific date range/Grade item is visible for a specific date range** Users can see the category or item during a restricted date range
3. If you select **Category is visible for a specific date range/Grade item is visible for a specific date range**, use the **Has Start Date** and **Has End Date** options to

specify when the category or item should be visible. Select Display in Calendar to display the category or grade item in the course calendar.

4. Click **Save and Close**.



The screenshot shows a web interface for configuring a grade item. It is divided into two main sections: "General" and "Release Conditions".

General Section:

- Visibility:** Three radio buttons are present:
 - ☒ Grade item is always visible
 - ☐ Hide this grade item
 - ☐ Grade item is visible for a specific date range
- Has Start Date:** A checkbox is unchecked. Below it are input fields for a date (3/15/2018), a time (3:41 PM), and a "Now" button. The location "United States - Chicago" is displayed below these fields.
- Has End Date:** A checkbox is unchecked. Below it are input fields for a date (3/22/2018), a time (3:41 PM), and a "Now" button. The location "United States - Chicago" is displayed below these fields.
- Display in Calendar:** A checkbox is unchecked.

Release Conditions Section:

- A dropdown menu is set to "Hide Release Conditions".
- Three buttons are available: "Attach Existing", "Create and Attach", and "Remove All Conditions" (which includes a trash icon).
- Below the buttons, it states: "There are no conditions attached to this item."

Footer Buttons:

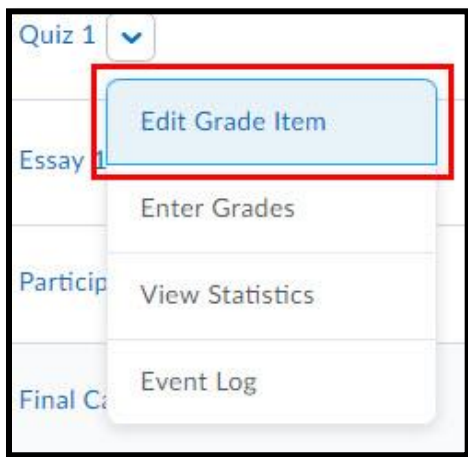
- A row of four buttons: "Save and Close" (highlighted in blue), "Save and New", "Save", and "Cancel".

Setting Release Conditions for Grade Items or Categories

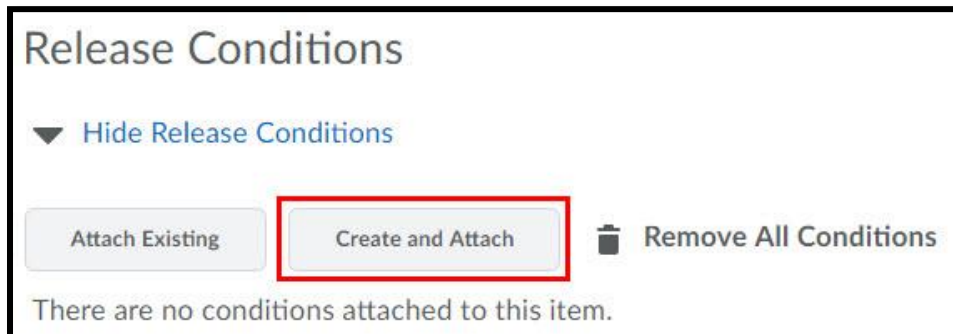
Release conditions allow you to require that users meet some other criteria, such as completing a quiz or submitting to a dropbox folder, before a specific grade item appears in their grade book.

Set release conditions

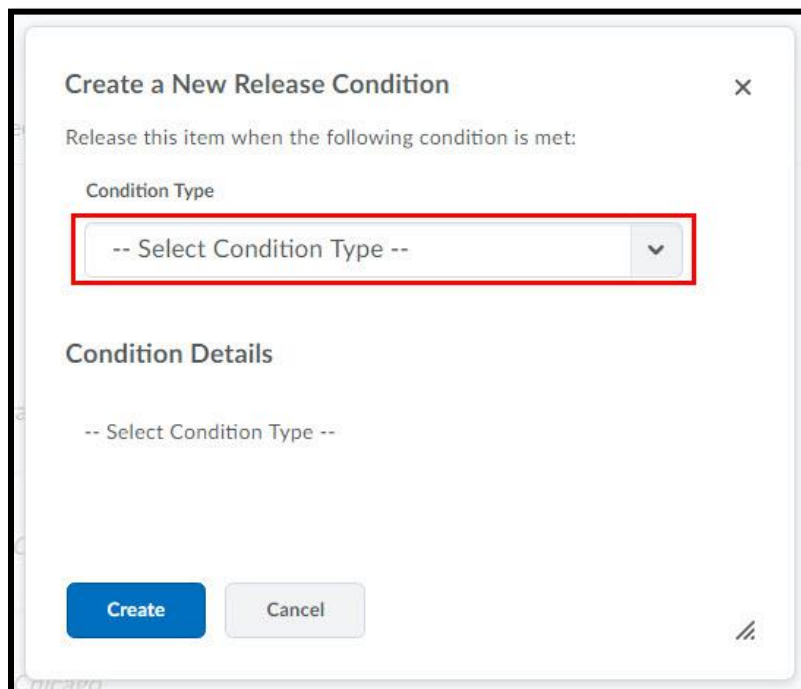
1. On the Manage Grades page, click the dropdown menu next the item or category.
2. Click **Edit Grade Item** from the context menu of the category or item you want to edit.



3. In the Restrictions tab, do one of the following:
 - Click **Attach Existing**, then select a tool from the View Conditions for drop-down list. Select the check box for any condition you want to attach, then click **Attach**.
 - Click **Create and Attach**, then select a **Condition Type** from the drop-down list. Complete any additional Condition Details that appear, then click **Create**.



4. Select from the drop-down list if **All conditions must be met** or **Any condition must be met** to access the grade item or category.



5. Click **Save and Close**.

Managing the Final Grades

Click **Grades** on the navbar, then click **Enter Grades**.

Calculating Final Grades

The Final Grades page lists the calculated final grade for each user in your grade book. You should ensure these grades are accurate. Final grades might be inaccurate if:

- You did not select the automatically keep final grades updated option when you set up your grade book.
- There are grade items that you still need to enter grades for.

Recalculate the final grade when “Automatically keep final grades updated” is not selected

Do one of the following:

- Click the user's name whose grade you want to recalculate. In the Final Grade section, click the Recalculate the Final Calculated Grade icon.
- To recalculate all grades, click Grade All from the Final Calculated Grade context menu. On the Final Grades page, select Recalculate All from the Final Grades context menu.

The Enter Grades page also contains an area to enter final adjusted grades for users. You can use adjusted final grades to apply a bell curve or to raise the final grade of a user who was sick. Whether the adjusted final grade is released to users depends on the Final Grade Released option you chose when setting up your grade book.

Enter an adjusted final grade

Do one of the following:

- On the Enter Grades page in Spreadsheet View, if you want a user's grade to be different from the calculated final grade, enter the adjusted grade in the Final Adjusted Grade field.
- If you want to release the calculated final grade as the adjusted grade, click Grade All from the Final Calculated Grade context menu. Click the Transfer Calculated Final Grade to Adjusted Final Grade icon beside the user.

Once you have ensured that users' grades are accurate, you can release them.

Calculate final grades for a single user

1. On the Enter Grades page, click a user's name.
2. Click the Recalculate the Final Calculated Grade icon if necessary.
3. Enter an adjusted final grade or click the Transfer Final Calculated Grade to Final Adjusted Grade icon.
4. Select the Release Calculated Final Grade or Release Adjusted Final Grade check box depending on the Final Grade Released set up option you chose.
5. Click Save.

Releasing a Final Grade

Do one of the following:

- On the Enter Grades page,
 - Click **Grade All** from the Final Calculated Grade or Final Adjusted Grade context menu.
 - Select the user(s) whose grades you want to release, and click **Release/Unrelease**, then click **Save**.
- On the Enter Grades page,
 - Click **Grade All** from the Final Calculated Grade or Final Adjusted Grade context menu.
 - Select the **Release Adjusted Final Grade** check box for the user whose grades you want to release, and click **Save**.
- On the Enter Grades page, click **Grade All** from the Final Calculated Grade or Final Adjusted Grade context menu.
 - Select **Release All** from the Final Grades context menu.

Exporting Grades

Export grade items to a CSV or Excel file

1. On the Enter Grades page, click Export.
2. Select All users from the Export Grade Items For drop-down list.
3. Select the Key Field you want to use to identify users.
4. Select the Grade Values and User Details you want to export.
5. Select the Grade Items you want to export.
6. Click Export to CSV or Export to Excel.
7. A pop-up window will appear. Click on your file's link to download it.

Export grades by group or section to a CSV or Excel file

1. On the Enter Grades page, click Export.
2. Select the group or section you want to export from the Export Grade Items For drop-down list and click Apply.
3. Select the Key Field you want to use to identify users.
4. Select the Grade Values and User Details you want to export.
5. Select the Grade Items you want to export.
6. Click Export to CSV or Export to Excel.
7. A pop-up window will appear. Click on your file's link to download it.

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](#)