

Best Practices for Using the Gradebook2 Tool

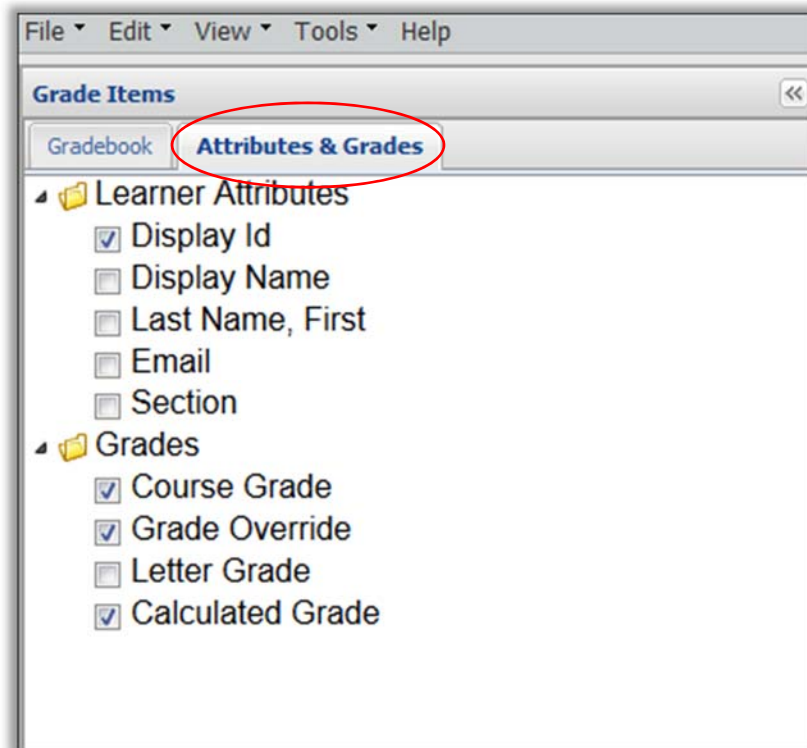
Overview

- The Gradebook2 can contain a full list of assignments, tests and quizzes, forum posts, participation, projects, and extra credit items.
- The Gradebook2 collects and reports grades from other iLearn tools (Forums, Assignments, Tests and Quizzes).
- **Warning:** If you want to change a grade to Tests & Quizzes or Assignments then you need to make the change in the tool where the grade originated.
- You can also create a Gradebook2 item manually within the Gradebook2 Tool.
- You can add both grades and comments for students to view.

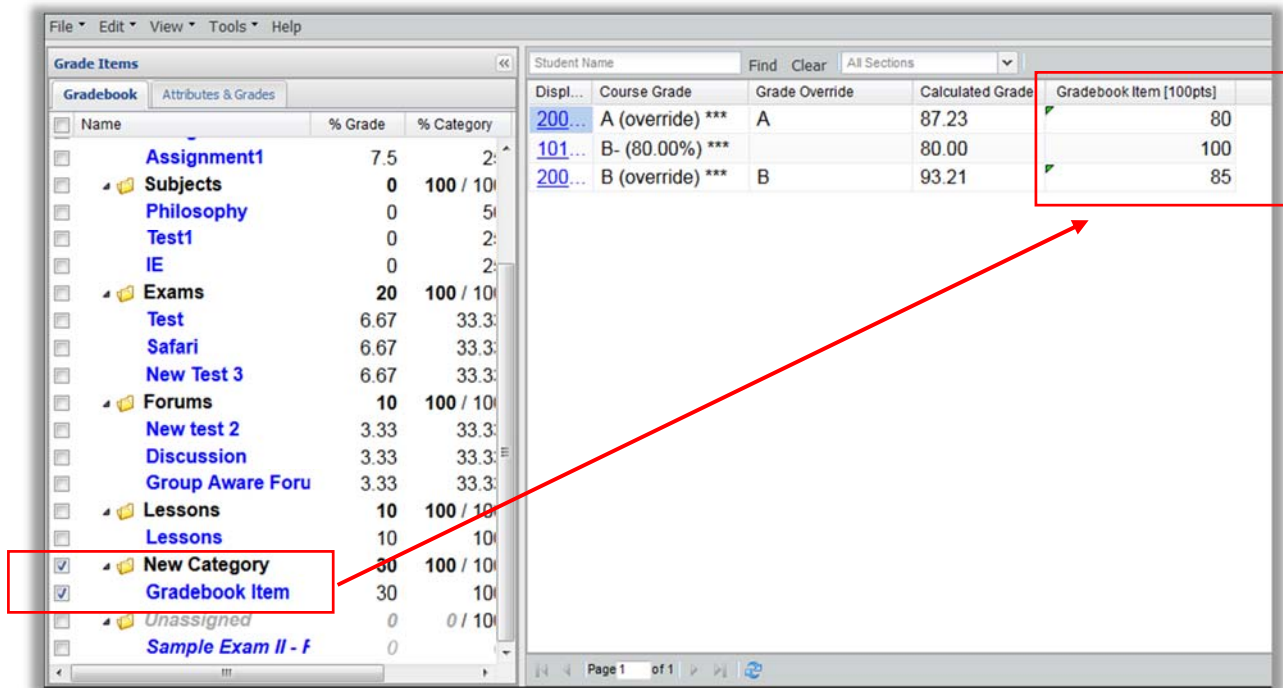
Gradebook2 View

Gradebook 2 interface is easy to view and highly customizable. It is organized into two panels: the categories and items are on the left and the student data on the right. You can resize the two panels by dragging the bar in the middle. The list on the left panel is collapsible. You can also use the menu bar on the top or right click on the page to edit the gradebook.

There are two ways to change the default view for the Gradebook2. The first is to select the Attributes & Grades tab in the Grade Items window. This will allow customization of Student Information display as well as how the grades are shown.



Additionally, the checkmarks next to Gradebook2 Categories and Items can be selected to have them shown in the Gradebook2 view. This will allow for quick inspection of grades for the class as a whole.

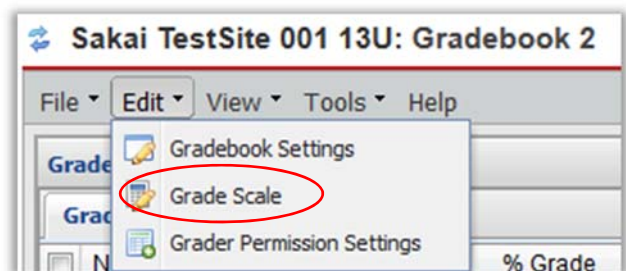


Setting up the Gradebook

Step 1 Grade Scale

First, we recommend you check out the official Marist grade scale under the dropdown menu "Edit".

Warning: Check with your department for grade scale policies before you make changes in here.



Step 2 Gradebook Settings

1. Go to **Edit → Gradebook Settings**
2. The following screen appears:

Set Up Gradebook

Name:

Organize Gradebook using Category Style

Weighted Categories

All grading features are available when using a Weighted Categories-style gradebook.

Grade Using

Points

All features are available when you grade using Points-mode.

Scale extra credit: ☐

Display To Students

Course grades:	☒	Mode:	☐
Released items:	☒	Class rank:	☐
Mean:	☐	Item statistics:	☐
Median:	☐	Statistics Chart:	☐

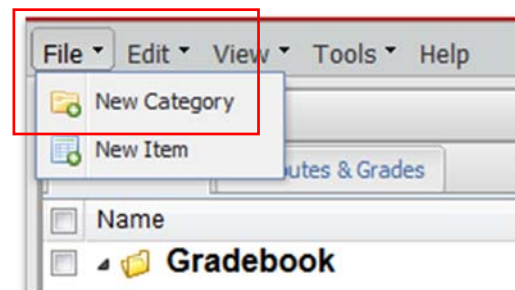
Save Save/Close Close

3. Add the name of your Gradebook (by default it will be "template.course").
4. Choose to have categories (**Note:** We recommend "Weighted Categories").
5. Choose the grading style (**Note:** This will need to be points if it is going to connect to the Assignments or Tests & Quizzes tool).
 - a. Choose to "Scale Extra credit" if you choose to give extra credit and only want it to count toward the category that it is in.
6. Choose what information that you want to display to the students. "Course Grades" and "Released Items" are suggested.

Step 3 Add a New Category

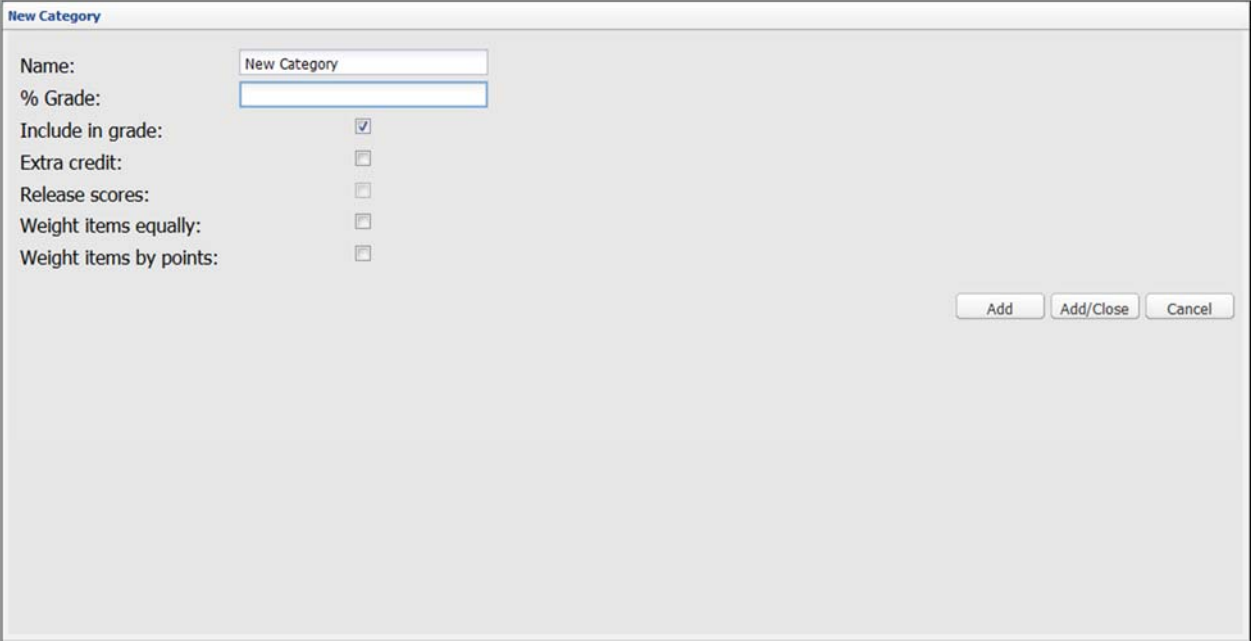
1. Go to **File -> New Category**
2. Name your Category
3. Choose the percentage that all the items will be worth in the overall Course Grade

Note: The percentage from all of the categories must equal 100; otherwise, "%Grade" will show up in red as a warning sign.



4. Choose "Extra Credit" only if all the items in the category will be counted as Extra Credit

5. You can choose to either “Weight Items Equally” (This will make all the items in a category worth the same, regardless of point structure) or “Weight Items by Points” (This will make all the items in the category be worth a relative amount respective to their point value).
 - a. If you choose to Weight Items Equally then you will be given the option to be able to drop the lowest item(s) in a category.



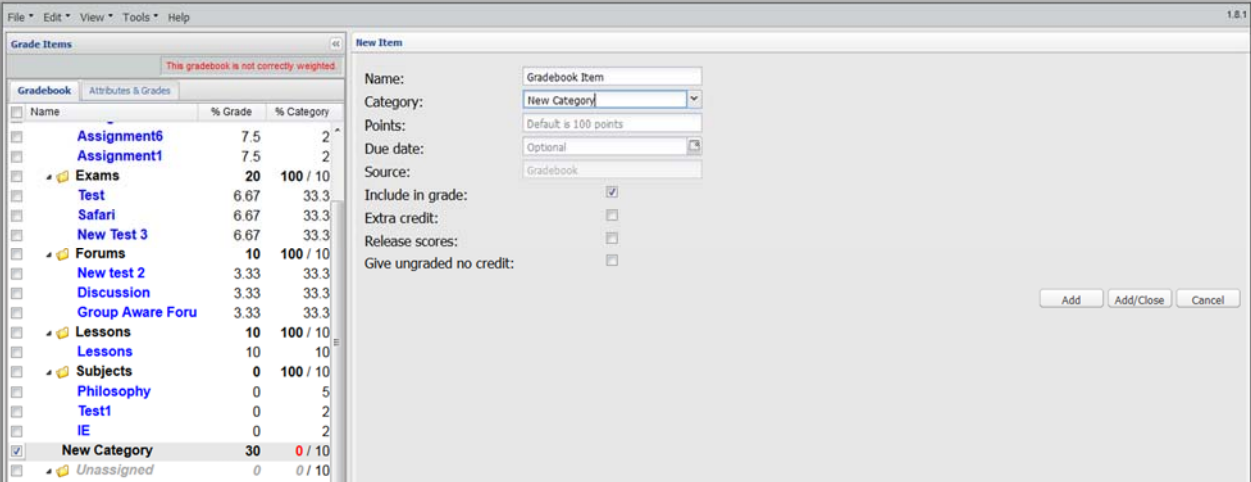
The "New Category" dialog box is shown. It has a title bar "New Category". The form contains the following fields and options:

- Name:
- % Grade:
- Include in grade: ☒
- Extra credit: ☐
- Release scores: ☐
- Weight items equally: ☐
- Weight items by points: ☐

Buttons at the bottom right: Add, Add/Close, Cancel.

Step 4 Adding a Gradebook Item

1. Go to **File -> New Item**, and the following screen appears.



The "New Item" dialog box is shown, with the "Grade Items" list visible on the left. The list shows various items with their % Grade and % Category. The "New Category" item is highlighted. The right side of the dialog box shows the "New Item" form.

Grade Items List:

Name	% Grade	% Category
Assignment6	7.5	2
Assignment1	7.5	2
Exams	20	100 / 10
Test	6.67	33.3
Safari	6.67	33.3
New Test 3	6.67	33.3
Forums	10	100 / 10
New test 2	3.33	33.3
Discussion	3.33	33.3
Group Aware Foru	3.33	33.3
Lessons	10	100 / 10
Lessons	10	10
Subjects	0	100 / 10
Philosophy	0	5
Test1	0	2
IE	0	2
New Category	30	0 / 10
Unassigned	0	0 / 10
Sample Exam II - F	0	

New Item Form:

- Name:
- Category:
- Points:
- Due date:
- Source:
- Include in grade: ☒
- Extra credit: ☐
- Release scores: ☐
- Give ungraded no credit: ☐

Buttons at the bottom right: Add, Add/Close, Cancel.

2. Name the Gradebook2 item.
3. Choose a category
4. Give the Gradebook2 item a point value.
Note: If you chose to have your category be equally graded then the default value is 100 points.
5. Choose a date (Optional).
6. Check off any additional features. These included the Gradebook2 Item being included in the overall Course Grade, if it is Extra Credit, to Release Scores (which will allow students to see the score), or if it is a non-graded item.
Note: Your Gradebook2 will not be correctly weighted if there is not at least one Gradebook2 item in each category.

Grading in Gradebook2

If the item is not from Forums, Assignments, Tests & Quizzes, you can grade it in the Gradebook2. You can grade either by item or by student.

Method 1: Grade by Item

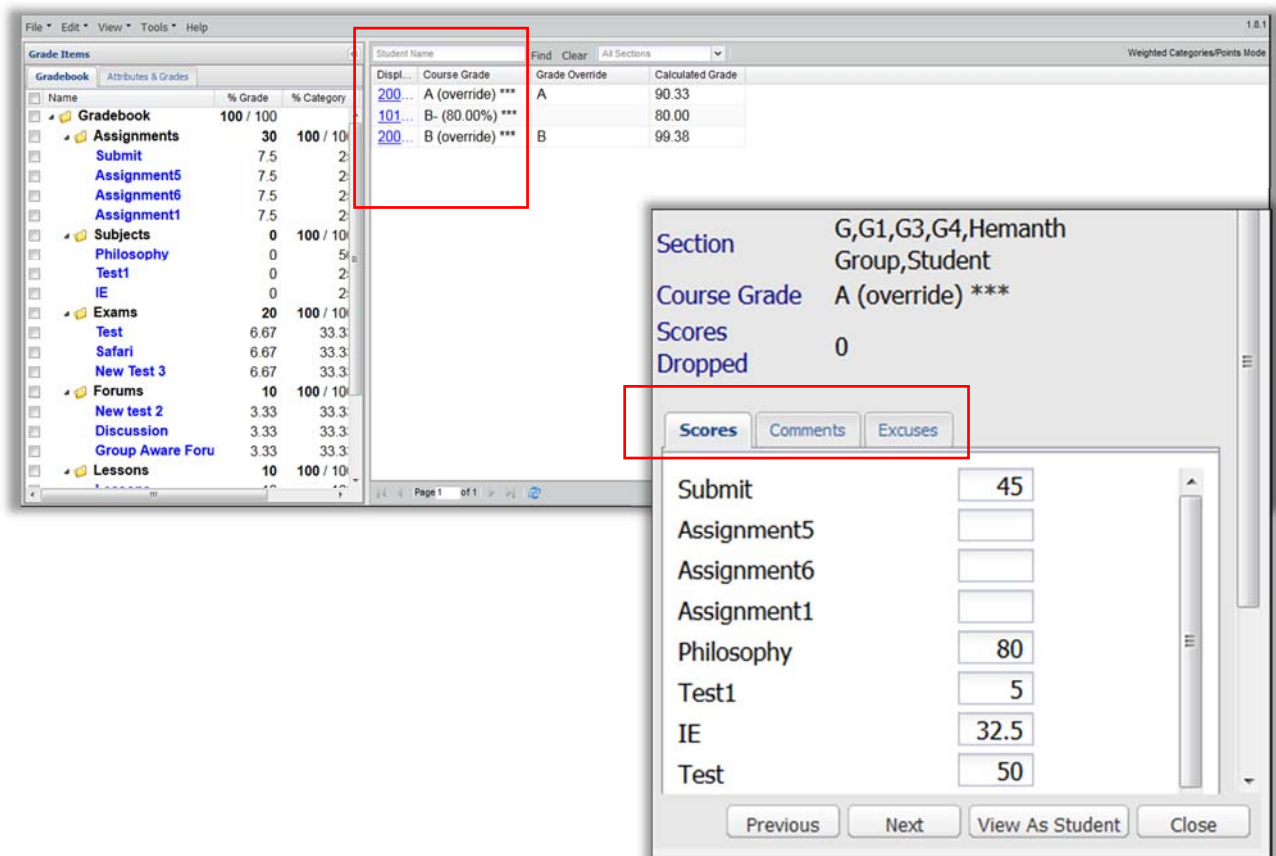
The default screen for the Gradebook2 will show the categories and items on the left and the student information on the right. When the little box in front of a gradebook item in the left panel is checked, that item will show up in the right column. You can then click on the cell that corresponds to one student to add, view, or change grades of that item.

The screenshot displays the Gradebook2 interface. On the left, the 'Grade Items' panel lists categories and items. The 'Presentation' category is expanded, and 'Presentation1' is selected, indicated by a red circle around its checkbox. A red arrow points from this checkbox to the 'Presentation1 [100pts]' column in the student grade table on the right. The table lists students and their grades for this item.

Last Name, First...	Course Grade	Grade Override	Presentation1 [100pts]
Ghattaman...	F (40.00%...		40
Plus, Stude...	F (42.00%...		42
Plus, Stude...	F (41.00%...		41
Plus, Stude...	F (41.00%...		41
Plus, Stude...	F (27.47%...		32
Plus, Stude...	F (40.00%...		40
Plus, Stude...	F (45.00%...		45
Plus, Stude...	F (33.00%...		33
Plus, Stude...	F (27.35%...		20
Plus, Stude...	F (5.01%...		0
Plus, Stude...	F (48.00%...		48
Plus, Stude...	F (45.00%...		45
Plus, Stude...	F (40.00%...		40
Plus, Stude...	F (38.00%...		38
Plus, Stude...	F (45.00%...		45

Method 2: Grade by Student

To grade by student, click the link associated with a student name or CWID. After clicking the link the “Student Summary” will appear on the right side of the Gradebook2.

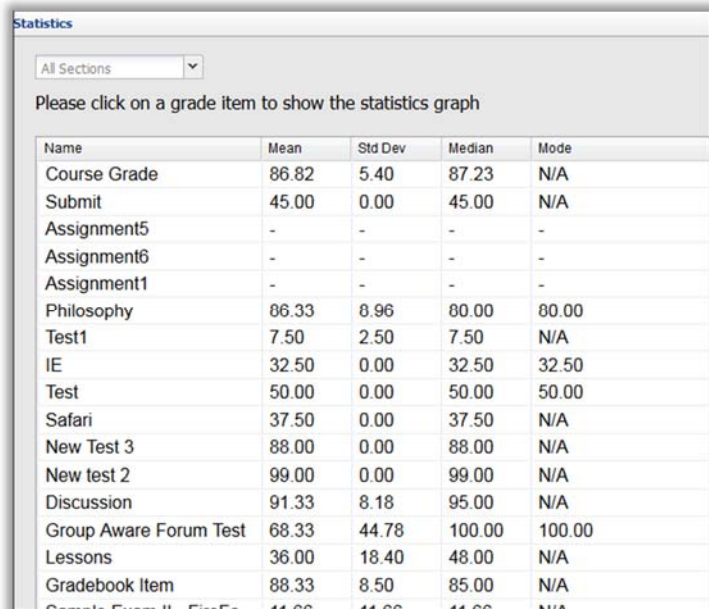


The “**Student Summary**” has the complete list of Gradebook2 Items. Enter a grade and click “Next” to move to the next student. Note: When you hover over the grade entry field a window will pop up letting you know the maximum number of points that Gradebook2 item has.

- **Comments:** You can switch the view from entering grades for each item to entering comments. Students will see the comment along with the grade
- **Excuses:** You can switch the view from entering grades for each item to excusing certain Gradebook2 Items. An excused grade is not counted toward the total course grade for the student and is selected on an individual basis
- **Student View:** You can also choose to see the Gradebook2 from the view of the current student you are grading. Click the “View As Student” to switch to their view.

Gradebook2 Statistics

View -> Statistics will produce a class-wide analysis of all the Gradebook2 Items. This analysis includes the Mean, Standard Deviation, Median and Mode for the Course Grade and each individual Item.



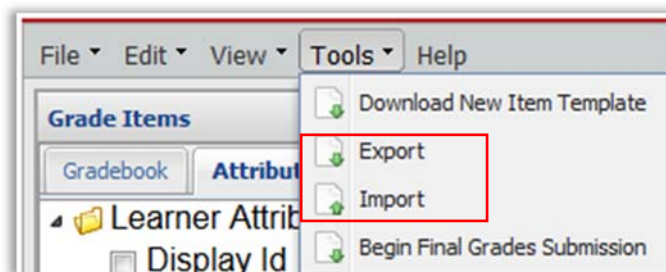
The screenshot shows the 'Statistics' window in Gradebook2. It has a dropdown menu for 'All Sections' and a message: 'Please click on a grade item to show the statistics graph'. Below this is a table with the following data:

Name	Mean	Std Dev	Median	Mode
Course Grade	86.82	5.40	87.23	N/A
Submit	45.00	0.00	45.00	N/A
Assignment5	-	-	-	-
Assignment6	-	-	-	-
Assignment1	-	-	-	-
Philosophy	86.33	8.96	80.00	80.00
Test1	7.50	2.50	7.50	N/A
IE	32.50	0.00	32.50	32.50
Test	50.00	0.00	50.00	50.00
Safari	37.50	0.00	37.50	N/A
New Test 3	88.00	0.00	88.00	N/A
New test 2	99.00	0.00	99.00	N/A
Discussion	91.33	8.18	95.00	N/A
Group Aware Forum Test	68.33	44.78	100.00	100.00
Lessons	36.00	18.40	48.00	N/A
Gradebook Item	88.33	8.50	85.00	N/A
Sample Exam II, FireFo	44.66	44.66	44.66	N/A

Gradebook2 Export/Import

The **Export** and **Import** functions are located under the **Tools** menu. **Export** will create a separate Microsoft Excel copy of the Gradebook2. **Import** will allow a Gradebook2 to be copied from an already existing Microsoft Excel version of the Gradebook2.

Note: Gradebook2 items that are coming from Tests & Quizzes or Assignments cannot be imported.



If you want to use the export/import function, contact the office of Academic Technology and eLearning (x. 3836) for a consult.