

Grades Tool Guide

What is the Grades tool?

Learners use the Grades tool to check grades on assignments and tests. You can see your individual grades and comments, as well as class averages and feedback. You can also view your final grade and the grade formula used to evaluate you if your grades are released.

Course designers can set up Grade Books that reflect their approach to evaluation. You control the grading formula used to calculate grades and what projects, assignments, tests, etc. are graded; how grade items are associated with other tools, and when grades are released to users and what information they see.

A Grade Book is a list of items on which you evaluate users' performance. Grade items can include assignments, tests, discussion posts, participation, and so on. Together, the items in a Grade Book represent all the work that you evaluate users on in a course.

Why use the Grades Tool?

The Grade tool allows you to create a Grade Book which:

- Allows you to control the grading formula used to calculate grades.
- Allows you to control what projects, assignments, tests, etc. are graded.
- Allows you to submit feedback and grades to learners.
- Allows you to control when grades are released to users and what information they see.
- Allows learners the opportunity to check their grades on assignments and tests, see class averages and access feedback on their assignments.

Before you set up a Grade Book in Learning Environment, you should know:

- What grade schemes will you use to evaluate users?
- What grade items do you plan to evaluate users on?
- How much will each grade item should be worth?
- How will you want grade items to be evaluated?
- How do you want to calculate final grades?

Scenarios

Scenario: You are designing an online training course without an active instructor to lead the course and the course consists of reading topics and automatically graded multiple choice quizzes that keep grades current as users complete the quizzes.

Solution: Create a Grade Book that allows for releasing a final calculated grade

Scenario: Your school board requires that you set up a grade book in a particular way ensuring that particular competencies are reflected across grade items.

Solution: You can associate each grade item to a particular competency/objective and further reflect those competencies/objectives in the assignments themselves.

Entering Grades

Use the Enter Grades page to enter, import, and export grades for your users. You can switch between the standard view of the Grade Book and a spreadsheet view that allows you to enter grades directly into the User List.

NOTE: Customize your view of the Grade Book using Manage Columns.

Grades Terminology

Grade Schemes are levels of achievement represented by a symbol such as a numeric value, letter, or text description.

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

Grading System: Determines how the grade items in your Grade Book contribute to users' final grades. There are three options:

- Weighted:** Calculates grade items as a percentage of a final grade worth 100%.
- Points:** Final grades are calculated by adding a user's score on all grade items together and dividing by the sum of the Max. Points values (280/350 points).
- Formula:** Custom formula for how grade items contribute to a final grade.

Grade Item Types

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**
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"
- Pass/Fail**
Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"
- Formula**
Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF{ MIN([P1.Percent], [P2.Percent]) < 50, 0, 1
- Calculated**
Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$
- Text**
Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

Setup Wizard

When you access the Grades tool you will be directed immediately to the **Setup Wizard** which takes you through different options for setting up your Grade Book.

- Choose grading system (weighted, points, formula)
- Final grade released (Adjusted and Calculated)
- Grade Calculations (drop ungraded or treat ungraded items as 0)
- Grade Scheme (must already have been created at this point)
- Managing View display options (number of decimal places to display)
- Student view display options
- Grades Setup Summary

Release the Grades?

If you would like to reserve the release of grades and associated grade items at one time you can choose to either:

- Hide the category.
- Specify a date the category can be visible.
- Restrict views through release conditions.

Best Practices

- Keep grading system simple so students know value of each assignment.
- Provide students with regular feedback on how they are doing overall in the course.
- Display a running total of what is graded so far.
- Use Drop Ungraded Items.
- Ensure you enter zeros for those who don't submit.
- Change this setting at the end of the semester, to ensure that no zeros were missed.

Recovery of Deleted Grade Items

If a grade item is accidentally deleted from Grades, instructors can easily recover the deleted item (and all student grades) themselves by going to the Event Log. They can also review improved logs of grade item changes, including deletion and restoring of grade items.

