

Lesson 10: Grades and the Gradebook

In this lesson, you will learn how to:

- Enter a Grade for an assignment
- Show the Gradebook to students
- Set up a Letter Grade scale for your course
- Hide and Reveal Gradebook columns to students

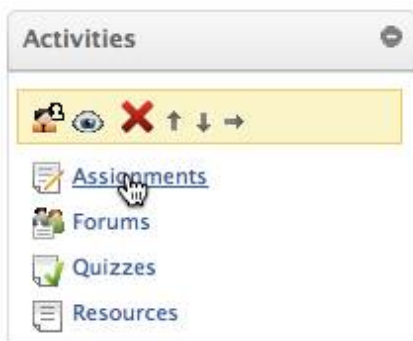
Grades

The **Grades** area helps to record student grades. Graded items are added to the Gradebook automatically when an instructor creates the activity from the **Add a resource** dropdown on the course home page.

Exercise 10-1 Grading an Assignment

In this Exercise you will learn to grade an assignment.

1. Go to the course page.
2. To look at a specific assignment, click the **Assignments** link on the left side under the heading **Activities**. This brings up a table showing all assignments.



3. If anyone has submitted files, click on the link **Submitted** to view the assignments.
*Note: If this is an offline assignment, click on that link, which will read **No attempts have been made on this assignment.***

Navigate Instructor Training

Topic	Name	Assignment type	Due date	Submitted	Grade
1	Learning Objectives Chapter 1	Advanced uploading of files	-	No attempts have been made on this assignment	-
	Discussion Question 1-1	Advanced uploading of files	-	No attempts have been made on this assignment	-
	Case Study	Advanced uploading of files	-	No attempts have been made on this assignment	-
2	Learning Objectives Chapter 2	Advanced uploading of files	-	No attempts have been made on this assignment	-
	Case Study	Advanced uploading of files	-	No attempts have been made on this assignment	-
3	Learning Objectives Chapter 3	Advanced uploading of files	-	No attempts have been made on this assignment	-
	Case Study	Advanced uploading of files	-	No attempts have been made on this assignment	-

No attempts have been made on this assignment	-
No attempts have been made on this assignment	-
View 1 submitted assignments	-
No attempts have been made on this assignment	-

4. You are now on the **Submissions** page, where you will see a table showing a row for each student. To view a submitted file, click on the file's name.

First name / Last name	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
Laurie Davis	-		Thursday, November 3, 2011, 06:01 AM	Thursday, November 3, 2011, 06:02 AM	Grade	-
Discussion Forum	-	MRCC			Update	-
Mario Gartside	-				Grade	-
Mario Gartside	-				Grade	-
Jessica Keeney	-				Grade	-
Kevin Sullivan	-				Grade	-
Kourtney Tibbets	-				Grade	-

Submissions shown per page: 10
 Allow quick grading
[Save preferences](#)

5. The checkbox labeled **Send notification emails** is checked by default. If you don't want to send emails to students when you grade their work, clear this checkbox.

Discussion Forum
Thursday, November 3, 2011, 06:02 AM

Grade: 100 / 100

Final grade: -

Trebuchet 1 (8 pt) Lang

Type your feedback here...

Path: body

Send notification emails

Save changes Cancel Save and show next Next

6. There are two ways to enter grades.

- a) In the Grade column, pull down the menu that reads **No grade** and select the grade. You may also give the student feedback in the **Comment** box.
 - b) If you would like to compose a lengthy response to the student, you may instead use the **Feedback** dialogue box that has plenty of room and the usual editor in addition to the **Grade** pull-down menu.
7. Click **Save changes** when you are done.
 8. Click the **Save all my feedback** button when you are finished.

WARNING! If you leave the page before you click the Save all my feedback button, all your work will be discarded!

Viewing the Gradebook

In the main grades table, there is a row for each student, and a summary row at the bottom.

The first column shows student names. You can sort the rows of this table by first or last name by clicking on the words **Firstname** and **Lastname** in the heading. Click the word a second time to change from ascending to descending order.

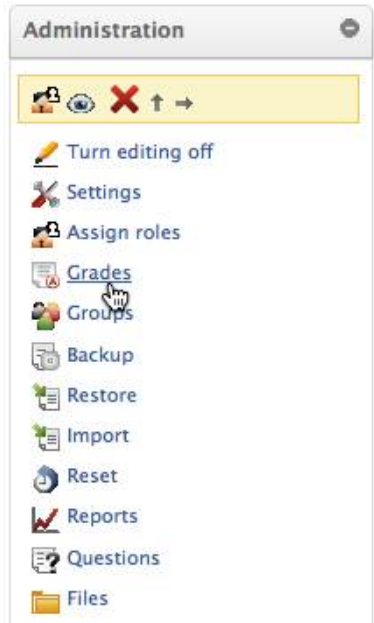
Each of the remaining columns in the table displays grades for some activity that is graded, such as an assignment or quiz. The last column shows the course average.

If you need to **revise an assignment grade**, click on the activity name at the top of the column, which will take you to the assignment page. Refer to **Exercise 10-1 Grading an Assignment** to change the grade.

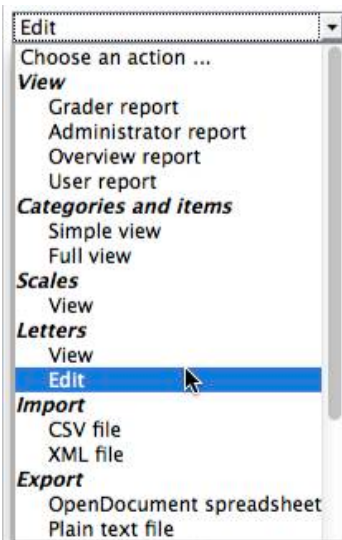
Exercise 10-2 Setting up a Letter Grade Scale

In this exercise you will define a letter grade scale so that each numeric course grade will be converted automatically to a letter grade.

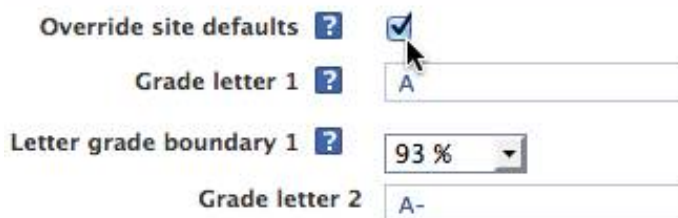
1. From the course page, click on the **Grades** link on the left side under **Administration**.



2. From the **Choose an action...** pull-down menu, under **Letters**, select **Edit**.



3. Click the **Override site defaults** checkbox.



4. You will see a sequence of pairs of fields, one for the letter and one for the lower boundary of that letter. Initially you will see grades A, A-, B+, B, B-, C+, C, C-, D+, D, and F, but of course you may use any set you like.
5. To change the lower bound for a grade, use the pull-down menu labeled **Letter grade boundary** and select the new value. Grades exactly equal to the boundary will fall into the higher category. For example, if 77% is the lower bound for C+, an average of 77% will be called C+, not C.

Note: If you don't want to use a particular grade, set the pull-down menu for that grade to Unused.

Override site defaults

Grade letter 1

Letter grade boundary 1

Grade letter 2

Letter grade boundary 2

Grade letter 3

Letter grade boundary 3

Grade letter 4

Letter grade boundary 4

Grade letter 5

Letter grade boundary 5

Grade letter 6

Letter grade boundary 6

Grade letter 7

Letter grade boundary 7

Grade letter 8

Letter grade boundary 8

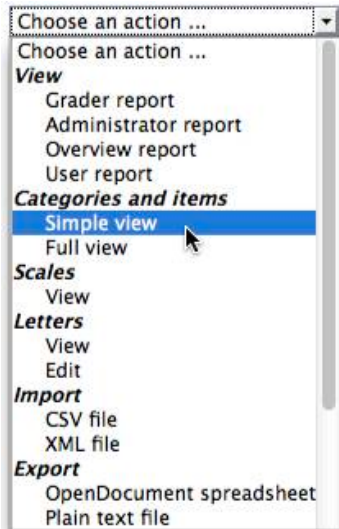
Grade letter 9

Letter grade boundary 9

Letter grade boundary 3 dropdown menu options:

- Unused
- 100 %
- 99 %
- 98 %
- 97 %
- 96 %
- 95 %
- 94 %
- 93 %
- 92 %
- 91 %
- 90 %
- 89 %
- 88 %
- 87 %
- 86 %
- 85 %
- 84 %
- 83 %
- 82 %

6. When you have everything set up, click **Save changes**.
7. Next you will need to add a letter-grade column to the Gradebook. From the **Choose an action...** pull-down menu, under Categories and items, select **Simple view**.



- To add a letter grade for the entire course, click the **Edit** icon in the **Actions** column for the course.

Name	Aggregation ?	Actions	Select
Navigate eFolio: Evidence-Based Practice for Nurses	Simple weighted mean of grades		All None
Critical Thinking Exercise 5-1	-		<input type="checkbox"/>
Critical Thinking Exercise 5-2	-		<input type="checkbox"/>
Critical Thinking Exercise 5-3	-		<input type="checkbox"/>
Apply What You Have Learned #1	-		<input type="checkbox"/>
Apply What You Have Learned #2	-		<input type="checkbox"/>
Apply What You Have Learned #3	-		<input type="checkbox"/>
Chapter Objectives	-		<input type="checkbox"/>

- You are now in the **Edit category** page. In the **Category total** section, click the **Show Advanced** button.

Grade category

Category name

Aggregation Simple weighted mean of grades

Aggregate only non-empty grades

Aggregate including subcategories

Drop the lowest None

Grade item

Item name

Item info

ID number

Grade type Value

Scale Use no scale

Maximum grade 100.00

Minimum grade 0.00

Grade to pass 0.00

Grade display type Default (Real)

Overall decimal points Default (2)

Hidden

Hidden until 7 April 2012 16 25 Disable

Locked

Lock after 7 April 2012 16 25 Disable

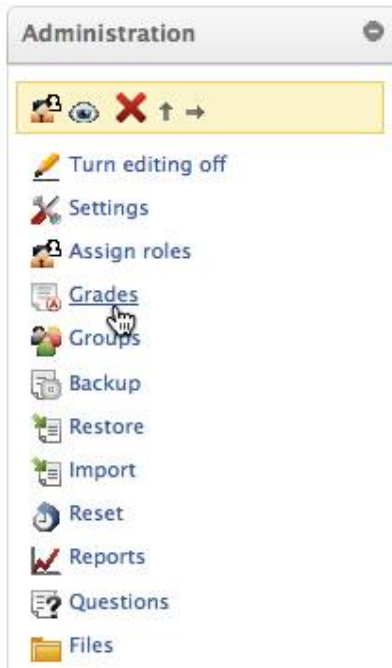
10. In the **Grade** display type pull-down menu, select one of the choices that starts with **Letter**.
 - a) The Letter choice shows only a letter grade for the course.
 - b) The Letter (percentage) choice shows both a letter grade and a percentage based on 100%.
 - c) The Letter (real) shows the numerical average, in case you are using a basis other than 100%.
11. Click **Save changes**.
12. You may use a similar procedure to attach a letter grade to any other column.

Warning! If the changes you have made don't show up immediately, go into the Grader report (from the course page, Administration: Grades → Choose an action → View: Grader report), click on **Turn editing on**, click on **Update**, and then click on **Turn editing off**.

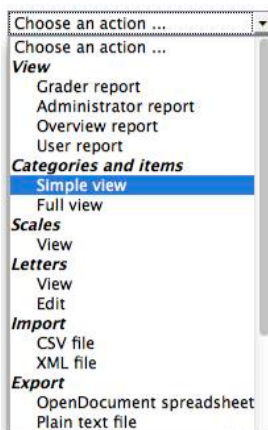
Exercise 10-3 Hiding and Revealing Gradebook Columns

Although you as the instructor will always see every graded item as a column in the Gradebook, you can hide that column from the students until grades are set.

1. From the course page, on the left side under **Administration**, click **Grades**.



2. In the **Choose an action ...** pull-down menu in the top left corner, under **Categories and items**, select **Simple view**.



3. In the **Actions** column of this table are a number of icons. Click on the **open-eye** icon to hide the column. Click on the **closed-eye icon** when you are ready to reveal that grade to the students.



The screenshot shows a gradebook table with the following columns: Name, Aggregation, Actions, and Select. The 'Name' column lists various items including 'Navigate Evidence-Based Practice for Nurses', 'Interactive Exercise: The History of Nursing Research 1', 'Interactive Exercise: The History of Nursing Research 2', 'Lesson 1 Quiz', 'Lesson 4 Quiz', 'Interactive Exercise: Theoretical Nursing Concepts', 'Interactive Exercise: Conceptual and Operational Definitions', 'Interactive Exercise: Use of Nursing Research', 'Lesson 2 Quiz', 'Lesson 3 Quiz', 'Lesson 5 Quiz', 'Lesson 6 Quiz', 'Lesson 7 Quiz', 'Lesson 8 Quiz', 'Lesson 9 Quiz', 'Lesson 10 Quiz', and 'Lesson 11 Quiz'. The 'Aggregation' column shows 'Simple weighted mean of grades' for the first row and '-' for others. The 'Actions' column contains icons for edit, delete, and visibility (open and closed eye). The 'Select' column has checkboxes. A red circle highlights the open-eye icon in the 'Actions' column for 'Lesson 4 Quiz', and a tooltip 'Hide quiz Lesson 4 Quiz' is visible next to it.

Name	Aggregation	Actions	Select
Navigate Evidence-Based Practice for Nurses	Simple weighted mean of grades	[edit] [delete] [open eye] [closed eye]	All None
Interactive Exercise: The History of Nursing Research 1	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Interactive Exercise: The History of Nursing Research 2	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 1 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 4 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Interactive Exercise: Theoretical Nursing Concepts	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Interactive Exercise: Conceptual and Operational Definitions	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Interactive Exercise: Use of Nursing Research	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 2 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 3 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 5 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 6 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 7 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 8 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 9 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 10 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>
Lesson 11 Quiz	-	[edit] [delete] [open eye] [closed eye]	<input type="checkbox"/>

How do I download the Gradebook?

Occasionally you may want to download a copy of your Gradebook. Follow the procedure below to do so.

1. Log in to your account
2. Enter into your course
3. Click the link titled **Grades**
4. Using drop down menu titled **Choose an action**, under **Export** to select your preferred format:
 - a) Excel
 - b) Open Document (ODS)
 - c) Plain Text File
5. From pop-up, select **SAVE**