



## Gradebook Clinic

Gradebook uses a two framed, spreadsheet style interface that allows for quick and easy access to many gradebook features directly on the screen. The left frame contains the list of students along with a current course grade/point total, and the frame on the right shows the gradebook items and associated points. The right frame interface scrolls horizontally to allow for ease of viewing, scoring, and editing of specific gradebook item columns while still being able to view the associated student names in the left frame. Any entries made in the right interface cells are saved automatically when entering new scores or editing existing scores.

### Gradebook Interface

The screenshot shows the Gradebook interface with the following components:

- Category:** A label pointing to the 'Exam 1' and 'Exam 2' columns.
- Items:** A label pointing to the individual score cells within the 'Exam 1' and 'Exam 2' columns.
- Left Frame:** A label pointing to the student list and 'Course Grade' column.
- Right Frame:** A label pointing to the 'Exams' and 'Quizzes' columns.

Students	Course Grade	Exam 1 Cat: Exams Total: 200 Due: -	Exam 2 Cat: Exams Total: 200 Due: -	Exams	Quiz 1 Cat: Quizzes Total: 10 Due: -	Quiz 2 Cat: Quizzes Total: 10 Due: -
Bristow, Charles (cebristadmin)	-	-	-	-	-	-
zzStudent1, zzDemo1 (zzstu1)	-	-	-	-	-	-
zzStudent10, zzDemo10 (zzstu10)	A (98.29%)	195	187	95.5%	11	-
zzStudent2, zzDemo2 (zzstu2)	-	-	-	-	-	-
zzStudent3, zzDemo3 (zzstu3)	-	-	-	-	-	-
zzStudent4, zzDemo4 (zzstu4)	-	-	-	-	-	-
zzStudent5, zzDemo5 (zzstu5)	-	-	-	-	-	-
zzStudent6, zzDemo6 (zzstu6)	-	-	-	-	-	-
zzStudent7, zzDemo7 (zzstu7)	B (89.02%)	185	165	87.5%	-40	10

### Gradebook Hierarchy

- **Grade Categories** – Categories are how grades for different assessments are grouped. Some examples of grade categories are “Tests”, “Quizzes”, “Reading Responses”, etc. **You don’t have to use Categories unless you’re using weighted grades or dropping scores.**
- **Gradebook Items** – Items are the grades for particular assessments that you either create and enter directly in the gradebook, or are integrated with other tools within ReggieNet.

## Tools Integrated with Gradebook

Tool	Creates gradebook items from the tool	Associates with existing gradebook item
Assignments	✓	✓
Test & Quizzes	✓	
Forums		✓
Lessons page content	✓	
Attendance	✓	

## Gradebook Organization

ReggieNet offers three options for organizing your gradebook: No categories, Categories only, and Categories & weighting. Each of these options offers features that can be useful in particular situations.

### No Categories

- All grades are listed equally in the gradebook.
- You cannot drop scores.
- Grade is calculated by adding up points.

### Categories only

- Items are divided into categories that you create and manage.
- Categories are only visible when gradebook items have been assigned to them.
- You can drop highest/lowest or keep highest scores when using categories. In order to drop or keep scores, all grades in the category must come from the same tool (i.e. ONLY Tests & Quizzes, ONLY Forums, ONLY Assignments) and each item in the category must have the same score.
- Grade is calculated by adding up points from each category then totaling all category scores.

### Categories & Weighting

- Items are divided into categories that you create and manage.
- Categories are only visible when gradebook items have been assigned to them.
- Categories are each assigned a weighted contribution to the grade for the course.
- Items within a category are each assigned a weighted contribution to the category grade.
- You can drop scores from categories ONLY if each item in the category is worth the same weight. Also, in order to drop scores all grades in the category must come from the same tool (i.e. ONLY Tests & Quizzes, ONLY Forums, ONLY Assignments).

## Setting Up Gradebook Structure

Click the **Settings** tab near the top of the page to access the settings page.

The screenshot shows a settings interface with a title 'Settings' and two links: 'Expand All' and 'Collapse All'. Below the title are four expandable sections: 'Grade Entry', 'Grade Release Rules', 'Categories & Weighting', and 'Grading Schema'. At the bottom of the settings area are two buttons: 'Save Changes' and 'Cancel'.

### Grade Entry

- Allows users to select whether scores will be entered in the Gradebook as points or percentages. We generally recommend using points.

### Grade Release Rules

- **Display released Gradebook items to students** – sets whether Gradebook items released to students are visible to them.
- **Display final course grade to students** – you can choose to display any or all of the following: Letter Grade, Percentage, and Points. **Note: If using Categories & weighting in Gradebook, a total point score cannot be displayed.**

The screenshot shows the 'Grade Release Rules' settings page. It has a 'Grade Entry' tab at the top. Under 'Grade Release Rules', there are two main settings, both with checked checkboxes: 'Display released Gradebook items to students' and 'Display final course grade to students'. Below the second setting are three sub-options: 'Letter Grade', 'Percentage', and 'Points', all of which are checked. A text box below these options contains the instruction: 'Choose the options for formatting the course grade. You must choose at least one option. Note that you cannot choose 'Points' if the gradebook is setup with 'Categories & weighting'. At the bottom, there is a preview of a grade: 'Preview B+ (88%) [176/200]'.

## Categories & Weighting

- allows for organizing the Gradebook as No categories, Categories only, or Categories & weighting.
- allows for the creation of categories in the Gradebook.
- allows for making categories “Extra Credit” and for selecting the number of low or high scoring items to be dropped or high scoring items to be kept in categories that are not being sent to the Gradebook from other tools.

## Adding Unweighted Categories

1. Click on **Settings** and then on **Categories and Weighting**.
2. Highlight the radio button next to **Categories only**.
3. Type a category title in the box provided.
4. After adding a category title in the box, more categories can be added by clicking on the **Add a Category** button or hitting Enter on the keyboard and then adding a category titles for each category.
5. Finish by clicking the **Save Changes** button at the bottom of the page.

**Note: To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.**

## Adding Weighted Categories

1. Click on **Settings** and then on **Categories and Weighting**.
2. Highlight the radio button next to **Categories & weighting**.
3. Click on the **Add a category** button and type a category title in the box provided.
4. After adding a category title in the box, more categories can be added by clicking on the **Add a Category** button or hitting Enter on the keyboard and then adding a category titles for each category.
5. In the % column, add a value for the percentage weight in the box provided for each category and assure that the sum of the percentages equal 100%.
6. Finish by clicking the **Save Changes** button at the bottom of the page.

Category	%	Extra Credit	Gradebook Items	Remove
Assignments	40	<input type="checkbox"/>	0 items(s)	Remove
Exams	30	<input type="checkbox"/>	0 items(s)	Remove
Quizzes	10	<input type="checkbox"/>	0 items(s)	Remove
Research Paper	20	<input type="checkbox"/>	0 items(s)	Remove
Total:	100%			

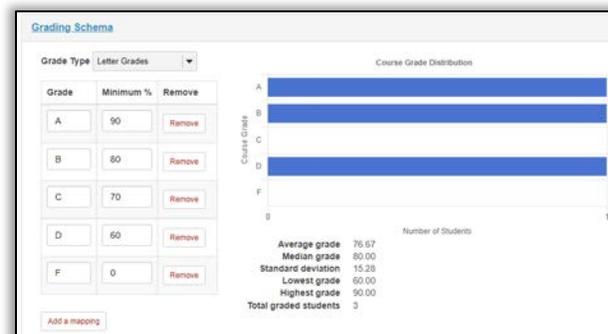
Add a category

**Note: If using weighted categories and your category weights do not total 100%, a warning is not displayed on the Grade page for Gradebook. The total weighted percentage displayed in Settings/Categories and Weighting is the only place in the Gradebook that indicates if categories are weighted properly.**

## Grading Schema

The Grading Schema interface is used for selecting the grade method used in the course ( Letter Grades of Pass / Not Pass ) and minimum point percentages for each letter grade can be used in the Grading Schema. The minimum percentage for a letter grade and for passing/not passing is easily adjusted by entering the value in each associated box.

This section will also show a distribution for each grade level.

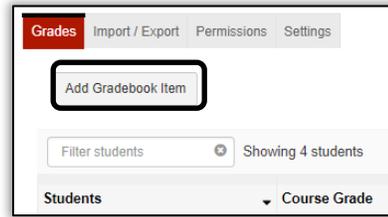


## Setting up Gradebook Items

### Adding Gradebook Items

1. Click on **Add Gradebook Item** on the **Grades** tab of Gradebook to open the Add Gradebook Item pop-up window.
2. In the **Add Gradebook Item** pop-up window, add a title and point value for the item.
3. Select extra credit and add a due date if desired.
4. Select the gradebook category to which the item applies.
5. Select release to students and include in course grade calculations as necessary.

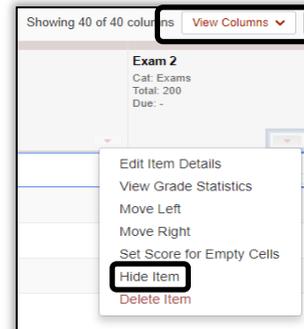
**Note:** *Gradebook Items can also be added to the Gradebook automatically through the Assignments and Test & Quizzes tools.*



### Hiding Gradebook Items

Gradebook items can be hidden from instructor view without deleting.

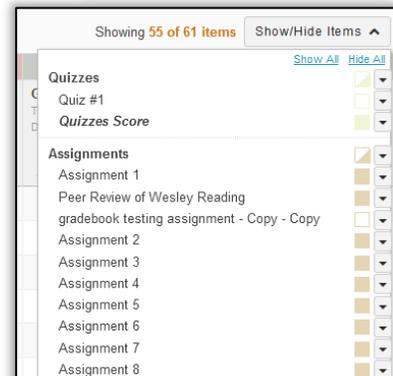
1. Click the dropdown arrow for that item and select **Hide Item**.
2. Click on the **View Columns** button and click on the shaded box associated with the item to be hidden.



### Un-Hiding Gradebook Items

To unhide a Gradebook Item:

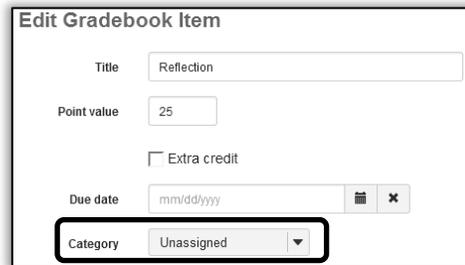
1. Click the **View Columns** dropdown button above the right interface.
2. Select the unshaded box associated with the item to be unhidden.



## Moving Gradebook Items Into Different Categories

You can drag and drop any Gradebook Items within gradebook categories. Items that are unassigned can be assigned to a new category by clicking on the dropdown arrow for that item and clicking on **Edit Item Details** to open the **Edit Gradebook Item** screen.

On the **Edit Gradebook Item** screen, click the dropdown menu for **Category** and select the category to move the item into.



**Edit Gradebook Item**

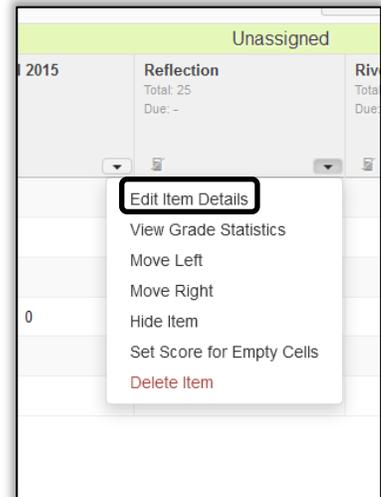
Title: Reflection

Point value: 25

Extra credit

Due date: mm/dd/yyyy

Category: Unassigned

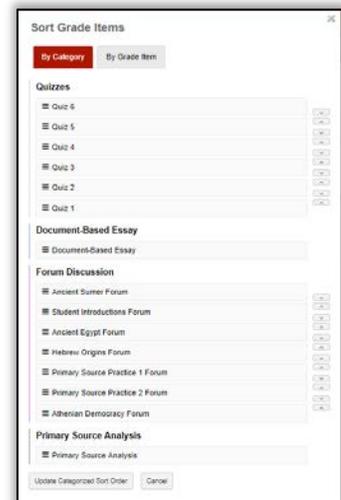


## Within Categories

The easiest way to change the order of gradebook items within categories is to click the **Item Order** button above the right frame. You can then drag and drop items up and down within the category.

Items can also be moved within a category by clicking the column header for that item and dragging or dropping the item where needed, or by clicking the dropdown arrow and selecting **Move Left** or **Move Right**.

**Note: If you're using Categories or Weighted Categories as your organization and if you see any items that are under "Unassigned Categories," you should move it to the correct category.**



## Grading in Gradebook

### Grading in the Gradebook

#### By Individual Student

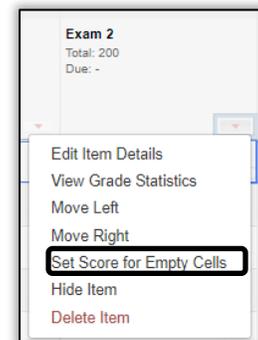
1. Scroll or click over to the cell in the right interface for which a score will be entered for a student.
2. Click on the cell to enter or edit a score.
3. Click **Enter** on the keyboard to save the score and move on to the next student.
4. Grades that are higher than the maximum number of points will be marked with a + symbol

Students	Course Grade	Exam 1 Cat: Exams Total: 200 Due: -	Exam 2 Cat: Exams Total: 200 Due: -
zzStudent1, zzDemo1 (zzstu1)	-		
zzStudent10, zzDemo10 (zzstu10)	A (102.44%)	195	+ 204
zzStudent2, zzDemo2 (zzstu2)	-		
zzStudent3, zzDemo3	-		

**NOTE: Gradebook Items created in Assignments, Test & Quizzes, or Forums can only be entered from within the specific tool. A lock icon will appear in Gradebook cells when scores are being sent from other tools and cannot be edited in the Gradebook.**

#### By Student Group

1. Click on the dropdown arrow for the item to be graded and select **Set Score for Empty Cells**.



2. In the Set Score for Empty Cells pop-up window, click the dropdown arrow for **Group / Section** and select the group to be graded.
3. Add a score in the box for **Grade Override** and click done.
4. In the **Set Score Confirmation** pop-up window, click Continue to enter the scores.

**Set Score for Empty Cells**

Provide a value below to override all currently ungraded (i.e., empty) cells.

**Note:** The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section: Forums-1

Grade Override: 92 /100

Done Cancel

**Note: Scores entered using Set Score for Empty Cells can only be adjusted by manually entering scores into individual cells on the Grades page of Gradebook.**

## Course Grades

Course grades calculated by the Gradebook are shown in the **Course Grade** column in the left frame. You can also display total points by clicking on the dropdown arrow in the Course Grade column and selecting **Show Points**. Calculated course grades can easily be overridden when necessary. To override a course grade:

- Under the **Grades** tab in Gradebook, move your cursor to the lower right corner of the appropriate cell in the Course Grade column to access the Course Grade dropdown menu and click on **Course Grade Override**.
- Enter a course grade in the **Course Grade Override** pop-up window that follows the grade schema being used in the course (A, B, C, D, F or P/N).
- Click the **Save Course Grade Override** button to finish.
- To revert back to the calculated grade, following the same process described above, open the Course Grade Override pop-up window and click on **Revert to calculated course grade**.

**Note: Course grades that have been overridden will appear in bold in the Gradebook.**

## Extra Credit

Extra credit in Gradebook can be enabled for both individual Gradebook items and for entire categories. These items or categories are not added to the total points possible but are added “on top” of the total grade. Points are not deducted from student scores for not completing extra credit.

**Note: If a Gradebook category is designated as extra credit, remember to not make individual items within that category extra credit. If an item is made extra credit within an extra credit category, that item will not be added “on top” of the total points from required items.**

### Extra Credit – Item Level

- Find the item to be designated as extra credit and click on the dropdown arrow for that item.
- Select **Edit Item Details**. In the **Edit Gradebook Item** pop-up window, check the box for Extra Credit.
- Click the **Save Changes** button.

The screenshot shows the 'Edit Gradebook Item' dialog box. The 'Title' field contains 'Quiz #1', 'Point value' is '20', 'Due date' is '05/24/2016', and 'Category' is 'Quizzes'. The 'Extra credit' checkbox is checked and highlighted with a red box. A red warning box states: 'Items not assigned to a category will not be counted toward the course grade calculation.' At the bottom, there are checkboxes for 'Release item to students?' and 'Include item in course grade calculations?' (both checked), and 'Save Changes' and 'Cancel' buttons. The 'Save Changes' button is highlighted with a red box.

### Extra Credit – Category Level

Individual categories within the gradebook can be designated as extra credit if the Gradebook is set up as Categories or as Categories and weighting.

- Click on the **Settings** tab at the top of the gradebook.
- Click on **Categories and Weighting**.
- In the Extra Credit column, check the boxes for the categories to be designated as extra credit.
- Click the **Save Changes** button at the bottom left to finish.

Category	%	Extra Credit
Quizzes	0	<input type="checkbox"/>
Assignments	0	<input type="checkbox"/>
Exams	0	<input type="checkbox"/>
Research Paper	0	<input type="checkbox"/>
Group Assignments	0	<input type="checkbox"/>
Weekly Discussions	0	<input checked="" type="checkbox"/>

### Exporting/Importing Grades

The **Import/Export** function allows instructors to upload and download comma separated values (csv) files to and from the Gradebook in ReggieNet.

**GRADEBOOK**

Grades **Import / Export** Permissions Settings

#### Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

[Custom Export](#)

#### Import

Selectively import new grades/gradebook items into the Gradebook by uploading a spreadsheet (.csv, .xls and .xlsx formats) below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

No file chosen

### Export

The Gradebook allows for two methods of exporting grades.

1. **Export Gradebook:** Export a list of each student's grades and the category structure.
2. **Custom Export:** Select and deselect several options to export from Gradebook.

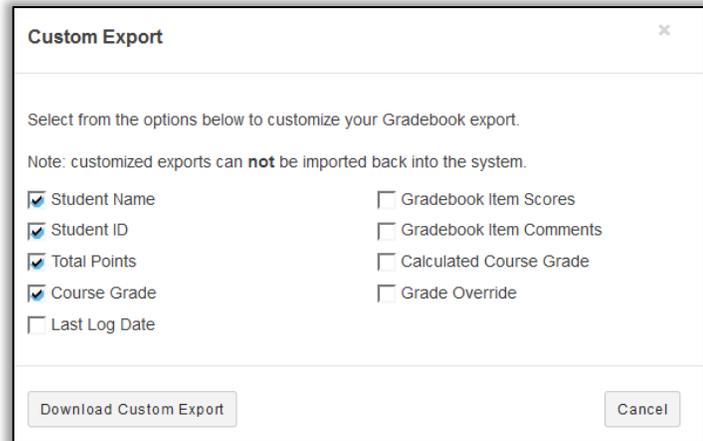
### Export Complete Gradebook

- While in Gradebook, click on **Import/Export**.
- Click the **Export Gradebook** button to export the entire Gradebook.
- Next either choose **Open with** to open the file your desktop or **Save File** to save a copy of the Gradebook locally (the file will be named *gradebook\_export-Gradebook.csv*)
- Click the **OK** button to finish.

### Custom Export

- While in Gradebook, click on **Import/Export**.
- Click on **Custom Export**.
- Select and/or deselect options to export the desired Gradebook components.
- Finish by clicking **Download Custom Export**.

**Note: Customized exports cannot be imported back into Gradebook.**



### **Import**

You can import a .csv file; this can either be one created by exporting the Gradebook, or one that has been formatted in a particular way. The import file must contain the following:

- A column labeled “Student ID”, which contains the student ULIDs
- A column labeled “Student Name”, which can be empty other than the header.
- One or more columns with a header formatted as *Item name [xx]*, where xx is the total point value for the item.
- You can also include columns for comments; they need to have a header formatted as *\* Item name*

Example:

Student ID	Student Name	Exam 1 [200]	* Exam 1
zzstu5	zzStudent5, zzDemo5	195	
zzstu7	zzStudent7, zzDemo7	201	Excellent
zzstu8	zzStudent8, zzDemo8	187	

### **Importing Grades**

- While in Gradebook, click on **Import/Export**.
- Click the **Browse** button to locate the .csv file to import and select that file.
- Click the **Continue** button to open the **Gradebook Item Import Selection** screen.
- Select the items from the file being uploaded to be updated in the Gradebook and click the **Next** button.

- If new items are being imported, the **New Item Creation** pop-up window opens so the Title and other features associated with that item can be added.
- After updating any new items, click on the **Next** button.
- Click the **Finish** button to open the imported gradebook and confirm the import process.

## Permissions

The Permissions tab in the Gradebook is used for setting up grading permissions for Teaching Assistants and TA – Grades Only roles.

- Click on the Permissions tab in Gradebook.
- Click the arrow on the dropdown for **Select a grader** to choose the grader for editing permissions.
- Next select the appropriate options/permission for the grader.

The grader can be allowed to grade students based on categories and sections/groups that have been created within the course.

**Grader Permissions**

Grading permissions can be specified for each teaching assistant in this site. To apply permissions for a TA, select from the rules below. Multiple rules may be applied. **Adding or modifying these rules overrides the default permission and restricts their capabilities within your specifications below.** To revert to the default permissions for the TA, delete all rules.

**Select a grader to edit**

Charles Bristow (cebristadmin) ▼

Allow grader to see course grade for selected section(s) below.

Can Grade ▼ All Categories ▼ in All Sections/Groups ▼ Remove

Add Rule

Save Changes Clear Changes