



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email [CTLT@ilstu.edu](mailto:CTLT@ilstu.edu) or call [\(309\) 438-2542](tel:3094382542) if you have questions.

## ReggieNet: Gradebook - Grading

Video - [Grading in the Gradebook](#)

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.

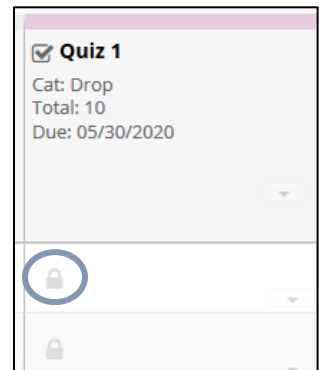
## Grading in Gradebook

### By Individual Item

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

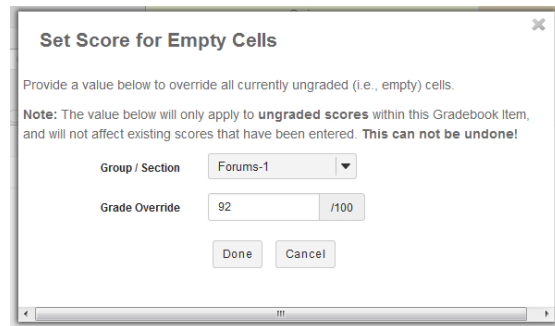
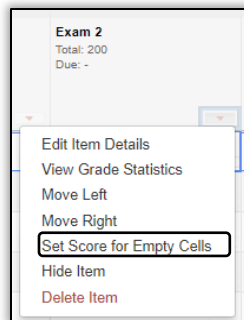
Students	Course Grade	Exam 1 Cat: Exams Total: 200 Due: -	Exam 2 Cat: Exams Total: 200 Due: -
<a href="#">zzStudent1, zzDemo1 (zzstu1)</a>	-		
<a href="#">zzStudent10, zzDemo10 (zzstu10)</a>	A (102.44%)	195	+ 204
<a href="#">zzStudent2, zzDemo2 (zzstu2)</a>	-		
<a href="#">zzStudent3, zzDemo3</a>	-		

**NOTE: Gradebook Items created in Assignments, Test & Quizzes, Attendance or Lessons 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. There will be an icon next to the item name that will indicate which tool the item is coming from.**



### Set score for empty cells

Because items with no score are not included in the course grade calculation, you may wish to automatically enter a score (such as zero) for any students for which the score is blank.



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 if desired.
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.

**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 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.

**Edit Gradebook Item**

Title: Quiz #1

Point value: 20

Extra credit

Due date: 05/24/2016

Category: Quizzes

Items not assigned to a category will not be counted toward the course grade calculation.

Release item to students?

Include item in course grade calculations?

Save Changes Cancel

### 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.

Export Gradebook [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.

Choose File No file chosen

Continue Cancel

## Export

The Gradebook allows for two methods of exporting grades.

1. **Export Gradebook:** Export a list of each student's item scores and comments.
2. **Custom Export:** Select which items to export from Gradebook, including item scores and comments, course grade, and overrides. You can also filter by group.

### 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.**

Custom Export

Select from the options below to customize your Gradebook export.

Customized exports can only be imported back into the system if Student ID and Student Name are retained in the first and second columns and all other formatting conventions are followed.

Student ID  
 Student Name  
 Student Display ID  
 Section Membership  
 Course Grade Override Date

Gradebook Item Scores  
 Gradebook Item Comments  
 Course Grade  
 Calculated Course Grade  
 Grade Override

Filter by group/section  
All Sections/Groups

Download Custom Export Cancel

## Import

You can import a .csv file; this can either be one created by exporting the Gradebook, or one that has been formatted correctly. 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.