



ReggieNet: Gradebook - setup

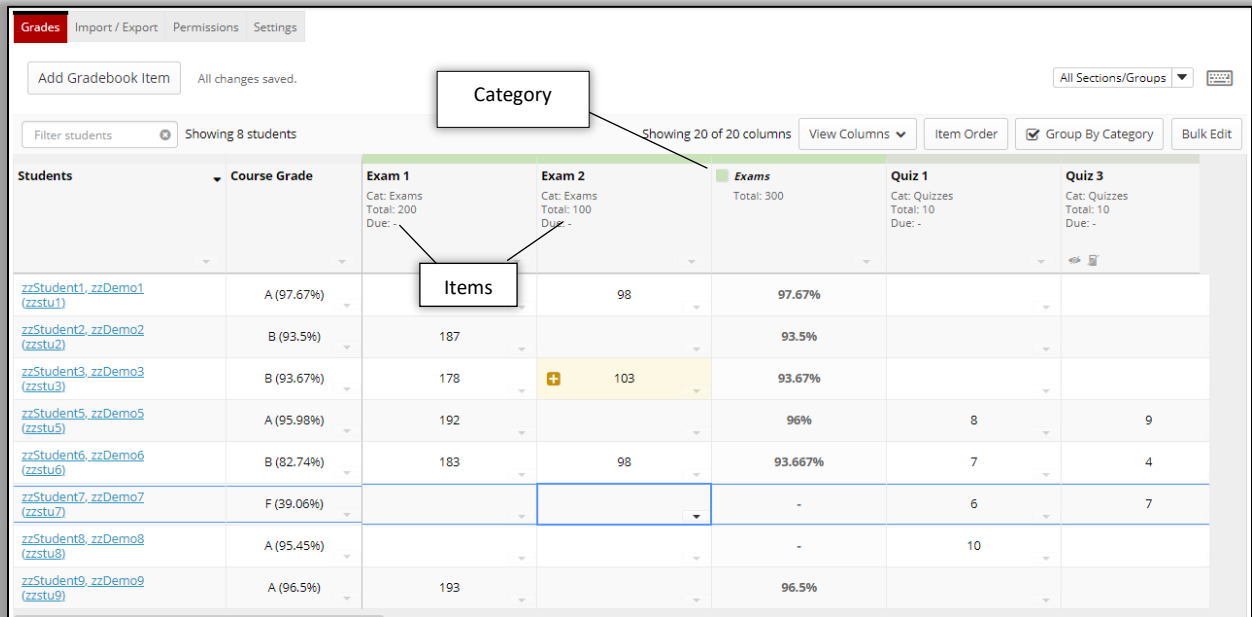
CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:309-438-2542) if you have questions.

Gradebook

Video - [Setting Up The Gradebook](#)

The Gradebook tool 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



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 are 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.
- Course grade is calculated by adding up points earned and dividing by points available.

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 have the same point value.
- Course grade is calculated by adding up points earned and dividing by points available.

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 (percent) 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.
- Course grade is calculated by first calculating category grades, and then multiplying them by the appropriate category percent; those values are then added together for the overall grade.

Setting Up Gradebook Structure

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

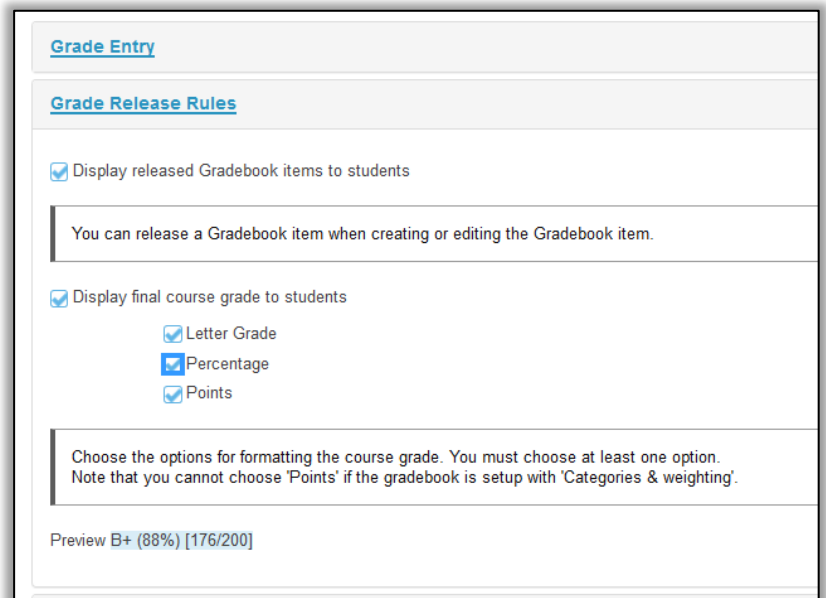


Grade Entry

- Allows users to select whether scores will be entered in the Gradebook as points or percentages. We generally recommend using points. If percentages are used, all items will be graded out of 100. Items with differing point values that derive from other tools will be converted to percentage automatically.

Grade Release Rules

- **Display released Gradebook items to students** – sets whether Gradebook items released to students are visible to them. (Usually turned on.)
- **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.**



Statistics

- Allows instructor to choose whether to display item statistics to students
- Allows instructor to choose whether to display course grade statistics to students

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.

Category	Extra Credit	Gradebook Items	Remove
Exams	<input type="checkbox"/>	2 items(s)	Remove
Quizzes	<input type="checkbox"/>	2 items(s)	Remove

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.

Category	Extra Credit	Gradebook Items	Remove
Exams	<input type="checkbox"/>	0 items(s)	Remove

Note: To use drop highest, drop lowest, or keep highest, all items in the category must have the same point 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%. If the weights do not add to 100%, changes will not be saved.
6. Finish by clicking the **Save Changes** button at the bottom of the page.

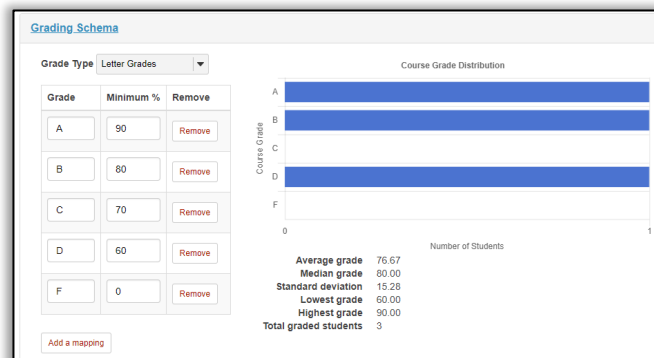
Category	%	Extra Credit	Gradebook Items	Remove
Assignments	40	<input type="checkbox"/>	0 items(s)	Remove
Exams	30	<input type="checkbox"/>	0 items(s)	Remove
Quizzes	10	<input type="checkbox"/>	0 items(s)	Remove
Research Paper	20	<input type="checkbox"/>	0 items(s)	Remove
Total:	100%			

Add a category

Grading Schema

The Grading Schema interface is used for selecting the grade method used in the course (Letter Grades or Pass / Not Pass) and adjusting minimum point percentages for each letter grade. 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.

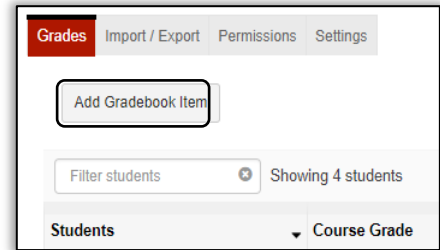


Setting up Gradebook Items

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 (if enabled) to which the item belongs.
5. Select release to students and include in course grade calculations as necessary.

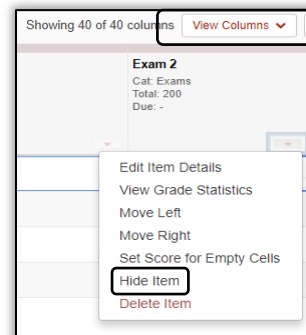
Note: *Gradebook Items can also be added to the Gradebook automatically through the Assignments and Test & Quizzes tools.*



Hiding Gradebook Items

Gradebook items can be hidden from instructor view without deleting.

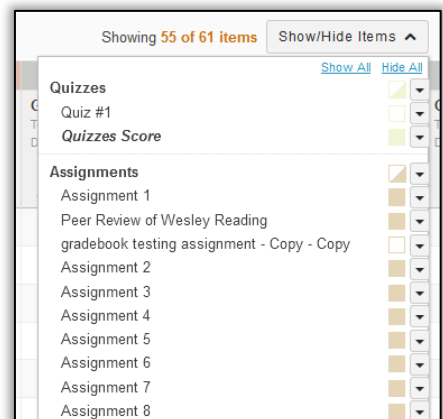
1. Click the dropdown arrow for that item and select **Hide Item**.
2. Click on the **View Columns** button and click on the shaded box associated with the item to be hidden.



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.

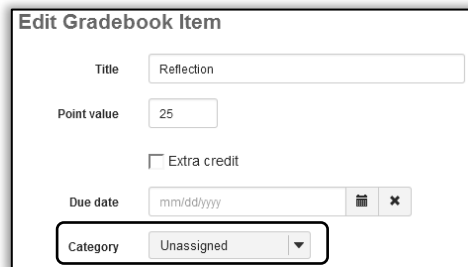


Moving Gradebook Items

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

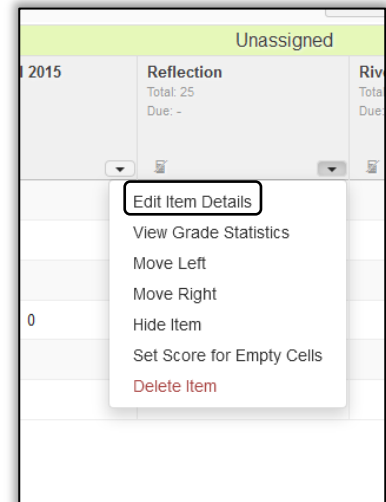
Title: Reflection

Point value: 25

Extra credit

Due date: mm/dd/yyyy

Category: Unassigned

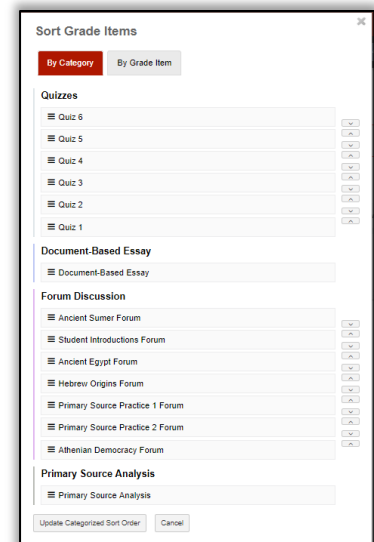


Within Categories

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.*



Bulk Edit

The **Bulk Edit** option allows you to easily change the settings for "Release item" and "Include item in grade" for all items on a single screen.

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.

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 ▼ ▼ in ▼

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