## Gradebook Overview

1. From the Campus Solutions menu, click the **Self-Service** link.

2. Click either the **Faculty Center** link to access the **Gradebook** via the **Faculty Center** or click the **Gradebook** link to access it directly.

3. On the **Faculty Center** page, click the **Gradebook** icon for the class you want to access it for.

4. The **Class Gradebook** page is used for entering grade totals.
   - Check the **Show Active Students** checkbox to exclude students from the listing who have withdrawn from the class.
   - The **Grade** column of fields appear for each assignment/quiz/test that has been setup on the **Assignment** page. This is a grade field. Enter the total points that each student earns for the assignment in this field.
   - The **Exclude Grade** column of check boxes (adjacent to last grade) appears for each assignment. Select this check box to exclude a particular assignment grade from all cumulative grades (including assignment averages) for a specific student. The grade field becomes unavailable for entry.
   - The system calculates the **Assignment Average** and displays a class assignment average for all graded assignments.
   - Click the **Grade by Assignment** tab.
5. The **Grade by Assignment** page displays information about individual assignments for each student.

Click on the **Select Assignment** look up icon to select the assignment for which you want to record/edit the assignment submission date or grade.

*Submitted date:* The system populates this field with the date that you enter a grade. The submitted date appears in the **Date Rec’d** (date received) field on the **Student Assignment Dates** page.

*Due Date:* The system populates this field with the due date that the instructor sets up on the **Assignment** page. If the instructor defines an extended due date on the **Assignment** page, the system displays the value.

Enter the **Grade** points that the student earns for the assignment.

Select **Exclude Grade** checkbox (adjacent to grade) to exclude a particular assignment grade from all cumulative grades (including assignment averages).

The system populates **Last Updated** field with the date and time that a user last modified any of the following fields: **Submit Date, Grade, Exclude Grade** or **Grade(s)** copied from another assignment through an Import.

Click on **Class Assignments** link to access the **Assignments** page, where you can view, edit and create class assignments.

| 6. | The **Assignments** page is where you can define assignments at the class level, enter assignment descriptions for students to view, and define attributes such as due dates, point assessment, weighting, and whether an assignment is optional or required. You can also establish assignments that correspond to class components such as labs and discussion sections.

You can copy assignments from other classes by clicking on the **Copy Assignments** button.

To create a new assignment, begin by clicking on the **Assignment Category** lookup icon to lookup and select an assignment category. You must select only those assignment categories that you intend to enter and weight on the **Category Weight** page.

Click the **Look up Assignment Category** button.

| 7. | On the **Look Up Assignment Category** page, click on the desired category to select it.

| 8. | Enter a **Description** for the assignment. Students will see this value through their GradeBook access.

<p>| 9. | Enter a <strong>Short Description</strong> for the assignment. Instructors see this value when grading students and students see this value when viewing their class grades. |</p>
<table>
<thead>
<tr>
<th></th>
<th>The following options are available in the Details section of the page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td><strong>Required</strong>: select this option to specify that this assignment is not optional. If checked, this assignment is required of all students but can be overridden on a student-by-student basis. If you clear this checkbox, students are not penalized if they are missing a grade for this assignment. Instructors can use this checkbox to differentiate between required and optional “extra credit” assignments.</td>
</tr>
<tr>
<td></td>
<td><strong>Assessed</strong>: select this option to specify that this assignment can be graded. If you clear this checkbox, no grade-input field appears on the Class GradeBook page or the Grade by Assignment page.</td>
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<tr>
<td></td>
<td><strong>Include for Mid Term Grade</strong>: ...</td>
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<tr>
<td></td>
<td><strong>Import Class Component Grades</strong>: select this option to define this assignment as an import target. This may be used to import grades from a non-graded component (such as a lab or clinical), but the component must be scheduled as a separate class for this to work.</td>
</tr>
<tr>
<td></td>
<td><strong>Allow Students to View Grades</strong>: select this option for the system to display the student’s grade for this assignment through the student gradebook view. <strong>Note</strong>: Instructors may want to leave this checkbox cleared until they have entered assignment grades for all students in the class to ensure that students are all able to see their assignment grades at the same time.</td>
</tr>
<tr>
<td>11.</td>
<td>In the <strong>Maximum Points</strong> field, enter the maximum points for this assignment. This value is used in all of the weighted average calculations. The student’s grade for an assignment is calculated by dividing their point for the assignment by the maximum points for the assignments.</td>
</tr>
<tr>
<td>12.</td>
<td>In the <strong>Weight in Points</strong> field, enter the weight in points for this assignment within the category.</td>
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<tr>
<td></td>
<td>- If this assignment contributes its full points (on a one-to-one basis) toward the cumulative grade, enter the same value as the maximum points value.</td>
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<td></td>
<td>- If the assignment should count double, for example, make the weight in points double the maximum points value.</td>
</tr>
<tr>
<td>13.</td>
<td>In the <strong>Begin Date</strong> field, enter the date that the assignment begins. This is usually the date that the assignment is given to the students. This value is visible to the students through the student Gradebook. <strong>Note</strong>: If you are setting up all the assignments for your class early in the term and don’t yet know when certain assignments will be given, you can leave this field blank and still save the assignment.</td>
</tr>
<tr>
<td>14.</td>
<td>In the <strong>Due Date</strong> field, enter the date that the assignment is due. This date is visible to students through the student gradebook. For the assignment to count in grade calculations, the system date (meaning today’s date) must be equal to or later than this date. The date must be less than or equal to the last date of the class. The <strong>Due Date</strong> field must be filled in for the assignment to be saved.</td>
</tr>
</tbody>
</table>
15. **The Extended Due Date** field may be used to extend the due date for all students in the class. If entered, this value is visible to students through the student gradebook and this date is used in the calculation instead of the Due Date.

   **The Estimated Grading Date** is used to tell students when they can expect to see their grade for the assignment. This is not a required field.

16. In the **Notes** field, enter any notes that you want to communicate to your students about this assignment. These notes are visible to students through the student gradebook.

17. If you wish to create additional assignments at this time, click on the button to insert additional rows for each additional assignment.

   Before you save an assignment, you must complete the **Category Weight** panel for this class.

   Click the **Category weight** tab.

18. **The Category Weight** page is where you can group assignments by category, and apply percentage weights to each category to use in calculating class grades.

   To begin, look up and enter an **Assignment Category** that corresponds to each of the assignment categories you setup on the Assignments page. Click the + button to insert additional rows to enter all of the assignment categories you will use for this class.

   After you have entered all the categories, enter a **Weight %** for each of the categories. The total of all weight percentage values must equal 100. This percentage value determines how each assignment category contributes to final grades. If the total percentage is not 100, you will receive an error when you try to save.

   After all weights have been entered, you can **Save** your work to this point.

   Click the **Grading Scale** tab.
| 19. | **The Grading Scale** page provides grading scales that you can define for midterm and final grade calculations.  

Accept the defaults in the **Grading Scheme** and **Grading Basis** fields. This information defaults from the catalog level of the course and must not be changed! A change to the scheme and basis will have a severe negative impact on the student’s grade record.  

Click on **Copy Grade Scale** to copy the grade scale information from another class to which the instructor is assigned. The system overwrites existing grade scale values with the copied grade scale values.  

The **Mark** and **Grade** fields are used to assign grades to students in these components depending on the marks obtained by them. Enter the lowest Mark (or percentage) that is allowed for a student to receive an “A”, and select the Grade of “A” in the first row.  

Press the + button to add another row for the next Mark value and Grade. Continue adding rows and entering information until all possible letter grades are represented.  

**Note:** – Be sure to enter a row for the lowest possible grade in your class. The mark will be calculated as a zero (0), which will result in the blank row you see next to the “F” grade above. The grading scale you enter here will calculate grades exactly as you’ve entered in this scale, without any rounding. For example, if you enter a mark of 95 as the lowest score for a grade of A, then a student who receives a 94.5, will receive a grade of B on that assignment.  

Click the **Save** button when finished to return to the **Grade by Assignment** page. |
| 20. | **On the Grade by Assignment** page, click the **Cumulative Grades** tab. |
21. The **Cumulative Grade** page contains information about the points entered and the grades for each student.

   in the **Select Grade Roster** field, look up and select the target grade roster for posting the mid term or current (final) grades.

   Click the **Update** button to send the mid term or current (final) grades to the **Grade Roster**. Clicking this button does not post student grades for the course. A system administrator must post the grade roster before the student’s grades are official.

   **Note:** If you click the **Update** button and there is a missing **Current Grade** value for a student, the system presents you with a warning that grades have not been assigned for all students. You can cancel to go back and enter any missing grades, or you can proceed with the update. The update will set the **Grade Roster** to a status of **Partial Post**.

   Enter a mid-term grade in the **Mid Term** field if you want to override the midterm grades that the system calculates.

   Enter a **Current Grade** value if you want to override the current grade that the system calculates.

   Click on the **Note** link to access the **Gradebook Note** page, where you can enter notes for each student. Optionally, the student can be permitted to view notes through the student Gradebook. Only the specific student for whom the note is written can see the note.

   Click the **Requirement Designation** tab.

22. On the **Requirement Designation** page, if the class does not have a requirement designation that requires a separate grade, the fields on this page are unavailable for entry.

   If available, the **Current Grade** field displays the current grade for each student. At the end of the class, this is the student's final grade.

   Click the **Import Component Grades** tab.

23. On the **Import Component Grades** page, look up and select the assignment that will receive the grade import. You must set up this assignment in advance of the import and the assignment must have the **Import Class Component Grades** check box selected on the **Assignment** page.

   Click the **Import Grades** button to search for and select the class component from which you want to import grades. Only classes from the current term where you are one of the instructors are available. When you import the final grades, the system converts the grade percent into points (the maximum of which is 100) and displays the result in the target assignment on the **Class Gradebook** page and the **Grade by Assignment** page. You can edit the grades once you import them.

24. **End of Procedure.**