

# Angel Gradebook Instructions

Instructors can either use the Angel Gradebook Wizard (available only in courses that have not been set up previously) or you can manually establish your gradebook. The following steps describe how to manually create your gradebook. If you see the wizard when you access the gradebook, select the Exit Wizard button. **All gradebook entries (drop boxes, quizzes, discussion forums, surveys) MUST be assigned to at least one category created by the instructor.**

To set-up the gradebook correctly an instructor MUST do the following three steps:

1. Set the gradebook preferences
2. Add at least ONE category for grouping the assignments
3. Add assignments if necessary or modify gradebook settings for assignments in the Lessons area

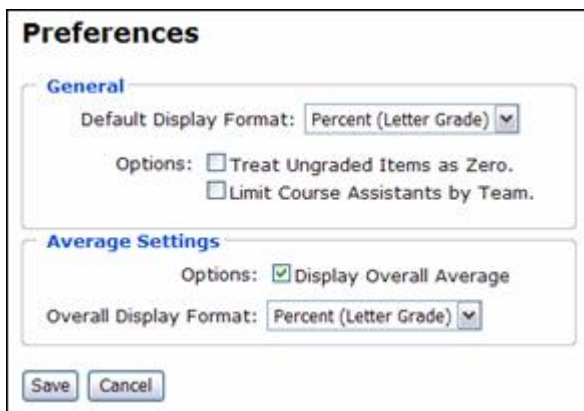
These steps are described in detail below.

## STEP ONE: SETTING YOUR PREFERENCES

In the Gradebook Setup area the instructor can modify gradebook preferences such the grade display format.

To modify gradebook preference settings:

1. In your course site select the **Tools Tab** and select **Course Gradebook**
2. Click the **Preferences** hyperlink in the Gradebook Setup area (shown below)



The screenshot shows the 'Preferences' dialog box with two sections: 'General' and 'Average Settings'. In the 'General' section, the 'Default Display Format' is set to 'Percent (Letter Grade)'. There are two unchecked options: 'Treat Ungraded Items as Zero.' and 'Limit Course Assistants by Team.'. In the 'Average Settings' section, the 'Display Overall Average' checkbox is checked, and the 'Overall Display Format' is also set to 'Percent (Letter Grade)'. At the bottom, there are 'Save' and 'Cancel' buttons.

Select a different value from the **Default Display Format** drop-down menu to change how grades should be displayed in the gradebook and student's grade report. Please note the Letter Grade option can be changed in the Grading Scale area to show a number (3.5) instead of a letter grade (A-).

Optionally deselect the **Display Overall Average** checkbox if do not want to display the overall, calculated grade on the student's grade report and on the View Grades by User page.

**Note:** Overall Average is always displayed in the View All Grades grid view regardless of whether the Display Overall Average checkbox is selected or not.

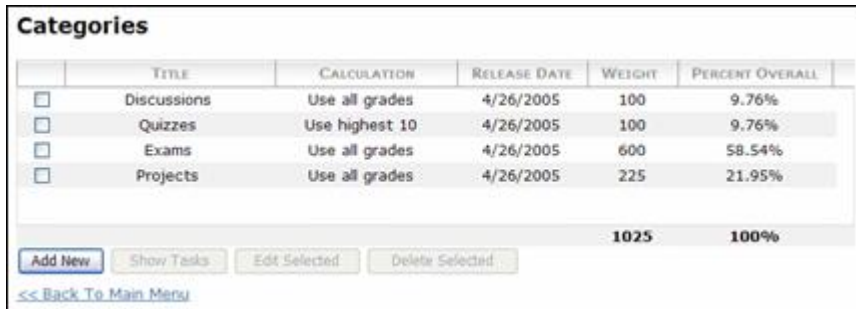
Select a different value from the **Overall Display Format** drop-down menu to change how the overall grade should be displayed in the gradebook and student's grade report.

3. Click the **Save** button to save the gradebook preferences.

## STEP TWO: CREATING ONE OR MORE CATEGORIES

***Instructors MUST create at least one category for their gradebook!!!***

The Categories page allows the course editor to add new gradebook categories, to edit settings for one or more categories (modifying multiple), and to reorder or delete categories. The Categories page also allows the instructor to view or reorder category assignments. To access the Categories page, click the **Categories** hyperlink in the Gradebook Area.



	TITLE	CALCULATION	RELEASE DATE	WEIGHT	PERCENT OVERALL
<input type="checkbox"/>	Discussions	Use all grades	4/26/2005	100	9.76%
<input type="checkbox"/>	Quizzes	Use highest 10	4/26/2005	100	9.76%
<input type="checkbox"/>	Exams	Use all grades	4/26/2005	600	58.54%
<input type="checkbox"/>	Projects	Use all grades	4/26/2005	225	21.95%
				<b>1025</b>	<b>100%</b>

[Add New](#) [Show Tasks](#) [Edit Selected](#) [Delete Selected](#)

[<< Back To Main Menu](#)

**Note:** If the gradebook was created using the Gradebook Wizard, the Categories page may already have one or more category titles listed including calculation method, release date, weight, and percentage-based impact on the overall grade. Weight and Percent Overall columns display a sum value at the bottom of their respective columns.

### Adding a New Category

Categories are an important gradebook concept. The primary purpose of categories is to group assignments based on their impact on the overall grade. Before creating your category(s) please read the following three scenarios. Instructions should NOT put assignments in a category called "default category".

Instructors MUST choose one of the following options. Scenario 1 is the most simple:

- **Scenario 1 – Using a Single Category**  
The grade by points scenario can optionally be accomplished using a single category (e.g. called Assignments) with a value of 100 (percent) or with a value equal to the total point value sum of all assignments. The use of more than one category is only required if you prefer to weight categories to determine the overall average (scenario 2 below) or if you want to categorize assignments by assignment type.
- **Scenario 2 – Grade By Percent with Multiple Categories**  
Each category is worth a specific percentage of the overall grade. For example, a category called Homework is worth 50% of the overall grade, Quizzes is worth 25%, and Exams is worth 25%. In this case, simply use the appropriate percent value (50, 25, and 25) as the weight for each category.
- **Scenario 3 – Grade By Points with Multiple Categories**  
Each category is worth a total number of points. All categories are added up to determine the overall grade. For example, a category called Homework is worth 300 points, Quizzes is worth 150 points, and Exams is worth 150 points. For this scenario, use the appropriate point value (300, 150, and 150) as the weight for each category.

To add a new category:

1. From the Gradebook area select the Categories link (first option under Gradebook Management).
2. Click the **Add New** button. The Category Editor will display at the bottom of the page.
3. Click the **Advanced** option to display all of the category options.

The screenshot shows the 'Categories' page with a table of existing categories and the 'Category Editor' form below it.

	TITLE	CALCULATION	RELEASE DATE	WEIGHT	PERCENT OVERALL
<input type="checkbox"/>	Discussions	Use all grades	4/26/2005	100	9.76%
<input type="checkbox"/>	Quizzes	Use highest 10	4/26/2005	100	9.76%
<input type="checkbox"/>	Exams	Use all grades	4/26/2005	600	58.54%
<input type="checkbox"/>	Projects	Use all grades	4/26/2005	225	21.95%
				<b>1025</b>	<b>100%</b>

Buttons: Add New, Show Tasks, Edit Selected, Delete Selected

**Category Editor** View:  Normal  Advanced

Title:  Release Date: May 9 2005 PM 06 : 35

Description:  Formula:

Calculation:  Use all assignments  
 Drop lowest:  grades  
 Use Highest:  grades

Average Format:  Average Shown  
 Extra Credit

Weight:   Auto-calculate

Percent Overall: %

Buttons: Save, Cancel

[<< Back To Main Menu](#)

4. Type a title for the category in the **Title** field.
5. (Optional) Type a category description in the **Description** field.
6. (Optional) Select the appropriate calculation method from the **Calculation** options to determine whether the category average should be based the grade of all category assignments (**Use all assignments**) or a subset using the highest scored assignments (**Use highest** or **Drop lowest**).

**Note:** The Calculation option allows the course editor to configure a category to “drop lowest” or “use highest” *n* number of grades when calculating each student’s category average. For example, by specifying “Use Highest” 10 for the Quizzes category, each student category average will be calculated based on their 10 highest quiz scores.

6. Type the points or percentage value (numeric) in the **Weight** field (see calculation examples above) or select the **Auto-calculate** checkbox to allow the gradebook to auto-calculate the category weight using the sum of all assignments assigned to the category.

**Note:** Notice the **Percent Overall** value will automatically update based on the value specified in the Weight field. The update does not occur until the cursor is placed outside the Weight field.

7. (Optional) Specify a different **Release Date** and time for the category to effectively hide the category average and the grades for all assignments assigned to the category until a future release date.
9. (Optional) Deselect the **Average** checkbox if you do not want to display the category average. When deselected, the category average will not display in the student or instructor views.
10. (Optional) Select a different option from the **Average Format** drop-down menu if you want to use a different display format for the category average than the gradebook default (specified in Gradebook Preferences).
11. (Optional) Select the **Extra Credit** checkbox to configure the category to be calculated as extra credit.

**Note:** The impact of the extra credit on the overall grade is determined by the value specified in the Weight field.

For points-based grading, select the Auto-calculate option to auto-calculate the weight of the extra credit category based on the point values of the extra credit assignments.

For percentage-based grading (weighted grading), type a percent value for the extra credit category to be used to calculate the highest possible percent score. For example, if you type 10 as the extra credit weight (in percent-based grading), students could potentially get up to 110% as their final score.

12. Click the **Save** button.

## STEP THREE: ADD/EDIT ASSIGNMENTS

When adding or editing any content item that might be graded in the Lessons tab (such as drop boxes, quizzes/exams, surveys or discussion forums), you have the option to designate it as “graded” content and therefore it will display in the Gradebook. If the Gradebook Assignment box in the settings area for a content item (shown below) is UNCHECKED, it will NOT display in the gradebook.

It is suggested that instructors set up the gradebook categories FIRST (described above) before adding content. This will simply save time in modifying assignment properties. Drop boxes, quizzes/exams, surveys and discussion forums automatically have a gradebook item created once the gradebook assignment settings are saved. These settings can be saved while creating one of these items or the content item can be modified from the lessons area.

To modify gradebook settings for a drop box, quiz/exam, survey or discussion forum:

1. From the Lessons Tab in your course site go to a content item (drop box, quiz etc.)
2. Select the Edit link
3. Select the Gradebook Assignment check box (shown below)
4. Select a category, enter a number of points and determine calculation method if necessary
5. Click the Save button

The gradebook item for the content item will now be shown in the course gradebook.

Gradebook Assignment

Category

Points Possible

Calculation Type

Display Format

Hidden

The Assignments page in the gradebook allows the course editor to add new gradebook assignments, to edit settings for one or more assignments (modifying multiple), and to delete assignments. To access the Assignments page, click the **Assignments** hyperlink in the gradebook area.

**Please note:** The instructor should not create New Assignments for drop boxes, quizzes/exams or surveys. Once the gradebook assignment settings have been saved in the settings area of the content item, it will show as a gradebook item.

	TITLE	CATEGORY	POINTS POSSIBLE	RELEASE DATE	
<input type="checkbox"/>	Discussion 1	Discussions	25	4/26/2005	▲
<input type="checkbox"/>	Discussion 2	Discussions	25	4/26/2005	▼
<input type="checkbox"/>	Discussion 3	Discussions	25	4/26/2005	
<input type="checkbox"/>	Discussion 4	Discussions	25	4/26/2005	
<input type="checkbox"/>	Quiz 1	Quizzes	10	4/26/2005	
<input type="checkbox"/>	Quiz 2	Quizzes	10	4/26/2005	▼

[<< Back To Main Menu](#)

If the gradebook was created using the Gradebook Wizard, the Assignments page may already have one or more assignment titles listed including category, points possible, and release date.

### Add a New Assignment

Instructions should create new assignments for things that are not graded in the Lessons area of a course site. An example of a new assignment would be a face-to-face presentation from a student. All drop box, quiz and discussion forum gradebook options should be modified in the Lessons area.

To add a new assignment:

1. Click the **Add New** button. The Assignment Editor will display at the bottom of the page.
2. Click the **Advanced** option to display all of the assignment options.

**Assignments**

	TITLE	CATEGORY	POINTS POSSIBLE	RELEASE DATE	
<input type="checkbox"/>	Discussion 1	Discussions	25	4/26/2005	▲
<input type="checkbox"/>	Discussion 2	Discussions	25	4/26/2005	▼
<input type="checkbox"/>	Discussion 3	Discussions	25	4/26/2005	
<input type="checkbox"/>	Discussion 4	Discussions	25	4/26/2005	
<input type="checkbox"/>	Quiz 1	Quizzes	10	4/26/2005	
<input type="checkbox"/>	Quiz 2	Quizzes	10	4/26/2005	▼

**Assignment Editor** View:  Normal  Advanced

Title:

Description:

Category:

Points:

Display Format:

Calculation Type:

Release Date:

PM 08 : 25

Password:

Hidden

Associated Content Items:

- Quiz 3
- Quiz 1
- Discussion 4
- Project 1
- Project 2
- Exam 2

Formula:

Label Mask:

Label Error Message:

3. Type a title for the assignment in the **Title** field.
4. (Optional) Type a description for the assignment in the **Description** field.
5. Select an assignment category from the **Category** drop-down menu.
6. Specify a points possible value for the assignment in the **Points** field.
7. (Optional) Select a different option from the **Display Format** drop-down menu if you want to use a different display format for the assignment grade than the gradebook default (specified in Gradebook Preferences).
8. Select the appropriate calculation type from the **Calculation Type** drop-down menu.

**Note:** The Calculation Type option is intended to be used in combination with the Associated Content Items option. If the gradebook assignment has one or more associated content items, then the Calculation Type option should be used to determine which content item grade should be used to update the gradebook assignment.

Since many content items can be graded multiple times, and multiple content items can be associated with the same gradebook assignment, you have four options for obtaining a grade: Average Score, Maximum Score, First Submission, Last Submission, and Manual.

**Average Score** uses an average of all scores submitted. **Maximum Score** uses the highest of all scores submitted. **First Submission** uses the first score submitted. **Last Submission** uses the last (most recent) score submitted. The calculation type of **Manual** requires the instructor to enter a score manually.

9. (Optional) Specify a different **Release Date** and time to hide the assignment until a future release date.
10. (Optional) Specify a password in the **Password** field to require the student to provide a password to view the assignment grade.
11. (Optional) Select the **Hidden** checkbox to hide the assignment grade from the student's Grade Report view.
12. (Optional) Select one or more **Associated Content Items** if you want to associate the gradebook assignment to one or more ANGEL content items.
15. Click the **Save** button.