ANGEL: Getting Started with the Course Gradebook

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Objectives

- Learn how to access, set up, and utilize the ANGEL Course Gradebook
- Learn how to set up, display, and enter grade information in a variety of ways
- Learn how to use the ANGEL Course Gradebook Management tools to effectively manage your students' graded assignments
Overview of the Course Management System

Penn State’s Course Management System, A New Global Environment for Learning (ANGEL), is a Web-based tool available to all Penn State instructors. The course’s class roster is automatically linked to the Penn State registrar database, ISIS, and is updated regularly.

Under the Course Management System, instructors can, without using HTML:

- Post an online syllabus
- Create and edit a course calendar
- Add links to other Web sites
- Create robust Web pages.
- Upload files for student use
- Develop online quizzes and surveys
- Communicate with students
- Create teams
- Automate methods for students to share files and communicate with instructors and each other
- Create lessons by combining lesson elements into a logical order
- Track student progress

By default, all courses are initially disabled. If you are listed as an instructor of a course, you can see, enter, and edit the course to prepare it for student use. Students cannot see or enter a course until you activate it, which you may do at any time.
Copyright Implications When Assigning Viewing Rights to Lesson Items

On the settings screen of each ANGEL lesson item is a “Viewable By” field. The default “Viewable By” setting is “Students,” which allows enrolled students, as well as anyone with greater rights, such as a “Course Editor,” to view the item. However, it is possible to make an item viewable by “Authenticated Guests,” meaning anyone who has logged on to ANGEL with a Penn State Access Account. In certain circumstances, making an item viewable by a wider audience than the students enrolled in the course could violate copyright law.

When assigning viewing rights to a lesson item, you should be aware of the ramifications in terms of copyright law, especially the Technology, Education and Copyright Harmonization (TEACH) Act adopted November 2, 2002. If you have not obtained copyright clearance from the copyright holder, the TEACH Act’s “fair use” guidelines allow you to use certain portions of copyrighted digital materials in an electronically delivered course. However, you must restrict access only to students enrolled in your course, which must be an official University course. Other restrictions, such as the amount and kind of materials, also apply. You may review the guidelines at http://ilt.its.psu.edu/dmd/teachact/. Specifically, you should read the “Letter to the Deans and Faculty” from Executive Vice President and Provost Rodney Erickson underscoring the seriousness with which this issue is taken by the Penn State administration. If you have questions, please contact teachact@psu.edu.
Using the ANGEL Course Gradebook

About the Gradebook

The gradebook allows course editors to track and display grades for ANGEL lesson content items (quizzes, drop boxes, etc.) and for assignments handed in outside of the ANGEL environment (presentations, speeches, etc.). Assignments are organized by categories that can be weighted to calculate an overall grade for each student.

To access the gradebook:

1. Within the course, select the Manage tab.
2. Select the Gradebook link beneath the Course Management subheading.

Set Up the Gradebook

The first time you enter the gradebook, the Gradebook Setup Wizard appears. Instructors have the option of going through the wizard (recommended) or skipping the wizard and manually configuring the gradebook.

Note: The Setup Wizard is designed to be a one-time only tool. As such, it is only visible the first time you open the gradebook. On subsequent occasions, you may edit the configuration of the gradebook by selecting the Preferences link on the main gradebook menu.

The Setup Wizard consists of a five-step process:

Step 1: Select the Gradebook Mode

Step 2: Specify Categories and Calculation Method

Step 3: Select Content Items

Step 4: Specify Category, Points, and Calculation Type

Step 5: Set Up Grading Scale
Step1: Select the Gradebook Mode

The first time you access the gradebook within the course, the gradebook Setup Wizard is available.

The first step in setting up the gradebook using the wizard is to select the grading mode for the course. You can select a grading style based on points or percentages.

Points: This option allows for a points-based grading system. Each assignment is worth a specified point total. Weights and formulas are not available for categories when in points mode.

Gradebook Setup - Step 1

TIP: Click Here to learn more about the gradebook setup wizard and other commonly used features.

Gradebook Mode:

Points

This option enables simple points-based grading. Formulas are available at the assignment level only.

Percentage

This option enables percentage-based grading. Category weighting and formulas are available.

<table>
<thead>
<tr>
<th>Title</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>Use all assignments:</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Use all assignments:</td>
</tr>
<tr>
<td>Exams</td>
<td>Use all assignments:</td>
</tr>
<tr>
<td></td>
<td>Use all assignments:</td>
</tr>
<tr>
<td></td>
<td>Use all assignments:</td>
</tr>
<tr>
<td></td>
<td>Use all assignments:</td>
</tr>
</tbody>
</table>

< Skip Wizard >  Next >>
**Percentage:** This option allows for a percentage-based grading system. Category weights and formulas are available.

**Gradebook Setup - Step 1**

TIP: [Click Here](#) to learn more about the gradebook setup wizard and other commonly used features.

Gradebook Mode:

- **Points**
  This option enables simple points-based grading. Formulas are available at the assignment level only.

- **Percentage**
  This option enables percentage-based grading. Category weighting and formulas are available.

<table>
<thead>
<tr>
<th>Title</th>
<th>Weight</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>50</td>
<td>Use all assignment:</td>
</tr>
<tr>
<td>Quizzes</td>
<td>25</td>
<td>Use all assignment:</td>
</tr>
<tr>
<td>Exams</td>
<td>25</td>
<td>Use all assignment:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[< Skip Wizard >][Next >>]

**Step 2: Specify Categories and Calculation Method**

Within the course gradebook, categories are used for grouping together like assignments. The **Setup Wizard**, available the first time you access the gradebook, is populated with three default categories, Drop Boxes, Quizzes, and Surveys. You may keep these categories or create your own in step 1 of the **Setup Wizard**.

**Specify the Categories**

Within the **Categories** table, enter the **Title** of each category you will use for your grading scheme in a left-hand text box. You may also delete any or all of the three default categories listed if they do not conform to your grading scheme.

**Note:** If you are grading by points, you may only require a single category, e.g., Assignments. The use of more than one category is only required if category weights are to be applied when determining the overall average or if you wish to categorize assignments by their type.
Specify Category Weights (percentage mode)
If you are grading by percentage, each category counts as a specific percentage, or weight, toward the overall grade. Enter a percentage in the Weight field corresponding to each category. For example, you might have a Homework category worth 50% of the overall grade and Quiz and Exam categories each worth 25% of the overall grade.

In points mode, each category is worth the total number of points of its assignments. All categories are added together to determine the overall grade. For example, the overall grade for a course with a Homework category worth 150 points, a Quizzes category worth 150 points and an Exam category worth 300 points would be calculated based on 600 points.

Select the Category Calculation Method
For each category, from the corresponding Calculation pull-down menu, select how the gradebook should calculate the overall score for that category. The options are to:
- Use all assignments (default)
- Drop lowest
- Use highest

Click the Next button when finished.

Step 3: Select Gradebook Content Items
Step 2a in the gradebook setup process allows you to select the check box next to each content item you want to add to the gradebook. Click the Next button when finished.

Note: Only content items ANGEL considers “gradable,” that is, drop boxes, quizzes, surveys, and discussion forums, will appear in this list.

Gradebook Setup - Step 2a
Now, choose which content items you want to create gradebook assignments. To select an item click the check box next to it. If there are no content items the list below will be empty. Click “Next” when you are finished.

Lessons
- Select All
  - Murphy’s Law
  - Quiz 1
  - Quiz 2
  - Homework 1
  - Homework 2
  - Homework 3
  - Homework 4
  - Homework 5
  - Team Presentation 1
  - Team Presentation 2
  - Team Presentation 3
Step 4: Specify Category, Points, and Calculation Type

In Step 2b in the gradebook setup process, each assignment you have included in the gradebook in Step 2a must be assigned to a category and given a point value.

Select the appropriate category from the pull-down menu and fill in the point value in the Points text box. Next, select the appropriate calculation type. This determines which grade should be counted. The options are:

- First Submission (default)
- Manual (the instructor must manually enter the grade)
- Average Score
- Maximum Score
- First Submission
- Last Submission

Gradebook Setup - Step 2b

For this step you need to choose a category, number of points possible and the calculation type for the content items you selected.

<table>
<thead>
<tr>
<th>Content Item</th>
<th>Categories</th>
<th>Points</th>
<th>Calculation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>Maximum Score</td>
</tr>
<tr>
<td>Drop Box</td>
<td>Drop Boxes</td>
<td>100</td>
<td>Manual</td>
</tr>
</tbody>
</table>

Note: The calculation type is assignment-specific and is different from the category calculation method (Step 1). For example, it is possible for an instructor to have three assignments in the Homework category where Assignment 1 takes the average score of all the submissions for the assignment, Assignment 2 uses a calculation type of Maximum Score, and Assignment 3 must be manually graded. These scores are calculated individually prior to the application of the category calculation method.

Click the Next button when finished.
Step 5: Set Up Grading Scale

Gradebook Setup - Step 3

Now you have the option of entering a grading scale. A Grading scale maps a minimum percentage back to a letter grade. Just click "Next" if you don't have any grading scale you want to enter.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Minimum Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>A-</td>
<td>90</td>
</tr>
<tr>
<td>B+</td>
<td>88</td>
</tr>
<tr>
<td>B</td>
<td>83</td>
</tr>
<tr>
<td>B-</td>
<td>80</td>
</tr>
<tr>
<td>C+</td>
<td>75</td>
</tr>
<tr>
<td>C</td>
<td>70</td>
</tr>
<tr>
<td>D</td>
<td>60</td>
</tr>
</tbody>
</table>

Next >>

Work with the Gradebook

The main Gradebook menu consists of four areas of functionality: a Views section that allows you to view grades, an Enter/Edit Grades section that allows you to enter grades and comments, a Gradebook Setup section that allows you to configure gradebook preferences and import/export grades, and a Gradebook Management section that allows you to manually create and edit gradebook categories, assignments, macros, and a grading scale.

Gradebook Management

1. Categories
   Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories.

2. Assignments
   Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.

3. Macros
   Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.

4. Grading Scale
   Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

Gradebook Tutorial

Overview
Learn about the gradebook setup wizard and other commonly used gradebook features.
Views
Within the main Gradebook menu, the View Grades tools allow you to easily view all grades or view a filtered list of grades by category, student, or team.

View All Grades
To view all gradebook grades, on the main Gradebook menu beneath the Views subheading, select the View All Grades link. The View Grades screen displays a list of all students and gradebook assignments.

<table>
<thead>
<tr>
<th>Username</th>
<th>Overall</th>
<th>Drop Boxes Overall</th>
<th>Drop Box (100%)</th>
<th>Quizzes Overall</th>
<th>1st Chapter Quiz</th>
<th>Wake Up Brain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw Class Average</td>
<td>83.5 (B)</td>
<td>83.5 (B)</td>
<td>154.33 (C)</td>
<td>70.5 (C)</td>
<td>84.33 (B)</td>
<td></td>
</tr>
<tr>
<td>Learner, Ashley (q121)</td>
<td>255 (D)</td>
<td>00 (D)</td>
<td>00 (D)</td>
<td>175 (D)</td>
<td>90 (A)</td>
<td>05 (B)</td>
</tr>
<tr>
<td>Learner, Celeste (q122)</td>
<td>245 (B)</td>
<td>02 (B)</td>
<td>02 (B)</td>
<td>153 (B)</td>
<td>78 (C)</td>
<td>05 (B)</td>
</tr>
<tr>
<td>Learner, Cosmo (q123)</td>
<td>244 (B)</td>
<td>75 (C)</td>
<td>75 (C)</td>
<td>159 (C)</td>
<td>01 (C)</td>
<td>00 (B)</td>
</tr>
<tr>
<td>Learner, Gabri (q123)</td>
<td>238 (C)</td>
<td>86 (B)</td>
<td>86 (B)</td>
<td>152 (C)</td>
<td>80 (B)</td>
<td>72 (C)</td>
</tr>
<tr>
<td>Learner, Tho (q124)</td>
<td>263 (D)</td>
<td>93 (A)</td>
<td>93 (A)</td>
<td>170 (B)</td>
<td>04 (A)</td>
<td>06 (B)</td>
</tr>
</tbody>
</table>

Note: To view or edit grades for a specific student, select the name.

View Grades by Category, Team, or Student
To filter the view of gradebook grades by category and/or team, on the main Gradebook menu, beneath the Views subheading, select the appropriate category and team from the two View Grades pull-down menus, then click the Go button. The View Grades screen displays a list of students and gradebook assignments based on the category and team selections.

To filter the view to a particular user, select the Find Student... option from the second pull-down menu. In the dialogue box that appears, enter any portion of the user’s first name, last name, or userid in the text box, then click the Search button.

Select the linked name of the user whose grades you wish to view. The user’s name is then selected in the pull-down menu on the main Gradebook screen. Click the Go button. The View Grades by User screen displays a list of assignments, grades and comments for that individual.
Elements of the View Grades Screen
The View Grades screen for a category or team includes the following elements:

Show: The Show pull-down menu at the upper left allows you to filter the list of students based on team affiliation.

Only Students: Deselecting the Only Students check box displays grades for all enrolled users, including non-students.

Number to Display: By default, the View Grades screen displays grades for the first 25 students, ordered by last name, if you have not specified more restricted viewing criteria. If you wish to display listings for more students, you can select a higher value from the Number to Display pull-down menu then click the Go button, or use the Previous and Next links at the bottom of the page.

View: The View options allow you to view grades formulated as Points or Percentage. The Default view option displays grades based on the display format settings specified in the Setup Wizard or in Preferences.

Print: Click the Print button in the upper right to bring up a screen where you can specify the printing settings for a printer-friendly PDF version of the grade display.

Note: For best results, change your Page Orientation print preference to Landscape to display the maximum number of assignments on each printed page. To print grades for a very large gradebook, one with many students and/or assignments, consider exporting the grades to a spreadsheet first, where the columns can be configured to optimize space.

Navigation: Use the horizontal scroll bar (located below the last student listed) and scroll to the right to view all category averages and assignment grades.

Enter/Edit Grades
Gradebook grades can be entered and edited by assignment or by user.

Enter Grades by Assignment
1. On the main Gradebook menu beneath the Enter/Edit Grade subheading, select the By Assignment link. The Enter Grades By Assignment screen will display.

   ![Enter Grades By Assignment Screen](attachment:image.png)

   Select an Assignment: [Select an Assignment...]
   Go
   Done

   - Units Drop Box
     - Unit 1 Drop Box
     - Unit 2 Drop Box
     - Unit 3 Drop Box
     - Unit 4 Drop Box
   - Quizzes
     - Unit 1 Quiz
     - Unit 2 Quiz
     - Unit 3 Quiz
     - Unit 4 Quiz
   - Discussion Forums
     - Unit 1 Discussion Forum
     - Unit 2 Discussion Forum
     - Unit 3 Discussion Forum
     - Unit 4 Discussion Forum
2. Select the desired assignment from the **Selected Assignment** pull-down menu, then click the **Go** button. The page will update to display the assignment name and attributes (max points, assignment category, course average, and calculation method) followed by a list of students with fields in which to enter the grades.

   Enter Grades By Assignment:
   Selected Assignment: [UNIT 1 Drop Box] Go

   Unit 1 Drop Box
   Max Points: 100
   Category: Homework
   Calculation Method: FirstSubmission
   Content Items: Unit 1 Drop Box

   Show: All Users Only Students
   Display: 25 Go
   View: Full Condensed

<table>
<thead>
<tr>
<th>Name</th>
<th>Percentage</th>
<th>Points</th>
<th>Locked</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learner, Aster (e123)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learner, Celeste (e123)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learner, Thor (e123)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. If the assignment is associated with an ANGEL content item (quiz, drop box, etc.), a **Content Items** attribute will link to the associated content item, providing quick access to the item.

4. Optionally list only the members of a particular team by selecting the name of the team from the **Show** pull-down menu. You may also optionally deselect the **Only Students** check box to display grades for all enrolled users, including non-students. You must click the **Go** button to apply either of these settings.

5. By default, the first 25 students are listed, ordered by last name. If you wish to display listings for more students, you can select a higher value from the **Display** pull-down menu then click the **Go** button, or use the **Previous Page** and **Next Page** links at the bottom of the screen.

6. Optionally select **Condensed** view to change to a simple view of percentage and points fields for each student, conserving screen space. Select **Full** view to view all grading options, including the **Locked** and **Comments** fields (discussed below).
7. Enter the grade for each student in either the **Percentage** or **Points** field. (If you are awarding the same grade to all the students displayed, you may alternately use the **Batch Update** tool, described below, to enter all the grades at once.) As you move to the next user, the neighboring field will automatically update with the appropriate value, which is calculated based on the entered score and assignment’s maximum points.

8. When using gradebook macros to enter grades, enter the labels (A, B, C, etc.,) in the **Percentage** field in order for the gradebook to correctly calculate.

9. The **Locked** option is used with gradebook assignments that are associated with ANGEL content items (quiz, drop box, discussion forum, etc.). It allows you to “lock” and manually overwrite a student grade to ensure it will not be overwritten by updates to the associated ANGEL content item.

10. Optionally provide feedback in the **Comments** field for each student. Comments are displayed in the student’s grade report and are only viewable by the student for whom they are intended.

11. Click the **Save Changes** button to save the information entered on the current screen before navigating to another assignment or screen.

**Note:** The **Batch Update** tool near the bottom of the screen makes it easy to add a common grade for all members of a particular team or to add a common grade to all students who do not have a grade listed. For example, you could batch update an assignment to give a zero to everyone who did not complete the assignment. To batch update the grades for the students listed on the current screen, enter a percentage or point value in the appropriate field within the **Batch Update** area. Optionally select the **Locked** check box and/or provide a common comment (if applicable), then click the **Batch Update** button.

To enter grades for another assignment, select it from the **Selected Assignment** pull-down menu at the top of the screen. To return to the main **Gradebook** menu, click the **Done** button.

---

**Enter Grades by User**

1. On the main **Gradebook** menu beneath the **Enter/Edit Grades** subheading, select the **By User** link. The **Enter Grades by User** screen will display.

2. Select the **Search** link.

3. In the separate window that appears, search for a user in one of the following ways:
   - To display a list of all users in the course, leave the text box blank, then click the **Search** button.
To search for a specific student, enter either the first name, last name, or userid, then click the **Search** button.

To display a list of the members of a particular team, select the team name from the pull-down menu, then click the **Search** button.

4. Select the name of the student whose grade(s) you wish to enter. The screen will update to display the student’s name at the top and a list of gradebook assignments.

5. Enter each grade into either the **Grade** or **Points** field. When using gradebook macros to enter grades, enter the labels (A, B, C, etc.,) in the **Grade** field in order for the gradebook to correctly calculate.

![Image of gradebook interface]

6. The **Locked** option is used with gradebook assignments that are associated with ANGEL content items (quiz, drop box, discussion forum, etc.). It allows you to “lock” and manually overwrite a student grade to ensure it will not be overwritten by updates to the associated ANGEL content item.
7. Optionally provide feedback in the **Comments** field for each student. Comments are displayed in the student’s grade report and are only viewable by the student for whom they are intended.

**Note:** Comments only display when associated with a grade.

8. Click the **Save** button to save the information entered on the current screen before navigating to another student or screen.

To enter grades for another student, select name of the current student at the top of the screen to open the search window. To return to the main **Gradebook** menu, click the **Done** button.

**Gradebook Setup**

On the main **Gradebook** menu, the tools beneath the **Gradebook Setup** subheading enable you to modify your gradebook preferences, export and import grades, import assignments, and publish course grades.

<table>
<thead>
<tr>
<th>Gradebook Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferences:</td>
</tr>
<tr>
<td>Maintain overall preferences of the gradebook.</td>
</tr>
<tr>
<td>Import Grades:</td>
</tr>
<tr>
<td>Import grades from an external file.</td>
</tr>
<tr>
<td>Export Grades:</td>
</tr>
<tr>
<td>Export grades to a file.</td>
</tr>
<tr>
<td>Import Assignments:</td>
</tr>
<tr>
<td>Import assignments from repositories.</td>
</tr>
<tr>
<td>Publish Course Grades:</td>
</tr>
<tr>
<td>Save an official record of the course grade that can outline this ANGEL course.</td>
</tr>
</tbody>
</table>

**Preferences**

The **Preferences** link is used to set or modify gradebook preferences. On the **Preferences** screen, you can copy gradebook settings from another course or group, select the gradebook mode and display, and decide how to treat ungraded items.

**Preferences**

To copy settings from another course, use the **Copy Gradebook Settings tool**.

### General

- **Default Display Format:** Score (Letter Grade)
- **Options:**
  - Treat Ungraded Items as Zero
  - Limit Course Assistants by Team
  - Exclude Instructors from Averages
- **Gradebook Mode:** Percentage

### Average Settings

- **Options:** Display Overall Average
- **Overall Display Format:** Score (Letter Grade)

**Save** | **Cancel**

**ANGEL: Using the ANGEL Course Gradebook**
Copy Gradebook Settings
To copy gradebook settings from another course or group in which you have editor rights:

1. Near the top of the Preferences screen, select the Copy Gradebook Settings tool link.

2. Select the name of the course or group whose settings you wish to copy from the pull-down menu.

3. Select the check boxes for the settings to copy from the following options.
   - Gradebook Preferences
   - Grading Scale
   - Macros
   - Categories
   - Assignments

4. Click the Copy Settings button.

Preferences
This tool will erase current settings and replace them with settings from the selected course. Use with caution! There is no way to get back your settings after replacing them.

Copy from: [Course 000 Section 003]

Select items to copy: 
- [ ] Gradebook Preferences
- [ ] Grading Scale
- [ ] Macros
- [ ] Categories
- [ ] Assignments

[Copy Settings] [Cancel]

Note: Use this tool with caution. This tool will erase the current settings and replace them with the settings from the selected course.

Default Display Format
The Default Display Format setting specifies how assignment grades and category averages will display on the View Grades screen. Select the default display format from the pull-down menu. The following format options are available:

- **Percent (Letter Grade):** Displays both a percentage score and the corresponding letter grade (if you have set up a grading scale)

- **Score (Percent):** Displays both the student’s raw score and the corresponding percentage
• **Score (Letter Grade):** Displays both the raw score and the corresponding letter grade (if you have set up a grading scale)

• **Score:** Displays the raw score

• **Percent:** Displays the percentage

• **Letter Grade:** Displays the letter grade (if you have set up a grading scale)

**Ungraded Item and Course Assistant Options**
Three **Options** check boxes allow you to select the following options:

• **Treat Ungraded Items as Zero:** Displays a score of zero for all assignments that do not have a grade specified.

• **Limit Course Assistants By Team:** Limits course assistant rights to viewing/entering grades only for students who are affiliated with the same team(s) as the course assistant.

• **Exclude Instructors from Averages:** Excludes any gradebook data generated by instructors when calculating averages

**Note:** Members assigned **course assistant** rights in an ANGEL course have full access to grading and activity tools and reports; however, they may not delete student responses to lesson items or add/delete lesson content. Rights for course members are assigned using the **Roster** tool on the **Manage** tab.

**Gradebook Mode**
From the **Gradebook Mode** pull-down menu, you can select whether to grade by points or percentages.

**Points:** This option allows for a points-based grading system. Each assignment is worth a specified point total. In points mode, each category is worth the total number of points of its assignments. All categories are added together to determine the overall grade. For example, the overall grade for a course with a Homework category worth 150 points, a Quiz category worth 150 points, and an Exam category worth 300 points would be calculated based on 600 points.

**Note:** Weights and formulas are not available for categories when in points mode.

**Percentage:** This option allows for a percentage-based grading system. In percentage mode, each category counts as a specific percentage toward the overall grade. The percentage for each category is set when it is created. For example, an instructor has a course with a Homework category worth 50% of the overall grade, and a Quiz and Exam category each counting as 25% toward the overall grade.

**Note:** Category weights and formulas are available in percentage mode.
Average Settings
The **Display Overall Average** option displays the overall calculated grade for students on the **View Grades by User** screen. Used in conjunction with the **Treat Ungraded Items as Zero** option (see above) it is possible to display the student’s overall average at the moment. For example, a student has completed three out of ten assignments for the course and received grades of A, B, and C, respectively. To display an accurate depiction of the student’s overall average (a “B”) do not opt to treat ungraded items as a zero and do opt to display the overall average.

**Note:** The overall average is always displayed on the **View All Grades** screen for instructors, regardless of whether the **Display Overall Average** check box is selected. This option influences student viewing only.

The **Overall Display Format** setting specifies how course grades will display in the **Overall** column on the **View Grades** screen. From the **Overall Display Format** pull-down menu, select one of the following formats:

- **Percent (Letter Grade):** Displays both a percentage score and the corresponding letter grade (if you have set up a grading scale)
- **Score (Percent):** Displays both the student’s raw score and the corresponding percentage
- **Score (Letter Grade):** Displays both the raw score and the corresponding letter grade (if you have set up a grading scale)
- **Score:** Displays the raw score
- **Percent:** Displays the percentage
- **Letter Grade:** Displays the letter grade (if instructors have set up a grading scale)

Import Grades
The **Import Grades** tool enables you to import assignment grades from any delimited file format. The most common delimited file types are those containing comma-separated values (.csv) and tab-separated values (.tsv).

The **Import Grades** tool is not capable of adding new assignments or students to an existing gradebook or roster. Assignments must already exist in the gradebook prior to your importing grades. Likewise, students must be listed in the roster prior to your importing grades for them.

It is recommended that you export a copy of the gradebook and use the exported file to make any additions/changes. You can then import this file back into the gradebook.
To import grades:
1. On the main Gradebook menu, select the Import Grades link beneath the Gradebook Setup subheading.
2. On the Import Grades, Step 1 screen, click the Browse button.

3. In the dialogue box, locate the file on your local drive. Double-click the file name or single-click the file name, then click the Open button.
4. Select the delimiter format for the file: Comma, Tab, or Other. (If Other, enter the delimiting character in the box to the right.)
5. Click the Next button. The Import Grades, Step 2 screen displays.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Column 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 0</td>
<td>(Skip)</td>
</tr>
<tr>
<td>Column 1</td>
<td>(Skip)</td>
</tr>
<tr>
<td>Column 2</td>
<td>(Skip)</td>
</tr>
<tr>
<td>Column 3</td>
<td>Unit: 1 Drop Box</td>
</tr>
<tr>
<td>Column 4</td>
<td>Unit: 2 Drop Box</td>
</tr>
<tr>
<td>Column 5</td>
<td>Unit: 3 Drop Box</td>
</tr>
<tr>
<td>Column 6</td>
<td>Unit: 4 Drop Box</td>
</tr>
<tr>
<td>Column 7</td>
<td>Unit: 1 Quiz</td>
</tr>
<tr>
<td>Column 8</td>
<td>Unit: 2 Quiz</td>
</tr>
<tr>
<td>Column 9</td>
<td>Unit: 3 Quiz</td>
</tr>
<tr>
<td>Column 10</td>
<td>Unit: 4 Quiz</td>
</tr>
<tr>
<td>Column 11</td>
<td>Unit: 1 Discussion Forum</td>
</tr>
<tr>
<td>Column 12</td>
<td>Unit: 2 Discussion Forum</td>
</tr>
<tr>
<td>Column 13</td>
<td>Unit: 3 Discussion Forum</td>
</tr>
<tr>
<td>Column 14</td>
<td>Unit: 4 Discussion Forum</td>
</tr>
<tr>
<td>Column 15</td>
<td>(Skip)</td>
</tr>
</tbody>
</table>

Treat Values as: ☐ Percentages ☐ Points
Lock Imported Grades: ☑

Finish >>
6. Select the column from the delimited file that contains the userid for each student. Then match each of the other columns to the assignment whose grades are stored in the column. Select **Skip** to ignore columns whose data you do not want to import.

   **Note:** Step 6 can be ignored when importing grades from a delimited file that was originally exported from the gradebook. It is recommended that you export the gradebook file to work in. Modifications can then be imported into the gradebook.

7. Click the **Finish** button when done. The **View Grades** screen displays.

### Export Grades

The **Export Grades** tool enables you to export assignment grades as a comma-delimited or tab-delimited file that can be viewed and modified in a standard spreadsheet program such as Microsoft Excel.

To export grades:

1. On the main **Gradebook** menu, select the **Export Grades** link beneath the **Gradebook Setup** subheading.

2. On the **Export Grades** screen, select the preferred file format (comma-separated or tab-separated values).

   ![Export Grades](image)

3. Select the **Include Averages** and/or **Include Course ID** check boxes, if desired.

4. Click the **Export** button.

5. In the file download dialogue box that appears, depending on your browser and platform click **OK** or **Save**. You may be asked to specify the location in which to save the file, or it may be downloaded to your computer desktop.

6. Open the file in your preferred spreadsheet program after the file download is completed to view and modify grades.

   **Note:** It is recommended that you export a delimited file to use for viewing and modifying grades. This file can then be imported into the gradebook.
Publish Course Grades
The Publish Course Grades tool enables you to synchronize the gradebook with eLion, to transfer final grades at the end of the semester.

To publish grades:
1. On the main Gradebook menu, beneath the Gradebook Setup subheading, select the Publish Course Grades link.

2. Select Final from the Published Grade Type pull-down menu.

3. Click the Go button.
4. Enter a **Grade to Publish** for each student.

**Note:** This field will be automatically populated if you have previously set up a grading scale. Auto-populated fields can be edited.

5. Click the **Publish all displayed grades** button at the bottom of the screen. The message **Grades were Published** will appear.

6. Click the **Done** button.

**Note:** The **Publish Course Grades** tool must be utilized prior to pulling grades into eLion.

---

**Manage the Gradebook**

The tools beneath the **Gradebook Management** subheading allow you to modify the gradebook setup by adding and editing categories and assignments, creating macros, and editing the grading scale.

<table>
<thead>
<tr>
<th>Gradebook Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Categories</td>
</tr>
<tr>
<td>Create and edit categories. A category is a &quot;bucket&quot; for assignments, for example &quot;Quizzes&quot; or &quot;Homework&quot; are categories.</td>
</tr>
<tr>
<td>2. Assignments</td>
</tr>
<tr>
<td>Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.</td>
</tr>
<tr>
<td>3. Macros</td>
</tr>
<tr>
<td>Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.</td>
</tr>
<tr>
<td>4. Grading Scale</td>
</tr>
<tr>
<td>Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a &quot;B+&quot; will show up.</td>
</tr>
</tbody>
</table>

---

**Categories**

The primary purpose of **Categories** is to group assignments based on their impact on the overall grade.

To add new gradebook categories, edit the settings for one or more categories, or reorder or delete categories, select the **Categories** link beneath the **Gradebook Management** subheading. The **Categories** screen displays.
### Categories

<table>
<thead>
<tr>
<th>Title</th>
<th>Calculation</th>
<th>Release Date</th>
<th>Weight</th>
<th>Percent Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>Use all grades</td>
<td>4/5/2007</td>
<td>400</td>
<td>40.0%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Drop lowest 5</td>
<td>4/5/2007</td>
<td>400</td>
<td>40.0%</td>
</tr>
<tr>
<td>Discussion Forums</td>
<td>Use all grades</td>
<td>5/4/2007</td>
<td>200</td>
<td>20.0%</td>
</tr>
</tbody>
</table>

![Table Image]

**Note:** The Categories screen will contain category titles if the Setup Wizard was used. In points mode, each category is worth the total number of points of its assignments. All categories are added together to determine the overall grade. For example, the overall grade for a course with a Homework category worth 150 points, a Quizzes category worth 150 points, and an Exams category worth 300 points would be calculated based on 600 points.

**Note:** Weights and formulas are not available for categories when in points mode.

**Note:** The grade by points scenario can also be accomplished by using a single category (e.g., Assignments). The use of more than one category is only required if category weights are to be applied when determining the overall average or if you wish to categorize assignments by their type.

In percentage mode each category counts as a specific percentage toward the overall grade. The percentage for each category is set when it is created. For example, an instructor has a course with a Homework category worth 50% of the overall grade, and a Quiz and Exam category each counting as 25% toward the overall grade.

**Note:** Category weights and formulas are available.

### Add a New Category

To add a new category:

1. On the main Gradebook menu, select the Categories link beneath the Gradebook Management subheading. The Categories screen displays.

2. At the bottom of the Categories screen, click the Add New button. The Category Editor will appear at the bottom of the screen.
3. (Optional) Select the **Advanced** radio button to display all the features.

4. Enter a **Title** (required) and a **Description** (optional) for the category.

5. Select the appropriate calculation method:
   - Use all assignments (default)
   - Drop lowest
   - Use highest

**Note:** You can 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’s category average will be calculated based on their 10 highest quiz scores.

6. If you have designated your gradebook mode as grading by percentage, you will see a **Weight** field. Enter the percentage value in the **Weight** field or select the **Auto-calculate** check box to allow the gradebook to auto-calculate the category weight using the sum of all assignments assigned to the category.

**Note:** 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 **Release Date** for the category to hide the category average and the grades for all assignments within the category from students until the specified date and time.

8. (Optional) Enter a **Formula** to specify an advanced calculation for the category average.

**Note:** The gradebook supports the use of formula tokens. For example, an instructor may wish to curve each student’s category average to be worth 110% of the actual score. For details, reference the Gradebook Formula Editor help topic.
9. (Optional) Deselect the **Average Shown** check box if you do not want to display
the category average.

**Note:** This applies to both the instructor and student views.

10. (Optional) Select a different display option from the **Average Format** pull-down
menu if you want to use a different display format for the category average than
the gradebook default (specified in **Preferences**).

11. (Optional) Select the **Extra Credit** check box to configure the category to be
    calculated as extra credit.

**Note:** For **percentage-based** grading, the impact of extra credit on the overall grade
    is determined by the value specified in the **Weight** field (see step 6).

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

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

12. Click the **Save** button.

**Category Tasks**
To edit or delete existing categories:

1. On the main **Gradebook** menu, select the **Categories** link beneath the
   **Gradebook Management** subheading.

2. Select the check box for one or more categories, then click the **Edit Selected** or
   **Delete Selected** button.

Additional category tasks are available by selecting a single category, then clicking
the **Show Tasks** button. The task options will display at the bottom of the screen.

**Quizzes Tasks**

- Add Assignments
- View Assignments
- Reorder Assignments
- Edit Category Settings
- Delete Category
- Move Up
- Move Down
Add Assignments
To add an assignment to the selected category:

1. Select the Add Assignments link. The Assignment Editor will display at the bottom of the screen.
2. (Optional) Select the Advanced radio button to display all the features.

3. Enter a Title (mandatory) and a Description (optional). (The Category is already preselected.)
4. Enter the number of Points possible.
5. (Optional) Select a different display option from the Display Format pull-down menu if you want to use a different display format for the category average than the gradebook default (specified in Preferences).
6. Select the appropriate Calculation Type from the pull-down menu:
   - Manual (the instructor must manually enter the grade)
   - Average Score
   - Maximum Score
   - First Submission
   - First Submission
   - Last Submission

Note: The Calculation Type option is intended to be used in combination with the Associated Content Items option (described below). The gradebook enables you to associate one or more content items from the Lessons tab with a single gradebook assignment.
If the gradebook assignment has one or more associated content items, then the **Calculation Type** option should be used to determine which content item should be used to update the gradebook assignment.

7. (Optional) Select the **Extra Credit** check box to have the assignment count as extra credit.

**Note:** You cannot place an extra credit assignment in an extra credit category.

8. (Optional) Specify a **Release Date** for the assignment to hide the grade and the assignment until the specified date and time.

**Note:** This will not hide the associated content item on the **Lessons** tab.

9. (Optional) Select the **Hidden** check box to hide the assignment grade from the students' view.

10. (Optional) Select one or more **Associated Content Items** to associate or link the gradebook assignment to one or more content items on the **Lessons** tab.

11. (Optional) Enter a **Formula** to specify an advanced calculation for the assignment grade.

**Note:** The gradebook supports the use of formula tokens. For example, an instructor may wish to curve each student’s assignment score to be worth 110% of the actual score.

12. Click the **Save** button.

**View Assignments**
Select the **View Assignments** link to view existing category assignments.

**Reorder Assignments**
Select the **Reorder Assignments** link to reorder assignments within the selected category.

Select the assignment you want to move, then click the appropriate button to move the assignment to the top/bottom of the list or up/down within the list. Continue this process until the assignments are properly arranged.

Click the **Save** button when finished.
**Edit Category Settings**  
Select the **Edit Category Settings** link to modify the existing category settings.  
For details, reference the Add a New Gradebook Category help topic.

**Delete Category**  
Select the **Delete Category** link to delete the existing category.  
**Note:** This action cannot be undone.

**Move Up/Move Down**  
The selected category can be moved up or down the list of categories at the top of the screen by selecting the **Move Up** or **Move Down** link.

Click the **Done** button to close the list of category tasks. Select the “**Back To Main Menu**” link to return to the gradebook menu screen.

---

**Assignments**  
Within the course gradebook, accessed by selecting the **Gradebook** link on the course **Manage** tab, the **Assignments** screen allows you to add new gradebook assignments, edit existing assignments, and delete assignments.

Select the **Assignments** link on the main **Gradebook** menu to access the tools.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Title</th>
<th>Category</th>
<th>Points Possible</th>
<th>Release Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unit 1 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 3 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 2 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 4 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 1 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 2 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 3 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 4 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 1 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 2 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 3 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
<tr>
<td></td>
<td>Unit 4 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>5/4/2007</td>
</tr>
</tbody>
</table>

**Note:** The **Assignments** screen will contain assignment titles if the **Setup Wizard** was used.
Add a New Assignment in the Gradebook
Within the course gradebook, accessed by selecting the Gradebook link on the course Manage tab, to add an assignment:

1. On the main Gradebook menu, select the Assignments link beneath the Gradebook Management subheading.
2. Click the Add New button. The Assignment Editor will display at the bottom of the screen.
3. (Optional) Select the Advanced radio button to display all the features.

4. Enter a Title (mandatory) and a Description (optional).
5. Select the appropriate Category in which to place the assignment from the pull-down menu.
6. Enter the number of possible Points.
7. (Optional) Select a different display option from the Display Format pull-down menu if you want to use a different display format for the assignment grade and category average than the gradebook default (specified in Preferences).
8. Select the appropriate Calculation Type from the pull-down menu:
   - Manual (the instructor must manually enter the grade)
   - Average Score
   - Maximum Score
   - First Submission
   - First Submission
   - Last Submission
Note: The Calculation Type option is intended to be used in combination with the Associated Content Items option (described below). The gradebook enables you to associate one or more content items from the Lessons tab with a single gradebook assignment.

If the gradebook assignment has one or more associated content items then the Calculation Type option should be used to determine which content item should be used to update the gradebook assignment.

9. (Optional) Select the extra credit check box to have the assignment count as extra credit.

Note: You cannot place an extra credit assignment in an extra credit category.

10. (Optional) Specify a Release Date for the assignment to hide the grade and the assignment until the specified date and time.

Note: This will not hide any associated content item on the Lessons tab.

11. (Optional) Select the Hidden check box to hide the assignment grade from student view.

12. (Optional) Select one or more Associated Content Items to associate or link the gradebook assignment to one or more content items on the Lessons tab.

13. (Optional) Enter a Formula to specify an advanced calculation for the assignment grade.

Note: The gradebook supports the use of formula tokens. For example, an instructor may wish to curve each student’s assignment score to be worth 110% of the actual score. For details, reference the Gradebook Formula Editor help topic.

14. Click the Save button.

Make an Existing Assignment Count As Extra Credit
In addition to making an entire category count as extra credit, you also have the option of making individual extra credit assignments.

Note: You cannot place an extra credit assignment in an extra credit category.

To add an extra credit assignment:

1. On the main Gradebook menu, select the Assignments link beneath the Gradebook Management subheading.

2. Select the check box next to the assignment you wish to count as extra credit, then click the Edit Selected button. The Assignment Editor will display at the bottom of the screen.
3. Select the **extra credit** check box.
4. Click the **Save** button.

**Gradebook Assignment Tasks**
To edit or delete an existing assignment:

1. On the main **Gradebook** menu, select the **Assignments** link beneath the **Gradebook Management** subheading.
2. Select the check box next to the assignment.
3. Click the **Show Tasks** button.

**Tasks**
- **Add Grades**
- **Edit Assignment Settings**
- **Delete Assignment**
- **Done**
Add Grades
Select the Add Grades link in the list of tasks to enter grades for the selected assignment. The Enter Grades By Assignment screen will display.

![Image of the Enter Grades By Assignment screen]

The assignment attributes (max points, assignment category, course average, and calculation method) are displayed in a shaded table just below the Selected Assignment pull-down list. If the assignment is associated with an ANGEL lesson content item (quiz, drop box, etc.), a Content Items attribute will display the linked title of each associated content item, providing quick access to it.

The Show pull-down menu allows you to filter the list of students based on team affiliation. Deselecting the Only Students check box displays grades for all enrolled users, including non-students. Click the Go button to apply changes made to either of these settings.

By default, 25 student listings are displayed on each screen. You may select a different value from the Display pull-down menu, then click the Go button, or you may use the Previous Page or Next Page links at the bottom of the screen to move through the list of students.

Optionally select the Condensed radio button in the View menu to change to a simple view of percentage and points fields for each student. Select Full to view all grading options including Locked and Comments (discussed below).

Assignment grades can be entered into either the Percentage or Points field for each student. As you move to the next user, the neighboring field will automatically update with the appropriate value, calculated based on the entered score and assignment’s maximum points.
When using gradebook macros to enter grades, enter the labels (A, B, C, etc..) in the **Percentage** field for the gradebook to correctly calculate.

The **Locked** option is used with gradebook assignments that are associated with ANGEL lesson content items (quiz, drop box, discussion forum, etc.). It allows you to “lock” and manually overwrite a student grade to ensure it will not be overwritten by updates to the associated ANGEL content item.

Optionally provide feedback in the **Comments** field for each student. Comments are displayed in the student’s grade report and are only viewable to the student for whom they are intended.

The **Batch Update** tool makes it easy to add a common grade for all members of a particular team or to add a common grade to all students who do not have a grade listed, for example, to batch update an assignment to give a zero to everyone who did not complete the assignment.

To batch update grades for displayed users for a particular assignment, in the **Batch Update** area near the bottom of the screen, enter a percentage or point value in the appropriate field, optionally select the **Locked** check box and provide a common comment (if applicable), then click the **Batch Update** button.

Click the **Save Changes** button before navigating to another assignment or screen.

To enter grades for another assignment, select it from the **Selected Assignment** pull-down list at the top of screen. To return to the main **Gradebook** menu, click the **Done** button.

### Edit/Delete Assignment

Select the **Edit Assignment Settings** link in the list of tasks to open the **Assignment Editor** and modify the assignment settings.

If you no longer want to include the assignment in the gradebook, select the **Delete Assignment** link in the list of tasks.

Click the **Done** button to close the list of assignment tasks. Select the **Back To Main Menu** link to exit the **Assignments** screen and return to the main **Gradebook** menu.

### Macros

Macros can be used to map a non-numeric grade to a percentage value. For example, adding a macro with a filter value of an “A” and a percent of 95 allows you to enter a letter grade of “A” when entering grades and the gradebook will interpret the “A” to mean 95%.
**Note:** The gradebook will only allow you to create macros for letter grades if you have not set up a grading scale specifying the minimum percent for each letter grade “label.” Select the **Macros** link beneath the **Gradebook Management** subheading on the main Gradebook menu to access the **Macros** editor.

To create a macro:

1. Enter a letter grade in the **Filter** text box.
2. Enter the corresponding percentage in the **Percent** box.
3. Select the **Save** link.
4. Continue doing this until all desired macros are created. (After the first grade has been entered, the **Save** link will be replaced by the **Add New** link.)
5. When finished, select the **Back To Main Menu** link to return to the main **Gradebook** menu.

**Grading Scale**

Within the course gradebook, accessed by selecting the **Gradebook** link on the course **Manage** tab, the **Grading Scale** function allows you to specify a grading scale to be used to display letter grades in addition to percentages or scores for both assignments and category averages.
To configure your grading scale:
1. Select the Grading Scale link beneath the Gradebook Management subheading on the main Gradebook menu.

**Note:** The Grading Scale screen will already contain values if the Setup Wizard was used.
2. Enter a letter grade into the Label text box.
3. Enter the corresponding Minimum Percent.
4. Select the Add New link.
5. Continue this process until your grading scale is complete.
6. When finished, select the Back To Main Menu link to return to the main Gradebook menu.

**Note:** The grading scale supports any non-numeric characters including A+, A, A-, B+, B, B-, C+, C, D, F, P, SA, and UN.

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**Formula Editor**

Within the course gradebook, formulas are used to create advanced calculations for the assignment grade or the category average. The gradebook supports the use of formula tokens in the Formula field on the settings screen for an assignment or category.

**Note:** Formulas are not available for categories when in points mode.

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**Add a Formula to a Gradebook Category**

To add a formula to a category:
1. On the main Gradebook menu, select the Categories link beneath the Gradebook Management subheading.
2. Select the check box for an existing category in which you want to add a formula, then click the Edit Selected button.
   Alternately, to add a formula to a new category you wish to create, click the Add New button.
3. In the Category Editor that displays at the bottom of the screen, select the Advanced radio button.
4. Beneath the Formula box, select the Formula Editor link
5. In the **Formula Editor** window, select the desired token from the pull-down menu at the lower left.

6. Click the **Insert Token** button. The token will appear in the formula editor text box above.

7. Enter the desired equation into the text box.

8. Under **Validate Formula**, click the **Go** button to validate that the formula is calculating properly.

9. Under **Test Formula**, select a student from the pull-down menu, then click the **Go** button to test the formula.
10. Click the **Save Formula** button to apply it to the category.
11. When you are finished editing the category, click the **Save** button.

For example, to curve each student’s category average to be worth 110% of his/her actual score:

1. Insert the {Category : User : Percentage} token in the text field.
2. Enter *1.1 to make it read {Category : User : Percentage} *1.1.
3. You would then validate the formula and then test it prior to saving it.

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**Add a Formula to a Gradebook Assignment**

To add a formula to an assignment:

1. On the main **Gradebook** menu, select the **Assignments** link beneath the **Gradebook Management** subheading.
2. Select the check box for an existing assignment in which you want to add a formula, then click the **Edit Selected** button.

Alternately, to add a formula to a new assignment you wish to create, click the **Add New** button.

3. In the **Assignment Editor** that displays at the bottom of the screen, select the **Advanced** radio button.
4. Beneath the **Formula** box, select the **Formula Editor** link.
5. In the **Formula Editor** window, select the desired token from the pull-down menu at the lower left.

6. Click the **Insert Token** button.

**Formula Editor for Unit 4 Drop Box**

\[(\text{ASSIGNMENT} : \text{USER} : \text{PERCENTAGE})\]

**Test Formula**

Select a student → Go

Formula Result (%): **Unknown**

\[(\text{ASSIGNMENT} : \text{USER} : \text{PERCENTAGE})\]

Returns the user's percentage score for the assignment.
7. Enter the desired equation into the text box.
8. Under **Validate Formula**, click the **Go** button to validate that the formula is calculating properly.
9. Under **Test Formula**, select a student from the pull-down menu, then click the **Go** button to test the formula.
10. Click the **Save Formula** button to apply it to the assignment.

*For example*, to curve each student’s assignment score to be worth 110% of his/her actual score:

1. Insert the \{Assignment : User : Percentage\} token in the text field.
2. Enter *1.1* to make it read \{Assignment : User : Percentage\}*1.1 .
3. You would then validate the formula and then test it prior to saving it.

**Formula Editor for Unit 4 Drop Box**

\(\text{\{Assignment:User:Percentage\}} \times 1.1\)

**Test Formula**

Select A Student Select A Student Go

**Validate Formula**

Current Status: Passed

Formula Result (%): **Unknown**

\(\text{\{Assignment:User:Percentage\}}\)

Returns the user’s percentage score for the assignment.
Formula Tokens

Tokens can be used when you create a formula. You can use them in addition to entering the formula by hand. The following tokens can be used in the "Formula" field in the Gradebook category and assignment editors:

{CATEGORY:OVERALL:AVERAGE-PERCENTAGE}
Returns the overall category average multiplied by the points possible, divided by the maximum number of points in the category.

{CATEGORY:OVERALL:NUMBER-OF-ASSIGNMENTS}
Overall number of assignments in the category.

{CATEGORY:OVERALL:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}
Sum points possible of all assignments in the category.

{CATEGORY:OVERALL:WEIGHT}
Overall weight of the category.

{CATEGORY:USER:PERCENTAGE}
Returns the user’s percentage average for the category.

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{CATEGORY:USER:AVERAGE-ASSIGNMENT-PERCENTAGE}
Returns the user’s percentage average for the category based on weighting all category assignments equally (Weight All Items Equally).

{CATEGORY:USER:SCORE}
Returns the user’s score for the category.

{CATEGORY:USER:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}
Sum of user’s points possible based on the number of assignments that have been graded.

{CATEGORY:USER:NUMBER-OF-ASSIGNMENTS}
Number of user’s assignments (in the category) that have been graded.

{CATEGORY:USER:SUM-OF-ALL-ASSIGNMENT-POINTS}
Returns sum of user points earned in the category.

{ASSIGNMENT:OVERALL:POINTS-POSSIBLE}
Returns number of points possible for the assignment.

{ASSIGNMENT:OVERALL:AVERAGE-PERCENTAGE}
Returns the overall class average (in percent) for the assignment.

{ASSIGNMENT:USER:PERCENTAGE}
Returns the user’s percentage score for the assignment.

{ASSIGNMENT:USER:SCORE}
Returns the user’s score for the assignment.

{ASSIGNMENT:CATEGORY:OVERALL:AVERAGE-PERCENTAGE}
Overall class average (in percent) for the category the assignment is associated with.

{ASSIGNMENT:CATEGORY:OVERALL:NUMBER-OF-ASSIGNMENTS}
Number of assignments associated with the category the assignment is associated with.

{ASSIGNMENT:CATEGORY:OVERALL:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}
Total points possible for the category the assignment is associated with.

{ASSIGNMENT:CATEGORY:OVERALL:WEIGHT}
Weight for the category the assignment is associated with.
\{\text{GRADEBOOK:USER:SCORE}\}
Returns the user’s overall score.
\{\text{GRADEBOOK:USER:PERCENT}\}
Returns the user’s overall percentage.
\{\text{GRADEBOOK:USER:WEIGHT}\}
Returns the sum of all user’s category weights.
\{\text{GRADEBOOK:OVERALL:WEIGHT}\}
Returns the sum of all category weights.
\{\text{GRADEBOOK:OVERALL:AVERAGE-PERCENTAGE}\}
Returns overall gradebook average in percent.
\{\text{GRADEBOOK:OVERALL:AVERAGE-SCORE}\}
Returns overall gradebook average score.
Technology Training Resources

Through ITS Training Services

Find face-to-face and online training workshops through Penn State ITS Training Services at [http://lrn.psu.edu](http://lrn.psu.edu)

Learn about Training On Demand (sessions upon request for groups of five or more) at [http://ittraining.psu.edu/workshops/](http://ittraining.psu.edu/workshops/)

Explore thousands of free video tutorials that are available for self-paced learning at [http://lynda.psu.edu/](http://lynda.psu.edu/)

Take free Microsoft eLearning courses or find out more about free certification vouchers at [http://msitacademy.psu.edu/](http://msitacademy.psu.edu/)

Discover training news, fun tips, and session reminders via social media on [@psuITStraining](http://twitter.com/psuITStraining) (Twitter)
[http://www.facebook.com/psuitstraining/](http://facebook.com/psuitstraining/) (Facebook)

Join one of our news lists to receive monthly email notification of all upcoming technology training opportunities, by sending a blank email to
L-TRAINING-NEWS-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Training News List)
L-FACULTY-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Faculty Training List)
L-CAMPUS-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Campus Training List)

Additional Technology Resources

Contact the IT Service Desk with general technology-related questions by emailing [ITServiceDesk@psu.edu](mailto:ITServiceDesk@psu.edu) or call 814-865-4357 (HELP)

Search for technology-related information in the IT Knowledge Base at [http://kb.its.psu.edu/](http://kb.its.psu.edu/)

Purchase discounted software or software licenses through Penn State at [http://software.psu.edu/](http://software.psu.edu/)

Access free online books about popular technology topics through the Penn State Libraries at [http://proquest.safaribooksonline.com/](http://proquest.safaribooksonline.com/)