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## Gradebook for Faculty

The gradebook is available as a page in the sidebar of a course context. Faculty can use this page to set up the relative weights of all elements of the course's final grade and to track student progress through the course.

Attendance and grades from the coursework portlet are the two main components of a student's grade. Attendance information and coursework grades are automatically imported from the attendance and coursework portlets into gradebook. However, the instructor must assign weights to the elements so gradebook knows the relative value of the elements in order to calculate final grades.

*Basic* and *advanced* are the two assignment weighting methods. The basic method automatically weights coursework based on each item's point value from the coursework portlet. The advanced method allows you to give each assignment (or unit or assignment type) a final grade weight that does not have to correspond in any way to the original point total. The basic method is easier to set up and does allow you to assign points that correspond to the percentage of the total grade you want an assignment or test to have.

Do the following to set up gradebook using the basic method:

1. When you initially open gradebook for a course, you will see **Introduction to the Gradebook** and the message "Welcome to the Gradebook for (name of the course)."
2. Click **continue**.
3. Select **Use basic mode--points** for the grading option and **save**.
4. Next you will be asked to choose how you want to organize coursework. For many courses, organizing by units will work better, but you may choose whichever method you prefer.
5. **Save** after you have made your choice.
6. Next select **configure attendance and custom items**.

- a. **Configure Attendance & Custom Items** sets some attendance-related settings and gives a weight to the calculated attendance score from the attendance portlet. Jenzabar allows you to grade on attendance, which some courts have ruled is illegal. You can provide a participation grade as a custom item if you choose, but it is NOT a good idea to give students a grade for attendance.
7. Choose the responses you prefer for the three options available and then click **save**.
8. Select **add custom items** if you want to add something such as points for service learning or other custom grades to the gradebook and then click **save**. (You can add other custom grades later if you wish to add more.)
  - a. Additional custom items, such as class participation and service-learning hours, can be added by using the **add custom items** link in the **attendance and other breakdown** table. When you enter a custom item, you can then enter the points for the item and click **save**.
9. Click **gradebook** to return to select other options.
10. Select **set letter grade values** and change the percentages to whatever you wish to use for grading and then click **save**.
  - a. The **Set Letter Grade Values** link takes you to the **setup** tab where you can define letter grades and their number grade equivalents in the **Letter/Number Grade Equivalency** table.
  - b. The Use +/- and Remove +/- links allow you to use or not use + and - (i.e., A+, A, A-, B+, etc.) in grades.
11. You are now ready to go to the **coursework** area to set up assignments and tests. When they are set up, they will appear in gradebook.

**Peggy's Hint:** Many instructors like to use a weighted system for grading. This can still be done using a point system by selecting a total number of points, such as 1,000, that is easy to

calculate. Imagine that you plan to have a total of 1,000 points for the semester and want your grades weighted in the following way:

Final test: 20%

Midterm test: 10%

Daily assignments: 25%

Quizzes: 15%

Participation: 10%

Project/Paper: 20%

All you need to do is assign the following points to the various work:

Final test: 200 points

Midterm test: 100 points

Daily assignments: 250 points

Quizzes: 150 points

Participation: 100 points

Project/Paper: 200 points

TOTAL: 1,000 points

12. Once you have added graded assignments in coursework, the **Final Grade Point Totals** table will show the overall point totals for the course, including the manually entered value custom items and the calculated total for coursework, based on the total point values of all graded assignments. The **items without point values** table lists all coursework items that do not yet have point values assigned to them. This list includes coursework items that were graded by credit/no entry rather than by a point value. In

order to include these items in the final grade calculation, they must be given a point value.

- a. If you are using the basic weighting method, the **Edit Point Values** link allows you to edit point values for custom items.
2. **View Coursework Breakdown** shows the distribution of assignment points by unit or type, depending on the grading method you are using.
- a. If you have set up your coursework area as units and are using the basic method of weighting, the **unit** link displays all assignments within that unit. The **Due Date, Name, Unit, and Total Points** appear for each assignment in the unit.
  - b. If you have set up your assignments as types rather than units and are using the basic method of weighting, the **Type** link displays all assignments of that type. The **Due Date, Name, Type, and Total Points** display for each assignment of that particular type.
3. The **gradebook** tab allows faculty to view current grades and progress of all students in the course. The tab contains the following pages:
- a. **Overview** displays all students in the course.
    - i. For each student, the final grade and component information are displayed.
    - ii. The student name is a link to their **Student Grade Sheet** page.
  - b. **Attendance Detail** shows details for attendance (if it has been set up for the course) and custom gradebook items (if any).
    - i. The **attendance** section shows the total number of sessions attended for each student.
  - c. **Coursework Detail** shows a detailed view of assignments set up in coursework for each student.

- i. Assignments will be organized by unit or type, depending on which format was chosen in the Gradebook setup.
- ii. Clicking the linked student name displays that student's gradesheet.
- iii. The **set up coursework** link takes you to the **setup** tab to weight the items. You can Click the **edit weights** link, and then refer to the Help listed on that page.
- iv. The **go to coursework page** link opens the coursework portlet for this course context.
  1. There are two link options for displaying grades **show letter grades** or **show percentage grades**.
  2. Clicking the **view all** link displays individual assignments and grades by type or unit, depending on the format originally chosen.
  3. Clicking the **hide all** link displays only the averaged grade for all assignments by type.
  4. The **export to excel** link exports ALL assignment and unit grades (on this screen), regardless of whether or not all assignments are displayed. The Export to Excel link only exports information that is visible on the page to an Excel spreadsheet. It does not export all gradebook information.
  5. The **Other** section includes a column for each custom item entered on the **configure attendance and custom items** screen. Each column displays the score given for that item for each student in the **score custom items** screen.
  6. If there are custom items (such as field trips, class participation, service learning, etc.) to be graded, the **grade custom items** link is available.

