

# OASIS PORTAL AND LMS TUTORIAL



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# Gradebook

## About Gradebook

You can set up your Gradebook to manage grades in “Basic” mode or “Advanced” mode.

### Basic Mode -- Points:

When you choose the Basic Mode, the weight for each assignment is taken directly from its original point value, which is given on the Coursework page. Since most assignments already have point values, very little additional set-up work is required in the Gradebook. Basic Mode is easier to set up, but it is also less flexible than the Advanced Mode.

### Advanced Mode -- Percentage:

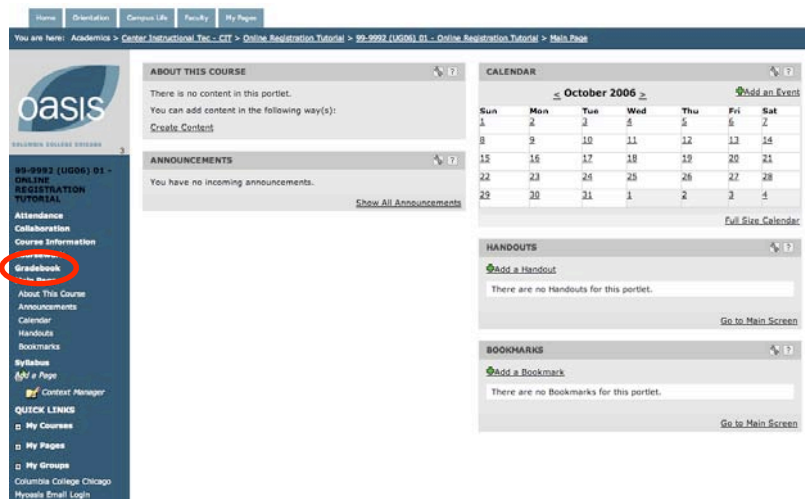
You should choose Advanced Mode if you want more control over the breakdown of your final grade. In Advanced Mode you give percentage weights to all Coursework assignments. These weights do not have to have any correlation to their original Coursework point values. The final grade is calculated by weighting assignments at three levels:

### Organize by Unit or Type

You can organize your gradebook to manage grades using Units or Types. If you have organized your Coursework by Units, e.g. Unit 1, Unit 2, Unit 3 etc... then you can organize your Gradebook to organize and/or weight by Units as well. If you organized your Coursework by Type, e.g. Homework, Quizzes, Exams, Papers etc... then you can organize your Gradebook to organize and/or weight by Types as well.

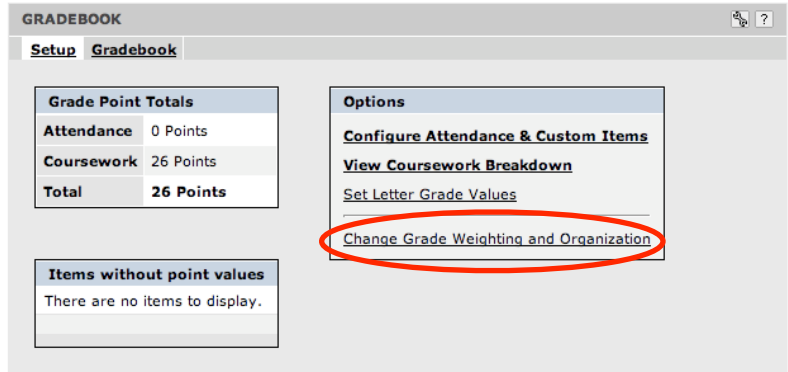
## Setting Up Gradebook

Click on the “Gradebook” link on the left hand column of the main course page.



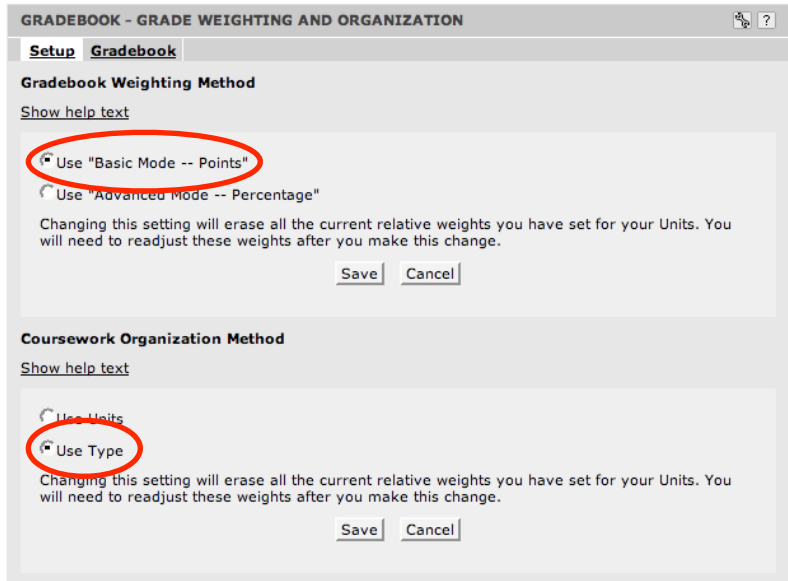
## Setting Up Gradebook in Basic Mode

The first time you open Gradebook in a course, you will be taken through the set up Wizard. To customize your settings at any time, click on the Setup Tab at the top of the portlet to see all of your set up options. To switch between Basic and Advanced Modes, click on “Change Grade Weighting and Organization” in the Gradebook setup window and, for this example, click on Basic Mode.

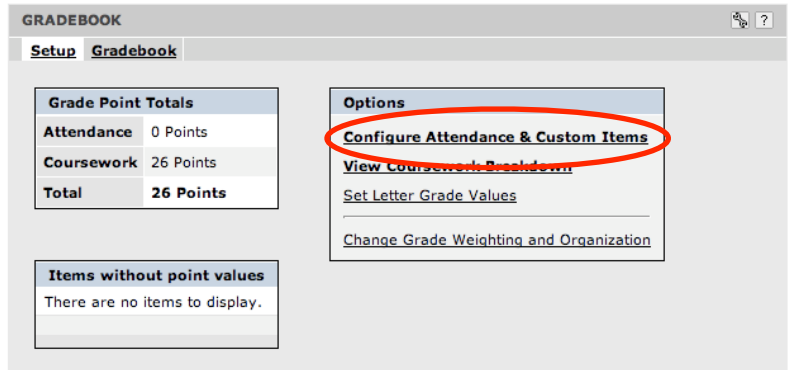


In this example, I have organized my Coursework by Type. Note the “Gradebook Weighting Method” is set to “Basic Mode - Points” and the “Coursework Organization Method” is set to “Use Type”. Be sure to click Save whenever ANY of these options is changed. Click on the Setup Tab to exit back to the main Setup window.

**Oasis Tip**  
If you are unsure what to select, click the “Show help text” links in the Grade Weighting and Organization portlet.

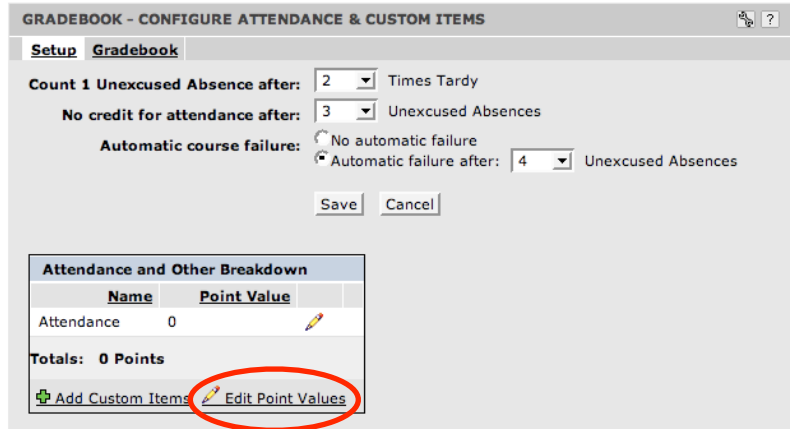


In this example, I have only created Coursework worth 26 points. To allocate some point value to Attendance, click on Configure Attendance & Custom Items link.

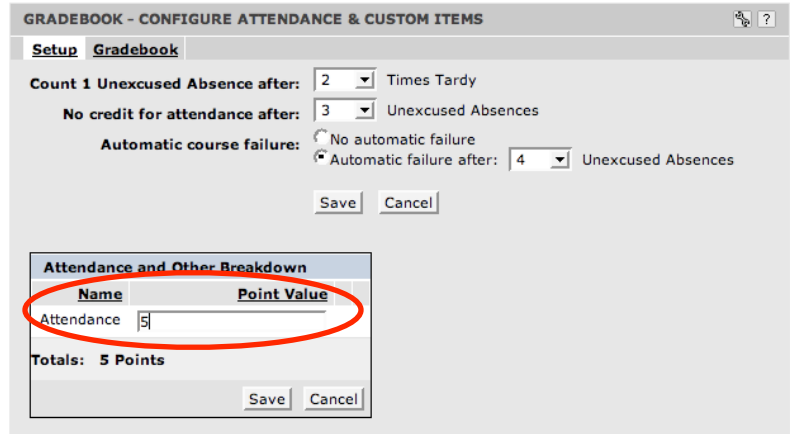


You can use the Configure Attendance & Custom Items portlet to set your preferences including, but not limited to, automatic course failure after “X” number of absences.

If you do not have Attendance available or wish to add more items, simply click on “Add Custom Items” an name your new item. To add a point value for attendance click on the “Edit Point Values” link or pencil icon next to Attendance. **Be sure to click SAVE when you are done.**



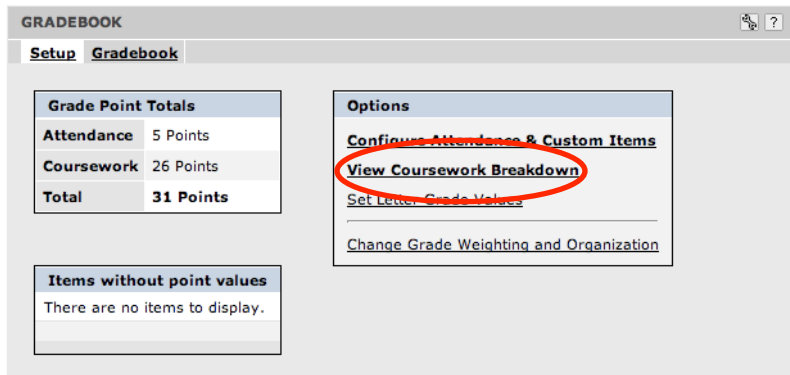
Enter a point value for the Attendance and Other items. In this example, I have entered a total point value of 5 for students with perfect attendance. Click Save when you are done.



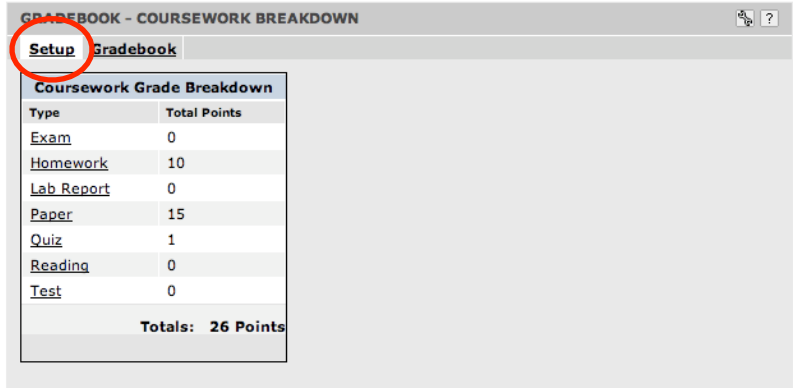
Click on the Setup Tab to return you to the main Gradebook Setup window.

You should see your new total point value that is now made up of Attendance AND Coursework points.

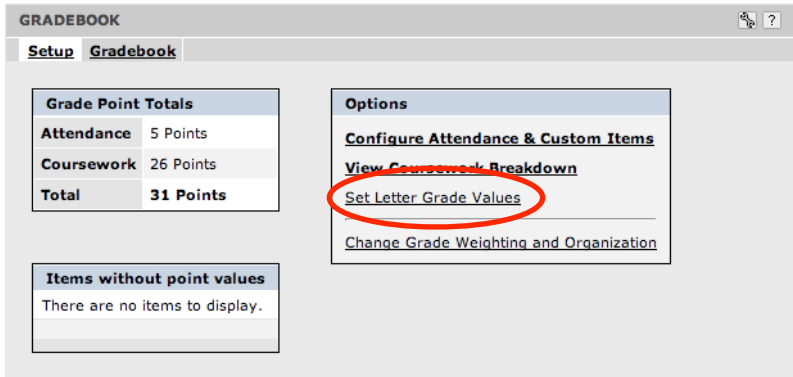
You can also see your Coursework point values by clicking on “View Coursework Breakdown.”



In this example, the Coursework Breakdown portlet shows point values broken down into Types, which is the organization method we chose previously. Note that ALL Coursework Types are show regardless of whether any assignments have yet been created for them. To the right, I have one Homework assignment worth 10 points, one Paper worth 15 points and one Quiz worth 1 point. Click the Setup Tab when you are done.

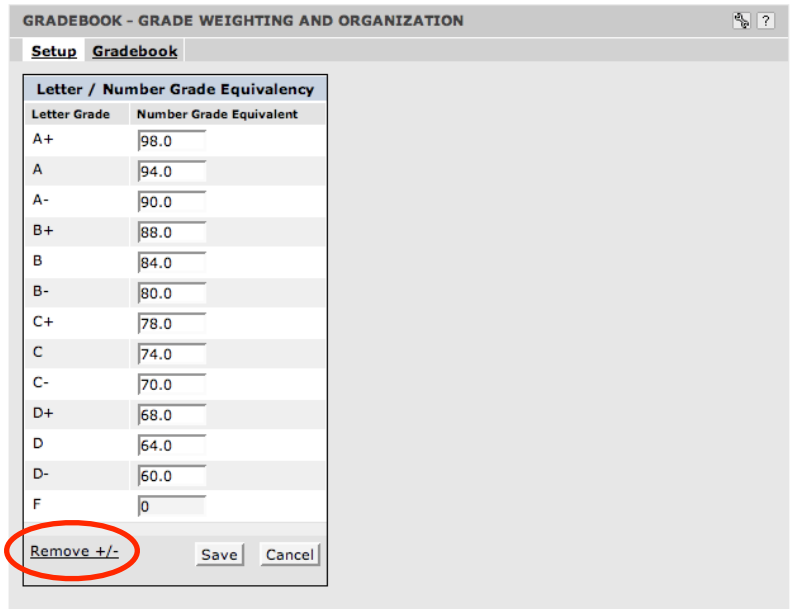


To Set Letter Grades, simply click on the "Set Letter Grade Values" in the main Gradebook Setup window.



You can adjust the Letter/Number Grade Equivalency in this window or you can Remove +/- grades by clicking on the link at the bottom of the portlet.

Be sure to click Save when you are done.



Make any changes to Letter/Number Grade Equivalency you wish and click Save when finished.

**Oasis Tip**  
**Grades from your class Gradebook ARE NOT automatically entered as official grades. You do this separately at the end of term.**

Letter Grade	Number Grade Equivalent
A	94.0
B	84.0
C	74.0
D	64.0
F	0

### Viewing Grades in Basic Mode

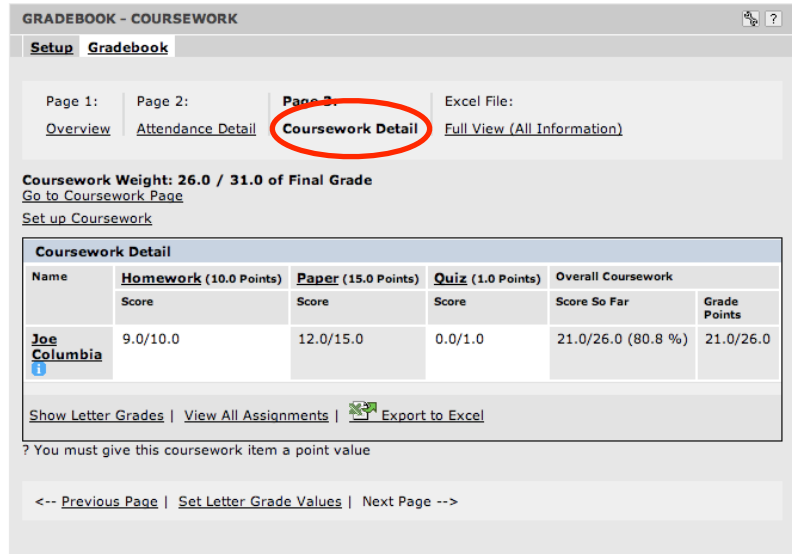
Click on the Gradebook Tab to be taken to Page 1 - Overview. In this screen, you can view the students' grades to date, attendance summary and coursework summary. In addition, you can switch to letter grades or export to Excel.

Name	Grade	Attendance & Other Total Points: 5.0	Coursework Total Points: 26.0	Faculty Adjustment
		Score	Score	Total Points
Joe Columbia	25.2 out of 31.0, C	83% 4.2 out of 5.0	80.8 % 21.0/26.0	0.0

Click on the Attendance Detail link (Page 2) to view the attendance records to date and accumulated grade (if you have chosen to activate a grade for attendance). This page shows the number of sessions attended and calculates a score. You may also view this page using letter grades or export to Excel.

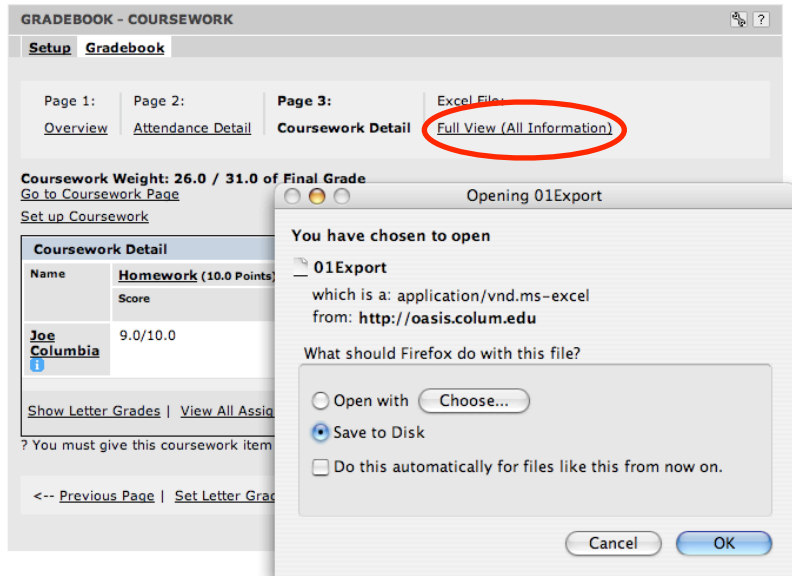
Name	Attendance (5.0/5.0)	Overall Attendance & Other
	Attended (Sessions)	Score
Joe Columbia	10/12	4.2/5.0 83.3%

Click on the Coursework Detail link (Page 3) to view the coursework grades to date. This page shows the coursework detail by unit or type (depending on how you have chosen to organize your coursework). If you cannot see all the assignments, click on the “View All Assignments” link at the bottom of the portlet. You may also view this page using letter grades or export to Excel.



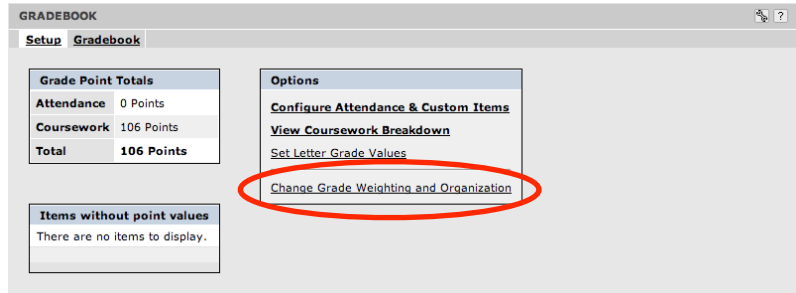
To view a detailed Excel file of all of your students’ attendance and coursework records and grades, click on “Full View” and either open the file in Excel or save the file to your desktop for later use and/or record keeping.

**Oasis Tip**  
 The Full View printout is a useful guide to have in hand before entering your final “Official” grade at the end of the semester.



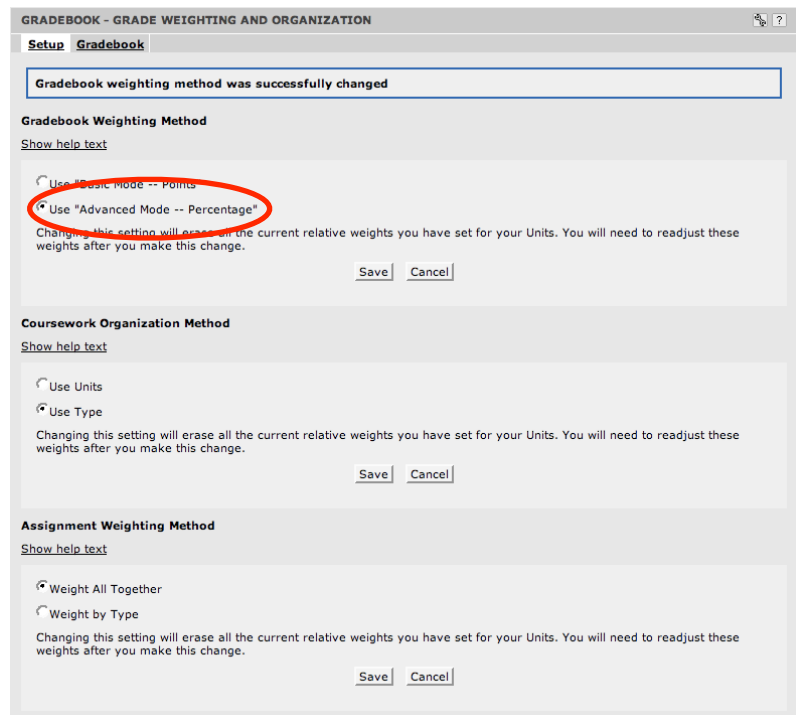
## Setting Up Gradebook in Advanced Mode

The first time you open Gradebook in a course, you will be taken through the set up Wizard. To customize your settings at any time, click on the Setup Tab at the top of the portlet to see all of your set up options. To switch between Basic and Advanced Modes, click on “Change Grade Weighting and Organization” in the Gradebook setup window and, for this example, click on Advanced Mode.

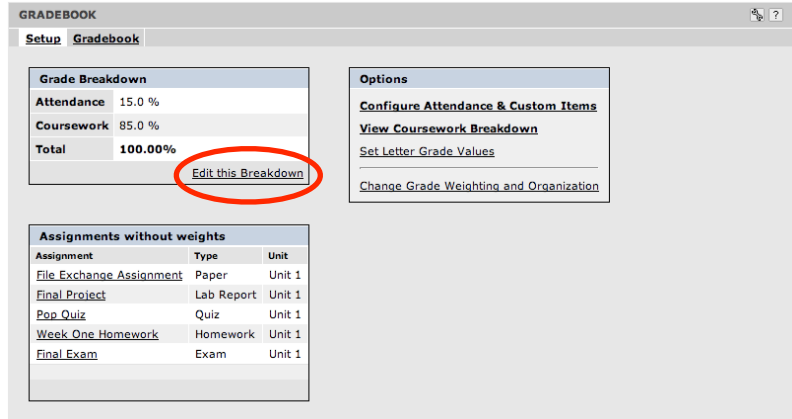


In this example, I have organized my Coursework by Type. Note the “Gradebook Weighting Method” is set to “Advanced Mode - Percentage” and the “Coursework Organization Method” is set to “Use Type”. In addition, the Assignment Weighting Method is set to “Weight All Together”. Be sure to click Save whenever ANY of these options is changed. Click on the Setup Tab to exit back to the main Setup window.

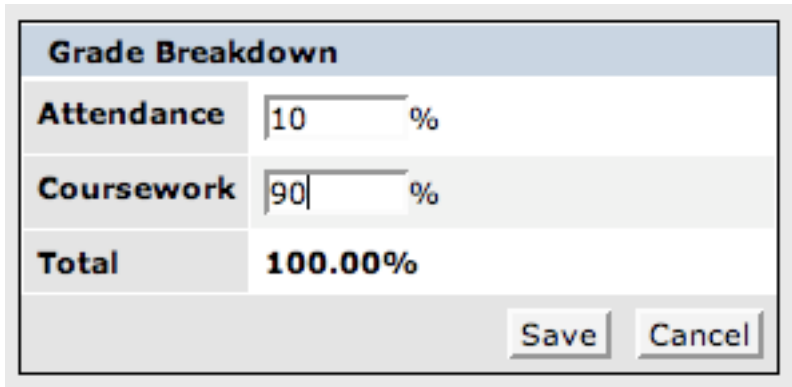
**Oasis Tip**  
If you are unsure what to select, click the “Show help text” links in the Grade Weighting and Organization portlet.



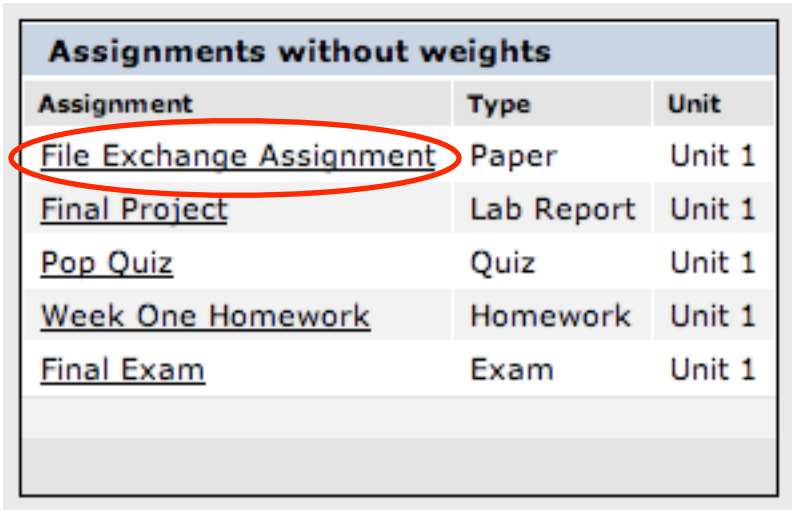
When you return to the main Set Up window, you will notice the grade breakdown has been set by default to 15% for Attendance and 85% for Coursework. To change this breakdown, simply click on “Edit this Breakdown”.



You can change your Grade Breakdown in this portlet, however, the total must equal 100%. If you do not wish to have Oasis automatically calculate a grade for attendance, simply give it 0% and coursework 100%.



The setup window will also contain a portlet that shows “Assignments without weights”. If this is your first time using Advanced mode for this course, you will need to weight all of your assignments. If you have recently added a new assignment, you will only need to weight that one assignment. To weight your assignments, simply click on any of the unweighted assignments.



In the Weight Assignments portlet you will be able to enter the relative weights for each assignment type. Be sure the total value for all your assignment types equals 100%.

NOTE: There is a description of Relative Weight, Weighting Assignments and % of Grade in this portlet for additional help.

Be sure to click Save when you are done.

GRADEBOOK - WEIGHT ASSIGNMENTS

Setup **Gradebook**

The values must add up to 100%

Due Date	Name	Unit	Type	Relative Weight	% of Grade
10/17/2006	Week One Homework	Unit 1	Homework	10 %	0.0%
10/13/2006	File Exchange Assignment	Unit 1	Paper	20 %	0.0%
10/18/2006	Final Project	Unit 1	Lab Report	30 %	0.0%
10/11/2006	Pop Quiz	Unit 1	Quiz	10 %	0.0%
10/18/2006	Final Exam	Unit 1	Exam	30 %	0.0%
<b>Totals:</b>				<b>0.0%*</b>	<b>0.0%</b>

Weight All Equally Save

**Relative Weight:**  
The "relative weight" is the percentage of the overall Coursework score that a Type comprises. The relative weights must always add up to 100%. You must enter weights for all Coursework items before a grade can be calculated.

**Weighting Assignments:**  
To assign weights to your assignments, enter numbers in the boxes next to the assignment name. If you want to give all assignments equal weighting, click the "Weight All Equally" button, and weights will be calculated for you.

**% of Grade:**  
The "% of Grade" column shows the value of the Assignment towards the **final course grade**, which includes both Coursework and Attendance. (NOTE: These numbers are calculated based on the relative weight of the Assignment and the overall Coursework weight towards the final grade.)

After you have clicked Save, you will see what percentage of the overall course grade each assignment has. In this example, the total of all the assignments equals 90% of the total grade because we have already assigned 10% to attendance (see Grade Breakdown).

If you wish to change the Relative Weights for your assignments after you have saved, simply click on Edit Relative Weights.

To exit, click on the Setup Tab at the top of the portlet.

GRADEBOOK - WEIGHT ASSIGNMENTS

Setup **Gradebook**

Coursework weights have been successfully updated

Due Date	Name	Unit	Type	Relative Weight	% of Grade
10/17/2006	Week One Homework	Unit 1	Homework	10.0 %	9.0%
10/13/2006	File Exchange Assignment	Unit 1	Paper	20.0 %	18.0%
10/18/2006	Final Project	Unit 1	Lab Report	30.0 %	27.0%
10/11/2006	Pop Quiz	Unit 1	Quiz	10.0 %	9.0%
10/18/2006	Final Exam	Unit 1	Exam	30.0 %	27.0%
<b>Totals:</b>				<b>100.0%</b>	<b>90.0%</b>

[Back to Coursework Grade Breakdown](#) Edit Relative Weights

**Relative Weight:**  
The "relative weight" is the percentage of the overall Coursework score that a Type comprises. The relative weights must always add up to 100%. You must enter weights for all Coursework items before a grade can be calculated.

**Weighting Assignments:**  
To assign weights to your assignments, enter numbers in the boxes next to the assignment name. If you want to give all assignments equal weighting, click the "Weight All Equally" button, and weights will be calculated for you.

**% of Grade:**  
The "% of Grade" column shows the value of the Assignment towards the **final course grade**, which includes both Coursework and Attendance. (NOTE: These numbers are calculated based on the relative weight of the Assignment and the overall Coursework weight towards the final grade.)

## Viewing Grades in Advanced Mode

Click on the Gradebook Tab to be taken to Page 1 - Overview. In this screen, you can view the students' grades to date, attendance summary and coursework summary. In addition, you can switch to letter grades or export to Excel.

GRADEBOOK - OVERVIEW

Setup **Gradebook**

Page 1: Overview | Page 2: Attendance Detail | Page 3: Coursework Detail | Excel File: Full View (All Information)

Name	Grade	Attendance & Other Weight: 10.0 %		Coursework Weight: 90.0 %		Faculty Adjustment
		Score	Grade Points	Score	Grade Points	
Joe Columbia	75.8 out of 100.0, C	83%	8.3 out of 10.0	75.0 %	67.5 out of 90.0	0.0

Show Letter Grades | Export to Excel

\* This grade is approximate, due to ungraded items.

<-- Previous Page | Set Letter Grade Values | Next Page -->

Click on the Attendance Detail link (Page 2) to view the attendance records to date and accumulated grade (if you have chosen to activate a grade for attendance). This page shows the number of sessions attended and calculates a score. You may also view this page using letter grades or export to Excel.

GRADEBOOK - ATTENDANCE AND CUSTOM ITEMS

Setup **Gradebook**

Page 1: Overview | Page 2: Attendance Detail | Page 3: Coursework Detail | Excel File: Full View (All Information)

Attendance & Other Weight: 10.0 % of Final Grade  
Go to Attendance Page  
Set up Attendance and Other

Name	Attendance (100.0 %)		Overall Attendance & Other	
	Attended (Sessions)	Score	Score	Weighted Grade Points
Joe Columbia	10/12	83.3%	83.3%	8.3 out of 10.00

Show Letter Grades | Export to Excel

(-) Denotes at least one absence due to tardiness on multiple days  
\* This grade is approximate, due to ungraded items.

<-- Previous Page | Set Letter Grade Values | Next Page -->

Click on the Coursework Detail link (Page 3) to view the coursework grades to date. This page shows the coursework detail by unit or type (depending on how you have chosen to organize your coursework). If you cannot see all the assignments, click on the "View All Assignments" link at the bottom of the portlet. You may also view this page using letter grades or export to Excel.

GRADEBOOK - COURSEWORK

Setup **Gradebook**

Page 1: Overview | Page 2: Attendance Detail | Page 3: Coursework Detail | Excel File: Full View (All Information)

Coursework Weight: 90.0 % of Final Grade  
Go to Coursework Page  
Set up Coursework

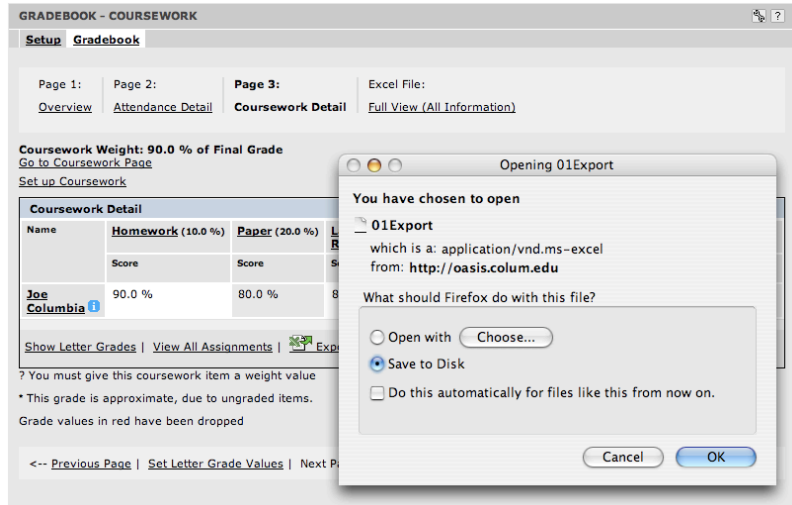
Name	Homework (10.0 %)	Paper (20.0 %)	Lab Report (30.0 %)	Quiz (10.0 %)	Exam (30.0 %)	Overall Coursework	
	Score	Score	Score	Score	Score	Score	Weighted Grade Points
Joe Columbia	90.0 %	80.0 %	86.7 %	0.0 %	80.0 %	75.0 %	67.5 out of 90.0

Show Letter Grades | View All Assignments | Export to Excel

? You must give this coursework item a weight value  
\* This grade is approximate, due to ungraded items.  
Grade values in red have been dropped

<-- Previous Page | Set Letter Grade Values | Next Page -->

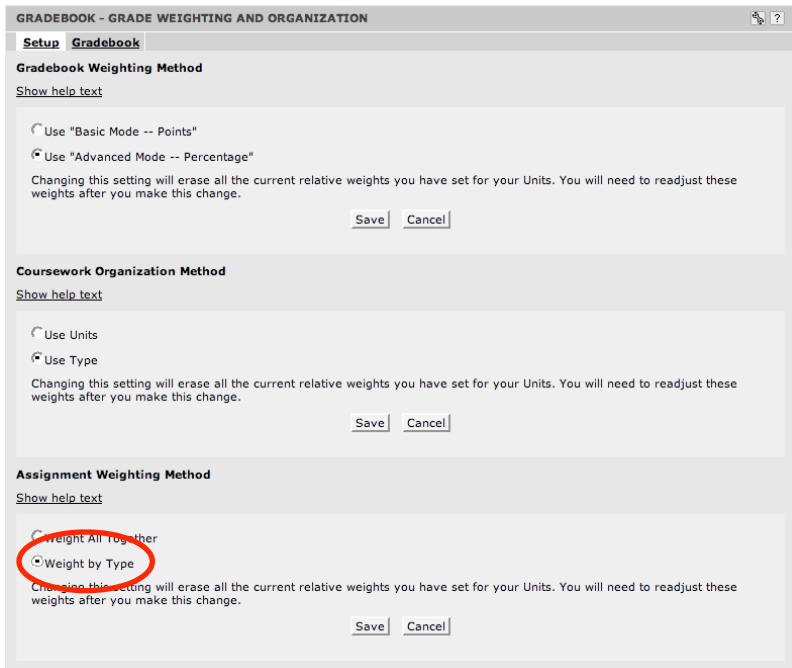
To view a detailed Excel file of all of your students' attendance and coursework records and grades, click on "Full View" and either open the file in Excel or save the file to your desktop for later use and/or record keeping.



### Weight by Type/Unit

You can weight by Unit or by Type. If you have chosen to organize your coursework by Unit, and wish to weight your coursework also by unit click on Weight by Unit in the Assignment Weighting Method field (**not shown in this example**). If you are organizing your coursework by Type and wish to weight your coursework also by Type, click on Weight by Type in the Assignment Weighting Method field (shown in this example).

Be sure to click Save when you are done. Click on the Setup tab to return to the main Gradebook Setup screen.



You will first need to weight the assignment types by clicking on any type in the “Units/Types without weights” portlet.

The screenshot shows the GRADEBOOK interface. At the top, there are tabs for 'Setup' and 'Gradebook'. Below the tabs, there are three main sections:

- Grade Breakdown:** A table showing the overall grade distribution: Attendance (10.0%), Coursework (90.0%), and Total (100.00%).
- Options:** A panel with links for 'Configure Attendance & Custom Items', 'View Coursework Breakdown', 'Set Letter Grade Values', and 'Change Grade Weighting and Organization'.
- Units / Types without weights:** A list of assignment types: Homework, Paper, Lab Report, Quiz, and Exam. The 'Homework' type is circled in red.
- Assignments without weights:** A table listing individual assignments with their types and units.

Enter in weights for each assignment type. Note in this example that, because we have allocated 10% of the grade to attendance, even though the relative weight of Homework, for example, is 20%, the actual percentage of the total grade is 18%.

In addition, you can use this portlet to choose whether to Use all grades, Drop the lowest grade for each student, Set dropped grade on a Type by Type basis, or Drop the lowest grade from each Type.

Be sure to click Save when you are done.

**Note: Additional instructions are located within the portlet itself.**

The screenshot shows the GRADEBOOK - COURSEWORK BREAKDOWN interface. It features a 'Coursework Grade Breakdown' table and a 'Weighting Types' section.

**Coursework Grade Breakdown Table:**

Type	Relative Weight	% of Grade
Homework	20.0 %	18.0%
Paper	10.0 %	9.0%
Lab Report	20.0 %	18.0%
Quiz	15.0 %	13.5%
Exam	35.0 %	31.5%
<b>Totals:</b>	<b>100.0%</b>	<b>90.0%</b>

The 'Homework' row and the 'Save' button are circled in red.

**Weighting Types:**

- Use all grades
- Drop the lowest grade for each student
- Set dropped grade on a Type by Type basis
- Drop the lowest grade from each Type

**Relative Weight:** The "relative weight" is the percentage of the overall Coursework score that a Types comprises. The relative weights must always add up to 100%. You must enter weights for all Coursework items before a grade can be calculated.

**Weighting Types:** To assign weights to your Types, enter numbers in the boxes next to the Type name. If you want to give all Types equal weighting, click the "Weight All Equally" button, and weights will be calculated for you.

**% of Grade:** The "% of Grade" column shows the value of the Type towards the **final course grade**, which includes both Coursework and Attendance. (NOTE: These numbers are calculated based on the relative weight of the Type and the overall Coursework weight towards the final grade.)

**Weighting Individual Assignments:** In addition to weighting the Types, you must also assign weights to the assignments within the Types. To do this, click on the Type name in the table to the left.

After you have saved your assignment Type weights, you can click on the Setup tab to exit to the main Gradebook Setup window.

If you need to edit weights, simply click on the Edit Weights link and start over.

**Coursework Grade Breakdown**

Type	Relative Weight	% of Grade
Homework	20.0 %	18.0%
Paper	10.0 %	9.0%
Lab Report	20.0 %	18.0%
Quiz	15.0 %	13.5%
Exam	35.0 %	31.5%
<b>Totals:</b>	<b>100.0%</b>	<b>90.0%</b>

[Edit Weights](#)

Use all grades  
 Drop the lowest grade for each student  
 Set dropped grade on a Type by Type basis  
 Drop the lowest grade from each Type

**Relative Weight:**  
 The "relative weight" is the percentage of the overall Coursework score that a Types comprises. The relative weights must always add up to 100%. You must enter weights for all Coursework items before a grade can be calculated.

**Weighting Types:**  
 To assign weights to your Types, enter numbers in the boxes next to the Type name. If you want to give all Types equal weighting, click the "Weight All Equally" button, and weights will be calculated for you.

**% of Grade:**  
 The "% of Grade" column shows the value of the Type towards the **final course grade**, which includes both Coursework and Attendance. (NOTE: These numbers are calculated based on the relative weight of the Type and the overall Coursework weight towards the final grade.)

**Weighting Individual Assignments:**  
 In addition to weighting the Types, you must also assign weights to the assignments within the Types. To do this, click on the Type name in the table to the left.

You must then weight the assignments within each of the Types. Click on any of the assignments to weight the assignments in that Type.

There s no need to worry about the order in which you proceed here as you will need to have ALL assignments weighted anyway before your grades will be properly calculated.

**Grade Breakdown**

Attendance	10.0 %
Coursework	90.0 %
<b>Total</b>	<b>100.00%</b>

[Edit this Breakdown](#)

**Options**

- [Configure Attendance & Custom Items](#)
- [View Coursework Breakdown](#)
- [Set Letter Grade Values](#)
- [Change Grade Weighting and Organization](#)

**Assignments without weights**

Assignment	Type	Unit
Final Project	Lab Report	Unit 1
Pop Quiz	Quiz	Unit 1
Week Four Homework	Homework	Unit 1
Week Three Homework	Homework	Unit 1
File Exchange Assignment	Paper	Unit 1
quiz	Quiz	Unit 1
Final Exam	Exam	Unit 1
Mid-Term Exam	Exam	Unit 1
Pop Quiz	Quiz	Unit 1
<a href="#">Week One Homework</a>	Homework	Unit 1
Week Two Homework	Homework	Unit 1

If the assignments in a specific Type are of equal value, as in this example, simply click on “Weight All Equally” and all the assignments will be given an equal weight totaling 100%.

Click Save when you are done. Exit to the main Gradebook Setup window by clicking on the Setup tab and continue to weight all assignments until there are no more that require weighting.

The screenshot shows the 'GRADEBOOK - WEIGHT ASSIGNMENTS' window with the 'Gradebook' tab selected. A message box states 'The values must add up to 100%'. Below is a table titled 'Homework Grade Breakdown:' with columns for Due Date, Name, Unit, Relative Weight, and % of Grade. The table lists four homework assignments, each with a relative weight of 0.0% and a % of grade of 0.0%. At the bottom of the table, the 'Totals' row shows 0.0% for both Relative Weight and % of Grade. A button labeled 'Weight All Equally' is circled in red. A 'Save' button is located at the bottom right of the window.

Due Date	Name	Unit	Relative Weight	% of Grade
10/17/2006	Week One Homework	Unit 1	0.0 %	0.0%
10/24/2006	Week Two Homework	Unit 1	0.0 %	0.0%
10/31/2006	Week Three Homework	Unit 1	0.0 %	0.0%
11/7/2006	Week Four Homework	Unit 1	0.0 %	0.0%
<b>Totals:</b>			<b>0.0% *</b>	<b>0.0%</b>

**Relative Weight:**  
The "relative weight" is the percentage of the overall Coursework score that a Type comprises. The relative weights must always add up to 100%. You must enter weights for all Coursework items before a grade can be calculated.

**Weighting Assignments:**  
To assign weights to your assignments, enter numbers in the boxes next to the assignment name. If you want to give all assignments equal weighting, click the "Weight All Equally" button, and weights will be calculated for you.

**% of Grade:**  
The "% of Grade" column shows the value of the Assignment towards the **final course grade**, which includes both Coursework and Attendance. (NOTE: These numbers are calculated based on the relative weight of the Assignment and the overall Coursework weight towards the final grade.)

Some assignments may be worth more than others and can be weighted more heavily. In this example, I have weighted the final exam more heavily than the mid-term exam. **Note, however, that the two combined exams still only equal 35% of the total grade because of the overall Type weighting entered previously.**

The screenshot shows the 'GRADEBOOK - WEIGHT ASSIGNMENTS' window with the 'Gradebook' tab selected. A message box states 'Coursework weights have been successfully updated'. Below is a table titled 'Exam Grade Breakdown:' with columns for Due Date, Name, Unit, Relative Weight, and % of Grade. The table lists two exam assignments: a Final Exam with a relative weight of 60.0% and a % of grade of 21.0%, and a Mid-Term Exam with a relative weight of 40.0% and a % of grade of 14.0%. The 'Totals' row shows 100.0% for Relative Weight and 35.0% for % of Grade. The 'Relative Weight' and '% of Grade' columns are circled in red. A 'Back to Coursework Grade Breakdown - Edit Relative Weights' link is located at the bottom right of the table.

Due Date	Name	Unit	Relative Weight	% of Grade
10/18/2006	Final Exam	Unit 1	60.0 %	21.0%
10/17/2006	Mid-Term Exam	Unit 1	40.0 %	14.0%
<b>Totals:</b>			<b>100.0%</b>	<b>35.0%</b>

**Relative Weight:**  
The "relative weight" is the percentage of the overall Coursework score that a Type comprises. The relative weights must always add up to 100%. You must enter weights for all Coursework items before a grade can be calculated.

**Weighting Assignments:**  
To assign weights to your assignments, enter numbers in the boxes next to the assignment name. If you want to give all assignments equal weighting, click the "Weight All Equally" button, and weights will be calculated for you.

**% of Grade:**  
The "% of Grade" column shows the value of the Assignment towards the **final course grade**, which includes both Coursework and Attendance. (NOTE: These numbers are calculated based on the relative weight of the Assignment and the overall Coursework weight towards the final grade.)

## Viewing Grades when Weighting by Unit/Type

Click on the Gradebook Tab to be taken to Page 1 - Overview. In this screen, you can view the students' grades to date, attendance summary and coursework summary. In addition, you can switch to letter grades or export to Excel.

GRADEBOOK - OVERVIEW

Setup Gradebook

Page 1: Overview | Page 2: Attendance Detail | Page 3: Coursework Detail | Excel File: Full View (All Information)

Name	Grade	Attendance & Other Weight: 10.0 %	Coursework Weight: 90.0 %	Faculty Adjustment
		Score Grade Points	Score Grade Points	
Joe Columbia	78.1 out of 100.0, C	83% 8.3 out of 10.0	77.5 % 69.7 out of 90.0	0.0

Show Letter Grades | Export to Excel

\* This grade is approximate, due to ungraded items.

<-- Previous Page | Set Letter Grade Values | Next Page -->

Click on the Attendance Detail link (Page 2) to view the attendance records to date and accumulated grade (if you have chosen to activate a grade for attendance). This page shows the number of sessions attended and calculates a score. You may also view this page using letter grades or export to Excel.

GRADEBOOK - ATTENDANCE AND CUSTOM ITEMS

Setup Gradebook

Page 1: Overview | Page 2: Attendance Detail | Page 3: Coursework Detail | Excel File: Full View (All Information)

Attendance & Other Weight: 10.0 % of Final Grade  
Go to Attendance Page  
Set up Attendance and Other

Name	Attendance (100.0 %)	Overall Attendance & Other
	Attended (Sessions) Score	Score Weighted Grade Points
Joe Columbia	10/12 83.3%	83.3% 8.3 out of 10.00

Show Letter Grades | Export to Excel

(-) Denotes at least one absence due to tardiness on multiple days  
\* This grade is approximate, due to ungraded items.

<-- Previous Page | Set Letter Grade Values | Next Page -->

Click on the Coursework Detail link (Page 3) to view the coursework grades to date. This page shows the coursework detail by unit or type (depending on how you have chosen to organize your coursework). If you cannot see all the assignments, click on the "View All Assignments" link at the bottom of the portlet. You may also view this page using letter grades or export to Excel.

GRADEBOOK - COURSEWORK

Setup Gradebook

Page 1: Overview | Page 2: Attendance Detail | Page 3: Coursework Detail | Excel File: Full View (All Information)

Coursework Weight: 90.0 % of Final Grade  
Go to Coursework Page  
Set up Coursework

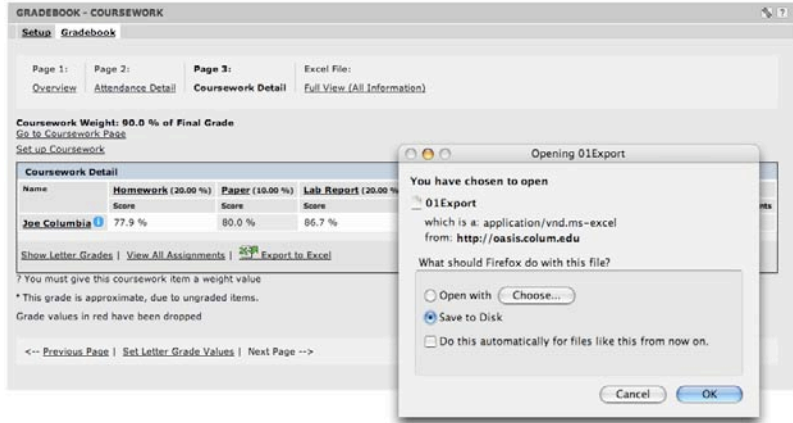
Name	Homework (20.00 %)					Paper (10.00 %)	Lab Report (20.00 %)		Quiz (10.00 %)		Exam (30.00 %)			Overall Coursework			
	Week Three Homework	Week One Homework	Week Four Homework	Week Two Homework	Score	File Exchange Assignment	Score	Final Project	Score	Pop Quiz	Pop Quiz	Score	Final Exam	Mid-Term Exam	Score	Score	Weighted Grade Points
Joe Columbia	91.7 %	90.0 %	60.0 %	70.0 %	77.9 %	80.0 %	80.0 %	86.7 %	86.7 %	100.0 %	0.0 %	50.0 %	80.0 %	87.5 %	83.0 %	77.5 %	69.7 out of 90.0

Show Letter Grades | Hide All Assignments | Export to Excel

\* You must give this coursework item a weight value  
\* This grade is approximate, due to ungraded items.  
Grade values in red have been dropped

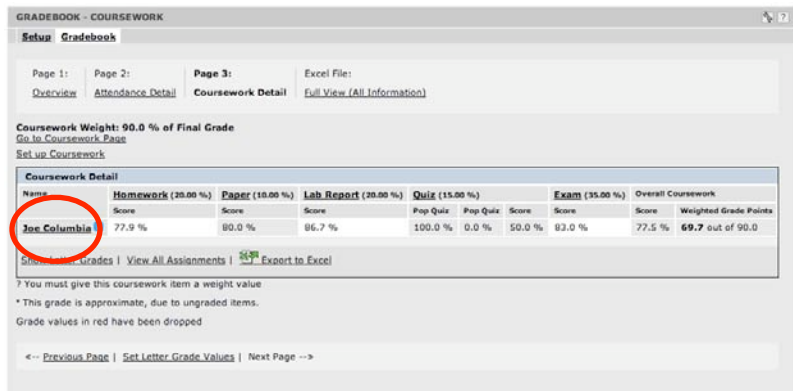
<-- Previous Page | Set Letter Grade Values | Next Page -->

To view a detailed Excel file of all of your students' attendance and coursework records and grades, click on "Full View" and either open the file in Excel or save the file to your desktop for later use and/or record keeping.



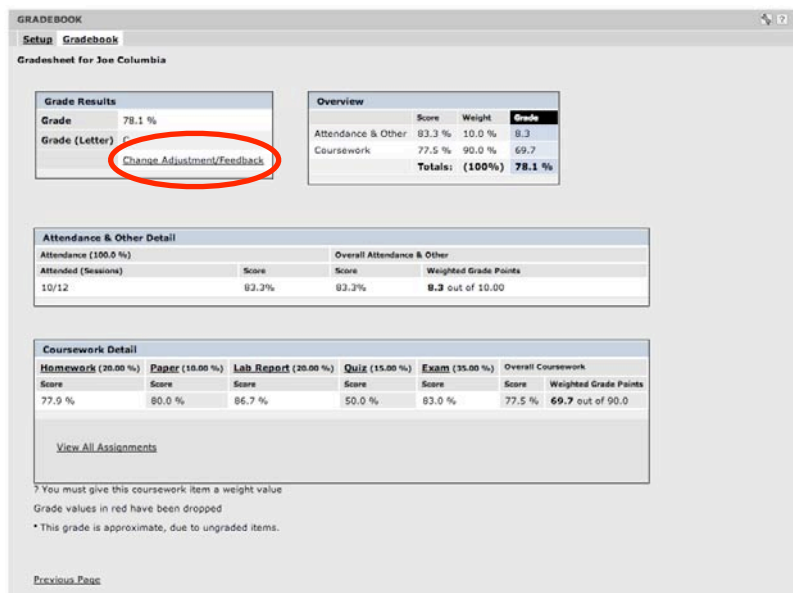
### Faculty Adjustment

You can adjust a student's grade by clicking on their name whilst in the Gradebook portlet.



This brings up the Gradesheet for Joe Columbia.

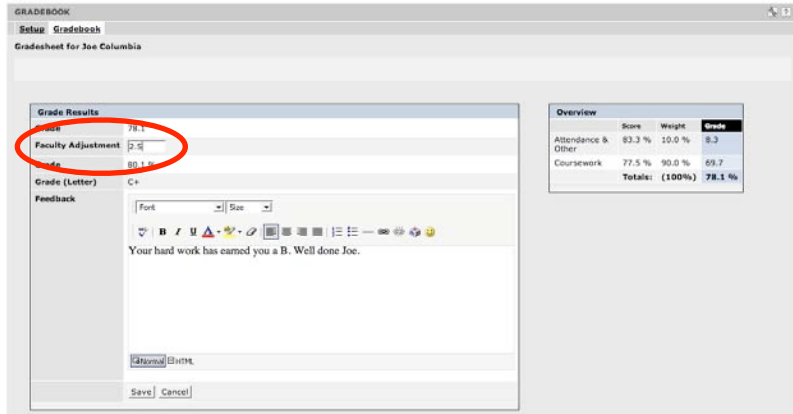
Click on the "Change Adjustment/Feedback" link in the Grade Results portlet.



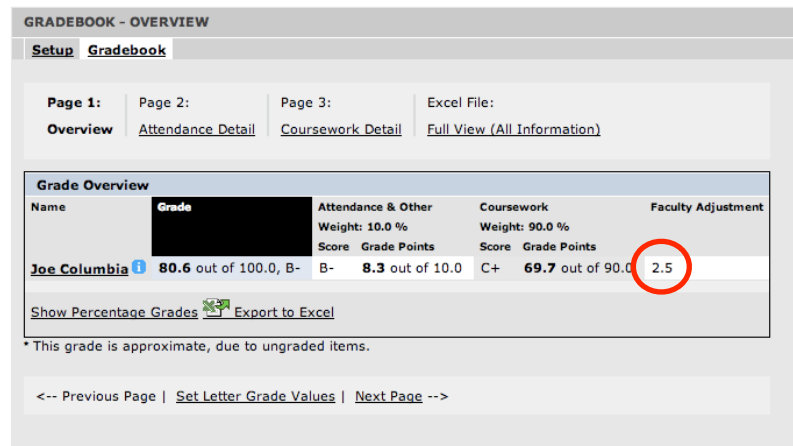
You can type in positive or negative numbers to adjust the grade up or down.

In addition you can type a message in the feedback window that will be visible to the student.

Click Save when you are done.

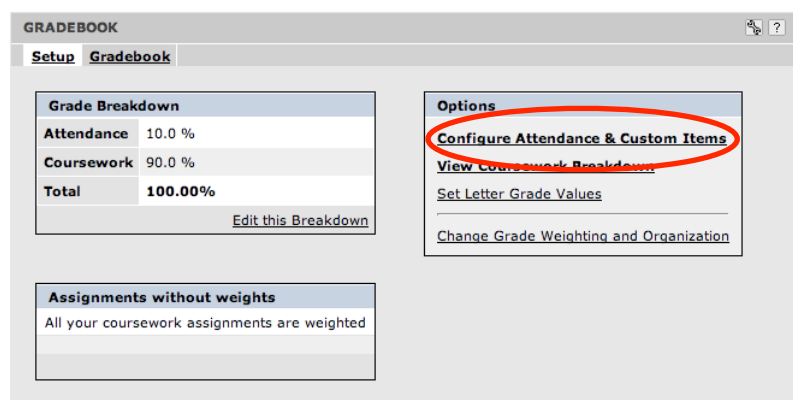


In this example, you can see that a faculty adjustment of 2.5 has moved the student's grade from a C+ to a B-.



### Add Custom Items to Attendance & Other Grade

You can add custom items such as "Class Participation" as part of your Attendance & Other Grade. To add a Custom Item, click on "Configure Attendance & Custom Items" in the Main Gradebook Setup window.



Click on “Add Custom Items” in the Gradebook - Configure Attendance & Custom Items portlet.

GRADEBOOK - CONFIGURE ATTENDANCE & CUSTOM ITEMS

Setup Gradebook

Count 1 Unexcused Absence after: 2 Times Tardy

No credit for attendance after: 3 Unexcused Absences

Automatic course failure:  No automatic failure  
 Automatic failure after: 4 Unexcused Absences

Save Cancel

Name	Relative Weight	% of Grade
Attendance	100.0 %	10.0%
<b>Totals:</b>	<b>100.0%</b>	<b>10.0%</b>

[+ Add Custom Items](#) [Edit Relative Weights](#)

Type in a name for the Custom Item and click Save.

Note: In this example we have called the Custom Item “Participation”, however, it can be called whatever you wish and you can add more than one Custom Item.

GRADEBOOK - CONFIGURE ATTENDANCE & CUSTOM ITEMS

Setup Gradebook

Count 1 Unexcused Absence after: 2 Times Tardy

No credit for attendance after: 3 Unexcused Absences

Automatic course failure:  No automatic failure  
 Automatic failure after: 4 Unexcused Absences

Save Cancel

Name	Relative Weight	% of Grade
Attendance	100.0 %	10.0%
Participation		
<b>Totals:</b>	<b>100.0%</b>	<b>%</b>

Save Cancel

Type in a Relative Weight for each of the items in the “Attendance and Other Breakdown” portlet.

In this example we have weighted Attendance and Participation equally.

Click Save when you are done.

GRADEBOOK - CONFIGURE ATTENDANCE & CUSTOM ITEMS

Setup Gradebook

Custom item(s) were successfully added

Count 1 Unexcused Absence after: 2 Times Tardy

No credit for attendance after: 3 Unexcused Absences

Automatic course failure:  No automatic failure  
 Automatic failure after: 4 Unexcused Absences

Save Cancel

Name	Relative Weight	% of Grade
Attendance	50 %	10.0%
Participation	50 %	0.0%
<b>Totals:</b>	<b>100.0%</b>	<b>10.0%</b>

Save Cancel

Note that the total for the combined Attendance and Other Breakdown is still equal to only 10% of the grade.

GRADEBOOK - CONFIGURE ATTENDANCE & CUSTOM ITEMS

Setup **Gradebook**

Custom item(s) were successfully changed

Count 1 Unexcused Absence after: 2 Times Tardy  
 No credit for attendance after: 3 Unexcused Absences  
 Automatic course failure:  No automatic failure  
 Automatic failure after: 4 Unexcused Absences

Save Cancel

Attendance and Other Breakdown		
Name	Relative Weight	% of Grade
Attendance	50.0 %	5.0%
Participation	50.0 %	5.0%
<b>Totals:</b>	<b>100.0%</b>	<b>10.0%</b>

[Add Custom Items](#) [Edit Relative Weights](#)

### Grading Custom Items

To grade Custom Items, click on the Gradebook Tab in the main Gradebook portlet then click on "Grade Custom Items" at the bottom of Page 1, 2, or 3.

GRADEBOOK - OVERVIEW

Setup **Gradebook**

Page 1: **Overview** Page 2: [Attendance Detail](#) Page 3: [Coursework Detail](#) Excel File: [Full View \(All Information\)](#)

Grade Overview				
Name	Grade	Attendance & Other Weight: 10.0 %	Coursework Weight: 90.0 %	Faculty Adjustment
		Score Grade Points	Score Grade Points	
Joe Columbia	74.1 out of 100.0, C	F 4.2 out of 10.0 *	C 67.5 out of 90.0	2.5

[Show Percentage Grades](#) [Grade Custom Items](#) [Export to Excel](#)

\* This grade is approximate, due to ungraded items.

<< Previous Page | [Set Letter Grade Values](#) | Next Page >>

Add a grade for each of your students in the "Grade Custom Items" portlet. This grade will be combined with the Attendance grade to give a total Attendance & Other Custom Items Grade.

Click Save when you are done.

Gradebook is now configured.

GRADEBOOK - GRADE CUSTOM ITEMS

Setup **Gradebook**

Page 1: **Overview** Page 2: [Attendance Detail](#) Page 3: [Coursework Detail](#) Excel File: [Full View \(All Information\)](#)

Grade Custom Items	
Name	Participation
Joe Columbia	90 / 100

Save Cancel

[Set Letter Grade Values](#)