

GRADES – UNDERSTANDING THE GRADES TOOL

Use the Grades tool to centralize assessment and evaluation for your course. This tutorial outlines key aspects of creating and using your grade book.

You must create a grade book to use the **Grades** tool. If this is your first time in the Grades tool, create your grade book using the **Setup Wizard** tab.

The Setup Wizard lets you select;

- **Grading System**
- **Final Grade Calculation Method**
- **Ungraded Item Options**
- **Default Grade Scheme Selection**
- **Display Settings**

Once you complete the wizard, you can begin creating grade items and categories, thereby building your grade book. Navigate to the **Manage Grades** tab to build or manage your grade book.

UNDERSTANDING YOUR GRADE BOOK

- Your grade book is organized into different sections; **Grade Item, Type, Association** and **Max Points**.

Grade Item	Type	Association	Max. Points
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- If you link a course activity, such as discussion, assignment or quiz to a grade item, this connection will appear in the **Association** column.
- The **Max. Points** column displays the maximum score a learner can achieve on that grade item.
- If you are using a weighted grading system, your grade book will also contain a **Weight** column. The weight is the percent a category contributes to the overall course, as well as the percent an individual grade item contributes to a category.
- **Grade Items** can be stand-alone items or organized into categories. **Figure 1** and **2** shows a Grade Item within a category and one as a stand-alone respectively.

<input type="checkbox"/>	Assignments ▾				60
<input type="checkbox"/>	Sunspot Cycle Assignment ▾	Numeric	Assignments ⓘ	15	25
<input type="checkbox"/>	Classify the sunspots ▾	Numeric	Assignments ⓘ	15	25
<input type="checkbox"/>	Magnetic Fields Assignment ▾	Numeric	Assignments ⓘ	15	25
<input type="checkbox"/>	Aurora Research Assignment ▾	Numeric	Assignments ⓘ	15	25

Figure 1: Grade Items within a category.

<input type="checkbox"/>	Exams ▾				10
<input type="checkbox"/>	Midterm exam ▾	Numeric	-	40	10
<input type="checkbox"/>	Final Exam ▾	Numeric	-	40	10
<input type="checkbox"/>	Solar System ▾	Numeric	Quizzes ⓘ	15	10

Figure 2: Grade Items as a stand-alone.

- The type of grade item also displays, in addition to **Numeric** type you can also create the followings **grading Type**:
 - **Selectbox** – Grade users by selecting the grade scheme level that best matches their achievement. (E.g. “Very Good” or “B+”)
 - **Pass/Fail** – Grade users using a simple pass/fail grade scheme. (E.g. “Pass” or “Fail”)
 - **Formula** – Automatically grad users using a custom formula based on achievement on other grade items.
(E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus. $IF\{ MIN\{ [P1.Percent], [P2.Percent] \} < 50, 0, 1$
 - **Calculated** – Calculate users’ cumulative achievement across multiple grade items.
(E.g. Midterm Grade: $(A1+A2+Q1+Q2 / Total Max. Points) * 100 = 73\%$)
 - **Text** – Provide comments in the grade book that are not calculated in the final grade.
(E.g. “Course Evaluation Completed”)
- Click on **More Actions** to **Delete Grade Items or Categories, Reorder Grade Items or Categories** or **View Event Log**.
- The **Event Log** notes all actions completed in your grade book. This can be helpful if multiple people – such as teaching assistants – are using the same grade book, or if discussion grades with learners.

If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at <https://citl.mun.ca/support/>