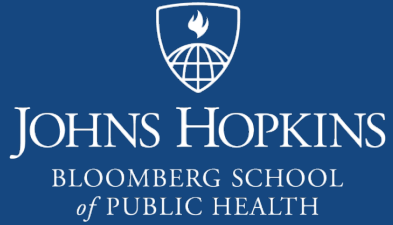


The CoursePlus Gradebook Tool

Celine Greene
Center for Teaching and Learning



The Online Gradebook

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Better than an Excel File

- ▶ All Online Gradebooks:
 - ▶ Anytime, anywhere access
 - ▶ Automatically saved
 - ▶ One stop shop, i.e. efficiency
- ▶ Some Online Gradebooks:
 - ▶ Integration with LMS including synchronization with current roster, course communication, grade imports
 - ▶ Transparency, i.e. student views
 - ▶ Learner analytics

The CoursePlus Gradebook

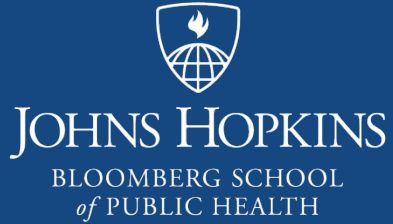
- ▶ Synchronization with current roster
- ▶ Warning notices in set-up
 - ▶ Potential issues
- ▶ Grade imports/synchronization
 - ▶ Discussion Forum, Quiz Generator
- ▶ Auto-match returning Drop Box submissions via Zip (compressed) file
- ▶ Extra Credit (Item and/or Category)

The CoursePlus Gradebook, cont.

- ▶ Email feedback (grade, text and file)
- ▶ Student view
- ▶ Customize transparency/visibility
- ▶ Grade Calculation Details
- ▶ Export Grades to Excel
 - ▶ Statistics/Analytics

Grading in the CoursePlus Gradebook

- ▶ Grade by
 - ▶ Item
 - ▶ Student
 - ▶ Group
- ▶ Grade by
 - ▶ Points
 - ▶ Percentages
 - ▶ Letters, pass/fail, or custom (set increments)
- ▶ Quick grade an item
 - ▶ Full credit for all students
 - ▶ Zero credit for ungraded students



Set Up the Gradebook

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Student View: Gradebook Not Being Used

CoursePlus®

340.744.81 – Advanced Topics On Control and Prevention of HIV/AIDS

3 2017-2018

Sign Out

Syllabus ▾

Content

Communication ▾

Resources ▾

Help

Home

Fiona Shrek ▾

Gradebook : Grades for Fiona Shrek

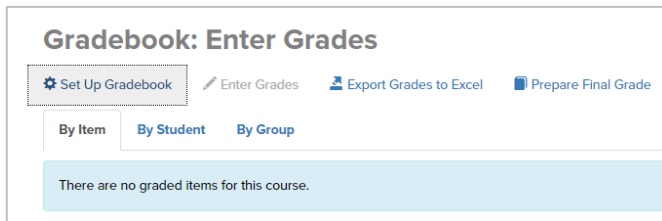
Fiona Shrek, listed below are your grades, including the files and text feedback returned specifically to you by the course faculty and TAs.

Grade	File	Comments	Final Grade Weight (%)
-------	------	----------	------------------------

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Navigate from Faculty Tools

- ▶ Faculty Tools Quick Jump
 - ▶ Gradebook
- ▶ Administrative Tools
 - ▶ Student Assignments: Gradebook
- ▶ “Set Up Gradebook”



First Decisions

- ▶ Overall grade
 - ▶ Percentage
 - ▶ Points
- ▶ Categories
 - ▶ Match Syllabus
 - ▶ Consider “Other”
 - Miscellaneous
 - Feedback
 - Extra credit
- ▶ *Optional: Graded items*
 - ▶ *OK to include later*

Gradebook: Setup

[Set Up Gradebook](#) [Enter Grades](#) [Export Grades to Excel](#) [Prepare Final Grade](#)

Overall grade based on

Percentage ▾

☐ Display the final grade in the student view

Percentage

0

[+ Create Graded Item](#) [+ Create Category](#) [History](#)

Student View: Gradebook Set Up is Always Visible

- Students always see categories, items, weights

CoursePlus® CTL ID On-Campus Test Site S 2018-2019 Sign Out

Syllabus ▾ Content Communication ▾ Resources ▾ Help Home

Luke Cage ▾

Gradebook : Grades for Luke Cage

Luke, listed below are your grades, including the files and text feedback returned specifically to you by the course faculty and TAs.

	Grade	File	Comments	Category Item Weight (%)	Final Grade Weight (%)
Uncategorized					
Pass/Fail TEST	—	—	—		10%
Assessments					
	—				40%
Movie Quotes	—	—	—	30%	
Book Quotes	—	—	—	20%	
TBD	—	—	—	50%	

Managing Student View

- ▶ From Gradebook Setup, always visible:
 - ▶ Category and item titles
 - ▶ Category and item weights
 - ▶ Order of categories and items
- ▶ Determined by Gradebook item visibility:
 - ▶ Category grades
 - ▶ Overall grades
- ▶ “On Demand” Gradebook item visibility:
 - ▶ From Enter Grades by item:
 - Grade and feedback
 - Display for All or Individual *students*
 - ▶ From Enter Grades by student:
 - Grade and feedback
 - Display for All or Individual *items*
 - ▶ From Gradebook Setup:
 - Grade and feedback of individual item for All students
 - *Prepared* final grade checkbox

Student View: Gradebook Setup with Visible Items

CoursePlus®

CTL ID On-Campus Test SiteS2018-2019Sign Out

SyllabusContentCommunicationResourcesHelpHome

Luke Cage ▾

Gradebook : Grades for Luke Cage

Luke, listed below are your grades, including the files and text feedback returned specifically to you by the course faculty and TAs.

Your current overall grade is: **93.42%**

The current overall grade reflects grades that are both entered into the Gradebook and made visible to you on this page.

	Grade	File	Comments	Category Item Weight (%)	Final Grade Weight (%)
Uncategorized					
Pass/Fail TEST	P (100)	—	—		10%
Assessments	94.50%				40%
Movie Quotes	90%	—	—	30%	
Book Quotes	3/3 (100%)	—	View	20%	
TBD	—	—	—	50%	

Create Categories and Graded Items

Categories

- ▶ Category name (Required)
- ▶ Mark as extra credit (Optional)
- ▶ Overall grade based on %?
 - ▶ % toward final
 - ▶ Weight all items equally (Optional)
 - Drop highest/lowest (Optional)

The 'Edit Category' form contains the following fields and options:

- Category name:** A text input field with the value 'Other'.
- % this category factors into final grade:** A numeric input field with the value '40'.
- ☒ **Weight all graded items in this category equally**
- Drop the** **lowest grade value(s) in this category**
- Drop the** **highest grade value(s) in this category**
- ☐ **Category counts as extra credit** [More info](#)
- Save** (green button) and **Cancel** (grey button)

The 'Gradebook: Setup' interface includes the following elements:


- Gradebook: Setup** (Section Header)
- Navigation links: [Set Up Gradebook](#), [Enter Grades](#), [Export Grades to Excel](#), [Prepare Final Grade](#)
- Overall grade based on**
- ☐ **Display the final grade in the student view**
- Percentage**
- + Create Graded Item** (blue button)
- + Create Category** (blue button)
- History** (button with document icon)

Warnings

- ▶ Checked with each Setup edit
- ▶ Potential Issues
 - ▶ Overall % of gradebook does not equal 100%
 - ▶ Total % of items within category does not equal 100%
 - ▶ All items in category excluded from final grade
 - ▶ Number of items to drop in category equals or exceeds number of items that count toward the final grade in same category

Gradebook: Setup

 Set Up Gradebook  Enter Grades  Export Grades to Excel  Prepare Final Grade

 There are 3 potential issues with this gradebook. (Hide)

1. The overall percentage for this gradebook is greater than 100%. If this gradebook was not intentionally set up to factor extra credit into the overall calculation, please adjust the category and/or item percentages.
2. The total percentage of the graded items within each of the following categories does not equal 100%. If these categories were not intentionally set up to factor extra credit into the final grade calculation, please adjust the item percentages.
 1. Assessments
 2. Exclude from Final Grade
3. The number of lowest/highest items to drop within the category "Other" equals or exceeds the number of items that count toward the final grade. In order to avoid inaccurate grade calculations, please adjust these numbers so at least one item will factor into the final grade.

Items

- ▶ Link to Drop Box, Quiz, Discussion Forum, or Peer Assessment (Optional)
- ▶ Graded item name
- ▶ Grading method
 - ▶ %, Points, Letter, P/F, Custom
- ▶ Optional
 - ▶ Exclude from final grade
 - ▶ Display in Student View
 - ▶ Mark as Extra Credit

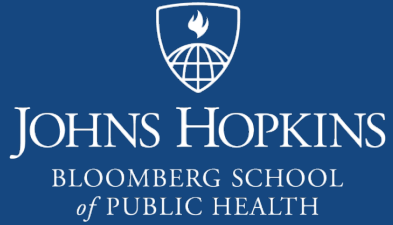
The 'Create Graded Item' form includes the following fields and options:

- Link to Drop Box, Quiz, Discussion Forum or Peer Assessment:** A dropdown menu currently set to 'None'.
- Graded Item Name:** A text input field with the placeholder 'Please enter an item name'.
- Grading Method:** A dropdown menu set to 'Points'.
- Maximum possible points:** A text input field set to '0'.
- Options:** Three checkboxes for 'Exclude from final grade', 'Display grade in student view', and 'Item counts as extra credit' (which is checked). A 'More info' link is next to the last option.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

The 'Gradebook: Setup' page shows a table of graded items with the following details:

- Overall grade based on:** Points (dropdown)
- Display the final grade in the student view:** (checkbox)
- Points:** 200
- Buttons:** '+ Create Graded Item', '+ Create Category', and 'History'.
- Graded Items Table:**

Item Name	Points	Actions
[FORUM] Assignments <small>Extra Credit Item</small>	10	Edit Remove
custom thing to grade in a custom way...	5	Edit Remove
Quizzes		+ Add Graded Item Edit Remove



Enter Grades

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By Item

Enter Grades: By Item

1. Click item name

Gradebook: Enter Grades

[Set Up Gradebook](#) [Enter Grades](#) [Export Grades to Excel](#)

By Item **By Student** **By Group**

Item

Uncategorized

[General Assignment](#)

Assessments

2. Enter grade for one or more students

Display Grades	Student Name	History	Grade
<input type="checkbox"/>			
Displaying 1-2 of 2 students in class.			
	Cage, Luke		100 P
	Shrek, Fiona		<input type="text"/>

3. (Optional) Enter feedback for one or more students

ungraded zero [Upload Zip of Graded Files](#) [Compose Feedback to All Students](#)

Feedback ✉ Email

Text: Individual Send

File:

Text: Send

File:

Enter Grades: By Item - Feedback

- ▶ Text: individual or global
- ▶ Individual file
- ▶ Zip file
 - ▶ Drop Box submissions or Other
 - ▶ Auto-matched to student(s)
 - ▶ Allows for batch uploads


ungraded zero	Upload Zip of Graded Files	Compose Feedback to All Students
Feedback ✉ Email		
Text: Individual		Send E
File: Individual		
Text: Global		Send E
File:		

Enter Grades: By Item – Quick Grade

- ▶ Give all students full credit
- ▶ Give all ungraded students a zero

Gradebook: Enter Grades for General Assignment

 Set Up Gradebook

 Enter Grades


 Export Grades to Excel


 Prepare Final Grade

☐ cc: Myself on all feedback emails sent from this page.

☒ Give Students Full Credit

☒ Give all ungraded students a zero

 Upload Zip of Graded Files

 Compose Feedback to All Students

Display Item Grade in Student View – 1

- ▶ Display Grades checkbox
- ▶ Display a single item for all students

The screenshot shows the CoursePlus Gradebook interface for 'Movie Quotes'. The top navigation bar includes 'Syllabus', 'Content', and 'Communication'. The main heading is 'Gradebook: Enter Grades for Movie Quotes'. Below this, there are several action links: 'Set Up Gradebook', 'Enter Grades', 'Export Grades to Excel', and 'Prepare Final Grade'. A dashed blue arrow points from the 'Display Grades' checkbox in the table header to a callout box. Another dashed blue arrow points from the 'Give Students Full Credit' link to the same callout box. The callout box contains the text 'Display Grades' with a checked checkbox, 'Student Name', 'History', and a grade 'G'. Below the callout box, the table header shows 'Display Grades' with a checked checkbox, 'Student Name', 'History', 'Grade', and 'Feedback'. The table body shows two students: 'Cage, Luke' with a grade of '83 %' and 'Shrek, Fiona' with a grade of '100 %'. Each student row has a 'Send Email' button.

CoursePlus® CTL ID On-Campus Test Site

Syllabus Content Communication

Gradebook: Enter Grades for Movie Quotes

Set Up Gradebook Enter Grades Export Grades to Excel Prepare Final Grade

cc: Myself on all feedback emails sent from this page. Give Students Full Credit Give all ungraded students a zero Upload Zip of Graded Files Complete Students

Display Grades Student Name History Grade Feedback

Displaying 1-2 of 2 students in class.

Cage, Luke	83 %	Text: File:	Send Email
Shrek, Fiona	100 %	Text: File:	Send Email

Display Item Grade in Student View – 2


- ▶ Eyeball icon
 - ▶ Display a single item for **one or more** students

The screenshot shows a web interface for displaying student grades. At the top, there's a header with 'Display Grades' and a checkbox. Below it, a table lists students with columns for 'Student Name', 'History', 'Grade', and 'Feedback'. The first row is for 'Cage, Luke' with a grade of 95%. The second row is for 'Shrek, Fiona' with an empty grade field. A dashed blue arrow points from the 'Grade' column of the first row to an expanded view on the right. This expanded view shows the 'Cage, Luke' row with an 'Eyeball' icon (a blue eye) and a 'Send Email' button. Another dashed blue arrow points from the 'Feedback' column of the second row to a similar expanded view for 'Shrek, Fiona', which shows a 'Send Email' button.


Display Grades	Student Name	History	Grade	Feedback
<input type="checkbox"/>	Cage, Luke		95 %	
	Shrek, Fiona			

Displaying 1-2 of 2 students in class.

Expanded view for Cage, Luke:

-  Cage, Luke
- [Send Email](#)

Expanded view for Shrek, Fiona:

-  Shrek, Fiona
- [Send Email](#)

Display Item Grade in Student View – 3

- ▶ Send Email button
- ▶ Display a single item for a single student

The screenshot shows a web interface for managing reviews. At the top, a 'Reviews' header is followed by a list of items: 'Book Review - Critical Dialogue', 'Book Review', and 'Movie Critique'. The 'Book Review - Critical Dialogue' item is selected, showing a grade of 8 / 10 and a 'Send Email' button. A callout box with a dashed arrow points to a larger 'Send Email' button. Below this, a 'Display Grades' table shows details for two students: Luke Cage (95%) and Fiona Shrek (85%). Each student row has a 'Send Email' button. At the bottom, a detailed view for the 'Movie Critique' item shows a grade of 85%, a 'Send Email' button, and a 'Text: Individual' dropdown menu.

Display Grades	Student Name	History	Grade	Feedback
Displaying 1-2 of 2 students in class.				
	Cage, Luke		95 %	Text: Individual
	Shrek, Fiona		85 %	Text: Individual

Movie Critique 85 % Text: Individual

Display Item Grade in Student View – 4

- ▶ Email all button
 - ▶ Display a single item for **all students** *whose grades are ready to be sent*

The screenshot shows a web interface for displaying student grades. At the top, there's a header with 'Display Grades' and a sub-header with 'Student Name', 'History', 'Grade', and 'Feedback'. Below this, a message says 'Displaying 1-2 of 2 students in class.' The table lists two students: Luke Cage and Fiona Shrek. Each row has a 'Grade' column with a value (30 and 25 respectively) and a 'Feedback' column with a 'Send Email' button. A callout box highlights the 'Email all' button, which is located in the top right corner of the table area. The callout box contains the text 'Email all' and an icon of an envelope with an arrow.

Display Grades	Student Name	History	Grade	Feedback
Displaying 1-2 of 2 students in class.				
	Cage, Luke		30 / 30	Text: Individual File: Individual
	Shrek, Fiona		25 / 30	Text: Global

Special Linked Items

Discussion Forum as Graded Item

- ▶ Grade item
 - ▶ In Gradebook, or
 - ▶ In Discussion Forum
 - Delay on Gradebook synchronization
- ▶ Discussion Forum Category is the graded item
 - ▶ Same grade for all posts across all topics made by an individual student in category


Movie Critique

fiona's latest critique

Last viewed by the course instructional team on 09/05/2018 at 10:06 AM.

[Topic Options](#) [Gradebook](#) [Move Posts](#) [Subscribe](#) [Save to PDF](#) [Save to Excel](#) [Delete](#)

Original Post

 **Fiona Shrek**
Far Far Away, Maryland
Aug 1, 2018 2:02 PM

This is a fantastic critique of a movie

[+](#) [Reply](#)

Grade:

Comments: [Save](#)

Quiz Generator as Graded Item

- ▶ Quiz with only automatic scoring
 - ▶ Automatic (delayed) Gradebook synchronization
- ▶ Quiz with questions that need manual grading
 - ▶ Grade quiz in Gradebook, or
 - ▶ Grade quiz in Quiz Generator
 - Delay on Gradebook synchronization

Quiz View: Other Media Quiz: Manage Quiz Questions

Overview	Setup	Preview	Question Manager	Answer Key	Special Permissions	Responses and Grades	Statistics
<p>▶ Set Question Order</p> <p>[Create New Question]</p> <p>▶ Add/Remove/Edit Questions</p> <p>▶ Edit Question Weighting</p>			<p>Add a Fill-in-the-Blank Question</p> <p>Important Note: The system will not grade fill-in-the-blank questions automatically. You must grade fill-in-the-blank responses once students have taken the quiz.</p> <p>Enter the text you want to display <i>before</i> the answer field:</p> <input type="text"/>				

Shrek, Fiona	Needs Manual Grading	Nothing has been sent.
--------------	----------------------	------------------------

Drop Box as Graded Item

- ▶ Grade item only in Gradebook
- ▶ Feedback
 - ▶ View (download) submissions through Drop Box
 - ▶ Edit downloaded files with feedback
 - ▶ Zip (compress) saved files
 - ▶ *Return to Gradebook to enter grades*
 - ▶ Upload zipped feedback files
- ▶ (Optional) Add global or individual text feedback in Gradebook

The image shows two screenshots from the CoursePlus Gradebook interface. The top screenshot is the 'Gradebook: Enter Grades for Introduction' page. It has a navigation bar with links: 'Set Up Gradebook', 'Enter Grades', 'Export Grades to Excel', and 'Prepare Final Grade'. Below the navigation bar are several action buttons: 'cc: Myself on all feedback emails sent from this page.', 'Give Students Full Credit', 'Give all ungraded students a zero', 'Upload Zip of Graded Files', and 'Compose Feedback to All Students'. A table is displayed with columns: 'Display Grades', 'Student Name', 'History', 'Grade', and 'Feedback'. The table shows two students: 'Cage, Luke' and 'Shrek, Fiona'. Each student row has a 'History' icon, a 'Grade' input field, and a 'Feedback' section with 'Text' and 'File' tabs, a feedback icon, and a 'Send Email' button. The bottom screenshot is the 'Upload Zip' dialog. It contains instructions: 'To bulk upload all of the student assignments you wish to return, first create a zip file containing the assignment files. Then upload the zip file here:'. It lists three bullet points: 'Please name the individual files either as [first name][last name].ie: janedoe.pdf, or as [jhedID].ie: jdoe1.pdf', 'Please note that uploading the zip file will overwrite individual feedback submissions.', and 'The maximum size of the zip file is 200 mb'. At the bottom, there is a 'Choose File' button, a text field showing 'No file chosen', and an 'Upload Zip' button.

Gradebook: Enter Grades for Introduction

Set Up Gradebook Enter Grades Export Grades to Excel Prepare Final Grade

cc: Myself on all feedback emails sent from this page. Give Students Full Credit Give all ungraded students a zero Upload Zip of Graded Files Compose Feedback to All Students

Upload Zip of Graded Files

Display Grades	Student Name	History	Grade	Feedback
Displaying 1-2 of 2 students in class.	Cage, Luke		%	Text: File: Send Email
	Shrek, Fiona		%	Text: File: Send Email

Upload Zip

To bulk upload all of the student assignments you wish to return, first create a zip file containing the assignment files. Then upload the zip file here:

- Please name the individual files either as [first name][last name].ie: janedoe.pdf, or as [jhedID].ie: jdoe1.pdf
- Please note that uploading the zip file will overwrite individual feedback submissions.
- The maximum size of the zip file is 200 mb

Choose File No file chosen Upload Zip

Peer Assessment as Graded Item

- ▶ Assessment with automatic scoring
 - ▶ Automatic (delayed) Gradebook synchronization
- ▶ Assessment that needs manual scoring
 - ▶ Grade in Gradebook, or
 - ▶ Grade in Assessment Overview
 - Automatic (delayed) Gradebook synchronization

Summary for "Peer Assessment of Group Work" Students Assess Their Group Members: Students apply rubric to each member of their group

Scoring Method

- ☒ Sum of the median of each criteria (Class average: 12.50)
- ☐ Average of the sum of the criteria (Class average: 12.50)
- ☐ None

What to show when students are emailed their results

- ☒ Their scores
- ☐ Comments from people who assessed them
- ☐ The names of those who assessed them
- ☒ The names of students being assessed

[Preview results email](#) [Refresh scores](#)

Fictional Group

Student	Assessment summary of this student	History	Assignments completed by this student	Average	Median	Final Score
<input type="checkbox"/> Cage, Luke	Report		2 / 2	12.50	12.50	<input type="text" value="12.50"/>
<input type="checkbox"/> Shrek, Fiona	Report		2 / 2	12.50	12.50	<input type="text" value="12.50"/>

By Student

Enter Grades: By Student

1. Click student name

Gradebook: Enter Grades

[Set Up Gradebook](#) [Enter Grades](#) [Export Grades to Excel](#) [Prepare Final Grade](#)








[By Item](#) **[By Student](#)** [By Group](#)

Displaying 1-2 of 2 students in class.
















Cage, Luke
Shrek, Fiona

Displaying 1-2 of 2 students in class.

2. Enter grade for one or more items

Reviews		
	Book Review - Critical Dialogue	<input type="text" value="7"/> / 10  
	Book Review	<input type="text" value="90"/> %  
	Movie Critique	<input type="text" value=""/> %

3. (Optional) Enter feedback for one or more items

<input type="text" value="7"/> / 10  	Text:  File: 	
<input type="text" value="90"/> %  	Text:  File: 	
<input type="text" value="100"/> %  	Text:  File: 	
<div>Compose Comment</div>		

Display Item Grade in Student View – 5

- ▶ Eyeball icon
 - ▶ Display one or more items for a single student

The screenshot shows a table titled "Reviews" with three rows. Each row has an eyeball icon in the first column. A dashed blue arrow points from the first row's icon to a pop-up menu. Another dashed blue arrow points from the second row's icon to the same menu. The pop-up menu contains three items: "Book Review - Critical Dialogue", "Book Review", and "Movie Critique".

Reviews					
	Book Review - Critical Dialogue	8 / 10		Text: Individual	Send Email
	Book Review	100 %		Text: Individual File: Individual	Send Email
	Movie Critique	85 %		Text: File:	Send Email

Display Item Grade in Student View – 6

- ▶ Display Grades checkbox
 - ▶ Display grades for all items for a single student

The screenshot shows the CoursePlus interface for a gradebook. At the top, the CoursePlus logo is on the left, and 'CTL ID On-Campus Test Site' is on the right. Below the logo, the user 'Celine Greene' is logged in, with a 'Go to Faculty Tools' link. The main heading is 'Gradebook: Enter Grades for Fiona Shrek'. Below this are links for 'Set Up Gradebook', 'Enter Grades', 'Export Grades to Excel', and 'Prepare Final Grade'. A message states 'cc: Myself on all feedback email sent from this page.' and a link to 'View This Student's Personal Gradebook Page' is on the right. The 'Display Grades' checkbox is checked. Below this is a table with columns: 'Item', 'Grade [Percentage]', and 'Feedback'. The table lists two assessments: 'Movie Quotes' and 'Book Quotes'. The 'Movie Quotes' row shows a grade of '100 %' and the 'Book Quotes' row shows a grade of '2 / 3'. Each row has a 'Send Email' button. A callout box on the right highlights the 'Display Grades' checkbox and the 'Item' column header.

CoursePlus® CTL ID On-Campus Test Site

Syllabus Content Communication

Celine Greene
Go to Faculty Tools

Gradebook: Enter Grades for Fiona Shrek

Set Up Gradebook Enter Grades Export Grades to Excel Prepare Final Grade

cc: Myself on all feedback email sent from this page. View This Student's Personal Gradebook Page

Display Grades ☒ Item Grade [Percentage] Feedback Email all

Assessments

Movie Quotes	100 %	Text: File:	Send Email
Book Quotes	2 / 3	Text: File:	Send Email

Display Item Grade in Student View – 7

- ▶ Send Email button
 - ▶ Display a single item for a single student
- ▶ Email all button
 - ▶ Display **all items** *whose grades are ready to be sent* for a single student

The screenshot shows a web interface for managing reviews. On the left, a 'Reviews' sidebar lists items: 'Book Review - Critical Dialogue', 'Book Review', and 'Movie Critique'. The main area displays a table of student reviews. A callout box with dashed arrows points to a 'Send Email' button in the top right of the student view table.

Display Grades	Student Name	History	Grade	Feedback
Displaying 1-2 of 2 students in class.				
<input type="checkbox"/>	Cage, Luke		95 %	Text: Individual File:
<input type="checkbox"/>	Shrek, Fiona		85 %	Text: Individual File:

By Group

Enter Grades: By Group

1. Click group name



Gradebook: Enter Grades

[Set Up Gradebook](#) [Enter Grades](#) [Export Grades to Excel](#) [Prepare Final Grade](#)


[By Item](#) [By Student](#) [By Group](#)

Group_Test_01
Practice Group 1
Practice Group 2
Practice Group 3

2. Enter grade and (optional) feedback for one or more items that will be assigned to **all group members**

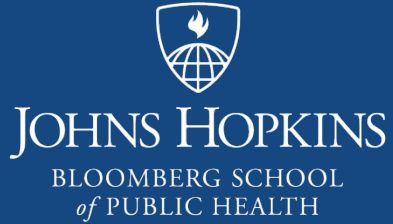
Assignment 3	<input type="text"/> %
Media Quiz	<input type="text"/> % 
Assignment - Movie Review	<input type="text"/> % 

If an item already has individual grades, there is a warning icon. Click to see details.

<input type="text"/> % 
--

The following students have newer grades:

Name	Grade
Cage, Luke	90.00
Shrek, Fiona	85.00



Special Features

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Enter Grades by Student: Current Grade

- ▶ Faculty view only*
 - ▶ “All items in this class”
 - ▶ Calculation derived from all graded items
- ▶ Faculty and Students view
 - ▶ “The items s/he can see”
 - ▶ Shows only if graded items are hidden from students
 - ▶ Calculation derived from item grades that are displayed to students

Gradebook: Enter Grades for Luke Cage

[Set Up Gradebook](#) [Enter Grades](#) [Export Grades to Excel](#) [Prepare Final Grade](#)

Luke's current grade for all items in this class: 93.18%

Luke's current grade for the items s/he can see: 90.3%

☐ cc: myself on all feedback emails sent from this page.

[View This Student's Personal Gradebook Page](#)

Enter Grades by Student: Student's Personal Gradebook Page

- ▶ Grade Calculation details
- ▶ Derived only from grades that are displayed to students
 - ▶ “Current overall grade”
 - ▶ Category grades

☐ cc: myself on all feedback emails sent from this page.

[View This Student's Personal Gradebook Page](#)

Gradebook : Grades for Luke Cage

Please note that this is exactly what Luke Cage sees when s/he logs in to the class and navigates to the Gradebook page under "Course Resources."

- » [Show Grade Calculation Details page for Luke Cage](#)
- » [Back to the Enter Grades page for Luke Cage](#)
- » [Back to Main Enter Grades page](#)

Your current overall grade is: **90.30%**

The current overall grade reflects grades that are both entered into the Gradebook and made visible to you on this page.

	Grade	File	Comments	Category Item Weight (%)	Final Grade Weight (%)
Uncategorized					
General Assignment	P (100)	Retrieve	View		10%
Assessments	95%				40%
Movie Quotes	90%	—	—	30%	

Enter Grades by Student: Grade Calculation Details

All Grades for Luke Cage

These are the calculations for all of Luke's grades, including the ones that are not displayed.

[← Back to Luke's Gradebook](#)

Values Used for Calculation



Calculation Steps



Displayed Grades Only for Luke Cage

These are the calculations for the grades that Luke is able to see.

Values Used for Calculation



Calculation Steps



All Grades for Luke Cage

These are the calculations for all of Luke's grades, including the ones that are not displayed.

[← Back to Luke's Gradebook](#)

Values Used for Calculation



Calculation Steps



1. Calculating all items with grades for this student. Since the averages shown are a running total of student performance, category and item weights may have been adjusted to account for any items that have not yet been graded.
2. This gradebook uses a percentage-based grading system.
3. Now calculating uncategorized items.
4. Calculating General Assignment.
5. Adjusted item weight is 10. Original weight was 10.
6. Grade 100 times (item weight for calculation 10 divided by 100) is 10. Earned value of the items in this gradebook so far: 10. Total weight so far: 10. Total extra credit weight: 0.
7. Now calculating items in category 'Assessments.' Adjusted category weight is 40. Original category weight was 40.
8. Calculating Movie Quotes. Adjusted item weight is 55. Original weight was 30.

Gradebook Setup: Extra Credit

Edit Category

Category name:

☒ Category counts as extra credit [Loss info](#)

If selected, the entire category will be factored into the final grade as extra credit. If not all items are to be counted as extra credit, do not select this option.

Edit Graded Item

Link to Drop Box, Quiz, Discussion Forum or Peer Assessment:

Graded Item Name:

Grading Method:

Maximum possible extra credit points:

☐ Display grade in student view

☒ Item counts as extra credit [More info](#)

Extra Credit Category		Extra Credit Category		+ Add Graded Item		Edit		X Remove	
e.c. item 1	10	Grade type: Points		Edit		Remove			
e.c. item 2	10	Grade type: Points		Edit		Remove			

[FORUM] Assignments		Extra Credit Item		10		Edit		X Remove	
Grade type: Points									

Gradebook Setup: History

- ▶ Answers questions
 - ▶ “Who did what?”
 - ▶ “When?”

Percentage

100

+ Create Graded Item

+ Create Category

History

Gradebook History for This Course	
1/23/18 2:15 PM	Mia Lamm made changes to the following category: Quizzes (ID 287)
1/23/18 2:15 PM	Mia Lamm assigned an equal weight to the items in Quizzes
1/23/18 2:14 PM	Mia Lamm added the following graded item: my standalone drop box (ID 205)
1/23/18 2:12 PM	Mia Lamm added the following category: Mid Term (ID 300)
1/23/18 11:46 AM	Celine Greene added the following graded item: Presence (ID 200)
1/23/18 11:46 AM	Celine Greene assigned an equal weight to the items in Participation
1/23/18 11:46 AM	Celine Greene added the following category: Participation (ID 288)
1/23/18 11:45 AM	Celine Greene added the following graded item: Week 2 mini quiz (ID 199)
Close	

What next?



Words of Caution

- ▶ Match syllabus
 - ▶ Category weights
 - ▶ No surprises in Final grade
- ▶ Student Expectations
 - ▶ Timeliness
 - ▶ “On demand” visibility (one v. all)
 - *Students talk!*
 - ▶ Global and individual Feedback
 - ▶ Displaying grade before entering feedback
- ▶ Student Mindset
 - ▶ Quantitative v. Qualitative Feedback
 - ▶ Remember purpose
- ▶ Be Open to Critique

For More Info...

<http://courseplus.jhu.edu>

<http://ctl.jhsph.edu/help>

<http://ctl.jhsph.edu/events>