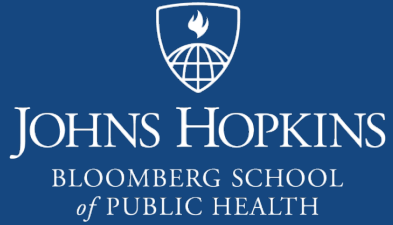


The Merits of the Transparent Gradebook inside CoursePlus

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Center for Teaching and Learning

CoursePlus®



The Online Gradebook

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Why Your Excel File Isn't Good Enough

- ▶ 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
- ▶ Set-up warning notices
 - ▶ Potential issues
- ▶ Grade imports/synchronization
 - ▶ Discussion Forum, Quiz Generator
- ▶ Auto-match returning Drop Box submissions via Zip (compressed) file

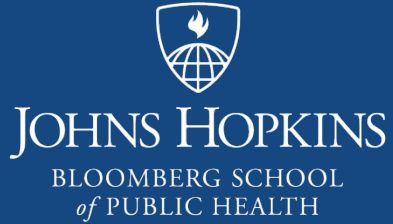
The CoursePlus Gradebook, cont.

- ▶ Email feedback (grade, text and file)
- ▶ Student view
- ▶ Customize transparency/visibility
- ▶ 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

CoursePlus®



The Transparent Gradebook

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Levels of Transparency

- ▶ Transparent Gradebook = Open Gradebook
 - ▶ Visible to students
 - Category weights
 - Grades
 - Feedback (text, files)
 - *CP does not currently allow for students to view analytics*
 - ▶ Private to individuals
- ▶ Set “On-demand” Transparency By...
 - ▶ Item
 - ▶ Student
 - ▶ *Prepared* Final Grade

CoursePlus® CTS, Ki On Campus Test Site 3 2013-2014 Syllabus Content Communication Resources Help Home

Fiona Shrek

Gradebook : Grades for Fiona Shrek

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

Your current overall grade is: **84%**

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 (%)
Assessments					
Movie Quizzes	100 %	View		30 %	40 %
Book Quizzes	2 / 3			20 %	
Reviews					
Book Review - Critical Dialogue	8 / 10	Reviews		50 %	20 %
Book Review				25 %	
Movie Critique				25 %	

Why?

Merits of Transparency

Feedback to students that is prompt, relevant and continuous contributes to high student satisfaction levels in online courses. (Fish & Wickersham, 2009)

[S]tudents' extrinsic motivation is legitimate and should be respected. Only then can it be used to re-inforce intrinsic motivation. (Elton, 2006)

I soon found that the transparency of an open grade book fostered a healthy level of instructor accountability in my classes. For students, the open grade book made it easier to follow their performance over the course of the semester, and it opened a new avenue for teacher-student dialogue. (Schrand, 2010)

[R]elatively small barriers to information result in decisions that are based on intuitive thinking....This tendency to account for only some of the available information can result in socially suboptimal behavior. (Smith, White, Kuzyk & Tierney, 2017)

Use the Gradebook to Increase Student Satisfaction

Feedback to students that is prompt, relevant and continuous contributes to high student satisfaction levels in online courses. (Fish & Wickersham, 2009)

- ▶ Consistent, Timely Communication
- ▶ Gradebook as a Dialogue
- ▶ Relevant Feedback as
 - ▶ Text Comments
 - Global or Individual
 - ▶ Files
 - Returning Student Submissions with Comments
 - Rubrics

	Grade	File	Comments	Category Item Weight (%)	Final Grade Weight (%)
Assessments					40 %
Movie Quotes	100 %	—	View	30 %	
Book Quotes	2 / 3	—	—	20 %	
Reviews					20 %
Book Review - Critical Dialogue	8 / 10	Retrieve	—	50 %	
Book Review	100 %	Retrieve	View	25 %	
Movie Critique	—	—	—	25 %	
Exclude from Final Grade					0 %

Use the Gradebook to Increase Student Performance

[S]tudents' extrinsic motivation is legitimate and should be respected. Only then can it be used to reinforce intrinsic motivation. (Elton, 2006)

- ▶ Goals met through extrinsic motivation will allow transformation to intrinsic motivation
- ▶ Grade calculations motivate students
 - ▶ Grades as a measure of progress
- ▶ Quality feedback motivates students

Use the Gradebook to Increase Your (Faculty) Performance

I soon found that the transparency of an open grade book fostered a healthy level of instructor accountability in my classes. For students, the open grade book made it easier to follow their performance over the course of the semester, and it opened a new avenue for teacher-student dialogue.
(Schrand, 2010)

- ▶ Accountability: Be ready for critique
- ▶ Maintain an open dialogue
- ▶ Meet student expectations

Use the Gradebook Because You Can!

[R]elatively small barriers to information result in decisions that are based on intuitive thinking....This tendency to account for only some of the available information can result in socially suboptimal behavior.
(Smith, White, Kuzyk & Tierney, 2017)

- ▶ Grades that are easy to access lead to more favorable perception of course
- ▶ Be consistent
- ▶ Develop your own best practices in regards to transparency
 - ▶ When, What

CoursePlus Features that Control Transparency

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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Gradebook Setup But *Not* Transparent

- ▶ Categories & Items are Always Visible
 - ▶ Category = Final Grade Weight
 - ▶ Item = Category Item Weight

Create Category

Category Name:

% this category factors into final grade:

Create Graded Item

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

Graded Item Name:

Grading Method:

% that this graded item factors into category:

Participation	15	+ Add Graded Item Edit Remove
Presence <i>Grade type: Points</i>	33.33	Edit Remove
Lectures Viewed/Downloaded <i>Grade type: Points</i>	33.33	Edit Remove
[FORUM] everyone's category <i>Grade type: Percentage</i>	33.33	Edit Remove

Mid Term	25	+ Add Graded Item Edit Remove
[DB] my standalone drop box <i>Grade type: Points</i>	100	Edit Remove

Final	30	+ Add Graded Item Edit Remove
Final Assessment <i>Grade type: Letter</i>	100	Edit Remove

Student View: Gradebook Setup But *Not* Transparent

CoursePlus®CTL ID On-Campus Test Site3 2017-2018Sign Out

Syllabus ▾ContentCommunication ▾Resources ▾HelpHome

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	Category Item Weight (%)	Final Grade Weight (%)
Assessments					40 %
Movie Quotes	—	—	—	30 %	
Book Quotes	—	—	—	20 %	
TBD	—	—	—	50 %	
Reviews					20 %
Book Review - Critical Dialogue	—	—	—	50 %	
Book Review	—	—	—	25 %	
Movie Critique	—	—	—	25 %	

Student View: Gradebook Setup and also Transparent

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Syllabus ▾ContentCommunication ▾Resources ▾HelpHome





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.

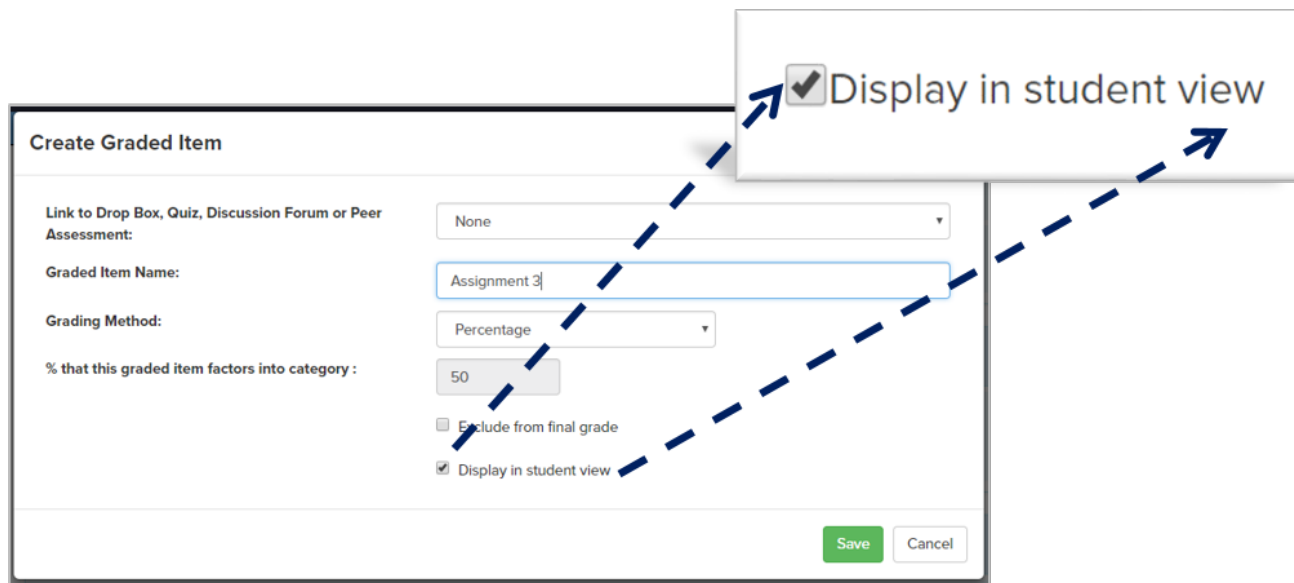
Your current overall grade is: **82%**

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 (%)
Assessments					40 %
Movie Quotes	100 %	—	 View	30 %	
Book Quotes	2 / 3	—	—	20 %	
TBD	—	—	—	50 %	
Reviews					20 %
Book Review - Critical Dialogue	8 / 10	 Retrieve	—	50 %	
Book Review	100 %	 Retrieve	 View	25 %	

Display Item in Student View – 1

- ▶ Always (upon item creation): Display a single item for all students
 - ▶ From Gradebook: Setup: Create Graded Item



The screenshot shows the 'Create Graded Item' dialog box. It contains the following fields and options:

- Link to Drop Box, Quiz, Discussion Forum or Peer Assessment:** A dropdown menu set to 'None'.
- Graded Item Name:** A text input field containing 'Assignment 3'.
- Grading Method:** A dropdown menu set to 'Percentage'.
- % that this graded item factors into category :** A numeric input field set to '50'.
- ☐ Exclude from final grade
- ☒ Display in student view

At the bottom right are 'Save' and 'Cancel' buttons. A callout box with the text 'Display in student view' and a checked checkbox icon is positioned above the 'Display in student view' option. Two dashed blue arrows point from the 'Display in student view' checkbox in the form to the callout box.

Display Item in Student View – 2

- ▶ On-demand: Display a single item for all students
 - ▶ From Enter Grades: By Item

The screenshot shows the CoursePlus Gradebook interface for the course 'CTL ID On-Campus Test Site'. The page title is 'Gradebook: Enter Grades for Movie Quotes'. The main interface includes a 'Display Grades' button, a table with columns for 'Student Name', 'History', 'Grade', and 'Feedback', and a list of students with their grades and feedback options.

The callout box highlights the 'Display Grades' button and the 'Student Name', 'History', and 'Grade' columns. Dashed arrows point from the 'Display Grades' button in the main interface to the callout box.

Student Name	History	Grade
Cage, Luke		83 %
Shrek, Fiona		100 %

Display Item in Student View – 3

- ▶ On-demand: Display a single item for one or more students
 - ▶ From Enter Grades: By Item

The screenshot shows the 'Enter Grades' interface. At the top, there's a 'Display Grades' toggle (checked) and a table with columns: Student Name, History, Grade, and Feedback. Below the table, it says 'Displaying 1-2 of 2 students in class.' The table lists two students: Cage, Luke (Grade 95%) and Shrek, Fiona (Grade empty). A dashed blue arrow points from the 'Eye' icon in the 'History' column for Cage, Luke to a callout box. Another dashed blue arrow points from the 'Eye' icon in the 'History' column for Shrek, Fiona to the same callout box. The callout box shows the item details for 'Cage, Luke' and 'Shrek, Fiona', including a 'Send Email' button.

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

Cage, Luke

Shrek, Fiona

Send Email

Display Item in Student View – 4

- ▶ On-demand: Display one or more items for a single student
 - ▶ From Enter Grades: By Student

Reviews			
	Book Review - Critical Dialogue	8 / 10	
	Book Review	100 %	
	Movie Critique	85 %	

Book Review - Critical Dialogue
 Book Review
 Movie Critique

Send Email
 Send Email
 Send Email

Display Item in Student View – 5

- ▶ On-demand: Display all items for a single student
 - ▶ From Enter Grades: By Student

The screenshot shows the CoursePlus interface for entering grades. The main heading is "Gradebook: Enter Grades for Fiona Shrek". Below this, there are tabs for "Display Grades" (selected) and "Item". The "Display Grades" tab is active, showing a table of assessments. The table has columns for "Assessments", "Grade [Percentage]", and "Feedback". The first row is "Movie Quotes" with a grade of "100 %". The second row is "Book Quotes" with 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. Dashed arrows point from the callout to the checkbox and the "Item" column header in the table.

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 in Student View – 6

- ▶ On-demand: Display a single item for a single student
 - ▶ Send Email (grade + feedback) from Enter Grades: By Student
 - ▶ Send Email from Enter Grades: By Item

The screenshot displays the 'Reviews' interface. On the left, a list of items includes '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 dashed blue arrow points from this 'Send Email' button to a larger green 'Send Email' button in a separate box. Another dashed blue arrow points from the 'Send Email' button in the detailed student view to the same green box.

The detailed student view for 'Cage, Luke' shows a grade of 95% and a 'Send Email' button. The view for 'Shrek, Fiona' shows a grade of 85% and a 'Send Email' button. The bottom of the interface shows the 'Movie Critique' item with a grade of 85% and a 'Send Email' button.

Item	Grade	Feedback	Send Email
Book Review - Critical Dialogue	8 / 10	Text: File:	Send Email
Book Review			
Movie Critique			

Student Name	History	Grade	Feedback	Send Email
Cage, Luke		95 %	Text: Individual File:	Send Email
Shrek, Fiona		85 %	Text: Individual File:	Send Email

Item	Grade	Feedback	Send Email
Movie Critique	85 %	Text: Individual File:	Send Email

Display Item in Student View – 7

- ▶ On-demand: Display a single item for all students
 - ▶ Email all (grade + feedback) from Enter Grades: By Item

The screenshot shows a 'Display Grades' interface. At the top, there are tabs for 'Display', 'Grades', 'Student Name', 'History', 'Grade', and 'Feedback'. Below these tabs, a status bar indicates 'Displaying 1-2 of 2 students in class.' The main table lists two students: Luke Cage and Fiona Shrek. Each student row includes a grade (30 and 25 respectively), a 'Send Email' button, and a 'Feedback' section with 'Text' and 'File' options. A callout box highlights the 'Email all' button, which is located in the top right corner of the interface. The callout box contains a magnified view of the button, showing an envelope icon, the text 'Email all', and a right-pointing arrow.

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

Exclude Item from Final Grade

- ▶ From Gradebook: Setup: Create or Edit Graded Item
- ▶ Opportunity for qualitative feedback

The image shows a screenshot of a web form titled "Create Graded Item". The form contains several input fields and checkboxes. A callout box with a dashed blue arrow points to the "Exclude from final grade" checkbox, which is checked. Another dashed blue arrow points from the "Exclude from final grade" checkbox in the form to the callout box. The form fields include:

- Link to Drop Box, Quiz, Discussion Forum or Peer Assessment: None
- Graded Item Name: Please enter an item name
- Grading Method: Percentage
- ☒ Exclude from final grade
- ☐ Display in student view
- Save (green button)
- Cancel (white button)

Display Final Grade in Student View

- ▶ From Gradebook: Setup
- ▶ Final grade must be prepared

The screenshot shows the 'Gradebook: Setup' interface. At the top, there are four tabs: 'Set Up Gradebook' (selected), 'Enter Grades', 'Export Grades to Excel', and 'Prepare Final Grade'. Below the tabs, there is a section for 'Overall grade based on' with a dropdown menu set to 'Percentage'. On the right side of the interface, there is a checkbox labeled 'Display the final grade in the student view'. A callout box with a dashed blue border and a drop shadow points to this checkbox. The callout box contains the text 'Display the final grade in the student view' with a checked checkbox icon.

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

Feedback in Gradebook

- ▶ Global vs. Individual feedback
 - ▶ Text comments
 - ▶ Upload files
- ▶ “Send Email”
 - ▶ Sends grade, indicates any feedback
 - ▶ Makes item visible

 Upload Zip of
Graded Files

 Compose Feedback to All
Students

Text:

File:



Text: Individual



File: Individual



Scenarios Discussion



Scenario 1 – To Err is Human; To Avoid the Err, Divine

- ▶ Excel vs. CoursePlus Gradebook
 - ▶ Roster synchronization
 - ▶ Efficiency, e.g. Quiz Generator grade import
- ▶ Transparency affords:
 - ▶ Faculty accountability and vulnerability: errors in record-keeping
 - ▶ Early intervention from faculty perspective

Scenario 2 – The Missing Communication

- ▶ Prompt, relevant feedback promotes student satisfaction
- ▶ Individual feedback = sense of value = investment in learning
- ▶ Transparency affords:
 - ▶ Early intervention from student perspective
 - ▶ Extrinsic motivation (calculated overall grade) can translate to intrinsic motivation
 - ▶ An opportunity for dialogue

Scenario 3 – The Announcement Sent Too Soon

- ▶ Develop best practices appropriate for your teaching team
 - ▶ Communication within a team is essential
- ▶ Develop best practices for individual actions
 - ▶ Displaying grades
 - ▶ Sending announcements
- ▶ Transparency affords:
 - ▶ Satisfying student curiosity
 - ▶ Faculty accountability

Scenario 4 – The Ill-timed Transparency

- ▶ Develop best practices for actions
 - ▶ Displaying grades
 - ▶ Sending announcements
 - ▶ Special permissions
- ▶ Transparency affords:
 - ▶ Satisfying student curiosity
 - ▶ Dialogue, both
 - Students' communications with their peers
 - Faculty-student communications

Scenario 5 – It's all in the Design

- ▶ Gradebook Setup should match Methods of Assessment
- ▶ CoursePlus Gradebook displays Current Overall Grade based on visible items
- ▶ Transparency affords:
 - ▶ Easy access to information = increased satisfaction
 - ▶ Extrinsic motivation (calculated overall grade) can translate to intrinsic motivation
 - Faculty should be very clear if “current overall grade” is not an accurate indication of true course average

“...[C]onsider that great responsibility follows inseparably from great power.”

Les Représentans du peuple se rendront à leur destination, investis de la plus haute confiance et de pouvoirs illimités. Ils vont déployer un grand caractère. Ils doivent envisager qu’une grande responsabilité est la suite inséparable d’un grand pouvoir. Ce sera à leur énergie, à leur courage, et sur-tout à leur prudence, qu’ils devront leur succès et leur gloire.

But with these powers...

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

*Are You Ready to Make the Gradebook in CoursePlus Do More for
You and Your Students?*

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