GRADEBOOK

The gradebook is a great way to give your students up-to-date information on how well they're doing in your course.

Create Columns

From the Grade book screen, select **Create Column** and choose the type you would like to create.

- **Alphanumeric** – able to add numbers and letters to this column, but cannot be used in a calculated column

- **Calculated** - can create a formula by using any numeric and calculated column and mathematical operations

- **Letter Grade** - can create a percentage range to convert a numeric or calculated column to a letter grade

- **Numeric** - able to add numbers to this column, which can then be used in a calculated column for a letter grade column

- **Selection List** - can create a drop-down menu to give feedback to students

- **Text** - able to enter numbers and letters to provide students with feedback or relay information

When creating a column you will be asked to set different settings. Some settings may include (it will differ slightly by the column type):

- **Label** – This is the title of the column. The column will only show the first 20 characters.

- **Alignment** - this refers to the side of the cell on which the information will be displayed

- **Released to Student** – this box needs to be selected in order for students to view the column in the grade book

- **Grade column** – select the box to have this column displayed in the Grades tab of the grade book

- **Decimals** - you have the option of zero to three decimals places

- **Maximum value** - this refers to the highest grade a student can earn on the entry

- **Source** - this tells the created column which column to refer to

- **Release Statistics**- you can release class statistics to students for certain columns
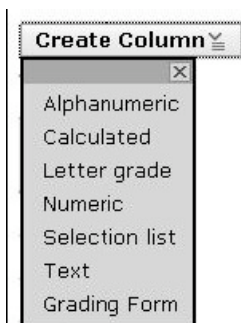
Note: The **My Grades** tool needs to be added to your course before your students can see their grades

To add the My Grades tool for your students, select the Build Tab>Manage Course>Tools

* For more information on adding tools please see our "Adding Tools" tutorial.

Note: The grade book tool is accessed from the Teach Tab > Instructor Tools > Grade Book

Note: Grade book columns are automatically generated when you create an assessment, assignment, or graded discussion. You will not need to create these columns.
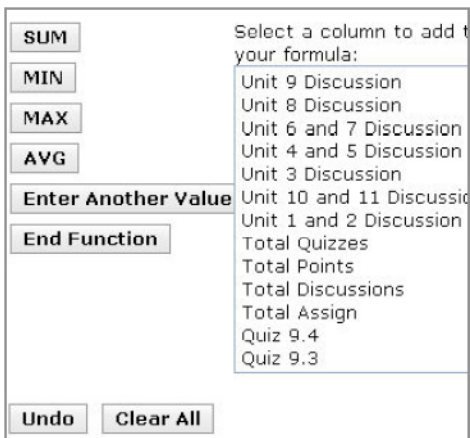
Calculated Column Formulas

You can create formulas in calculated columns by using the formula box.

Create a Formula

1. From the grade book click on the **Action Menu** next to the calculated column

2. Choose **Edit Column Formula** from the list

3. Enter your formula data using the provided keypad and function options
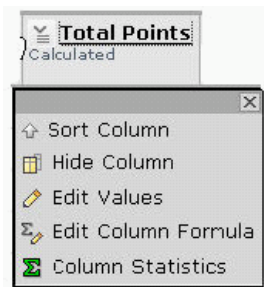
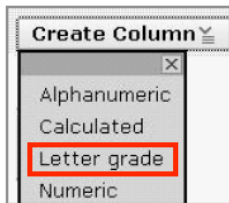> Note: You cannot manually edit items in the formula creation box. You must use the keypad on the screen.

4. To include column data in your formula, choose the column name from the list

5. To add functions (sum, max, min, avg), use the buttons provided

6. Choose your function and then select the columns you would like to include (be sure to choose **Enter Another Value** between each column selected)

7. When you have finished selecting your columns, choose **End Function** to complete the list (brackets indicate you have begun and ended a function list)

8. To start your formula over, select **Clear All** to clear all data or **Undo** to go back one step at a time

Commonly used formulas:

> • To add columns together for total points: SUM{[column name], [column name2], [column name3], [column name4]}

> • To drop the lowest test score: SUM {[quiz1], [quiz2], [quiz3]} – MIN {[quiz1], [quiz2], [quiz3]}

> • Course percentage: ([total points column]/points possible)*100

> You will need to have a calculated column already prepared that adds up points earned. Then be sure to divide by the total points possible in the course.
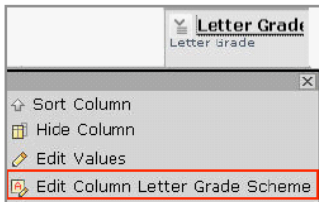
> Note: You cannot drop the 2 lowest scores in Vista.

Grade Scheme Column

WebCT Vista will automatically determine grades for you if you use a Letter Grade Column.

To add the letter grade column to the grade book:

1. Select **Create Column** and choose **Letter Grade**

2. Set your Letter Grade column settings

   • Label the column

   • Set the text alignment

   • Choose whether this column will appear in the student's grade book

      -select both boxes to release to students

   • Choose the already created column on which the letter grade will be based

   • Select **Save** to create the column

3. Select the **Action Menu** next to the Letter Grade column

4. Choose **Edit Column Letter Grade Scheme** from the drop down menu

5. In the Grade Scheme box enter the percentage range for each letter grade

   • You can add more grade rows by selecting the radio button next to the row below and choosing **Add Grade**

6. To change which column the letter grade is based on, select the **Base Letter Grade** drop box at the top of the screen and choose a new column

7. Select **Save** when you have made your choices
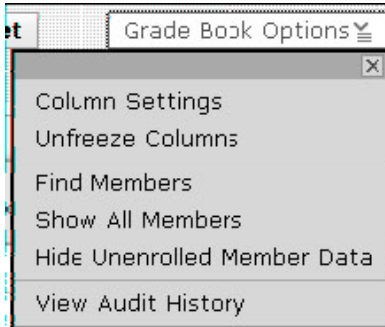
Tab Explaination

Grades: displays all grade-related columns that you create

Members: displays the non-grade-related columns that you create

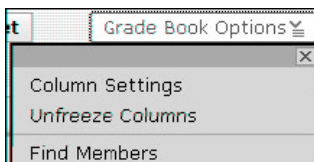**View All:** displays all columns *as your students view them*

Custom View: lets you hide columns to create your own grouping of columns

Scorm Grades: displays the columns for gradable SCORM modules

Manage Columns

All tasks need to be completed on the Grade book screen.

Delete a Column

1. To delete a column, click the **Action Menu** next to **Grade Book Options** (top right side of the screen) and select **Column Settings**

2. You have two options available to delete columns:

> • Option 1: Select the column you want to delete by checking the box above the column and clicking on **Delete**

> • Option 2: Click on [icon] located above the column you want to delete

Note: You can only delete columns that show up as hyperlinks (blue and underlined)

Rename Column

1. Click the **Action Menu** associated with **Grade Book Options**

2. Select **Column Settings**

3. Column names that are editable will appear as a hyperlink (blue and underlined)

4. Click on the hyperlink and a pop-up box will appear

5. Insert the new grade book column name in the **New Value** box

6. Click **Save**

Note: To rename assignments, gradable discussions and exams, it must be completed from the associated tool by clicking on the powerlink and selecting "Edit Properties."

Sort Columns

1. Click on the **Action Menu** on the column you want to sort your grade bookby and select **Sort Column**

Your gradebook will be sorted in ascending order by the values in the column selected.
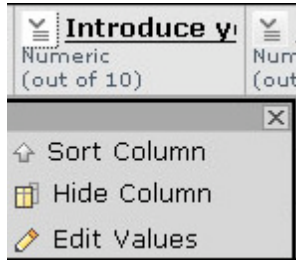
Hide Columns

1. Click on the Action Menu on the column you want to hide and select **Hide Column.** See Reorder Columns section for instructions on how to Show items after hiding them.

Reorder Columns

1. To reorder columns as they *appear to you* in the grade book, be sure you are in the **Grades tab** in the grade book

2. To reorder the columns as they *appear to your students* in their grade book, be sure you are in the **View All tab**

3. Select the **Reorder Columns** button

4. Put a check next to the column you would like to move

5. Select the icon next to the position to which you would like to move the selected column

6. Select **Save** at the bottom of the screen when you have made your adjustments

** Reorder columns also allows you to **Show** any columns you have previously hidden or you can choose to **Hide** columns as well. Select Show or Hide Item next to the column and be sure to click **Save.**
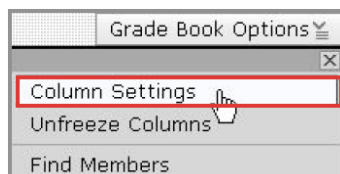
Release Column to Students

1. To release a grade book column for students to view, select **Grade Book Options** and then **Columns Settings**

2. Put a check above the column you would like to release

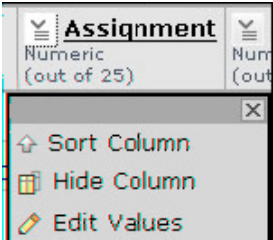3. Select the **Release Button**

4. The **Release to Student** row will now show "Yes" once it has been released to the students

📄**Note:** If you would like to hide a column from your students, select the column checkbox and choose "Do Not Release."

Entering Grades

All tasks need to be completed on the Grade book screen. Use the grade book to enter grades for other grade columns you have created or to override or fi x grades in any column regardless of how it was entered.

To enter grades in a column:

1. Click on the **Action Menu** located left of the column title

2. Choose **Edit Values**

3. Enter Values for all students

4. Click **Save**.

You can also edit the grades for a single student by clicking in the cell that matches up with the student and the column.

Changing a Grade

You have two options available to override grades:

• *Option 1:*

1. Select the grade book column where the grade needs to be overridden

2. Click on the **Action Menu** and a drop down menu will appear

3. Click **Edit Values**

4. All students in the grade book will appear

5. The current grade will appear in the **Current Value** column and a new grade can be entered in the **Change To** column

6. Click **Save**

Introduce y| Numeric (out of 10)
Assignn| Numeric (out of 20)

10   --

> **Note:** When you change a grade. Vista records details about the grade change. It will record who made the change, and display previous values, along with any comments that were recorded. It will be to your advantage to comment on the reason for the change.

Export to Spreadsheet

Members to Export:
- All members

Columns to Export:
- Visible columns
- All columns

Select Export Format:
Select the keyboard element you want to t
- Comma-delimited
- Tab-delimited

Select Character Set:
Select a character set that is supported fo
- Unicode (UTF-8)
- Unicode (UCS-2)

[Export] [Cancel]

> **Note:** Exporting your grade book at the end of the semester is a good thing to do. This can serve as an academic record. And can easily be opened up in a spreadsheet.

• *Option 2:*

1. To edit a grade for a particular student it must appear as a hyperlink (blue and underlined)

2. Click on the grade or dashes and a pop-up box will appear

3. Enter a new grade in the **Change To** box

4. Click **Save**

Exporting and Importing Grades

WebCT Vista has a nice feature that allows you to export and import grades. Exported grades can be saved as a comma or tab delimited file. Imported grades must be saved from the spreadsheet program (i.e Microsoft Excel) as a comma or tab delimited file for import.

Exporting grades

To Export grades from the WebCT Vista grade book:

1. Click on the **Export to Spreadsheet** button located at the bottom of the grade book

- Members to Export: Currently the only option is All members

- Columns to Export: Visible columns - columns you have not hid
  All columns - All columns in the grade book

2. Select Export Format: Either one will work with spreadsheets. Many prefer to use comma delimited.

3. Select Character Set: In North America choose the default Unicode (UTF-8)

4. Click **Export** at the bottom of the screen

A file will be generated to be downloaded and saved on your computer. Your file will contain column headings for each column and the data from the coulumns you have exported. The file can be opened by any spreadsheet program.

Prepare Spreadsheet for Import

You can keep an offline grade book and import it into the WebCT Vista grade book. You can also import one or a few columns. The key to importing successfully is to have the spreadsheet set-up correctly.

Steps to create a file for importing into a grade book:

1. Use a spreadsheet program like Microsoft Excel to create the file

Note: No formulas are exported from the spreadsheet. Data from cells that have formulas will be exported, but formulas are neither exported or imported. The same is true for the Vista grade book.

2. Save or export the file out of the spreadsheet as a comma or tab delimited file

3. A minimum of two columns with column headings must be included in the file

• One column with the title "User ID" containing each student's User ID for whom you are uploading a grade

• One column with grades or other information, titled appropriately

Here is a simple example of the result of a column delimited fi le with two grades for upload:

filename grades.csv
User ID, essay 1, evaluation project
rsmith,20,15
jsanches,20,14
bcox,18,15
tchenug,20,15
Dbradley,0,0

This file has two columns of grades to upload: Essay 1 and Evaluation Project.

Import Spreadsheet into Grade Book

To import your file into the grade book:

1. Choose **Import from Spreadsheet** near the top of the grade book page

2. File: Chose the file by browsing for it on your computer

3. Separator: Choose the type of file it is

- Comma

- Tab separated

4. Character Set: For North America choose Unicode (UTF-8)

5. Click **Upload**

WebCT Vista will prompt you to complete the process. Should a column title within your file not match one of column titles in the grade book, you will be prompted to either have WebCT Vista create a new column or to match it up with an existing one.

* * Notes on importing:

- You can import as few or as many columns and rows as you wish

- You must have at least the User ID in your file

- WebCT Vista will compare values in the columns and will overwrite values in the grade book if there is a difference