

Gradebook and Grade Calculations

And there commonly asked questions

What is the gradebook?

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades, and assignments can be organized into groups for weighting as well.

Commonly asked questions about the gradebook....

Why are my grades wrong?

Where is the error? (whose grade is wrong?)

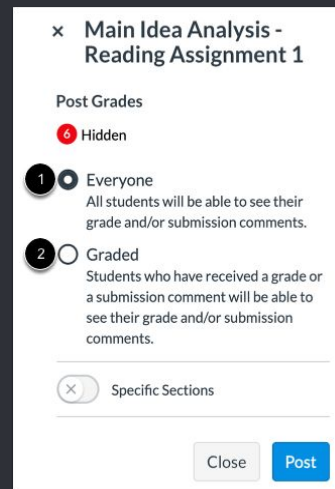
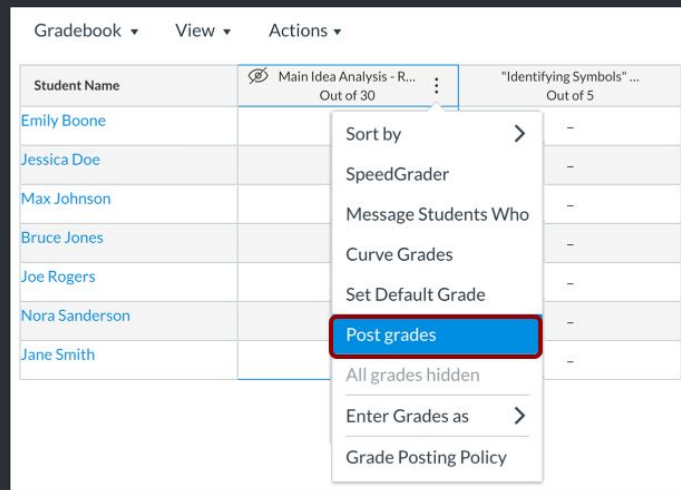
Things to check for:

- Assignments set to zero points
- Dropped grades or excused assignments
- Have them make sure if they have weighted grades the assignments are in the correct spot

Why are my grades hidden?

Things to check:

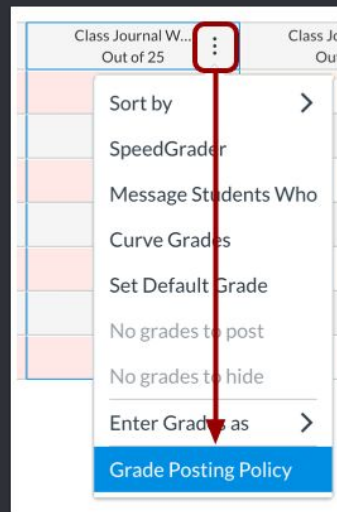
- Check under view>filters and if there is multiple grading periods these can have hidden assignments.
- Make sure all grades are posted
 - To post grade you will need to go to the gradebook, three dots and then grade posting policy
- Are all the proper student assigned to the assignment and/or if it is a quiz did they make changes to the point value



How do I hide grades?

Different options:

- In the gradebook grades per assignment or overall
- We have the options in course setting to hide the totals and grade distribution
- Under Navigation in course settings we can turn the grades display off (if the previous option isn't select they can go to the assignment and view grades)



× Grade Posting Policy: Main Idea Analysis - Reading Assignment 1

Post Grades

- ☐ Automatically
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.
- ☒ Manually
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for this assignment in the gradebook.

While the grades for this assignment are set to manual, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Once a grade is posted manually, it will automatically send new notifications and be visible to students. Future grade changes for posted grades will not need to be manually posted.

Cancel

Save

Late Policies

Grade Posting Policy

Advanced

Individual Assignment Grade Posting

- 1 ☒ Automatically Post Grades
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.
- 2 ☐ Manually Post Grades
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

How do I set up a grading scheme?

If you want to enable a grading scheme for a course or specific assignments in the course, you can manage grading schemes for the course.

For an Assignment: When going to edit under “Display Grade As” selecting “letter grade” where then they can go in and edit the grading scheme.

For a Course: You will go to settings and scroll down until you see “Enable course grading scheme”

Display Grade as Letter Grade

[View Grading Scheme](#)

File Storage: 500 megabytes

Large Course: ☒ Launch SpeedGrader Filtered by Student Group

Grading Scheme: ☒ Enable course grading scheme
[view grading scheme](#)

License Private (Copyrighted)

View/Edit Grading Scheme

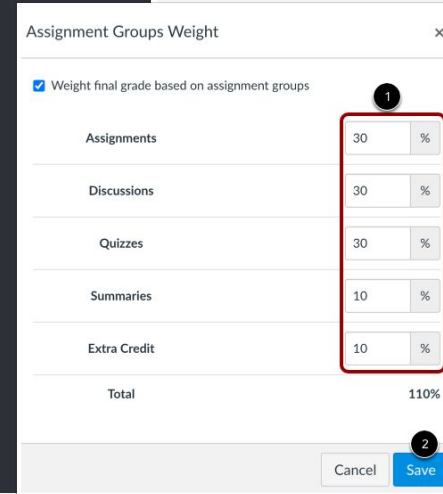
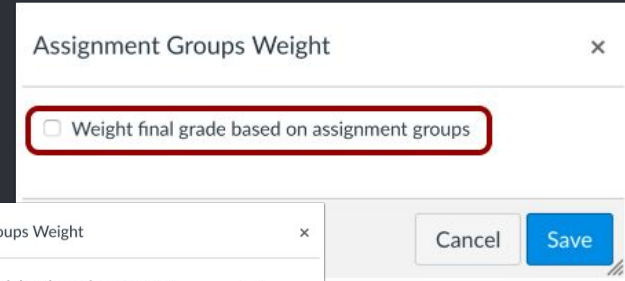
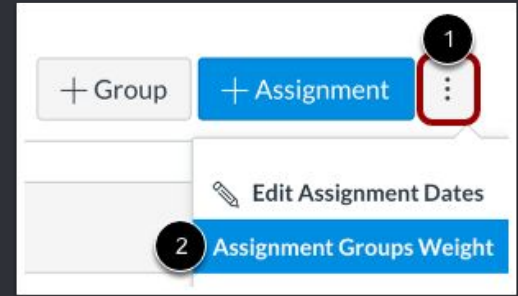
Default Grading Scheme [Select Another Scheme](#)

Name:	Range:	
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%

[manage grading schemes](#) Done

How do I set up weighted grades?

Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.



How to add extra credit?

Helpful ideas for this:

- Have a assignment with zero points
- Add extra points to an assignment
- Add Fudge Points to a Quiz
- Create Extra Credit within a Rubric
- Have a separate Assignment group with extra credit

Points **1**

Assignment Group

Display Grade as

☐ Do not count this assignment towards the final grade

Submission Type **2**

Assignments

30% of Total | 2 Rules

Discussions 25% of Total

Quizzes 25% of Total

Weekly Quizzes 20% of Total

Extra Credit 10% of Total

1

Biology Overview
Due Dec 20, 2019 at 11:59pm | 11 pts

What are Biomes?
Welcome to Bio 101 Module | Due Feb 21 at 11:59pm | 50 pts | 17.5 pts - 10 pts

Genetic Code Video for Classroom viewing

George Washington E...		
Out of 40		
	45	40
	31	
	31	
	37	
	28	
	25	
	-	

How can I grade Attendance and Participation?

There are two options for this:

- Roll Call attendance tool, this can be enabled in the Course Settings and under Navigation. If it does not list it there have the teacher reach out to the admin or if it is the admin they will need to reach out to their CSM
- Creating an assignment is the second option and depending on how they grade it will depend on the setup. (ex they want it 100 points and students do not need to submit to it)

How do I curve grades in the Gradebook?

You can use the Gradebook to curve grades for an assignment. In the academic community, curving grades is advisable if only a certain number of students can pass, or when you require a fixed distribution of grades distributed throughout the class.

Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.

To learn more about how curved grades are calculated, view the Curving Grades in [Canvas PDF](#).

I need help understanding my Grade export

1		2		3		4		5		6		7		8		9		10	
Student	ID	SIS User ID	SIS Login ID	Section	Current Points	Final Points	Current Score	Unposted Current Score	Final Score	Unposted Final Score	Current Grade	Unposted Current Grade	Final Grade	Unposted Final Grade					
Points Possible					(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)					
Emily Boone	350	emilyboone	emily.boone	History 101	560.4	566.73	78.14	82.78	31.18	49.15	C+	B-	F	F					
Jessica Doe	172	jessicadoc	jessica.doe.c	History 101	145.8	145.8	88.5	94.06	6.28	12.93	B+	A	F	F					
Max Johnson	168	maxjohnson	max.johnson	History 101	20	20	90.91	90.91	1.77	1.77	A-	A-	F	F					
Bruce Jones	158	bjones	bruce.jones.r	History 101	19	19	95	95	1.68	1.68	A	A	F	F					
Joe Rogers	167	joe.rogers.ca	History 101	18	18	90	90	1.6	1.6	A-	A-	F	F						
Nora Sandert	38	norasanders	nora.sander	History 101	20	20	100	100	1.77	1.77	A	A	F	F					
Jane Smith	40	janesmith	jane.smith.cj	History 101	0	0	0	0	0	0	F	F	F	F					

Current Points: Reflects points for graded assignments

Final Points: Reflects points for all assignments

Current Score: Reflects scores for graded, posted assignments

Unposted Current Score: Reflects scores for graded assignments and includes hidden assignments

Final Score: Reflects overall score including unsubmitted assignments as zero but excluding hidden assignments

Unposted Final Score: Reflects total score, including unsubmitted assignments as zero and hidden assignments

Current Grade: Reflects course grade based on graded, posted assignments

Unposted Current Grade: Reflects course grade based on graded assignments, including hidden assignments but excluding unsubmitted assignments

Final Grade: Reflects overall course grade including unsubmitted assignments as zero but excluding hidden assignments

Unposted Final Grade: Reflects overall course grade, including unsubmitted assignments as zero and hidden assignments

Gradebook		View	Actions
Student Name			Import
Emily Boone			Export
Jessica Doe	22		
Max Johnson	25		
Bruce Jones	19		
Joe Rogers	20		
Nora Sanderson			
Jane Smith			

Conclusion

- There is a lot of information to understanding the gradebook so always be testing and looking at the guides
- Always ask questions to make sure you are looking at what they think the issue is

Questions?