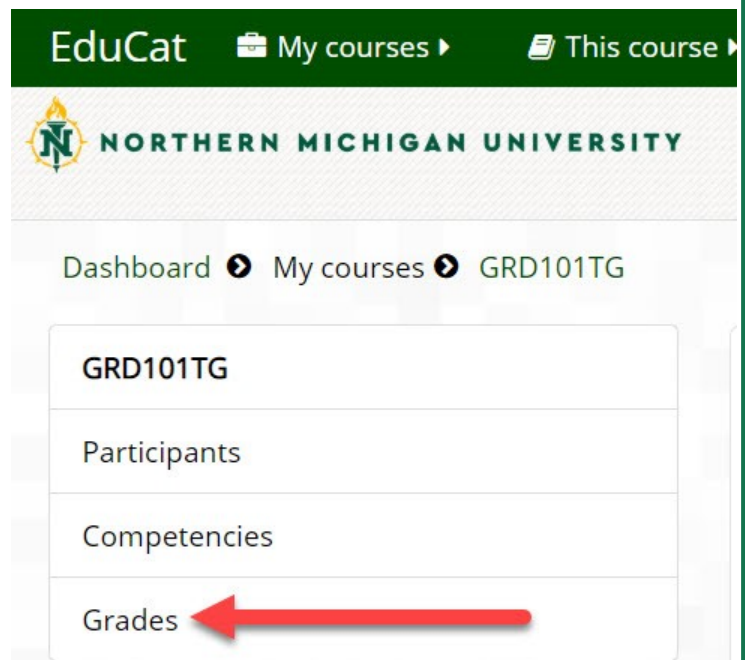
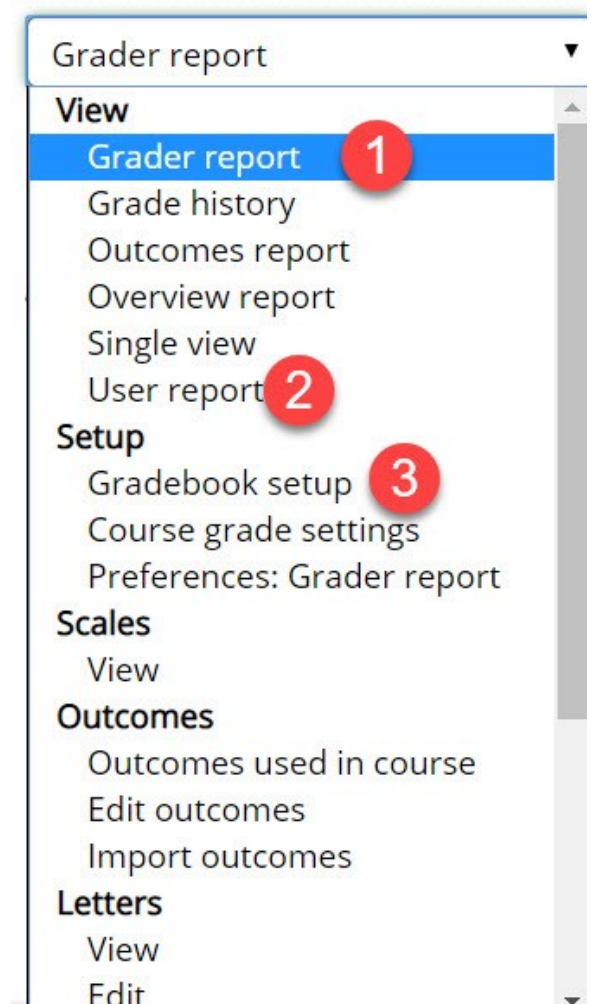


## Gradebook Overview

The gradebook is still accessed from the navigation menu in the left column of your course homepage. From the menu, select **Grades** to go to the user report in your gradebook.



The gradebook has three primary screens used to manage, enter, and view grades: Grader Report, User Report, and Gradebook setup. Once you click on Grades, you can access gradebook views from a dropdown menu located at the top of each gradebook screen.








## Improved Grader Report

Many improvements have been made to the Grader report which is now functional across all mobile devices. You can quickly edit cells without reloading, search and display grades by a single user or by a single gradable item, and scroll while the first/last name column and the gradable items row remain static. You'll notice a new filter for displaying names by first and/or last and tabs have been changed to reflect new views and reports.

### Grader report

All participants: 7/7

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

			CTL 016 EduCat Information ...					
			Discussion Forums		Exams		Assignme	
Surname ^ First name		Email address	Discussion 01	Discussion Forums total	Exam 01	Exam 02	Exams total	Assignm
	Bugs Bunny	 <a href="mailto:bbunny@nmu.edu">bbunny@nmu.edu</a>	-	-	99.75 Q	99.00 Q	198.75	
	Igor Clicker	 <a href="mailto:iclick@nmu.edu">iclick@nmu.edu</a>	95.00	95.00	100.80 Q	- Q	100.80	
	Daffy Duck	 <a href="mailto:dduck@nmu.edu">dduck@nmu.edu</a>	95.00	95.00	100.80 Q	97.00 Q	197.80	
	Elmer Fudd	 <a href="mailto:efudd@nmu.edu">efudd@nmu.edu</a>	90.00	90.00	98.70 Q	99.00 Q	197.70	
	(DEMO) Thomas Gillespie	 <a href="mailto:tgillesp@nmu.edu">tgillesp@nmu.edu</a>	-	-	- Q	- Q	-	
	Foghorn Leghorn	 <a href="mailto:fleghorn@nmu.edu">fleghorn@nmu.edu</a>	-	-	- Q	- Q	-	
	Wildcat Willy	 <a href="mailto:wwilly@nmu.edu">wwilly@nmu.edu</a>	-	-	- Q	- Q	-	
Overall average			93.33	93.33	100.01	98.33	173.76	

## Quickly Edit Cells

When grading EduCat activities that can be scored in the activity itself such as the quiz module, assignment, or forum, EduCat automatically passes scores directly to the gradebook. However, there may be times when you wish to edit the Grader report directly, entering grades to manually add grade columns or to override existing grades. In the new version of EduCat this process has been made easier. To add grades directly to the Grader report, or to override grades, do the following:

1. Within the Grader report, click the **Turn Editing On** button in the upper right corner.
2. You will see fields for grading each item. Click into the field with the solid border and **type the score**.
3. Pressing the **Tab** key will send you to the next field down the column.
4. Pressing the **Enter** key will update the page in EduCat. It is advised to press Enter periodically if you are grading many students to avoid losing progress if you have an issue with your computer.

Turn editing on

Article Review 01

24.00	
25.00	
23.00	
22.00	

Tab

## Paste from a spreadsheet

This version of EduCat allows you to paste grades into the Grader report directly from a spreadsheet such as Excel or Numbers. The spreadsheet should have at least one column containing unique identifying data such as NMU ID number, or email address. Each column of your spreadsheet should have a column header.

To paste from a spreadsheet:

1. Ensure you have the correct column names for your grades (i.e. the assignment title or manual grade). It might help to export from the gradebook first to obtain the information and then edit the downloaded data.
2. For the students you need either their NMU ID number or their email address. Add the grades you need and copy the relevant section.

To paste from a spreadsheet complete the following steps:

1. Locate the Grade administration block
2. Choose Import
3. Choose Paste from spreadsheet
4. Paste into the Data field.
5. Leave Encoding to UTF-8, Verbose scales to Yes, and adjust your preview rows.

Email address	Article Review 01
bbunny@nmu.edu	24
iclick@nmu.edu	25
dduck@nmu.edu	23
efudd@nmu.edu	22
tgillesp@nmu.edu	-
flegghorn@nmu.edu	25
wwilly@nmu.edu	23

*Note:* The Force Import setting overrides grades even if the grades were updated after the import file was exported. Click on **Upload grades**.

6. In the preview, ensure you match up the unique identifier you used for the students. For example if you used email make sure it maps to **email**. Do the same for your graded activities and click **Upload grades**.

### Paste from spreadsheet

▼ Paste from spreadsheet

Data\*  
 Email address Article Review 01 (Real)  
 bbunny@nmu.edu 24  
 iclick@nmu.edu 25  
 dduck@nmu.edu 23  
 efudd@nmu.edu 22  
 tgillesp@nmu.edu -  
 flegghorn@nmu.edu 25  
 wwilly@nmu.edu 23

Encoding UTF-8 ▼

Verbose scales Yes ▼

Preview rows 10 ▼

Force import ? ☐

Upload grades

### Paste from spreadsheet

#### Import preview

Email address	Article Review 04
bbunny@nmu.edu	24
iclick@nmu.edu	25
dduck@nmu.edu	23
efudd@nmu.edu	22
tgillesp@nmu.edu	-
flegghorn@nmu.edu	25
wwilly@nmu.edu	23

▼ Identify user by

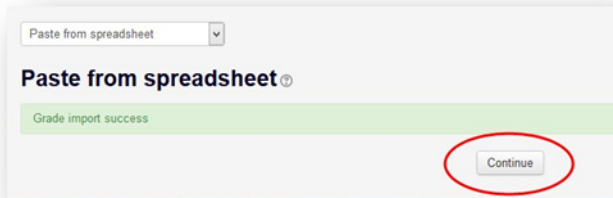
Map from Email address ▼  
 Map to Email address ▼

▼ Grade item mappings

Email address Ignore ▼  
 Article Review 04 New grade item ▼

Upload grades

7. A receipt page will indicate if the process was successful, click Continue.



8. The imported scores will now appear in the gradebook.

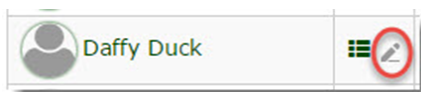
## Single View

Single view allows you to view either all the grades of one single student or a single grade item for all students. You can access the single view through the grader report, or within the administration block:

1. Course
2. Grade administration
3. Single view.

### *Display and edit grades by a single student*

You can grade multiple items for a single student, or you may want to use this view to check all the grades of a single student. To view and edit the grades of a single student, click the pencil icon to the right of the student's name under the First name/Last name column.



The new page allows you to adjust grades for that specific student only. You can also add feedback, override the student's grades or exclude a grade for a specific student.

## Daffy Duck

Message

Single view

Igor Clicker

Grade Item	Grade category	Range	Grade	Feedback
Discussion 01	Discussion Forums	0.00 - 100.00	95.00	
$\Sigma$ Discussion Forums total	Discussion Forums	0.00 - 100.00	95.00	
Exam 01	Exams	0.00 - 100.00	100.00	
Exam 02	Exams	0.00 - 100.00	97.00	
$\Sigma$ Exams total	Exams	0.00 - 200.00	197.00	
Assignment 01	Assignments	0.00 - 100.00	90.00	
Assignment 02	Assignments	0.00 - 50.00	85.00	
Assignment 03	Assignments	0.00 - 100.00	60.00	
$\Sigma$ Assignments total	Assignments	0.00 - 250.00	235.00	
Article Review 03	Article Reviews	0.00 - 25.00	23.00	

## Display and edit the grades of a single activity

You can display and adjust/override the grades and provide feedback for a single, gradable activity. From this page, you can also perform a bulk insert of grades. For example, you may want to assign a zero to all students that have empty grades. To view and edit grades for a single activity:

1. Within the Grader report, click the **pencil icon** to the right of the gradable item's name.

Article Review 01

24.00

25.00

2. On the next page, you can apply a grade for each student, give feedback, override a grade, or exclude the item's grade for a particular student. At the bottom of the page, you can apply a specific grade to all students, or only those with empty grades. Click **Save** when finished.

Single view

### Grade item: Article Review 01

Article Review 03

Select grade item... Select user... Save

First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
Bugs Bunny	0.00 - 25.00	24.00			<input type="checkbox"/>
Igor Clicker	0.00 - 25.00	25.00			<input type="checkbox"/>
Daffy Duck	0.00 - 25.00	23.00			<input type="checkbox"/>
Elmer Fudd	0.00 - 25.00	22.00			<input type="checkbox"/>
(DEMO) Thomas Gillespie	0.00 - 25.00				<input type="checkbox"/>
Foghorn Leghorn	0.00 - 25.00	25.00			<input type="checkbox"/>
Wildcat Willy	0.00 - 25.00	23.00			<input type="checkbox"/>

☐ Perform bulk insert

For  Insert value

## Gradebook Setup Page

The Gradebook setup page is the primary space for organizing and setting up your gradebook. This page utilizes the Natural Weighting of Grades method for calculating grades. The instructor can dynamically adjust the weights of grade items and categories using a single aggregation method to accomplish calculations without having to understand the setup of the numerous aggregation methods found in the older EduCat gradebook. This is where you access settings such as extra credit, hide a grade, or reset the grade's weight. Although EduCat adjusts the weights automatically as gradable items are added, the weight column allows the instructor to override the weight of each grade or column if desired.

## CTL 016 EduCat Information Sessions - CTL016

Gradebook setup ▾

### Gradebook setup

Name	Weights ?	Max grade	Actions	Select
CTL 016 EduCat Information Sessions - CTL016		-	Edit ▾	All / None
Discussion Forums	16.0	-	Edit ▾	All / None
Discussion 01	100.0	100.00	Edit ▾	<input type="checkbox"/>
Discussion Forums total		100.00	Edit ▾	
Exams	32.0	-	Edit ▾	All / None
Exam 01	50.0	100.00	Edit ▾	<input type="checkbox"/>
Exam 02	50.0	100.00	Edit ▾	<input type="checkbox"/>
Exams total		200.00	Edit ▾	
Assignments	40.0	-	Edit ▾	All / None
Assignment 01	40.0	100.00	Edit ▾	<input type="checkbox"/>
Assignment 02	20.0	50.00	Edit ▾	<input type="checkbox"/>
Assignment 03	40.0	100.00	Edit ▾	<input type="checkbox"/>
Assignments total		250.00	Edit ▾	
Article Reviews	12.0	-	Edit ▾	All / None
Article Review 03	33.333	25.00	Edit ▾	<input type="checkbox"/>

## Natural Weighting

Natural weighting is a versatile aggregation method that combines grades simply, has a clearer interface for using weights, and supports extra credit, excluded grades, and hidden grades.

### Rationale

In grading, weight is the proportion of an item's value in relation to all the other items in its category (Even if you have not created any categories, the course itself is a category). Every grade item has a weight. An item's Value is most often represented as 'points'.



There are three fundamental approaches to dealing with weighting in a gradebook:

**Simple (or natural) weighting:** Maximum points possible for each item are appropriately in relation to one another. For example, if you have two items in a category, one worth 10 points and the other worth 30, then item 1 is 25% (10/40) and item 2 is 75% (30/40).

**Adjusted weighting:** Users often want to adjust categories and even items to have a weight other than the natural weight, essentially ignoring the points entirely. An example would be, Quizzes=40%, Assignments=50%, Attendance=10%.

**Mean of grades:** If you have a category made up of five quizzes all worth different points and you want a category percentage to just display the average (or mean) of all the quizzes percentage correct, select this approach, disregarding the points.

Simplifying the understanding of weighting reduces the aggregation methodology down to 'either/ or'

- Either 'leave weights as is -- natural'
- Or 'adjust to suit your needs -- adjusted weights'

This greatly simplifies the interface needed to present these options so that:

- Graders don't need to select an aggregation type.
- Graders don't need to know how each of the many aggregation types in older version of EduCat perform.
- The actual weight of every item and category is always displayed to the grader.
- Quick adjustments can be made to weights to produce the desired results.

Natural weighting does not support the following aggregation methods found in earlier versions of EduCat: Lowest and Median/Mode of grades. However, Lowest could be accomplished with a calculation into a new item.

## Typical calculation examples using natural weighting

### 1. Sum of Grades: (Default method in EduCat natural weighting)

In this case you have a series of assignments and quizzes you just want their scores added together out of the total possible. You also have extra credit to add in at the end.

No action is required regarding weights and you now have the added benefit of being able to display to students a percentage of the total earned to that point.

## CTL 016 EduCat Information Sessions - CTL016

Gradebook setup

### Gradebook setup

Name	Weights	Max grade	Actions	Select
<b>CTL 016 EduCat Information Sessions - CTL016</b>				
Discussion Forums	16.0		Edit	All / None
Discussion 01	100.0		Edit	All / None
Discussion Forums total		100.00	Edit	
Exams	32.0	-	Edit	All / None
Exam 01	50.0		Edit	
Exam 02	50.0		Edit	
Exams total		200.00	Edit	
Assignments	40.0	-	Edit	All / None
Assignment 01	40.0	100.00	Edit	
Assignment 02	20.0	50.00	Edit	
Assignment 03	40.0	100.00	Edit	
Extra Credit Assignment	2.0		Edit	
Assignments total		250.00	Edit	

For a sum of grades aggregation, category weights calculated automatically

For a sum of grades, grade item weights are calculated

Extra Credit items must be set manually. Once set, the calculation towards the total is automatic.

### 2. Simple Mean:

In this case you have three assignments: A (10 points), B (10 points) and C (10 points) plus a final quiz D (20 points), and you want the final grade to be the simple mean percentage of all these scores. You should adjust all weights to be the same. In this example it would be set to 25%.

Assignments	40	-	Edit
Article Review 01	25.0	10.00	Edit
Article	25.0	10.00	Edit
Article	25.0	10.00	Edit
Final Quiz	25.0	20.00	Edit

Simple Mean: All grades are adjusted to the same weight.



## Weighted categories and/or items:

In this example, let's say you have multiple categories whose category totals are not in relation to each other as desired. You want the 'Discussion Forums' to be worth 20%, the 'Exams' to be worth 50%, 'Assignments' worth 20%, and 'Article Reviews' worth 10%. To edit weights, you must first place a check in front of each weight box you wish to override.

You would edit the weights and

- place the value 20 on the Discussion Forums category line
- place the value 50 on the Exams category line
- place the value 20 on the Assignments category line
- place the value 10 on the Article Reviews category line
- Click the "Save Changes" button at the bottom of the page to save the new weights.

## Categories and items

Name	Weights ?	Max grade	Actions
CTL 016 EduCat Information Sessions - CTL016			
Discussion Forums	<input checked="" type="checkbox"/> 20		Edit ▾
Discussion 01	<input type="checkbox"/> 100.0		Edit ▾
Discussion Forums total		100.00	Edit ▾
Exams	<input checked="" type="checkbox"/> 50		Edit ▾
Exam 01	<input type="checkbox"/> 50.0		Edit ▾
Exam 02	<input type="checkbox"/> 50.0		Edit ▾
Exams total			Edit ▾
Assignments	<input checked="" type="checkbox"/> 20		Edit ▾
Assignment 01	<input type="checkbox"/> 40.0	100.00	Edit ▾
Assignment 02	<input type="checkbox"/> 20.0	50.00	Edit ▾
Assignment 03	<input type="checkbox"/> 40.0	100.00	Edit ▾
Assignments total		250.00	Edit ▾
Article Reviews	<input checked="" type="checkbox"/> 10		Edit ▾
Article Review 01	<input type="checkbox"/> 41.667	25.00	Edit ▾
Article Review 02	<input type="checkbox"/> 41.667	25.00	Edit ▾
Article Review 03	<input type="checkbox"/> 16.667	10.00	Edit ▾
Article Reviews total		60.00	Edit ▾

Weighted categories are overridden to reflect the desired weight.

It is also possible to override the weights within a category. To do so, you would first need to place a check in the box before each

## User Report

The User report page gives the instructor a preview of what each student sees when they click the grades link. Students will now be able to see exactly how their course total grades were calculated by showing the weight of each grade item.

Gradable items appear as they are organized within the categories and items page. The Calculated weight column allows the student to see the weight each grade is given and other columns provide the actual grade, percentage, and instructor feedback.

### Bugs Bunny

Message

User report ▼

Select all or one user

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
CTL 016 EduCat Information Sessions - CTL016						
Discussion Forums						
Discussion 01	0.00 % ( Empty )	-	0-100	-		0.00 %
Discussion Forums total	14.04 % ( Empty )	-	0-100	-		-
Exams						
Exam 01	50.00 %	99.75	0-100	99.75 %		24.94 %
Exam 02	50.00 %	99.00	0-100	99.00 %		24.75 %
Exams total	50.00 %	198.75	0-200	99.38 %		-
Assignments						
Assignment 01	33.33 %	88.00	0-100	88.00 %		9.17 %
Assignment 02	33.33 %	84.00	0-100	84.00 %		8.75 %
Assignment 03	33.33 %	87.00	0-100	87.00 %		9.06 %
Assignments total	31.25 %	259.00	0-300	86.33 %		-
Article Reviews						
Article Review 01	33.33 %	24.00	0-25	96.00 %		6.00 %
Article Review 02	33.33 %	24.00	0-25	96.00 %		6.00 %
Article Review 03	33.33 %	25.00	0-25	100.00 %		6.25 %
Article Reviews total	18.75 %	73.00	0-75	97.33 %		-
Can you make a revolution?	0.00 % ( Empty )	-	0-100	-		0.00 %
Test	0.00 % ( Empty )	-	0-100	-		0.00 %
Course total	-	94.92 % (A)	0-575	94.92 %		-