Grades

Overview:

The Grades tool is useful for providing students with up-to-date information about their current standing in the course. For instructors, it’s useful for assigning and keeping track of student grades. Students can view grade entries and monitor their progress throughout the course.

1. Under **ASSESSMENTS**, click on **Grades**. You will see a list of students, (and once they are created) you will see assessment items and relevant scores for those items.

Grades Setup

Setting up Gradebook using the Setup Wizard

2. Click on **Setup Wizard**

3. Click on the **Start** button.
4. Select the preferred grading system. **Weighted** or **Points**
5. Click on **Continue**.

6. Select the type of **Final Grade** you prefer and click on **Continue**.
7. Select the preferred grade calculation method, and click on **Continue**.

8. Select the Grade Scheme. For example: *percentage, classic etc.*

- Click on **Continue**.

- In the next step, select the number of decimal places you want to display in the gradebook and click on **Continue**.
• Select the student view display options. Click on Continue.

• You will see the Grade setup summary. Review your settings, and click on Finish.
• If you need anything changed, click on Go Back to make changes.
Now you will be taken to the Grade Options screen.

Creating a New Grade Category

Click on Create a New Grade Category
- Enter a Name and Grading settings for the category.
• Click on **Save and Close**.

• You will see the Grade chart. If you want to add another category, click on **New > Category**

Create a New Grade Item

• To create a new **Grade Item** within the category, click on ‘Create a New Grade Item’.

Choose a Grade Item Type

- **Numeric**
  - Grade users by assigning a value out of a specified total number of points.
  - E.g. 8/10

- **Selectbox**
  - Grade users by selecting the grade scheme level that best matches their achievement.
  - E.g. “Very Good” or “B-”

- **Pass/Fail**
  - Grade users using a simple pass/fail grade scheme.
  - E.g. “Pass” or “Fail”

- **Calculated**
  - Calculate users’ cumulative achievement across multiple grade items.
  - E.g. midterm grade
  - A1 + A2 + Q1 + Q2 / Total Max. Points * 100 – 73%

- **Text**
  - Provide comments in the grade book that are not calculated in the final grade.
  - E.g. “Course Evaluation Completed”
After selecting the grade item enter the following information.

- Enter a name for the grade
- Select a category
- Enter maximum points
- Choose a different Grade Scheme if you'd like
- Click on 'Save and Close'

Import Grades

- Click on Import Grades
• You can import grades from .txt or .csv formats.
• Click on choose file.

Step 1: Select File to Import

Format
.CSV, .TXT

Sample
Grades_Sample_Import_File.csv (606 Bytes)

Import File
Choose File No file chosen

Item Creation
Create new grade item when an unrecognized item is referenced

Continue Cancel

• Select the file from your hard drive and click on ‘open’.

• Click on Continue
• If any errors were found in the files, it will be listed in Step 2.
• If there are errors, you will need to fix them in the original document. Click on Go Back to upload the new file.
• If the grade file is error free, step 2, you will get this message. Click on continue.

Preview the grade sheet and click on Import

Exporting Grades

• To export grades in to a .csv or excel spreadsheet, click on ASSESSMENTS > Grades
• Click on Export
• Select the **Key Field**, **Grade values**, and the user details you want to import. Then click **Export to CSV** or **Export to Excel**.

![Org Defined ID is set as the key field](image1)

![Points Grade is set as the Grade value type](image2)

• Click on the link to download the exported file.

![Export Grades](image3)

**Entering Grades**

• Once your Grade book and Grade items are created, entering grades is very easy.
• Go to **ASSESSMENTS > Grades**, to enter grades, click on **Switch to Spreadsheet View**.

![Switch to Spreadsheet View](image)

• Enter the grade values and click on **Save**

![Spreadsheet View](image)

**Releasing Final Grades**

• Once you have entered the grades, and ready to release the Final Grades to your students, go to **ASSESSMENTS > Grades** and click on the arrow next to **Final Adjusted Grade**.

![Final Grades](image)

• Click **Grade All**

![Grade All](image)

• Click on **Release/Unrelease** button
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.