COURSELINK GRADES TOOL

Reading Week Series
**Land Acknowledgement**

While we are coming together today in a virtual space, it is important to recognize the physical space that connects us and brings us together. The University of Guelph and its campuses are situated on the treaty lands of the Mississaugas of the Credit. We understand that these lands are connected by the Dish with One Spoon Wampum and continue to be home to diverse communities of First Nations, Inuit and Métis Peoples. By acknowledging the land, we reaffirm our commitment to decolonization and reconciliation with Indigenous peoples and our responsibility to the land on which we live, learn, and play.
AGENDA

• Part 1: Grade Systems
• Part 2: Grade Items & Categories
• Part 3: Assessment Options in Grades
• Part 4: The Student Experience
• Part 5: Support & Resources for Grades
• Part 6: Q&A + Stay and Play
GRADE SYSTEMS
GRADE SYSTEMS

What is a grade system?

• The method by which grades are collected and calculated to determine the final grade

• There are 3 grade system types in CourseLink:
  – **Weighted** (Final Grade = X%/100%)
    • *This is the default system in CourseLink*
  – **Points** (Final grade = X points/Y points = Z%)
  – **Formula** (Final grade = a user-created custom formula)
**GRADE SYSTEMS**

Changing your grade system

1. Grades > Settings

2. Calculation Options > Grading System

NOTE: Switching from weighted to points/formula and back will save your weights, but switching from formula to another type will erase your final grade formula
GRADE SYSTEMS – WEIGHTED (DEFAULT)

The final grade is calculated out of a total of 100%

- Each grade item or category created will carry a percentage (or weight) toward the final grade
  - Example: Assignment 1 (15%) + Assignment 2 (20%) + Midterm (25%) + Final Exam (40%) = 100%

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Type</th>
<th>Association</th>
<th>Max. Points</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Numeric</td>
<td>-</td>
<td>25</td>
<td>15</td>
</tr>
<tr>
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<td>Numeric</td>
<td>-</td>
<td>35</td>
<td>20</td>
</tr>
<tr>
<td>Midterm</td>
<td>Numeric</td>
<td>-</td>
<td>75</td>
<td>25</td>
</tr>
<tr>
<td>Final</td>
<td>Numeric</td>
<td>-</td>
<td>150</td>
<td>40</td>
</tr>
<tr>
<td>Final Calculated Grade</td>
<td>Numeric</td>
<td>-</td>
<td>285</td>
<td>100</td>
</tr>
<tr>
<td>Final Adjusted Grade</td>
<td>Numeric</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GRADE SYSTEMS – WEIGHTED (DEFAULT)

- The weight values are *completely independent* from the max points/out of score for each item
  - Example: Assignment 1 could be scored out of 25 points, but be worth 15% of the final grade
GRADE SYSTEMS – WEIGHTED (DEFAULT)

Weighted Grade System Tips:
• Ensure grade items & categories account for exactly 100% of the final grade
  – A warning message appears on Manage Grades
**Grade Systems – Weighted (Default)**

Weighted Grade System Tips:

- Grade item types that are not numeric (formula, calculated, etc.) cannot be assigned a weight towards the final grade.

<table>
<thead>
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<td>Assignment 2</td>
<td>Numeric</td>
<td>-</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>Best Assignment Score</td>
<td>Formula</td>
<td>-</td>
<td>25</td>
<td>-</td>
</tr>
</tbody>
</table>

NOTE: You can still use them, but it takes some shenanigans with importing and exporting values to make it work (CourseLink Support can assist!)
GRADE SYSTEMS – POINTS

The final grade is calculated out of the total of points

• Each grade item only carries a points value
  – Example: Assignment 1 (25 points) + Assignment 2 (35 points) + Midterm (75 points) + Final (150 points) = 285 points
**Grade Systems – Points**

Does this mean I send a grade out of 235 to the Registrar?

- No. A student’s final grade is their final points total calculated as a percentage that is sent to the Registrar.
  - Example: Assignment 1 (20/25) + Assignment 2 (30/35) + Midterm (60/75) + Final (125/150) = 235/285 = 82.46%

<table>
<thead>
<tr>
<th>Assignment 1</th>
<th>Assignment 2</th>
<th>Midterm</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 / 25</td>
<td>30 / 35</td>
<td>60 / 75</td>
<td>125 / 150</td>
</tr>
</tbody>
</table>

Final Calculated Grade: 235 / 285, 82.46%

**NOTE:** When you download your Final Grades via the Final Grades Download Tool, the percentage value will automatically be the one exported.
GRADE SYSTEMS – FORMULA

The final grade is calculated by a custom formula

• Other than the formula used to calculate the final grade, a formula grade system is identical to a points system
  – Example: Assignment 1 (25 points) + Assignment 2 (35 points) + Midterm (75 points) + Final (150 points) = [FORMULA]

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<td>-</td>
<td>75</td>
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<td>-</td>
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<td></td>
<td></td>
<td>285</td>
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GRADE SYSTEMS – FORMULA

Creating a formula for the final grade
• The formula used to calculate the final grade is created by editing the Final Calculated Grade
  – Set a maximum points value to calculate the formula out of (could be 100, or 285, etc.)
  – Then edit the formula using the formula editor
GRADE SYSTEMS – FORMULA

About the Formula Editor...

• This is a custom formula editor for CourseLink (D2L)
• Formulas can be based on percentage or points values
• Functions can be used:
  – MAX, MIN, SUM, AVG, IF, NOT
    • (IF and NOT functions can get quite complex)
• OR as well as AND statements can also be used
• A keyboard can be used for input of numbers and symbols, but avoid using backspace on your keyboard
• Formulas do not save until they are inserted
GRADE SYSTEMS – FORMULA

\[ \text{Grade} = \text{AVG} \{ \text{Assignment 1.Percent}, \text{Assignment 2.Percent} \} \times 0.25 + \{\text{Midterm.Percent} \times 0.25\} + \{\text{Final.Percent} \times 0.50\} \]
GRADE SYSTEMS – WRAP UP

• In most cases sticking with the default weighted system is perfectly fine!
• If another grade system would make more sense for your assessment structure, don’t be afraid to try it
• Connect with an Instructional Technology Specialist to discuss (insttech@uoguelph.ca)
• Reach out to CourseLink Support for assistance as required (setting up complex formulas, etc.)
• If you are using a formula system, be sure to inform your students how that grade is calculated (they can’t see that in CourseLink)
GRADE ITEMS AND CATEGORIES
GRADE ITEM TYPES AND GRADE CATEGORIES

• When setting up a gradebook via the Manage Grades page, you have two options:
  – Create a new Item
  – Create a new Category
GRADE ITEM TYPES AND GRADE CATEGORIES

- It is entirely possible to set up grades using only grade items without the need for a category.

<table>
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</tr>
<tr>
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<td>-</td>
<td>75</td>
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</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GRADE ITEM TYPES AND GRADE CATEGORIES

- You **cannot** setup a gradebook using only categories
  - This is a common mistake, especially when using the Grades Wizard in CourseLink (create category is the first option in the wizard)
GRADE ITEMS

• What is a grade item?
  – Grade items populate the “gradebook” (Manage Grades page)
  – There are many different types of grade items
    • **Numeric (most common – has out of score)**
    • Selectbox (used with grade schemes – e.g., scale)
    • Pass/Fail (simple 2 choice grade)
    • Formula (uses equation to determine score)
    • Calculated (sum of selected grade items)
    • Text (up to 50 characters of text)
  – We are only going to cover numeric today
What is a Numeric grade item?

- As the name implies, this grade item receives a number value.
- That number value is set as a max points value (e.g., if you are grading a paper out of 50, the max points would be 50).
  - Can exceed can be enabled to allow a score to exceed the max (52/50).
- In a weighted grade system, a weight must also be set for a numeric grade item.
- Numeric grades are the only type that can be used for automatic final grade calculation.
- Numeric grades can also be set as bonus items, meaning that their points value/weight counts above and beyond the expected total for the course.
USING GRADE CATEGORIES

What is a Grade Category?
• A grade category is essentially a container intended for a series of related grade items
• A grade category is also assigned a weight toward the final grade (in a weighted grade system)
  – The combined weights of items in the category must equal 100%
• Categories allow for the lowest (or highest) X number of grade items in a category to be dropped
  – In a weighted system, the remaining items will be reweighted to compensate, generally increasing student’s grades for that category
**USING GRADE CATEGORIES**

Categories can be useful even if you’re not using the drop feature to:

- Organize large gradebooks
- Make the Grades page easier to follow for students
- Provide the option to easily drop a low grade later to improve student grades
USING GRADE CATEGORIES

Grade categories often cause some confusion in a weighted grade system, but the key things to remember are:

• The grade category provides the weight toward the final grade for all the grade items within it
• Each grade item provides part of the weight toward the total weight value of the category
**Using Grade Categories**

**Example: A category worth 20% of the final grade**

- A grade item in the category is worth x/100% of that 20%
  - Grade item 1 (Assignment 1) = 50% of the category
  - Grade item 2 (Assignment 2) = 50% of the category
  - Grade item 1 + Grade item 2 = 100% of the category’s 20%
    (essentially each item is worth 10% toward the final grade)

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<table>
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<th>Max. Points</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
<td></td>
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<td>56</td>
<td>20</td>
</tr>
<tr>
<td>Assignment 1</td>
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<td>Dropbox</td>
<td>28</td>
<td>50</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Numeric</td>
<td>Dropbox</td>
<td>28</td>
<td>50</td>
</tr>
</tbody>
</table>
ASSESSMENT OPTIONS IN GRADES
PERFORMING ASSESSMENTS IN GRADES

There are 6 main ways to assess using Grades

1. Using Spreadsheet View (Enter Grades)
2. Entering grades for a specific student
3. Entering grades for a specific grade item/category
4. Importing a properly formatted csv file
5. Association with another tool (Dropbox, Quizzes, Discussions)
6. Through an integration (PEAR, Video Assignments, etc.)
PERFORMING ASSESSMENTS IN GRADES

Using Spreadsheet View (Enter Grades)

- Grades > Enter Grades > Switch to Spreadsheet View
PERFORMING ASSESSMENTS IN GRADES

Using Spreadsheet View (Enter Grades)

• Pros:
  – Allows you to enter grades across multiple grade items and multiple students at once
  – Provides an option to search for a specific student
  – Provides an option to filter by groups/sections
  – The view can be customized to show in a way that works best for you
    • Students per page, which grade items are displayed, how often headers repeat, etc.
PERFORMING ASSESSMENTS IN GRADES

Using Spreadsheet View (Enter Grades)

• Cons:
  – There is no auto-save on this page, so save often (make sure the grade items are hidden first)
  – Limited to just a numeric score input (no option to leave text feedback, access a rubric, etc.)
  – For large gradebooks there can be a lot of left to right scrolling
  – The need to enter grades for multiple grade items at the same time is rare
PERFORMING ASSESSMENTS IN GRADES

Entering grades for a specific student

- Grades > Enter Grades > locate student > click name
PERFORMING ASSESSMENTS IN GRADES

Entering grades for a specific student

• Pros:
  – Allows you to enter grades across multiple grade items for a single student
  – Allows for text feedback to be added (show comments)
  – Rubrics can be completed (if attached to any grade items)
  – Can move to the next student on the list without going back to Enter Grades
  – Can easily bulk edit that student’s grade exemptions
PERFORMING ASSESSMENTS IN GRADES

Entering grades for a specific student

- Cons:
  - It is not often you need to enter multiple grades for a specific student at once
  - You must scroll far down the page to get to the individual grade items
  - Text feedback and rubric options are hidden in collapsed options titled “Show Comments/Show Comments and Objective Based Assessments”
**Performing Assessments in Grades**

Option 1: Entering grades for a specific grade item/category
Grades > **Enter Grades** > locate grade item > context menu > Enter Grades
PERFORMING ASSESSMENTS IN GRADES

Option 2: Entering grades for a specific grade item/category
Grades > Manage Grades > locate grade item > context menu > Enter Grades
Performing Assessments in Grades

Grade Item: Assignment 1

<table>
<thead>
<tr>
<th>First Name, Last Name, Org Defined ID</th>
<th>Grade / 25</th>
<th>Weighted Grade / 15</th>
<th>Scheme %</th>
<th>Feedback</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CourseLink, Student 02, 99999998</td>
<td></td>
<td></td>
<td>0 %</td>
<td>No feedback provided.</td>
<td>![Feedback Icon]</td>
</tr>
<tr>
<td>CourseLink, Student 03, 99999997</td>
<td></td>
<td></td>
<td>0 %</td>
<td>No feedback provided.</td>
<td>![Feedback Icon]</td>
</tr>
<tr>
<td>CourseLink, Student 04, 99999996</td>
<td></td>
<td></td>
<td>0 %</td>
<td>No feedback provided.</td>
<td>![Feedback Icon]</td>
</tr>
<tr>
<td>workshopStudent, 01, workshopStudent, 01</td>
<td></td>
<td></td>
<td>0 %</td>
<td>No feedback provided.</td>
<td>![Feedback Icon]</td>
</tr>
<tr>
<td>workshopStudent, 02, workshopStudent, 02</td>
<td></td>
<td></td>
<td>0 %</td>
<td>No feedback provided.</td>
<td>![Feedback Icon]</td>
</tr>
<tr>
<td>workshopStudent, 03, workshopStudent, 03</td>
<td></td>
<td></td>
<td>0 %</td>
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<td>workshopStudent, 04, workshopStudent, 04</td>
<td></td>
<td></td>
<td>0 %</td>
<td>No feedback provided.</td>
<td>![Feedback Icon]</td>
</tr>
<tr>
<td>CourseLink, Student 01, 99999999</td>
<td>20 / 25</td>
<td>12 / 15</td>
<td>80 %</td>
<td>No feedback provided.</td>
<td>![Feedback Icon]</td>
</tr>
</tbody>
</table>
PERFORMING ASSESSMENTS IN GRADES

Entering grades for a specific grade item/category

• Pros:
  – Provides an option to search for a specific student
  – Provides an option to filter by groups/sections
  – Shows only a single grade item (or series of grade items from a single category)
  – Can exempt multiple students at once
  – Allows the entry of text feedback
  – Allows the competition of a rubric (if attached)
PERFORMING ASSESSMENTS IN GRADES

Entering grades for a specific grade item/category

• Cons:
  – No auto-save feature
  – Limited to a maximum of 250 students per page
PERFORMING ASSESSMENTS IN GRADES

Importing a properly formatted csv file
Grades > Enter Grades > Import
PERFORMING ASSESSMENTS IN GRADES

Importing a properly formatted csv file

• Pros:
  – The file can be prepared entirely offline
  – Allows for mass entry of grades at once
  – Multiple files can be imported to the same item
  – Multiple grade items can be imported at the same time
PERFORMING ASSESSMENTS IN GRADES

Importing a properly formatted csv file

• Cons:
  – The import file MUST be formatted correctly and the proper type (csv, txt)
  – Getting a properly formatted file usually requires an export of an empty version first
  – There is no option to import text feedback
  – Cannot be used to enter rubric scores
  – Student identifiers (student id# or central login) must match a student on your course site’s Classlist
THE STUDENT GRADES EXPERIENCE
THE STUDENT GRADES EXPERIENCE:
TIPS TO KEEP IN MIND WHEN WORKING WITH GRADES

1. Students often have a notification enabled on CourseLink to alert them when they receive a new grade
   – When you save a grade, it is considered published and triggers that notification to send to the student

Solution: Hide grade items while grading, then make them visible when complete so all students receive their notification at the same time
2. Grade Categories that drop the lowest X number of grade items will display a “Dropped!” indicator next to the grade item that has been excluded.
   - If there are multiple items with zeros (includes not yet assessed) any 0 grade may be indicated as “Dropped!”

Solution: Hide grade items that have not yet been evaluated in a category that is dropping the lowest score. Make grade items visible after grading, and students will see the proper dropped grade by the end of the semester.
THE STUDENT GRADES EXPERIENCE:
TIPS TO KEEP IN MIND WHEN WORKING WITH GRADES

3. Grade categories may unintentionally give away a grade, even when the grade items in it are hidden
   - Categories show the total weight achieved and grade achieved of the grade items within

   ![Instructor View]

   ![Student View]

   ![Solution: To avoid this, you can override the display settings for the category and uncheck all the “show” options.]

SUPPORT FOR GRADES
ONLINE RESOURCES

• OpenEd Support and Documentation Site
  (CourseLink Help on your course navigation bar)
  – Rubrics
    https://support.opened.uoguelph.ca/instructors/courselink/tools/content/rubrics
  – Grades
    https://support.opened.uoguelph.ca/instructors/courselink/tools/content/grades
  – Final Grades
    https://support.opened.uoguelph.ca/instructors/courselink/tutorial/content/final-grades-download-tool
**COURSELINK SUPPORT**

- **Phone** (urgent or just-in-time support)
  - Ext. 56939
  - 1-866-275-1478 (Toll-free US/Can)

- **Email** (typically answered within 24 hours or less)
  - [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)

- **Hours of Operation**
  - Mon-Fri: 8:30 AM - 8:30 PM
  - Saturday/Holidays: 10:00 AM - 4:00 PM
  - Sunday: 12:00 PM - 6:00 PM
INSTRUCTIONAL TECHNOLOGY SPECIALISTS (ITS)

The ITS team provides pedagogical support for educational technologies.

• Email
  – insttech@uoguelph.ca

• Book a Consultation
  – https://uoguelph.eu.qualtrics.com/jfe/form/SV_03zMVhZjuVsXL5H
READING WEEK PROGRAMMING

• CourseLink Tools Covered:
  – Rubrics
  – Dropbox
  – Discussions
  – Quizzes
  – Grades (this session)

Recordings and Slides available online (Under Past Events): https://opened.uoguelph.ca/instructor-resources/winter-2022-programming