

COURSELINK GRADES TOOL

Getting started with CourseLink Series

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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

- **Benefits of the Grades Tool**
- **Grades Tool Basics**
 - Accessing the Grades Tool
 - Manage Grades
 - Enter Grades
 - Final Grades Download Tool
- **Managing Grades:**
 - Creating Grade Items
 - Creating Grade Categories
- **Entering Grades**
 - Manually (student-by-student)
 - Importing a CSV file (Excel)
- **Where to Find Grades Tool Support**
- **Question & Answer Period**

BENEFITS OF GRADES TOOL

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BENEFITS TO STUDENTS

The CourseLink Grades tool allows students to:

- Easily track their performance throughout the semester
- Quickly access feedback from associated tools such as Discussions or Dropbox
- Receive notifications when grades are released/published or updated
- If options are enabled, provides students information on their performance on an assignment compared to the rest of the class

BENEFITS FOR INSTRUCTORS

The CourseLink Grades tool allows instructors to:

- Automatically calculate student final grades
 - Instructors can also override a final grade
- Easily track overall student performance via statistics
- Leverage Grade Categories to drop lowest or highest grades from a series of related grade items
- Import grades directly from:
 - Other CourseLink tools (Dropbox/Discussions)
 - Integrated external tools (PEAR, Gradescope, etc.)
 - Properly formatted CSV files (Excel)

GRADES TOOL CONSIDERATIONS

While the Grades tool is great for streamlining the grading process for a course, there are some common pitfalls:

- When entering grades directly into a grade item, be sure to hide the grade item first!
- When creating your grade items/categories, you must ensure the weights are correct and match what is on your course outline
- When associating grade items to other CourseLink tools or external tools, ensure that points values match
- By default, CourseLink considers any grade for a student a zero, if no grade is entered
 - Use the Exemptions feature to exempt a specific grade item from a specific student's final grade calculation

GRADES TOOL BASICS

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ACCESSING THE GRADES TOOL

- **Grades** is one of the default tools available on the CourseLink navigation bar

Course Home Content Groups Dropbox Discussions **Grades** Course Admin CourseLink Help

- It can also be accessed from the **Course Admin** link

Course Home Content Groups Dropbox Discussions Grades **Course Admin** CourseLink Help

Assessment

 Awards

 Dropbox

 Quizzes

 Surveys

 Checklists

 **Grades**

 Rubrics

 Competencies

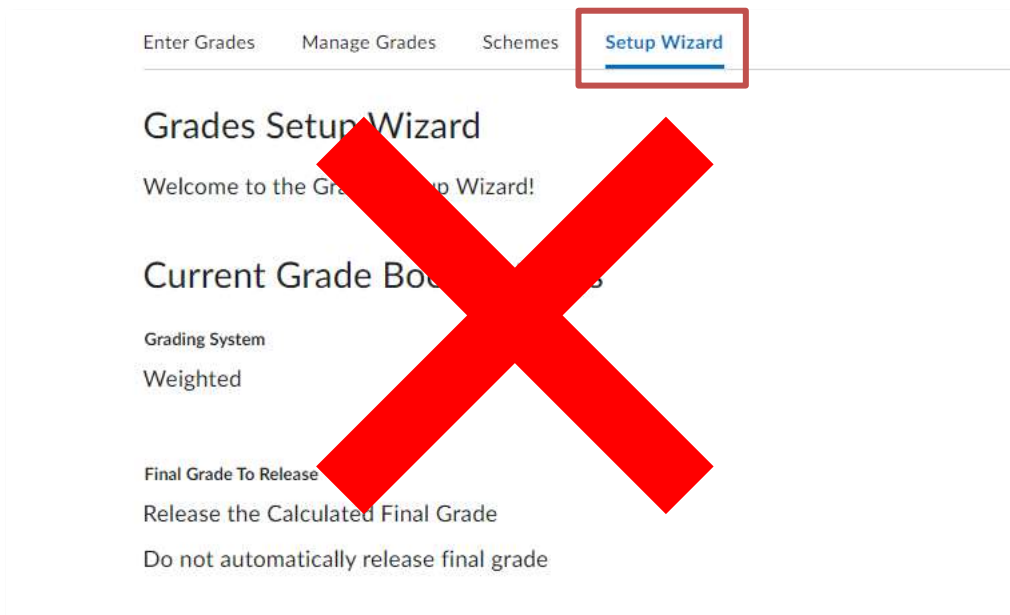
 Quick Eval

 Self Assessments

WORKING IN THE GRADES TOOL

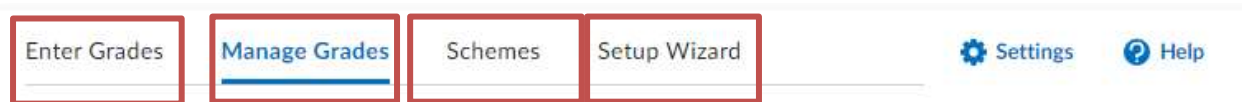
CourseLink's Grades tool will take users to the **Setup Wizard** by default when there are no grade items or categories created:

Using the Grades Wizard is NOT recommended



WORKING IN THE GRADES TOOL

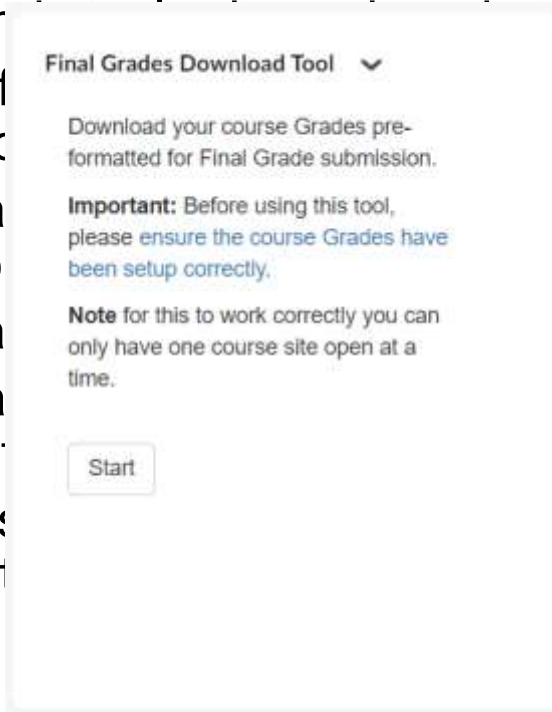
Grades provides 4 options at the top of the tool:



- 1. Enter Grades:** Allows instructors/TAs to view, manually input/import, and exempt grades for students
- 2. Manage Grades:** Allows instructors/TAs to create, edit, and manage visibility settings for grade items and categories
- 3. Schemes:** Allows the instructors/TAs to customize the grade scheme (what students see as their grade) for the course
 - The default = percentage, but could be customized to letter grades, pass/fail, etc.
- 4. Setup Wizard:** Guides users through the various grade settings options and creating items and categories (**not recommended**)

WHAT ABOUT FINAL GRADES?

- Final grades are prepared via Manage Grades using the Final Grades Download Tool
- Calculated and formatted for submission through a custom tool created on the course
- When ready, the Registrar provides a CourseLink to the Registrar's Home page
- The Final Grades Download Tool is available on the Registrar's Home page
- The Final Grades Download Tool
 - Creates a file in the Registrar's Home page
 - Generates a file for each course site with incomplete grades



through a custom
Download Tool
created on the course

per format required by
the Registrar's Home page
forms for students with

FINAL GRADES DOWNLOAD TOOL

Final Grades Download Tool

Download your course Grades pre-formatted for Final Grade submission.

Important: Before using this tool, please [ensure the course Grades have been setup correctly](#).

Note for this to work correctly you can only have one course site open at a time.

Start

MANAGING GRADES

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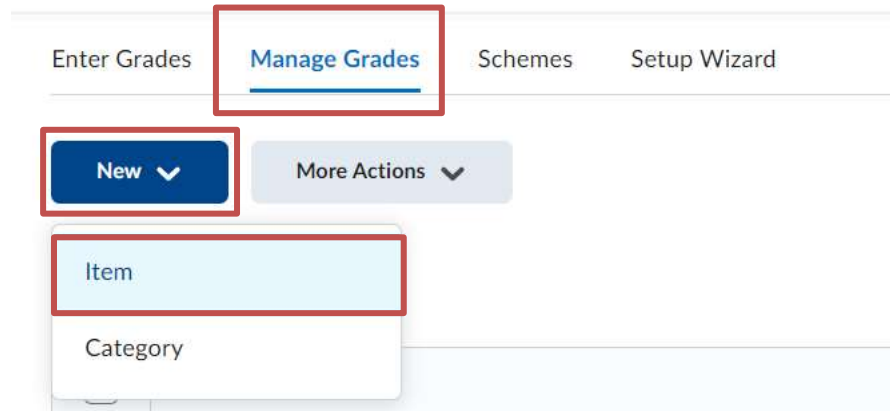
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MANAGING GRADES – WHAT ARE GRADE ITEMS?

- Grade Items are where student grade data for specific assignments are stored
- Grade data can be manually entered in a Grade Item or pushed into a Grade Item from other tools like Dropbox or Discussions or integrated tools like PEAR or Gradescope
- In the default grade system (weighted), each grade item must have a **Max Points** (out of score) value and a **Weight** value (% worth of the final grade), e.g., -/25, 15%/100%
- Grade items can be standalone, or belong to a Grade Category
 - If in a category, their weight is determined by the category

CREATING GRADE ITEMS

- To begin creating Grade Items, start on the **Manage Grades** area, select the **New** button, then select **Item**



CREATING GRADE ITEMS

You will be presented with a list of 6 grade item types you can create:

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

- **Selectbox**

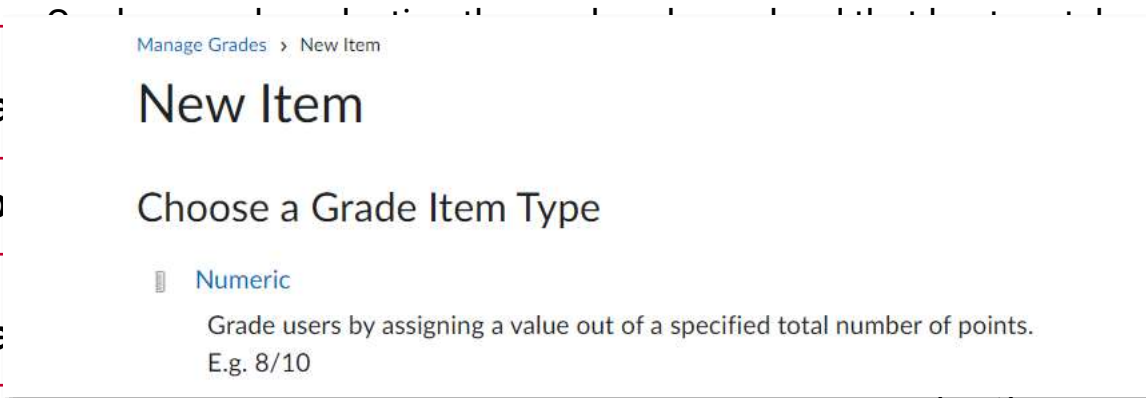
- **Pa**

- **Fo**

- **Ca**

- **Text**

- Provide comments in the grade book that are not calculated in the final grade



their
ement on
ns.

Most grade items are numeric types and that is what we will focus on today.

CREATING GRADE ITEMS

Next you must setup your new grade item's **General Properties**:

- Give it a name (e.g., Assignment 1)
- If the name is long, also give it a short name (optional)
- If the grade is going to belong to a category, select the category (we will talk more about this soon)
- Scroll down to locate the next options!

Properties Restrictions Objectives

General

Type
Numeric

Name *

Short Name

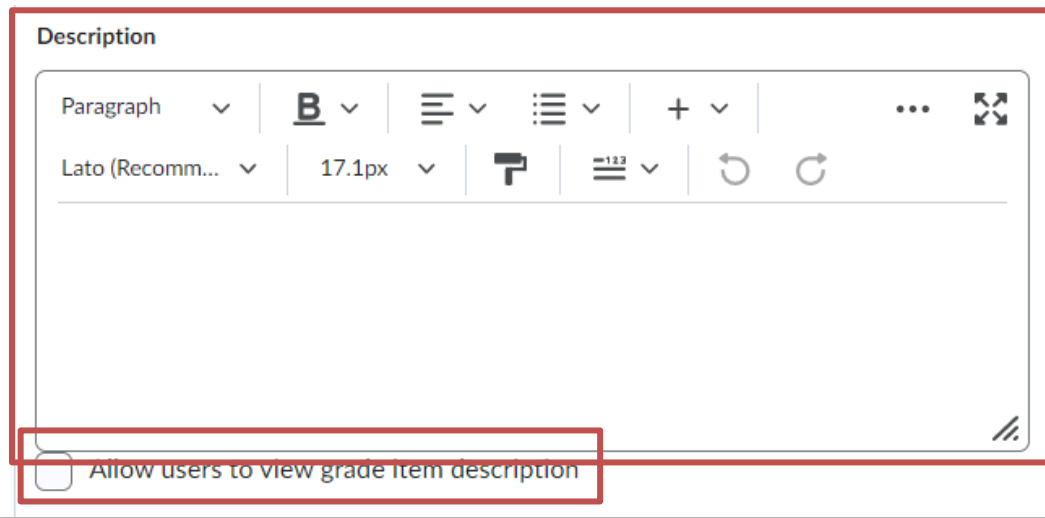
Category
None [New Category]



CREATING GRADE ITEMS

Finish setting up your new grade item's **General Properties**:

- You have the option to provide a **Description**
- If you want the description to be visible to students, select **Allow users to view grade item description**
- Scroll down to locate the next options!



Description

Paragraph ▾ | **B** ▾ | ≡ ▾ | ≡ ▾ | + ▾ | ... | ↗

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Allow users to view grade item description



CREATING GRADE ITEMS

Continue setting up **Properties**, under the **Grading** heading:

- Enter the **Maximum Points** value (out of score)
- Enter the **Weight** (percentage the item is worth of the final grade)
- If you would like to allow students to score above the max points (e.g., 12/10), select **Can Exceed**
- If you would like the item to count as a bonus (outside of the standard 100% weight) select **Bonus**
- Select **Save and Close** to finish or **Save and New** to create another Grade Item

The screenshot shows a 'Grading' section with four rows of controls, each enclosed in a red box:

- Grading**: The section title.
- Maximum Points ***: A text input field containing '10' and a help icon.
- Weight ***: A text input field containing '10' and a help icon.
- Can Exceed**: A checkbox and a help icon.
- Bonus**: A checkbox and a help icon.

The screenshot shows a row of four buttons:

- Save and Close**: A blue button with white text, highlighted with a red box.
- Save and New**: A light blue button with dark blue text.
- Save**: A light blue button with dark blue text.
- Cancel**: A light blue button with dark blue text.

CREATING GRADE ITEMS

The Grade Item will display on the **Manage Grades** table:

The screenshot shows a table with the following data:

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignment 1 ▼	Numeric		10	25
<input type="checkbox"/>	Final Calculated Grade ▼			10	25
<input type="checkbox"/>	Final Adjusted Grade ▼				

The context menu for 'Assignment 1' includes the following options:

- Edit
- Hide from Users
- Enter Grades
- View Statistics
- View Event Log

- The table includes **Type, Association, Max Points, & Weight**
- The Grade Item can be **edited** by clicking the name
- The Context Menu provides options, including **Hide from Users**
- The **Final Calculated/Adjusted Grade** Items appear by default, cannot be deleted, and are permanently hidden from students

DEMO

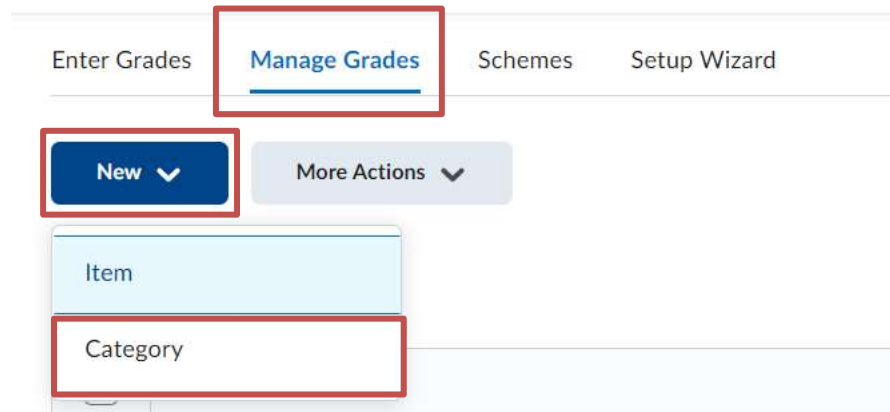
- Let's build some grade items!
 - We will create 3 quiz grade items
 - Each will be numeric type
 - One will have can exceed enabled
 - We will hide 1 Grade Item

MANAGING GRADES – WHAT ARE GRADE CATEGORIES?

- Grade Categories are **containers** that hold multiple Grade Items
- Grade Categories carry a weight toward the final grade, but have **no points value** (in a weighted grade system)
- Grade Categories are typically used for **grouping Grade Items for similar assignment types**, for example:
 - Essays (Category) – 40% of Final Grade
 - Essay 1 (Grade Item) – Out of 25, 40% of Category
 - Essay 2 (Grade Item) – Out of 40, 60% of Category
- Grade Categories can be set to **drop the lowest X and/or highest Y grade items** they contain
 - E.g., Drop the lowest 2 quiz grade items out of 10 in a category

CREATING GRADE CATEGORIES

- To begin creating Grade Categories, start on the **Manage Grades** area, select the **New** button, then select **Category**



CREATING GRADE CATEGORIES

Next you must setup the new Grade Category's **General Properties**:

- Give it a name (e.g., Quizzes)
- If the name is long, also give it a short name (optional)
- Scroll down to locate the next options!

New Category

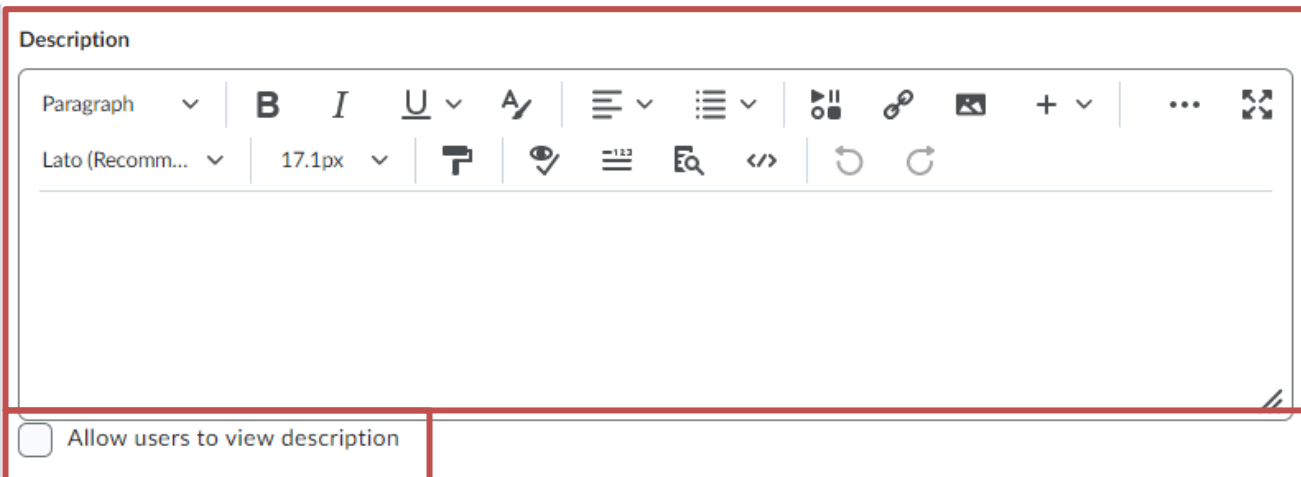
<u>Properties</u>	Restrictions
General	
Name *	
<input type="text"/>	
Short Name	
<input type="text"/> ?	



CREATING GRADE CATEGORIES

Finish setting up the grade Category's **General Properties**:

- You have the option to provide a **Description**
- If you want the description to be visible to students, select **Allow users to view description**
- Scroll down to locate the next options!



Description

Paragraph ▾ | **B** *I* U ▾ | A/ | ≡ ▾ | ≡ ▾ | 🔗 🔗 | + ▾ | ... 🔗

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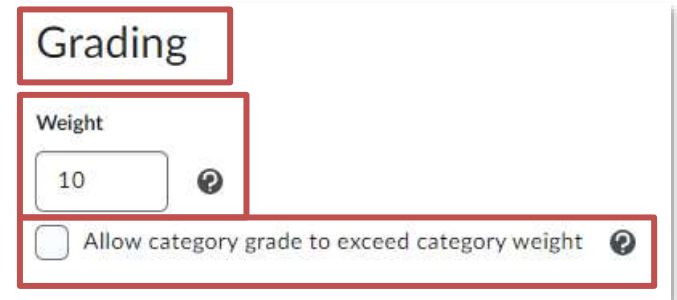
Allow users to view description



CREATING GRADE CATEGORIES

Continue setting up **Properties**, under the **Grading** heading:

- Enter the **Weight** value (percentage the category is worth of the final grade)
- If you would like to allow students to score above the weight (e.g., 12%/10%), select **Allow category grade to exceed category weight**
 - Grade items in the category would have the **Can Exceed** option enabled
- Scroll down to the **Distribution** sub-options



Grading

Weight

10

Allow category grade to exceed category weight



CREATING GRADE CATEGORIES

Finish setting up the grade Category's **Distribution Settings**

- Distribution refers to how the grade items in the category contribute to the category's total weight toward the final grade


Select 1 of 3 options:

- Manually assign weight to items in the category
- Distribute weights by points across all items in the category
- Distribute weight evenly across all items
 - Includes the option to drop lowest/highest number of items

Distribution

- Manually assign weight to items in the category
- Distribute weights by points across all items in the category

Distribute weight evenly across all items

Number of highest non-bonus items to drop for each user 

Number of lowest non-bonus items to drop for each user 

Save and Close

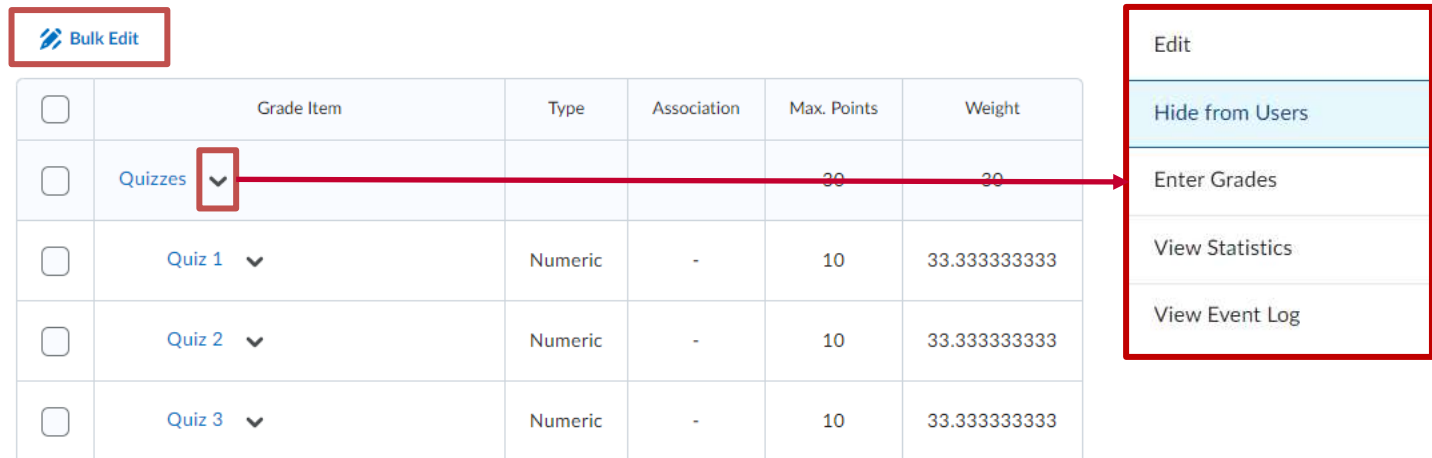
Save and New





Save

Cancel

CREATING GRADE CATEGORIES

The Grade Category will display on the **Manage Grades** table:



<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes 			30	30
<input type="checkbox"/>	Quiz 1 	Numeric	-	10	33.333333333
<input type="checkbox"/>	Quiz 2 	Numeric	-	10	33.333333333
<input type="checkbox"/>	Quiz 3 	Numeric	-	10	33.333333333

- Edit
- Hide from Users
- Enter Grades
- View Statistics
- View Event Log

- Grade Categories have a **light blue-grey** background
- Grade Items that belong to a Grade category are **indented** below
- Grade Categories can be **edited** by clicking on their name
- Grade Categories have the same context menu to Grade Items
- Multiple existing Grade Items can be placed in a Grade Category quickly using the Bulk Edit feature

DEMO

- Let's create a "Quizzes" Grade Category and..
 - Set it to distribute weight evenly
 - Set it to drop the lowest item
 - Add our 3 existing quiz Grade Items to the Grade Category
 - Create a 4th quiz Grade Item and add it to the category at the same time
 - Hide the Grade Category

ENTERING GRADES

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ENTERING GRADES – MANUAL ENTRY (STUDENT-BY-STUDENT)

The simplest way to enter grades is to enter a grade for each student via Enter Grades in one of two ways:

Option 1 – Enter Grades > Spreadsheet View (Multiple Items)

Enter Grades | Manage Grades | Schemes | Setup Wizard

Import | Export | **Switch to Spreadsheet View** | More Actions ▾

	List Name #, First Name, Q1 Defined ID	Final Credits			Scored			Final Credits	
		Final Calculated Grade	Q1.1	Q1.2	Q1.3	Scored	Final Calculated Grade	Final Adjusted Grade	
<input type="checkbox"/>	PL# Books, Thomas Lewis (00000070) ▾	0 % #	9 / 10	/ 10	/ 10	0 / 30, 0 %	0 % #		
<input type="checkbox"/>	PL# Belling, Michael (00000050) ▾	0 % #	8 / 10	/ 10	/ 10	0 / 30, 0 %	0 % #		
<input type="checkbox"/>	PL# Davis, Steven (00000000) ▾	0 % #	10 / 10	/ 10	/ 10	0 / 30, 0 %	0 % #		
<input type="checkbox"/>	PL# David, David (00000000) ▾	0 % #	10 / 10	/ 10	/ 10	0 / 30, 0 %	0 % #		

ENTERING GRADES – MANUAL ENTRY (STUDENT-BY-STUDENT)

The simplest way to enter grades is to enter a grade for each student via Enter Grades in one of two ways:

Option 2 – Manage Grades > Enter Grades (Single Item)

The screenshot displays the 'Manage Grades' interface. On the left, a table lists grade items, with a dropdown menu open for 'Quiz 1' showing the 'Enter Grades' option highlighted. On the right, a list of students is shown with a 'Grade' column containing input fields for each student's score.

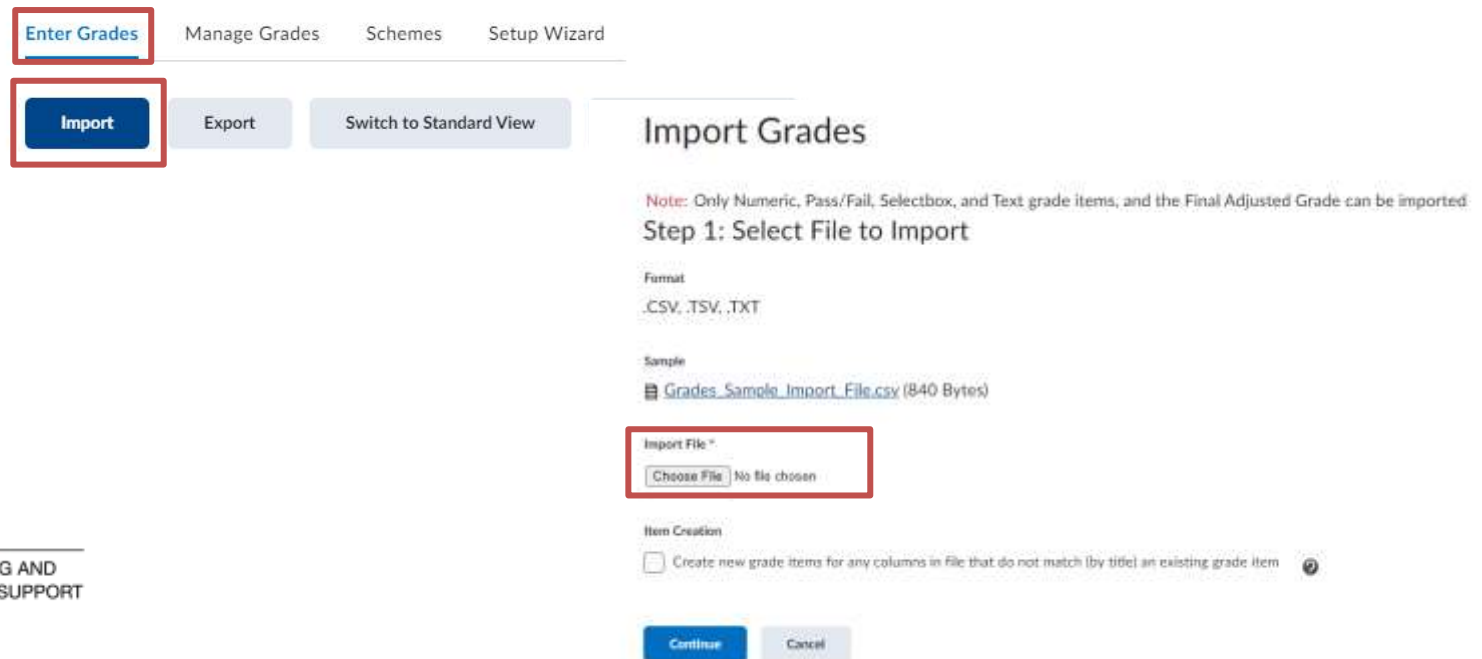
Grade Item	Type
Quizzes	
Quiz 1	Numeric
Quiz 2	Numeric
Quiz 3	Numeric
Final Calcula	
Final Adjuste	

First Name, Last Name, Org Defined ID	Grade
William, Nylander, D0000088	9 / 10
Thomas James, Brodie, D0000078	8 / 10
Ondrej, Kase, D0000025	10 / 10
Morgan, Reilly, D0000044	10 / 10
Mitch, Marner, D0000016	1 / 10
Michael, Bunting, D0000058	/ 10
John, Tavares, D0000091	/ 10
Jake, Muzzin, D0000008	/ 10
ITS, Demo Student, D0000001	/ 10

ENTERING GRADES – MANUAL ENTRY (IMPORT FROM CSV)

Another way to input grades is to import a CSV file via **Enter Grades**

- This can be helpful if you are recording grades through Excel & want a simple way to upload all grades at once



The screenshot displays the 'Enter Grades' interface. At the top, there are navigation tabs: 'Enter Grades' (highlighted with a red box), 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below these are buttons for 'Import' (highlighted with a red box), 'Export', and 'Switch to Standard View'. The main content area is titled 'Import Grades' and includes a note: 'Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported'. The steps are: 'Step 1: Select File to Import'. Under 'Format', the supported formats are '.CSV, .TSV, .TXT'. A sample file is listed: 'Grades_Sample_Import_File.csv (840 Bytes)'. The 'Import File*' section contains a 'Choose File' button and the text 'No file chosen' (highlighted with a red box). Below this is the 'Item Creation' section with a checkbox for 'Create new grade items for any columns in File that do not match (by title) an existing grade item'. At the bottom are 'Continue' and 'Cancel' buttons.

ENTERING GRADES – MANUAL ENTRY (IMPORT FROM CSV)

The file uploaded MUST be in CSV format and follow very specific conventions to work:

- The first value/column heading should be either:
 - Username (data = #owooding, #kmclae11, etc.)
 - OrgDefinedID (data = #87654321, #76543210, etc.)
- The next required value/column heading is the grade item
 - Quiz 1 Points Grade (Note – it must indicate the type)
- The last required value/column heading is End-of-Line Indicator
 - Requires a # value in each cell

ENTERING GRADES – MANUAL ENTRY (IMPORT FROM CSV)

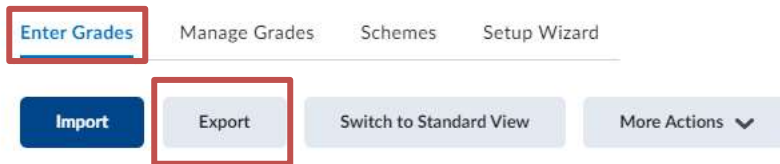
The file will look similar to this in Excel (be sure to save as CSV)

- **Note** - additional fields like Last/First Name can be included, but are not used to match students to grades

	A	B	C	D	E
1	OrgDefinedId	Last Name	First Name	Quiz 1 Points	Grade End-of-Line Indicator
2	#D0000001	Demo Student	ITS		8 #
3	#D0000008	Muzzin	Jake		7 #
4	#D0000015	Kerfoot	Alex		8 #
5	#D0000016	Marner	Mitch		9 #
6	#D0000025	Kase	Ondrej		6 #
7	#D0000034	Matthews	Auston		5 #
8	#D0000044	Reilly	Morgan		7 #
9	#D0000058	Bunting	Michael		8 #
10	#D0000064	Kämpf	David		8 #
11	#D0000065	Mikheyev	Ilya		10 #
12	#D0000078	Brodie	Thomas James		10 #
13	#D0000088	Nylander	William		3 #
14	#D0000091	Tavares	John		6 #

ENTERING GRADES – MANUAL ENTRY (IMPORT FROM CSV)

Tip – To get a properly formatted file, simply Export a copy from the Enter Grades page first, then open it in Excel!



- **Be sure to select:**
 - OrgDefined ID
 - Points Grade
 - The desired Grade Item(s)
 - Export to CSV

DEMO

- Let's enter some grades!
 - Enter Grades via
 - Spreadsheet View (Multiple Grade Items)
 - Manage Grades (Single Grade Item)
 - Upload a CSV file (Single/Multiple Grade Items)

GRADES TOOL SUPPORT AND RESOURCES

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GRADES SUPPORT

CourseLink Support

- Email: courselink@uoguelph.ca
- Phone: x.56939

Instructional Technology Specialist (ITS) team

- Request a consultation: <https://bit.ly/UG-ITS-Consult>
- Email: insttech@uoguelph.ca



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GRADES RESOURCES

OpenEd Documentation & Support

- Grades:
<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/grades>
- Final Grades Download Tool:
<https://support.opened.uoguelph.ca/instructors/courselink/tutorials/content/final-grades-download-tool>

Instructional Videos

- Submitting Semester Grades from CourseLink:
<https://opened.uoguelph.ca/instructor-resources/educational-technologies-instructional-videos#SemesterGrades>



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PREVIOUS GRADES TOOL WEBINARS

- CourseLink Tune-Up Series: Grades (S22)
<https://opened.uoguelph.ca/instructor-resources/summer-2022-programming#Grades>
- Online Assessments with Ed Tech: Grades (W22)
<https://opened.uoguelph.ca/instructor-resources/winter-2022-programming#Grades>
 - Everything you ever wanted to know about Grades... and then some (90 minutes)