

COURSELINK TUNE-UP SERIES: GRADES TOOL

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AGENDA

- Organizing Grade Items and Categories
- Using Groups to Assign Graders (Team Grading)
- 2 Quick Grades Tool Tips
- Finding Support for Grades
- Question & Answer Period

ORGANIZING GRADE ITEMS AND CATEGORIES

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ORGANIZING GRADE ITEMS AND CATEGORIES: WHY IS IT IMPORTANT?

For Instructors & TAs

- Well organized grade items:
 - Are easier to locate when adjustments need to be made (to the item or while entering grades)
 - Make for less work when copying components from a previous offering
 - Cut down on the number of questions from students

ORGANIZING GRADE ITEMS AND CATEGORIES: WHY IS IT IMPORTANT?

For Students

- Well organized grade items make it easier to:
 - Locate grades and feedback
 - Understand the relationships between assignments and grade items
 - Know which grade item(s) are being dropped


ORGANIZING GRADE ITEMS AND CATEGORIES: ORGANIZATION OPTIONS

Grade Item/Category Order

- There are two common ways to organize your Manage Grades page in CourseLink:
 1. **By order of assessment** (e.g., Assignment 1, Midterm, Assignment 2, Final Exam)
 2. **By Categories**, and then by order of assessment within the categories (e.g., Quizzes – Quiz 1, Quiz 2, Quiz 3)

ORGANIZING GRADE ITEMS AND CATEGORIES: ORGANIZATION BY ASSESSMENT

Order of Assessment Example (Instructor/TA View)

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignment 1 ▾	Numeric	-	15	20
<input type="checkbox"/>	Midterm ▾	Numeric	-	50	25
<input type="checkbox"/>	Assignment 2 ▾	Numeric	-	20	20
<input type="checkbox"/>	Final Exam ▾ 	Numeric	-	100	35
<input type="checkbox"/>	Final Calculated Grade ▾			185	100
<input type="checkbox"/>	Final Adjusted Grade ▾				

This works very well for courses with basic assessments that have little/no need for grade categories.

ORGANIZING GRADE ITEMS AND CATEGORIES: ORGANIZATION BY ASSESSMENT

Order of Assessment Example (Student View)

Grade Item	Points	Weight Achieved	Grade
Assignment 1	12 / 15	16 / 20	80 %
Midterm	38 / 50	19 / 25	76 %
Assignment 2	17 / 20	17 / 20	85 %

Where's the Final Exam grade? The final exam grade is hidden from student view, so the student does not see it. This is the standard practice in most UofG and UGH courses.

Final Exam ▾



ORGANIZING GRADE ITEMS AND CATEGORIES: ORGANIZATION BY CATEGORIES

By Categories Example (Instructor/TA View)

This works very well for courses with many similar assessments, such as multiple quizzes, discussion activities, etc.

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignments ▾			70	20
<input type="checkbox"/>	Assignment 1 ▾	Numeric	-	35	50
<input type="checkbox"/>	Assignment 2 ▾	Numeric	-	35	50
<input type="checkbox"/>	Quizzes ▾			30 ⚙	20
<input type="checkbox"/>	Quiz 1 ▾	Numeric	-	15	33.33333333
<input type="checkbox"/>	Quiz 2 ▾	Numeric	-	15	33.33333333
<input type="checkbox"/>	Quiz 3 ▾	Numeric	-	15	33.33333333
<input type="checkbox"/>	Midterm ▾			75	25
<input type="checkbox"/>	Midterm - Written ▾	Numeric	-	50	66.66666667
<input type="checkbox"/>	Midterm - Multiple Choice ▾	Numeric	-	25	33.33333333
<input type="checkbox"/>	Final Exam ▾ ⚙			150	35
<input type="checkbox"/>	Final Exam - Written ▾	Numeric	-	100	66.66666667
<input type="checkbox"/>	Final Exam - Multiple Choice ▾	Numeric	-	50	33.33333333
<input type="checkbox"/>	Final Calculated Grade ▾			325	100
<input type="checkbox"/>	Final Adjusted Grade ▾				

ORGANIZING GRADE ITEMS AND CATEGORIES: ORGANIZATION BY CATEGORIES

By Categories Example (Student View)

Students see their scores on the individual assignments and their total for a whole category

Grade Item	Points	Weight Achieved	Grade
Assignments		16.86 / 20	84.29 %
Assignment 1	28 / 35	8 / 10	80 %
Assignment 2	31 / 35	8.86 / 10	88.57 %
Quizzes		18.67 / 20	93.33 %
Quiz 1	11 / 15 Dropped!	0 / 0 Dropped!	73.33 %
Quiz 2	13 / 15	8.67 / 10	86.67 %
Quiz 3	15 / 15	10 / 10	100 %
Midterm		19.33 / 25	77.33 %
Midterm - Written	38 / 50	12.67 / 16.67	76 %
Midterm - Multiple Choice	20 / 25	6.67 / 8.33	80 %

ORGANIZING GRADE ITEMS AND CATEGORIES: WHEN TO CONSIDER USING CATEGORIES

Grade categories serve three main purposes:

1. Helps organize course sites with a lot of grade items
2. Provides a simple way to drop the lowest grade item from a series of similar student work
3. Allows CourseLink to do the math for you when dealing with multiple grade items scored out of different point totals counting toward a designated weight

ORGANIZING GRADE ITEMS AND CATEGORIES: NAMING GRADE ITEMS AND CATEGORIES

Keep your item and category names simple!

- Use generic names that make sense to your students but aren't topic specific
 - For example, use “Assignment 1”, not “Pepsi-Co Case Study Assignment”

ORGANIZING GRADE ITEMS AND CATEGORIES: NAMING GRADE ITEMS AND CATEGORIES

Why Use Generic Names?

- Saves time when copying a course site
 - No need to rename all your items/categories if you change the topics in future offerings
- Avoids potential confusion
 - If you copy over your grades to a new course and forget to update the names

Helpful Tip

- Refer to the assignments the same way in your course outline and include topic specifics there (e.g., Assignment 1 – Pepsi-Co Case Study)

ORGANIZING GRADE ITEMS AND CATEGORIES: NAMING GRADE ITEMS AND CATEGORIES

Generic vs. Topic-Specific Grade Item Names

Generic	Specific
<input type="checkbox"/> Assignments ▾	<input type="checkbox"/> Case Studies ▾
<input type="checkbox"/> Assignment 1 ▾	<input type="checkbox"/> Pepsi-Co ▾
<input type="checkbox"/> Assignment 2 ▾	<input type="checkbox"/> Walmart ▾
<input type="checkbox"/> Quizzes ▾	<input type="checkbox"/> Quizzes ▾
<input type="checkbox"/> Quiz 1 ▾	<input type="checkbox"/> Marketing Quiz ▾
<input type="checkbox"/> Quiz 2 ▾	<input type="checkbox"/> Branding Quiz ▾
<input type="checkbox"/> Quiz 3 ▾	<input type="checkbox"/> Social Media Quiz ▾



ORGANIZING GRADE ITEMS AND CATEGORIES: LEVERAGING THE DESCRIPTION OPTION

The **Description** field in grade items is often overlooked, but it can potentially be quite helpful in some cases

The screenshot displays a configuration interface for a grade item. At the top, there are two tabs: 'Properties' (highlighted with a red box) and 'Restrictions'. Below the tabs is the 'General' section, which includes a 'Name' field containing 'Quizzes' and a 'Short Name' field. A 'Hide Description' toggle is visible below the 'Short Name' field. The 'Description' section is highlighted with a red box and contains a rich text editor with a toolbar and a text area. The text in the description field reads: 'This category drops the lowest grade achieved. The grade item dropped will update as more quizzes are completed throughout the semester.' Below the description field is a checkbox labeled 'Allow users to view description', which is also highlighted with a red box.

Properties Restrictions

General

Name *

Quizzes

Short Name

Hide Description

Description

Paragraph B I U A List Bulleted Link + ...

Lato (Recom... 17.1px P Eye Search Code Refresh

This category drops the lowest grade achieved. The grade item dropped will update as more quizzes are completed throughout the semester.

Allow users to view description

ORGANIZING GRADE ITEMS AND CATEGORIES: LEVERAGING THE DESCRIPTION OPTION

For Instructors

If you have a very complex grading system or simply a lot of different grade items, you can use the **description** field to make a note to yourself (or to your grading team)

- For notes that are **not** intended for students be sure the “Allow users to view grade item description” is **not selected** (off by default)
- Instructors/TAs only see descriptions in the **Properties** tab when editing a grade item
 - Descriptions will not display directly on Manage Grades or Enter Grades

ORGANIZING GRADE ITEMS AND CATEGORIES: LEVERAGING THE DESCRIPTION OPTION

For Students

If the “Allow users to view grade item description” option is enabled, the description you add becomes visible to students

Allow users to view grade item description

- Descriptions can be used to:
 - Remind students that assignment details are available in the course outline / content tool
 - Explain how a formula grade item is being calculated
 - Let students know that a category is set to drop the lowest grade and how that works
- Any of the above can help reduce emails seeking clarification from students

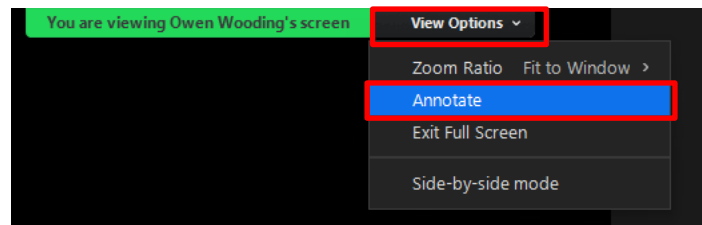
DEMO:

SPOT THE POTENTIAL AREA FOR IMPROVEMENT

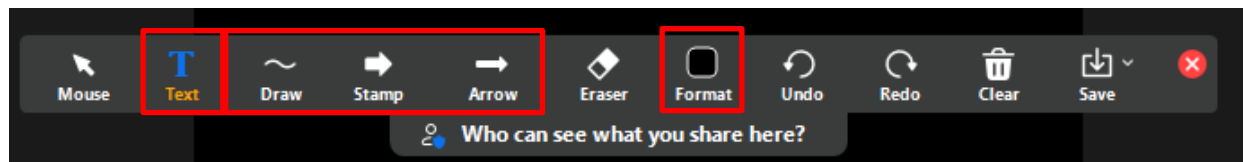
- The annotation feature in Zoom will be enabled for 2-3 minutes
- An example of a Manage Grades page and a corresponding student grade preview will appear
- Use a stamp/arrow/text to identify potential areas where the sample Manage Grades page can be improved
- Afterward, I'll walk through how to make the corrections
- There are at least 8 areas for improvement!

USING ANNOTATIONS IN ZOOM

Select **View Options** from the Zoom menu bar (next to the Screen Share notification), then select **Annotate**



The annotation bar will appear, pick a stamp/draw an arrow/use the arrow option, pick a colour, add text (if you want) to indicate the area for improvement



SPOT THE POTENTIAL AREAS FOR IMPROVEMENT

Manage Grades (Instructor View)

Note

- 'Final Calculated Grade' sums to 115%, not 100%. Verify the total weight of all top level categories and items is 100%.

[Bulk Edit](#)

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Final Exam - Written ▾	Numeric	-	100	30
<input type="checkbox"/>	Midterm ▾	Numeric	-	50	20
<input type="checkbox"/>	Pepsi-Co Case Study Assignment ▾	Numeric	-	50	15
<input type="checkbox"/>	Marketing Quiz ▾	Numeric	-	15	5
<input type="checkbox"/>	Assignments ▾			75	30
<input type="checkbox"/>	Walmart Case Study Assignment ▾	Numeric	-	75	100
<input type="checkbox"/>	Branding Quiz ▾	Numeric	-	15	5
<input type="checkbox"/>	Social Media Quiz ▾	Numeric	-	15	5
<input type="checkbox"/>	Final Exam - Multiple Choice ▾	Numeric	-	25	5
<input type="checkbox"/>	Final Calculated Grade ▾			345	115
<input type="checkbox"/>	Final Adjusted Grade ▾				

Grades (Student View Preview)

Grade Item	Points	Weight Achieved	Grade
Final Exam - Written	82 / 100	24.6 / 30	82 %
Midterm	38 / 50	15.2 / 20	76 %
Marketing Quiz	11 / 15	3.67 / 5	73.33 %
Assignments		27.2 / 30	90.67 %
Note to grading team: Don't forget to use the rubric to perform the grading. If you have any questions please email me.			
Branding Quiz	15 / 15	5 / 5	100 %
Social Media Quiz	12 / 15	4 / 5	80 %
Final Exam - Multiple Choice	24 / 25	4.8 / 5	96 %

USING GROUPS TO ASSIGN GRADERS

(In a team grading environment)

USING GROUPS TO ASSIGN GRADERS

The Groups tool is intended to organize students for collaborative work; however, it can also be leveraged to divide up grading duties in medium-to-large classes with grading teams of instructors/TAs

<input type="checkbox"/>	Groups	Members	Dropbox	Discussions	Locker
<input type="checkbox"/>	Assessor 1	333			
<input type="checkbox"/>	Assessor 2	333			
<input type="checkbox"/>	Assessor 3	332			
<input type="checkbox"/>	Assessor 4	332			
<input type="checkbox"/>	Assessor 5	332			
<input type="checkbox"/>	Assessor 6	332			

200 per page ▾

USING GROUPS TO ASSIGN GRADERS

Creating assessment groups can help evenly divide up the students for team assessment

- If you have a teaching team of 1 instructor and 5 TAs that will be grading together, you can create a new group category using the # of Groups feature
- Setting the **# of Groups** option to 6, will evenly distribute the students into 6 groups and each grading team member can be assigned a group to grade

Enrolment Type

Number of Groups *

USING GROUPS TO ASSIGN GRADERS

With assessment groups, you can filter students by their assigned group, allowing each grading team member to easily locate and grade their assigned students

- Works in Grades, Quizzes, Dropbox, and Discussions!

Grade Item: Midterm Test 1 ▾

▷ [Show details and overall feedback](#)

Users

View By: ▾

Groups: ▾

Assessment Groups

Assessor 1

Assessor 2

Assessor 3

Assessor 4

Assessor 5

Assessor 6



ed ID

CONSIDERATIONS WHEN LEVERAGING GROUPS GRADING

Students have access to the Groups tool and will be able to see the name of the group category and their group


- Add a description to the group category and make it visible to students so they know it isn't for group work


Instructor Group Properties

Advanced Properties

▼ Hide Advanced Properties

Groups Options

Auto-Enrol New Users 

Randomize users in groups 

Make category and group descriptions visible to group members

Student - Group Details

Group Details

Assessment Groups

This group is used by instructors and TAs to manage course assessment. It is not intended for group work or communication with your classmates.

Assessor 3 - grp_3


Close 

CONSIDERATIONS WHEN LEVERAGING GROUPS GRADING

When naming your assessment group category and groups, you may want to:

- Rename the groups to something easy to remember for the grader but not identifiable to the student
- For example - Assessor 1, Assessor 2, etc. then assign each group to your grading team members
- Using the names of the TAs as the group names is **not recommended** (increases grade emails to TAs)

<input type="checkbox"/>	Assessor 1
<input type="checkbox"/>	Assessor 2
<input type="checkbox"/>	Assessor 3
<input type="checkbox"/>	Assessor 4



<input type="checkbox"/>	Carolyn
<input type="checkbox"/>	Lena
<input type="checkbox"/>	Owen
<input type="checkbox"/>	Rich



DEMO

- Create assessment team groups
 - Use them to filter in Quizzes, Dropbox, and Grades

TWO QUICK GRADES TRICKS/TIPS

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TIP #1: PREVIEW A STUDENT'S GRADES PAGE

Instructors can see exactly what a specific student's Grades page looks like using the **Preview Grades** feature via **Enter Grades**, allowing them to:

- Better understand how the grades setup looks to students in the course
- Verify grades issues that students indicate they see
- Ensure that grades are properly hidden/visible
- See how student-enabled grade descriptions appear

TIP #1: PREVIEW A STUDENT'S GRADES PAGE

Enter Grades Manage Grades Schemes Setup Wizard

Import Export Switch to Standard View More Actions

View By: User Apply

Search For... Show Search Options

Email

	Last Name ▲, First Name, Org Defined ID	Final Grades	
			Final Calculated Grade ▼
<input type="checkbox"/>	Student 01, CourseLink (Id: D9999991)	▼	82.27 %
<input type="checkbox"/>	Student 02, CourseLink (Id: D9999992)	Preview	
<input type="checkbox"/>	Student 03, CourseLink (Id: D9999993)	View Event Log	
<input type="checkbox"/>	Student 04, CourseLink (Id: D9999994)	Email user	
		Bulk edit exemptions	

50 per page

Student's Grades Page

Grade Item	Points	Weight Achieved	Grade
Assignment 1	12 / 15	16 / 20	80 %
Midterm (<i>exempted</i>)	- / -	- / -	Exempt
Assignment 2	17 / 20	17 / 20	85 %

TIP #2: EXEMPTING GRADES

CourseLink has an **Exempt** option in the Grades tool, which allows instructors to identify specific grade items that will not count toward the final grade for specific students

<input type="checkbox"/>	Last Name ▲, First Name, Org Defined ID	Final Grades	Assignment 1 ▼	Midterm ▼	Assignment 2 ▼	Final Exam ▼
		Final Calculated Grade ▼				
<input type="checkbox"/>	🔗 Student 01, CourseLink (Id: D9999991) ▼	82.27 % 📄	12 / 15	Exempt	17 / 20	82 / 100
<input type="checkbox"/>	🔗 Student 02, CourseLink (Id: D9999992) ▼	88.82 % 📄	14 / 15	42 / 50	18 / 20	89 / 100
<input type="checkbox"/>	🔗 Student 03, CourseLink (Id: D9999993) ▼	87.81 % 📄	Exempt	41 / 50	20 / 20	85 / 100
<input type="checkbox"/>	🔗 Student 04, CourseLink (Id: D9999994) ▼	78.48 % 📄	13 / 15	37 / 50	Exempt	77 / 100

TIP #2: EXEMPTING GRADES

Exempted grades remove any associated existing points/weight value from the Final Calculated grade

- For example, if Assignment 1 is worth 15% of the final grade and the student is exempted, their final grade is scored out of 85% with the remaining items instead of 100% with all the items

Student 02, CourseLink (Id: D9999992) ▾	80.32 %	15 / 50	42 / 50	71 / 75	89 / 100
Student 02, CourseLink (Id: D9999992) ▾	89.2 %	Exempt	42 / 50	71 / 75	89 / 100

TIP #2: EXEMPTING GRADES

Exemptions **cannot** be used to alter the weight of specific items for specific students

- To do that, work out your new final grade outside of CourseLink using alternative weights
- Enter the new final grade via the **Final Adjusted Grade**

<input type="checkbox"/>	First Name, Last Name, Org Defined ID	Final Calculated Grade ▲		Final Adjusted Grade		Scheme
		Grade	Scheme	Grade		
<input type="checkbox"/>	🔗 CourseLink, Student 04, D9999994 ▼	78.48 / 100	78.48 %	<input type="text" value="82.5"/> / <input type="text" value="100"/>	> 📊	-%
<input type="checkbox"/>	🔗 CourseLink, Student 01, D9999991 ▼	82.27 / 100	82.27 %	<input type="text"/> / <input type="text"/>	> 📊	-%
<input type="checkbox"/>	🔗 CourseLink, Student 03, D9999993 ▼	87.81 / 100	87.81 %	<input type="text"/> / <input type="text"/>	> 📊	-%
<input type="checkbox"/>	🔗 CourseLink, Student 02, D9999992 ▼	88.82 / 100	88.82 %	<input type="text"/> / <input type="text"/>	> 📊	-%

GRADES TOOL SUPPORT

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GRADES TOOL SUPPORT

CourseLink Support can provide timely assistance for how-to questions about the Grades tool.

CourseLink Support

Email: courselink@uoguelph.ca

Phone: X. 56939

Hours:

Mon-Fri. 8:30 AM-8:30 PM, Sat. 10 AM-4 PM, Sun. 12-6 PM

CourseLink Support also has a resource page for Grades:

<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/grades>

INSTRUCTIONAL TECHNOLOGY SPECIALIST (ITS) ASSISTANCE & GRADES SESSIONS

If you are looking to make significant adjustments to your current grades or if you're starting from scratch, the ITS team offers consultations.

Contact the ITS Team

- Consultation Request Form:
https://uoguelph.eu.qualtrics.com/jfe/form/SV_03zMVhZjuVsXL5H
- Email: insttech@uoguelph.ca

Previous Grades Tool Sessions (Recorded):

- CourseLink Grades Tool (Online Assessments with EdTech)
<https://opened.uoguelph.ca/instructor-resources/winter-2022-programming#Grades>
 - More information on grade systems, grade categories, & performing assessments