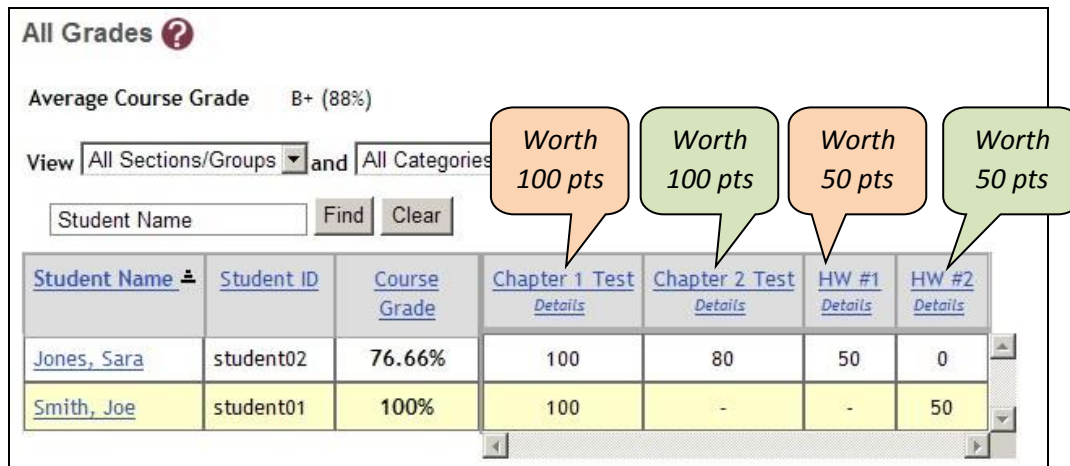


Understanding the Course Grade Column

Situation:

In the example below Joe Smith has a 100% in the class gradebook even though he has only completed two of the four graded items? That can't be right, can it? How did the Course Grade column come up with this number? What's wrong here?



The screenshot shows an 'All Grades' interface with the following data:

Student Name	Student ID	Course Grade	Chapter 1 Test <small>Details</small>	Chapter 2 Test <small>Details</small>	HW #1 <small>Details</small>	HW #2 <small>Details</small>
Jones, Sara	student02	76.66%	100	80	50	0
Smith, Joe	student01	100%	100	-	-	50

Callouts from the image:

- Chapter 1 Test: Worth 100 pts
- Chapter 2 Test: Worth 100 pts
- HW #1: Worth 50 pts
- HW #2: Worth 50 pts

Answer:

There's actually nothing wrong with the gradebook in the image above. The gradebook doesn't count an item towards the students' total points possible if there's a dash (-) in the column. The gradebook simply assumes that Joe hasn't attempted this item yet, thus it doesn't count it against him. With that said, the Course Grade column shouldn't always be looked at as the most accurate percentage. That is also why the Course Grade percentage has been hidden from students by default in each site – so as not to mislead them.

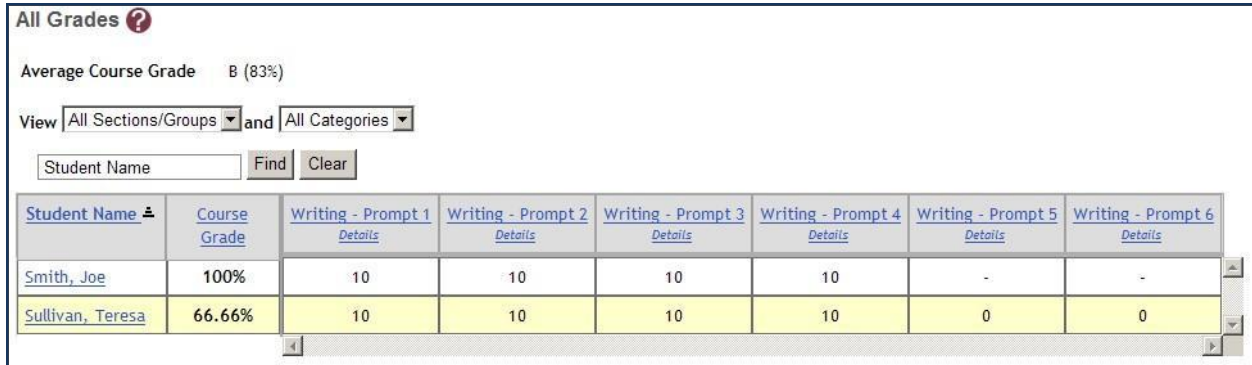
It's clear that Joe Smith is actually failing in the example above as opposed to earning a 100%. The faculty member needs to put zeros in the spots where dashes exist if the due date has passed.

Note: It is this same configuration/functionality that allows a faculty member to create their entire gradebook before the first day of class, fill in grades as they occur throughout the semester, and always have the Course Grade column display a current percentage.

Another Scenario:

Let's assume that Joe is in a class and must complete 4 of the 6 writing assignments to get full credit. He can choose any four he wants and he can ignore the two that he doesn't. He will only be graded for the four he completes.

The assignment tool has been setup with six drop boxes for all 6 assignments even though the students only need to complete 4 of them. The gradebook has spots for all six graded items as well – as shown below.



Student Name	Course Grade	Writing - Prompt 1	Writing - Prompt 2	Writing - Prompt 3	Writing - Prompt 4	Writing - Prompt 5	Writing - Prompt 6
Smith, Joe	100%	10	10	10	10	-	-
Sullivan, Teresa	66.66%	10	10	10	10	0	0

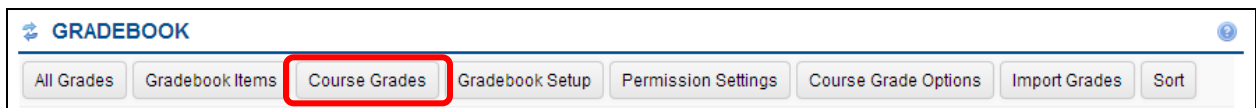
A simpler gradebook would automatically assume that each student had to complete all six assignments to receive the credit. In Isidore's case the gradebook is smart enough to not auto-calculate points in for items they didn't attempt. In the example above Joe completed the first four prompts receiving the full 10 points for each one while ignoring the last two. The gradebook only grades the ones he completed and gave him a 100%. You may also notice that Teresa received a 66% in the class for doing the same thing. The only difference is that she had zeros put in the last two prompts as opposed to nothing. That made her total possible points 60 as opposed to 40 like Joe.

Add Zeros In For All Dashes At Once:

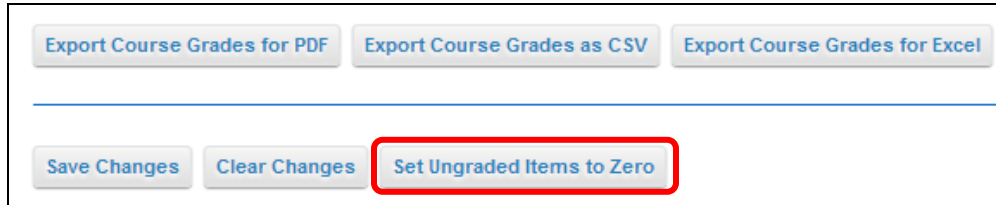
The faculty member needs to either add zeros in each assignment as they grade them or wait until the end of the semester to use the steps below and apply zeros to all spaces with dashes in them.

The following steps will allow you to quickly convert every dash in the gradebook to a zero.

1. Click on 'Course Grades' at the top of the screen.



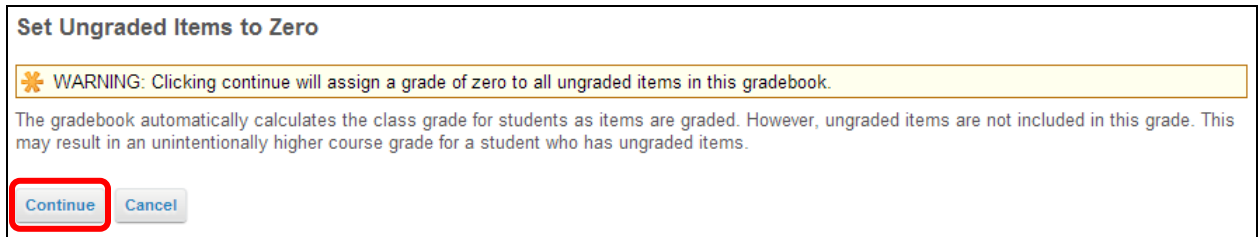
- At the bottom of the page, click on the 'Set Ungraded Items to Zero' button.



Export Course Grades for PDF Export Course Grades as CSV Export Course Grades for Excel

Save Changes Clear Changes **Set Ungraded Items to Zero**

- You'll be warned that this step is **not reversible**. Any gradebook item that currently has a dash in it will be replaced with a zero. This will essentially make the max number of points for each student the same. Click 'Continue' to proceed forward.



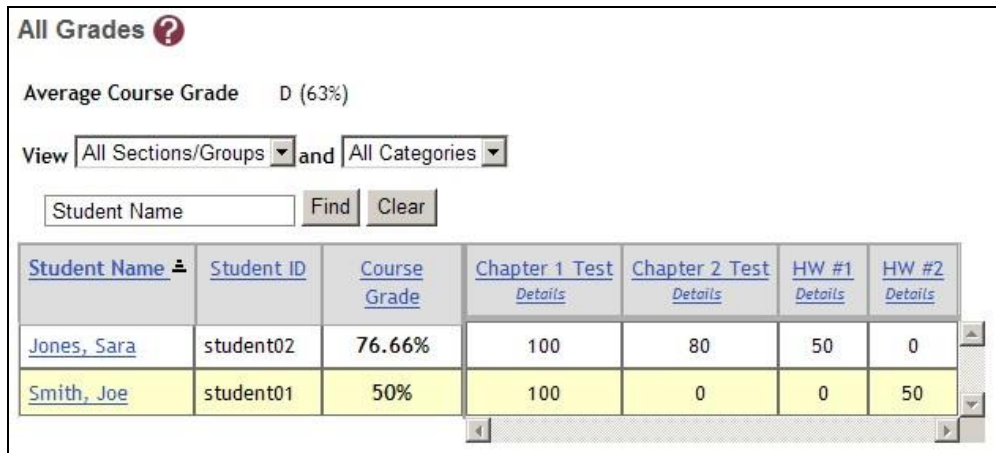
Set Ungraded Items to Zero

WARNING: Clicking continue will assign a grade of zero to all ungraded items in this gradebook.

The gradebook automatically calculates the class grade for students as items are graded. However, ungraded items are not included in this grade. This may result in an unintentionally higher course grade for a student who has ungraded items.

Continue Cancel

- If you look at your main gradebook page again you'll now see how the scores have been added in place of the dashes and the Course Grade has been adjusted for Joe Smith.



All Grades ?

Average Course Grade D (63%)

View and

 Find Clear

<u>Student Name</u>	<u>Student ID</u>	<u>Course Grade</u>	<u>Chapter 1 Test</u> <small>Details</small>	<u>Chapter 2 Test</u> <small>Details</small>	<u>HW #1</u> <small>Details</small>	<u>HW #2</u> <small>Details</small>
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