

Grades Manual

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1. GRADES

HELP's Gradebook can help organize and manage grades for students in your course.

- Activity and grade item scores will automatically display in the gradebook.
- Students are able to view their grades. Each student only sees his/her own grade. The instructor can control what grades are visible/hidden.
- Grades can be exported and imported, allowing instructors to use Excel for computing grades.

1.1. Create a Category

1. Select **Grades** from the *Course administration* block (on the left side of the page). You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page (e.g. 'quizzes', 'assignments', 'homework', etc.) Each category will then have its own total column in the gradebook. It will calculate all of the items in the category.
3. Select the **Add Category** button (located at the bottom of the page).

Categories and items

View Setup Letters Import Export

Categories and items Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions
Course 101		-	Edit
First Assignment	50.0	100.00	Edit
First Quiz	50.0	100.00	Edit
Course total Include empty grades.		200.00	Edit

Save changes

Add category ←

Add grade item

4. Enter a *Category name* and select a grade aggregation method. See Setting Aggregations in the next section for aggregation methods explanations.

▼ Grade category

Category name*

Aggregation ?

[Show more...](#)

▼ Category total

Grade type ?

Scale ?

Maximum grade ?

Minimum grade ?

Hidden ?

Locked ?

Weight adjusted ?

Weight ?

[Show more...](#)

Save changes

Cancel

5. Select the **Save changes** button.

1.2. Selecting a Grade Aggregation Method

Selecting a Grade Aggregation Method

HELP offers 3 methods of aggregating grades. Due to the number of options available and their complexity, it is recommended to use the *Natural* aggregation method.

Natural

The Natural aggregation method is the newest and recommend option. Natural initially sets up weighting based on grade item point values. If needed, weights can be overridden for categories or grade items. This method allows grade items to be marked as Extra Credit, and allows Categories to use the **Drop the lowest** option when specific criteria are met.

Other Aggregation Methods

a) **Simple Weighted Mean of Grades**

The Simple Weighted Mean of Grades method will weigh grade items based on the item's maximum possible points. Due to this reason, this method WILL NOT allow weights to be set for grade items. For example, if the course total is 1,000 points, a grade item worth 100 will be weighed at 10%.

b) **Weighted Mean of Grades**

The Weighted Mean of Grades method will weigh grade items based on the weight set in the 'Weights' box on the *Categories and Items* page. This method does not take into account the number of maximum points for a grade item. All grade item weights MUST add up to 100. For example, when the weight of a grade item is set to '10', it will be weighed at 10% regardless of the number of maximum points.

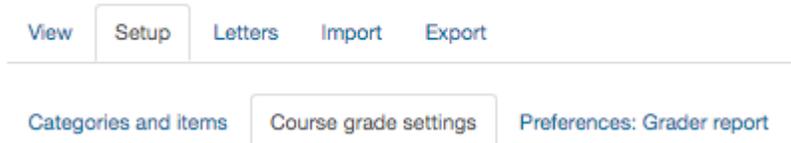
1.3. Setting Grade Preferences

Setting Grades to Show as Percentages or Points

This setting determines how grades are displayed in the grader and user reports to students.

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. On the *Categories and Items* page, select the "**Course grade settings**" tab.

Course grade settings



4. Select a **Grade display type**. This setting determines how grades are displayed to students. Instructors can select one or a combination (limited to two) of the following three display types:
 - - Real - Actual grades (points)
 - Percentage
 - Letter

Grade item settings

Grade display type ⓘ

Overall decimal points ⓘ

Overview report

Show rank ⓘ

- ✓ Default (Real)
- Real
- Real (percentage)
- Real (letter)
- Percentage
- Percentage (real)
- Percentage (letter)
- Letter
- Letter (real)
- Letter (percentage)

1.4. Entering and Editing Grades

Editing grades in the gradebook only edits the grades. None of the available operations bear any relationship to editing the main course page (i.e. the appearance of your course page will not be influenced by anything you do in the gradebook). The 'Turn editing on' button functions separately from that on the main course page, so editing can be on in the gradebook, but simultaneously off on the course page. This is because editing grades and editing the course page are separate capabilities.

Tips on Grading

There are two options for grading in HELP:

1. Grade in the Activity (e.g. assignment, quiz, forum)
 - This is the recommended method.
 - Allows viewing of assignment submissions, quiz answers, forum posts of student.
2. Grade in the Gradebook
 - View and/or enter multiple grades for a single student.
 - View and/or enter multiple grades for a single activity.
 - View and/or enter grades for all students.

IMPORTANT: If entering grades directly into the gradebook, the ability to grade and enter feedback from within the activity will be locked.

Entering grades in the Gradebook

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the *Grader report*, select **Turn Editing On** (located at top-right).
3. Grade cells will display, allowing you to manually enter/change grades for students.

4. Select the **Save changes** button to save changes when done entering/changing grades.
NOTE: If editing/changing a grade for a HELP activity (i.e. not manually created grade item), the activity's cells will be highlighted in orange color to show that the grade has been overridden.

1.5. Add New Grade Item

There may be some instances where you wish to manually create a column/grade item. For example, you may wish to create one for an activity completed outside of HELP.

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. On the *Categories and Items* page, scroll to the bottom of the page and select **Add grade item**.

Categories and items

View Setup Letters Import Export

Categories and items Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions
Course 101		-	Edit
First Assignment	50.0	100.00	Edit
First Quiz	50.0	100.00	Edit
Course total Include empty grades.		200.00	Edit

Save changes

Add category

Add grade item



4. Enter a name in the **Item name**.

Grade item

Item name

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

Weight adjusted

Weight

[Show more...](#)

Save changes

Cancel

5. If you wish to enter a numerical grade, set *Grade type* to **Value**.
4. Enter a **Maximum grade** (e.g. 100).
5. Select **Save changes** button.

1.6. User Report View

The User Report view displays a grade report for a single or all students. It is useful for reviewing what students see when viewing their grades.

The User Report displays students' grades in the current course. It includes:

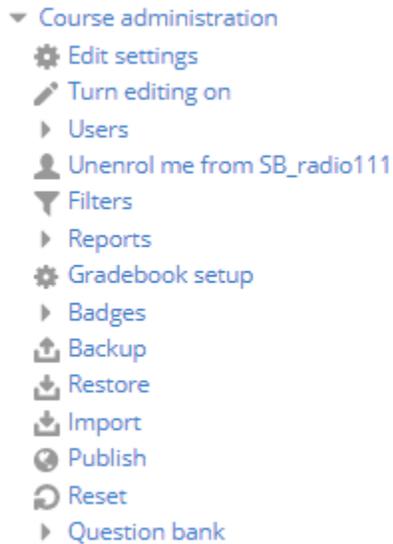
- A breakdown of grades for each activity/grade item in the course.
- The calculated weight of each activity/grade item.
- Any feedback for an activity/grade item.

- The overall grade for the course (i.e. course total).

NOTE: Any activities and/or grade items that are italicized on the User Report page are hidden from students (i.e. students are unable to see it).

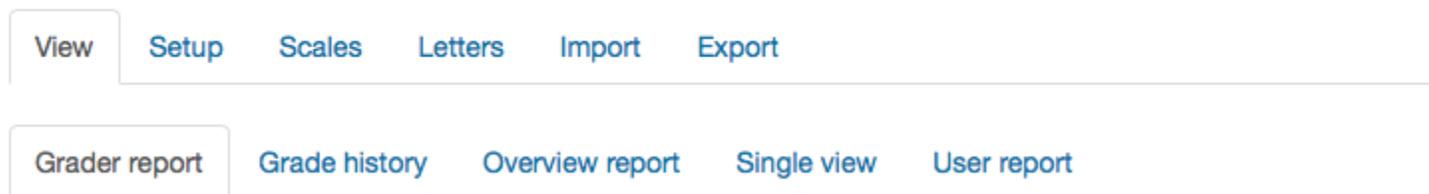
How to access User Report

1. Under the *Course administration* block, select **Grades**. You will then be redirected to the *Grader Report* page.

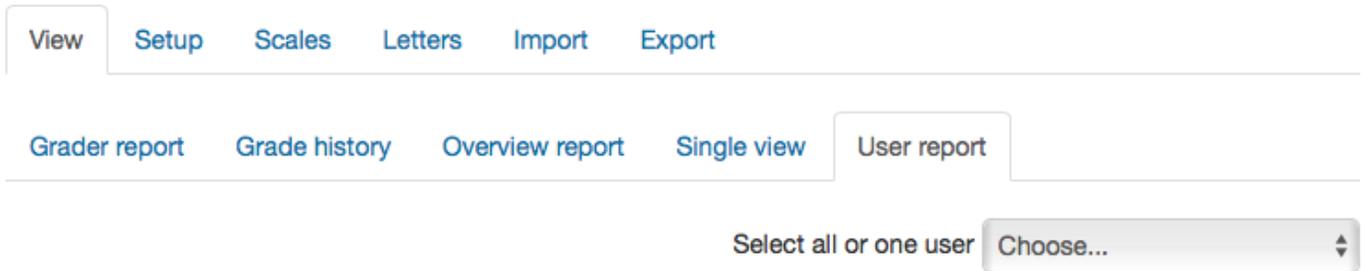


2. On the *Grader Report page*, select **User report**. You will now then be redirected to the *User Report page*.

Grader report



3. On the *User Report* page, you may select one student or all students to view their grades.



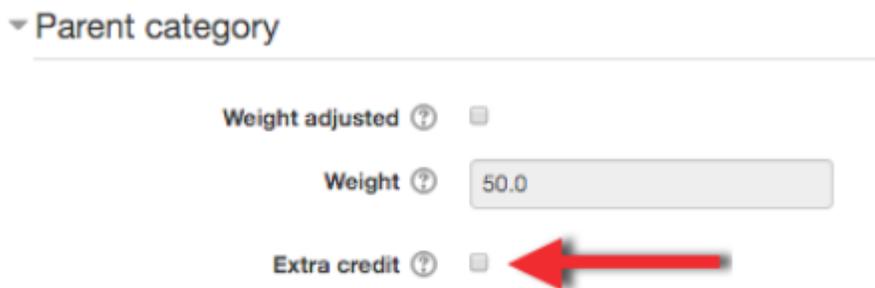
The screenshot shows a navigation bar with tabs: View, Setup, Scales, Letters, Import, Export. Below it, a secondary set of tabs includes Grader report, Grade history, Overview report, Single view, and User report. To the right, there is a dropdown menu labeled "Select all or one user" with a "Choose..." option and a downward arrow.

1.7. Extra Credit

An activity/grade item may be set as extra credit to not count toward a category and/or course total. The grade of the activity/grade item will be added to the category or course total after all non-extra credit items have been calculated. Extra credit may only be set up on the Categories and Items page, under the Setup tab in the Gradebook. We recommend using the extra credit functionality with the *Natural grade aggregation* method.

Setting an Activity/Grade Item as Extra Credit

1. Select **Setup**. You will then be redirected to the Categories and Items page.
2. On the *Categories and Items* page, locate the activity/grade item to set as extra credit.
3. Select **Edit** under the *Actions* column.
4. Select **Edit settings**.
5. Check the *Extra Credit* box (located under the *Parent category* header).



The screenshot shows the "Parent category" settings form. It includes three rows of settings: "Weight adjusted" with an unchecked checkbox, "Weight" with a text input field containing "50.0", and "Extra credit" with an unchecked checkbox. A red arrow points to the "Extra credit" checkbox.

1.8. Dropping the Lowest Grade(s)

HELP allows instructors to drop the lowest grade(s) from a category containing activities/grade items in the gradebook. The activities/grade items in a category must be the same maximum value. It is recommended to

implement this feature at the end of a semester or after all activities/grade items in a category have grades to ensure accurate calculation.

Dropping the lowest grade(s)

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. On the *Categories and items* page, locate the category to drop the lowest grade in.
4. Select **Edit** under the *Actions* column.
5. Select **Edit settings**. You will be redirected to the *Edit category* page.
6. On the *Edit category* page, select **Show more...** under the *Grade category* header.
7. Enter the number of lowest grades you wish to drop in the **Drop the lowest** box.
8. Select **Save changes**.

1.9. Custom Grade Total Calculation

HELP automatically calculates totals for grades. However, HELP allows instructors to setup custom grade calculations for a category, manually created grade item, and/or course total. A custom grade calculation is a formula used to determine grades based on another grade items. This may be useful for example if you want to take the average of 3 grade items from one category, double it, and add it to the average of another category.

Enabling custom calculations

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. Select **Preferences: Grader report**.
4. Set *Show calculations* to **Yes**.
5. Select **Save changes**.

Creating custom calculations for a Category

1. In the Gradebook, select **Setup** tab.
2. Select **Categories and items**.
3. Locate the category for which you would like to set
4. Locate the item for which you would like to create a calculation, and under *Actions*, select **Edit Calculation** (Edit Calculation Icon). The Edit calculation page will open.

Note: The *Edit Calculation* icon will only be appear next to category totals, manually created grade items, and the Course total.

1.10. Hiding Grades

Activity/Grade item grades may be hidden from students in the Gradebook. While a category or grade item may be hidden in the Gradebook, an activity/grade item must be hidden on the course page to not appear in the Gradebook. The hidden activity/grade item is still visible to you as the instructor in a italicized grey color. The grade of the hidden activity/grade item will not be included in the calculation of grades.

Hiding a Category or Grade Item in the Gradebook

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. Select **Setup**. You will then be redirected to the Categories and Items page.
4. On the *Categories and Items* page, locate the category or grade item to hide.
5. Select **Edit** under the *Actions* column.
6. Select **Hide**.

Hiding an Activity in the Gradebook

1. On your course page, select **Turn editing on** (located at the top-right corner).
2. Located the activity to hide.
3. Select **Edit** (located to the right of the activity)
4. Select **Hide**

1.11. Hiding the Course Total

HELP allows instructors to hide the course total from students.

Hiding the Course Total

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. On the *Categories and Items* page, scroll to the bottom of the page and locate *Course total*.
4. Under the *Actions* column, select **Edit**
5. Select **Hide**. The page will reload and the course total will be hidden.

1.12. Custom Scale

HELP has a few standard scales available for instructors to use. If the standard scales are not adequate for your needs, a custom scale can be created. The creation of a new scale is limited to only site administrators.

1.13. Export and Import Grades

Exporting Grades

1. Select **Grades** under the Course administration block. You will be redirected to the gradebook.
2. In the gradebook, select the **Export** tab. You will be redirected to the *Export* page.
3. On the *Export* page, select **Excel spreadsheet**. You will be redirected to the *Export to Excel spreadsheet* page.
4. The *Export to Excel spreadsheet* page will list all activities/grade items available in your course. Check the box next to those activities/grade items and category/course totals you wish to export.
5. Select **Download**.

Importing Grades

1. Select **Grades** under the Course administration block. You will be redirected to the gradebook.
2. In the gradebook, select the **Import** tab. You will be redirected to the *Import* page.
3. On the *Import* page, upload the CSV file of grades to import by selecting the **Choose a file...** button and uploading the CSV file.
4. Once the CSV file is uploaded into the *File* box, select the **Upload grades** button. You will be redirected to the *Import preview* page, allowing you to review the grades to be uploaded.
5. Under the *Identify user by* header, set *Map from* and *Map to* as **Email address**.
6. Under the *Grade item mappings* header, map any grade item(s) you are importing to the desired grade item(s) by selecting the name.
7. Select **Upload grades**.