

Midterm Gradebooks - General

Gradebooks

Your gradebook should be set up and aligned with the values of your Course Outline, Course Plan, and Assessment Schedule.

By the midterm grading deadline you should have assigned at least 30% of the final grade.

Midterm Grades

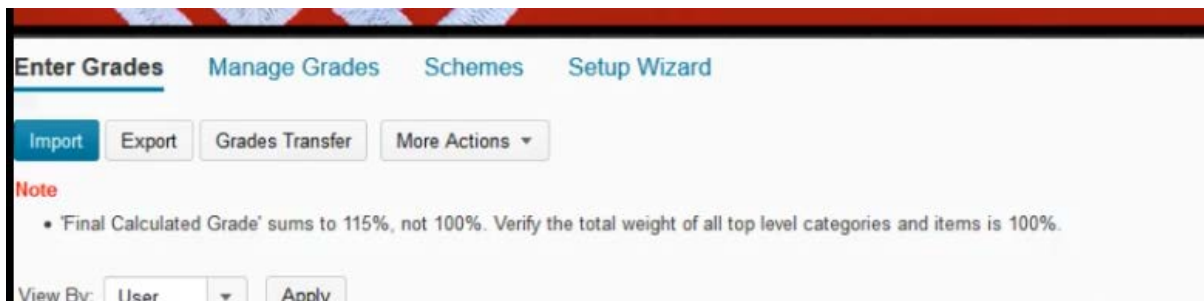
Student Success

As our commitment to student success, **at least 30% of the final grade must be assigned to each student by the mid-term grading deadline.**

This will ensure that every student will have a good idea where he or she stands at the halfway mark of the term and will allow all of our students the opportunity to 'step it up' should their mid-term grades reflect the need to do so.

Correct Gradebooks

If your gradebook has not been set up correctly there will be a red **Note** at the top of the grades page. This note will indicate what the problem is and where it is located.



To fix these errors, go to the Manage Grades page to see the structure of your gradebook. When you have identified the items that are not correct, you can make your changes by going to the Edit menu for each item.

The most common problems are:

- An item not in a category
- A category with weights not adding to 100%
- Duplicated grade items
- Incorrectly weighted categories

Gradebook Settings

There are two ways to set up your gradebook:

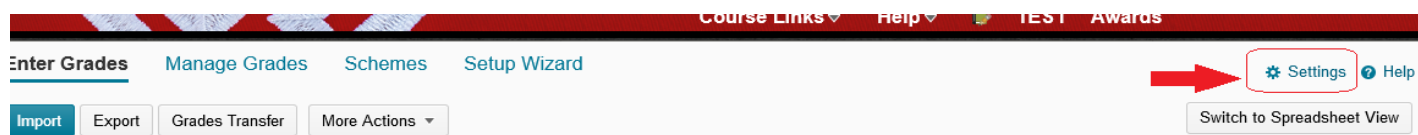
- Treat Ungraded Items as 0
- Drop Ungraded Items

There are pros and cons to each, and they have a different effect on how final grades and midterm grade columns are calculated.

Setting up your gradebook

You can switch your gradebook at any point by going to Settings > Calculation Options > Grade Calculations and changing your option. Click Save to register your choice.

Settings:



Course Links ▾ Help ▾ TEST Awards

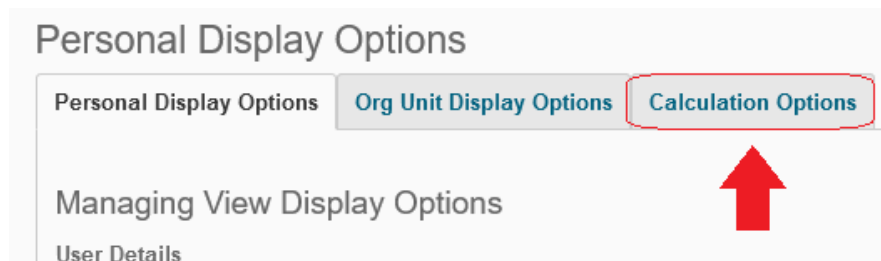
Enter Grades Manage Grades Schemes Setup Wizard

Import Export Grades Transfer More Actions ▾

Settings Help

Switch to Spreadsheet View

Calculation Options:



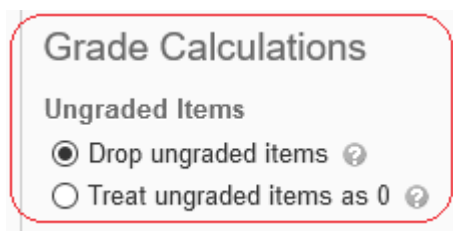
Personal Display Options

Personal Display Options Org Unit Display Options Calculation Options

Managing View Display Options

User Details

Grade Calculations:



Grade Calculations

Ungraded Items

Drop ungraded items ?

Treat ungraded items as 0 ?

Drop ungraded items

Dropping ungraded items means that the computer will not include any items where a numeric value isn't present. Each student is taken individually for the calculation, so if Student A has completed items 1,2,&3 it will take all of them into account. If Student B has grades for items 1&3 but not item 2, the system won't use item 2 in calculating the grade for Student B, as it does for Student A.

Example:

	Item 1 %	Item 2 %	Item 3 %	Grade
Student A	80	87	78	81.66667
Student B	83	-	86	84.5

Student A
 $(80+87+78)/3$

Student B
 $(83+86)/2$

As you can see, Item 2 is disregarded for Student B, even though it is counted for Student A.

This method only shows students how they are doing across the items that have been graded as it does not take into account future items (they would be 0 and therefore dropped). It also gives you more control over 0 grades, as you will be entering them into the gradebook as marks.

Treating ungraded items as Zero

Treating ungraded items as zero means that every item that does not have a grade is included in the calculation as a 0, this includes future marks as well. In this case, even if you have not entered a zero in for Student B's Item 2, the lack of a grade will be changed to a zero.

Example:

	Item 1 %	Item 2 %	Item 3 %	Grade
Student A	80	87	78	81.66667
Student B	83	-	86	56.33333

$$\text{Student A} \\ (80+87+78)/3$$

$$\text{Student B} \\ (83+0+86)/3$$

As you can see, Item 2 is included in the calculation as a 0 for Student B. This makes a big impact on the final grade, from 84.5% to 56%.

This method shows you the student's grade across all of the grade items, no matter what that particular student has completed. Anything you have not graded for each student is input as a 0 grade. Zeros are shown for all grade items at the beginning of the term and students add marks as they progress.

Dropping vs Zeros

Which one to choose?

So long as you understand how your grades are being calculated the option is up to you and there are valid pedagogical reasons for each choice.

For dropping ungraded items, students will see a reflection of work that they have completed. All future, ungraded work is not taken into consideration. If a student justifiably has a 0 grade you are able to enter that manually and have it be part of the calculation.

For having ungraded items as being calculated as 0, students gain marks throughout the term going from 0% towards their final grade. The calculated grade reflects work that has not been completed by students, so they know exactly what their grade is at that precise moment and don't need to worry about how the grade is calculated.

Both methods take into account the weighting of each item and also the weights of any categories that you have.