Penn State’s Course Management System, ANGEL 6.3: Using the ANGEL Course Gradebook

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Objectives

- Learn how to access, set up and utilize the ANGEL Course Gradebook
- Learn how to set up, display, and enter grade information in a variety of ways
- Learn how to use the ANGEL Course Gradebook Management tools to effectively manage your students’ graded assignments
- Learn how to use the Formula Editor to create advanced calculations including setting up grading curves
- Learn how to open eLion and pull in final grade data from the ANGEL Course Gradebook
Overview of the Course Management System

Penn State’s Course Management System, A New Global Environment for Learning (ANGEL), is a Web-based tool available to all Penn State instructors. The course’s class roster is automatically linked to the Penn State registrar database, ISIS, and is updated regularly.

Under the Course Management System, instructors can, without using HTML:

- Post an online syllabus
- Create and edit a course calendar
- Add links to other Web sites
- Create robust Web pages.
- Upload files for student use
- Develop online quizzes and surveys
- Communicate with students
- Create teams
- Automate methods for students to share files and communicate with instructors and each other
- Create lessons by combining lesson elements into a logical order
- Track student progress

By default, all courses are initially disabled. If you are listed as an instructor of a course, you can see, enter, and edit the course to prepare it for student use. Students cannot see or enter a course until you activate it, which you may do at any time.
Navigation in ANGEL

Screen Elements

In frames mode—the default—the left and top of the screen have menu options that are constant. The remainder of the screen displays content. When you go to http://cms.psu.edu/, the content area contains a “Log On” area. Penn State Access Account holders should leave “Penn State Access Account” selected in the pull-down menu, then click the “Log On” button.

Note: Friends of Penn State (FPS) account holders should select “Friends of Penn State Account” from the pull-down menu, then click on the “Log On” button.

Select the proper account type from the pull-down menu, then click “Log On.”

If you are not already logged on to a Penn State service using WebAccess, such as the Portal, WebMail, or Web-Based Training, the WebAccess login form will display. Enter your Penn State Access Account userid and password, then click the “Login” button.

Enter your userid and password on the WebAccess Form, then click “Login.”

Once you log on, the content area displays your “My Profile” page. To enter a course from the “My Profile” page, select its name under the “My Courses” subheading.

Selecting a course name on “My Profile” page

After you open a course, the top and left frames disappear. Each course is organized into a set of tabs (“Syllabus,” “Calendar,” “Lessons,” “Class,” “In Touch,” and “Tools”) that are used when creating or using ANGEL course elements. Immediately below these tabs is the course name. By default, the first tab displayed is the “Lessons” tab.

Six course tabs
When you select any of the six course tabs, a toolbar is displayed near the top of the content area. The menu options available on the toolbar vary according to the tab, as well as your rights within the course.

Course Lessons

Lessons tab toolbar as it appears to a user with course editor rights

Display Options
You may choose from three display options: frames (default), no frames, or text only/screen reader.

To switch from frames view: While on “My Profile,” select the “Display” link at the top right.

Select “Display” link at top.
Then select either “No Frames” or “Text Only/Screen Reader.” Selecting “No Frames” increases the content screen area. Selecting “Text Only/Screen Reader” displays content in text-only form, useful for persons who use a screen reader to read Web pages aloud, as well as those who use a text-only browser.

To switch back to frames view: While either on the “My Profile” page or within a course, select the “Display” link in the menu at the bottom of the page, then select the “Frames” option.

Navigation within a Course
Within a course, you may move from one tab to another by selecting a tab name at the top of the screen.

Select a tab name to navigate to that tab.
As a visual aid to the course, you may select the “map” arrow in the vertical bar to the left of the course.

“Map” arrow
A map, or tree structure, of the course is then displayed on the left. To view the hierarchy of folders and content items on the “Lessons” tab, select the “expand” link.

Map with “expand” selected
To navigate to a tab, folder, or content item on the map, select its name. If you no longer wish to show the map, select the small “x” icon at the upper right of the map.

Click “x” icon to close map

Options on the right side of the “Lessons” tab toolbar offer another method to navigate within the hierarchy of folders and subfolders.

Navigational options on right side of “Lessons” toolbar

Selecting “Previous” takes you to the previously listed folder or file on the “Lessons” tab. “Next” takes you to the next folder or file listed on the “Lessons” tab. “Up” takes you up one level in the folder/subfolder hierarchy. “Top” takes you to the top or main “Lessons” page. Selecting “Index” displays the folder hierarchy, similarly to the “Map.”

To exit the course, select the “My Profile” link in the upper right. To exit ANGEL, select “Log Off.”

Select “My Profile” to exit a course.

Student Navigation and Editing Privileges

The student view and navigation in ANGEL are similar to the editor (i.e., instructor) view. However, students cannot edit or delete course content, view another’s grades, alter the roster, or perform other such editor-only tasks. Thus, many toolbar options available to an editor are invisible to students.

“Lessons” tab toolbar as it appears to a user with student rights

Students can submit files into drop boxes and team folders. Students can also replace and edit their team files. The navigational and search tools on a toolbar are available to all users, including students.

Instructors can give various levels of viewing and editing privileges to teaching assistants or administrative support personnel. If you want to give another instructor, teaching assistant, or administrative assistant the ability to modify the course, assign that person “Course Assistant” rights for grading privileges or “Course Editor” rights for full privileges.

You may preview your course from the perspective of a user with student or other rights. Within the course, select the “Tools” tab, then “User Preview Tool” and follow the onscreen directions.
Copyright Implications When Assigning Viewing Rights to Lesson Items

On the settings screen of each ANGEL lesson item is a “Viewable By” field. The default “Viewable By” setting is “Students,” which allows enrolled students, as well as anyone with greater rights, such as a “Course Editor,” to view the item. However, it is possible to make an item viewable by “Authenticated Guests,” meaning anyone who has logged on to ANGEL with a Penn State Access Account. In certain circumstances, making an item viewable by a wider audience than the students enrolled in the course could violate copyright law.

When assigning viewing rights to a lesson item, you should be aware of the ramifications in terms of copyright law, especially the Technology, Education and Copyright Harmonization (TEACH) Act adopted November 2, 2002. If you have not obtained copyright clearance from the copyright holder, the TEACH Act’s “fair use” guidelines allow you to use certain portions of copyrighted digital materials in an electronically delivered course. However, you must restrict access only to students enrolled in your course, which must be an official University course. Other restrictions, such as the amount and kind of materials, also apply. You may review the guidelines at http://tlt.its.psu.edu/dmd/teachact/. Specifically, you should read the “Letter to the Deans and Faculty” from Executive Vice President and Provost Rodney Erickson underscoring the seriousness with which this issue is taken by the Penn State administration. If you have questions, please contact teachact@psu.edu.
About the ANGEL Course Gradebook

The Penn State Grade Book vs. ANGEL Course Gradebook

The Penn State Grade Book (PSGB) was a tool developed by Penn State for inclusion in our course management system, ANGEL. The majority of the features were created based on input received from faculty. The PSGB was designed to meet the specific needs of each faculty member. Therefore, it was set up to function along a continuum: starting with the most basic setup to accommodating the most complex grading styles. While maintaining the look and feel of ANGEL, the PSGB was not actually part of the course management system. Rather it sat on top of the course and based on the instructor’s configuration read the course data and generated grades. That was why when you selected the “Penn State Grade Book” link under the “Tools” tab, the PSGB opened in a separate window. It is also the reason why instructors needed to synchronize the PSGB with their course in ANGEL by selecting the “Update Grade Book Scores” button or by closing and reopening the PSGB. The PSGB was in pilot beginning with the spring 2004 semester. The pilot ended with the upgrade to ANGEL version 6.3 at the end of the spring 2006 semester.

With the release of ANGEL 6.3, ANGEL Learning has included a Course Gradebook. The Course Gradebook, inspired by the PSGB, contains much of the functionality of the PSGB and also includes several enhancements, such as the ability to display the student’s overall grade throughout the semester. Additionally, since the Course Gradebook is part of the course management system, it opens in the main ANGEL window and it will automatically update, or synchronize, itself. Below is a comparison of the major features of each gradebook.

<table>
<thead>
<tr>
<th>Feature</th>
<th>PSGB</th>
<th>Course Gradebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Wizard</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Display student’s overall average/score</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Grade by points or percentages</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Use formulas</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Grade all types of assignments (both within and external to ANGEL)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Pull in final grades from eLion</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Customize the look of the gradebook</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Export/import gradebook assignments</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Use macros to grade assignments</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Create/designate categories or assignments as extra credit</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

The Course Gradebook allows course editors to track and display grades for ANGEL content items (quizzes, drop boxes, etc.) and for assignments handed in outside of the ANGEL environment (presentations, speeches, etc.). Assignments are organized by categories that can be weighted to calculate an overall grade for each student.
The Course Gradebook Pilot

The Course Gradebook is available to all course editors as a pilot tool during the fall 2006 semester. When course editors select the “Settings” link beneath the name of a course on the “My Profile” page, they will be given the choice to enable the Course Gradebook or to use the Online Grade Report familiar from previous versions of ANGEL.

Select whether you will use the Course Gradebook or Online Grade Report.

This is a one-time only choice. Switching between the Course Gradebook and the Online Grade Report is not permitted because the settings will not carry over from one to the other and the students’ scores will be affected.

The Online Grade Report will not be available beginning with the spring 2007 semester. Course editors who wish to use the Online Grade Report in their fall classes and still familiarize themselves with the Course Gradebook before going live with it can create a group and request that the Help Desk activate the Course Gradebook there via the “Ask Question” form in ANGEL’s online help section.

Set Up the Course Gradebook

To access the Course Gradebook, within your course, select the “Tools” tab and then select the “Course Gradebook” link beneath the “Instructor Tools” subheading.

Select the “Course Gradebook” link on the “Tools” tab.

The “Gradebook Setup Wizard” appears the first time you enter the Gradebook.

Note: The Setup Wizard is designed to be a one-time only tool. As such, it is only visible the first time you open the Gradebook. On subsequent occasions, you may edit the configuration of the Gradebook by selecting the “Preferences” link on the main Gradebook menu.
Step 1: Select the Gradebook Mode

The first step in setting up the Gradebook using the wizard is to select the grading mode for the course. (This was known as “Defining Your Grading Style” in the Penn State Grade Book). You can select a grading style based on points or percentages.

**Points**: This option allows for a points-based grading system. Each assignment is worth a specified point total. Weights and formulas are not available for categories when in points mode.

**Gradebook Setup**

TIP: Click Here to learn more about the gradebook setup wizard and other commonly used features.

**Gradebook Mode:**

- **Points**
  - This option enables simple points-based grading. Category weights and formulas are not available.

- **Percentage**
  - This option enables percentage-based grading. Category weighting and formulas are available.

**Categories:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>Use all assignments</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Use all assignments</td>
</tr>
<tr>
<td>Exams</td>
<td>Use all assignments</td>
</tr>
<tr>
<td></td>
<td>Use all assignments</td>
</tr>
<tr>
<td></td>
<td>Use all assignments</td>
</tr>
<tr>
<td></td>
<td>Use all assignments</td>
</tr>
</tbody>
</table>

**Points option**

**Percentage**: This option allows for a percentage-based grading system. Category weights and formulas are available.
Percentage option

Step 2: Specify Categories and Calculation Method

Categories are used for grouping together like assignments. The Setup Wizard is populated with three default categories, Homework, Quizzes, and Exams. You may keep these categories or create your own.

Specify the Categories

Within the “Categories” table, enter the “Title” of each category you will use for your grading scheme in a left-hand text box. You may also delete any or all of the three default categories listed if they do not conform to your grading scheme.

Note: If you are grading by points, you may only require a single category, e.g., Assignments. The use of more than one category is only required if category weights are to be applied when determining the overall average or if you wish to categorize assignments by their type.

Specify Category Weights (percentage mode)

If you are grading by percentage, each category counts as a specific percentage, or weight, toward the overall grade. Enter a percentage in the “Weight” field corresponding to each category. For example, as shown in the illustration above, you might have a Homework category worth 50% of the overall grade and Quiz and Exam categories each worth 25% of the overall grade.

In points mode each category is worth the total number of points of its assignments. All categories are added together to determine the overall grade. For example, the overall grade for a course with a Homework category worth 150 points, a Quizzes category worth 150 points and an Exam category worth 300 points would be calculated based on 600 points.
Select the Category Calculation Method

For each category, from the corresponding “Calculation” pull-down menu, select how the Gradebook should calculate the overall score for that category. The options are to:

- Use all assignments (default)
- Drop lowest
- Use highest

If you select “Drop lowest” or “Use highest,” a field appears to the right in which you must enter the number of assignments to drop/use in the grade calculation for that category. For example, by specifying “use highest” 10 for the Quizzes category, each student’s category average will be calculated based on their 10 highest quiz scores.

<table>
<thead>
<tr>
<th>Title</th>
<th>Weight</th>
<th>Calculation</th>
<th>Drop lowest</th>
<th>Use highest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>50</td>
<td>Drop lowest: 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>25</td>
<td>Use highest: 10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this example, the two lowest-scoring homework assignments will be dropped from the grade calculation and the ten highest scoring quizzes will be used in the calculation.

Click the “Next” button when finished.

Step 3: Select Content Items

The next step in the Gradebook setup process is to select the lesson content items (quizzes, drop boxes, etc.,) that you want to include in the Gradebook.

Gradebook Setup

Now, choose which content items you want to create gradebook assignments. To select an item, click the content item. If there are no content items the list below will be empty. Click “Next” when you are finished.

Select the content items to include in the Gradebook.

Select the check box next to each content item you want to add to the Gradebook. Click the “Next” button when finished.

Note: Only content items ANGEL considers “gradable,” that is, drop boxes, quizzes, surveys, and discussion forums, will appear in this list.
Step 4: Specify Category, Points, and Calculation Type

Each content item must be assigned to a category and given a point value. Select the appropriate category from the pull-down menu and fill in the point value in the “Points” text box. Next, select the appropriate calculation type. This determines which grade should be counted. The options are:

- First Submission (default)
- Manual (the instructor must manually enter the grade)
- Average Score
- Maximum Score
- First Submission
- Last Submission

**Gradebook Setup**

For this step you need to choose a category, number of points possible and the calculation type for the content items you selected.

<table>
<thead>
<tr>
<th>Content Item</th>
<th>Categories</th>
<th>Points</th>
<th>Calculation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Discussion Forum</td>
<td>Homework</td>
<td>100</td>
<td>Average Score</td>
</tr>
<tr>
<td>Unit 1 Quiz</td>
<td>Homework</td>
<td>100</td>
<td>Maximum Score</td>
</tr>
<tr>
<td>Unit 1 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>Manual</td>
</tr>
</tbody>
</table>

Specify the category, number of points, and calculation type for each assignment.

**Note:** The calculation type is assignment-specific and is different from the category calculation method (Step 2). For example, it is possible for an instructor to have three assignments in the “Homework” category where Assignment 1 takes the average score of all the submissions for the assignment, Assignment 2 uses a calculation type of “Maximum Score,” and Assignment 3 must be manually entered. These scores are calculated individually prior to the application of the category calculation method.

Click the “Next” button when finished.

Step 5: Set Up Grading Scale

The final step allows the course editor to optionally configure a grading scale for the course gradebook. To configure a grading scale, enter a letter grade and the minimum percentage required to receive the letter grade in the appropriate fields.
**Gradebook Setup**

Now you have the option of entering a grading scale. A grading scale maps a minimum percentage back to a letter grade. Just click "Next" if you don't have any grading scale you want to enter.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Minimum Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>A-</td>
<td>90</td>
</tr>
<tr>
<td>B+</td>
<td>88</td>
</tr>
<tr>
<td>B</td>
<td>83</td>
</tr>
<tr>
<td>B-</td>
<td>80</td>
</tr>
<tr>
<td>C+</td>
<td>75</td>
</tr>
<tr>
<td>C</td>
<td>70</td>
</tr>
<tr>
<td>D</td>
<td>60</td>
</tr>
</tbody>
</table>

Note: The grading scale supports any non-numeric characters including A+, A, A-, B+, B, B-, C+, C, D, F, P, SA, and UN.

Click the "Next" button when finished.

Click the "Finish" button to complete the Gradebook setup. The Gradebook menu interface will display.

Note: The Gradebook can also be configured using the “Gradebook Setup” and “Gradebook Management” tools which can be accessed from the main Gradebook menu page by clicking the “Skip Wizard” button.

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**Manage the Course Gradebook**

The main Gradebook menu, reached when you select the “Course Gradebook” link on the “Tools” tab, consists of four areas of functionality: a “Views” section that allows you to view grades; an “Enter/Edit Grades” section that allows you to enter grades and comments; a “Gradebook Setup” section that allows you to configure gradebook preferences and import/export grades; and a “Gradebook Management” section that allows you to manually create and edit Gradebook categories, assignments, macros, and a grading scale. Each of these sections is described below.
The “View Grades” tools allow you to easily view all grades or view a filtered list of grades by category, student, or team.

View All Grades

To view all Gradebook grades, on the main Gradebook menu beneath the “Views” subheading, select the “View All Grades” link. The “View Grades” page displays a list of all students and Gradebook assignments (see View Grades section below for details).

View Grades

Selecting “View All Grades” lists all students and all assignments.

Note: To edit or view a specific assignment or student select the name.

View Grades by Category, Team, or Student

To filter the view of Gradebook grades by category and/or team, on the main Gradebook menu beneath the “Views” subheading, select the appropriate category and team from the two “Grades” pull-down menus, then click the “Go” button. The View Grades page displays a list of students and gradebook assignments based on the category and team selections.
To filter the view to a particular user, select the “Find Student…” option from the second pull-down menu. In the dialogue box that appears, enter any portion of the user’s first name, last name, or userid in the text box, then click the “Search” button.

Finding an individual student whose grades you wish to view

Click the “Select” link next to the user whose grades you wish to view. On the main Gradebook screen, click the “Go” button. The “View Grades by User” screen displays a list of students and Gradebook assignments (see following View Grades section for details).

Elements of the View Grades Screen

**Show:** The “Show” pull-down menu at the upper left allows you to filter the list of students based on team affiliation.

**Only Students:** Deselecting the “Only Students” check box displays grades for all enrolled users, including non-students.

**Number to Display:** By default, the “View Grades” screen displays grades for the first 20 students, ordered by last name, if you have not specified more restricted viewing criteria. If you wish to display listings for more students, you can select a higher value from the “Number to Display” pull-down menu then click the “Go” button, or use the “Previous” and “Next” links at the bottom of the page.

**Selected Category:** If you select a category from the “Selected Category” pull-down menu, the screen is dynamically updated to display grades only for the selected category.

**Display:** The “Display” options allow you to view grades formulated as “Score” (i.e., points), “Percentage,” or “Label” (i.e., letter grade). The “Default” display option displays grades based on the display format settings specified in the Setup Wizard or in Preferences. **Note:** The “Label” display only functions if you have either defined a grading scale or set up the Gradebook macros function.

**Printing:** Click the printer icon in the upper right to bring up a printer-friendly version of the grade display. **Note:** For best results, change your printer preferences to “landscape orientation” to display the maximum number of assignments on each printed page. To print grades for a very large gradebook, one with many students and/or assignments, consider exporting the grades to a spreadsheet first where the columns can be configured to optimize space.
Navigation: Use the horizontal scroll bar (located below the last student listed) and scroll to the right to view all category averages and assignment grades.

Enter Grades from the View Grades Screen

You can enter grades by student or assignment via the “View Grades” screen (as well as via the main Gradebook menu, as described in the following section). To enter grades for a student, select his/her name. The “Enter Grades By User” screen will display listing all Gradebook assignments with fields in which to enter the grades. To enter grades by assignment, on the “View Grades” screen, select the assignment name. The “Assignments” editing screen will appear. Scroll down to the “Tasks” section and select the “Add Grades” link.

Enter/Edit Grades

Enter Grades by Assignment

To enter grades for a specific assignment:

1. On the main Gradebook menu beneath the “Enter/Edit Grades” subheading, select the “By Assignment” link. The “Enter Grades By Assignment” screen will display.

   **Enter Grades By Assignment**

   ![Assignment Dropdown Menu]

   Select the assignment to grade.

2. Select the desired assignment from the pull-down menu, then click the “Go” button. The page will update to display the assignment name and attributes (max points, assignment category, class average, and calculation method) followed by a list of students with fields in which to enter the grades.
Enter Grades By Assignment

Selected Assignment: UNIT I Drop Box

UNIT I DROP BOX

Max Points: 100
Category: Homework
Content Items: UNIT I Drop Box

Overall Course Average:
Calculation Method: Manual

Show: All Users || Only Students

Displ: 20

View: Full || Condensed

<table>
<thead>
<tr>
<th>Name</th>
<th>Percentage</th>
<th>Points</th>
<th>Locked</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEARNER, ASTER (ap1022)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEARNER, CELESTE (ap15042)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEARNER, GABRIEL (ap15019)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Batch Update

Default for Displayed Users

Apply to Ungraded

Grading screen for an individual assignment

If the assignment is associated with an ANGEL content item (quiz, drop box, etc.), a “Content Items” attribute will link to the associated content item, providing quick access to the item.

3. Optionally list only the members of a particular team by selecting the name of the team from the “Show” pull-down menu. You may also optionally deselect the “Only Students” check box to display grades for all enrolled users, including non-students. You must click the “Go” button to apply either of these settings.

4. By default, the first 20 students are listed, ordered by last name. If you wish to display listings for more students, you can select a higher value from the “Number to Display” pull-down menu then click the “Go” button, or use the “Previous” and “Next” links at the bottom of the page.

Optionally select “Condensed” view to change to a simple view of percentage and points fields for each student, conserving screen space. Select “Full” view to view all grading options, including the “Locked” and “Comments” fields (discussed below).

5. Enter the grade for each student in either the “Percentage” or “Points” field. (If you are awarding the same grade to all the students displayed, you may alternately use the “Batch Update” tool, described below, to enter all the grades at once.) As you move to the next user, the neighboring field will automatically update with the appropriate value, which is calculated based on the entered score and assignment’s maximum points.

When using Gradebook macros to enter grades, enter the labels (A, B, C, etc.,) in the “Percentage” field in order for the Gradebook to correctly calculate.
6. The “Locked” option is used with Gradebook assignments that are associated with ANGEL content items (quiz, drop box, discussion forum, etc.). It allows you to “lock” and manually overwrite a student grade to ensure it will not be overwritten by updates to the associated ANGEL content item.

7. Optionally provide feedback in the “Comments” field for each student. Comments are displayed in the student’s grade report and are only viewable by the student for whom they are intended.

8. Click the “Save Changes” button to save the information entered on the current screen before navigating to another assignment or screen.

Note: The “Batch Update” tool near the bottom of the screen makes it easy to add a common grade for all members of a particular team or to add a common grade to all students who do not have a grade listed. For example, you could batch update an assignment to give a zero to everyone who did not complete the assignment. To batch update the grades for the students listed on the current screen, enter a percentage or point value in the appropriate field within the “Batch Update” area. Optionally select the “Locked” check box and/or provide a common comment (if applicable), then click the “Apply to Ungraded” button.

To enter grades for another assignment, select it from the “Selected Assignment” pull-down menu at the top of the screen. To return to the main Gradebook menu, click the “Done” button.

Enter Grades by User

1. To enter or edit grades by user, on the main Gradebook menu beneath the “Enter/Edit Grades” subheading, select the “By User” link. The “Enter Grades by User” screen will display.

   Enter Grades by User
   Student: No User Selected Search

   From the search results, select the student whose grades you wish to enter.

2. Search for a user in one of the following ways:
   - To display a list of all students in the course, leave the text box blank, then click the “Search” button.
   - To search for a specific student, enter either the first name, last name, or userid, then click the “Search” button.
   - To display a list of the members of a particular team, select the team name from the pull-down menu, then click the “Search” button.
   - To view a list of all members of the course, including non-students, deselect the “Only Students” check box, then click the “Search” button.
3. Click the “Select” link next to the student whose grade(s) you wish to enter. The screen will update to display the student’s name at the top and a list of Gradebook assignments.

4. Enter each grade into either the “Percentage” or “Points” field. When using Gradebook macros to enter grades, enter the labels (A, B, C, etc.,) in the “Percentage” field in order for the Gradebook to correctly calculate.

5. The “Locked” option is used with Gradebook assignments that are associated with ANGEL content items (quiz, drop box, discussion forum, etc.). It allows you to “lock” and manually overwrite a student grade to ensure it will not be overwritten by updates to the associated ANGEL content item.

6. Optionally provide feedback in the “Comments” field for each student. Comments are displayed in the student’s grade report and are only viewable by the student for whom they are intended.

7. Click the “Save Changes” button to save the information entered on the current screen before navigating to another student or screen.

To enter grades for another student, select the “Search” link at the top of the screen. To return to the main Gradebook menu, click the “Done” button.

Gradebook Setup

The Gradebook Setup tools enable you to modify your Gradebook preferences, export and import grades, import assignments, and publish course grades. Each tool is described below.

Preferences

Select the “Preferences” link on the main Gradebook menu to set or modify Gradebook preferences. On the “Preferences” screen, you can copy Gradebook settings from another course or group, select the Gradebook mode and display, and decide how to treat ungraded items.
Preferences

To copy settings from another course, use the Copy Gradebook Settings tool.

General

Default Display Format: Score (Letter Grade)

Options: [ ] Treat Ungraded Items as Zero
[ ] Limit Course Assistants by Team

Gradebook Mode: Points

Average Settings

Options: [ ] Display Overall Average

Overall Display Format: Percent

Save | Cancel

Preferences screen

Copy Gradebook Settings

To copy Gradebook settings from another course or group in which you have editor rights:

1. On the “Preferences” screen, select the “Copy Gradebook Settings tool” link.

2. Select the name of the course or group whose settings you wish to copy from the pull-down menu.

3. Select the check boxes for the settings to copy from the following options.
   - Gradebook Preferences
   - Grading Scale
   - Macros
   - Categories
   - Assignments

4. Click the “Copy Settings” button.

Copying Gradebook settings from another course

Note: Use this tool with caution. This tool will erase the current settings and replace them with the settings from the selected course.

Note: This tool does not work with the Penn State Grade Book or the Online Grade Report. You can only copy the settings from another Course Gradebook.
**Default Display Format**

The “Default Display Format” setting specifies how assignment grades and category averages will display on the “View Grades” screen. Select the default display format from the pull-down menu. The following format options are available:

- **Percent (Letter Grade):** Displays both a percentage score and the corresponding letter grade (if you have set up a grading scale)
- **Score (Percent):** Displays both the student’s raw score and the corresponding percentage
- **Score (Letter Grade):** Displays both the raw score and the corresponding letter grade (if you have set up a grading scale)
- **Score:** Displays the raw score
- **Percent:** Displays the percentage
- **Letter Grade:** Displays the letter grade (if you have set up a grading scale)

**Ungraded Item and Course Assistant Options**

Two “Options” check boxes allow you to select the following options:

- **Treat Ungraded Items as Zero:** Displays a score of zero for all assignments that do not have a grade specified.
- **Limit Course Assistants By Team:** Limits course assistant rights to viewing/entering grades only for students who are affiliated with the same team(s) as the course assistant.

**Note:** Members assigned “course assistant” rights in an ANGEL course have full access to grading and activity tools and reports; however, they may not delete student responses to lesson items or add/delete lesson content. Rights for course members are assigned on the “Class” tab.

**Gradebook Mode**

From the “Gradebook Mode” pull-down menu, you can select whether to grade by points or percentages.

- **Points:** This option allows for a points-based grading system. Each assignment is worth a specified point total. In points mode each category is worth the total number of points of its assignments. All categories are added together to determine the overall grade. For example, the overall grade for a course with a Homework category worth 150 points, a Quiz category worth 150 points, and an Exam category worth 300 points would be calculated based on 600 points.

**Note:** Weights and formulas are not available for categories when in points mode.

- **Percentage:** This option allows for a percentage-based grading system. In percentage mode, each category counts as a specific percentage toward the overall grade. The percentage for each category is set when it is created. For example, an instructor has a course with a Homework category worth 50% of the overall grade, and a Quiz and Exam category each counting as 25% toward the overall grade.

**Note:** Category weights and formulas are available in percentage mode.
**Average Settings**

The “Display Overall Average” option displays the overall calculated grade for students on the “View Grades by User” screen. Used in conjunction with the “Treat Ungraded Items as Zero” option (see above) it is possible to display the student’s overall average at the moment. For example, a student has completed three out of ten assignments for the course and received grades of A, B, and C, respectively. To display an accurate depiction of the student’s overall average (a “B”) do not opt to treat ungraded items as a zero and do opt to display the overall average.

**Note:** The overall average is always displayed on the “View All Grades” screen, regardless of whether the “Display Overall Average” check box is selected.

The “Overall Display Format” setting specifies how course grades will display in the “Overall” column on the “View Grades” screen. From the “Overall Display Format” pull-down menu, select one of the following formats:

- Percent (Letter Grade): Displays both a percentage score and the corresponding letter grade (if you have set up a grading scale)
- Score (Percent): Displays both the student’s raw score and the corresponding percentage
- Score (Letter Grade): Displays both the raw score and the corresponding letter grade (if you have set up a grading scale)
- Score: Displays the raw score
- Percent: Displays the percentage
- Letter Grade: Displays the letter grade (if instructors have set up a grading scale)

**Import Grades**

The “Import Grades” tool enables you to import assignment grades from any delimited file format. The most common delimited file types are those containing comma-separated values (.csv) and tab-separated values (.tsv).

The “Import Grades” tool is not capable of adding new assignments or students to an existing Gradebook or roster. Assignments must already exist in the Gradebook prior to your importing grades. Likewise, students must be listed in the roster on the “Class” tab prior to your importing grades for them.

It is recommended that you export a copy of the Gradebook and use the exported file to make any additions/changes. You can then import this file back into the Gradebook.

To import grades:

1. Select the “Import Grades” link on the main Gradebook menu. The Import Grades, Step 1 page will display.
2. Click the “Browse” button.
Click "Browse" to locate the grade file on your local drive.

3. In the dialogue box, locate the file on your local drive. Double-click the file name or single-click the file name, then click the “Open” button.

4. Select the delimiter format for the file: .csv, .tsv, or other. (If other, enter the delimiting character in the box to the right.)

5. Click the “Next” button. The Import Grades, Step 2 page will display.

**Map each column of the imported file with the corresponding Gradebook assignment.**

6. Select the column from the delimited file that contains the userid for each student. Then match each of the other columns to the assignment whose grades are stored in the column. Select (Skip) to ignore columns whose data you do not want to import.

7. Click the “Finish” button when done. A message appears indicating the number of assignments and student records where data was successfully imported.

**Note:** Step 6 can be ignored when importing grades from a delimited file that was *originally* exported from the Gradebook. It is recommended that you export the Gradebook file to work in. Modifications can then be imported into the Gradebook.
Export Grades

The “Export Grades” tool enables you to export assignment grades as a comma-delimited or tab-delimited file that can be viewed and modified in a standard spreadsheet program such as Microsoft Excel.

To export assignment grades:

1. Select the “Export Grades” link on the main Gradebook menu. The “Export Grades” screen will display.

   **Export Grades**
   - [ ] Comma Separated
   - [ ] Tab Separated
   - [ ] Include Averages
   - [ ] Include Course ID

   Output Format: [ ] Percentage  [ ] Points

   [Export]  [Done]

   **Select the format for the file that will be exported.**

2. Select the preferred file format (comma-separated or tab-separated values).

3. Select the “Include Averages” and/or “Include Course ID” check boxes, if desired.

4. Click the “Export” button. The File Download dialog box appears.

5. In the file download dialogue box that appears, depending on your browser and platform click “OK” or “Save.” You may be asked to specify the location in which to save the file, or it may be downloaded to your computer desktop.

6. Open the file in your preferred spreadsheet program after the file download is completed to view and modify grades.

   **Note:** It is recommended that you export a delimited file to use for viewing and modifying grades. This file can then be imported into the Gradebook.

Publish Course Grades

The “Publish Course Grades” tool synchronizes the Gradebook with eLion, enabling you to transfer final grades at the end of the semester.

To publish grades:

1. Select the “Publish Course Grades” link on the main Gradebook menu.

   **Publish Grades**
   
   Publish final (or other) grades for the course, in records that will persist after the course is deleted from ANGEL. Your institution’s ANGEL administrator determines the types of grades to be published and the allowable grades that you can publish.

   Published Grade Type: [ ] Final  [ ] Pass  [ ] Go

   [Done]

   **Select “Final,” then click “Go.”**

2. Select “Final” from the “Published Grade Type” pull-down menu.

3. Click the “Go” button.
Enter the grade to publish for each student, if not already filled in.

4. Enter a “Grade To Publish” for each student.

   Note: This field will be automatically populated if you have previously set up a grading scale. Auto-populated fields can be edited.

5. Click the “Publish displayed grades” button at the bottom of the screen. The message “Grades were Published” will appear.

6. Click the “Done” button.

   Note: The Publish Course Grades tool must be utilized prior to pulling grades into eLion.

Gradebook Management

The “Gradebook Management” tools allow you to modify the Gradebook setup by adding and editing categories and assignments, creating macros, and editing the grading scale.

Categories

The primary purpose of categories is to group assignments based on their impact on the overall grade. The “Categories” screen allows you to add new Gradebook categories, to edit the settings for one or more categories, and to reorder or delete categories.

Select the “Categories” link on the main Gradebook menu to access the tools.
The “Categories” screen displays the existing categories.

Note: The “Categories” page will contain category titles if the Setup Wizard was used.

In points mode each category is worth the total number of points of its assignments. All categories are added together to determine the overall grade. For example the overall grade for a course with a Homework category worth 150 points, a Quizzes category worth 150 points, and an Exams category worth 300 points would be calculated based on 600 points.

Note: Weights and formulas are not available for categories when in points mode.

Note: The grade by points scenario can also be accomplished by using a single category (e.g., Assignments). The use of more than one category is only required if category weights are to be applied when determining the overall average or if you wish to categorize assignments by their type.

In percentage mode each category counts as a specific percentage toward the overall grade. The percentage for each category is set when it is created. For example, an instructor has a course with a Homework category worth 50% of the overall grade, and a Quiz and Exam category each counting as 25% toward the overall grade.

Note: Category weights and formulas are available.

Add a New Category

To add a new category:

1. At the bottom of the “Categories” screen, click the “Add New” button. The “Category Editor” will appear at the bottom of the page.

2. (Optional) Select the “Advanced” radio button to display all the features.
3. Enter a “Title” (required) and a “Description” (optional) for the category.

4. Select the appropriate calculation method:
   - Use all assignments (default)
   - Drop lowest
   - Use highest

   **Note:** You can configure a category to “drop lowest” or “use highest” $N$ number of grades when calculating each student’s category average. For example, by specifying “use highest” 10 for the Quizzes category, each student’s category average will be calculated based on their 10 highest quiz scores.

5. If you have designated your Gradebook “mode” as grading by percentage, you will see a “Weight” field. Either enter the points or percentage value in the “Weight” field or select the “Auto-calculate” check box to allow the Gradebook to auto-calculate the category weight using the sum of all assignments assigned to the category.

   **Note:** The “Percent Overall” value will automatically update based on the value specified in the “Weight” field. The update does not occur until the cursor is placed outside the Weight field.

6. (Optional) Specify a “Release Date” for the category to hide the category average and the grades for all assignments within the category from students until the specified date and time.

7. (Optional) Enter a “Formula” to specify an advanced calculation for the category average.

   **Note:** The Gradebook supports the use of formula tokens. For example, an instructor may wish to curve each student’s category average to be worth 110% of the actual score. Refer to the Formulas section of this document below for more information.

8. (Optional) Deselect the “Average Shown” check box if you do not want to display the category average.

   **Note:** This applies to both the instructor and student views.
9. (Optional) Select a different display option from the “Average Format” pull-down menu if you want to use a different display format for the category average than the Gradebook default (specified in Preferences).

10. (Optional) Select the “Extra Credit” check box to configure the category to be calculated as extra credit.

   **Note:** For **percentage-based** grading, the impact of extra credit on the overall grade is determined by the value specified in the “Weight” field (see step 5).

   Enter a “Weight” value for the extra credit category to be used to calculate the highest possible percentage score. For example, if you type 10 as the extra credit weight (in percentage-based grading), students could potentially get up to 110% as their final score.

   For **points-based** grading, select the “Auto-calculate” option to calculate the weight of the extra credit category based on the point values of the assignments within the category.

11. Click the “Save” button.

### Category Tasks

Existing categories may be edited or deleted by selecting the check box for one or more categories, then clicking the “Edit Selected” or “Delete Selected” button. Additional category tasks are available by selecting a single category, then clicking the “Show Tasks” button. The task options will display at the bottom of the screen.

#### Presentations Tasks

- Add Assignments
- View Assignments
- Reorder Assignments
- Edit Category Settings
- Delete Category
- Move Up
- Move Down

### Category task options

#### Add Assignments

To add an assignment to the selected category:

1. Select the “Add Assignments” link. The “Assignment Editor” will display at the bottom of the screen.

2. (Optional) Select the “Advanced” radio button to display all the features.
Assignment settings ("Advanced" mode)

3. Enter a “Title” (mandatory) and a “Description” (optional). (The “Category” is already preselected.)

4. Enter the number of “Points” possible.

5. (Optional) Select a different display option from the “Display Format” pull-down menu if you want to use a different display format for the category average than the Gradebook default (specified in Preferences).

6. Select the appropriate “Calculation Type” from the pull-down menu. The options are:
   - First Submission
   - Manual (the instructor must manually enter the grade)
   - Average Score
   - Maximum Score
   - First Submission
   - Last Submission

Note: The “Calculation Type” option is intended to be used in combination with the “Associated Content Items” option (described below). The Gradebook enables you to associate one or more content items from the “Lessons” tab with a single Gradebook assignment.

If the Gradebook assignment has one or more associated content items, then the Calculation Type option should be used to determine which content item should be used to update the Gradebook assignment.

7. (Optional) Select the “Extra Credit” check box to have the assignment count as extra credit.

Note: You cannot place an extra credit assignment in an extra credit category.
8. (Optional) Specify a “Release Date” for the assignment to hide the grade and the assignment until the specified date and time.

   **Note:** This will not hide the associated content item on the “Lessons” tab.

9. (Optional) Select the “Hidden” check box to hide the assignment grade from the student’s view.

10. (Optional) Select one or more “Associated Content Items” to associate or link the Gradebook assignment to one or more content items on the “Lessons” tab.

11. (Optional) Enter a “Formula” to specify an advanced calculation for the assignment grade.

   **Note:** The Gradebook supports the use of formula tokens. For example, an instructor may wish to curve each student’s assignment score to be worth 110% of the actual score. Refer to the “Formulas” section of this document below for more information.

12. Click the “Save” button.

**View Assignments**

Select the “View Assignments” link to view existing assignments within the category.

**Reorder Assignments**

Select the “Reorder Assignments” link to reorder assignments within the selected category.

**Reordering assignments**

Select the assignment you want to move, then click the appropriate button to move the assignment to the top/bottom of the list or up/down within the list. Continue this process until the assignments are properly arranged.

Click the “Save” button when finished.

**Edit Category Settings**

Select the “Edit Category Settings” link to modify the existing category settings (Refer to the “Add Category” section above for a description of the fields).

**Delete Category**

Select the “Delete Category” link to delete the existing category.

**Note:** This action cannot be undone.
Move Up/Move Down

The selected category can be moved up or down the list of categories at the top of the screen by selecting the “Move Up” or “Move Down” links.

Click the “Done” button to close the list of category tasks. Select the “Back To Main Menu” link to return to the Gradebook menu screen.

Modify Multiple Categories

To modify multiple categories from a single editor screen, select the check box next to each category, then click the “Edit Selected” button.

Categories

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CALCULATION</th>
<th>RELEASE DATE</th>
<th>WEIGHT</th>
<th>PERCENT OVERALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Forums</td>
<td>Use all grades</td>
<td>9/5/2006</td>
<td>20</td>
<td>20.0%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Use all grades</td>
<td>9/5/2006</td>
<td>20</td>
<td>20.0%</td>
</tr>
<tr>
<td>Presentations</td>
<td>Use all grades</td>
<td>8/11/2006</td>
<td>30</td>
<td>30.0%</td>
</tr>
<tr>
<td>Homework</td>
<td>Use all grades</td>
<td>9/5/2006</td>
<td>30</td>
<td>30.0%</td>
</tr>
</tbody>
</table>

You can select multiple categories, then edit their settings from a single screen.

Just above the “Category Editor,” select the “Change Settings” check box next to each setting you want to edit. Once selected, the items become editable. Make the appropriate changes, then click the “Save” button.

Note: The settings that can be edited are: Release Date, Weight, Calculation, Formula, and Extra Credit.

Select the check box for each setting you wish to change.
Assignments

The “Assignments” screen allows you to add new Gradebook assignments, edit existing assignments, and delete assignments.

Select the “Assignments” link on the main Gradebook menu to access the tools.

**Assignments**

<table>
<thead>
<tr>
<th>Title</th>
<th>Category</th>
<th>Points Possible</th>
<th>Release Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 2 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 3 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 4 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 1 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 2 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 3 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 4 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 1 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 2 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 3 Drop Box</td>
<td>Homework</td>
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<td>9/5/2006</td>
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<tr>
<td>Unit 4 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Presentation</td>
<td>Presentations</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
</tbody>
</table>

“Assignments” screen

**Note:** The “Assignments” screen will contain assignment titles if the Setup Wizard was used.

**Add a New Assignment**

To add an assignment:

1. Click the “Add New” button. The “Assignment Editor” will display at the bottom of the screen.
2. (Optional) Select the “Advanced” radio button to display all the features.

Assignment settings (“Advanced” mode)
3. Enter a “Title” (mandatory) and a “Description” (optional).

4. Select the appropriate “Category” in which to place the assignment from the pull-down menu.

5. Enter the number of possible “Points.”

6. (Optional) Select a different display option from the “Display Format” pull-down menu if you want to use a different display format for the assignment grade and category average than the Gradebook default (specified in Preferences).

7. Select the appropriate “Calculation Type” from the pull-down menu. The options are:
   - First Submission
   - Manual (the instructor must manually enter the grade)
   - Average Score
   - Maximum Score
   - First Submission
   - Last Submission

   **Note:** The “Calculation Type” option is intended to be used in combination with the “Associated Content Items” option (described below). The Gradebook enables you to associate one or more content items from the “Lessons” tab with a single Gradebook assignment.

   If the Gradebook assignment has one or more associated content items then the Calculation Type option should be used to determine which content item should be used to update the Gradebook assignment.

8. (Optional) Select the “Extra Credit” check box to have the assignment count as extra credit.

   **Note:** You cannot place an extra credit assignment in an extra credit category.

9. (Optional) Specify a “Release Date” for the assignment to hide the grade and the assignment until the specified date and time.

   **Note:** This will not hide any associated content item on the “Lessons” tab.

10. (Optional) Select the “Hidden” check box to hide the assignment grade from student view.

11. (Optional) Select one or more “Associated Content Items” to associate or link the Gradebook assignment to one or more content items on the “Lessons” tab.

12. (Optional) Enter a “Formula” to specify an advanced calculation for the assignment grade.

   **Note:** The Gradebook supports the use of formula tokens. For example, an instructor may wish to curve each student’s assignment score to be worth 110% of the actual score. Refer to the “Formulas” section of this document below for more information.

13. Click the “Save” button.

**Make an Existing Assignment Count As Extra Credit**

In addition to making an entire category count as extra credit, you also have the option of making individual extra credit assignments.

**Note:** You cannot place an extra credit assignment in an extra credit category.
To add an extra credit assignment:

1. On the main Gradebook menu, select the “Assignments” link.

2. Select the check box next to the assignment you wish to count as extra credit, then click the “Edit Selected” button. The “Assignment Editor” will display at the bottom of the screen.

   - Select the “Extra Credit” check box.

3. Click the “Save” button.

**Assignment Tasks**

Additional assignment tasks are available by selecting the check box for a single assignment, then clicking the “Show Tasks” button.

**Task options for an assignment**

The assignment attributes (max points, assignment category, course average, and calculation method) are displayed in a shaded table just below the list of assignments.

If the assignment is associated with one or more “Lessons” content items (quiz, drop box, discussion forum, etc.) a “Content Items” attribute will display listing the content item(s) as links for quick access to them.

**Add Grades**

Select the “Add Grades” link in the list of tasks to enter grades for the selected assignment. The “Enter Grades By Assignment” page will display.
Enter Grades By Assignment

**Selected Assignment:** Unit 1 Drop Box

<table>
<thead>
<tr>
<th>Unit 1 DROP BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Points: 100</td>
</tr>
<tr>
<td>Category: Homework</td>
</tr>
<tr>
<td>Calculation Method: Manual</td>
</tr>
<tr>
<td>Content Items: Unit 1 Drop Box</td>
</tr>
</tbody>
</table>

**Show:** All Users [ ] Only Students [x] Display: 20 [ ] [Go] [View: ] [Full [ ] Condensed [ ]]

<table>
<thead>
<tr>
<th>NAME</th>
<th>PERCENTAGE</th>
<th>POINTS</th>
<th>LOCKED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEARNER, ASTER (qu3056)</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>LEARNER, CELESTE (qu25042)</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>LEARNER, GABRIEL (qu15012)</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

**Batch Update**

Default for Displayed Users [ ] [ ] [ ]

Apply to Ungraded

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**Grading screen for an individual assignment**

The assignment attributes (max points, assignment category, class average, and calculation method) are displayed in a shaded table just below the “Selected Assignment” pull-down list. If the assignment is associated with an ANGEL content item (quiz, drop box, etc.), a Content Items attribute will display the linked title of each associated content item, providing quick access to the content item.

The “Show” pull-down menu allows you to filter the list of students based on team affiliation. Deselecting the Only Students checkbox displays grades for all enrolled users, including non-students. Click the “Go” button to apply changes made to either of these settings.

By default, 20 student listings are displayed on each screen. You may select a different value from the “Display” pull-down menu, then click the “Go” button, or you may use the “Previous | Next” links at the bottom of the screen to move through the list of students.

Optionally select the “Condensed” radio button in the “View” menu to change to a simple view of percentage and points fields for each student. Select “Full” to view all grading options including “Locked” and “Comments” (discussed below).

Assignment grades can be entered into either the “Percentage” or “Points” field for each student. As you move to the next user, the neighboring field will automatically update with the appropriate value, calculated based on the entered score and assignment’s maximum points.
When using Gradebook macros to enter grades, enter the labels (A, B, C, etc.) in the “Percentage” field for the Gradebook to correctly calculate.

The “Locked” option is used with Gradebook assignments that are associated with ANGEL content items (quiz, drop box, discussion forum, etc.). It allows you to “lock” and manually overwrite a student grade to ensure it will not be overwritten by updates to the associated ANGEL content item.

Optionally provide feedback in the “Comments” field for each student. Comments are displayed in the student’s grade report and are only viewable to the student for whom they are intended.

The “Batch Update” tool makes it easy to add a common grade for all members of a particular team or to add a common grade to all students who do not have a grade listed, for example, to batch update an assignment to give a zero to everyone who did not complete the assignment.

To batch update grades for displayed users for a particular assignment, in the “Batch Update” area near the bottom of the screen, enter a percentage or point value in the appropriate field, optionally select the “Locked” check box and provide a common comment (if applicable), then click the “Apply to Ungraded” button.

Click the “Save Changes” button to save Gradebook changes before navigating to another assignment or screen.

To enter grades for another assignment, select it from the “Selected Assignment” pull-down list at the top of page. To return to the main Gradebook menu, click the “Done” button.

**Edit/Delete Assignment**

Select the “Edit Assignment Settings” link in the list of tasks to open the “Assignment Editor” and modify the assignment settings.

If you no longer want to include the assignment in the Gradebook, select the “Delete Assignment” link in the list of tasks.

Click the “Done” button to close the list of assignment tasks. Select the “Back To Main Menu” link to exit the “Assignments” screen and return to the main Gradebook menu.

**Modify Multiple Assignments**

To modify multiple assignments from a single editor screen, select the check box next to each assignment, then click the “Edit Selected” button.
Assignments

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CATEGORY</th>
<th>POINTS POSSIBLE</th>
<th>RELEASE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 2 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 3 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 4 Discussion Forum</td>
<td>Discussion Forums</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 1 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 2 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 3 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 4 Quiz</td>
<td>Quizzes</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 1 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 2 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Unit 3 Drop Box</td>
<td>Homework</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
<tr>
<td>Presentation</td>
<td>Presentations</td>
<td>100</td>
<td>9/5/2006</td>
</tr>
</tbody>
</table>

Selecting multiple assignments to modify at one time

Select the “Change Settings” check box next to each setting you want to edit. Once selected, the items become editable. Make the appropriate changes, then click the “Save” button.

Note: The fields that can be edited are: Category, Points, Display Format, Calculation Type, Release Date, and Hidden.

Macros

Macros can be used to map a non-numeric grade to a percentage value. For example, adding a macro with a filter value of an “A” and a percent of 95 allows you to enter a letter grade of “A” when entering grades and the Gradebook will interpret the “A” to mean 95%.

Note: The Gradebook will only allow you to create macros for letter grades if you have not set up a grading scale specifying the minimum percent for each letter grade “label.”

Select the Macros link on the main Gradebook menu to access the “Macros” editor.

Mapping letter grades to percents in the “Macros” editor
To create a macro:

1. Enter a letter grade in the “Filter” text box.
2. Enter the corresponding percentage in the “Percent” box.
3. Click the “Save” button.
4. Continue doing this until all desired macros are created. (After the first grade has been entered, the “Save” link will be replaced by the “Add New” link.)
5. When finished, select the “Back To Main Menu” link to return to the main Gradebook menu.

**Grading Scale**

The “Grading Scale” function allows you to specify a grading scale to be used to display letter grades in addition to percentages or scores for both assignments and category averages.

**Grading Scale**

<table>
<thead>
<tr>
<th>Label</th>
<th>Minimum Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95.00</td>
</tr>
<tr>
<td>A-</td>
<td>90.0</td>
</tr>
<tr>
<td>B+</td>
<td>88.00</td>
</tr>
<tr>
<td>B-</td>
<td>80.0</td>
</tr>
<tr>
<td>C+</td>
<td>75.00</td>
</tr>
<tr>
<td>C</td>
<td>70.0</td>
</tr>
<tr>
<td>D</td>
<td>60.0</td>
</tr>
<tr>
<td>B</td>
<td>83</td>
</tr>
</tbody>
</table>

**“Grading Scale” editor**

To configure your grading scale:

1. Select the “Grading Scale” link on the main Gradebook menu.
   - **Note:** The “Grading Scale” screen will already contain values if the Setup Wizard was used.
2. Enter a letter grade into the “Label” text box.
3. Enter the corresponding “Minimum Percent.”
4. Select the “Add New” link.
5. Continue this process until your grading scale is complete.
6. When finished, select the “Back To Main Menu” link to return to the main Gradebook menu.
   - **Note:** The grading scale supports any non-numeric characters including A+, A, A-, B+, B, B-, C+, C, D, F, P, SA, and UN.
The Formula Editor

Formulas are used to create advanced calculations for the assignment grade or the category average. The Gradebook supports the use of formula tokens in the “Formula” field on the settings screen for an assignment or category.

Note: Formulas are not available for categories when in points mode.

Add a Formula to a Category

To add a formula to a category:

1. On the main Gradebook menu, select the “Categories” link.
2. Select the check box for an existing category in which you want to add a formula, then click the “Edit Selected” button.
   Alternately, to add a formula to a new category you wish to create, click the “Add New” button.
3. In the “Category Editor” that displays at the bottom of the screen, select the Advanced radio button.
4. Beneath the “Formula” box, select the “Formula Editor” link.

Select the “Formula Editor” link.

5. In the “Formula Editor” window, select the desired token from the pull-down menu at the lower left.
6. Click the “Insert Token” button. The token will appear in the formula editor text box above.
7. Enter the desired equation into the text box.
8. Under “Validate Formula,” click the “Go” button to validate that the formula is calculating properly.
9. Under “Test Formula,” select a student from the pull-down menu, then click the “Go” button to test the formula.
10. Click the “Save Formula” button to apply it to the category.
11. When you are finished editing the category, click the “Save” button.

For example, to curve each student’s category average to be worth 110% of his/her actual score:

1. Insert the {Category : User : Percentage} token in the text field.
2. Enter \*1.1 to make it read {Category : User : Percentage} \*1.1 .
3. You would then validate the formula and then test it prior to saving it.
Add a Formula to an Assignment

To add a formula to an assignment:

1. On the main Gradebook menu, select the “Assignments” link.
2. Select the check box for an existing assignment in which you want to add a formula, then click the “Edit Selected” button.
   Alternately, to add a formula to a new assignment you wish to create, click the “Add New” button.
3. In the “Assignment Editor” that displays at the bottom of the screen, select the “Advanced” radio button.
4. Beneath the “Formula” box, select the “Formula Editor” link.

Select the “Formula Editor” link.

5. In the “Formula Editor” window, select the desired token from the pull-down menu at the lower left.
6. Click the “Insert Token” button.

The selected token appears in the text box.

Note: A list of tokens can be found at the end of this section.
7. Enter the desired equation into the text box.
8. Under “Validate Formula,” click the “Go” button to validate that the formula is calculating properly.
9. Under “Test Formula,” select a student from the pull-down menu, then click the “Go” button to test the formula.
10. Click the “Save Formula” button to apply it to the assignment.

For example, to curve each student’s assignment score to be worth 110% of his/her actual score:
1. Insert the \{Assignment : User : Percentage\} token in the text field.
2. Enter \*1.1 to make it read \{Assignment : User : Percentage\}*1.1.
3. You would then validate the formula and then test it prior to saving it.

The formula entered has been validated.

**Gradebook Formula Tokens**

Tokens can be used when you create a formula. You can use them in addition to entering the formula by hand. The following tokens can be used in the “Formula” field in the Gradebook category and assignment editors.

\{CATEGORY : OVERALL : AVERAGE-PERCENTAGE\}
Returns the overall category average multiplied by the points possible, divided by the maximum number of points in the category.

\{CATEGORY : OVERALL : NUMBER-OF-ASSIGNMENTS\}
Overall number of assignments in the category.

\{CATEGORY : OVERALL : SUM-OF-ALL-ASSIGNMENT-POINTS-Possible\}
Sum points possible of all assignments in the category.

\{CATEGORY : OVERALL : WEIGHT\}
Overall weight of the category.

\{CATEGORY : USER : PERCENTAGE\}
Returns the user’s percentage average for the category.
{CATEGORY:USER:AVERAGE-ASSIGNMENT-PERCENTAGE}
Returns the user’s percentage average for the category based on weighting all category assignments equally (Weight All Items Equally).

{CATEGORY:USER:SCORE}
Returns the user’s score for the category.

{CATEGORY:USER:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}
Sum of user’s points possible based on the number of assignments that have been graded.

{CATEGORY:USER:NUMBER-OF-ASSIGNMENTS}
Number of user’s assignments (in the category) that have been graded.

{CATEGORY:USER:SUM-OF-ALL-ASSIGNMENT-POINTS}
Returns sum of user points earned in the category.

{ASSIGNMENT:OVERALL:POINTS-POSSIBLE}
Returns number of points possible for the assignment.

{ASSIGNMENT:OVERALL:AVERAGE-PERCENTAGE}
Returns the overall class average (in percent) for the assignment.

{ASSIGNMENT:USER:PERCENTAGE}
Returns the user’s percentage score for the assignment.

{ASSIGNMENT:USER:SCORE}
Returns the user’s score for the assignment.

{ASSIGNMENT:CATEGORY:OVERALL:AVERAGE-PERCENTAGE}
Overall class average (in percent) for the category the assignment is associated with.

{ASSIGNMENT:CATEGORY:OVERALL:NUMBER-OF-ASSIGNMENTS}
Number of assignments associated with the category the assignment is associated with.

{ASSIGNMENT:CATEGORY:OVERALL:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}
Total points possible for the category the assignment is associated with.

{ASSIGNMENT:CATEGORY:OVERALL:WEIGHT}
Weight for the category the assignment is associated with.

{GRADEBOOK:USER:SCORE}
Returns the user’s overall score.

{GRADEBOOK:USER:PERCENT}
Returns the user’s overall percentage.

{GRADEBOOK:USER:WEIGHT}
Returns the sum of all user’s category weights.

{GRADEBOOK:OVERALL:WEIGHT}
Returns the sum of all category weights.

{GRADEBOOK:OVERALL:AVERAGE-PERCENTAGE}
Returns overall gradebook average in percent.

{GRADEBOOK:OVERALL:AVERAGE-SCORE}
Returns overall gradebook average score.
Resources

Information about ANGEL

Who can I contact to ask for support, report problems, or send comments and suggestions?

Contact the ANGEL Help Desk, as follows:

1. Go to http://cms.psu.edu/.
2. Select the “Help” link.
3. Under the “ANGEL Help Forms” heading, select the applicable online form.
4. Fill in the details of your issue, then click the “Submit” button.

If the help forms are inaccessible, call the Help Desk at 814-863-2494 between 9:00 a.m. and 5:00 p.m., Monday through Friday.

Where do I go for training specific to ANGEL?

ITS Training Services offers free ANGEL seminars for instructors each term. For a listing of current seminars, go to http://its.psu.edu/training/ and click the “Register for Seminars” button.

Instructors can request a free ANGEL tutor at http://tlt.its.psu.edu/support/angeltutors/.

For online guides on most ANGEL features, including the following topics, go to http://cms.psu.edu/ and select the “Help” link.

Faculty Documentation

Activate a Course
Calendar Tab
Groups

In Touch Tab
Lessons Tab
Syllabus Tab

TEACH Act
Teaching Considerations
Tools Tab

Student Documentation (these guides may be of interest to faculty as well)

ANGEL Mail
Chat Rooms
Drop Boxes

Message Boards
Notes
Quick-Start Guide

Quizzes
Reserve Readings
Team File Space

General Information

Is there a Penn State resource specifically for information technology?

Yes, Information Technology Services provides an instructor guide at http://its.psu.edu/faculty.html.

Can I talk to someone who will help me integrate technology into my courses?

Yes, Teaching and Learning with Technology (TLT) provides free consulting services. To contact a consultant, e-mail tlt@psu.edu.

Are there support services that will provide me with instructional support information?

Yes, the TLT site at http://tlt.its.psu.edu/ contains a great deal of information for instructors regarding Web-based tools, software to enhance the learning experiences of students, effective strategies for using technology tools, and teaching resource units, among other topics.

Where can I get generalized technical assistance?

Contact the Help Desk by calling 814-863-1035, 814-863-2494 or 1-888-778-4010; e-mailing helpdesk@psu.edu; or visiting 215 Computer Bldg. or 2 Willard Bldg., University Park.

View the Consulting and Support Services Web site at http://css.its.psu.edu/.

View a full range of information technology services at http://its.psu.edu/.

What types of technology training sessions are available?

For training opportunities available to you through TLT, visit http://its.psu.edu/training/.