Gradebook

- Select '**Course Management**' then '**Gradebook**'

- Verify the **School Year** and **Semester** and the **Course: Section** shown are correct
  - If necessary, select different School Year, Semester and/or Course: Section from the Drop Down lists provided.
  - There is no submit button for changing the school year, semester and Course Section. When you change a value in one of the drops, the resulting output is instantly shown.

Section Setup

A. Assign a Weighting Scale

- You can view weighting scales by selecting a **Weight Scale** from the drop down and clicking the '**View Weighting**' link
- Select a '**Weighting Scale**' from the drop down list provided.
- Click the '**SAVE SECTION WEIGHING**' button.

*Once a Weighting Scale has been assigned to the course you can manage the **Scores (assignments)**.*

B. Score (assignment) List

- Click the '**SCORE LIST**' button to Add, Disable, or Enable Scores.

- Click the '**ADD SCORE**' button to **Add** scores.
- Click the '**Import Assignments**' button to import assignments.

- ○ Enter the **Description** in the '**Score Desc.**' Box.
- ○ Enter the **Short Description** in the '**Short Desc**' box.
  - 🔶 The '**Short Desc**' is used in reporting.
- ○ Select the '**Weighting Element'** from the **Drop Down** list provided.
- ○ Click the '**Disabled**' box if you want this score to be disabled.
- ○ Enter the **Possible (highest) Score** in the '**Possible Score**' Box.
- ○ Click the '**SUBMIT**' button to save the Score or the '**RETURN**' button to go back to the '**Add Score**' page.

C. Edit Weighting Scale

- ● Click the '**EDIT WEIGHTING SCALE**' button.

- ● Click the '**Weighting ID**' link of the Weighting Scale you want to change.

- ○ Click the '**Weighting Description**' box to change the description
- ○ Click the '**Disabled**' box to **add** a checkmark (disabled) or to **remove** (enable) the checkbox.
- ○ Click the '**Percent**' box to change the percent
- ○ Click the '**No. Low Scores to Drop**' box to change the number of scores to exclude.
- ○ Click the '**SUBMIT**' button to save your changes or the '**RETURN**' button to return without saving.

D. Add Weighting Scale

New Elements can be added. Contact Bonni Harris @ X6467 or bharris@eureka.edu

- ● Click the '**ADD WEIGHTING SCALE**' button.
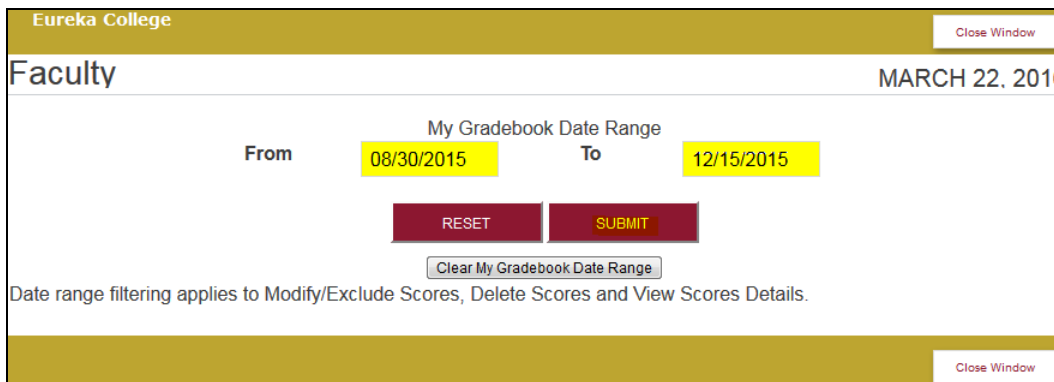

- ○ Enter/Change a **Description** (be descriptive) for this weighting scale in the **Weighting Description** box for each element you are including.
- ○ Enter/Change the **Percent** in the '**Percent**' box of any element you are including.
  - 🔶 The percentages (excluding *Extra Credit*) must add up to 100.

⚠️ If using the **Extra Credit** element the '**Percent**' must be 100 (Total will be 200).

- ○ Enter/Change the number (if any) of **Low Score** to drop in the '**No. Low Scores to Drop**' box for each element you are including.
- ○ Click the '**Disabled**' box to disable the weighting scale.
- ○ Click the '**SUBMIT**' button to save your changes or Click the '**RETURN**' button to exit without saving your changes or click the '**Close Window**' button to close the **Section Setup** session.

My Gradebook Date Range

- ● Click the '**MY GRADEBOOK DATE RANGE**' button to filter the dates that are reported. This helps when a course has several scores and you want to limit the data you see.
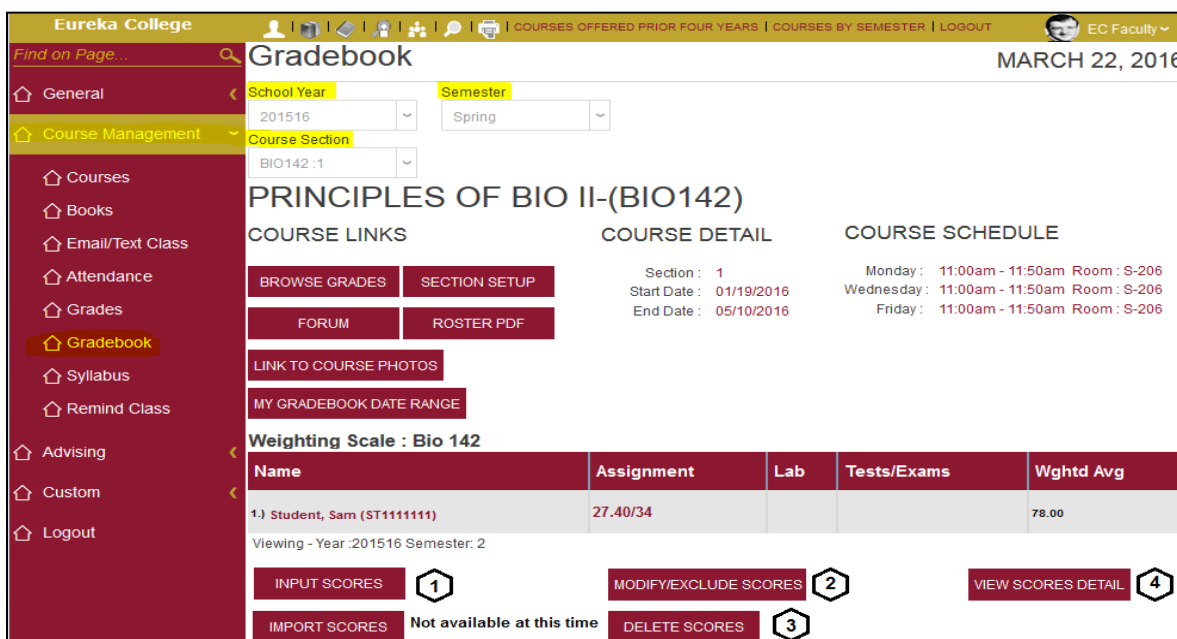
- ○ Click the '**Clear My Gradebook Date Range**' to clear the '**From**' & '**To**' boxes.
- ○ Enter the '**From**' date and the '**To**' date in the appropriate boxes.
- ○ Click the '**SUBMIT**' bar to save you changes or the '**RESET**' bar to remove your changes.
- ○ Click the '**Close Window**' link to close the window and go back to the '*Gradebook*' page.

GradeBook

- ● Verify the *School Year* and *Semester* and the *Course: Section* shown are correct
  - ○ If necessary, select different School Year, Semester and/or Course: Section from the Drop Down lists provided.
  - ○ There is no submit button for changing the school year, semester and Course Section. When you change a value in one of the drops, the resulting output is instantly shown.

1. INPUT SCORES (assignments) to Students' Record

1. Use the '**Defined Meeting Dates**' option to use the scheduled course dates, '**All Dates**' should be used if a score is added for a date the course is not scheduled to be held.
2. Select the '**Score**' from the Drop Down list of pre-defined assignments.
   o Once the Score has been selected it will no longer be available in the drop down list.
3. Select the '**Score Date**' from the Drop Down list provided.
4. Select a '**Score Code**' if appropriate.
5. Repeat steps 3 & 4 until scores for each student have been entered.
6. Click '**INPUT SCORES**' to save.

2. MODIFY/EXCLUDE SCORES on Students' Record

- To **Exclude** a score (assignment) for a student click the '**Exclude Scores**' box
  - You will be given a list the students that are affected and their score along with other information.
  - Click the '**EXCLUDE**' button to complete the process.
- To **Change** a score click the '**Change Scores**' option, make the necessary change.
- Click the '**SUBMIT**' button
- Click the '**RETURN TO GRADEBOOK START PAGE**' button when done with changes.

3. DELETE SCORES from a Student's Record
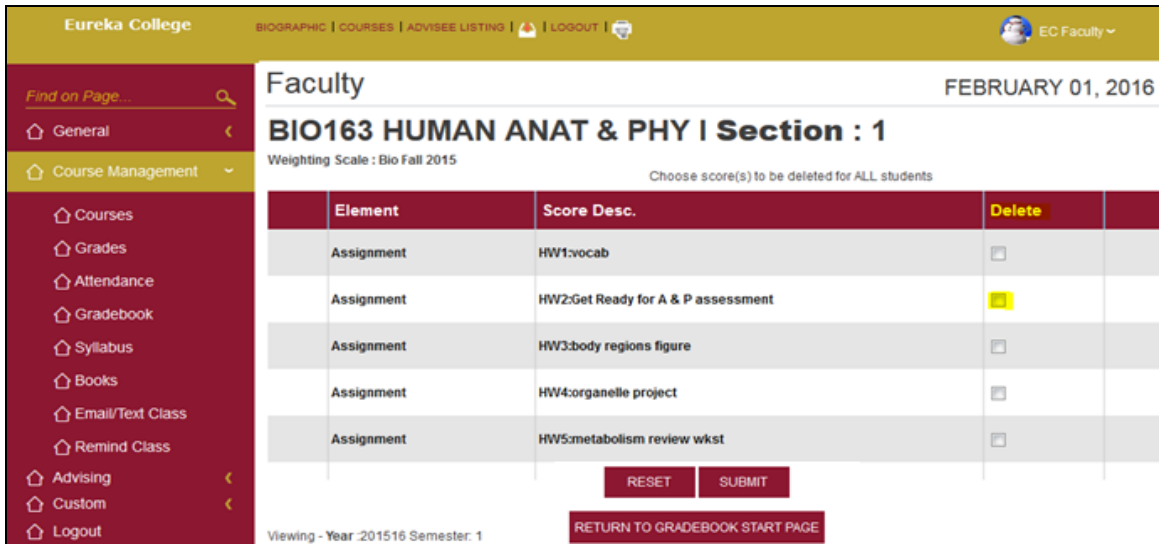
- Click the '**Delete**' box next to the **Score Desc.** You want to **Delete**.
- Click the '**SUBMIT**' button
  - You will be given a list the students that are affected and their score along with other information.
- Click the '**DELETE**' button to complete the process.
- Click the '**RETURN TO GRADEBOOK START PAGE**' button when done with changes.

4. VIEW SCORES DETAIL

- To view/change scores click the '**VIEW SCORES DETAIL**' button.
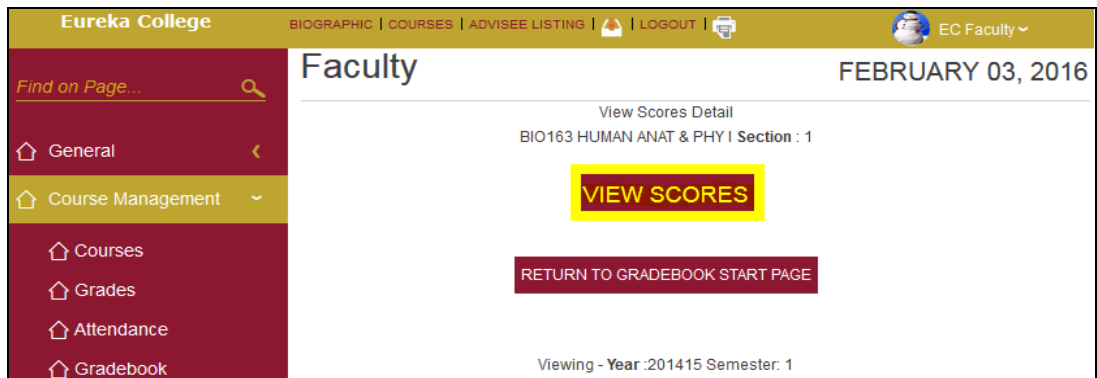
- Click the '**VIEW SCORES**' button

- Click the '**Name**' link to show only that student on the page.
- Helpful if advising a student and you want to show all their scores and no other students.
- Click the '**Edit**' link to change the **Score**.

Eureka College   Close Window

Faculty   FEBRUARY 03, 2016

BIO163 HUMAN ANAT & PHY I Section : 1
Score Date Range : 08/26/2015 - 12/15/2015
Scores for *Jack Frost*
Return to View Scores Detail
* indicates no record exists.

Score Desc.	Element	Score	Score Code	Date Taken	Possible Score	Action	Reset
HW1:vocab	Assignment	7.00	⌄	09/01/2015 ⌄	10	UPDATE	RESET
HW2:Get Ready for A & P assessment	Assignment	0.00	⌄	09/10/2015 ⌄	5	UPDATE	RESET
*Lab Quiz 2:Chem	Lab		⌄	08/26/2015 ⌄	10	ADD	RESET

Return to View Scores Detail

Close Window

- Enter the new **Score** in the box provided next to the correct '**Score Desc.**', add/change the '**Score Code**' as desired.
- Click the '**UPDATE**' or '**ADD**' button to save the change.
- Click the '**Return to View Scored Detail**' link to return.

The algorithm in Sonis used to calculate weighted averages.

Two methods are available. Currently we use the first method.

1. Assumes that all scores for a given weighting element should be counted equally regardless of the possible score. In other words, all scores posted for Quizzes are averaged together and then multiplied by the weight assigned to Quizzes.

   For example let's say Quizzes were assigned a weighting of 25% and Tests a weighting of 75% and there were three scores posted for the Quizzes element as follows:

   Quiz 1 has a possible score of 100
   Quiz 2 has a possible score of 30
   Quiz 3 has a possible score of 100

   The student got an 80 on Quiz 1, a 30 on Quiz 2 and a 67 on Quiz 3. The algorithm for calculating the Quizzes component of the overall weighted average would be:

   $$[(80/100) + (30/30) + (67/100)]/3 * 0.25 = 175/3 * 0.25 = 0.20583$$

2. An alternate approach is that each score should not factored in equally by converting it to a decimal average based on the possible score but that the total of the scores should be divided by the total of the possible points:

   $$[(80 + 30 + 67) / (100 + 30 + 100)] * 0.25 = 0.19239$$

   The argument is that this approach factors in the difference in possible points based on the assumption that a 100 point quiz should count more than a 30 point quiz.