

# Gradebook

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

The screenshot shows the Eureka College Gradebook interface. At the top, there's a navigation bar with 'Eureka College' and 'EC Faculty'. A search bar is on the left. The main content area is titled 'Gradebook' and shows the date 'MARCH 22, 2016'. Below the title, there are dropdown menus for 'School Year' (201516) and 'Semester' (Spring). A 'Course Section' dropdown shows 'BIO142 :1'. The course title is 'PRINCIPLES OF BIO II-(BIO142)'. There are three columns: 'COURSE LINKS' with buttons for 'BROWSE GRADES', 'SECTION SETUP', 'FORUM', 'ROSTER PDF', and 'LINK TO COURSE PHOTOS'; 'COURSE DETAIL' showing 'Section : 1', 'Start Date : 01/19/2016', and 'End Date : 05/10/2016'; and 'COURSE SCHEDULE' listing days and times: 'Monday : 11:00am - 11:50am Room : S-206', 'Wednesday : 11:00am - 11:50am Room : S-206', and 'Friday : 11:00am - 11:50am Room : S-206'. A 'MY GRADEBOOK DATE RANGE' button is at the bottom. The 'Weighting Scale : Bio 142' is shown at the bottom left.

- 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

Eureka College Close Window

### Section Setup

MARCH 22, 2016

#### Gradebook - Section Setup

Viewing - Year : 201516 Semester: 2

COURSE SECTION	WEIGHTING SCALE	
1.) BIO142 :1 ( Assign Additional Instructors )	Bio 142 <span>A</span>	<a href="#">View Weighting</a>

[SAVE SECTION WEIGHING](#)

[SCORE LIST](#) B

[EDIT WEIGHTING SCALE](#) C

[ADD WEIGHTING SCALE](#) D

Close Window

### 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.

Eureka College Close Window

### Faculty

MARCH 22, 2016

[ADD SCORE](#)

[IMPORT ASSIGNMENTS](#)

Element-Description-Poss. Score
Assignment-HW 17:Reproduction packet~20
Assignment-HW1:vocab~10
Assignment-HW10:RMP animation questions~10
Assignment-HW11:cellular respiration wkst~10
Assignment-HW15:endocrine studyguide~10
Assignment-HW18: protein synthesis wkst~10
Assignment-HW2 regions/organs~10
Assignment-HW2:Get Ready for A & P assessment~5
Assignment-HW3:body regions figure~5

[IMPORT ASSIGNMENTS](#)

Edit by clicking on the **Score**

**No Records Exist**

[RETURN](#)

Close Window

Score	Short Desc	Element	Possible Score	Disabled
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- 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.

Weighting ID	Weighting Description	Disabled	Owner
bio1302010	Bio 130 grades	No	Faculty, Sam
bio1302011	Bio 130 Grades Spring 2011	No	Faculty, Sam

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

Eureka College Close Window

**Faculty** FEBRUARY 02, 2016

GRADEBOOK - WEIGHTING SCALES  
 Weighting ID bio1302011  
 Weighting Description **Bio 130 Grades Spring 2011**  
 Disabled

Element	Percent	No. Low Scores to Drop
Assignment	<input type="text" value="0"/>	<input type="text" value="0"/>
Class Participation	<input type="text" value="3"/>	<input type="text" value="0"/>
Tests/Exams	<input type="text" value="30"/>	<input type="text" value="0"/>

Total

RESET
RETURN
SUBMIT

- 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.

Eureka College Close Window

**Faculty** MARCH 22, 2016

GRADEBOOK - WEIGHTING SCALES  
 Weighting ID  
 Auto-Generated  
 Weighting Description  
 \_\_\_\_\_  
 Disabled

Element	Percent	No. Low Scores to Drop
Assignment	<input type="text" value="0"/>	<input type="text" value="0"/>
Class Participation	<input type="text" value="0"/>	<input type="text" value="0"/>
Extra Credit	<input type="text" value="0"/>	<input type="text" value="0"/>

Total

RESET
RETURN
SUBMIT

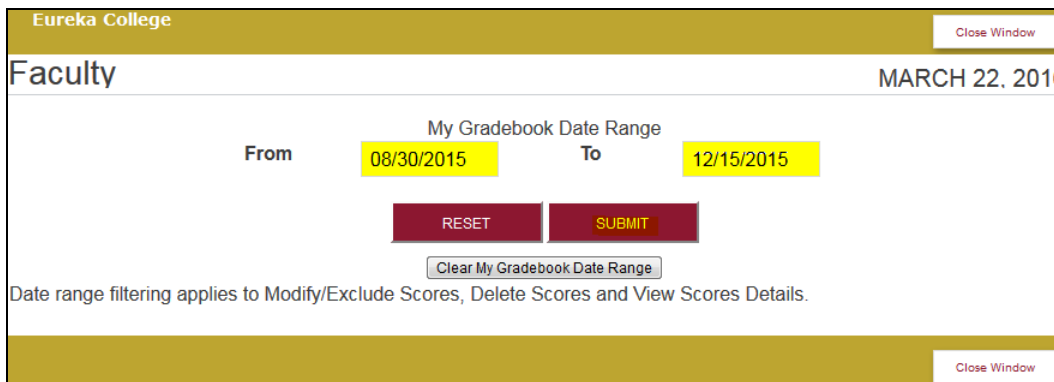
Close Window

- 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.



Eureka College Close Window

Faculty MARCH 22, 2016

My Gradebook Date Range

From 08/30/2015 To 12/15/2015

RESET
SUBMIT

Clear My Gradebook Date Range

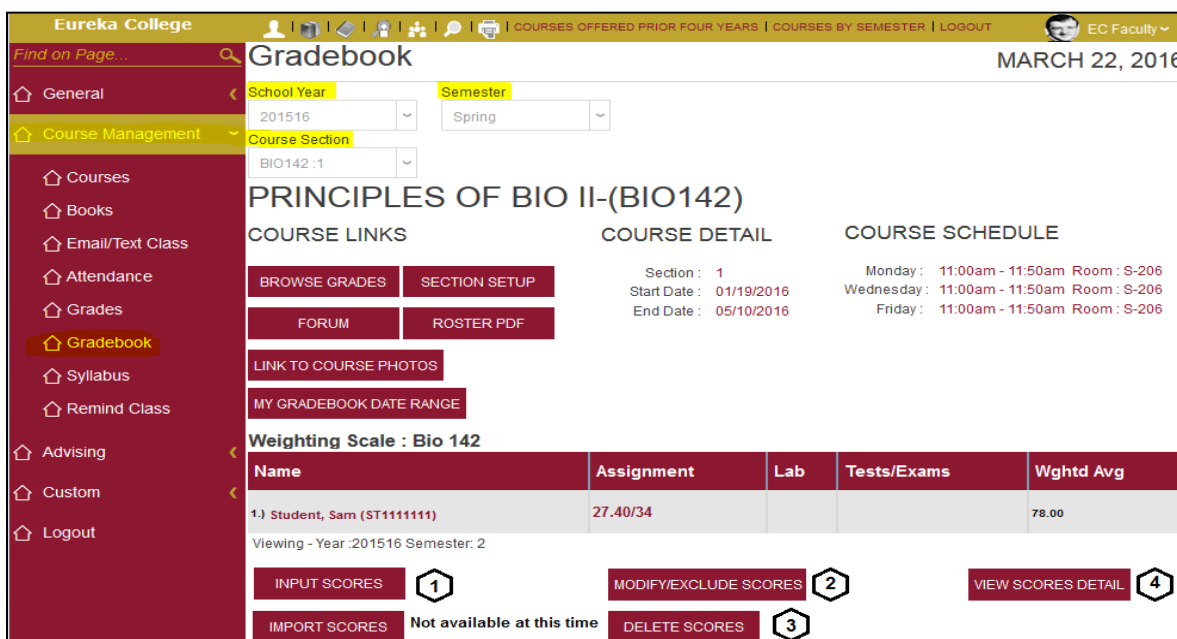
Date range filtering applies to Modify/Exclude Scores, Delete Scores and View Scores Details.

Close Window

- 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.



Eureka College EC Faculty

Find on Page... **Gradebook** MARCH 22, 2016

General School Year: 201516 Semester: Spring

Course Management Course Section: BIO142 :1

PRINCIPLES OF BIO II-(BIO142)

COURSE LINKS COURSE DETAIL COURSE SCHEDULE

BROWSE GRADES SECTION SETUP Section: 1 Monday: 11:00am - 11:50am Room: S-206

FORUM ROSTER PDF Start Date: 01/19/2016 Wednesday: 11:00am - 11:50am Room: S-206

LINK TO COURSE PHOTOS End Date: 05/10/2016 Friday: 11:00am - 11:50am Room: S-206

MY GRADEBOOK DATE RANGE

Weighting Scale : Bio 142

Name	Assignment	Lab	Tests/Exams	Wghtd Avg
1.) Student, Sam (ST11111111)	27.40/34			78.00

Viewing - Year: 201516 Semester: 2

INPUT SCORES 1 MODIFY/EXCLUDE SCORES 2 VIEW SCORES DETAIL 4

IMPORT SCORES Not available at this time DELETE SCORES 3

## 1. INPUT SCORES (assignments) to Students' Record

Eureka College | COURSES OFFERED PRIOR FOUR YEARS | COURSES BY SEMESTER | LOGOUT | EC Faculty

Find on Page... Faculty MARCH 22, 2016

General

Course Management

BIO142 PRINCIPLES OF BIO II Section : 1

Weighting Scale : Bio 142

Select Score Date Option : **Defined Meeting Dates** All Dates

Score  Score Date 03/22/2016

Name	Score	Score Code
1.) Student, Sam (ST11111111)	<input type="text"/>	<input type="text"/>

INPUT SCORES

Viewing - Year :201516 Semester: 2

RETURN TO GRADEBOOK START PAGE

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

Eureka College | BIOGRAPHIC | COURSES | ADVISEE LISTING | LOGOUT | EC Faculty

Find on Page... Faculty FEBRUARY 01, 2016

General

Course Management

BIO163 HUMAN ANAT & PHY I Section : 1

Weighting Scale : Bio Fall 2015

Choose one item to change OR check items to be excluded.

Element	Score Desc.	Short Desc.	Change Scores	Exclude Scores
Assignment	HW1:vocab		<input type="radio"/>	<input type="checkbox"/>
Assignment	HW2: Get Ready for A & P assessment		<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Assignment	HW3:body regions figure		<input type="radio"/>	<input type="checkbox"/>

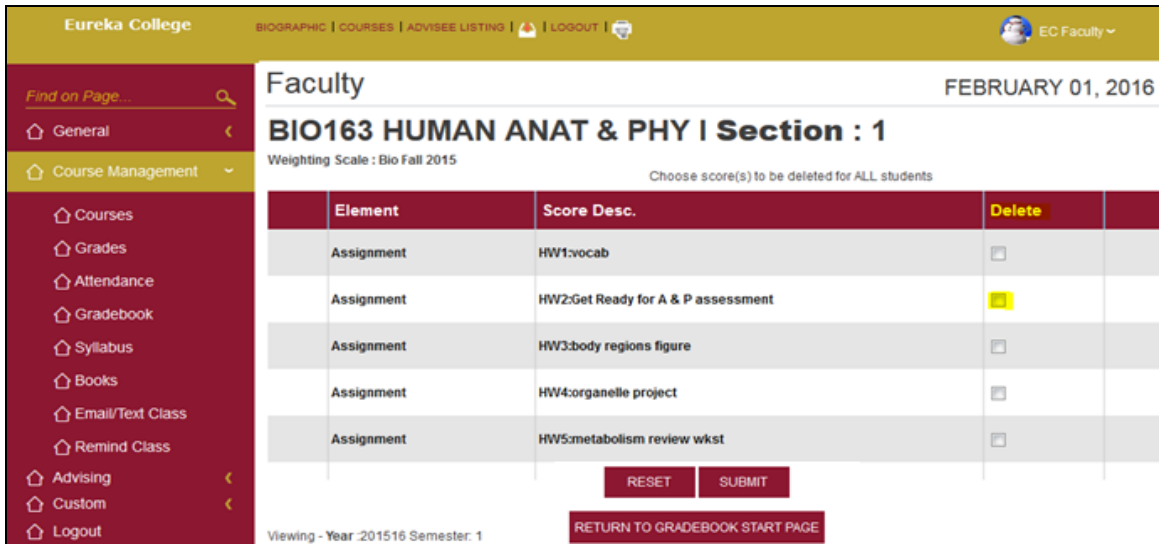
RESET SUBMIT

RETURN TO GRADEBOOK START PAGE

Viewing - Year :201516 Semester: 1

- To **Exclude** a score (assignment) for a student click the **'Exclude Scores'** box
  - o You will be given a list the students that are affected and their score along with other information.
  - o 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.

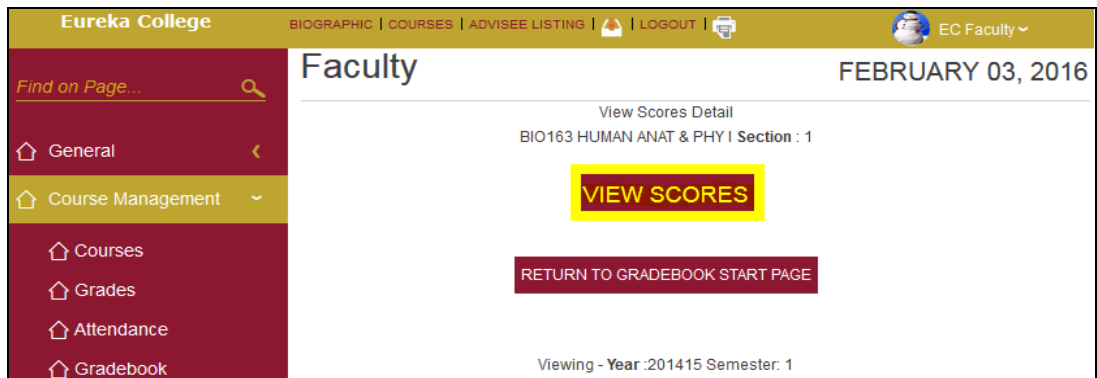
### 3. DELETE SCORES from a Student's Record



- 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

The screenshot shows a 'View Scores Detail' window for BIO163 HUMAN ANAT & PHY I Section : 1. The table displays student names and scores for various assignments. The 'Name' column is highlighted in yellow. The 'Edit' link is highlighted in yellow for the first student.

Name	100	101	106	107	Lab 2	109	110	114	115	121	MLabEx	123	124	125
	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit
	10.00	5.00	18.00	10.00	6.50		9.00	7.90	20.00	10.00	65.50	7.50	9.00	20.00
	10.00	0.00	13.00	10.00	5.00		3.50	0.00	17.00	0.00	0.00			
	10.00	5.00	10.00	10.00	7.00		7.00	7.90	18.00	9.00	72.00	10.00	9.00	20.00
	7.00	5.00	12.00	10.00	5.50		4.00	6.60	18.00	40.00	25.50	5.00	6.00	17.00

- 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
<b>BIO163 HUMAN ANAT &amp; PHY I Section : 1</b> Score Date Range : 08/26/2015 - 12/15/2015 Scores for <i>Jack Frost</i> Return to View Scores Detail <i>* indicates no record exists.</i>							
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							
Eureka College							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 be 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.