Gradebook Overview

Several significant enhancements have been made to the gradebook in the current version of EduCat. The gradebook is still accessed from the Administration block typically located in the left column of your course homepage. Under Course Administration, select Grades.

As in previous version of the gradebook, this version has three primary views used to manage, enter, and view grades: Grader Report, User Report, and Categories and Items. Once you click on Grades, you can access gradebook views from the Administration block of your course under Grade administration, or with a dropdown list or the tabs located at the top of each view.
Improved Grader Report

Many improvements have been made to the Grader report which is now functional across all mobile devices. You can quickly edit cells without reloading, search and display grades by a single user or by a single gradable item, and scroll while the first/last name column and the gradable items row remain static. You’ll notice a new filter for displaying names by first and/or last and tabs have been changed to reflect new views and reports.

Quickly Edit Cells

When grading EduCat activities that can be scored in the activity itself such as the quiz module, assignment, or forum, EduCat automatically passes scores directly to the gradebook. However, there may be times when you wish to edit the Grader report directly, entering grades to manually added grade columns or to override existing grades. In the new version of EduCat this process has been made easier. To add grades directly to the Grader report, or to override grades, do the following:

1. Within the Grader report, click the Turn Editing On button in the upper right corner.
2. You will see fields for grading each item. Click into the field with the solid border and type the score.
3. Pressing the Tab key will send you to the next field down the column.
4. Pressing the Enter key will update the page in EduCat. It is advised to press Enter periodically if you are grading many students to avoid losing progress if you have an issue with your computer.
This version of EduCat allows you to paste grades into the Grader report directly from a spreadsheet such as Excel or Numbers. The spreadsheet should have at least one column containing unique identifying data such as NMU ID number, or email address. Each column of your spreadsheet should have a column header.

To paste from a spreadsheet:

1. Ensure you have the correct column names for your grades (i.e. the assignment title or manual grade). It might help to export from the gradebook first to obtain the information and then edit the downloaded data.

2. For the students you need either their NMU ID number or their email address. Add the grades you need and copy the relevant section.

To paste from a spreadsheet complete the following steps:

1. Locate the Grade administration block
2. Choose Import
3. Choose Paste from spreadsheet
4. Paste into the Data field.
5. Leave Encoding to UTF-8, Verbose scales to Yes, and adjust your preview rows.

Note: The Force Import setting overrides grades even if the grades were updated after the import file was exported. Click on Upload grades.

6. In the preview, ensure you match up the unique identifier you used for the students. For example if you used email make sure it maps to email. Do the same for your graded activities and click Upload grades.
7. A receipt page will indicate if the process was successful, click Continue.

8. The imported scores will now appear in the gradebook.

**Single View**

Single view allows you to view either all the grades of one single student or a single grade item for all students. You can access the single view through the grader report, or within the administration block:

1. Course
2. Grade administration

*Display and edit grades by a single student*

You can grade multiple items for a single student, or you may want to use this view to check all the grades of a single student. To view and edit the grades of a single student, click the pencil icon to the right of the student’s name under the First name/Last name column.
The new page allows you to adjust grades for that specific student only. You can also add feedback, override the student’s grades or exclude a grade for a specific student.

Display and edit the grades of a single activity

You can display and adjust/override the grades and provide feedback for a single, gradable activity. From this page, you can also perform a bulk insert of grades. For example, you may want to assign a zero to all students that have empty grades. To view and edit grades for a single activity:

1. Within the Grader report, click the pencil icon to the right of the gradable item’s name.

2. On the next page, you can apply a grade for each student, give feedback, override a grade, or exclude the item’s grade for a particular student. At the bottom of the page, you can apply a specific grade to all students, or only those with empty grades. Click Save when finished.
Gradebook Setup Page

The Gradebook setup page is the primary space for organizing and setting up your gradebook. This page utilizes the Natural Weighting of Grades method for calculating grades. The instructor can dynamically adjust the weights of grade items and categories using a single aggregation method to accomplish calculations without having to understand the setup of the numerous aggregation methods found in the older EduCat gradebook. This is where you access settings such as extra credit, hide a grade, or reset the grade’s weight. Although EduCat adjusts the weights automatically as gradable items are added, the weight column allows the instructor to override the weight of each grade or column if desired.

Natural Weighting

Natural weighting is a versatile aggregation method that that combines grades simply, has a clearer interface for using weights, and supports extra credit, excluded grades, and hidden grades.

Rationale

In grading, weight is the proportion of an item's value in relation to all the other items in its category (Even if you have not created any categories, the course itself is a category). Every grade item has a weight. An item’s Value is most often represented as 'points'.
There are three fundamental approaches to dealing with weighting in a gradebook:

**Simple (or natural) weighting:** Maximum points possible for each item are appropriately in relation to one another. For example, if you have two items in a category, one worth 10 points and the other worth 30, then item 1 is 25% (10/40) and item 2 is 75% (30/40).

**Adjusted weighting:** Users often want to adjust categories and even items to have a weight other than the natural weight, essentially ignoring the points entirely. An example would be, Quizzes=40%, Assignments=50%, Attendance=10%.

**Mean of grades:** If you have a category made up of five quizzes all worth different points and you want a category percentage to just display the average (or mean) of all the quizzes percentage correct, select this approach, disregarding the points.

Simplifying the understanding of weighting reduces the aggregation methodology down to 'either/or'

- Either 'leave weights as is -- natural'
- Or ‘adjust to suit your needs -- adjusted weights'

This greatly simplifies the interface needed to present these options so that:

- Graders don't need to select an aggregation type.
- Graders don't need to know how each of the many aggregation types in older version of EduCat perform.
- The actual weight of every item and category is always displayed to the grader.
- Quick adjustments can be made to weights to produce the desired results.

Natural weighting does not support the following aggregation methods found in earlier versions of EduCat: Lowest and Median/Mode of grades. However, Lowest could be accomplished with a calculation into a new item.
Typical calculation examples using natural weighting

1. **Sum of Grades**: (Default method in EduCat natural weighting)
   In this case you have a series of assignments and quizzes you just want their scores added together out of the total possible. You also have extra credit to add in at the end.

   No action is required regarding weights and you now have the added benefit of being able to display to students a percentage of the total earned to that point.

2. **Simple Mean**:
   In this case you have three assignments: A (10 points), B (10 points) and C (10 points) plus a final quiz D (20 points), and you want the final grade to be the simple mean percentage of all these scores. You should adjust all weights to be the same. In this example it would be set to 25%.
Weighted categories and/or items:

In this example, let’s say you have multiple categories whose category totals are not in relation to each other as desired. You want the 'Discussion Forums' to be worth 20%, the 'Exams' to be worth 50%, 'Assignments' worth 20%, and 'Article Reviews' worth 10%. To edit weights, you must first place a check in front of each weight box you wish to override.

You would edit the weights and:

- place the value 20 on the Discussion Forums category line
- place the value 50 on the Exams category line
- place the value 20 on the Assignments category line
- place the value 10 on the Article Reviews category line

Click the “Save Changes” button at the bottom of the page to save the new weights.
User Report

The User report page gives the instructor a preview of what each student sees when they click the grades link. Students will now be able to see exactly how their course total grades were calculated by showing the weight of each grade item.

Grades items appear as they are organized within the categories and items page. The Calculated weight column allows the student to see the weight each grade is given and other columns provide the actual grade, percentage, and instructor feedback.