

## GRADE BOOK

### Edit Grades Tool Settings

For standard Grade book usage, keep the system default settings for all options.

- In the Navbar, click on Grades
- Click on Setup Wizard, scroll down and click on Start.
- Choose a grading system. Click on Continue
- Choose how to release final grades. Click on Continue
- Choose a grade calculation method. Click on Continue
- Choose a default grade scheme. Click on Continue
- Choose number of decimal places displayed in instructor view. Click on Continue
- Select the student view display options. Click on Continue
- Review Grades Setup Summary. Click on Finish

### Add a Grade Item for each evaluation outlined in your syllabus

- In the Navbar, click on Grades and click on Manage Grades
- Click on New and select Item
- Choose a Grade Item Type, ex: Numeric
- Fill in the Name field
- In the Maximum Points field, enter your score.
  - If in doubt enter the same value as in the Weight field.
- In the Weight field, enter the weighted value out of 100
- Edit other settings if needed
- Click on Save and Close

### Enter grades

- In the Navbar, click on Grades and click on Enter Grades
- In column you wish to enter a grade, click on downward pointing arrow beside column title and select Grade All
- Enter grades
- Click on Save and Close

### Release Final Adjusted Grade (optional: Final Grades are published in uoCampus)

- In the Navbar, click on Grades and click on Enter Grades
- Click on downward pointing arrow beside column entitled Final Calculated Grade and select Grade All
- Click on downward pointing arrow beside page title Final Grades and select Recalculate All
- In pop-up window, select all your Grade Items and click on Calculate and click on Yes
- View that Final Calculated Grades have been copied into Final Adjusted Grade column
- Edit values in Final Adjusted Grade column and click Save (optional)
- Scroll down to bottom of page and change number of students displayed to display all
- Check box in table header row to select all students
- Click on Release/Unrelease
- View that a check mark has been added to each student under column entitled Release Final Adjusted Grade
- Click Save and Close and click Yes

### Export

- In the Navbar, click on Grades and select Enter Grades
- Click on Export button
- Checkmark what you wish to export
  - Definitions: Username=uoAccess ID (ex: JSMITH)
- Click on Export to Excel button
- In the pop-up window, click on the file's title to open or save file

## CREATE AN ASSIGNMENT

All UNhidden assignments are available to students in Class Progress: limit access by adding Availability Dates.

### Create an Assignment

- In the Navbar, click on Course Admin
- Click on Assignments
- Click on New Submission Folder
- Enter a name for the assignment in the Name field
- Select Individual or Group assignment

### Link to a Grade Item

- Under Grade Item, select the appropriate grade item
  - To create a New Grade Item, refer to Grades instructions

### Edit settings options

- Modify the points value in the Out of field
- Enter text in Instructions field
- Select Submission Options
- Scroll up, click on the Restrictions tab
- **Uncheck** Hidden from users
- **Select Availability Dates** and Due Date
- Under Special Access, enter criteria for students requiring different availability or due dates
- Click on Save and Close

### Add to Content as an Existing Activity

- In the Navbar, click on Content
- Click on a module in Table of Contents
- Click on Existing Activities, on right hand side
- Select Assignment and select an assignment title

## STUDENT PREVIEW

### Switch to student preview

- Click on your name located on the Minibar
- Click on View as Student

### Exit student preview

- Click on your name located on the Minibar
- Click on the X beside Viewing as Student

### Grade an Assignment

- In the Navbar, click on Course Admin
- Click on Assignments
- Click on an assignment title
- Scroll down
- Click on a student's submission
- Enter Score and feedback in right panel
- Scroll down
- Click either Publish or Save Unpublished
- Click on Next Student to grade others

### Download Assignments Submissions all at once

- In the Navbar, click on Course Admin
- Click on Assignments
- Click on an assignment title
- Scroll down to bottom of page, change number of students displayed to display all
- Check box in table header row to select all students
- Click on Download
- Click on zip file title, in popup window
- Save on your computer

### Adding comments to student submissions

- Find saved zip file on your computer
- Unzip
  - Windows: Right click on title and select Extract
  - Mac: Double click on file title to unzip
- Access a student's subfolder in unzipped folder
- Open student's assignment submission
- Add comments in file
- Save and close file (keep same name and location)

### Bulk Upload Assignments Submissions with comments

- Find on your computer the folder containing all commented submissions
- Zip that folder by right-clicking on title:
  - Windows: Select Send to and Compressed folder
  - Mac: Select Compress
- Access the Virtual Campus
- In the Navbar, click on Course Admin
- Click on Assignments
- Click on the assignment title
- Click on button Add Feedback Files
- Click on Upload button
- Select compressed file saved on your computer and click Open
- Click Add

### Publish Assignments all at once

- In the Navbar, click on Course Admin
- Click on Assignments
- Click on an assignment title
- Scroll down to bottom of page, change number of students displayed to display all
- Check box in table header row to select all students
- Click on Publish Feedback
- Click on Yes

## QUIZ: ONLINE EXAM

All Active quizzes are available to students under Class Progress: limit access by adding Availability Dates.

### Create a quiz

- In the Navbar, click on Course Admin
- Click on Quizzes
- Click on New Quiz
- Enter a name for the quiz in the Name field

### Add a multiple choice question

- Click on the Add/Edit Questions button
- Click on New
- Select a question type ex: Multiple Choice Question
- Enter the points value under Points
- Enter a question in the Question Text box
- Enter possible answers in all Value fields
- Enter 100 in the Weight (%) column for the correct answer
- Click on Save or Save and New
- Click on Done Editing Questions on the upper right

### Edit settings

- On the header, click on the Restrictions tab
- Under Status, click on the drop down arrow and select **Active**
- **Add Availability Dates** and check box beside Display in Calendar
- Under Special Access, enter criteria for students requiring different dates or time limit
- Scroll up, click on the Submission Views tab
- Click on Default View
- Edit message and details if needed
- Click Save

### Link to a Grade Item

- Scroll up, click on the Assessment tab
- Under Grade Item, select the appropriate grade item
  - To create New Grade Item, refer to Grades instructions

### Save

- Click on Save and Close

### Add a link to an Existing Activity

- In the Navbar, click on Content
- Click on a module in Table of Contents
- Click on Existing Activities, on right hand side
- Select Quizzes and select a quiz title

### Preview a Quiz

- In the Navbar, click on Course Admin
- Click on Quizzes
- Click on downward pointing arrow beside a quiz title
- Select Preview and test
- Check mark Bypass Restrictions
- Click on Start Quiz!
- Click on OK
- View quiz

### Grade open-ended questions in a Quiz

- In the Navbar, click on Course Admin
- Click on Quizzes
- Click downward pointing arrow beside a quiz title
- Select Grade
- Click on Questions tab
- Click on a question title
- Enter score for first student
- Click Save and Continue
- Enter score for next students
- Click Save
- Grade other questions
- Click on Close

### Publish Quiz score to Grades

- In the Navbar, click on Course Admin
- Click on Quizzes
- Click downward pointing arrow beside a quiz title
- Select Grade
- Scroll down
- In table header row, click on icon beside Published
- Click on grey button Save, at bottom of page
- Click on button Export to Grades (top of page). If not displayed, it is because quiz is setup to automatically export to Grades when published.
- Click on Save and Close, at bottom of page