Gradebook and Grading Assignments

You have completed CTL 202: An Introduction to the CampusWeb LMS, and now it's time to grade students' assignments or submit final grades for the semester. This guide will walk you through the functions and features of the Gradebook within CampusWeb.

Contents

Gradebook Overview

The Gradebook in the Course Main Page Menu takes you to the Gradebook homepage. This page contains the (1) student roster with access to (2) grade weighting, (3) evaluations, (4) letter grade ranges, and a (5) link to the full Gradebook display.

Full Gradebook Display

After clicking View the full Gradebook, the following will display listing all students, grades for each assignment, and overall grades in the course section to date.
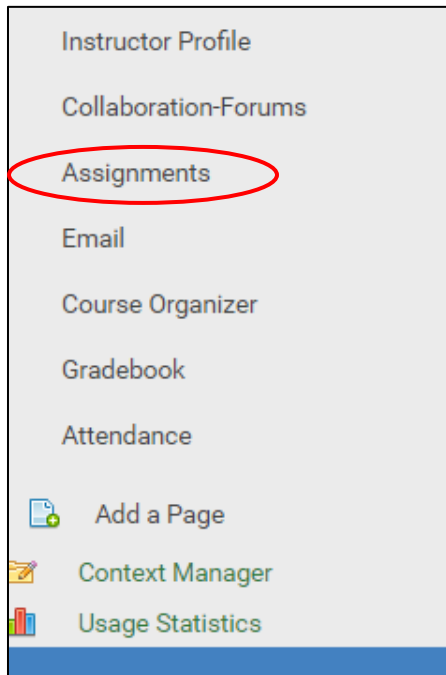

This allows for the Gradebook to be exported to Excel to quickly compare assignment grades.

Grading Individual Assignments

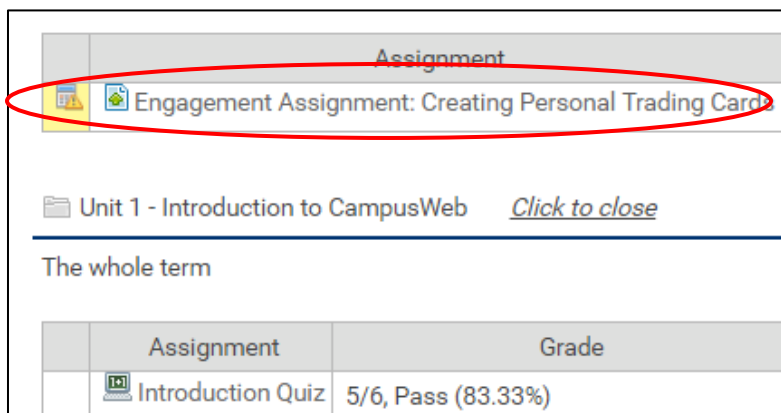Assignments are graded from the Assignments page.

1. Select Assignments from the left Page Menu.

- Assignments that need grading will display an icon that resembles a calculator with exclamation mark.
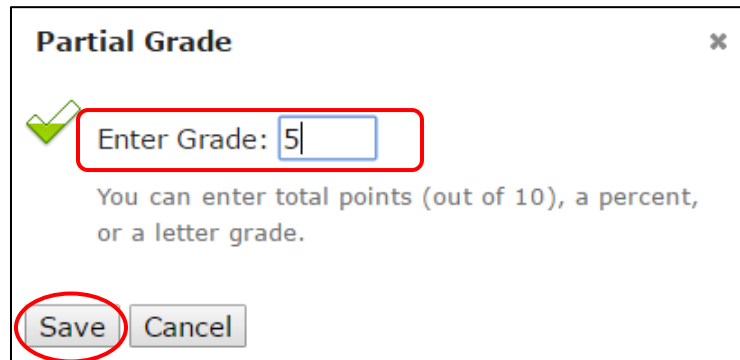

2. Select the name of the assignment to be graded.

- The following will display.

3. Assign full credit (solid green checkmark), partial credit (green and white checkmark), or no credit (red X) by selecting the appropriate checkbox.

- If partial credit is to be awarded, the following window will display.

- Enter the appropriate score or grade.

- o In this example, the assignment was worth 10 points. I could enter the grade in these ways:
    1. 5 (as shown below)
    2. 50% (5/10 = 50)
    3. F (50% = F grade)
- Click Save.

Partial Grade ✖

✔ Enter Grade: 5

You can enter total points (out of 10), a percent, or a letter grade.

Save   Cancel

- o The score entered will then display in the Gradebook.
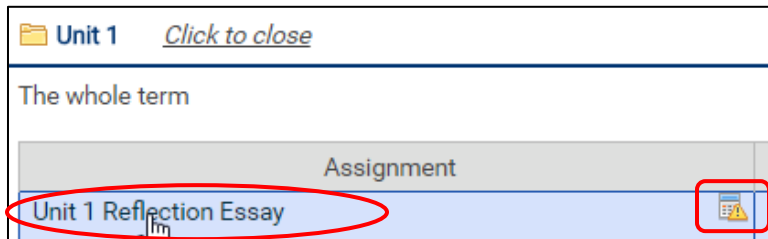
Test, Android   5/10, Fail (50%)

Grade File Upload Assignments

With a File Upload assignment, there are a few additional steps needed before you are able to enter a grade.

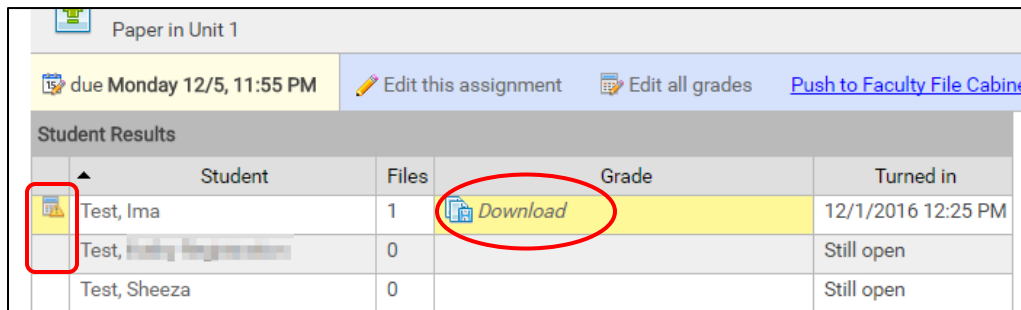1. Navigate to the Assignments in the left Page Menu.

    - The 'needs grading' icon ( ) will display next to the names of the students who have submitted the assignment.

2. Click the assignment name.

3. Click Download under the Grade column.

    - Notice the 'needs grading' icon is displayed for the student(s) that have submitted the paper, and **not** displayed for those who have not yet submitted.

4. Open the download, review, and grade with the checkmarks as usual.

    - The checkmarks become visible as the mouse hovers over the area.
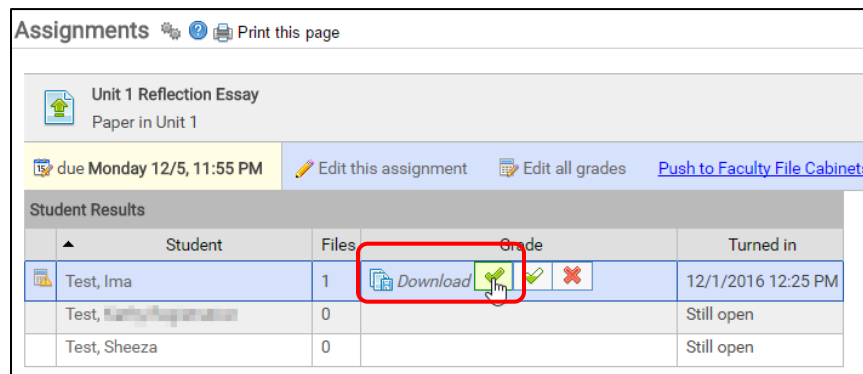
Grade Forum Assignments

You are able to grade forum assignments from the Gradebook or directly from the forum topic. The following steps outline the process from the Gradebook, after the deadline for student posting has past.

1. Navigate to the Gradebook.
2. Click the name of the assignment to be graded.

3. Select the student whose post you would like to view.

4. Click the name of the post (in this example, it would be 'Unit 1 post') to view the student write-up.

Ima's homework is **not yet graded**

Enter a Grade
✔ Full credit | ✖ No Credit

📋 View Ima's detailed history for this assignment

Notes

This homework was turned in **on time** on **Thursday, December 1 at 11:55 PM**

💬 | You have not entered any feedback yet.

💬 Add a feedback comment   📋 Add a feedback file

Summary

Initial Posts   Replies

✔ This user has made 1 post   ✔ This user has not made any replies

All **Initial Posts**

✔ Unit 1 post

- The post will display within the grading window.

All Initial Posts

✔ Unit 1 post

Posted in Discussions > Forums on 12/1/2016 1:04:46 PM

I completed the readings and while I was interested, it did not really inspire me to conduct research on my own time.
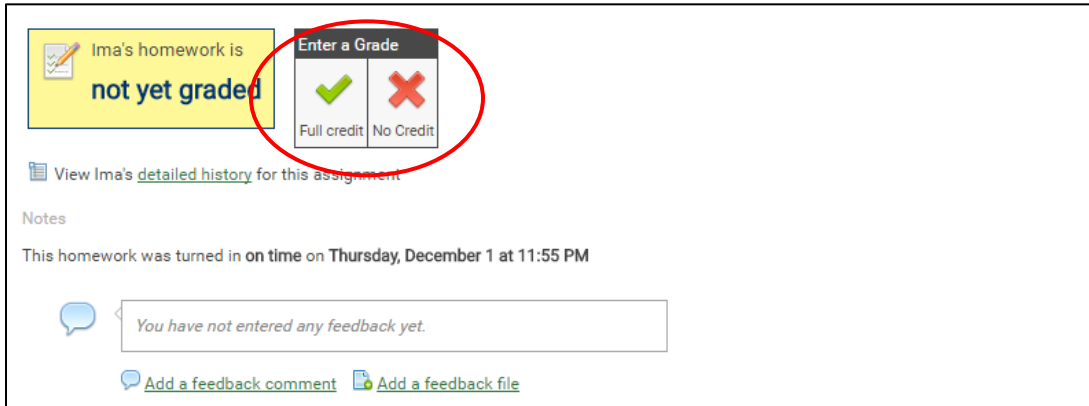
Add a private comment

22 words   🚫 Disqualify this post from counting toward the requirements

5. Provide some sort of feedback or critique on the student post.
   - Click 'Add a feedback comment'.
     - Feedback is available from the Assignments feature.
   - Click 'Add a private comment'.
     - Comment is available from the Forum feature.
     - A private comment is different from a forum post reply; only the student receiving the comment will be able to see it.

Feedback screenshot, with a student view:

Private comment screenshot, with a student view:
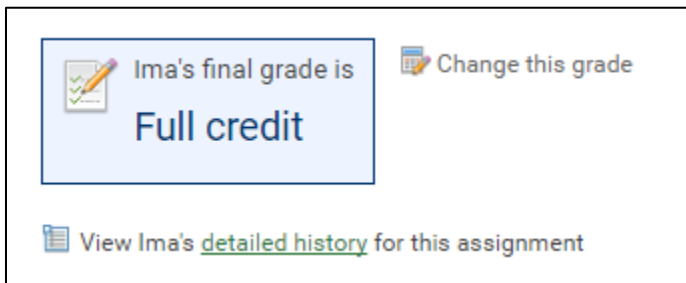
6. Grade the post by selecting the appropriate checkmark.

7. The grade will be automatically displayed and saved.

Submit Final Grades

At the end of the semester you will receive an email from the Registrar's Office information you the final grading window is open. Final grades can be submitted directly from the Gradebook.

1. Click Gradebook from the left Course Page Menu.
2. Select 'Submit your grades'.

- The next screen will display your student names.

  o A red circle indicates the student information is **not** ready for submission.

  o A green checkmark indicates the student information is ready for submission.

3. Check the box to the left of the student name, under '*Not yet* submitted'.

- If you forget to check the box, a reminder message will display.

4. Click 'Submit Selected Grades'.

- A confirmation message will display that the submission was updated.

- Continue grading students as needed until all receive a final grade.

Notes:

- In the above screenshot, the final grade for *Test, Kathy Registration* **can** be submitted manually by using the Final Grade dropdown menu to award a letter grade.

- The final grade for *Test, Ima* and *Test,* Sheeza **cannot** be changed from the Gradebook.
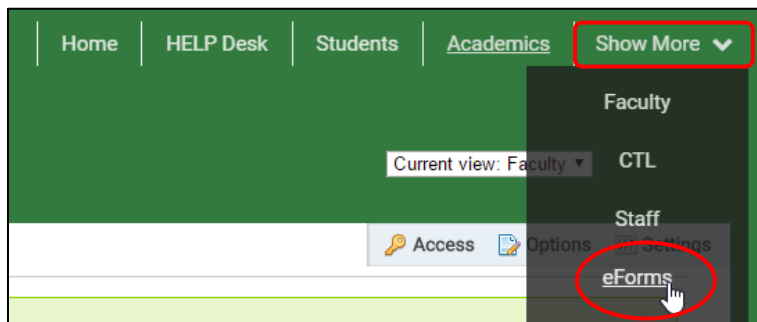
Once a final grade is submitted you are unable to change that grade from the Gradebook; even if the grading window is still open. However, you are able to begin the Grade Change process outlined in the next section.
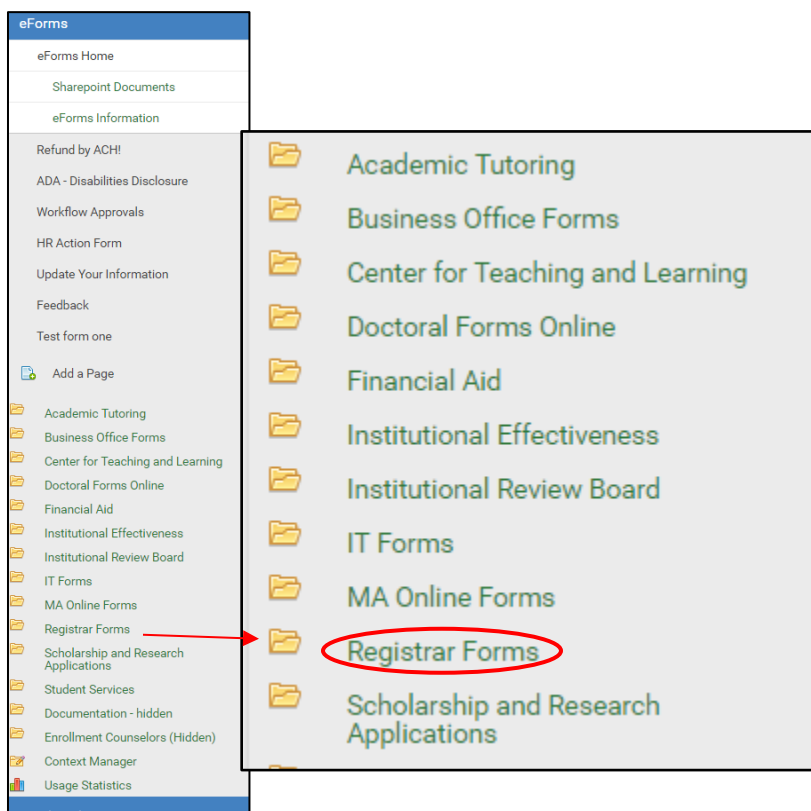
Change Final Grades after Submission

Once final grades have been submitted you are unable to edit the grade from the Gradebook. However, you are able to initiate the Grade Change process by following these steps:
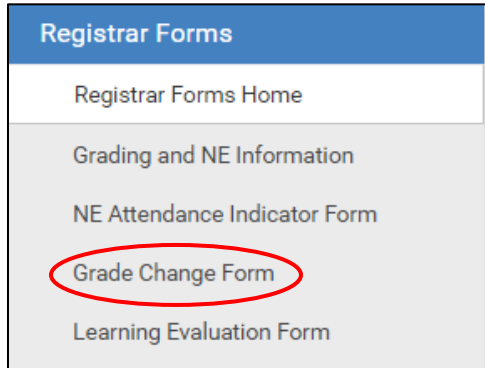
1. Select Show More.
2. Click eForms.

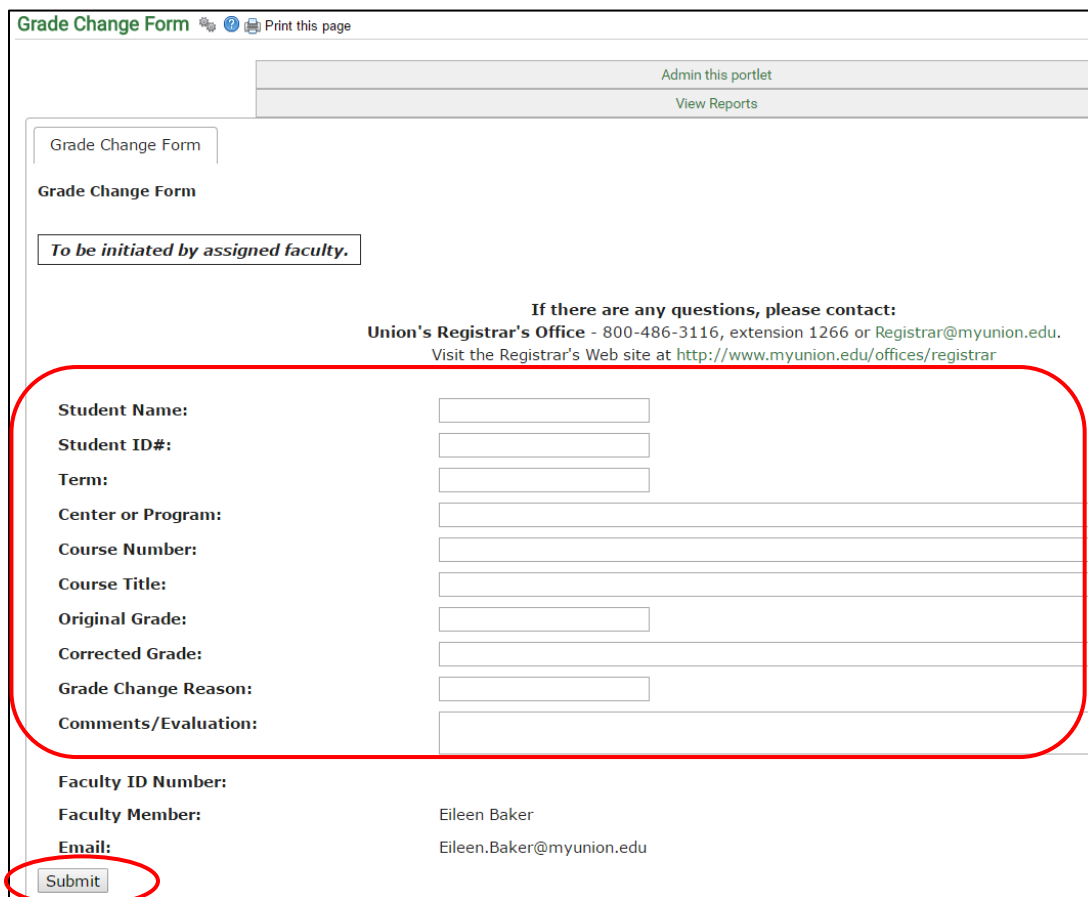3. Click Registrar Forms from the left Page Menu.

4. Click Grade Change Form from the left.

5. Complete the form.
6. Click Submit.

- A copy of the form will be sent to your UI&U email account.

Note: Grade changes are manually entered by the Registrar's Office; clicking submit **will not** immediately update the grade in CampusWeb or on the student transcript. Once processed the changed grade will **only** display on the student transcript. The Gradebook will not be updated.