

The Grade Book

By Dick Evans

What we are really talking about is a way for the students to see their grades as the semester progresses. The grade book is automatically generated within WebCT. When you add the Grade Tool, WebCT makes the entries in it available to the students.

How do you see it?

Control panel > Manage Course > Manage Students

Last Name	First Name	User ID	Letter Grade	Grade	Exam Avg	Assqn Avg	Quiz Avg	Midterm Grade	Final Grade
ADMIN		webct_shijazi	A-	90.00	100.00	100.00	0.00		

This is the database view of the student record in WebCT. When we create an assignment or quiz, a new column is added to the right in the database. Notice the First Assignment and Sample Quiz in the above screen shot.

We get to see all columns of data for every student.

The student only sees the columns we have released for their view.

To modify the parameters of a column, **Control panel > Manage Course > Manage Columns**

Columns

Select <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label	Last Name	First Name	User ID	Letter Grade
Type	A*	A*	A*	L
Alignment	Left	Left	Left	Left
Hidden	No	No	No	No
Released	No	No	No	Yes
Statistics	---	---	---	All
Decimals	---	---	---	---
Self-registration	Required	Required	Required*	---

*This column value is not editable.

Legend of column types

A = Alphanumeric	L = Letter Grade	S = Selection Box
C = Calculated	N = Numeric	M = Text
E = Assignment	Q = Quiz	

The parameters are listed to the left of the columns. All entries can be modified. The important one for student view is Released. They only see the columns where Released=Yes

To modify an entry, scroll left to right to locate the column, then check the box on top of the column

<input checked="" type="checkbox"/>	
Q	
Right	
No	
No	
None	
2	

Actions

indicates a selection is required from the main frame.

indicates multiple selections are allowed.

Options

Change column label:

Align column:

Hide columns:

Release columns:

Show statistics:

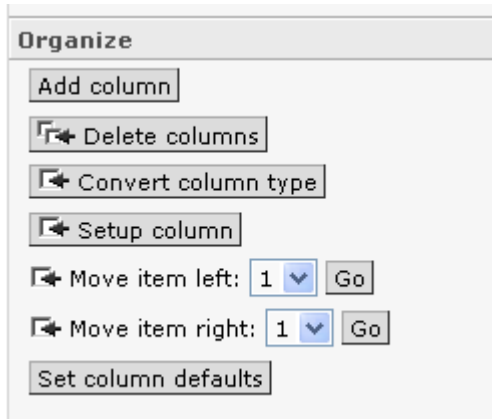
Show decimals:

Allow self-registration:

Under **Actions**, modify the desired parameter, then click Go. Only one may be changed at a time. If you need to modify a number of columns in the same fashion, check multiple boxes.

Important: there is no “uncheck all boxes” button. Be careful when you are working with multiples or you could make changes to columns by mistake if you forgot to uncheck a box from a previous change. This is especially important when deleting unneeded columns.

Under the Actions area, locate **Organize**



The 'Organize' panel includes the following controls:

- Add column
- Delete columns
- Convert column type
- Setup column
- Move item left: 1 Go
- Move item right: 1 Go
- Set column defaults

Using the Organize tools, you can Add and Delete columns as well as move them left and right. When adding a column, WebCT places the added column to the extreme right unless a column is checked. If you check the column which you want to appear after the new column, then click Add. The new column adds to the left of the checked one.

Why add a column?

Perhaps you are giving an exam or quiz which is not being done through the assignment page or the quizzing function. They are turning it in on paper, you are grading it, and then posting the grade into the WebCT database. Add the column, giving it the appropriate column type (probably numeric so you can average it into other work)

One of the column type you can select is Formula. Use this type to create a place to calculate a grade. Let's look at the grade book (student database view) and see what a formula in WebCT looks like.

Page: All Go ... < > ... Records 1 - 1 of 1 [Total: 1]

Last Name	First Name	User ID	Letter Grade	Grade
Edit	Edit		Grading Scheme Graph	Formula Graph Out of 100.00
---	ADMIN	webct_shijazi	A-	90.00

I added the Grade column to calculate the overall average for the student so far. Under Grade, click the Formula link

For this example, the exams count for 70% of the grade, assignments, 20%, and quizzes 10%. I already have other columns calculating the overall averages for exams, assignments, and quizzes. This formula will do the weighted average.

Calculation Editor: **Grade**

Formula:

()	CE	C
7	8	9	/
4	5	6	*
1	2	3	-
0	.	+	

Column:

Function:

Unlike Excel, you cannot enter the formula using the keyboard. You must use the on screen keypad.

Pull down the Column arrow and select **Exam Avg**, then click **Insert**

On the keypad, **click *.7**

Calculation Editor: Grade

Formula:

[Exam Avg]*0.7

()	CE	C
7	8	9	/
4	5	6	*
1	2	3	-
0	.	+	

Column: Exam Avg

Function: maximum

Now let's add the 20% for assignments by clicking +

Pull down the Column arrow and select **Assgn Avg**, then click **Insert**

On the keypad, **click *.2**

Calculation Editor: Grade

Formula:

[Exam Avg]*0.7+[Assgn Avg]*0.2

()	CE	C
7	8	9	/
4	5	6	*
1	2	3	-
0	.	+	

Column: Assgn Avg

Function: maximum

Now let's add the 10% for quizzes by clicking +

Pull down the Column arrow and select **Quiz Avg**, then click **Insert**

On the keypad, **click *.1**

Calculation Editor: **Grade**

Formula:

[Exam Avg]*0.7+[Assgn Avg]*0.2+[Quiz Avg]*0.1

() CE C Column: Quiz Avg Insert

7 8 9 / Function: maximum Start list Next item End list

4 5 6 *

1 2 3 -

0 . +

Update Cancel

Click **Update**

Grade	E
Formula	F
Graph	G
Out of 100.00	C
90.00	

The formula is complete and the average computed

Another Column Type is Letter Grade. This allows us to point to any grade column and have WebCT convert the numeric value into a letter grade. The conversion table as it comes from WebCT is not what we use on this campus. You are given the option of changing it. If have included a changed version in the standard template course. If you start with that course, you will not have to change it.

Page: All Go ... < > ... Records 1 - 1 of 1 [Total: 1]

Last Name	First Name	User ID	Letter Grade	Grade
Edit	Edit		Grading Scheme Graph	Formula Graph Out of 100.00
---	ADMIN	webct_shijazi	A-	90.00

To see how this works, under Letter Grade click **Grading Scheme**

Letter Grade Editor: Letter Grade

Default options: ...

Apply the grading scheme to:

<input type="checkbox"/>	Lower Limit %	Range %	Letter Grade
<input type="checkbox"/>	<input type="text" value="93"/>	93 and above	<input type="text" value="A"/>
<input type="checkbox"/>	<input type="text" value="90"/>	90 and above, less than 93	<input type="text" value="A-"/>
<input type="checkbox"/>	<input type="text" value="87"/>	87 and above, less than 90	<input type="text" value="B+"/>
<input type="checkbox"/>	<input type="text" value="83"/>	83 and above, less than 87	<input type="text" value="B"/>
<input type="checkbox"/>	<input type="text" value="80"/>	80 and above, less than 83	<input type="text" value="B-"/>
<input type="checkbox"/>	<input type="text" value="77"/>	77 and above, less than 80	<input type="text" value="C+"/>
<input type="checkbox"/>	<input type="text" value="73"/>	73 and above, less than 77	<input type="text" value="C"/>
<input type="checkbox"/>	<input type="text" value="70"/>	70 and above, less than 73	<input type="text" value="C-"/>
<input type="checkbox"/>	<input type="text" value="67"/>	67 and above, less than 70	<input type="text" value="D+"/>
<input type="checkbox"/>	<input type="text" value="63"/>	63 and above, less than 67	<input type="text" value="D"/>
<input type="checkbox"/>	<input type="text" value="60"/>	60 and above, less than 63	<input type="text" value="D-"/>
<input type="checkbox"/>		less than 60	<input type="text" value="F(Fail)"/>

...

The Letter Grade will be computed using the column selected under “Apply the grading scheme to” selection. Pull down the arrow and choose the correct one.

Let’s add a new column to record the Final Exam grade. This exam is not being given through WebCT

To add a column, **Control panel > Manage Course > Manage Columns**

Organize

Add column

☞ Delete columns

☞ Convert column type

☞ Setup column

☞ Move item left: 1 Go

☞ Move item right: 1 Go

Set column defaults

Under Organize, click **Add column**

Add Column

Label: Final Exam

Type: Numeric

Add Cancel

Call it **Final Exam**, and then select **Numeric**. Click **Add**

<input checked="" type="checkbox"/>	Final Exam	Actions
<input type="checkbox"/>	N	☞ indicates a selection is required from the main frame.
<input type="checkbox"/>	Right	☞ indicates multiple selections are allowed.
<input type="checkbox"/>	No	Options
<input type="checkbox"/>	Yes	☞ Change column label:
<input type="checkbox"/>	None	<input type="text"/> Go
<input type="checkbox"/>	2	☞ Align column: Center Go
<input type="checkbox"/>	Not Shown	☞ Hide columns: No Go
		☞ Release columns: Yes Go
		☞ Show statistics: None Go
		☞ Show decimals: 2 Go
		☞ Allow self-registration:
		Required Go

Release the column so the students will be able to view it

Return to **Manage Students**, and then locate the new column. Click **Edit**.

iz	Final Exam
	Out of: <input type="text"/>
---	<input type="text"/>

You can enter the value in the boxes for each student (Student name to the far left. This is where I usually either move the column near the name or add it near the name. After grading, you can move it to a more appropriate place.)

Important Note: When adding a column to record grades by hand, you **MUST** include a value in the Out Of box. If you do not, the final letter grade will **NOT** be correct. Since I am giving 100 points for each exam, I will enter 100 here.

Click **Update** to record the entered data in the student database

Final Exam
Edit
Graph
Out of 100.00
89.00

When the student views the grade book, they see all of the released columns in a vertical format.

Lily Green		
Quiz1 (Out of 40)	20.0	View statistics
Moby Dick essay	---	---
Midterm Grade	---	---
Memo	Some words...	View text

This is the display you are shown as a designer. This contains dummy data, but gives you an idea of how the student will see it