

# TOPICS IN WEBCT: GRADEBOOK

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## Overview

Creating an online gradebook involves:

- adding columns to the student table for entering and calculating grades
- entering grades
- entering a formula to calculate the final grades
- setting column attributes to release information to students
- adding the *My Grades* tool, which allows students to view their own grades

To complete these tasks, you'll be using *Manage Students*. Since *Manage Students* is a utility, you don't need to add it to your course.

## ONLINE GRADEBOOK ACTIVITIES

For the purposes of this tutorial, you should be working in a course, either a practice course or a real course, in which students have already been added by the WebCT administrator. Normally, students will be added by the WebCT administrator or automatically by the Banner system at appropriate times before and during the course.

1. From the *Navigation Bar*, click **Manage Course**. The *Manage Course* screen appears.
2. Click the **Manage Students** hyperlink. The *Manage Students* screen appears.
3. Under the *Manage Students* heading, from the drop-down list, select *Add new students*, and then click **Go**. The *Add Students* screen appears.
4. A list of student records appears. The *Manage Students* screen appears containing a table with the registered students for your course. Notice that the table contains three columns: First Name, Last Name, and WebCT ID. To enter and manage grades, you need to create additional columns.

	First Name	Last Name	WebCT ID
<input checked="" type="checkbox"/>	Bootsy	Collins	bcollins
<input checked="" type="checkbox"/>	Maceo	Parker	mparker
<input checked="" type="checkbox"/>	George	Clinton	gclinton
<input checked="" type="checkbox"/>	Fred	Wesley	fwesley
<input checked="" type="checkbox"/>	Bernie	Worrell	bworrell

The final grade for your course will be based on attendance, two assignments, and an exam. Let's add grading columns for each of these categories.

- Under the *Advanced Options* heading, from the drop-down list, select *Modify columns* and then click **Go**. The *Columns* screen appears.
- Under the *Modify Columns* heading, select *Add Column* and then click **Go**. The *Add Column* screen appears.
- In the *Label* text box, type: Attendance.
- Since the data stored in this field will be a number, from the *Type* drop-down list, select *Numeric*.
- Click **Add**. Notice that the Attendance column appears on the right-hand side of the table.

<b>Select:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Label:</b>	First Name	Last Name	User ID	Attendance
<b>Type:</b>	A	A	A	N
<b>Alignment:</b>	Center	Center	Center	Right
<b>Hidden:</b>	No	No	No	No
<b>Released:</b>	No	No	No	No
<b>Statistics:</b>	---	---	---	None
<b>Decimals:</b>	---	---	---	All
<b>Account Creation:</b>	Required	Required	Required	Not Shown

- Repeat steps 6 to 10 to add three more numeric columns. Label them *Assignment 1*, *Assignment 2*, and *Exam*.

Next, let's add a column to calculate the final grade for the course.

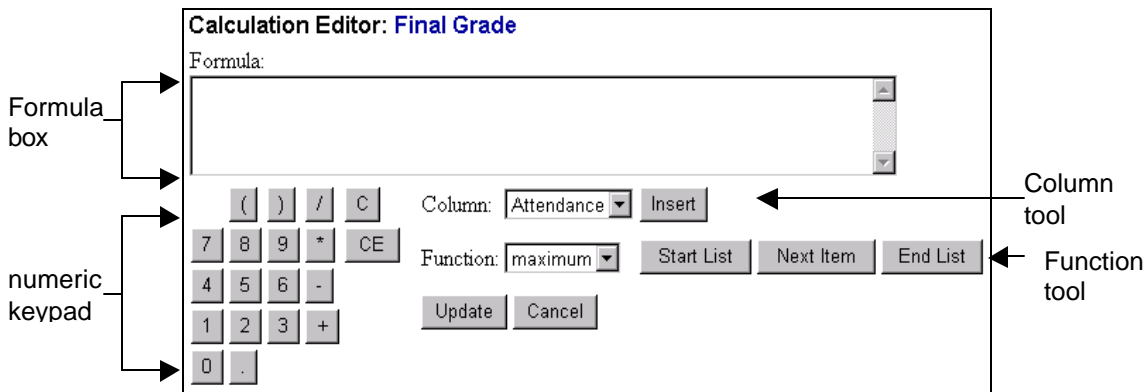
- Under the *Modify Columns* heading, select *Add Column* and then click **Go**. The *Add Column* screen appears.
- In the *Label* text box, type: *Final Grade*.
- From the *Type* drop-down list, select *Calculated*, and then click **Add**. The table appears with the *Final Grade* column added.

Now, let's enter the formula to calculate the grades. Here's the grading scheme for your course:

Category	Value
<b>Attendance</b>	30% of the final grade. There are 28 classes. Students earn one point for every class they attend, for a total of 28 points.
<b>Assignment 1</b> <b>Assignment 2</b>	30% of the final grade. Each assignment is worth 20 points, but only one assignment counts toward the final grade. The lower score will be dropped.
<b>Exam</b>	40% of the final grade. The exam is worth 100 points.

- Click the **Return to Manage Students** hyperlink. The student table appears with the new columns.

15. In the student table, under the Final Grade label, click the **Formula** hyperlink. The *Calculation Editor* appears. It consists of four sections: the *Formula* box, the numeric keypad, the *Column* tool, and the *Function* tool.



You must use the numeric keypad, *Column* tool, and *Function* tool to perform all actions on the formula. You cannot edit the *Formula* text box by selecting, entering, or deleting text with your computer's mouse and keyboard. Here are some guidelines on using the *Calculation Editor*:

- To enter numbers and arithmetic operators, use the numeric keypad.
- To clear the last value entered in the *Formula* box, click the **CE** button on the numeric keypad.
- To clear all values from the *Formula* box, click the **C** button on the numeric keypad.

Let's enter a formula to calculate the final grade based on your grading scale. For each graded element (Attendance, Assignment, and Exam), the formula must calculate the percentage of total possible points earned. The formula must then calculate the percentage of the final grade that each graded element is worth.

16. Using the numeric keypad, enter: ( (
17. From the *Column* drop-down list, select *Attendance* and then click **Insert**.
18. Using the numeric keypad, enter: / 28 \* . 3 ) + (
19. From the *Function* drop-down list, select *maximum* and then click **Start List**.
20. From the *Column* drop-down list, select *Assignment 1* and then click **Insert**.
21. Click **Next Item**.
22. From the *Column* drop-down list, select *Assignment 2* and then click **Insert**.
23. Click **End List**.
24. Using the numeric keypad, enter: / 20 \* . 3 ) + (
25. From the *Column* drop-down list, select *Exam* and then click **Insert**.
26. Using the numeric keypad enter: / 100 \* . 4 ) ) \* 100

Now, review your formula. It should look like this:

**Calculation Editor: Final Grade**

Formula:

```
{([Attendance]/28*0.3)+(MAX([Assignment 1],[Assignment 2])/20*0.3)+([Exam]/100*0.4)*100}
```

( ) / C Column: Attendance Insert

7 8 9 \* CE Function: maximum Start List Next Item End List

4 5 6 - Update Cancel

1 2 3 +

0 .

- Click **Update**. The student table appears. Note that the Final Grade column contains zeroes. This will change once you enter grades for each numeric column.

Next, let's enter your students' grades for Attendance, Assignment 1, Assignment 2, and Exam.

- Under the Attendance label, click the **Edit** hyperlink. The *Edit Column Values* screen appears.
- At the top of the Attendance column, in the *Out of* text box, type: 28. This number represents the total possible points for this column.
- Enter the grades for your students. For your data, use the grades illustrated below. To move from row to row, use the **Tab** key on your keyboard.

First Name	Last Name	User ID	Attendance Out of 28	Assignment 1	Assignment 2	Exam	Final Grade
Bernie	Worrell	bworrell	25	---	---	---	0
Bootsy	Collins	bcollins	18	---	---	---	0
Fred	Wesley	fwesley	27	---	---	---	0
George	Clinton	gclinton	15	---	---	---	0
Maceo	Parker	mparker	26	---	---	---	0

- Click **Update**. The student table now includes grades for Attendance. Notice that the Final Grade column has calculated a grade based on the new data.
- Under the Assignment 1 label, click the **Edit** hyperlink. The *Edit Column Values* screen appears.
- At the top of the Assignment 1 column, in the *Out of* text box, type: 20.
- Enter the following grades:

Student's Name	Grade
Bernie Worrell	19
Bootsy Collins	12
Fred Wesley	20
George Clinton	8
Maceo Parker	18

- Click **Update**.
- Repeat steps 33 to 36 for Assignment 2.  
In the *Out of* text box, type: 20

Enter the following grades:

<b>Student's Name</b>	<b>Grade</b>
Bernie Worrell	20
Bootsy Collins	15
Fred Wesley	18
George Clinton	12
Maceo Parker	20

37. Click **Update**.
38. Repeat steps 33 to 36 for the Exam.

In the *Out of* text box, type: 100

Enter the following grades:

<b>Student's Name</b>	<b>Grade</b>
Bernie Worrell	91
Bootsy Collins	65
Fred Wesley	93
George Clinton	72
Maceo Parker	88

39. Click **Update**. Notice that the Final Grade column shows the grade based on the formula that you entered earlier. If you decide to change your grading scheme later, you can add columns and/or change the formula

Now, let's release some of the columns so that your students can view their own grades.

40. Under the *Advanced Options* heading, from the drop-down list, select *Modify columns* and then click **Go**. The *Columns* screen appears.

41. In the following columns, in the Released row, change the attribute to *Yes*.

- First Name
- Last Name
- Attendance
- Assignment 1
- Assignment 2
- Exam
- Final Grade

42. Click **Update**.

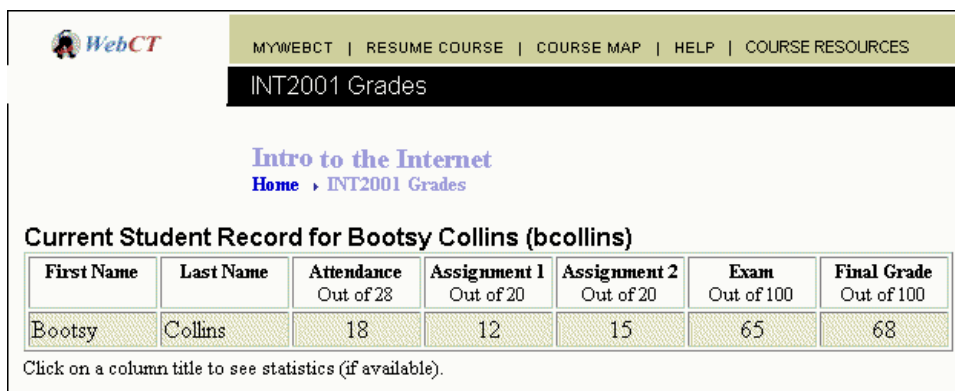
43. Click the **Return to Manage Students** hyperlink.

Finally, to allow students to see their released grades, you need to add the *My Grades* tool. This tool allows students to view their own grades for the course; they cannot see grades for other students. Note that only students can use *My Grades*, even though you'll see an icon for it on your *Homepage*. When you click the icon, a message appears reminding you that the tool is only available for students.

Let's add the *My Grades* tool.

1. From the *Navigation Bar*, click **View Designer Map**. The *Designer Map* appears.
2. Under *Add Page or Tool*, click **My Grades**. The *Add My Grades* screen appears.
3. For the title, type INT2001 Grades
4. Place a link to this tool on both the *Navigation Bar* and the course *Homepage*.
5. Select *Link shows title*, and *Links shows icon*.
6. Select *Default icon*.
7. Click **Add**. The *My Grades Added* screen appears.
8. Click the **Return to Homepage** hyperlink.

Remember that even though you see an icon called INT2001, instructors cannot use this tool. Here's what *My Grades* looks like to a student:



The screenshot shows a WebCT interface for a course titled "INT2001 Grades". At the top, there is a navigation bar with links: MYWEBCT | RESUME COURSE | COURSE MAP | HELP | COURSE RESOURCES. Below this, the course title "INT2001 Grades" is displayed. The main content area features the course title "Intro to the Internet" and a breadcrumb link "Home > INT2001 Grades". A section titled "Current Student Record for Bootsy Collins (bcollins)" contains a table with the following data:

First Name	Last Name	Attendance Out of 28	Assignment 1 Out of 20	Assignment 2 Out of 20	Exam Out of 100	Final Grade Out of 100
Bootsy	Collins	18	12	15	65	68

Below the table, a note states: "Click on a column title to see statistics (if available)."

If you need some assistance, use the online help in WebCT. To access help, from the *Menu Bar*, click **Help**.