

MODULE 5: ONLINE GRADE BOOK

Note about this Module

To complete this Module, you need to add students to your course. Contact your WebCT system administrator for assistance with this task.

SCENARIO

You want to use WebCT to create an online grade book, so that both you and your students will have online access to grades.

Overview

Creating an online grade book involves:

- adding students to your course by querying the global database
- adding columns to the *Student Records 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 will use *Manage Students*. Since *Manage Students* is a utility in the *Control Panel*, you don't need to add it to your course.

FIRST STEPS

To begin this module, you must be in your course *Homepage*:

1. Login to WebCT. The *myWebCT* screen appears.
2. Click the name of the course you have created. The *Homepage* screen appears.

ONLINE GRADE BOOK ACTIVITIES

Note: If you already have students in your course, complete the following steps and then proceed to step 2.

- a) From the *Control Panel*, click **Manage Course**. The *Manage Course* screen appears.
- b) Click the **Manage Students** link. The *Manage Students* screen appears, displaying the *Student Records Table*. The table contains three default columns: Last Name, First Name, and User ID. To complete the Online Grade Book activities, you will create additional columns so that you can practice entering and managing grades.

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

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Manage Students: Designer Options

Intro. to the Internet
[Home](#) | [Manage Course](#) | [Manage Students](#) | [Modify Columns](#)

Columns
 Return to [Manage Students](#)

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

= Not editable

Modify Columns

- Change label
- Align columns
- Hide columns
- Release columns
- Show statistics
- Show decimals
- Allow self-registration

Organize Columns

- Add column
- Delete columns
- Convert column type

- f) Repeat steps b) to e) to add three more numeric columns. Label them Assignment 1, Assignment 2, and Exam.
3. Next, let's add a column to calculate the total score for the course.
 - a) Under *Organize Columns*, select *Add column* and then click **Go**. The *Add Column* screen appears.
 - b) In the *Label* text box, type: Total Score.
 - c) From the *Type* drop-down list, select *Calculated*, and then click **Add**. The *Total Score* column appears on the right-hand side of the table.
 4. Now, let's enter the formula to calculate the grades. Here's the grading scheme for your course:

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

- a) Click the **Return to Manage Students** link. The *Student Records Table* appears, displaying the new columns.
- b) In the *Student Records Table*, under the *Total Score* label, click the **Formula** link. The *Calculation Editor* appears. It consists of four sections: the *Formula* box, the numeric keypad, the *Column* tool, and the *Function* tool.

The screenshot shows the 'Calculation Editor: Total Score' interface. At the top, there is a navigation bar with links: MYWEBCT | RESUME COURSE | COURSE MAP | RESOURCES | LOGOUT | HELP. Below this is a header for 'Manage Course: Designer Options' and 'Intro. to the Internet'. The main title is 'Calculation Editor: Total Score'. The interface is divided into four sections:

- Formula box:** A large text input field for entering the formula.
- numeric keypad:** A grid of buttons for numbers (0-9), arithmetic operators (+, -, *, /), parentheses ((),), and a 'CE' (Clear Entry) button.
- Column tool:** A dropdown menu currently showing 'Attendance' and an 'Insert' button.
- Function tool:** A dropdown menu currently showing 'maximum' and buttons for 'Start List', 'Next Item', and 'End List'.

Additional buttons include 'Update' and 'Cancel'.

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 in the *Formula* box, click the **C** button on the numeric keypad.
5. Let's enter a formula to calculate the total score based on your grading scale. For each graded component (Attendance, Assignment, and Exam), the formula must calculate the percentage of total possible points earned. Then the formula must calculate the percentage of the total score that each graded component is worth.
 - a) Using the numeric keypad, enter: ((
 - b) From the *Column* drop-down list, select *Attendance* and then click **Insert**.
 - c) Using the numeric keypad, enter: /28* .3) + (

- d) From the *Function* drop-down list, select *maximum* and then click **Start List**.
- e) From the *Column* drop-down list, select *Assignment 1* and then click **Insert**.
- f) Click **Next Item**.
- g) From the *Column* drop-down list, select *Assignment 2* and then click **Insert**.
- h) Click **End List**.
- i) Using the numeric keypad, enter: $/20 * .3) + ($
- j) From the *Column* drop-down list, select *Exam* and then click **Insert**.
- k) Using the numeric keypad enter: $/100 * .4)) * 100$
- l) Now, review your formula. It should look like this:

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Manage Course: Designer Options

Intro. to the Internet

Home > Manage Course > Calculation Editor

Calculation Editor: Total Score

Formula

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

() / C Column: Exam Insert

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

4 5 6 - Update Cancel

1 2 3 +

0 .

- m) Click **Update**. The *Student Records Table* appears. Note that the *Total Score* column contains zeroes. This will change once you enter grades for each numeric column.
6. Next, let's enter your students' grades for Attendance, Assignment 1, Assignment 2, and Exam.
- a) Under the *Attendance* label, click the **Edit** link. The *Edit Column Values* screen appears.
 - b) 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.
 - c) 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	Total Score
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

- d) Click **Update**. The *Student Records Table* now includes grades for Attendance. Notice that the *Total Score* column has calculated a grade based on the new data.
- e) Under the *Assignment 1* label, click the **Edit** link. The *Edit Column Values* screen appears.
- f) At the top of the *Assignment 1* column, in the *Out of* text box, type: 20.
- g) Enter the following grades:

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

- h) Click **Update**.
- i) Repeat steps e) to h) for Assignment 2.
In the *Out of* text box, type: 20
Enter the following grades:

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

- j) Click **Update**.
- k) Repeat steps e) to h) for the Exam.
In the *Out of* text box, type: 100
Enter the following grades:

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

- l) Click **Update**. The *Total Score* 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.
7. Now, let's release some of the columns so that your students can view their own grades.
- a) Under the *Advanced Options* heading, from the drop-down list, select *Modify columns* and then click **Go**. The *Columns* screen appears.
 - b) Select the following columns:
 - First Name
 - Last Name
 - Attendance
 - Assignment 1

- Assignment 2
 - Exam
 - Total Score
- c) Under *Modify Columns*, select *Release columns*, and from the drop-down list, select *Yes*.
 - d) Click **Update**. Notice that the *Released* row in the table has changed to *Yes*.
 - e) Click the **Return to Manage Students** link. The *Manage Students* screen appears.

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: Only students can use *My Grades*. Although 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 to students.

8. Let's add the *My Grades* tool.
 - a) From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
 - b) Under *Add Page or Tool*, click **My Grades**. The *Add My Grades* screen appears. Here you enter a title for the tool, specify where it will be shown in your course, and select the appearance of the link.
 - c) For the title, type: INT2001 Grades
 - d) Place a link to this tool on both the *Navigation Bar* and the course *Homepage*.
 - e) Select both *Link shows title* and *Links shows icon*.
 - f) Select *Use default icon*.
 - g) Click **Add**. The *My Grades Added* screen appears.
 - h) Click the **Return to Homepage** link.

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

The screenshot shows a WebCT interface with a navigation menu on the left and a main content area. The main content area displays the 'Current Student Record for Bootsy Collins (bcollins)' with a table of grades.

First Name	Last Name	Attendance Out of 28	Assignment 1 Out of 20	Assignment 2 Out of 20	Exam Out of 100	Total Score Out of 100
Bootsy	Collins	18	12	15	65	67.785714

Click on a column title to see statistics (if available).

You've finished the Online Grade Book Scenario. You may want to try another Scenario, or expand on what you've done in this one by trying some of the activities described in the *Related Activities* section below. If you need some assistance, use the online help in WebCT. To access Help, click **Help** on the *Menu Bar*.

RELATED ACTIVITIES

Function	Activity
<i>Manage Students</i>	<ul style="list-style-type: none">• search for students in your course who meet certain criteria• copy student records to the clipboard• download the student list to your computer• view column statistics• rename columns• change the alignment of data in columns• set the number of decimal places for numeric data
<i>Track Students</i>	<ul style="list-style-type: none">• see when a student last accessed your course• see how many pages a student accessed in your course• see the last page visited by a student in your course
<i>Manage Teaching Assistants</i>	<ul style="list-style-type: none">• add TAs to your course• control the activities TAs may perform in your course

APPENDIX: TOOLS INCLUDED

Tool	Course Design Scenario
Calendar	Basic Content Resources Evaluation
Content Assistant	Content Resources
Content Module	Content Resources
Discussions	Communication Rich
Glossary (part of Content Module)	Content Resources
Goals (part of Content Module)	Content Resources
Mail	Communication Rich
Manage Course Utility	Online Grade Book
Quiz	Evaluation
Self Test	Evaluation
Syllabus	Basic Communication Rich Content Resources