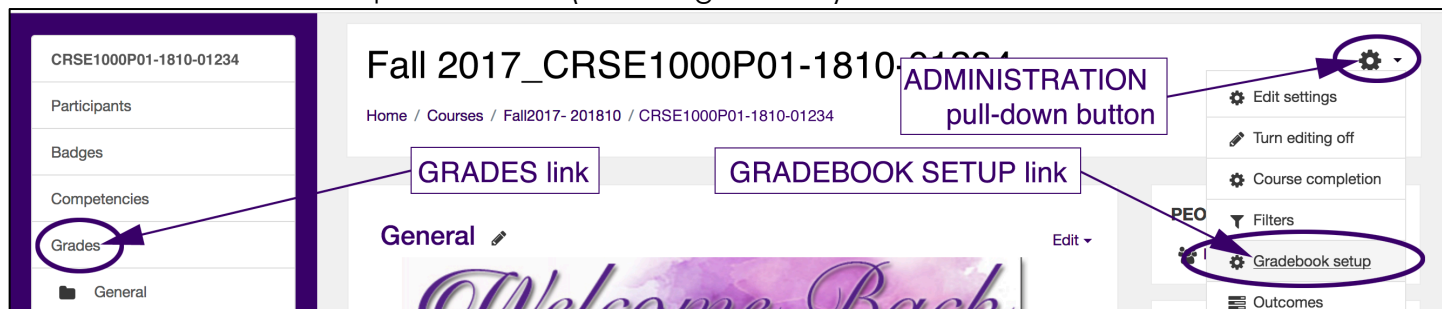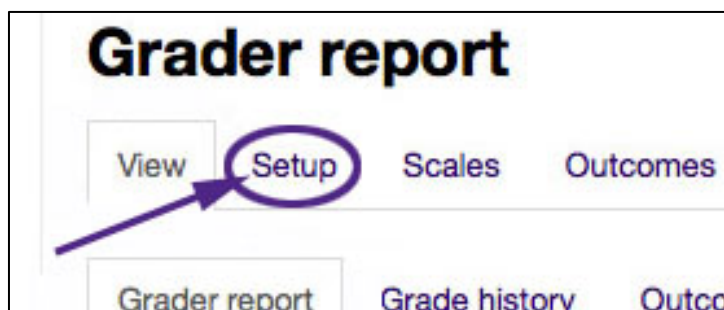# Setting Up the eCourses Gradebook

Grades for every student in a course can be found in the eCourses gradebook. The gradebook has many components, including the **Grader report** (displays grades to the grader in a table format and allows for the input of grades), the **User report** (displays grades to students), the **Setup** page (where the parameters for graders and students are controlled), as well as many other components that add functionality to the gradebook.

This document focuses on the basic setup of the eCourses gradebook. It uses specific examples to provide an idea of how it can be used, but keep in mind that this is just one of many ways to set up the gradebook. Contact the Center for Instructional Innovation (dlearning@pvamu.edu) if assistance is needed to customize your gradebook to fit your individual needs.

1. Go to the Gradebook by clicking either the Grades link or Gradebook setup link from the **Administration** pull-down list (see image below).

2. If **Gradebook setup** (from the **Administration** pull-down button) is clicked, skip to #3.
3. If the **Grades** link on the left is clicked, next click the **Setup** tab from the top row of tabs (see figure below)

The following steps illustrate how the eCourses gradebook can be set up. In this example, similar activities will be grouped together to generate one grade for each activity type. Each activity grade will then be weighted to calculate the overall course grade.

The activity types will be calculated using various calculations. If you're using this document as a guide to set up your own gradebook, you can substitute the aggregation methods used here for ones that appropriate to your grading scheme.

The figure below shows the Categories and Items page of a sample eCourses gradebook. In this example, a custom grade item has been added as well as grade items that were generated from the creation of graded activities.

Categories and items

| View | Setup | Scales | Outcomes | Letters | Import | Export |

| Categories and items | Course grade settings | Preferences: Grader report |

Name	Weights ⑦	Max grade	Actions
📁 PV-DLCT-SANDBOX-000		-	Edit ▾
⬦ 🗨 Unit I Forum	0.0	50.00	Edit ▾
⬦ ✔ Sample Quiz	0.0	100.00	Edit ▾
⬦ 📄 sample eportfolio assignment	0.0	100.00	Edit ▾
⬦ 📄 sample mahara assignment number 2	0.0	100.00	Edit ▾
⬦ 🗨 Unit II Forum	0.0	50.00	Edit ▾
⬦ 📄 Assignment 3	0.0	100.00	Edit ▾
⬦ ✔ Quiz 1	0.0	50.00	Edit ▾
⬦ 📝 Quiz 2	1.0	100.00	Edit ▾
$\bar{x}$ Course total Weighted mean of grades.		100.00	Edit ▾

Save changes

| Add category | Add grade item | Add outcome item |

The term "subcategory" will be used because the entire course is housed within the main category or Course category. If the options under the **Category total** and **Parent category** section titles are not visible, click the section title to expand each section.

▾ Grade category

Category name* [   ]

Aggregation ⑦ [Simple weighted mean of grades ▾]

Show more...

▾ Category total

Grade type ⑦ [Value ▾]

Scale ⑦ [Use no scale ▾]

Maximum grade ⑦ [100.00]

Minimum grade ⑦ [0.00]

Hidden ⑦ ☐

Locked ⑦ ☐

Show more...

▾ Parent category

Item weight ⑦ [0.0000]
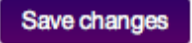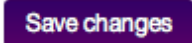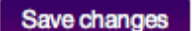
Parent category   PV-DLCT-SANDBOX-000

Current parent aggregation   Weighted mean of grades

[Save changes] [Cancel]

I. Create a subcategory that will calculate the average of all of the assignment scores

1. Click the [Add category] button from **Categories and Items** page to open the page shown above.

2. Name the subcategory "Assignments Category" and select **Mean of grades** from the **Aggregation** drop-down menu.

3. Set the **Grade type** to "Value" (which is usually the default setting) and leave **Scale** set to its default setting (the **Scale** setting is ignored and unalterable when **Grade type** is set to "Value").

4. This example is using the100 percent system, so **Maximum grade** should be set to 100 and **Minimum grade** set to 0 (those are usually the default settings).

5. Leave the rest of the options unchecked and click the [Save changes] button.

II. Create a subcategory that will calculate the sum of the discussion scores.

1. Click the [Add category] button.

2. Name the category "Discussions Category" and select **Natural** from the **Aggregation** drop-down menu.

3. Set the **Grade type** to "Value" (which is usually the default setting) and leave **Scale** set to its default setting (the **Scale** setting is ignored and unalterable when **Grade type** is set to "Value").

4. In this example, we are working with 100 percent system, so **Maximum grade** should be set to 100 and **Minimum grade** set to 0 (those are usually the default settings).

5. Leave the rest of the options unchecked and click the [Save changes] button.

III. Create a subcategory that will calculate the overall exam grade by making the weight of the individual items correspond directly to teach item's maximum score.

1. Click the [Add category] button.

2. Name the category "Discussions Category" and select **Simple weighted mean** from the **Aggregation** drop-down menu.

3. Set the **Grade type** to "Value" (which is usually the default setting) and leave **Scale** set to its default setting (the **Scale** setting is ignored and unalterable when **Grade type** is set to "Value").

4. In this example, we are working with 100 percent system, so **Maximum grade** should be set to 100 and **Minimum grade** set to 0 (those are usually the default settings).

5. Leave the rest of the options unchecked and click the [Save changes] button.

Setting Up the eCourses Gradebook

Categories (and subcategories) are specifically for grouping more than one grade item, usually for grading purposes. If the course has stand-alone grade items that will not be combined with other items, do not place those grade items in a category.

> *Note:* The new subcategories (in bold) were added to the bottom of the list. A folder icon to left of the category name indicates a category.

After creating the subcategories, the **Categories and Items page** will look like the figure below:

The next step is to move the grade items into their associated categories.

1. Click the check box (in the **Select** column) for both forum activities
2. Click the **Move selected items to** drop-down list and select the "Discussions category" option.
3. Repeat steps 1 & 2 to move the assignment grade items into Assignments Category and the quiz grade items into Quiz Category.

The grade book will now look like the figure below:

Name	Weights ⓘ	Max grade	Actions	Select
📁 **PV-DLCT-SANDBOX-000**		Select column	Edit ▾	All / None
⬩ 📁 **Assignments Category**	0.0	-	Edit ▾	All / None
⬩ 📄 sample eportfolio assignment		100.00	Edit ▾	☐
⬩ 📄 sample mahara assignment number 2		100.00	Edit ▾	☐
⬩ 📄 Assignment 3		100.00	Edit ▾	☐
x̄ **Assignments Category total** Mean of grades.		100.00	Edit ▾	
⬩ 📁 **Discussions Category**	0.0	-	Edit ▾	All / None
⬩ 📧 Unit I Forum	☐ 50.0	50.00	Edit ▾	☐
⬩ 📧 Unit II Forum	☐ 50.0	50.00	Edit ▾	☐
Σ **Discussions Category total**		100.00	Edit ▾	
⬩ 📁 **Quiz Category**	0.0	-	Edit ▾	All / None
⬩ ☑ Sample Quiz		100.00	Edit ▾	☐
⬩ ☑ Quiz 1		50.00	Edit ▾	☐
⬩ ✎ Quiz 2		100.00	Edit ▾	☐
x̄ **Quiz Category total** Simple weighted mean of grades.		100.00	Edit ▾	
x̄ **Course total** Weighted mean of grades.		100.00	Edit ▾	

Save changes

Remember to click the **Save changes** button.

Notice how the grade items are now located under the category name and above the Category total. This indicates that the item is now in the category.

The final step is to set the aggregation type for the entire course. In this example, the Course category is near the top and labeled 📁 **PV-DLCT-SANDBOX-000**. In a real course, the course name will display in place of **PV-DLCT-SANDBOX-000**.

Change the aggregation type for the entire course – or an existing subcategory – by following the steps below.

1. Click the **Edit** drop-down in the **Actions** column at the top of the category (see figure below).

2. Select "Edit settings" from the drop-down list.
3. Select the desired aggregation type from the **Aggregation** drop-down list.
   Note: In this case, "**Weighted mean of grades**" is the desired aggregation type. Weighted mean of grades provides an editable text box in the **Weights** column for each subcategory (see figure below). If there were any stand-alone grade items (grade items not placed within a subcategory), it would also have an editable text box in the **Weights** column.

To make the average of the assignment activities worth 25% of the overall course grade, the sum total of the forums worth 25% of the overall course grade, and the simple weighed mean of the quizzes worth 50%, type the desired value into each weights check box (see figure below).

> **Note:** Individual grade items within the subcategories may not have an editable text box (or any kind of text box) depending on the aggregation type. For example, the **Natural** aggregation type displays a text box with a weight already added, and it is not editable by default. The check box has to be clicked to make it editable.

> **Tip:** To save some time, add the subcategories **before** adding grade. This allows the grade items to be placed into the existing subcategories while the grade items are being set up.