

ANGEL Gradebook FAQs

updated on Sept. 15, 2008

Everything

Q1: How can I get the gradebook setup wizard back?

A: The gradebook setup wizard is a one-time offer. Therefore it is not meaningful to use the wizard at all. You can "Skip Wizard" and go through the following to accomplish everything the wizard does: Preferences, Categories, Assignments, Grading Scale.

Q2: A participant attempted exporting and could see all TAs for the Course in her spreadsheet. She had all of the display boxes for "Only Students" checked before the export. How can she export without TAs, and what if she deletes them in Excel keeps grades there and then wants to import back to the Gradebook? Will grade/student alignment/accuracy be compromised?

A: If you export the gradebook to a .csv file, all user data will be exported. This is okay because you can delete any TA or faculty rows and re-import without any issues.

If you are referring to the  feature from the *View Grades* screen that exports to a PDF file, it will only "print" what you see on the screen.


Q3: It does not appear that the Gradebook rounds on the .5 point. Does it do so for final/published grades? I was told that the PSUGB did not round. If an instructor wants to round up, must they make provisions in the Grading Scale? What is the best answer?

A: It does not appear that the Gradebook rounds up or down. If you give students a grade of 85.4, another 85.5 and another 85.6 and those are the grades they would get. It also does not round up on the final grade. The grade is what the grade is entered. If an instructor wished to round up he/she can do in when they publish the final grades in the end (they get an option to change grades there) or they can go into the actual assignment and round up the grade there.

The reason for this setup is that not all instructors agree on rounding therefore we had to be specific with our calculations and let the instructors adjust them manually.

Q4: What does it mean if an assignment is grayed out?


A: If you preview student grades by going to the *Report* tab – choose *1. Types/Grades*, as shown in the

picture, , and found an assignment is grayed out but still visible, that means this grade is not accounted for in the course grade due to an instructor setting "drop the lowest..."etc.

Q5: How can I hide the grades of an assignment from students?

If you try to hide the assignment by checking the *Hidden* box under *Assignment Editor*, the grades of that assignment will be invisible from students. However, that grade will still be included in calculating the *Overall* and the *Category Average* (whether *Overall* and *Category Average* are displayed depends on the instructor's setup under *Preferences* and *Category Editor* of each category).

To truly hide an assignment from students and to exclude the grade from calculation, you would need to set that assignment to be released on a future date (*Edit* a selected category or assignment, choose

Advanced under View,  change *Release Date*. See picture below:



Q6: Since each assignment and each category has its own release date setup, what if they are different from each other?

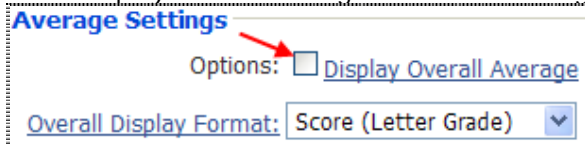
Answer: The late date always overrides the earlier ones, whether it's in the category or assignment setting. Here are a couple of examples:

1). A category contains three assignments, and the category's release date is Feb. 1. However, assignment#3 is set to be released on May 1. With this setup, students will not be able to see the grade of assignment #3 until May 1. Therefore, the points they have earned in assignment #3 will not be added to the *Overall* or *Category Average* until May 1.

2). If this category is set to be released on May 1, although each individual assignment may be set to release on Feb. 1, the entire category will remain hidden until May 1. In addition, none of the grades from this category will be accounted for in calculating the *Overall* before May 1.

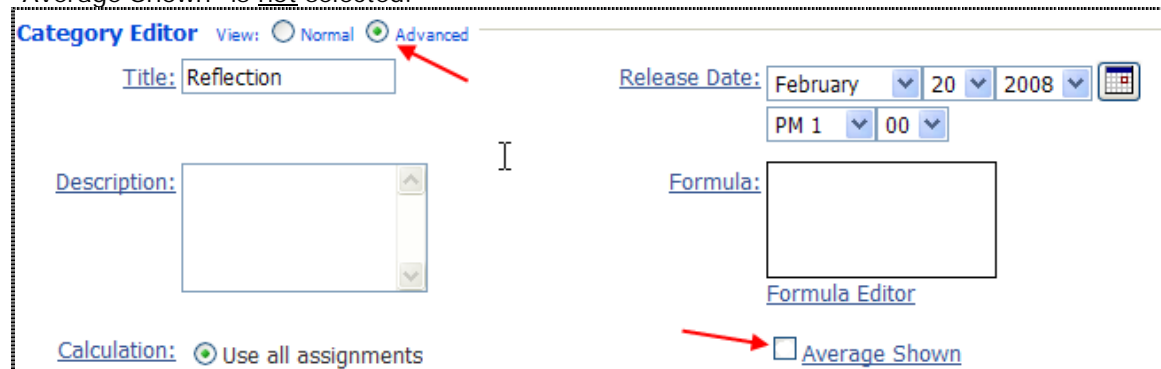
Q7: What can I do to hide certain assignment grades from students while showing them the rest, and still be able to see the real total score of each student myself?

A: Step 1 - You have to uncheck the box of "Display Overall Average" under the *Manage* tab –



Gradebook – Preferences (see picture)

Step 2 - Make sure in the "Advanced" view mode in the *Category Editor* of each category, the box "Average Shown" is not selected:



Step 3 – for each assignment that you don't want students to see the grade yet, hide the assignment by checking "Hidden" under the "Advanced" view mode in each *Assignment Editor*:

Assignment Editor View: Normal Advanced

Title:

Description:

Category:

Points:

Display Format:

Calculation Type:

extra credit

Release Date:

Hidden

That's it!

Q8: Besides the course editor (instructor), who else in this course can grade?

A: Course assistants (as designated by *Rights* on the *Manager* tab *Roster*) can also grade. However, course assistants cannot add, edit, or delete any contents posted under the *Lesson* tab.

Q9: About *Batch Update*

- When entering grades by assignment in the Gradebook through *Batch Update*, you may change the *Display* to *All* and check the box to select *Only Students*. This will ensure that you will enter the grade for all of your students who doesn't have a grade yet.
- If you have created teams in ANGEL (*Manage* tab – *Teams*) the *Show* field will display a list of teams. You may choose to display the users of one team at a time. This is a time saver in that you can enter the same grade for everyone in the same team by using *Batch Update*.
- *Batch Update* only applies to the empty cells. It will not replace existing grades, which is nice.
- Using the *Batch Update* will not lock the grades. If you want them locked, you may check the lock checkbox of *Default for Displayed Users* but there is no way to batch unlock.

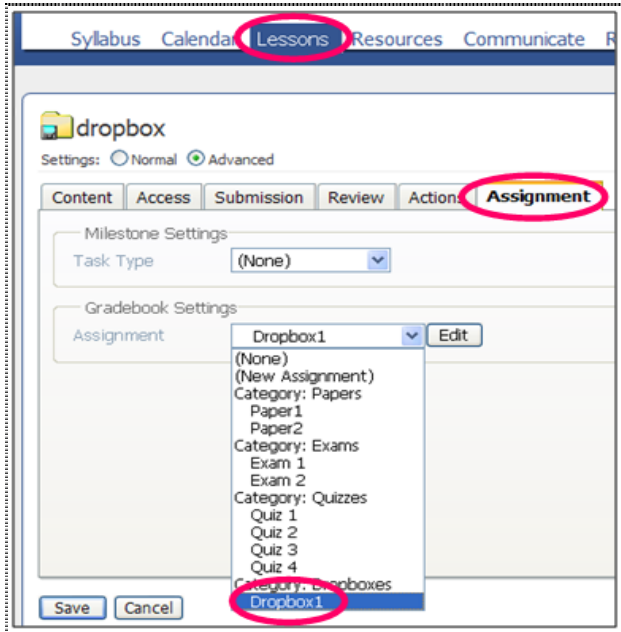
Q10: What does the *Calculation Type* "Manual" mean?

A: The *Calculation Type* "Manual" means that whether or not you have entered the grades under the Lessons tab (*Utilities* – *View, grade, or delete submissions*), those grades will have to be manually added to the Gradebook. If you'd like to have the grades automatically transferred from a quiz or a dropbox under the Lessons tab to the gradebook, you need to use a different calculation type, such as *First submission, Last submission* etc. whichever is proper, but not *Manual*.

On the other hand, if you do not have any grades stored on ANGEL under the *Lessons* tab, the calculation type must be *Manual*.

Q11: My students have finished a quiz on ANGEL. How can I let the gradebook display the quiz scores?

A: Having an ANGEL quiz under the *Lessons* tab doesn't mean grades of that quiz will appear in the gradebook automatically. You will need to establish an association between that quiz under *Lessons* tab with an assignment in the gradebook. Go to the *Lessons* tab, click on the *Edit* button of that quiz, then click on the *Assignment* tab, see the screen shot below. Decide which assignment to be associated with, or use "(New Assignment)" to create a new one. The *Calculation Type* may be anything (Average score, Maximum score, First submission, Last submission, whichever appropriate if students have multiple attempts to submit this quiz) but Manual.



Q12: What does the *Lock* do?

A: Grades locked from within the gradebook will not be changed if the instructor grades the item from within the *Lessons* tab (*Utilities* - *View*, *grade* or *delete* submissions). For example, the instructor enters a grade for a drop box assignment in the gradebook and locks the grade. If the instructor, at a later time, grades the same drop box under the *Lessons* tab/*Utilities*, the grade in the gradebook will not change.

However, imported grades DO overwrite locked grades. For example, if the instructor exports the gradebook into an Excel file, changes the grades, and imports the updated file back, the changed grade will overwrite the existing grades, even if those grades were locked.

Q13: How can I move an assignment from one category to another without affecting entered grades?

A: Go to the Gradebook's main menu. Click on "2. *Assignments*", select the assignment that you want to move, click on *Edit Selected*, then choose a different category from the dropdown menu, click on *Save*. See picture below:

Assignment Editor View: Normal Advanced

Title:

Description:

Category:

Q14: How can I enter one grade of a group project so everyone in the group gets the same?

A: When you enter grades for an assignment, use the Show option to select a particular team and click on Go. This will filter out other members in the class. Then you can use Batch Update to enter grades for the whole group. See picture below:

Show: Only Students Display: View: Full Condensed

NAME	PERCENTAGE	POINTS
BEHREND, TEACHING (tob5026)	<input type="text" value="100"/>	<input type="text" value="100"/>
TEACHINGCENTER, BD (bwt5014)	<input type="text" value="100"/>	<input type="text" value="100"/>

Batch Update

Default for Displayed Users

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Q15: Can I copy part of a gradebook, for example, just the grading scale?

A: Yes. When you copy, instead of checking all the options, check just what you need. See picture below:

Select items to copy:

- Gradebook Preferences
- Grading Scale
- Macros
- Categories
- Assignments

Q16: In *Category Editor*, what's the difference between manually assigning a weight and using *auto-calculate*?

A: If your gradebook is in point mode, you won't be given the option to manually assign the weight of a category. The weight of the category is the sum of point value of all assignments in this category.

If your gradebook is in percentage mode, you can choose only of the two options at a time: manually assign a weight for the category, or auto-calculate the assignments' point value and use as the category weight.

Weight: Auto-calculate

If you do not plan to use all assignments in this category (that is, you do want to "Drop lowest X" or "Use highest X"), then the gradebook must be in percentage mode, and do not check the *Auto-calculate* box but assign a mandatory weight with a smaller number. For example, if you have 12 quizzes with 15 points each, and you want to drop the lowest 2 scores, the weight of this category should be: 15 points X (12-2) quizzes = 150 points.

If you do plan to include all assignments in this category in the final grade, then simply check the *Auto-calculate* option.

Q17: If I choose to "drop the lowest 1 grade," will the gradebook drop the lowest score or the lowest percentage (achievement)?

A: It will drop the lowest percentage (achievement). In the example below, Quiz2 (22 points out of 30) will be dropped but hw3 (16 points out of 20) will be counted towards the course grade.

hw3 (20 pts.)	16 (80%)
Quiz2 (30 pts.)	22 (73.33%)

Q18: Is there a difference between "drop the lowest 1 grade" and "use the highest 10 grades" if there are 11 quizzes in the category?

A: At the beginning of the semester, Yes; at the end of the semester, No.

This is how it works: at the beginning of the semester, since not all grades are entered, the "drop the lowest 1 grade" will drop the first grade no matter what - if it is the only grade entered under that category. Of course if you have two grades entered, the lower one will be dropped and the higher kept. For the "use the highest 10 grades," all entered grades will be counted for final grades until the 11th grade is entered, which occurs at the end of the semester. So in order to give students a more accurate report on where they stand in the class before the final, I recommend using "the highest 10 grades" rather than "drop the lowest 1" during the semester.

Q19: Is there a way to associate the attendance records under *Attendance Manager* to the gradebook?

A: Unfortunately the answer is no.

Publishing grades

Q1: Can grades be changed after they are "published"?

A: All the "publish" feature does is to convert the final grades to a format that eLion can import. "Publish" would not make anything visible to students but to convert the file and keep it hidden. Instructors can "publish" final grades as many times as they need to do in the Course Gradebook. Instructors also have the option to change a final grade right in the "publish" screen, and they also can change any grade once they pull it into eLion before final submission.

Q2: Three participants are working with World Campus Courses. They obviously wanted to avoid inputting fictional grades. They did have a concern about publishing grades, since they do not currently use eLion. Please discuss their options for grade publishing.

A: World Campus folks should contact their help desk for what needs to be done regarding publishing their final grades. They have their own system and any procedures for publishing grades are handled on their end.

Q3: A professor merged 3 sections together and creates a gradebook, publishes all the grades in the merged course in ANGEL at the end of the semester. In eLion, will the individual sections be able to retrieve student grades correctly from the combined sections in ANGEL?

A: Yes. You can publish all grades at once in ANGEL. After that, go to eLion, on the grade entry screen of each section, check Retrieve grades from ANGEL PSU Gradebook. Detailed instructions are available in this handout: http://behrend.psu.edu/faculty/teachingcenter/angel/linked%20files/GB_Publish_Retrieve_Grades.pdf

Backup, exporting/retrieving grades

Q1: How to import grades into the gradebook without doing an export first?

A: For instructors who like to work their grades in a spreadsheet it is recommended that they export the gradebook in a .csv format and open that file in a spreadsheet program such as Excel.

However, for instructors who work in excel first and then want to import the information into the gradebook, they should when importing grades from the gradebook:

- set Column 0 to match the UserId
- skip Column 1
- begin the assignments/grades with column 2

(the risk of mismatching the columns is high therefore this option is NOT recommended)

Q2: If a student is dropped by the roster but later reentered the class, how do I retrieve his/her grades before the drop?

A: You may add this student back to the class. After that you should see the student's grades back in the gradebook. To enroll a student in your class, go to the *Manage* tab, *Roster*, *Add a User*, type in that

student's user ID and do an account *Search*. Click on *Select* when you find the student. Make sure he is enrolled with *Student* rights and title.

This also shows that it is very important to keep a backup copy of the gradebook.

Q3: I exported the grades from ANGEL to a .csv file but it has my name in it. If I delete my name, update the grades, and import this file back, will it mess up my gradebook on ANGEL as my name is still in the roster?

A: No. The grades will be imported for the matching user. However, when you import the .csv file back to ANGEL, blank cells in the .csv file will not replace what the user already had on ANGEL. That is, if you would like to replace someone's grades with a zero through import, you must put a "0" in the .csv file before import.