

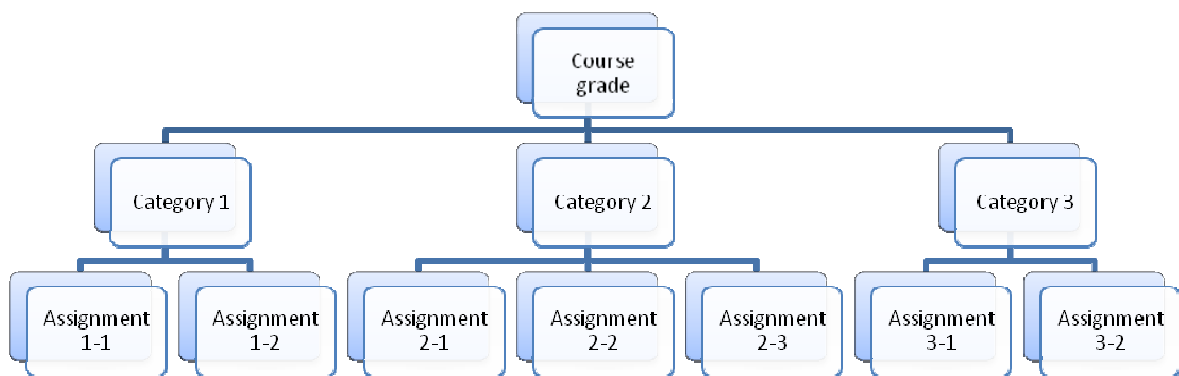
The Do's and Don'ts of ANGEL Gradebook

By Qi Dunsworth, updated on October 22, 2008

The Do's


1. Do have a clear plan of the relationships among all the categories and assignments before creating the gradebook.

No category should reside in another category. All categories must be at the same level, and all assignments must be parallel to each other.



2. Do backup the gradebook by saving a copy of the entered grades in your hard drive.

There are two ways to back up: save the grades as PDF file or as an Excel file (.csv).

- To save the grades as a PDF file, inside the course, click on the [Manage](#) tab, followed by [Gradebook](#), and then [Print Grades](#). Click on [Generate PDF](#) button, then use the  button to save a copy of the gradebook on your computer.

- To save the grades in Excel format, inside the course, click on the [Manage](#) tab, followed by [Gradebook](#), and then [Export Grades](#). On the Export Grades screen, select [Comma Separated](#) (if you didn't use comma in naming assignments), [Points](#), and click on [Export](#). Click on the [Save](#) button in the pop-up window and then choose the location to save the gradebook.

The Don'ts

1. Do not use comma in naming the assignments.

If you plan to export the grades into an excel file (.csv file), then it's not a good idea to use comma in naming the assignments. If you already have commas in the assignments, when you export the grades, choose Tab Separated rather than *Comma Separated*, so that you will get a .tsv (not .csv) file. To read this file, right click on this file and open with Excel.

2. Do not leave the cell blank if the student's grade is zero.

In ANGEL gradebook, unassigned grades (blank cells) are not considered zero, and the maximum points of this assignment would not be counted in the course's total points possible. Therefore if a student has a zero, the instructor needs to enter the number 0 in the gradebook. Leaving it blank will shelter the student from being penalized.

If you would like to import grades from the Excel file, the Excel file should contain those zeros too.

3. Do not change the max value of an assignment after grades are entered, unless you want everyone's grade to increase or decrease by the same ratio.

Example: an assignment is worth 20 points, and the students' grades have been entered in the gradebook. If the instructor changes the point value of this assignment from 20 to 25, then every existing grade will go up by 25% as well: $(25-20)/20 = 25\%$. That is, if a student had 18 points out of 20, the new grade will be 22.5 out of 25. This rule applies to decreased assignment value too.

4. Do not assign negative points or give more points than the max value of the assignment.

Example: if an assignment is worth of 5 points, then do not enter 6 or -1 as a grade. It may look all right in the online spreadsheet under Gradebook/View All Grades – if your gradebook is in Point mode, but problems would occur when you export the gradebook into an Excel sheet (.csv file). It is not sure how it will behave in a percentage-mode gradebook.

If you'd like to give students extra points for doing an exceptional job, I recommend creating a new assignment in the gradebook and check the "Extra Credit" option under the "Assignment Editor."

This problem has been fixed! Negative numbers or point values that exceed the maximum point of the assignment will work fine. Updated on 10/17/2008

5. Do not change the values of macros after entering student grades.

A macro is a shortcut for turning letter grades into a score. For example, if a macro $B+ = 86$, when a letter grade of $B+$ is entered the student gets 86% of the max score (not 86 points). However, if the instructor decides to change the value of $B+$ to 88, existing grades would NOT update themselves with the change of the macro value. The only way is to delete all previously entered grades and enter the new values in. This is a bug that ANGEL Support is working on.

6. Do not create your own Excel file and try to import to the gradebook.

ANGEL gradebook has its own "construction codes." An Excel file created outside of ANGEL would have a hard time being accepted by the gradebook during import. If you do want to use Excel file as the grade keeper, the best way is to build the gradebook in ANGEL, export it into an Excel file, and then work from there. To avoid any problems of importing it back, please keep all the columns and headings in their original place. Adding grades or deleting a user would not hurt though.

For details of export and import procedure, please refer to page 6, 14 and 15 in the handout [ANGEL 7 Gradebook labeled screenshots](#).