MyECC
Gradebook

MyECC Gradebook is an online Gradebook for your classes that:

- Supports almost all calculation methods (points or percentages, dropping a low score, etc.)

- Allows students to monitor their own grades via the MyECC portal

- Can be used on a daily basis to perform such activities as taking attendance, recording assignment scores, sending email to students, and running reports.

- Provides one-step forecast and final grade submission.

- And, once Gradebook has been set up for a course section, that setup may be copied and used over again for future course sections.

Table of Contents

Disclaimer: The authors have rigorously tested the Gradebook program. However, they do not claim to have tested every possible grading method, combination of assignments, or distribution of scores. As such, this manual may contain errors. For technical issues, please contact the ITS Help Desk, extension 6571. For training in using Gradebook and for some general assistance, please contact Staff Development.

1 Getting Started

Accessing Gradebook:

- Log on to the **MyECC portal**

- Click the **Faculty Information** link

- Click the **Gradebook Select Section** link

  A list of your sections should appear. This will include future and past course sections.

- Click the section you want to set up

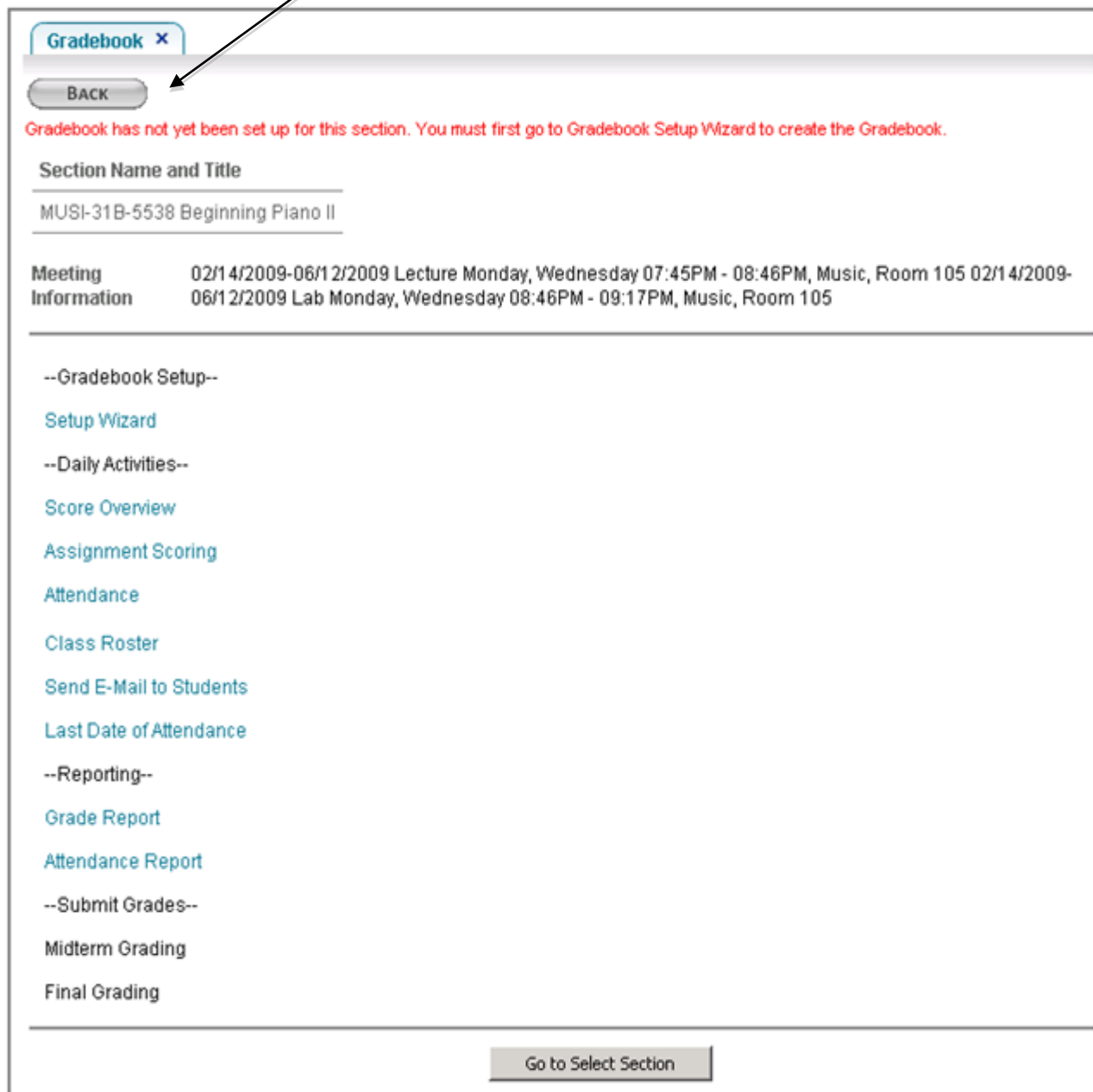| Gradebook Select Section ✕				
Section Name and Title	**Term**	**Start Date**	**Meeting Information**	**Location**
MUSI-31A-5534 (5534) Beginning Piano I	Fall Semester 2010	08/28/10	08/28/2010-12/17/2010 Lecture Tuesday 06:00PM - 07:05PM, Music, Room 105 08/28/2010-12/17/2010 Lecture Thursday 06:00PM - 06:50PM, Music, Room 105 08/28/2010-12/17/2010 Lab Thursday 06:50PM - 07:40PM, Music, Room 105	El Camino College
MUSI-31B-5538 (5538) Beginning Piano II	Fall Semester 2010	08/28/10	08/28/2010-12/17/2010 Lecture Tuesday 07:45PM - 08:50PM, Music, Room 105 08/28/2010-12/17/2010 Lecture Thursday 07:45PM - 08:35PM, Music, Room 105 08/28/2010-12/17/2010 Lab Thursday 08:35PM - 09:25PM, Music, Room 105	El Camino College
MUSI-31A-5534 (5534) Beginning	Spring Semester	02/13/10	02/13/2010-06/11/2010 Lecture Tuesday, Thursday 06:00PM - 07:01PM, Music, Room 105 02/13/2010-06/11/2010 Lab Tuesday	El Camino

1   Getting Started

Gradebook Menu

- The screen changes to the **Gradebook** menu.
- A message directing you to **Gradebook Setup Wizard** should appear.
- Click the **Setup Wizard** link
- The **Create Gradebook** screen should appear next.

*If you want to save information that you have entered, click **Submit** at the bottom of most Gradebook screens.*

Caution: Do not hit the BACK arrow on your browser or you will be kicked out the Gradebook program! *If you want to go back to a previous screen without saving entered information use the **BACK** link on the Gradebook screens instead.*

Gradebook ✕

BACK

Gradebook has not yet been set up for this section. You must first go to Gradebook Setup Wizard to create the Gradebook.

Section Name and Title

MUSI-31B-5538 Beginning Piano II

Meeting Information   02/14/2009-06/12/2009 Lecture Monday, Wednesday 07:45PM - 08:46PM, Music, Room 105 02/14/2009-06/12/2009 Lab Monday, Wednesday 08:46PM - 09:17PM, Music, Room 105

--Gradebook Setup--

Setup Wizard

--Daily Activities--

Score Overview

Assignment Scoring

Attendance

Class Roster

Send E-Mail to Students

Last Date of Attendance

--Reporting--

Grade Report
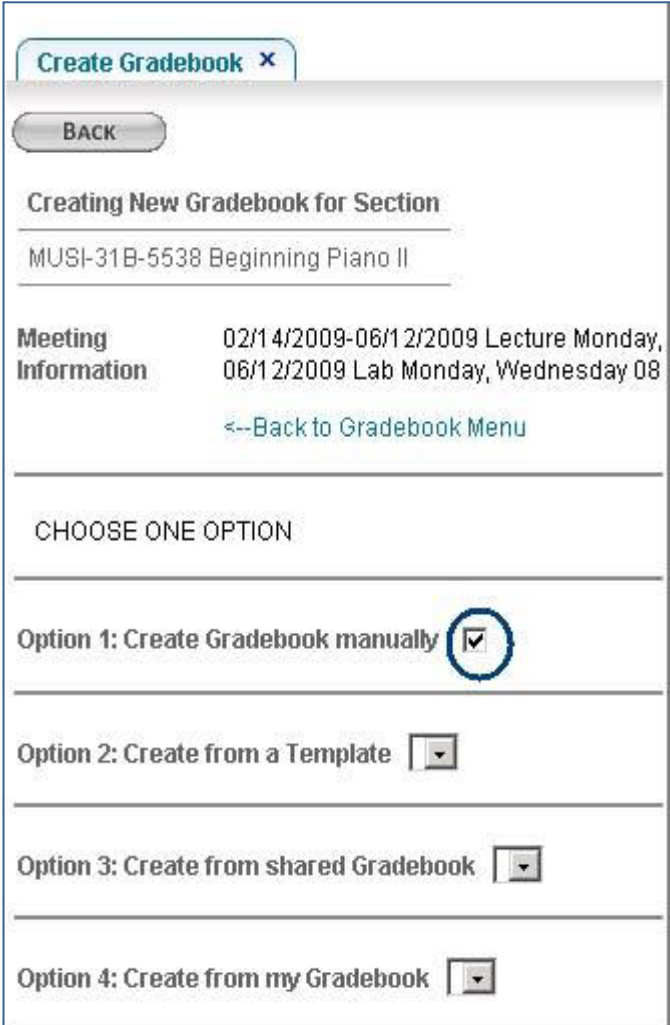
Attendance Report

--Submit Grades--

Midterm Grading

Final Grading

Go to Select Section

Create a Gradebook

There are three different ways to create a new Gradebook:

- **Option 1—Create Gradebook manually**—allows you to create a new Gradebook

- **Option 2—Create from a Template** (not available at El Camino)

- **Option 3—Create from shared Gradebook**—allows you to copy a Gradebook from another instructor teaching a different section of the same course. This option copies the general setup (calculation method, grading scale) to the new Gradebook, but does not copy the assignments.

- **Option 4—Create from my Gradebook**—allows you to copy a Gradebook from any one of your courses. The new Gradebook will have the same setup, including assignments, as the original. Copying removes due dates from assignments and resets the reporting option for each assignment.

If you want to set up a new Gradebook, check **Option 1: Create Gradebook manually** and click **Submit**.

If you want to use a Gradebook from another one of your sections, select that class section in **Option 4** and click **Submit**.

If other faculty allow sharing of their Gradebooks for this course and you want to use one of their Gradebooks, select that class section in **Option 3** and click **Submit**.

The **Gradebook Setup Wizard** menu should appear.

Before you can set up your Gradebook you must determine which **Overall Calculation Method** you will to use to calculate your grades. The next two pages discuss determining your **Overall Calculation Method**.

1 Getting Started—Determine Calculation Method

Determining which Overall Calculation Method to use

Gradebook provides you with a variety of ways to calculate your grades. Give careful consideration to the type of calculation method you want to use for your Gradebook. Different calculation methods can produce different overall grades. You can choose one of the following calculation methods:

- **Assignment Points**
- **Category Weighting**
- **Assignment Weighting**

For example, suppose you determine grades as follows:

2 tests:
First test worth 100 points (the student in the example earns 50 points).
Second test worth 200 points (the student earns 180 points).

2 quizzes:
First quiz worth 20 points (the student earns 17 points).
Second quiz worth 80 points (the student earns 73 points).

There are 400 total possible points.

Although the student earned 320 out of 400 possible points, the overall grade assigned could be 82%, 80%, or 77%, depending on the calculation method selected.

You most likely already have a method for grading your students. The following sections describe each of the common methods for calculating grades. Use the **Overall Calculation Method** that best matches your grading method.

Overall Calculation Method: Assignment Points

Use **Assignment Points** as the **Overall Calculation Method** if you simply want to add up all of the points that a student earns and divide them by the number of possible points to determine a percentage grade. Thus, an assignment is "weighted" based on the number of points it is worth, compared to the total possible points for all assignments. Table 1 - Grade Calculation by **Assignment Points**:

Equation for Grading by Assignment Points	Example of Equation
Sum of earned points	50 + 180 + 17 + 73
Divided by	÷
Sum of possible points	100 + 200 + 20 + 80
Equals	=
Percent grade using assignment points	80%

1 Getting Started—Determine Calculation Method

Overall Calculation Method: Category Weighting

Use **Category Weighting** as the **Overall Calculation Method** if you want to group assignments together and want each assignment grouping (category) to contribute a certain percentage (weight) to the final grade. The category weights total 100. Within each category, you can use points (**Assignment points**) or percentages (**Assignment weighting**) to calculate the category percentage grade.

Using the scenario in the previous section, suppose you set up category weights as **Tests 60%, Quizzes 40%.** (This example uses points to calculate the category percentage grade.) Table 2 - Grade Calculation by **Category Weighting**:

Equation for Grading by Category Weight	Example of Equation
(Total earned test points/Total possible test points) * Test weight	((50+180)/(100+200))*60%
Plus	+
(Total earned quiz points/Total possible quiz points)*Quiz weight	((17+73)/(20+80))*40%
Equals	=
Percent grade using category weighting	82%

Overall Calculation Method: Assignment Weighting

Use **Assignment Weighting** as the calculation method if you want each assignment to contribute a certain percentage weight to the total grade. The weight for an assignment is multiplied by the percentage earned for that assignment, and the results are added to get a total percentage grade. If the weights of all assignments total more or less than 100, a relative weight is calculated for each assignment so that the relative weights total 100.

Suppose you set up category weights as **Test #1 30%, Test #2 30%, Quiz #1 20%, and Quiz #2 20%**. Table 3 - Grade Calculation by **Assignment Weighting**:

Equation for Grading by Assignment Weight	Example of Equation
(Test #1 earned points/Test #1 possible points) * Test #1 weight	(50/100)*30%
Plus	+
(Test #2 earned points/Test #2 possible points) * Test #2 weight	(180/200)*30%
Plus	+
(Quiz #1 earned points/Quiz #1 possible points) * Quiz #1 weight	(17/20)*20%
Plus	+
(Quiz #2 earned points/Quiz #2 possible points) * Quiz #2 weight	(73/80)*20%
Equals	=
Percent grade using assignment weighting	77.25%

1 Getting Started

Gradebook Setup Wizard

Whichever calculation method you choose, you must complete **Set Overall Calculation Method**, under **Step 1: Grade Calculation,** and **Set Display Options**, under **Step 5: Report and Display Options**. Whether you use the other steps in **Gradebook Setup Wizard** depends on your **Overall Calculation Method** and other parts of your grading—for example, whether you drop a lowest quiz grade, whether you grade participation, etc.

Continuing with Step 1, click **Set Overall Calculation Method**. The **Overall Calculation Method** screen should appear. If your **Overall Calculation Method** is **Assignments Points,** go to the next page. If your **Overall Calculation Method** is **Category Weighting**, go to page 14. If your **Overall Calculation Method** is **Assignment Weighting**, go to page 18.

2   Setup for Assignment Points

Step 1: Set Overall Calculation Method

On the **Overall Calculation Method** screen, select **Assignment Points** and click **Submit**.

You should return to the **Gradebook Setup Wizard** menu. **Set Overall Calculation Method** should be followed by a "**Y**", showing that it is complete.

Click **Set Display Options.** The **Display Options** screen should appear.

Technical Tip: If you prefer to group assignments and then give that group of assignments a weight, select **Category Weighting** as the overall calculation method. Then, when you create your categories (groups of assignments), you can specify **Assignment Points** to calculate the grade within each category.

2 Setup for Assignment Points

Step 5: Set Display Options

On this screen you select your **Report View** (what you and the students see) and **Assignment Sort** (in what order the assignments are viewed). See the next page for explanations.

If you don't want to see scores of students who have dropped, uncheck the box after **Show Dropped/Withdrawn Students**.

This screen also controls whether students can see their grades. ***If you do not want students to see their grades—for example, when you are setting up Gradebook, entering grades, or determining final grades—uncheck the last checkbox.*** Remember to go back to **Set Display Options** and recheck this box when you <u>do</u> want students to see their grades.
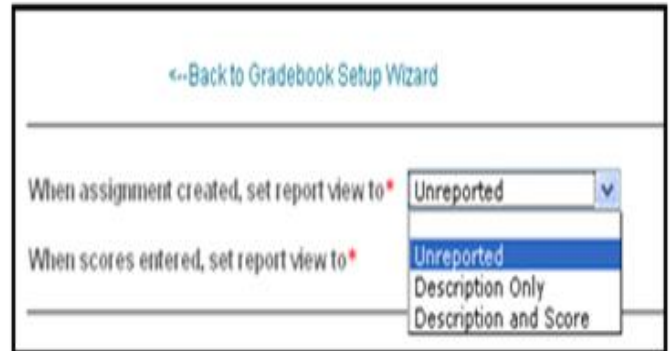
2   Setup for Assignment Points

Set Display Options, continued—Explanation of Report View Field

The Report View field determines the <u>default</u> **Report View**—which assignments are displayed in the **Gradebook Grade Report** (what you see) and **Student Gradebook Report** (what the students see). You can override the default **Report View** for any assignment at anytime during the semester. The usual default settings are:

When assignment created, set report view to:

Unreported - No information about that assignment will be displayed, or

Description Only - The assignment description, possible points, due date, and weight will be displayed, even if the students have not received the assignment. The score and letter grade are not displayed, even if a score has been entered for the student.
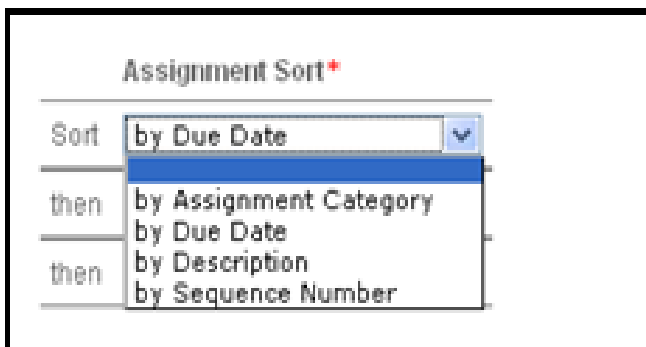
When scores are entered, set report view to:

Description and Score - All information about an assignment including the assignment score—raw score, calculated percentage, and letter grade will be displayed. (Letter grades are displayed only if you have defined the grading scale, see page 21)

Caution: Set the default view for "When an assignment is created set report view to" <u>*Unreported*</u> *or* <u>*Description Only*</u>*. Grades may be distorted if the Description and Score option is chosen.*

Set Display Options, continued—Explanation of Assignment Sort

This option determines the order in which you and the students view the assignments.

If you select:
- **by Due Date** - assignments will be ordered by due date
- **by Assignment Category** - assignments will be ordered by category
- **by Description** - assignments will ordered alphabetically
- **by Sequence Number** - assignments will be ordered by the sequence numbers that you give to the assignments.

After you have selected the **Report View** and **Assignment Sort**, click **Submit**.

The **Gradebook Setup Wizard** menu should appear. **Set Display Options** should be followed by a "Y," showing that it is complete.

Note: You can change **Assignment Sort** and the default **Report View** at any time.

2   Setup for Assignment Points

Your Gradebook is ready to go!

You can click **Back to Gradebook Menu** to create assignments and enter assignment scores and attendance—see **Daily Activities**, page 25-30.

Or, you can continue with optional setup steps. Options for **Assignment Points** include:
- Extra credit, see below
- Participation, see below
- Grouping assignments into categories—required if you want to drop one or more low scores, view assignments in order by category, or create assignments in quantity, see **Step 2: Define Assignment Categories** on the next page
- Letter grades, see page 21
- Setting up your assignments for the semester, see pages 22-24

Extra Credit

If you want to offer extra credit, create a new assignment that has .01 points, as in the example below. Any points earned for that assignment are added to the student's total earned points. The percentage calculation will be very slightly "off" because .01 > 0, but the difference should be immaterial. (See pages 26-27 for more information on creating assignments and entering scores.)

Assignment Setup ✕

BACK

Section Name and Title

BUS-1B-3053 Managerial Accounting

Meeting Information: 08/27/2011-12/16/2011 Lecture Tuesday 07:45AM - 10:15AM, Communications, Room 305 08/27/2011-12/16/2011 Lecture Thursday 07:45AM - 09:15AM, Communications, Room 305 08/27/2011-12/16/2011 Lab Thursday 09:20AM - 10:15AM, Communications, Room 305

<--Back to Gradebook Setup Wizard

Use this section to add, delete and change assignments. If you run out of window space, choose the [Add more rows] option at the bottom of this form and click SUBMIT.
***Warning: To safeguard against data loss from system timeout, periodically choose the [Save and stay] action and SUBMIT this form.

Sequence	Assignment Description	Assignment Category	Possible Points	Assignment Weight	Due Date	Report View	Delete
	Exam 1	▼	100	N/A		Unreported ▼	☐
	Exam 2	▼	100	N/A		Unreported ▼	☐
	Extra credit	▼	.01	N/A		Unreported ▼	☐

Participation

To include participation points in the grade, you can:
- Set up each day's participation as a separate assignment (these assignments could be included in a category called participation),
- Keep track of participation throughout the semester on records other than Gradebook and enter that participation score in Gradebook as an assignment, or
- Complete the participation section of the **Assignment Categories** screen, as described under **Step 2: Define Assignment Categories—Participation** on page 17. You can then enter participation scores when you record attendance, page 29.

Note: if you use this last option, participation is calculated as a percentage of the grade, not a specific number of points. This works best if you know exactly how many points possible are allowed for the semester; otherwise, it is likely to be confusing.

2   Setup for Assignment Points

Step 2: Define Assignment Categories

If you are dropping one or more low scores of any assignment, if you want to use **Assignment Builder** to create assignments in quantity, or if you want to view the assignments in order by category, you must define assignment categories. Go to the **Gradebook Setup Wizard** menu, click **Define Assignment Categories** and you should see the following screen. Enter information as described below and click **Submit.** You should return to the **Gradebook Setup Wizard** menu.

Overall Calculation Method	Define assignment categories. You will create individual assignments later, on the Assignment Setup form. If you run out of window space, choose the [Add more rows] option at the bottom of this form and click SUBMIT.						
Assignment Points							
Assignment Category Description	Calculation Method	Category Weight	Low Scores to Drop	Excuse Blank Scores	Category Display Sequence	Delete	
Homework	Assignment Points	N/A	2	☐		☐	
Quiz	Assignment Points	N/A	1	☐		☐	
		N/A		☐		☐	

Assignment Category Description: Use this field to enter a brief description for each assignment category. If you want to view assignments by category (**Assignment Sort** = **By Assignment Category**), enter categories for all types of assignments. (Note: A single assignment, such as a project, could be its own category.) Otherwise, categories are needed only for the assignments for which you are dropping low scores or for assignments you want to create in quantity.

Calculation Method: Select **Assignment Points**.

Category Weight: N/A.

Low Scores to Drop—Optional: Enter the number of scores in each category that you drop. **Caution**: Each assignment in these categories should have the same number of possible points or the grades could be distorted.

Excuse Blank Scores—Optional: If you want to excuse blank scores (not have them count in the final grade), select the **Excuse Blank Scores** checkbox. Blank scores are otherwise assumed to be zero. (Possible exception: if you enter due dates in Gradebook and the assignment due date is after the assignment cutoff date.) **Note:** If you drop a score and excuse blank scores, Gradebook does not drop the blank score as the lowest score; the lowest entered score is dropped. **Note:** Unexcused blank scores must be changed to zeros before you submit final grades.

Technical Tip: If you need more rows for additional categories, select the **Add More Rows** action at the bottom of this screen and click **Submit**. To safeguard against loss of data from system timeout, periodically select the **Save and Sta**y action and click **Submit**. When finished, select the **Save and Continue** action and click **Submit.**

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3   Setup for Category Weighting

Step 1: Set Overall Calculation Method

On the **Gradebook Setup Wizard** menu, click **Set Overall Calculation Method** and you should get the following screen.

Choose **Category Weighting** and click **Submit**.

You should return to the **Gradebook Setup Wizard** menu. **Set Overall Calculation Method** should be followed by a "**Y**", showing that it is complete.

Click **Define Assignment Categories** which should take you to **Assignment Categories** screen.

3 Setup for Category Weighting

Step 2: Define Assignment Categories

Defining assignment categories is <u>required</u> if the **Overall Calculation Method** is **Category Weighting**. Enter information as described below and click **Submit.** You should return to the **Gradebook Setup Wizard** menu.

```
Assignment Categories ✕
  BACK                                                                          ⓘ

Section Name and Title
BUS-1A-3019 Financial Accounting

Meeting        08/27/2011-12/16/2011 Lecture Tuesday 11:00AM - 01:30PM, Communications, Room 305 08/27/2011-12/16/2011 Lecture Thursday 11:00AM - 12:30PM,
Information    Communications, Room 305 08/27/2011-12/16/2011 Lab Thursday 12:40PM - 01:30PM, Communications, Room 305

              <--Back to Gradebook Setup Wizard

Overall Calculation
Method          Define assignment categories. You will create individual assignments later, on the Assignment Setup form. If you run out of window space, choose
Category Weighting   the [ Add more rows ] option at the bottom of this form and click SUBMIT.
```

Assignment Category Description	Calculation Method	Category Weight	Low Scores to Drop	Excuse Blank Scores	Category Display Sequence	Delete
Homework	Assignment Points ▼	10	2	☐		☐
Quizzes	Assignment Points ▼	15	1	☐		☐
Exams	Assignment Weighting ▼	75		☐		☐

Assignment Category Description: Use this field to enter a brief description for each assignment category. (Note: A single assignment, such as a project, could be its own category.)

Calculation Method: This is the <u>category</u> **Calculation Method**, not the **Overall Calculation Method**. Specify how assignments are weighted <u>within</u> the category—based on the possible points you give to each assignment (**Assignment Points**) or based on weights (percentages) you give to each assignment (**Assignment Weighting**).

Category Weight: Specify what percentage each category contributes to the total grade. The percentages must total 100.

Low Scores to Drop—Optional: Enter the number of scores in each category that you drop. **Caution**: Each assignment in these categories should have the same number of points (if you select **Assignment Points** as your <u>category</u> **Calculation Method**) or the same weight (if you select **Assignment Weighting** as your <u>category</u> **Calculation Method**); otherwise, the grades could be distorted.

Excuse Blank Scores—Optional: If you want to excuse blank scores (not have them count in the final grade), select the **Excuse Blank Scores** checkbox. Blank scores are otherwise assumed to be zero. (Possible exception: if you enter due dates in Gradebook and the assignment due date is after the assignment cutoff date.) **Note:** If you drop a score <u>and</u> excuse blank scores, Gradebook does not drop the blank score as the lowest score; the lowest <u>entered</u> score is dropped. **Note:** Unexcused blank scores must be changed to zeros before you submit final grades.

Technical Tip: If you need more rows for additional categories, select the **Add More Rows** action at the bottom of this screen and click **Submit**. To safeguard against loss of data from system timeout, periodically select the **Save and Sta**y action and click **Submit**. When finished, select the **Save and Continue** action and click **Submit.**

Step 5: Set Display Options

On the **Gradebook Setup Wizard** menu, click **Set Display Options** and follow the directions on pages 10 and 11. (Note: You probably want to select **By Assignment Category** for **Assignment Sort**.)

Your Gradebook is ready to go!

You can click **Back to Gradebook Menu** to create assignments and enter assignment scores and attendance—see **Daily Activities**, page 25-30.

Or, you can continue with optional setup steps. Options for **Category Weighting** include:
- Extra credit, see below
- Participation, see next page
- Letter grades, see page 21
- Setting up your assignments for the semester, see pages 22-24

Extra Credit

If you want to offer extra credit <u>and</u> you selected **Assignment Points** as your <u>category</u> **Calculation Method**, you can create a new assignment that has .01 points, as in the example below. Any points earned for that assignment will be added to the student's total possible points <u>in that category</u>. The percentage calculation will be very slightly "off" because .01 > 0, but the difference should be immaterial. (See pages 26-27 for more information on creating assignments and entering scores.)

If you want to offer extra credit <u>and</u> you selected **Assignment Weighting** as your <u>category</u> **Calculation Method**, the extra credit points must be counted as part of another assignment. For example, suppose the exam category is 80% of the total grade and you give four exams (**Assignment Weight** = 25% each). If you would like to offer extra credit that is worth 1.6% of the total grade and your exams are 100 points, then add two extra credit points to each exam. The highest possible score on each exam will be 102 points out 100 points.

3 Setup for Category Weighting

Participation

To include participation points in the grade, you can:

- Set up each day's participation as a separate assignment (these assignments could be included in a category called participation),
- Keep track of participation throughout the semester on records other than Gradebook and enter that participation score in Gradebook as an assignment, or
- Complete the participation section of the **Assignment Categories** screen, as described below. You can then enter participation scores on the **Gradebook Attendance** screen when you record attendance, page 29.

Step 2: Define Assignment Categories—Participation:

On the **Gradebook Setup Wizard** menu, click **Define Assignment Categories**. The **Assignment Categories** screen should appear.

Assignment Category Description	Calculation Method	Category Weight	Low Scores to Drop	Excuse
Homework	Assignment Points	10	2	☐
Quizzes	Assignment Points	15	2	☐
Exams	Assignment Points	70		☐

Attendance Status	Attendance Points
Present	
Absent, no excuse	
Absent, excused	
Late	

Do not use this section!

Note: Percentages must total 100%

Attendance Percent of Final Grade

Attendance Report View

Participation Daily Possible Points	1
Participation Percent of Final Grade	5
Participation Report View	Description and Score

In the example above, the number of participation points possible each day is one point and participation is five percent of the total grade. Enter information in the three **Participation** fields and click **Submit.** You should return to the **Gradebook Setup Wizard** menu.

4   Setup for Assignment Weighting

Step 1: Set Overall Calculation Method

On the **Gradebook Setup Wizard** menu, click **Set Overall Calculation Method** and you should get the following screen.

Choose **Assignment Weighting** and click **Submit**. You should return to the **Gradebook Setup Wizard** menu. **Set Overall Calculation Method** should be followed by a "**Y**", showing that it is complete.

Step 5: Set Display Options

Next click **Set Display Options** and follow the directions on pages 10 and 11.

Your Gradebook is ready to go!

You can click **Back to Gradebook Menu** to create assignments and enter assignment scores and attendance—see **Daily Activities**, page 25-30

Or, you can continue with optional setup steps. Options for **Assignment Weighting** include:
- Extra credit, see next page.
- Participation, see next page
- Grouping assignments into categories—required if you want to drop one or more low scores, view assignments in order by category, or build groups of assignments, see **Step 2: Define Assignment Categories** on page 20
- Letter grades, see page 21
- Setting up your assignments for the semester, see pages 22-24

4 Setup for Assignment Weighting

Extra Credit

If you want to offer extra credit, the extra credit points must be counted as part of another assignment. For example, suppose your final exam is 100 possible points and worth 25% of the total grade. If you would like to offer extra credit that is worth 1% of the total grade, then add four extra credit points to the final exam. The highest possible score on the exam would be 104 points out of 100 possible points.

Participation

To include participation points in the grade, you can:
- Set up each day's participation as a separate assignment (these assignments could be included in a category called participation),
- Keep track of participation throughout the semester on records other than Gradebook and enter that participation score in Gradebook as an assignment, or
- Complete the participation section of the **Assignment Categories** screen, as described under **Step 2: Define Assignment Categories—Participation** on page 17. You can then enter participation scores on the **Gradebook Attendance** screen when you record attendance, page 29.

Reminder

If the weights of all assignments do not total 100, a relative weight is calculated for each assignment so that the relative weights total 100.

4 Setup for Assignment Weighting

Step 2: Define Assignment Categories

If you are dropping one or more low scores of any assignment, if you want to use **Assignment Builder** to create assignments in quantity, or if you want to view the assignments in order by category, you must define assignment categories. Go to the **Gradebook Setup Wizard** menu, click **Define Assignment Categories** and you should see the following screen. Enter information as described below and click **Submit.** You should return to the **Gradebook Setup Wizard** menu.

Assignment Category Description: Use this field to enter a brief description for each assignment category. If you want to view assignments by category (**Assignment Sort** = **By Assignment Category**), enter categories for all types of assignments. (Note: A single assignment, such as a project, could be its own category.) Otherwise, categories are needed only for the assignments for which you are dropping low scores or for assignments you want to create in quantity.

Calculation Method: Select **Assignment Weighting**.

Category Weight: N/A.

Low Scores to Drop—Optional: Enter the number of scores in each category that you drop. **Caution**: Each assignment in these categories should have the same percentage weight or the grades could be distorted.

Excuse Blank Scores—Optional: If you want to excuse blank scores (not have them count in the final grade), select the **Excuse Blank Scores** checkbox. Blank scores are otherwise assumed to be zero. (Possible exception: if you enter due dates in Gradebook and the assignment due date is after the assignment cutoff date.) **Note:** If you drop a score and excuse blank scores, Gradebook does not drop the blank score as the lowest score; the lowest entered score is dropped. **Note:** Unexcused blank scores must be changed to zeros before you submit final grades.

Technical Tip: If you need more rows for additional categories, select the **Add More Rows** action at the bottom of this screen and click **Submit**. To safeguard against loss of data from system timeout, periodically select the **Save and Sta**y action and click **Submit**. When finished, select the **Save and Continue** action and click **Submit.**

5   Other Setup—Letter Grades

Step 1: Grade Calculation - Define Grading Scale

Grading Scale ✕

BACK

Blank rows have been added

Section Name and Title

MUSI-31B-5538 Beginning Piano II

Meeting Information	02/14/2009-06/12/2009 Lecture Monc Monday, Wednesday 08:46PM - 09:17

<--Back to Gradebook Setup Wizard

Define the conversion of Calculated Percent to Letter G bottom of this form and click SUBMIT.

Letter Grade	Minimum Calculated Percent
A	90.00
B	80.00
C	70.00
D	60.00
F	
IB	
IC	
ID	
IF	
P	
NP	
NG	

To assign default letter grades to percentages, click **Setup Wizard**, and then on the **Gradebook Setup Wizard** menu, under **Step 1: Grade Calculation,** click **Define Grading Scale,** and you should see the **Grading Scale** screen. Enter the minimum percentage that a student must earn to receive each letter grade. Enter a Minimum Calculated Percent of 0 for the lowest Letter Grade in the grade scheme. Click **Submit**.

Letter grades will now be displayed for each assignment and for the total grade to date in your reports. The letter grade will also automatically appear on your **Gradebook Final Grading** screen, ready for submission at the end of the semester.

Note: If you are using **Assignment Points** as your **Overall Calculation Method**, you must calculate a percentage for the minimum points for each letter grade. For example, if you have 1000 possible points and you require the student to earn 700 points for a "C", 700 ÷ 1000 = .70, 70%, enter 70 after **C.**

Note: If this is a **Pass/No Pass** class, enter 0 for **NP** and your minimum passing percentage for **P.**

Note: You can override the default letter grade before you submit forecast or final grades.

Note: If you don't want students to see letter grades until the end of the semester, skip this step until then.

Note: Defining the grading scale can be done at any time during the semester. The scale can also be changed at anytime (although your students might wonder what you are doing). You need not use this step at all, but can enter letter grades manually on the **Gradebook Final Grading** screen at the end of the semester.

5   Other Setup—Create Assignments in Quantity

Step 3: Assignments—Build Groups of Assignments—optional

You can create assignments when you enter scores for your assignments, see **Daily Activities**, **Gradebook Score Entry**, page 27. Or, you can create assignments at the beginning of the semester (or any other time) using the **Assignment Builder** screen. (Note: You must define categories first, see page 13, 15, or 20, before you can use **Assignment Builder**.) Go to the **Gradebook Setup Wizard** menu, and under **Step 3: Assignments**, click **Build Groups of Assignments**.

Section Name and Title

BUS-1B-3053 Managerial Accounting

| Meeting Information | 08/27/2011-12/16/2011 Lecture Tuesday 07:45AM - 10:15AM, Communications, Room 305 Communications, Room 305 08/27/2011-12/16/2011 Lab Thursday 09:20AM - 10:15AM, C |

<--Back to Gradebook Menu

Setup Steps	Setup Action	Required	Settings Found
Step 1: Grade Calculation			
.	Set Overall Calculation Method	Completed	Y
.	Define Grading Scale		
Step 2: Assignment Categories			
.	Define Assignment Categories		Y
.	Set Category Minimum Requirements		
Step 3: Assignments			
.	Build Groups of Assignments		
.	Update the Assignments		Y
Step 4: Accessibility			
.	Set Gradebook Copy Access		

You should get the **Assignment Builder** screen on the next page.

Step 3: Assignments—Build Groups of Assignments—continued

The **Assignment Builde**r screen lists the categories you have defined. Enter the **Default Assignment Possible Points**, **Default Assignment Weight** (applies only if you set your category **Calculation Method** to **Assignment Weighting**), and **Quantity to Create Now.** Click **Submit**.

	Assignment Builder ✕

BACK

Section Name and Title

BUS-1B-3053 Managerial Accounting

Meeting Information	08/27/2011-12/16/2011 Lecture Tuesday 07:45AM - 10:15AM, Communications, Room 305 08/27/2011-12/16/2011 Lecture Thu Communications, Room 305 08/27/2011-12/16/2011 Lab Thursday 09:20AM - 10:15AM, Communications, Room 305

<--Back to Gradebook Setup Wizard

To quickly generate assignments for this Gradebook, enter the quantity of assignments next to the category, and then click SUBMIT.

Assignment Category	Calculation Method	Default Assignment Possible Points	Default Assignment Weight	Quantity to Create Now
Homework	Assignment Weighting	10	5	6

You should return to the **Gradebook Setup Wizard** menu. Click **Update the Assignments** and you should see the **Assignment Setup** screen with your assignments listed.

	Assignment Setup ✕

BACK

Section Name and Title

BUS-1B-3053 Managerial Accounting

Meeting Information	08/27/2011-12/16/2011 Lecture Tuesday 07:45AM - 10:15AM, Communications, Room 305 08/27/2011-12/16/2011 Lecture Thursday 07:45AM - 09:15AM Communications, Room 305 08/27/2011-12/16/2011 Lab Thursday 09:20AM - 10:15AM, Communications, Room 305

<--Back to Gradebook Setup Wizard

Use this section to add, delete and change assignments. If you run out of window space, choose the [Add more rows] option at the bottom of this form and click SUBMIT.
***Warning: To safeguard against data loss from system timeout, periodically choose the [Save and stay] action and SUBMIT this form.

Sequence	Assignment Description	Assignment Category	Possible Points	Assignment Weight	Due Date	Report View	Delete
	Homework #01	Homework	10.00	5.00		Unreported	☐
	Homework #02	Homework	10.00	5.00		Unreported	☐
	Homework #03	Homework	10.00	5.00		Unreported	☐
	Homework #04	Homework	10.00	5.00		Unreported	☐
	Homework #05	Homework	10.00	5.00		Unreported	☐
	Homework #06	Homework	10.00	5.00		Unreported	☐

5 Other Setup—Update the Assignments

Step 3: Assignments—Update the Assignments/Assignment Setup

On the **Gradebook Setup Wizard** menu, under **Step 3: Assignments**, click **Update Assignments**. You should see the **Assignment Setup** screen. The **Assignment Setup** screen shows the assignments you have created.

You can use this screen as another way to create or add assignments. Enter information for the new assignments and click **Submit**.

You can also use this screen to change sequence number, description, category, possible points, assignment weight, due date, or report view for any assignment. Enter the appropriate changes and click **Submit**.

You can delete assignments. Check the **Delete** box and click **Submit**.

Note: If you have entered scores for an assignment, Gradebook will not allow you to delete it without first manually deleting all the scores.

Note: you can also change sequence number, description, category, possible points, assignment weight, due date, or report view for any assignment on the **Gradebook Score Entry** screen, see page 27.

Technical Tip: If you need more rows for additional categories, select the **Add More Rows** action at the bottom of this screen and click **Submit**. To safeguard against loss of data from system timeout, periodically select the **Save and Sta**y action and click **Submit**. When finished, select the **Save and Continue** action and click **Submit.**

6 Daily Activities

Daily Activities Overview

After you've completed the Gradebook Setup, go back to the **Gradebook** menu. Use the **Daily Activities** links for creating assignments, entering assignment scores, entering attendance, and other activities.

Gradebook ✕

BACK

Section Name and Title

MUSI-31B-5538 Beginning Piano II

Meeting Information

02/14/2009-06/12/2009
Monday, Wednesday 0

--Gradebook Setup--

Setup Wizard

--Daily Activities--

Score Overview

Assignment Scoring

Attendance

Class Roster

Send E-Mail to Students

Last Date of Attendance

--Reporting--

Grade Report

Attendance Report

--Submit Grades--

Midterm Grading

Final Grading

6   Daily Activities

Assignment Scoring

Under **Daily Activities**, click on **Assignment Scoring**, and the **Gradebook Assignment Scoring** screen should appear. It displays a list of all assignments that have been created for this Gradebook. You can use this screen to:

- View the status of each assignment in this course section, including whether scores have been entered for assignments.
- View the average score and average percent for a given assignment.
- Link to the **Gradebook Score Entry** Screen to enter scores for an existing assignment.
- Link to the **Gradebook Score Entry** Screen to create a new assignment and enter scores for that assignment.
- Designate whether assignments and the scores entered for the assignments are included in grade reports by changing the **Report View**.
- Link to the **Assignment Setup** screen to add or delete assignments, see page 24.

If you have already created an assignment (for example, using **Assignment Builder**, pages 22-23), then your assignments should be listed here. Click the assignment to enter or change scores.

If you want to create a new assignment and enter scores for that assignment, click **Score Entry (New Assignment)**.

The **Gradebook Score Entry** screen should appear as shown on the following page.

6   Daily Activities

Gradebook Score Entry

This screen allows you to create a new assignment and enter the scores. You can also use this screen to change information about an assignment and enter additional scores. Information to enter:

- **Assignment Description:** Required
- **Assignment Category:** Required if your **Overall Calculation Method** is **Category Weighting** or if you group assignments by category for other reasons
- **Possible Points:** Required
- **Assignment Weight:** Required if your **Overall Calculation Method** is **Assignment Weighting** or if your **Overall Calculation Method** is **Category Weighting** and your category **Calculation Method** is **Assignment Weighting**
- **Due Date:** Required if you selected **By Due Date** for **Assignment Sort** under **Display Options**
- **Report View:** Use only if you want to override your default **Display Options**
- **Sequence:** Required if you selected **By Sequence** for **Assignment Sort** under **Display Options**
- **Group:** Use only if you assign students to groups for the semester
- **Score:** Students' scores on this assignment
- **Report View Override:** Use only if you want to override your default **Display Options** or override the **Report View** specified on this screen for an individual student
- **Comments to Student:** Optional

Assignment Description	Quiz #01
Assignment Category	Quiz
Possible Points	10.00
Assignment Weight	N/A
Due Date	
Report View	Unreported
Sequence	

Warning: To safeguard against data loss from system timeout,

Student	Status	Group	Score	Report View Override	Comments to Student	Cross-Listed Section
Darov D. 053█	N					
Esqueda, ███ 04███1	N					

Clicking on a student's name should link you to the **Gradebook Student Information Screen** for information about an individual student.

> **Technical Tip**: To safeguard against loss of data from system timeout, periodically select the **Save and Stay** action and click **Submit**.
> When finished, select the **Save and Continue** action and click **Submit.**

6 Daily Activities

Score Overview

Under **Daily Activities**, click **Score Overview** and you should see the **Gradebook Score Overview** screen which allows you to view student scores in spreadsheet format.

You can also enter scores for an assignment by clicking on the assignment at the top of the column—the link should take you to the **Gradebook Score Entry** screen, see previous page.

Clicking on a student's name should link you to the **Gradebook Student Information Screen** for information about an individual student.

Gradebook Score Overview

Section Name and Title
PE-132ABC-9641 Women's Badminton Team

Meeting Information   02/28/2011-06/10/2011 Lab Monday, Tuesday, Wednesday, Thursday, Friday 03:20PM - 05:40PM, Gym - Compton Center, Room 20

<--Back to Gradebook Menu

First Page   Previous Page   Previous   Next   Next Page   Last Page   Scroll to Assignment

Students	Status	Group	Project 3	Homework #6	Homework #1	Homework #2	Homework #3	Homework #4	Homework #5	Homework #7	Homework #8	Exam 1	Exam 2	Exam 3
▮	N		39.00	9.00	9.00	9.00	10.00	7.00	8.00	8.00	8.00	78.00	86.00	---
▮	N		40.00	8.00	6.00	9.00	6.00	8.00	9.00	8.00	10.00	85.00	84.00	---
▮	N		48.00	10.00	10.00	10.00	9.00	10.00	6.00	10.00	9.00	99.00	95.00	---

Attendance

Under **Daily Activities**, click **Attendance**, and the **Gradebook Attendance Calendar** screen should appear.

Gradebook Attendance Calendar

Section Name and Title
PE-132ABC-9641 Women's Badminton Team

Meeting Information   02/28/2011-06/10/2011 Lab Monday, Tues...   Compton Center

<--Back to Gradebook Menu

Click on specific date link to enter attendance for students

Month	Moday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
February							
	Mon 02/28/11						
March							
		Tue 03/01/11	Wed 03/02/11	Thu 03/03/11	Fri 03/04/11		
	Mon 03/07/11	Tue 03/08/11	Wed 03/09/11	Thu 03/10/11	Fri 03/11/11		

Click the date link and the **Gradebook Attendance** screen for that date should appear.

6 Daily Activities

Recording Student Attendance

Use the **Gradebook Attendance** screen to enter attendance and participation information as described below and click **Submit**.

Set Attendance Status (or choose below) allows you to select the default attendance status <u>for the day</u>. If most of your students are present, select **Present** and click **Submit**. You will return to the same screen with every student's attendance status listed as **Present**. You can then change an individual student's **Attendance Status** by selecting the appropriate status for that student.

Attendance Status: Select the student's attendance status for the day.

Participation: (Optional) Enter the student's participation score for the day. These scores will only be included in the student's grade if you have set up the **Participation** section on the **Assignment Categories** screen, see page 17. The value entered here should be based on the **Participation Daily Possible Points** value specified there.

Internal Comment: (Optional) Enter a comment regarding attendance or participation for this student on this date. Students do not see the comment.

Technical Tip: **Gradebook Attendance** requires that meeting dates have been scheduled for the course section. If you need to record participation for an unscheduled meeting date (such as a field trip), or a course section with no meeting dates (such as an online course), you can still record participation in Gradebook by creating a participation assignment using **Gradebook Score Entry**, page 27, **Assignment Setup**, page 24, or **Assignment Builder**, pages 22-23.

Technical Tip: To safeguard against loss of data from system timeout, periodically select the **Save and Sta**y action and click **Submit**. When finished, select **Save and Continue** action and click **Submit.**

6   Daily Activities

Class Roster

Under **Daily Activities**, click **Class Roster** to view a list of students with contact information. You can access the **Select Students for Email** screen from this view.

Send E-Mail to Students

To compose and send an email to one or more students in this course section, click **Send E-Mail**. The **Gradebook Student Select** screen should appear with a list of students. Select an email option and the students you want to email and click **Submit**. The **Send E-mail** screen should appear as shown below. The list of students you selected should be displayed in the top portion of the screen. Use this screen to compose the email. You can use the remaining fields on this screen to send the email to additional people (including yourself). Enter the message and click **Submit** to send the email.

Last Date of Attendance

Not used at El Camino.

7   Reporting

Grade Report

The **Gradebook Grade Report** displays information about the student's grades. You can choose the type of information that is shown.

On the **Gradebook** menu, under **Reporting**, click **Grade Report**. The **Gradebook Grade Report** screen (following page) should appear in the default view—**Letter grade/percent**.

7   Reporting

Grade Report – (cont)

PSYC-5-9180 General Psychology

Meeting Information   03/01/2011-06/09/2011 Lecture Tuesday, Thursday 03:30PM - 05:20PM, Carson High School, Room CAHS

Student	Description	Item Status	Due Date	Weight	Possible Points	Score	Calculated Percent	Letter Grade	Comments	Cross-List Section
▬▬▬▬	==TOTAL GRADE==						69.34	D		
▬▬▬▬	==TOTAL GRADE==						95.00	A		
▬▬▬▬	==TOTAL GRADE==						68.69	D		
▬▬▬▬	==TOTAL GRADE==						83.38	B		
▬▬▬▬	==TOTAL GRADE==						0.00	F		
▬▬▬▬	==TOTAL GRADE==						68.47	D		

Level of detail   Letter grade/percent ▾

Assignment cutoff date   06/10/11

Sort Students   ▾

Attendance/Participation	Report View	Temporary Report View
Attendance	Undefined	▾
Participation	Description and Score	▾

Gradebook Assignments	Report View	Temporary Report View
Homework 1	Description and Score	▾
Quiz 1	Description and Score	▾

Level of Detail—Use this field to see additional levels of detail. Select the **Level of Detail** you want and click **Submit**.

Level 1 – **Letter Grade/Percentage:** Shows the name of each student, cross-listed section in which the student is enrolled (if it's not the primary section), total calculated percentage, and associated letter grade. (Default view)

Level 2 – **Category Totals:** In addition to the details in Level 1, this level shows the description of each category, status showing whether the category was included in the calculation, weight assigned to the category (if **Category Weighting** is the **Overall Calculation Method**), calculated percentage for each category, and associated letter grade for each category.

Level 3 – **Assignments:** In addition to the details in levels 1 and 2, this level shows the status of the assignment, due date, weight (if **Assignment Weighting** is the **Overall Calculation Method** or category **Calculation Method**), possible points, raw score, calculated percentage, associated letter grade, and any comments entered for the assignment. This level of detail is what the student sees on the **Student Gradebook Report** screen.

Level 4 – **Calculation Details:** In addition to the details in levels 1, 2, and 3, this level shows all of the calculations that were used to determine the total grade percentage, see the next page for an example.

Note: Associated letter grades will be visible only if you have defined the grading scale, page 21.

Note: If you want to see grade details and other information for an individual student, click the name of that student.

7 Reporting

Gradebook Grade Report – Calculation Detail View

Gradebook Grade Report

Scroll to the bottom of the page to change report options, then SUBMIT.

Section Name and Title

RC-284-8618 Resp Care Crit-III Patient III

Meeting Information: 02/12/2011-06/10/2011 Lecture Monday 05:00PM - 08:10PM, Math & Computer Science, Room 5A 02/12/2011-06/10/2011 Lab Monday 03:00PM - 03:50PM, Clinic - Nursing, Room CLIN 02/12/2011-06/10/2011 Lab Days to be Announced, Times to be AnnouncedClinic - Nursing, Room CLIN

<--Back to Gradebook Menu

Student	Description	Item Status	Due Date	Weight	Possible Points	Score	Calculated Percent	Letter Grade	Comments	Cross-Listed Section	
▓▓▓▓▓▓	Project			10.00	25.00	25.00	100.00	A			(RelWeight:10.00*100.00/100.00=10.00) (Calc.percent*relative.weight=asg.value) (AsgValue:100.00*10.00/100.00=10.00)
	Exam 1			25.00	100.00	100.00	100.00	A			(RelWeight:25.00*100.00/100.00=25.00) (Calc.percent*relative.weight=asg.value) (AsgValue:100.00*25.00/100.00=25.00)
	Exam 2			25.00	100.00	90.00	90.00	A			(RelWeight:25.00*100.00/100.00=25.00) (Calc.percent*relative.weight=asg.value) (AsgValue:90.00*25.00/100.00=22.50)
	Final Exam			40.00	120.00	100.00	83.33	B			(RelWeight:40.00*100.00/100.00=40.00) (Calc.percent*relative.weight=asg.value) (AsgValue:83.33*40.00/100.00=33.33)
	==TOTAL GRADE==						90.83	A			(Total Orig Asg Weight=100.00) (Total Rel Asg Weight=100.00) (FinalPercent=Sum of assignment values)

Gradebook Attendance Report

On the **Gradebook** menu under **Reporting**, click on **Attendance Report**. The **Gradebook Attendance Report** should appear giving you an overview of student attendance for the semester. You can click the **Detail** link if you want to see a detailed report for an individual student's attendance. Click a student's name if you want to access information about that student.

Gradebook Attendance Report

Section Name and Title

PSYC-5-9180 General Psychology

Meeting Information   03/01/2011-06/09/2011 Lecture Tuesday, Thursday 03:30PM - 05:20PM, Carson High School, Room CAHS

<--Back to Gradebook Menu

Detail	Student	Status	Group	Last Date Present	Absent	Excused Absent	Late	Cross-listed Section
Detail	▓▓▓▓▓▓▓▓▓▓	N			1	0	0	
Detail	▓▓▓▓▓▓	N		03/01/11	0	0	0	
Detail	▓▓▓▓▓▓▓▓	A		03/01/11	0	0	0	
Detail	▓▓▓▓▓▓▓	A		03/01/11	0	0	0	
Detail	▓▓▓▓▓▓	N			0	0	0	
Detail	▓▓▓▓▓▓▓▓	N			1	0	0	

Sort Students [▾]

7 Reporting

Student Gradebook Report

The **Student Gradebook Report** allows your students to view their assignments, scores, and other information that you have elected to show them. To view this report, the student logs on to the **MyECC portal** and, under **Grades, Tests & Ed Plan**, clicks **Student Gradebook**. A list of course sections which have Gradebooks should appear. The student clicks your section number to view the **Student Gradebook Report** for your class.

Student Gradebook Report

Student Name	████████████
Course Section	PE-132ABC-9641 Women's Badminton Team
Meeting Information	02/28/2011-06/10/2011 Lab Monday, Tuesday, Wednesday, Thursday, Friday 03:20PM - 05:40PM, Gym - Compton Center, Room 20
Gradebook Information As Of	06/10/11

ASSIGNMENT AND GRADE INFORMATION

Description	Status	Due Date	Weight	Possible Points	Score	Calculated Percent	Letter Grade	Comments
Homework # 6				10.00	10.00	100.00	A	
Homework #1				10.00	10.00	100.00	A	
Homework #2				10.00	10.00	100.00	A	
Homework #3				10.00	9.00	90.00	A	
Homework #4				10.00	10.00	100.00	A	
Homework #5				10.00	6.00	60.00	D	
Homework #7				10.00	10.00	100.00	A	
Homework #8				10.00	9.00	90.00	A	
CATEGORY:Homework	Setup error							
CATEGORY:Project	Setup error							
Exam 1				100.00	99.00	99.00	A	
Exam 2				100.00	95.00	95.00	A	
Exam 3				100.00				
CATEGORY:Exams	Setup error							
CATEGORY:Final Exam	Setup error							
Project 3				50.00	48.00	96.00	A	Good work! Try harder for an A!

Showing or Restricting Information on the Student Gradebook

You can set up your Gradebook to show assignment names and assignment scores, the assignment names but not the scores, or no assignments and no scores. You can do the same for attendance and participation. See pages 10 and 11 for more information.

8   Submit Grades

When you enter scores for assignments and participation, Gradebook calculates grades according to the setup. The calculated numeric (percentage) grades appear in the **Forecast/Midterm Grading** and **Gradebook Final Grading** screens. The letter grade that corresponds to the calculated numeric grade also appears in the **Forecast/Midterm Grading** and **Gradebook Final Grading** screens if you have completed the **Define Grading Scale** step, page 21.

Forecast/Midterm Grading

On the **Gradebook** menu, under **Submit Grades**, click **Midterm Grading** and you should see the **Forecast/Midterm Grading** screen, similar to the one below. The grades are calculated based on assignments due up to and including the current date. You can override letter grades as necessary. When you have letter grades entered for all students, click **Submit**.

Another screen, **Forecast/Midterm Confirmation,** should appear. Verify the grades on this screen. If you need to make changes, click "Back" button at top of screen to the **Forecast/Midterm Grading** screen, enter the changes, and click **Submit** and you will return to the **Grading Confirmation** screen. ***Scroll to the bottom and click OK***. ***These grades are now in the system and can affect whether your students can sign up for a subsequent class***. You should get an email confirming your submission of grades.

Caution: You <u>can</u> update or change **forecast/midterm** grades from Gradebook after they have been submitted. You <u>cannot</u> change **final** grades from Gradebook after they have been submitted, see the next page.

8   Submit Grades

Final Grading

On the **Gradebook** menu, under **Submit Grades**, click **Final Grading**, and you should see the **Gradebook Final Grading** screen, as below. (**Note**: If students have unexcused blank scores, you will have to change them to "0" before you can submit grades.)

You can override letter grades. If you change a grade to Incomplete (IB, IC, ID, IF), you must also select the **In-progress Reason**. When you have letter grades entered for the students, click **Submit**.

Another screen, **Grading Confirmation,** should appear. Verify the grades on this screen. If you need to make changes, go back to the **Gradebook Final Grading** screen, enter the changes, and click **Submit** and you will return to the **Grading Confirmation** screen. *Scroll to the bottom and click OK*. *These final grades are the official grades used in transcripts*. You should get an email confirming your submission of grades **immediately**. If you did not receive an email confirmation, go back and submit again and click **OK**. Once you submit final letter grades via Gradebook, you cannot update them again from Gradebook, even if the Gradebook calculated grade changes.

If you have not assigned letter grades to all students, you may go back and complete entering grades within the deadline dates. If you need to make any grade changes due to error, for ECC, please contact Grace Rodriguez in Admissions and Records at (310) 660-3593 ext 3420, and for Compton, please contact Angela Boyer in Admissions and Records at (310) 900-1600 ext 2043.

Incomplete grades will automatically convert to the associated letter grade (for example, "ID" becomes a "D") if the student does not complete the requirements to remove the incomplete and file the appropriate forms by the deadline specified by Admissions and Records. Incompletes cannot be removed or changed through Gradebook.

8   Submit Grades

Required Hard Copy Documentation for Admissions & Records

Print out the **Gradebook Score Overview** screen <u>AND</u> the **Gradebook Final Grading** screen as your Supplemental Documentation for grades.

Print out the **Gradebook Attendance Report** screen as your Supplemental Documentation for attendance documentation OR fill out the green and yellow rosters during the semester as your Supplemental Documentation.

Turn in your "paper copy" Supplemental Documentation either by:
- Dropping them off in Admissions in the "On Line Grade Check" box;
- Sending them via campus mail; or
- Mailing them directly to Admissions via U.S. mail.

Please note that Admissions and Records must receive your supplemental documentation by the due date specified each semester. Please send the package to:

<div align="center">

El Camino College
Admissions and Records Office – SSC 101
Grace Rodriguez
16007 Crenshaw Boulevard
Torrance, CA 90506

</div>

9   Optional Features

Set Minimum Category Requirements

If you want to set a minimum required percentage for a certain category of assignments or a specific assignment, such as a final exam, you can set up Gradebook to show when a student has not met that requirement. (Note: If the minimum score is for a specific assignment, set up that assignment as its own category.) Go to the **Gradebook Setup Wizard** menu, and under **Step 2: Assignment Categories**, click **Set Minimum Category Requirements**. The **Category Minimums** screen should appear. Enter the minimum percentage for appropriate categories and click **Submit**.

If a student does not meet the percentage required, the **Item Status** field on the **Gradebook Grade Report** (**Level of Detail** = **Category Totals**, **Assignments**, or **Calculation Details**) will show the message "FAILS TO MEET CATEGORY MINIMUM." (The student should see the same message on the **Student Gradebook Report**.)

Caution: Gradebook will NOT automatically assign a letter grade of D or F to a student who has not met the minimum requirements. If you decide to assign a non-passing grade to the student, you will have to manually change the letter grade on the **Gradebook Final Grading** screen, page 36, before you submit final grades.

Gradebook Copy Access

If you want to allow other faculty teaching the same course to copy your Gradebook general setup, go to the **Gradebook Setup Wizard** menu, and under **Step 4: Accessibility**, click **Set Gradebook Copy Access,** and the **Gradebook Copy Access** screen should appear. Check the box after **Allow other faculty to copy this Gradebook** and click **Submit**. Other faculty who teach the same course should now have access to your Gradebook general setup. They cannot see your students or assignments.

Permanently Delete Gradebook

If you want to delete your Gradebook and start over, first delete any scores that you have entered. Then go to the **Gradebook Setup Wizard** menu, and under **Step 6: Delete Gradebook**, click **Permanently Delete Gradebook**. The **Delete the Setup** screen should appear. Click **Confirm Delete** and you will return to the **Gradebook Select Section** screen, page 3. Now you can start over with a new Gradebook setup.

10 FAQ's

Is the "Final Grade Submission" part of the Gradebook... official?

Yes, **final** grades submitted using "ECC Gradebook" are official as soon as they are submitted. Once you submit your grades, you will receive an email confirmation.

Do I still need to submit final grades through the other part of the Portal?

No, once you submit your grades through the Gradebook, there is no need to submit final grades the "old way" through the "Grading" link in the ECC portal.

Do I still need to submit paper copies to Admissions and Records?

Yes, you must turn in a "paper" printed copy of the "Gradebook Score Overview" and "Gradebook Grade Report" (default view) to Admissions and Records. You do not have to fill in and submit the Grade Report that Admissions and Records sent to you at the beginning of the semester.

When you submit your final grades through the Gradebook, do you get an e-mail verifying that grades were submitted?

Once you submit your grades, you will receive an email confirmation.

Can a final grade be changed?

Once submitted...NO, not through Gradebook. You can change a letter grade or override a letter grade <u>before</u> you submit the final grades in Gradebook. If you need to change a grade after electronically submitting grades, please contact Admissions and Records.

Can I submit my attendance roster to Admissions and Records through the Gradebook?

No, you must **print out** the "Gradebook Attendance Report" from the Gradebook and attach it to the Attendance form from Admissions & Records and turn it into Admissions & Records OR fill out the green and yellow rosters during the semester & submit them to Admission & Records.

Is any browser more user friendly than the other?

Internet Explorer is the preferred browser. All three major browsers work, Internet Explorer, Firefox and Safari for Mac.

Can Gradebook be used to e-mail students?

Yes, this feature is located under the **Daily Activities** section titled "Send E-mail to Students."

How long do I have before I am "timed-out"?

There is no time limit. However, you should click "Save and stay" or "Save and continue" often just in case. You will only be timed out if you do not keep the log in windows open at all times while in the Portal.

Can I enter grades in the Gradebook and have the grades "invisible" to the students?

Yes, it is possible to make the entire Gradebook invisible to students.

Can I have grades for certain assignments invisible?

Yes, you can set up your Gradebook to show assignment names and assignment scores, the assignment names but not the scores, or no assignments and no scores.

Will the Gradebook keep track of students who have dropped the course?

Yes, you can view the names of dropped students.

Do I still need to enter "Forecast Grades" in the portal under the "Grading" link if I use the Gradebook?

No, you can "Forecast Grades" by submitting from the "Midterm Grading" link located in the Gradebook menu. You must submit the "Midterm" grade; Gradebook does not automatically submit grades for you. If you use the Gradebook, you don't need to "Forecast" grades the "old" way in the portal under the "Grading" link.

How long do students have access to their grades?

Students have access for 30 days after the class section ends.

Can you have individual scores unreported in Gradebook?

Only a score for a specific assignment can be unreported for an individual student.

Can you delete the Gradebook?

If you start to create a Gradebook and then want to erase all of the parameters that you entered and start over again, you can delete the setup. You must first delete any scores you have entered. See page 38 for more details.