CaneLink Gradebook

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Introduction

Gradebook is the CaneLink application used to provide information to your students about assignments, to record and display their assignment grades, and to calculate and post midterm and final grades. Gradebook is a self-service application you access through the faculty center. It is optional and available to any faculty member who chooses to use it.

Gradebook is organized around the concept of an assignment. Virtually any student activity can be defined as an assignment. Assignments may be graded or ungraded. Assignment grades are used to compute midterm and final grades according to rules you establish. In addition to grading assignments, you may add individual student notes or class notes to assignments.

Assignment types include:

<table>
<thead>
<tr>
<th>Assignment Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPSTONE</td>
<td>Capstone</td>
</tr>
<tr>
<td>CASE_STUDY</td>
<td>Case Study</td>
</tr>
<tr>
<td>CLRKSHPEVL</td>
<td>Clerkship Evaluation (Medical)</td>
</tr>
<tr>
<td>COORD_PTS</td>
<td>Coordinator Points (Medical)</td>
</tr>
<tr>
<td>EBM</td>
<td>EBM (Medical)</td>
</tr>
<tr>
<td>EXAM</td>
<td>Exam</td>
</tr>
<tr>
<td>FINALEXAM</td>
<td>Final Exam</td>
</tr>
<tr>
<td>MIDTRMEXAM</td>
<td>Mid Term Exam</td>
</tr>
<tr>
<td>ORAL_EXAM</td>
<td>Oral Exam</td>
</tr>
<tr>
<td>INHSE_EXAM</td>
<td>In-house Exam (Medical)</td>
</tr>
<tr>
<td>SHELF_EXAM</td>
<td>Shelf Exam (Medical)</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>Homework</td>
</tr>
<tr>
<td>LAB</td>
<td>Laboratory</td>
</tr>
<tr>
<td>OSCE</td>
<td>OSCE (Medical)</td>
</tr>
<tr>
<td>PAPER</td>
<td>Paper</td>
</tr>
<tr>
<td>PRESNTATIN</td>
<td>Presentation</td>
</tr>
<tr>
<td>PRTICIPATN</td>
<td>Class Participation</td>
</tr>
<tr>
<td>TERM_PAPER</td>
<td>Term Paper</td>
</tr>
<tr>
<td>QUIZ</td>
<td>Quiz</td>
</tr>
<tr>
<td>WRITEUP</td>
<td>Write Up (Medical)</td>
</tr>
</tbody>
</table>
To take advantage of Gradebook:

1. **Develop a calendar for your class:**
   - Assignments
   - Assignment start and due dates
   - The date students can expect to see their grades for each assignment

2. **Develop a midterm and final grade computation scheme**
   - The simplest Gradebook includes one assignment, the final exam. If you have only one assignment, your computation scheme will assign 100% of the final grade to your final exam.
   - You could have a Gradebook that included only a midterm exam and a final exam. Your computation scheme would describe how to weight the midterm and final exams to compute a final grade.
   - For a Gradebook with multiple assignments you construct rules for weighting each assignment type in the midterm and final grade computations.

3. **Create a numeric grade to letter grade conversion table:** All assignment grades are numeric, but most of the midterm and final grades are letter grades. You design the conversion scheme that is most appropriate for your class.

4. **Save your work**

   Once you have set up Gradebook for one of your classes, you can copy it to any other class you teach. Gradebook setup can be edited to meet the unique requirements of each of your classes.

   Gradebook is available, as an option, for all of your courses. If you choose to use it, your students will be able to review the dates their assignments are due, they will see the grades you enter for them, and they will be able to review the notes you send them.

   The next section of this document explains how to set up Gradebook in detail.
**Setting Up Gradebook**

Our hypothetical example is based on one section of COM 250. The class meets on Tuesday and Thursday beginning August 26, 2013 and continuing through December 10, 2013. Let’s imagine that the class grade is based on a final exam, 2 papers, and 3 homework assignments. The grades for the first 2 homework assignments and the first paper are included in the midterm grade. The 3 homework grades count towards 25% of the final grade, the 2 papers count towards 50% of the final grade, and the final exam counts for 25% of the final grade.

We begin with the faculty center and the faculty member’s schedule of classes. Notice the icons for Gradebook and Assignments. Click on the Assignment icon next to the class for which you want to set up Gradebook. In this example, we will use COM 250-P1.

Class information is displayed at the top of the Assignments page. Immediately below the class information you will see links to the 3 assignment setup pages: Class Assignments, Category Weight, and Grading Scale. Clicking the Assignments icon on your teaching schedule brings you to Class Assignments.

**Class Assignments**

Freedom of Expression and Communication Ethics (Lecture)

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 11:00AM-12:15PM</td>
<td>WCB-4027</td>
<td>Sigman Splichal</td>
<td>08/26/2013-12/10/2013</td>
<td>FREEDM OF EXPRESSN</td>
</tr>
</tbody>
</table>

Go to: Class Assignments, Category Weight, Grading Scale
The “copy assignments” button is used to copy the setup from one of your other courses. We will come back to it when we have an example to use.

You will enter data using this setup page for each assignment included in the Gradebook for this class. Let’s review each field in turn.

- **Assignment Category:** Choose the type of assignment you are setting up. Click the magnifier to get a list of valid codes (or see the table above).
- **Description:** Your description of this assignment. This is a 30-character field.
- **Short Description:** A 10 character abbreviated description of this assignment.
- **Leave the “Required by Institution” check box unchecked.**
- **Details box:**
  - **Required check box:** Check this box if students will be required to complete this assignment.
  - **Assessed:** Check this box if students will receive a grade for this assignment. Leaving this box unchecked would make the assignment ungraded.
  - **Include for Midterm Grade:** All graded assignments with this box checked will be included when the midterm grade is calculated.
  - **Import Class Component Grades:** This box is used for classes with additional non-graded classes such as discussion sections.
  - **Allow Student to View Grades:** This box is checked on by default. If you do not want your students to see their assignment grades, you must uncheck it.
- **Points box:**
  - **Maximum Points:** The maximum number of points for this assignment. For example, if you have 10-point quizzes, you would enter 10; if your exams are worth 100 points, you would enter 100.
  - **Weight in Points:** This is normally the same number of points as the maximum. Use this field if you wanted this particular assignment to carry more or less weight than other assignments of the same type. For example, if most of my quizzes are 10 points but this particular quiz counts double, I would enter 20 for the Weight in Points.
- **Dates & Duration box:**
  - **Begin Date:** The date students may start working on the assignment.
  - **Due Date:** The date the assignment is due.
  - **Extended Due Date:** If you choose to extend the due date, the new date is entered here.
  - **Estimated Grading Date:** The date students can expect to see their grades.
- **Notes:** You may enter notes for the class to view in this text box.

Click the “plus” icon in the upper right hand part of the page to set up an additional assignment. You may add as many assignments as you need. (Use the “minus” icon to delete assignments.)

The screen shot below shows the Class Assignments setup page.
An example assignment for this class is shown in the screen shot below.

After setting up all of your assignments you must specify how each category is weighted in the midterm and final grade calculations. **Click the Category Weight link** above the Assignment Setup data to go to the setup page. The Category Weight page is set up once for each class Gradebook.

The “copy category weight” button is used to copy the setup from one of your other courses.

- **Assignment Category**: Choose the type of assignment you are setting up. Click the magnifier to get a list of valid codes (or see the table above).
Use the “plus” and “minus” icons at the right end of the row to add additional categories. Be sure all of the categories used in creating assignments are represented in the Category Weight setup.

- Weight %: Enter the weight assigned to each category as a percentage. The total of the weights must equal 100%.

The screenshot below shows the Category Weight setup page.

The completed Category Weight setup for this Gradebook is shown below.

The final step in setting up your Gradebook is defining the Grading Scale. All Gradebook assignment grades must be numeric. Since the midterm and final grades are usually letter grades, you must provide rules for converting the Gradebook numeric grades to letter grades. Click the Grading Scale link to go to the set up page. The Grading Scale is set up once for each class Gradebook.

The screenshot below shows the Grading Scale setup page.

The “copy grade scale” button is used to copy the setup from one of your other courses. We will come back to it when we have an example to use.

- Grading Scheme: The Grading Scheme will depend on the career, Undergraduate, Graduate, Law, Medical, or Non-Credit. Click the magnifier icon for a list of valid codes.
- Grading Basis: The Grading Basis lists valid grades. The GRD Grading Basis contains the regular A – F grades. You will probably be using this Grading Basis for most purposes.
- Mark: Mark is the numeric grade earned by the student. It is the weighted average of the assignments that contribute to the midterm and final grades. The Mark sets the lower limit for each grade. For example in the setup below a weighted average of 93 or above results in
an A+, 90 to 92.99 results in an A, 87 to 89.99 results in an A-, 83 to 86.99 a B+, and so forth.

- **Grade**: The A – F grade equivalent to the numeric score.

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93.00</td>
<td>A+</td>
</tr>
<tr>
<td>90.00</td>
<td>A</td>
</tr>
<tr>
<td>87.00</td>
<td>A-</td>
</tr>
<tr>
<td>83.00</td>
<td>B+</td>
</tr>
<tr>
<td>80.00</td>
<td>B</td>
</tr>
<tr>
<td>77.00</td>
<td>B-</td>
</tr>
<tr>
<td>73.00</td>
<td>C+</td>
</tr>
<tr>
<td>70.00</td>
<td>C</td>
</tr>
<tr>
<td>67.00</td>
<td>C-</td>
</tr>
<tr>
<td>63.00</td>
<td>D+</td>
</tr>
<tr>
<td>60.00</td>
<td>D</td>
</tr>
</tbody>
</table>

The completed grade scale setup for this Gradebook is shown below.
Copying Gradebook Setup

Setting up a class Gradebook can be complicated. Fortunately, you can copy the setup for one of your other classes to a new class and edit it to fit the new class. We will use CNJ 303-R as an example.

Begin with the faculty center and the class teaching schedule. Click on the Assignment icon next to class you want to set up. CNJ 303-R is chosen in the screen shot below.

Clicking the Assignment icon opens the Class Assignments setup page.

Clicking the “copy assignments” button opens the Class Search dialogue.

- Select the term. You can copy the Gradebook setup from classes you taught in prior terms.
- Enter the Course Subject and Course Number for the class assignment information you want to copy, in this case COM 250.
- Make sure the Show Open Classes Only checkbox is clear.
- Click Search
Notice that the search only returns classes you teach. You can only copy your own setup.
- Select COM 250 section P1.
The entire Class Assignment setup for COM 250-P1 is copied to CNJ 303-R. You can edit the setup.
The copy feature only copies one part of the setup at a time. This allows you to choose the best match for each part of the Gradebook setup.

The “copy category weight” and the “copy grade scale” functions behave exactly the same as the “copy assignments” function.

- Click the copy button.
- Enter the Class Search parameters, remembering to clear the Show Open Classes Only checkbox.
- Select the class.
- Enter the setup as desired.
- SAVE your work!
Using Gradebook

We begin with the Faculty Center and the faculty member’s schedule of classes. Notice the icons for Gradebook and Assignments. Click on the Gradebook icon next to the class for which you want to enter grades into the class Gradebook. In this example, we will use COM 250-P1.

Click the Gradebook icon

Gradebook opens, by default, on the Class Gradebook page.

Use this page to load grades for any students for any assignments. This page also includes Notes links, which you use to send notes to individual students.

- Show Active Students Only: Uncheck this box if you want to see the students who have withdrawn from your class.
- Export: Click this button to export the contents of the Gradebook to a CSV file that you can import into Excel. You may export your Gradebook information as often as you like.
- Enter numeric grades into the boxes by student and assignment.
  - Click the check box to exempt a student from the assignment requirement. The grade will not be used in calculating midterm and final grades.
  - Click the Note link to add a note to a student.
- As you add grades, the class average at the bottom of each assignment will be updated.
- The REFRESH button does not have any function at present.
- **SAVE your work!** It is a good idea to save your grades regularly. If you leave the Gradebook pages without saving you risk losing your work.
Click the Grade by Assignment link

This page allows you to enter grades on an assignment-by-assignment basis.

- Select Assignment: Choose the assignment for which you want to enter grades. Click the magnifying glass for valid values.
- Submitted Date: This is the date you entered the assignment grade. The system updates the value automatically.
- Due Date: The system populates this value based on your setup.
- Grade: Enter the students’ grades in this field. Click the check box to waive the assignment for a student.
- As you add grades and save your work, the Average value at the top of the page is updated.
- SAVE your work! It is a good idea to save your grades regularly. If you leave the Gradebook pages without saving you risk losing your work.
Click the Cumulative Grades link

This page summarizes the assignment grades by category. It computes the midterm and final grades based on the assignment due dates. The values change as assignment grades are added into the computations. Finally, this page allows you to load midterm and final grades to the grade rosters when they become available.

- Final / Homework / Paper: These are the categories used in this Gradebook. The values show the cumulative averages for each category. These values will change as assignments become due and scores are entered.
- Midterm Grade / Override: The numeric values are the weighted average of the scores defined as contributing to the Midterm grade. The letter grade is the result of converting the numeric grade according to the rules you set up on the Grade Scale. The grade will be loaded to the Grade Roster unless you override it by entering a grade in the box.
- Overall Grade / Override: The numeric values are the weighted average of all assignment scores. The letter grade is the result of converting the numeric grade according to the rules you set up on the Grade Scale. The Overall Grade will be loaded to the final grade roster. You may override any computed grade by entering the new value in the box.
- Note: The Note link at the end of the row allows you to enter a note for an individual student.
- Select Grade Roster: Enter the grade roster, Midterm or Final, for uploading grades. Click on the magnifying glass for valid values. You cannot load grades to the grade roster until the registrar's office sets them up.
  - Click the update button to update the grade roster.
- SAVE your work! It is a good idea to save your grades regularly. If you leave the Gradebook pages without saving you risk losing your work.
Requirement Designations are used to identify special characteristics of courses or to identify students who have earned special recognition for the work they completed in the class. Writing credit and honors recognition are examples of requirement designations. For most classes, you will use the regular Grade Rosters to enter requirement designation information. However, if your class is set up for you to enter requirement designation information for all of the students in the class, you can do so using the Gradebook Requirement Designation page.

**Click the Requirement Designation link.**

This class is not set up to require Requirement Designation grades. Therefore, there are no actions to take. For classes that use Requirement Designations, you could choose values for the Option field and the Grade field.

If you enter Requirement Designation information, be sure to **SAVE your work!**

Some classes were set up with labs or discussion sessions as integrated components. In those cases, you can use Gradebook to create component assignments, grade them, and add a component grade to the overall class grade. The import process is ONLY for classes that have components. You cannot import grades from some arbitrary class. The purpose of this function is to allow you to grade a lab or a discussion session, for example, and incorporate the grade into the overall course grade without having to create a separate course. **Click the Import Component Grades link** if you are using this function.

- Select Assignments: Enter the assignment number used to store the component grades. Click the magnifier icon for a list of valid assignment values.
A special assignment must be created into which the component grades are copied. The screen shot below shows the checkbox that must be selected to allow an assignment to accept component grades.

- Import grades button: Click the import grades button to select the component class and import the data.
- SAVE your work!
Uploading Scores to a Class Gradebook

Once the data have been loaded to the database, the faculty member must upload the data to his or her class Gradebook.

- Log into the Faculty Center and navigate to the Grade by Assignment tab in Gradebook.

  ![Click the Gradebook icon.]

- Once scores have been loaded to the database through the back office process the Upload Assignment Scores box will appear. This information and button are not normally displayed on the Grade by Assignment tab.
- Click the Upload Assignment Scores

  ![Click to upload the scores to the class Gradebook.]

  ![This message indicates that the scores uploaded successfully.]

- Each student’s grade will be entered and the Submitted Date will be set to today’s date.
  - Review the scores and make corrections.
  - SAVE the scores with the SAVE button at the bottom of the page.
### Important Information

- You can reload scores to the database using the Load process as often as you like. Each time you load a new file it overwrites the existing data.
- You can load incomplete data using the Load process. Missing scores are recorded as blanks in Gradebook.
- You can load data with one or more incorrect UM ID numbers or invalid scores. ONLY data for students with valid IDs and valid scores will be uploaded to Gradebook. In all other cases, the grade field in Gradebook will be blank.
- You can reload scores to Gradebook as often as you like. Grades already entered on the Grade by Assignment tab will NOT be overwritten.
  - If a grade was left blank by an earlier load, subsequent loads WILL enter the grade.
The Student View

When you complete your class Gradebook setup the Gradebook icon appears next to your class in the Student Center, as shown in the screenshot below.

When the student clicks the Gradebook icon, all of his or her information is consolidated in one page.
The student can click on any of the assignment links to see the details of the assignment setup. He or she can click on the Assignment Note links to read the comments you want to send. The pages the student sees for the Midterm Paper and the midterm Assignment Note are shown below.

### Midterm Paper

<table>
<thead>
<tr>
<th>Description:</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date:</td>
<td>09/25/2013</td>
</tr>
<tr>
<td>Due Date:</td>
<td>10/19/2013</td>
</tr>
<tr>
<td>Extended Due Date:</td>
<td>10/24/2013</td>
</tr>
<tr>
<td>Weight in Points:</td>
<td>100</td>
</tr>
<tr>
<td>Maximum Points:</td>
<td>100</td>
</tr>
<tr>
<td>Required by Institution</td>
<td>✓ Required</td>
</tr>
<tr>
<td>Assessed</td>
<td>✓</td>
</tr>
<tr>
<td>Include for Mid Term Grade</td>
<td>✓</td>
</tr>
</tbody>
</table>

#### Assignment Note

1. Good work on the midterm paper. Adding details to your examples will improve your paper.

The Assignment Categories section of the page shows the student how assignment categories are weighted and his or her performance on each.

### Assignment Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight %</th>
<th>Mid-Term Total</th>
<th>Out of</th>
<th>Mid-Term Grade</th>
<th>Category Total</th>
<th>Out of</th>
<th>Category Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>25</td>
<td>38.00</td>
<td>50.00</td>
<td>75.00</td>
<td>54.00</td>
<td>75.00</td>
<td>72.00</td>
</tr>
<tr>
<td>Homework</td>
<td>25</td>
<td>50.00</td>
<td>100.00</td>
<td>89.00</td>
<td>101.00</td>
<td>200.00</td>
<td>90.50</td>
</tr>
<tr>
<td>Paper</td>
<td>50</td>
<td>89.00</td>
<td>100.00</td>
<td>89.00</td>
<td>188.00</td>
<td>200.00</td>
<td>90.50</td>
</tr>
</tbody>
</table>

The Grade Scale section of the page is a copy of the grade scale rules you set up to convert numeric grades to letter grades.

The Instructor Comments section of the page shows the comments you added to the class as a whole.

The Student Assignment Dates summarized when assignments are due.