




Information Technology Services

Quick Guide for Non GradeBook Users

Graduate Studies – Final Mark Entry

1. Sign onto the portal
2. Go to My Work -> Brock Db Menu -> GradeBook ->FinalGrade
3. To import marks for the whole class use “Import Final Grade” tab.
4. The import file must be in the correct format.
 - a. If you are starting with a new file the easiest is to “[Click here to setup the import file for Section](#)” (leave blank to include all sections).
Clicking this option will bring up an excel spreadsheet in correct format with your class list. If you want to separate the class by section, use the dropdown to select the section.
Example of correct format.

Student ID	Student Name	Final 258 Mark	Final 258 Letter
1234567	optional		

 - * Grade must be a valid Final Numeric Grade or Final Letter Grade
 - ‘IN’, ‘IP’ grades are entered into Final 258 Letter
 - Final Numeric Grade must end in a 0, 2, 5, 8
 - You do not need to enter a letter grade if a numeric grade is supplied
 - b. Once you have entered the grades and saved the file, use the Browse button to find the Final Grades File you saved.
 - c. Choose whether the grades you are importing are to replace the current grades by clicking on the “Overwrite Grade” option (note: first import will overwrite blank marks automatically)
 - d. Click Go
 - e. Errors will be displayed if they exist
 - i. If errors exist, you can correct them individually via the Final Grade Tab or change the grade on the import file and repeat the import process.
5. To change marks or input marks individually use “Final Grade” tab.
 - a. By clicking on the pencil icon beside the Student Id you will be in update mode. 
 - b. To save the change, press the checkmark.
6. When grade entry is complete for the class, Go to ReleaseMarks on the GradeBook menu
7. Check the Release boxes for the sections you are releasing (or hit select All) -> press the Go button beside Release Final Marks.
8. Print a report of the Final Grades by hitting Go beside “View released Final Marks report”
9. There are multiple Report Output formats to use, but the best to start with is to select PDF from the dropdown.
10. After the report is displayed, print/sign/send Grad Studies the Released Final Marks report.



IMPORTANT:

If a Final Grade is changed for an individual, multiple individuals or the whole class after you have Released Marks you must re-release the grades. You can re-release grades as long as the Release Status is blank or “Unofficial”. After re-releasing, you must print a new Final Marks report, have it signed and sent to Graduate Studies (Grads) or Registrar’s Office (Undergrads).



Information Technology Services

Quick Guide to the GradeBook System

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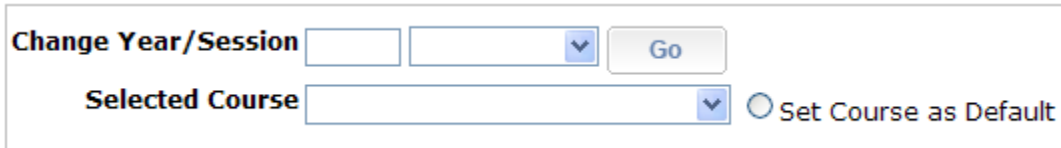
Introduction:

The following “How to” questions are meant to clarify and explain the most common scenarios a typical user might run into when using the GradeBook system. When using this document please note the following:

- a-** To know how to access any of the screens from the menu, look at the highlighted (in black) screen menu name on the left side of the displayed figure of that screen.
- b-** Directly after each “How to” question you will find in brackets the name of the screen and the name of the tab -if there was one- where the question can be answered.
- c-** Throughout the document you will notice all references to controls, titles and labels on the actual system screen or displayed figures are written in *Italics*.
- d-** All questions can be looked at individually or as part of a step by step process to go through the whole system.

1- How to select a course? (All screens)

Using the GradeBook (FGB) system always depends on the course selected from the *Selected Course* drop down list (Figure 1). This means that all Updates, data entries, deletes and any other changes are always being applied to the course selected from this drop down list.



The screenshot shows a form with two rows. The first row is labeled "Change Year/Session" and contains a text input field, a dropdown menu, and a "Go" button. The second row is labeled "Selected Course" and contains a dropdown menu and a radio button labeled "Set Course as Default".

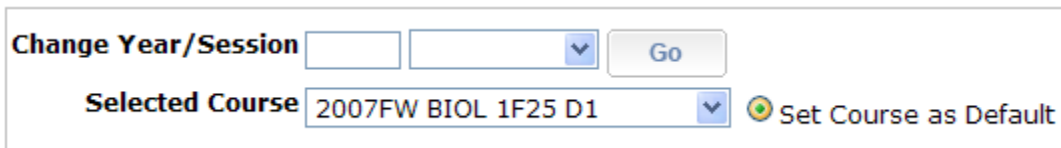
Figure (1)

The courses populated in this list depend on your level of Security (Marker, Faculty, Department Coordinator...etc). The list can also be repopulated based on the Year and Session. This is done by inserting a year in the first text box and selecting a session from the drop down list and clicking the *Go* button. Note that this course selection functionality is available on all FGB screens.

2- How to set a Course as your Default Course? (All screens)

Setting a course as your default will cause it to show first the next time you log into the system, hence the course will be preselected from the *Selected Course* drop down list and everything on the screens will be displayed based on that course. This is helpful if you access that course more often than others.

A Default course is set by first selecting a course from the *Selected Course* drop down list and then clicking the *Set Course as Default* radio button. In the figure below 2007FW BIOL 1F25 D1 course was selected as default.





The screenshot shows the same form as Figure 1, but with the "Selected Course" dropdown menu displaying "2007FW BIOL 1F25 D1" and the "Set Course as Default" radio button checked.

Figure (2)

3- How to Control Security access for users with less security privileges than you? (Security/MarkerSecurity screens)

Depending on your own level of security (DBA, Administrator, Department Coordinator, or faculty member) you can give access to users with less security access than you. For example a faculty member can only give access for markers to all of the courses they teach. Coordinators can give access to a faculty member and markers and so on. Here is how this is done for non-markers through the Security screen:

- a- On the Security screen (Figure 3A) make sure the course you are giving access for is selected from the *Selected Course* drop down list.
- b- The Data Grid at the bottom should now display all users that have access for this course provided that they are have as much or less security privileges than you do.
- c- From this Data Grid you can now add a new user to the course by inserting their information (Logon, Name, Role and Period of access) in the Data Grid footer and then clicking the insert button.
- d- You can also edit or delete their access using the following buttons   respectively.






Security

Change Year/Session

Selected Course Set Course as Default

Logon Name



Show Audit

	Logon	Name	Role	Effective From	Effective To	
 	jdoe	John Doe	Administrator	2007/09/24	2999/12/31	
	<input type="text"/>		<input type="text"/>	<input type="text" value="2008/06/12"/> 	<input type="text"/> 	<input type="button" value="Insert"/>

1 Total Records: 1

Figure (3A)

For markers security you can use the MarkersSecurity screen Figure 3B:

- a- On the MarkerSecurity screen (Figure 3B) make sure the course you are giving access for is selected from the *Selected Course* drop down list.
- b- The Data Grid at the bottom should now display all markers that have access for this course.
- c- From this Data Grid you can now add new markers to the course by inserting their information (Logon, Name, Role, Period of access, Section and the Secondary number that they will be markers for) in the Data Grid footer and then clicking the insert button.
- d- You can also edit or delete their access using the following buttons   respectively.

Page Search

FAVOURITES

HOME

StudentAccess

GradeBook

MarkerSecurity

Security

LoadCourses

Configuration

Students

Marks

MarkCalculation

ReleaseMarks

GradeItemStats

RisdProrsMarks

RisdFinalMarks

Marker Security

Change Year/Session

Selected Course

Logon Name



Show Audit

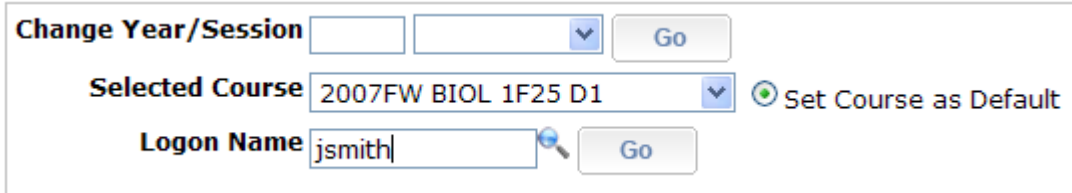
	Logon	Name	Role	Effective From	Effective To	Section	Secondary Type										
➔	jdoe	John Doe	Marker	2008/08/14	2008/11/28	2	LAB 4	✎									
	<input type="text"/>		Marker	<input type="text" value=""/>	<input type="text" value=""/>	insert	1	Labs	1								
1 Total Records: 3																	

Figure (3B)

4- How to view a specific user security access? (Security screen/MarkerSecurity screen)

To view the level of security a user has for a certain course (Figure 4):

- a- Select a course from the *Selected Course* drop down list.
- b- Insert the *Logon Name* of the user you are looking for. If you don't know it, use the  search functionality to look for them.
- c- Once Logon name is entered you can click the *Go* button to the right of  button.



Change Year/Session

Selected Course Set Course as Default




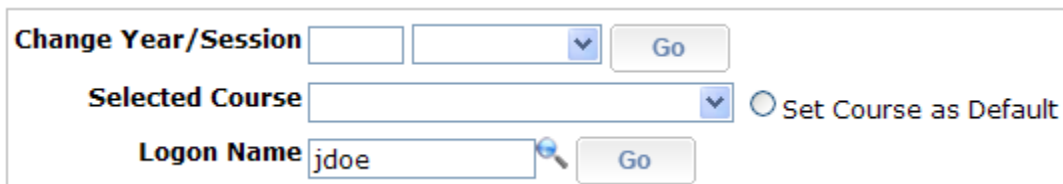
Logon Name 

Figure (4)

To view the level of security a user has for all courses (Figure 5):

- a- Make sure no course is selected from the *Selected Course* drop down list.
- b- Insert the *Logon Name* of the user you are looking for. If you don't know it, use the  search functionality to look for them.
- c- Once Logon name is entered you can click the *Go* button to the right of  button.



Change Year/Session

Selected Course Set Course as Default


Logon Name 

Figure (5)

5- How to view the Course or the Marks status for a course? (Configuration screen/Course Configuration tab)

The Course Status and the Marks Status can be viewed from the Configuration screen (Figure 6).

Possible Course Statuses are:

- a- Active
- b- Control has been given up to Reg. Office
- c- Reg office has control
- d- Final marks have been calculate
- e- Final marks have been released
- f- Course deleted

Possible Marks Statuses are:

- a- No Marks
- b- In Progress
- c- Progress Marks have been released
- d- Final Marks have been released

The screenshot displays the 'Configuration' screen for a course. On the left is a navigation menu with 'Configuration' highlighted. The main area shows the 'Course Configuration' tab selected. At the top, there are fields for 'Change Year/Session' and 'Selected Course' (2007FW BIOL 1F90 D1). Below this, there are checkboxes for 'Setup unique Course and Grade Configurations for each course section' and 'Set Course as Default'. The 'General Course Setup' section contains 'Course Status' (Active) and 'Mark Status' (No Marks), both highlighted with red boxes. Other options include 'Give Grade Book Secondary Control', 'Allow Course to show on Student Self Serve', 'Incomplete Indicator' (IN), and 'Apply these Default Grades to Final Grade When Incomplete Indicator is Used' with fields for 'Default Numeric Grade' (0) and 'Default Letter Grade' (F). The 'Course Display Options' section has three checked options: 'Show out of grade to students', 'Show grade weights to students', and 'Show rounded Final Grade to students'. A 'Save' button is at the bottom left.

Figure (6)

6- How to allow/disallow course to show for students on student self serve? (Configuration screen/Course Configuration tab)

Checking the *Allow Course to show on Student Self Serve* check box indicated in Figure 7 gives students the ability to view their marks online, unless the specific mark has *Student View* unchecked (this is done on the Grade Items Configuration tab, refer to question #16).

Un-checking this checkbox inhibits students from viewing any of their marks online. Students will still be able to see that they are registered for the course but will not be able to see any of their marks for the course. This option overrides checking the *Student View* checkbox for specific Grade Item marks (this is done on the Grade Items Configuration tab, refer to question #16). To save settings remember to Click the *Save* button at the bottom.

The screenshot shows the 'Configuration' screen for a course. The 'Course Configuration' tab is selected. The 'General Course Setup' section is expanded, and the 'Allow Course to show on Student Self Serve' checkbox is checked and highlighted with a red box. Other options in this section include 'Give Grade Book Secondary Control' (unchecked), 'Incomplete Indicator' (set to 'IN'), and 'Apply these Default Grades to Final Grade When Incomplete Indicator is Used' (checked). The 'Course Display Options' section is also expanded, showing 'Show out of grade to students', 'Show grade weights to students', and 'Show rounded Final Grade to students' all checked. A 'Save' button is located at the bottom of the configuration area.

Figure (7)

7- How to Show/Hide out of grade, grade weights and Final Grade to Students? (Configuration screen/Course Configuration tab)

This is done by checking or un-checking the check boxes indicated in Figure (8). To save the settings remember to click the *Save* button at the bottom.

The screenshot shows a web application interface for course configuration. On the left is a navigation menu with sections like 'FAVOURITES' and 'HOME', containing various tool links such as 'Security', 'LoadCourses', and 'Configuration'. The main area is titled 'Configuration' and includes a 'Change Year/Session' dropdown, a 'Selected Course' dropdown (set to '2007FW BIOL 1F90 D1'), and a 'Go' button. Below this is a checkbox for 'Setup unique Course and Grade Configurations for each course section'. A tabbed interface shows 'Course Configuration' as the active tab, with other tabs for 'Grade Items Configuration', 'Group Configuration', and 'Give Up Ownership'. A 'Copy Configuration From' dropdown and 'Go' button are present. The 'General Course Setup' section includes 'Course Status' (Active), 'Mark Status' (No Marks), and several checkboxes: 'Give Grade Book Secondary Control' (unchecked), 'Allow Course to show on Student Self Serve' (checked), and 'Incomplete Indicator' (set to 'IN'). Below these are radio buttons for 'Apply these Default Grades to Final Grade When Incomplete Indicator is Used', with 'Default Numeric Grade' (0) selected. The 'Course Display Options' section at the bottom has three checked checkboxes: 'Show out of grade to students', 'Show grade weights to students', and 'Show rounded Final Grade to students'. A 'Save' button is located at the bottom left of the configuration area.

Figure (8)

8- How to copy a course configuration from previously taught courses? (Configuration screen/ Course Configuration tab)

If you configured a course in previous semesters and would like to use the same configuration, you can do so by selecting the old course from the *Copy Configuration From* drop down list and clicking the *Go* button (Figure 9). This will not only copy the *General Course Setup* and the *Course Display Options* shown in the *Course Configuration* tab to the current selected course from the *Selected Course* drop down list, but will also copy all *Grade Items* and *Groups* shown in the *Grade Items Configuration* tab and *Group Configuration* tab respectively. This is a good option to take advantage of, to speed up setting course configurations if you would like to use configurations that were set up in previous sessions.

The screenshot displays the 'Configuration' interface. On the left is a 'Page Search' box and a navigation menu with categories like 'FAVOURITES', 'HOME', and 'StudentAccess'. The main area is titled 'Configuration' and includes a 'Change Year/Session' dropdown and a 'Go' button. Below that is a 'Selected Course' dropdown set to '2007FW BIOL 1F90 D1' and a 'Set Course as Default' radio button. A checkbox for 'Setup unique Course and Grade Configurations for each course section' is present. The 'Course Configuration' tab is active, showing a 'Copy Configuration From' dropdown menu with a red box around it and a 'Go' button. Below this are sections for 'General Course Setup' (including 'Course Status', 'Mark Status', and 'Incomplete Indicator' options) and 'Course Display Options' (with checkboxes for 'Show out of grade to students', 'Show grade weights to students', and 'Show rounded Final Grade to students'). A 'Save' button is at the bottom.

Figure (9)

9- How to setup unique Course and Grade Configurations for each course section? (Configuration screen)

If a course had multiple sections and you needed to configure each section individually because they might have different configurations, you can do so by clicking the check box indicated in Figure 10 A. Note that once this check box is checked it cannot be un-checked. Assuming the selected course has four sections then a radio button list numbered from one to four would show (Figure 10 B). Changes to each section can then be done by selecting the section number first.

The screenshot shows a web-based configuration interface. On the left is a navigation menu with sections like 'FAVOURITES', 'HOME', 'StudentAccess', 'GradeBook', 'Security', 'LoadCourses', 'Configuration', 'Students', 'Marks', 'MarkCalculation', 'ReleaseMarks', 'GradeItemStats', 'RiskPrgrsMarks', and 'RiskFinalMarks'. The 'Configuration' option is highlighted. The main area is titled 'Configuration' and includes a 'Change Year/Session' dropdown and a 'Go' button. Below that is a 'Selected Course' dropdown set to '2007FW BIOL 1F90 D1' and a 'Set Course as Default' radio button. A red box highlights a checkbox labeled 'Setup unique Course and Grade Configurations for each course section'. Below this are tabs for 'Course Configuration', 'Grade Items Configuration', 'Group Configuration', and 'Give Up Ownership'. The 'Course Configuration' tab is active, showing a 'Copy Configuration From' dropdown and a 'Go' button. A 'Show Audit' checkbox is also present. The 'General Course Setup' section includes 'Course Status' (Active), 'Mark Status' (No Marks), and several checkboxes: 'Give Grade Book Secondary Control' (unchecked), 'Allow Course to show on Student Self Serve' (checked), and 'Incomplete Indicator' (set to 'IN'). There are also radio buttons for 'Apply these Default Grades to Final Grade When Incomplete Indicator is Used', with options for 'Default Numeric Grade' (0) and 'Default Letter Grade' (F). A final radio button option is 'Use Student current Marks as Grade When Incomplete Indicator is used.' The 'Course Display Options' section has three checked checkboxes: 'Show out of grade to students', 'Show grade weights to students', and 'Show rounded Final Grade to students'. A 'Save' button is at the bottom.

Figure (10 A)

Page Search

Configuration

Change Year/Session

Selected Course Set Course as Default

Setup unique Course and Grade Configurations for each course section

Course Configuration for Section(s) 1 2 3 4

Copy Configuration From

Show Audit

General Course Setup

Course Status Active

Mark Status No Marks

Give Grade Book Secondary Control

Allow Course to show on Student Self Serve

IN Incomplete Indicator

Apply these Default Grades to Final Grade When Incomplete Indicator is Used

Default Numeric Grade

Default Letter Grade

Use Student current Marks as Grade When Incomplete Indicator is used.

Course Display Options

Show out of grade to students

Show grade weights to students

Show rounded Final Grade to students

Figure (10 B)

10- How to disable students from registering in Secondaries? (Configuration screen/ Course Configuration tab)

To take control over student enrolments in Secondaries (Labs, Tutorials, Seminars) you can disable them from registering on their own by clicking the *Give Grade Book Secondary Control* check box indicated in Figure 11.

The screenshot displays the 'Configuration' interface for a course. On the left is a navigation menu with 'Page Search' and 'FAVOURITES' (AwardDeptSpons). Under 'HOME', 'Configuration' is selected. The main area is titled 'Configuration' and shows 'Change Year/Session' (empty), 'Selected Course' (2007FW BIOL 1F90 D1), and a 'Go' button. Below this is a checkbox for 'Setup unique Course and Grade Configurations for each course section'. The 'Course Configuration' tab is active, with sub-tabs for 'Grade Items Configuration', 'Group Configuration', and 'Give Up Ownership'. A 'Copy Configuration From' dropdown and 'Go' button are present. A 'Show Audit' checkbox is also visible. The 'General Course Setup' section includes 'Course Status' (Active), 'Mark Status' (No Marks), and a highlighted checkbox for 'Give Grade Book Secondary Control'. Other options include 'Allow Course to show on Student Self Serve' (checked), 'Incomplete Indicator' (IN), and 'Apply these Default Grades to Final Grade When Incomplete Indicator is Used' (checked). Default grades are set to '0' (Numeric) and 'F' (Letter). The 'Course Display Options' section has three checked options: 'Show out of grade to students', 'Show grade weights to students', and 'Show rounded Final Grade to students'. A 'Save' button is at the bottom.

Figure (11)



11- How to determine what to show for the final mark when the Incomplete Indicator is used? (Configuration screen/Course Configuration tab)

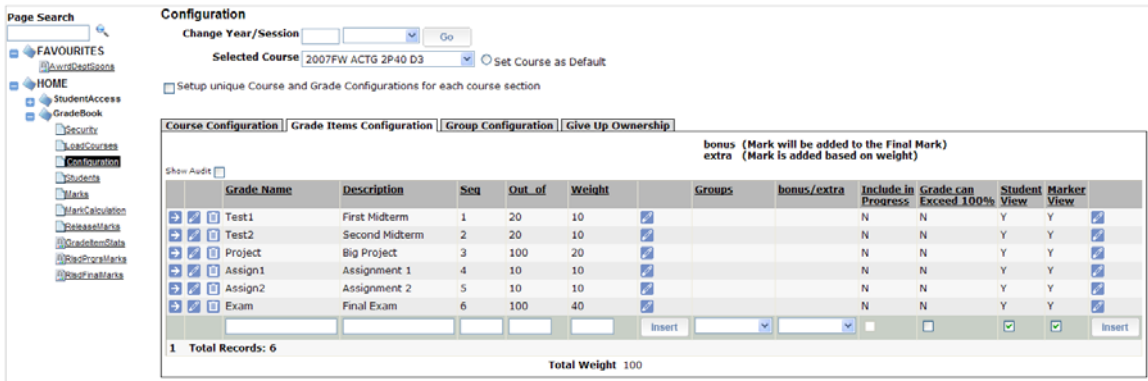
If you choose to use the incomplete indicator (IN) when calculating the final mark for a student in the Mark Calculation screen. You have one of two options to determine what will be recorded for their Final Numeric and letter Grade (Figure 12). Either you apply the entered *Default Numeric and Letter Grade* to the Final Grade or by clicking the second radio button you choose to use the student current mark as the Final Grade.

The screenshot displays the 'Configuration' interface for a course. On the left is a navigation menu with categories like 'FAVOURITES', 'HOME', and 'StudentAccess'. The main area is titled 'Configuration' and includes a 'Change Year/Session' dropdown and a 'Go' button. Below that, the 'Selected Course' is '2007FW BIOL 1F90 D1'. There are tabs for 'Course Configuration', 'Grade Items Configuration', 'Group Configuration', and 'Give Up Ownership'. The 'Course Configuration' tab is active, showing 'Copy Configuration From' and a 'Go' button. Under 'General Course Setup', 'Course Status' is 'Active' and 'Mark Status' is 'No Marks'. There are checkboxes for 'Give Grade Book Secondary Control' (unchecked) and 'Allow Course to show on Student Self Serve' (checked). A red box highlights the 'IN' Incomplete Indicator section, which contains a radio button selected for 'Apply these Default Grades to Final Grade When Incomplete Indicator is Used'. Below this are input fields for 'Default Numeric Grade' (containing '0') and 'Default Letter Grade' (containing 'F'). A second radio button option is 'Use Student current Marks as Grade When Incomplete Indicator is used.' At the bottom, there are 'Course Display Options' with three checked checkboxes: 'Show out of grade to students', 'Show grade weights to students', and 'Show rounded Final Grade to students'. A 'Save' button is at the bottom left.

Figure (12)

12- How to Add/Edit/Delete a Grade Item (Assignments, Tests, Quizzes, Exams...etc)? (Configuration screen/ Grade Items Configuration tab)

To insert a new Grade Item for a course, first make sure the right course is selected from the *Selected Course* drop down list. Then from the Grade Items Data Grid shown on the *Grade Items Configuration* tab (Figure 13) you can insert a new Grade Item for that course by inserting the fields in the Data Grid footer and clicking the insert button. You can also Edit or Delete an existing Grade Item using the   buttons respectively. Note that the *Grade Name* and *Out of* fields are required and must be entered to make a valid entry.



Configuration
 Change Year/Session: [] [] Go
 Selected Course: 2007FW ACTG 2P40 D3 Set Course as Default
 Setup unique Course and Grade Configurations for each course section

Grade Items Configuration

bonus (Mark will be added to the Final Mark)
 extra (Mark is added based on weight)

Grade Name	Description	Seq	Out_of	Weight	Groups	bonus/extra	Include in Progress	Grade can Exceed 100%	Student View	Marker View
Test1	First Midterm	1	20	10			N	N	Y	Y
Test2	Second Midterm	2	20	10			N	N	Y	Y
Project	Big Project	3	100	20			N	N	Y	Y
Assign1	Assignment 1	4	10	10			N	N	Y	Y
Assign2	Assignment 2	5	10	10			N	N	Y	Y
Exam	Final Exam	6	100	40			N	N	Y	Y

1 Total Records: 6 Total Weight 100

Figure (13)

Important Notes:

- 1- The *Description* field is what the students will see as the name of the Grade Items on the student self serve screens.
- 2- The *Seq* field determines the order in which the Grade Items will show on the student self serve screens. If this was left empty the next number after the greatest entered number will be entered by default.
- 3- The *Weight* field is defined as the percentage you would like this Grade Item to be worth from the final course mark. The *Out of* field is what the Grade Item was marked from.

13- How to create a “Best of” scenario between Grade Items? (Configuration screen Grade Items Configuration tab + Group Configuration tab)

If you had for example a group of 3 assignments and wanted to count for students only the best 2 out of the 3. You can do so by first making sure the right course is selected from the *Selected Course* drop down list and following these steps:

- 1- First you need to create a Group by inserting its fields in the footer of the Data Grid shown on the *Group Configuration* tab. Let us assume that the name of the group is *Assigns*, we will count the best 2 assignments so we will insert 2 for the *Best of* field. After inserting these fields and clicking the *Insert* button the Group has been created (Figure 14).

The screenshot shows the 'Configuration' screen with the 'Group Configuration' tab selected. The 'Selected Course' is '2007FW ACTG 2P40 D3'. A data grid shows one record for the group 'Assigns' with a weight of 2 and 'Best of' set to 'Y'. The 'Insert' button is located at the bottom right of the grid.

Group Name	Weight	Best Of	Marker View	Student View
Assigns	2	Y	Y	Y

Figure (14)

- 2- Now you can add Grade Items (Assignments in this example) to that group. Through the Data Grid on the *Grade Items Configuration* tab you can either edit an existing assignment to include it in the group by clicking the edit button, then selecting the group from the Groups drop down list (Figure 15 A). Or by selecting the group when you first insert the grade item if the group had already existed (Figure 15 B).

The screenshot shows the 'Configuration' screen with the 'Grade Items Configuration' tab selected. The 'Selected Course' is '2007FW ACTG 2P40 D3'. A data grid lists several grade items. The 'Assigns' group is selected in the 'Groups' column for the 'Assign1' row.

Grade Name	Description	Seg	Out_of	Weight	Groups	bonus/extra	Include in Progress	Grade can Exceed 100%	Student View	Marker View
Test1	First Midterm	1	20	10			N	N	Y	Y
Test2	Second Midterm	2	20	10			N	N	Y	Y
Project	Big Project	3	100	20			N	N	Y	Y
Assign1	Assignment 1	4	10	10	Assigns				Y	Y
Assign2	Assignment 2	5	10	10			N	N	Y	Y
Exam	Final Exam	6	100	40			N	N	Y	Y

Figure (15 A)

Page Search

FAVOURITES

HOME

StudentAccess

GradeBook

Security

Load Courses

Configuration

Change Year/Session [] [] Go

Selected Course 2007FW ACTG 2P40 D3 Set Course as Default

Setup unique Course and Grade Configurations for each course section

Course Configuration | Grade Items Configuration | Group Configuration | Give Up Ownership

bonus (Mark will be added to the Final Mark)
extra (Mark is added based on weight)

Show Audit

Grade Name	Description	Seq	Out_of	Weight	Groups	bonus/extra	Include in Progress	Grade can Exceed 100%	Student View	Marker View
Test1	First Midterm	1	20	10			N	N	Y	Y
Test2	Second Midterm	2	20	10			N	N	Y	Y
Project	Big Project	3	100	20			N	N	Y	Y
Assign1	Assignment 1	4	10	10	Assigns		N	N	Y	Y
Assign2	Assignment 2	5	10	10	Assigns		N	N	Y	Y
Exam	Final Exam	6	100	40			N	N	Y	Y
Assign3	Assignment 3	10	10	10	Insert	Assigns			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 Total Records: 6

Total Weight 100

Figure (15 B)

14- How to add a bonus or an extra Grade Item? (Configuration screen/ Grade Items Configuration tab)

Bonus: Select *Bonus* from the *Bonus/Extra* DropDown list.

Bonus marks will be added to the final mark. There is no weight associated with a Bonus mark.

Extra: Select *Extra* from the *Bonus/Extra* DropDown list.

Extra marks are weighted but the weight will not be included in the total course weight.

Eg “Rough Copy” is an “Extra” grade item that is out of 100 with a weight of 5%. If a student receives 50/100 for “Rough Copy” then 2.5 marks will be added directly to his final grade. $[50 / 100 * 5 = 2.5]$

Configuration

Change Year/Session: Go

Selected Course: 2007FW ACTG 2P40 D3 Set Course as Default

Setup unique Course and Grade Configurations for each course section

Course Configuration | **Grade Items Configuration** | Group Configuration | Give Up Ownership

Show Audit

Grade Name	Description	Seq	Out_of	Weight	Groups	bonus/extra	Include in Progress	Grade can Exceed 100%	Student View	Marker View
Test1	First Midterm	1	20	10			N	N	Y	Y
Test2	Second Midterm	2	20	10			N	N	Y	Y
Project	Big Project	3	100	20			N	N	Y	Y
Assign1	Assignment 1	4	10	10	Assigns		N	N	Y	Y
Assign2	Assignment 2	5	10	10	Assigns		N	N	Y	Y
Exam	Final Exam	6	100	40			N	N	Y	Y
Assign3	Assignment 3	7	10	10	Assigns		N	N	Y	Y

1 Total Records: 7

Total Weight 100

bonus (Mark will be added to the Final Mark)
extra (Mark is added based on weight)

Insert Bonus
Extra

Figure (16)

**15- How to enable/disable a Grade Item mark from exceeding 100%?
(Configuration screen/ Grade Items Configuration tab)**

To allow students to get a mark higher than 100% of the grade item mark you can check the *Grade can Exceed 100%* check box on the Grade Items data grid when you are first inserting the Grade Item fields in the footer or after the item has been inserted by clicking the edit button(Figure 17).

The screenshot shows the 'Grade Items Configuration' tab. At the top, there are fields for 'Change Year/Session' and 'Selected Course' (2007FW ACTG 2P40 D3). Below this is a table with columns: Grade Name, Description, Seq, Out_of, Weight, Groups, bonus/extra, Include in Progress, Grade can Exceed 100%, Student View, and Marker View. The 'Assign1' row has the 'Grade can Exceed 100%' checkbox checked, which is highlighted with a red box. Other rows include Test1, Test2, Project, Assign2, Exam, and Assign3.

Grade Name	Description	Seq	Out_of	Weight	Groups	bonus/extra	Include in Progress	Grade can Exceed 100%	Student View	Marker View
Test1	First Midterm	1	20	10			N	N	Y	Y
Test2	Second Midterm	2	20	10			N	N	Y	Y
Project	Big Project	3	100	20			N	N	Y	Y
Assign1	Assignment 1	4	10	10	Assigns			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assign2	Assignment 2	5	10	10	Assigns		N	N	Y	Y
Exam	Final Exam	6	100	40			N	N	Y	Y
Assign3	Assignment 3	7	10	10	Assigns		N	N	Y	Y

Figure (17)

**16- How to show or hide the Grade Items from students or markers?
(Configuration screen/ Grade Items Configuration tab)**

To disable students or markers from viewing a mark after it has been entered you uncheck the *Student View* or the *Marker View* checkboxes respectively (Figure 18). Look at question #6 to see how this relates to the *Allow Course to show on Student Self Serve* checkbox located on the *Course Configuration* tab.

Note: Markers will not have access to enter or view marks if Marker View is disabled.

This screenshot is identical to Figure 17, but the 'Student View' and 'Marker View' checkboxes for the 'Assign1' row are unchecked, which is highlighted with a red box. This indicates that the grade item is configured to not be visible to students or markers.

Figure (18)

17- How to identify a Grade Item as a Progress Grade?(Configuration screen/ Grade Items Configuration tab)

Include in Progress: When checked, the Grade Item will be used as a Progress mark. Multiple Grade Items can be marked as belonging to the Progress Grades or just a single Grade Item can be marked (similar to the previous system).

Note: Progress grades only apply to first year full duration courses.
e.g. (2008FW BIOL 1F90 D1)

Page Search

Configuration

Change Year/Session

Selected Course 2007FW ACTG 2P40 D3 Set Course as Default

Setup unique Course and Grade Configurations for each course section

Course Configuration | **Grade Items Configuration** | Group Configuration | Give Up Ownership

Show Audit

bonus (Mark will be added to the Final Mark)
extra (Mark is added based on weight)

	Grade Name	Description	Seq	Out_of	Weight	Groups	bonus/extra	Include in Progress	Grade can Exceed 100%	Student View	Marker View
<input type="checkbox"/>	Test1	First Midterm	1	20	10	<input type="checkbox"/>		N	N	Y	Y
<input type="checkbox"/>	Test2	Second Midterm	2	20	10	<input type="checkbox"/>		N	N	Y	Y
<input type="checkbox"/>	Project	Big Project	3	100	20	<input type="checkbox"/>		N	N	Y	Y
<input checked="" type="checkbox"/>	Assign1	Assignment 1	4	10	10	<input checked="" type="checkbox"/> Assigns	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Assign2	Assignment 2	5	10	10	<input type="checkbox"/> Assigns		N	N	Y	Y
<input type="checkbox"/>	Exam	Final Exam	6	100	40	<input type="checkbox"/>		N	N	Y	Y
<input type="checkbox"/>	Assign3	Assignment 3	7	10	10	<input type="checkbox"/> Assigns		N	N	Y	Y
1 Total Records: 7											
					Total Weight		100				

Figure (19)

18- How to Give up Ownership of a course to Registrar Office? (Configuration screen/ Give Up Ownership tab)

The Records department loses ownership of a course if at least one Grade Item has been inserted into GradeBook for the course. If the department decides not to submit their grades via GradeBook after setting up a configuration, then the course ownership needs to be released back to Records.

Using the tab **Give Up Ownership** and pressing “**Give Up All Sections**” will give Records the ability to manually input the paper copy of the grades you send them.

Note: If the course has unique sections, you must give up each section you have access to individually using the “**Give Up Selected Section**”.

The screenshot displays a web application interface. On the left is a navigation menu with sections: 'Page Search' (with a search box), 'FAVOURITES' (with a link to 'AwrddDeptSpoons'), and 'HOME' (with links to 'StudentAccess', 'GradeBook', 'Security', 'LoadCourses', 'Configuration' (highlighted), 'Students', 'Marks', 'MarkCalculation', 'ReleaseMarks', 'GradeItemStats', 'RlisdPrgrsMarks', and 'RlisdFinalMarks'). The main content area is titled 'Configuration' and includes a 'Change Year/Session' section with two input fields and a 'Go' button. Below that is a 'Selected Course' dropdown menu showing '2007FW ACTG 2P40 D3' and a radio button for 'Set Course as Default'. A checkbox option is labeled 'Setup unique Course and Grade Configurations for each course section'. At the bottom of the configuration area are four tabs: 'Course Configuration', 'Grade Items Configuration', 'Group Configuration', and 'Give Up Ownership' (which is active). The 'Give Up Ownership' tab contains the heading 'Give Up Course To Records for Final Mark Entry', a red warning message: 'Warning - Marks will not be transferred. You must provide Records with a copy of the Final Marks', and a 'Give Up All Sections' button.

Figure (20)

19- How to view students registered in a course? (Students screen)

To view all students in a course, go to the Students screen and select the course from the *Selected Course* drop down list. To view a more specific group of students in that course you can use the filters indicated in Figure 21, and then click the *Go* button. You can filter the students shown in the data grid based on their Student ID, Surname, Section, Status and the secondary they are registered in.

Student Information

Change Year/Session

Selected Course Set Course as Default

Student ID

Surname

Section Seminar Lab Tutorial

Status Registered All Status

Show Enrolment

Show Audit

	Student ID	Name	Section	Seminar	Lab	Tutorial	Registration Status	Progress	Final Mark	Final Letter	0258 Mark	0258 Letter	Status
→	2356160	████████████████████	3				Normal						
→	2704583	████████████████████	1				Normal						
→	2870772	████████████████████	2				Normal						
→	3638954	████████████████████	2				Normal						
→	3652328	████████████████████	3				Normal						
→	3656048	████████████████████	2				Normal						
→	3684172	████████████████████	2				Normal						
→	3704210	████████████████████	3				Normal						
→	3708336	████████████████████	3				Normal						
→	3719580	████████████████████	1				Normal						
→	3746500	████████████████████	3				Normal						
→	3754876	████████████████████	3				Normal						

1 2 3 4 > >> Total Records: 158

Figure (21)

20- How to view enrolment numbers in a course? (Students screen)

To view enrollment numbers for a course first make sure the right course is selected from the *Selected Course* drop down list, then click the *Show Enrollment* check box. A data grid showing the following columns should appear (Figure 22):

- **Section:** if the course had multiple sections this column would show the section number.
- **Type:** to show whether it's a Lecture, Lab, Tutorial or a Seminar.
- **RCap (Room Capacity):** the actual available room capacity
- **LMTD (Limited):** Scheduling room capacity limitation.
- **Cmax (Course Max):** Maximum enrolment allowed for this section/lab/sem/tut
- **Enrol (Enrollment):** Current Enrolment for this section/lab/sem/tut
- **FGB Enrol:** Enrolments that GradeBook is reporting for this section/lab/sem/tut

Classroom and Enrolment limits are regulated during the Registration period. GradeBook is used to move students around in sections, labs, seminars and tutorials without classroom capacity limitations after registration closes. Course and Department security allows users to move students and exceed room capacities if necessary. Caution should be used to ensure that rooms are able to handle increased enrolments.

The screenshot shows the 'Students' screen with the following data:

Section Summary Table:



Section	Type	RCap	LMTD	CMax	Enrol	FGB Enrol
1	LEC	80	70	70	50	52
2	LEC	70	70	70	57	65
3	LEC	45	45	45	38	41

Student List Table:

Student ID	Name	Section	Seminar	Lab	Tutorial	Registration Status	Progress	Final Mark	Final Letter	0258 Mark	0258 Letter	Status
2356160	[REDACTED]	3				Normal						
2704583	[REDACTED]	1				Normal						
2870772	[REDACTED]	2				Normal						
3638954	[REDACTED]	2				Normal						
3652328	[REDACTED]	3				Normal						
3656048	[REDACTED]	2				Normal						
3684172	[REDACTED]	2				Normal						
3704210	[REDACTED]	3				Normal						
3708336	[REDACTED]	3				Normal						
3719580	[REDACTED]	1				Normal						
3746500	[REDACTED]	3				Normal						
3754876	[REDACTED]	3				Normal						

Figure (22)

21- How to move students between Sections/Secondaries? (Students screen)

To move a student from one section to another or to move them from one Secondary to the other, first make sure the right course is selected from the *Selected Course* drop down list. Look for the student you want to move in the Student Data Grid, once found you can click the edit button  to edit that record and change their section or secondary (Figure 23). Once done editing click the update button  to save changes.

Page Search

- FAVOURITES
- HOME
- StudentAccess
- GradeBook
- Security
- LoadCourses
- Configuration
- Students**
- Marks
- MarkCalculation
- ReleaseMarks
- GradeternStats
- ReadProgMarks
- ReadFinalMarks

Student Information

Change Year/Session

Selected Course Set Course as Default

Student ID

Surname

Section Seminar Lab Tutorial

Status Registered All Status

Show Enrolment

Show Audit

Student ID	Name	Section	Seminar	Lab	Tutorial	Registration Status	Progress	Final Mark	Final Letter	0258 Mark	0258 Letter	Status
2356160	████████████████████	3				Normal						
2704583	████████████████████	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal						
2870772	████████████████████	<input type="text" value="1"/>				Normal						
2638954	████████████████████	<input type="text" value="2"/>				Normal						
2652328	████████████████████	<input type="text" value="3"/>				Normal						
2656048	████████████████████	2				Normal						
2684172	████████████████████	2				Normal						
2704210	████████████████████	3				Normal						
2708336	████████████████████	3				Normal						
2719580	████████████████████	1				Normal						
2746500	████████████████████	3				Normal						
2754876	████████████████████	3				Normal						

1 2 3 4 >>> Total Records: 158

Figure (23)

22- How to view Grade Item marks for a specific student? (Students screen)

To view the Grade item marks of a specific student click on the underlined student ID on the students data grid. This will display another data grid at the bottom of the page that contains each grade item in the course and the mark the student got in each one (Figure 24).

Page Search

FAVOURITES

HOME

StudentAccess

GradeBook

Security

LoadCourses

Configuration

Students

Marks

MarkCalculation

ReleaseMarks

GradItemStats

RisdProrsMarks

RisdFinalMarks

Student Information

Change Year/Session

Selected Course Set Course as Default

Student ID

Surname

Section Seminar Lab Tutorial

Status Registered All Status

Show Enrolment

Show Audit

	Student ID	Name	Section	Seminar	Lab	Tutorial	Registration Status	Progress	Final Mark	Final Letter	0258 Mark	0258 Letter	Status
→	2356160	██████████	3				Normal						↗
→	2704583	██████████	1				Normal						↗
→	2870772	██████████	2				Normal						↗
→	2638954	██████████	2				Normal						↗
→	2652328	██████████	3				Normal						↗
→	2656048	██████████	2				Normal						↗
→	2684172	██████████	2				Normal						↗
→	2704210	██████████	3				Normal						↗
→	2708336	██████████	3				Normal						↗
→	2719580	██████████	1				Normal						↗
→	2746500	██████████	3				Normal						↗
→	2754876	██████████	3				Normal						↗

1 2 3 4 >>> Total Records: 158

PEREIRA, SEAN (2704583) Section 1

Show Audit

Grade Item	Mark	Out Of	Weight	Progress
→ Test1	0.0	20	10.0	
→ Test2	0.0	20	10.0	
→ Project	0.0	100	20.0	
→ Assign1	0.0	10	10.0	
→ Assign2	0.0	10	10.0	
→ Exam	0.0	100	40.0	
→ Assign3	0.0	10	10.0	

1 Total Records: 7

Figure (24)

23- How to mark grade items for students in a class? (Marks screen)

This can be done in several ways each of which can be accessed from the following tabs that are located on the *Marks* screen:

a- *Mark Entry (Figure25):*

This tab is to insert marks by the course Grade Items. The first Data Grid that appears on this tab shows all the grade items that have been set up for the selected course (from *Selected Course* drop down list) in the Configuration screen, discussed previously in Question 12.

To enter the marks for a specific grade item follow these steps (they are also shown in Figure 25):

- 1-** Click on the *Go* button of that grade item located in the column named *Marks* of the Data Grid. If you would like to mark a more specific group of students you can enter the *Section, Lab, Seminar or Tutorial* they are in before you click *Go*.
- 2-** The previous step should display another Data grid at the bottom that shows the list of selected students each with a text box to enter their mark for the selected Grade Item. You can now enter the marks for each displayed student.
- 3-** Once all the marks for the displayed students have been entered click the *Save All* button at the bottom of the grid to save the entered marks.

Marks

Page Search

Change Year/Session

Selected Course

Mark Entry | **Random Mark Entry** | **Multiple Mark Entry** | **Scantron Marking** | **Import Marks** | **Export Marks**

Items	Description	Section	Lab	Seminar	Tutorial	Marks	Add Constant	Email Failing Students
→ test1	Test	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Go"/>	<input type="button" value="Step 1io"/>
→ Test2	test	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Go"/>	<input type="button" value="Go"/>
→ Assign1	Assignment 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Go"/>	<input type="button" value="Go"/>
→ Assign2	Assignment 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Go"/>	<input type="button" value="Go"/>
→ Exam	Final Exam	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Go"/>	<input type="button" value="Go"/>

1 Total Records: 5

Student ID Surname

Marks For: test1 Out Of/ 100.0

Show Audit

- OM (Omit - Student is exempt)
- Blank (Mark is not available)

Student ID	Name	Mark	Previous Mark
1944461	████████████████████	<input type="text" value="59.00"/>	<input type="text" value="10.00"/>
2067460	████████████████████	<input type="text" value="33.00"/>	<input type="text" value="9.46"/>
2193944	████████████████████	<input type="text" value="75.00"/>	<input type="text" value="6.57"/>
2480259	████████████████████	<input type="text" value="45.00"/>	<input type="text" value="9.46"/>
2723781	████████████████████	<input type="text" value="12.00"/>	<input type="text" value="9.98"/>
3097409	████████████████████	<input type="text" value="12.00"/>	<input type="text" value="9.46"/>
3403946	████████████████████	<input type="text" value="45.00"/>	<input type="text" value="9.46"/>
3441920	████████████████████	<input type="text"/>	<input type="text" value="9.46"/>
3545050	████████████████████	<input type="text"/>	<input type="text" value="9.46"/>
3606654	████████████████████	<input type="text"/>	<input type="text" value="9.46"/>
3613684	████████████████████	<input type="text"/>	<input type="text" value="9.46"/>
3626983	████████████████████	<input type="text"/>	<input type="text" value="9.46"/>
3638830	████████████████████	<input type="text"/>	<input type="text" value="4.20"/>
3650934	████████████████████	<input type="text"/>	<input type="text" value="2.10"/>

1 2 3 4 5 6 7 8 9 10 ... > >> Total Records: 875

Figure (25)

Please note the following when entering the marks:

- 1- If you want to save the marks you entered, don't forget to click the *Save All* button before you move to the next Data Grid page.
- 2- You can also leave the text boxes empty to indicate that the mark is not available or enter the letters "OM" for Omit, to indicate the student is exempt.
- 3- To enter a mark for a specific student you can search for them by entering their Student ID and/or Surname in the text boxes above the Marks Data grid and click the *Go* button, if they are in the specified course they will show in the Marks Data Grid. Entering marks for specific students can also be done on a larger scale through the Random Mark Entry tab explained in the next section.

c- **Multiple Mark Entry (Figure27)**

This tab allows you to insert marks for multiple grade items (maximum of 5) at a time. After making sure the right course is selected from the *Selected Course* drop down list. Follow these steps to insert marks:

- 1- Specify the group of students you would like to mark in the course by entering the fields in the filters shown, you can also leave these empty if you wish to mark for the whole class at the same time.
- 2- Specify the grade items you would like to mark by checking the corresponding check boxes (Maximum of 5 and minimum of 1).
- 3- Click the *Go* button to display marking Data Grid.
- 4- Enter marks and click the *Save All* button at the bottom of the grid.

Marks

Change Year/Session

Selected Course

Mark Entry | **Random Mark Entry** | **Multiple Mark Entry** | **Scantron Marking** | **Import Marks** | **Export Marks**

Student ID

Surname

Section

Grade Items test1 Test2 Assign1 Assign2 Exam

Step 1

Step 2

• OM (Omit - Student is exempt)
• Blank (Mark is not available)

Student ID	Student Name	test1/100.0	Test2/20.0	Assign1/10.0
2193944	XXXXXXXXXX	<input type="text" value="75.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
3638830	XXXXXXXXXX	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
3654357	XXXXXXXXXX	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
3700614	XXXXXXXXXX	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
4016119	XXXXXXXXXX	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
4242517	XXXXXXXXXX	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
4245817	XXXXXXXXXX	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
4247318	XXXXXXXXXX	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
4249728	XXXXXXXXXX	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
4249751	XXXXXXXXXX	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
				<input type="button" value="Save All"/>

Step 4

Figure (27)

d- Scantron Marking (Figure 28)

This tab is to insert marks through an already provided Scantron file. To do that just specify the Grade Item you are marking from the Grade Item drop down list, then enter the name of the file as it was provided to you and click *Go* button when ready.

The screenshot shows a web-based interface for managing marks. On the left is a sidebar with a search bar and a tree view containing 'FAVOURITES' (with 'AppSessUpdates') and 'HOME' (with 'StudentAccess', 'GradeBook', 'Security', 'LoadCourses', 'Configuration', 'Students', 'Marks', 'MarkCalculation', 'ReleaseMarks', 'GradeItemStats', 'RisdProrsMarks', and 'RisdFinalMarks'). The 'Marks' section is active, showing 'Change Year/Session' and 'Selected Course' (2008FW BIOL 1F25 D1) with a 'Go' button and a 'Set Course as Default' link. Below this is a tabbed menu with 'Scantron Marking' selected. The 'Scantron Marking' tab contains a 'Grade Item' dropdown menu (Test2), an 'Update Existing Marks' checkbox, and a 'Scantron File Name' text input field (FileNameForTest2) with a 'Go' button.

Figure (28)

e- **Import Marks (Figure 29)**

This tab gives you the option of inserting student marks from an Excel or a CSV file. This is done by following these steps:

- 1- Check the check boxes of the Grade Items you wish to import the marks for from the *Import Item* column in the data grid.
- 2- Enter the name of the file that contains the student grades for these selected grade items in the *Grades File* text box. Note that you can use the browse button to search for the file first.
- 3- Click the *Go* button to perform the import.

Note that in order to import the marks successfully the names of the columns on the excel or csv file have to match the name of the selected Grade items. Hence it is recommended that you use the templates generated from the next tab called *Export Marks* to ensure the column names and student order is in the right format.

Page Search

FAVOURITES

- AppSessUpdates

HOME

- StudentAccess
- GradeBook
 - MarkerSecurity
 - Security
 - LoadCourses
 - Configuration
 - Students
 - Marks**
 - MarkCalculation
 - ReleaseMarks
 - GradeItemStats
 - RisdProrsMarks
 - RisdFinalMarks

Marks

Change Year/Session [] [] Go

Selected Course 2008FW BIOL 1F25 D1 Set Course as Default

Grade Item	Description	Import Item	Update Existing Marks
test1	Test	<input type="checkbox"/>	<input type="checkbox"/>
Test2	test	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assign1	Assignment 1	<input type="checkbox"/>	<input type="checkbox"/>
Assign2	Assignment 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exam	Final Exam	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 Total Records: 5

Grades File C:\Desktop\StudentGrades.xls Browse... Go

Figure (29)

f- Export Marks (Figure 30)

From this tab you can either export a marking template (Box 2 on Figure30) that can be filled with marks and imported back to the system through the *Import Marks* tab shown above, or you can export the student marks (Box 3 on Figure 30) directly to an Excel file or a CSV file. You can specify to export the template or the marks for a certain Section or secondary from the options shown in Box 1 on the figure. You can also specify the order the students that would be shown in the template or the marks list by choosing the appropriate radio button from the displayed Box 2 or Box 3 respectively. The last two radio buttons in Box 2 give you the option of exporting a template that can be used to enter final grades only.

The screenshot shows the 'Marks' management interface. On the left is a sidebar with 'Page Search' and a list of navigation items including 'FAVOURITES', 'HOME', 'StudentAccess', 'GradeBook', 'MarkerSecurity', 'Security', 'LoadCourses', 'Configuration', 'Students', 'Marks', 'MarkCalculation', 'ReleaseMarks', 'GradeItemStats', 'RisdProrsMarks', and 'RisdFinalMarks'. The main area is titled 'Marks' and contains a 'Change Year/Session' dropdown with a 'Go' button, a 'Selected Course' dropdown set to '2008FW BIOL 1F25 D1' with a 'Set Course as Default' option, and a series of tabs: 'Mark Entry', 'Random Mark Entry', 'Multiple Mark Entry', 'Scantron Marking', 'Import Marks', and 'Export Marks'. The 'Export Marks' tab is selected, displaying three sections: 'Export Format' with radio buttons for 'Excel' (selected) and 'Comma Separated (CSV)', labeled 'Box 1'; 'Export Marking Template' with radio buttons for 'Sorted by Student ID' (selected), 'Sorted by Last Name', 'Column Headings Only', 'Final Grade Sorted by Last Name', and 'Final Grade Column Headings Only', labeled 'Box 2'; and 'Export Marks' with radio buttons for 'Sorted by Student ID' (selected) and 'Sorted by Last Name', labeled 'Box 3'. Each section has a 'Go' button at the bottom.

Figure (30)

24- How to add a constant mark to a group of students in a class all at once for a certain Grade Item? (Marks screen/Mark Entry tab)

Make sure the right course is selected from the *Selected Course* drop down list. To enter a constant mark for a specific group of student in the class in a specific grade item follow these steps (also show in Figure 31):

- 1- Click on the *Go* button of that grade item located in the *Add Constant* column of the Data Grid. If you would like to add the constant mark to a more specific group of students you can enter the *Section, Lab, Seminar* or *Tutorial* they are in before you click *Go*.
- 2- The previous step should display the options to enter the constant mark for the selected group of students. Here you have the option of adding the constant either as a constant in the *Total Marks to Add* textbox OR as a percentage of the base mark in the *Enter % for Scaling Marks* textbox. You should also specify how a mark of zero will be treated using the *Can Marks of zero be changed* radio button.
- 3- Once these two options are entered you can hit the *Go* button to add the constant mark.

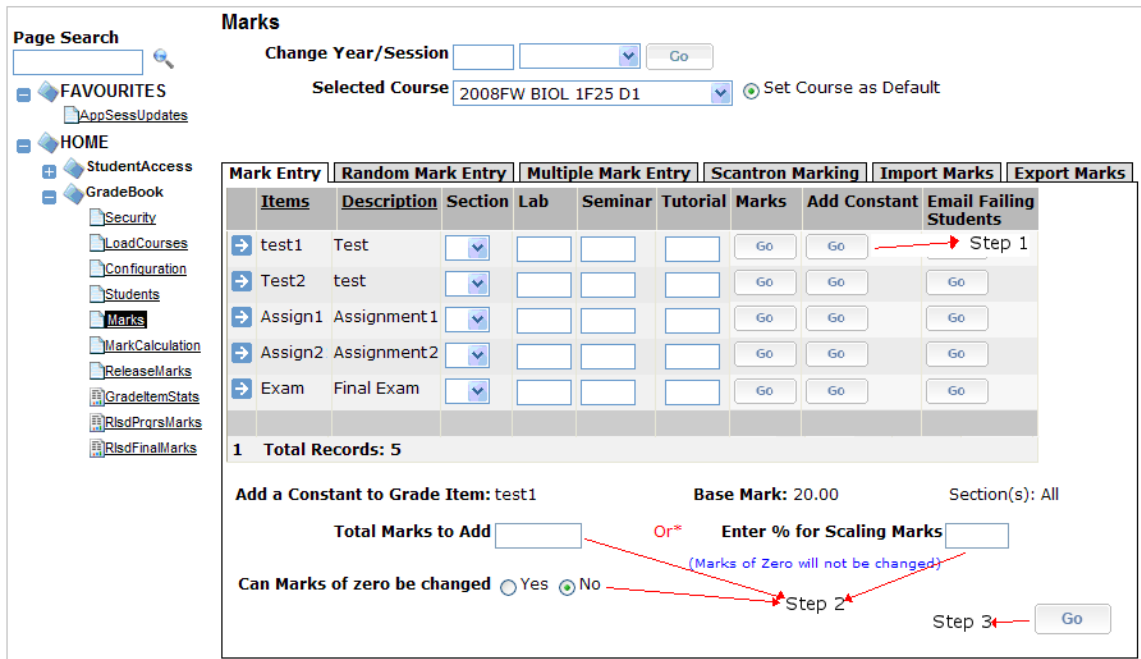


Figure (31)

25- How to email a group of failing students in a certain Grade Item all at once? (Marks screen/Mark Entry tab)

To email a group of students regarding their performance in a certain Grade Item follow these steps (also shown in Figure 32):

- 1-** Click on the *Go* button of that grade item located in the *Email Failing Students* column of the Data Grid. If you would like email a more specific group of students you can enter the *Section, Lab, Seminar* or *Tutorial* they are in before you click *Go*.
- 2-** The previous step should display the options to email the students. If you choose to you can now select an instructor from the *Instructor* dropdown list. This dropdown list should display all possible instructors that are teaching the course. Selecting one of them will include in the sent email the name and email of that instructor to allow students to email him/her back. It will also send a notification for that instructor about the sent email. If you could not find the instructor in the drop down list you can uncheck the *Show Filtered List* checkbox to see a full list of instructors at Brock.
- 3-** In this step you can specify the minimum mark in the *Marks Less Than* textbox that so that all students below this mark will be emailed. Note that this is NOT a percentage but is an actual mark. You can also find out the number of students that got a mark below the entered mark by clicking the *Student Fail Count* button.
- 4-** If you choose to change the default email message. You can type it in the email body in the *Default Message Body* text box after unchecking the *Use Default Message* checkbox.
- 5-** Finally you can click the *Go* button to send the email.

Page Search

Marks

Change Year/Session

Selected Course

Mark Entry | **Random Mark Entry** | **Multiple Mark Entry** | **Scantron Marking** | **Import Marks** | **Export Marks**

Items	Description	Section	Lab	Seminar	Tutorial	Marks	Add Constant	Email Failing Students
→ test1	Test	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/> → Step 1
→ Test2	test	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/>
→ Assign1	Assignment 1	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/>
→ Assign2	Assignment 2	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/>
→ Exam	Final Exam	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/>	<input type="text" value="Go"/>

1 Total Records: 5

Email Students Failing Grade Entry

Grade Item: test1, Section: ALL, Lab: ALL, Seminar: ALL, Tutorial: ALL (Mark Out Of/ 20.00)

Instructor: → Step 2

Note: Leave blank to only send email to students. Otherwise, the selected instructor will be notified as well.

Marks Less Than: → Step 3

Student Fail Count: 0

Default Message Body:

Please contact your instructor about an important matter concerning your mark. Immediate action is required to remedy this situation.

Use Default Message

→ Step 5

Figure (32)

**26- How to calculate the final mark for a class, a section or a specific student?
(Mark Calculation screen/ Calculate Final tab)**

Make sure the right course is selected from the *Selected Course* drop down list. From box 1 indicated in Figure 33 you can select *Section(s)* radio button, then select the section number you would like to calculate the marks for or select *All* - if that option was available- to calculate the mark for the whole class. Alternatively you can select the *Student Id* radio button instead, and enter the student id in the text box beside it (text box **a**) to calculate the mark only for that specific student. After the specification of what should be calculated is done you can click the *CALCULATE* link at the bottom, or specify more options for mark calculation in the following boxes and then clicking *CALCULATE*.

The screenshot shows the 'Mark Calculation' interface. On the left is a navigation menu with 'MarkCalculation' highlighted. The main area contains the following elements:

- Page Search:** A search bar at the top left.
- Navigation:** A sidebar menu with categories like FAVOURITES, HOME, StudentAccess, GradeBook, Security, LoadCourses, Configuration, Students, Marks, MarkCalculation (highlighted), ReleaseMarks, GradeItemStats, RisdPrgrsMarks, and RisdFinalMarks.
- Mark Calculation Header:**
 - Change Year/Session:** A dropdown menu and a 'GO' button.
 - Selected Course:** A dropdown menu showing '2007FW BIOL 1F25 D1' and a 'Set Course as Default' checkbox.
- Calculate Final Marks By (Box 1):**
 - Section (s): Radio buttons for 'All', '1', and '2'. A red 'a' is next to the '1' button.
 - Student Id: A radio button followed by a text input field.
- Minimum Requirement for Final Exam (Box 2):**
 - Exam Field: A dropdown menu.
 - Minimum Mark: A text input field with a red 'b' next to it.
 - or Percentage: A text input field with a red 'c' next to it.
- Add constant to Final Mark (Box 3):**
 - A text input field with a red 'd' above it.
 - No Change to Zero Marks: A checkbox.
- Rounding Final Marks (Box 4):**
 - Note:** Marks between 48 and 50 percent will automatically be rounded up to 50.
 - Round 0 to 48%: Radio buttons for 'Lower', 'Higher', and 'Nearer'.
 - Round 50% to 60%: Radio buttons for 'Lower', 'Higher', and 'Nearer'.
 - Round 60% to 70%: Radio buttons for 'Lower', 'Higher', and 'Nearer'.
 - Round 70% to 80%: Radio buttons for 'Lower', 'Higher', and 'Nearer'.
 - Round 80% to 90%: Radio buttons for 'Lower', 'Higher', and 'Nearer'.
 - Round 90% to 100%: Radio buttons for 'Lower', 'Higher', and 'Nearer'.
- CALCULATE:** A link at the bottom of the form.

Figure (33)

27- How to specify a minimum requirement for a final exam? (Mark Calculation screen/ Calculate Final tab)

If the course has a minimum mark that must be obtained on the final to receive a passing mark in the course you can specify either the Minimum Mark or the Minimum Percentage that must be obtained on the final. Make sure the right course is selected from the *Selected Course* drop down list. Then make sure the right section or student is specified in Box 1 of Figure 33. From the *Exam Field* drop down list shown in Box 2 in Figure 33 select the item that you want to be considered as the Final Exam. If the item is not in that list try selecting *Load Items* first to reload the items in the list.

After an exam field has been selected you have the option of specifying the minimum mark that must be obtained as a *Minimum Mark* (text box **b**) or as a *Percentage* (text box **c**) of the final mark. You can now click the *CALCULATE* link at the bottom or specify other options and then click *CALCULATE* after changes are done.



28- How to add a constant mark to the final mark of a class, a section or a specific student? (Mark Calculation screen/ Calculate Final tab)

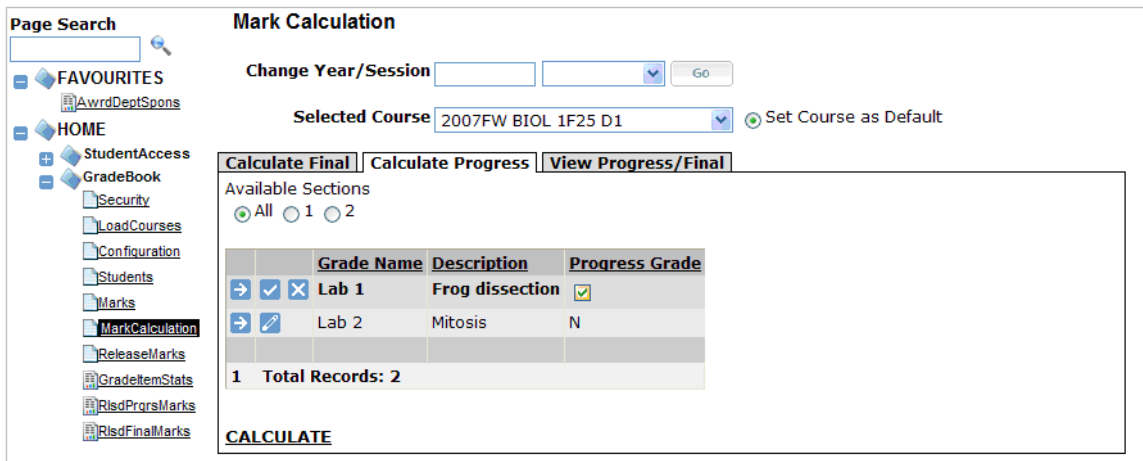
To increase the final calculated mark by a constant make sure the right course is selected from the *Selected Course* drop down list. Then make sure the right section or student is specified in Box 1 of Figure 33. Now you can enter the constant mark you would like to add to the specified student(s) in the *Add constant to Final Mark* text box (text box **d**) which is specified in Box 3 of Figure 33. You can now click the *CALCULATE* link at the bottom or specify other options and then click *CALCULATE* after changes are done.

29- How to control the rounding of the final 258 mark? (Mark Calculation screen/ Calculate Final tab)

From Box 4 of Figure 33 you can allow for marks to be rounded higher than, lower than or nearer to the mark attained according to ranges of marks. Marks between 48 and 50 percent will be automatically rounded up to 50 percent. After calculation options are specified you can click the *CALCULATE* link at the bottom.

30- How to calculate progress marks for a class or a specific section? (Mark Calculation screen/ Calculate Progress tab)

If a course is a first year full course you can calculate the progress grade for the course by specifying what grade items will form this progress mark. First make sure the right course is selected from the *Selected Course* drop down list. From the Available Sections radio button list select the appropriate section number or *All* to calculate it for the whole class (Figure 34). You should now be able to click the edit button  on the displayed data grid and check the *Progress Grade* checkbox to include the grade item mark in the calculation or uncheck the check box to exclude it. Click the update button  to save changes for the grade item record then click the *CALCULATE* link at the bottom to complete calculation.



Page Search

FAVOURITES

- AwrdDeptSpons

HOME

- StudentAccess
- GradeBook
 - Security
 - LoadCourses
 - Configuration
 - Students
 - Marks
 - MarkCalculation**
 - ReleaseMarks
- GradeItemStats
- RisdPrgrsMarks
- RisdFinalMarks



Mark Calculation

Change Year/Session

Selected Course

Available Sections

All 1 2

	Grade Name	Description	Progress Grade
	Lab 1	Frog dissection	<input checked="" type="checkbox"/>
	Lab 2	Mitosis	N

1 Total Records: 2

CALCULATE

Figure (34)

31- How to view calculated marks? (Mark Calculation screen/ View Progress/Final tab)

To view the calculated marks for a class make sure the right course is selected from the *Selected Course* drop down list, from the view marks tab select the section number you would like to view then check the *View Progress Marks* check box and/or the *View Final Marks* checkbox. Click the *Go* button and you should be able to see the students with the selected Final marks in the displayed data grid. (Figure 35)

Page Search

FAVOURITES

- AwrDeptSpons

HOME

- StudentAccess
- GradeBook
 - Security
 - LoadCourses
 - Configuration
 - Students
 - Marks
 - MarkCalculation**
 - ReleaseMarks
 - GradeItemStats
 - RlsdPrqsMarks
 - RlsdFinalMarks

Mark Calculation

Change Year/Session [] [] [Go]

Selected Course: 2007FW BIOL 1F25 D1 [Set Course as Default]

Calculate Final | Calculate Progress | **View Progress/Final**

Available Sections

All 1 2

View Progress Marks

View Final Marks

[Go]


Student Id	Name	Progress Mark	Final	Rounded Final	Letter
4054623	[REDACTED]		0.0	0	F
3270246	[REDACTED]		0.0	0	F
3708906	[REDACTED]		0.0	0	F
3910270	[REDACTED]		0.0	0	F
4114021	[REDACTED]		0.0	0	F
4086567	[REDACTED]		0.0	0	F
4009247	[REDACTED]		0.0	0	F


1 2 3 4 5 6 7 8 9 10 ... > >> Total Records: 946

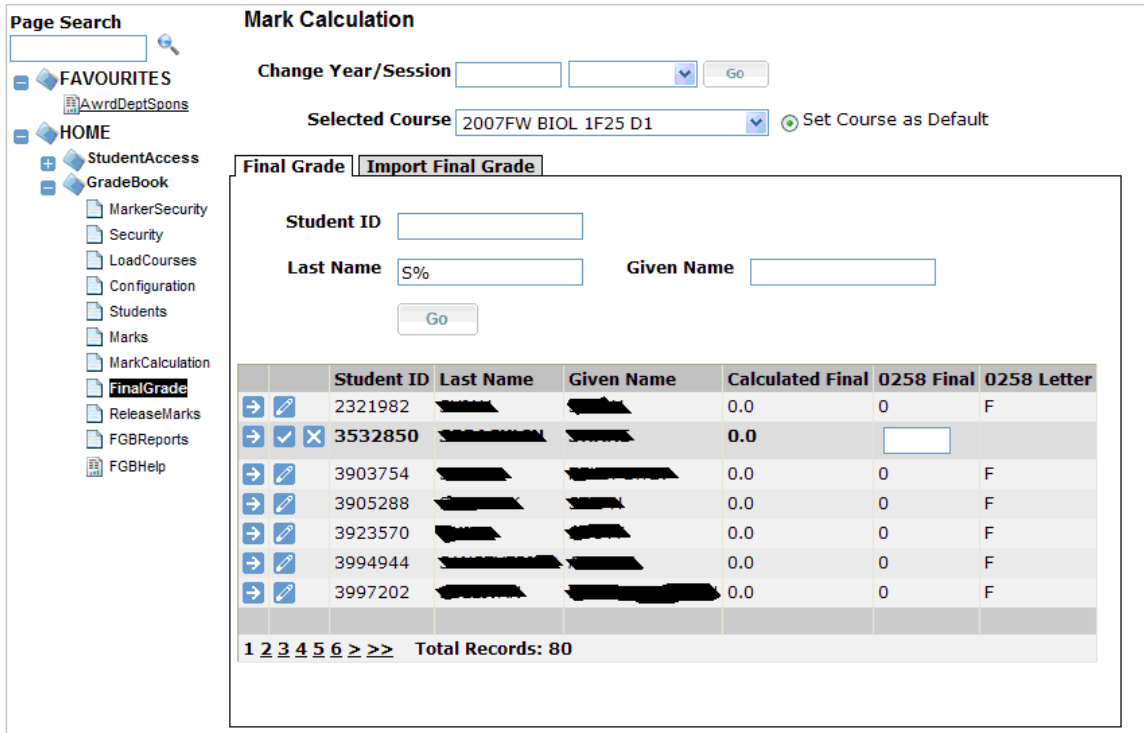
Figure (35)

32- How to override a calculated mark? (FinalGrade screen/ Final Grade tab)

To override a calculated mark, make sure the right course is selected from the *Selected Course* drop down list. From the *Final Grade* tab (Figure 36) you can search for the student(s) you want their marks overwritten by entering their *Student ID*, *Last Name* and/or *Given Name* then clicking the *Go* button. Note that in your search you can use the wildcard option (%) in the Last Name and the

Given Name fields. For example to see all students with a last name that starts with an “S” you would enter “S%” in the Last Name text box (Figure 36). After finding the desired student(s) in the displayed data grid you can click the edit button  on a specific record and enter the new mark into the 0258 field (Figure 36). To signify that a student has not completed the course, you may enter “IN” indicating an incomplete mark.

Once the mark has been entered you can click the update button  to save changes.



The screenshot shows the 'Mark Calculation' interface. On the left is a navigation menu with 'FinalGrade' selected. The main area has a 'Change Year/Session' dropdown and a 'Selected Course' dropdown set to '2007FW BIOL 1F25 D1'. Below this are two tabs: 'Final Grade' and 'Import Final Grade'. The 'Final Grade' tab contains a search form with 'Student ID', 'Last Name' (containing 'S%'), and 'Given Name' fields, along with a 'Go' button. Below the search form is a data grid with the following columns: Student ID, Last Name, Given Name, Calculated Final, 0258 Final, and 0258 Letter. The grid contains 8 rows of student data. The second row (Student ID 3532850) is highlighted, and its '0258 Final' cell contains an input field with the value '0.0'. At the bottom of the grid, there are pagination controls and the text 'Total Records: 80'.

	Student ID	Last Name	Given Name	Calculated Final	0258 Final	0258 Letter
	2321982	[REDACTED]	[REDACTED]	0.0	0	F
	3532850	[REDACTED]	[REDACTED]	0.0	<input type="text" value="0.0"/>	
	3903754	[REDACTED]	[REDACTED]	0.0	0	F
	3905288	[REDACTED]	[REDACTED]	0.0	0	F
	3923570	[REDACTED]	[REDACTED]	0.0	0	F
	3994944	[REDACTED]	[REDACTED]	0.0	0	F
	3997202	[REDACTED]	[REDACTED]	0.0	0	F

Figure (36)

33- How to import Final Grades into the system? (FinalGrade screen/Import Final Grade tab)

To import an Excel or a csv file that has the final grades of students in a class, make sure the right course is selected from the *Selected Course* drop down list. In the *Final Grades File* text box under the *Import Final Grade* tab (Figure 37) enter the directory this file has been saved in. You can use the *Browse* button to search for the file as well. Once the directory of the file has been entered click the *Go* button to import the file. To make sure you are using the correct file format you can click on the *Click here to view the correct format for the import file* link to view an example template.

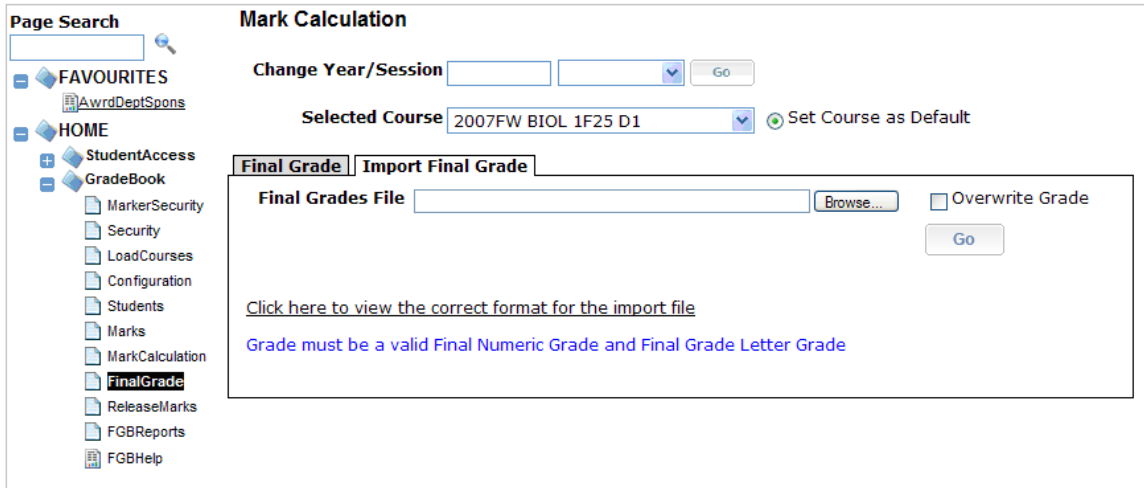


Figure (37)

34- How to release marks to the registrar office? (ReleaseMarks screen)

From the release marks screen (Figure 38) make sure the right course is selected from the *Selected Course* drop down list. Then select the course section(s) by checking the corresponding check boxes in the data grid column titled *Release*. You can select all sections by clicking the *Select All* link at the bottom of the column. Once sections are selected you can click one of the *Go* buttons below the data grid to release the marks for the selected section(s).

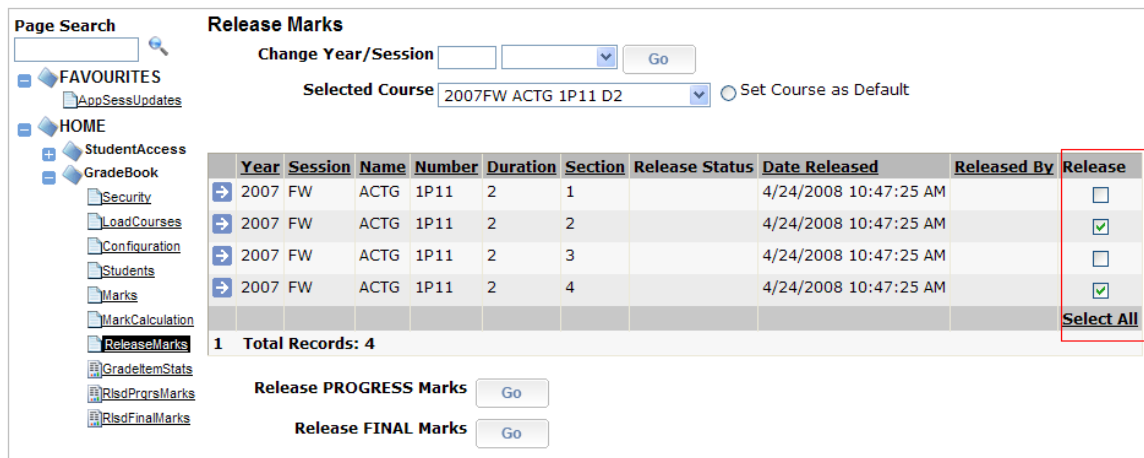



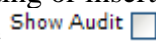







Figure (38)

General Notes:

- 1- You can sort the records in most of the data grids mentioned throughout the system to help you better find the record you are looking for. Sorting is done by clicking on the column heading of the category you want to sort by in the data grid.
- 2- You can also export any of the data grids to an excel file, a coma separated file or a tab delimited file by clicking the  button at the top right corner of the page.
- 3- For fast access to any of the system pages you can add them to your “Favorites” menu by the  button at the top right corner of the page when on you are on the desired screen.
- 4- If you need help in the functionality or the terminology used in any of the pages you can click the  button to access the help file for that page.
- 5- To view who was responsible for updating or inserting records to a data grid or when did they do so, you can check the  checkbox displayed above most of the data grids in the system. This will add the “Audit columns” to the far right of the data grid, un-checking this will hide these columns again.
- 6- To Edit or delete records from a data grid you can use the   buttons respectively. After clicking the edit button  the record fields will become editable, once changes to that record are complete you can save these changes by clicking the update button  or the cancel button  if you choose to cancel changes.