



ANGEL - GRADEBOOK

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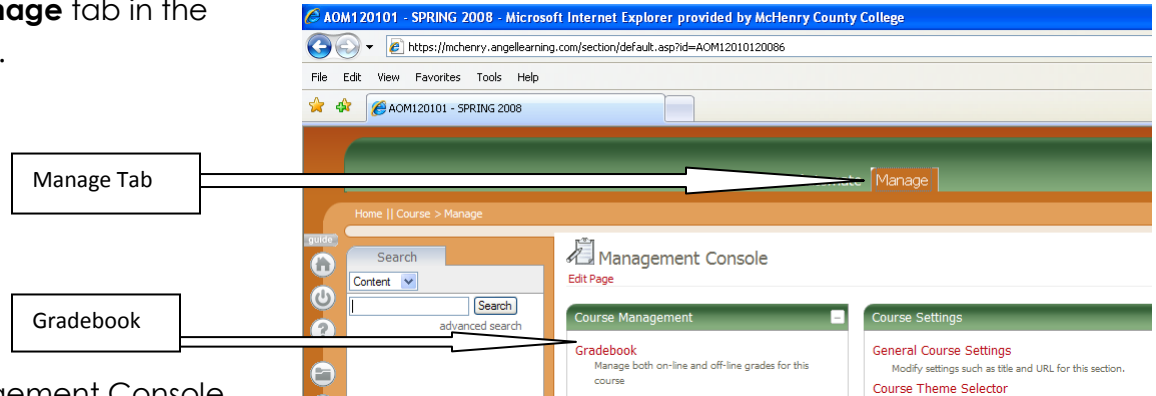
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Gradebook Wizard

On the first access of the gradebook in ANGEL, the Gradebook Wizard tool will display. Use the Wizard to quickly and easily set up your gradebook. To access the Gradebook Wizard:

1. Click on the **Manage** tab in the course in ANGEL.



2. From the Management Console, click the **Gradebook** link.
3. A screen will appear titled "Gradebook Setup – Step 1." (If this screen does not display, manually set up gradebook. Follow the instructions on the following pages to manually set up gradebook categories and assignments.)
 - In Step 1, choose whether final grades are calculated based on total points or a weighted percentage average.
 - Then, enter the names of the categories of assignments in the course (Exams, Quizzes, Papers, Homework, etc.)
Click the **Next** button.
4. In **Step 2a**, if there are no quizzes, dropboxes, and/or discussion boards set up, click the **Next** button.
5. To have ANGEL convert percentage scores into letter grades, in Step 3, enter a letter grade (i.e. "A") and the lowest percentage for which that grade would be awarded (i.e. "91"). Repeat this step for each letter grade awarded in the course. To skip converting scores to letter grades, click the **Next** button.
6. After completing the Gradebook Wizard, enter Assignments (columns) into the gradebook by following the steps on the upcoming pages.

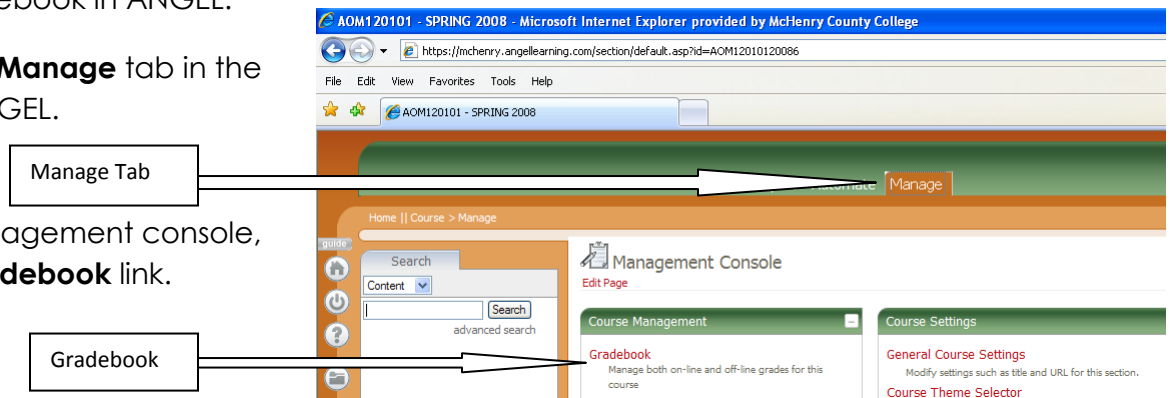
TIPS:

- 1) NOW load content to the lessons area. Complete the assignments tab in the settings area for each, Dropbox, Discussion Forum, Assessment or other content item for which points are given. This ties the content item to the gradebook and creates a column in the gradebook for the content item. Scores entered or earned will automatically populate to the gradebook.
- 2) A category can be marked extra credit. Put extra credit assignments in that category. Then check auto calculate.
- 3) There is an option to mark assignments extra credit, if you do this, do not make an extra credit category.

Accessing the Gradebook

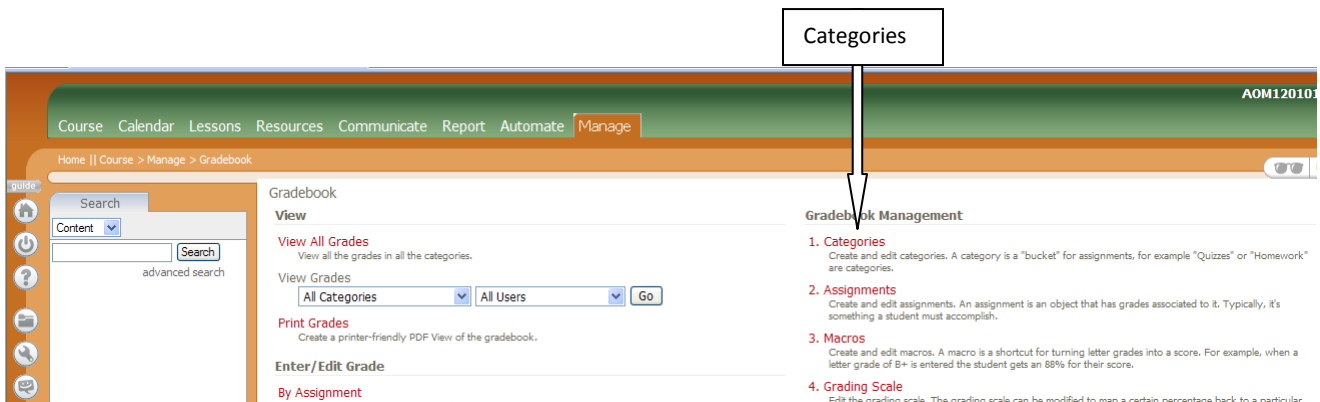
To access the gradebook in ANGEL:

1. Click on the **Manage** tab in the course in ANGEL.
2. From the Management console, click the **Gradebook** link.



Setting Up Gradebook Categories

1. Click the **Categories** link under the *Gradebook Management* heading.



2. Click the **Add New** button near the bottom of the screen to add a new category.

- On the *Category Editor* page, enter a title for the gradebook category. Also, select whether all grades in the category should be used in final grade calculation, or whether a certain number of lowest grades should be dropped.

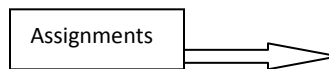
- If final grades are calculated using total points, select the **Auto Calculate** option. Otherwise, enter a weighted percentage for the category (if final grades are calculated using a weighted average rather than total points). Then click the **Save** button.
- Repeat steps 2 – 3 until all gradebook categories are set. Then, click the **Back to Main Menu** link.

TIP: To reset the gradebook and use the Wizard again, delete all of the categories.

Adding Assignments to the Gradebook

To add assignments that are not graded online:

- Click the **Assignments** link under the *Gradebook Management* heading.
- Click the **Add New** button near the bottom of the screen.
- Enter information about the assignment under the Assignment Editor heading near the bottom of the screen. Choose the category to which the assignment belongs and enter the number of points that the assignment is worth. Be sure to select manual as the **Calculation Type**. Click the **Save** button to add the assignment to the gradebook.



Gradebook Management

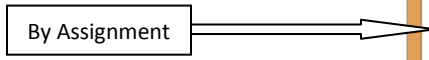
- Categories**
Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories.
- Assignments**
Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.
- Macros**
Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.
- Grading Scale**
Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

Gradebook Tutorial

Overview
Learn about the gradebook setup wizard and other commonly used gradebook features.

Manually Entering Grades

1. From the **Gradebook** area, click the **By Assignment** link under the *Enter/Edit Grade* heading.
2. Select an assignment from the *Selected Assignment* menu. Then, click the **Go** button to the right of the drop-down menu.



3. Enter each student's score in the **Points** field. Add comments if desired. Then, click the **Save** button. Finally, click the **Done** button.

TIP: Comments entered here or in the dropbox grading comments box or in the discussion board grading screen go to the student's view of the gradebook. Detailed comments can be made, because the space in the student's view has a scroll bar.

Editing Gradebook Preferences

To set up the gradebook preferences:

1. Click the **Preferences** link under the *Gradebook Setup* heading.



2. From the *Preferences* screen, the following options can be adjusted:

Preferences

To copy settings from another course, use the [Copy Gradebook Settings tool](#).

General

Default Display Format: Score (Percent) ▼

Options: [Treat Ungraded Items as Zero](#)
 [Limit Course Assistants by Team](#)
 [Exclude Instructors from Averages](#)

Gradebook Mode: Percentage ▼

Average Settings

Options: [Display Overall Average](#)

Overall Display Format: Percent ▼

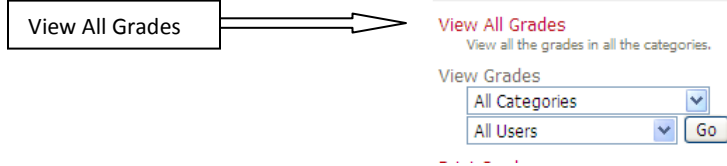
Default Display Format	Changes the display method of grades in the gradebook (points, percentage, letter grade, etc.)
Treat Ungraded Items as Zero	By default in ANGEL, if a student does not have a score for an assignment in the gradebook, that assignment is not calculated in the final grade. A zero would have to be entered into the gradebook for the assignment to be included in calculations. Selecting this option will factor incomplete assignments into the final grade. TIP: If the option is checked all students will see failing overall grades until late in the semester.
Exclude Instructors from Averages	This option would exclude any scores that instructors may have in the gradebook (for example, due to taking a quiz in order to test it) from the class average calculations.
Display Overall Average	An option to display or hide students' overall class averages. TIP: Students like to see the overall average.
Overall Display Format	Changes the display method of the overall average (percent, letter grade, etc.) TIP: Use the same format as the gradebook default to avoid unnecessary questions.

3. When the settings have been adjusted as needed, click the **Save** button.

Viewing All Grades

To view all grades in a spreadsheet format:

1. From the **Gradebook** area, click the **View All Grades** link under the **View** heading.



2. Grades can be sorted by score in ascending or descending order simply by clicking on the column heading with the assignment title. Grades can be re-sorted in alphabetical order by student name by clicking on the Username heading.

View Grades

Show: Only Students Number to Display: View: Default Points Percentage

User Name	Overall	Homework Overall	Chapter 1 As...	Chapter 1 As...	Chapter 1 As...	Chapter 1 C...
Raw Class Average		51.8 (94.18%)	4.33 (86.67%)	4.93 (98.67%)	4.53 (90.67%)	9.6 (96%)

Printing Grades

1. From the **Gradebook** area, click the **Print** link under the **View** heading.



2. Adjust the print preferences (such as page layout and font size, if necessary) and then click the Generate PDF button.
3. A PDF file will be opened in a new window – this file can be printed by choosing **File** then **Print**.

TIP: Save the PDF file by choosing “save as” from the browser window, giving the file a local name, and choosing a logical name and location. Do this frequently in each section in case of program fault.

Generate Printer-friendly Gradebook PDF

View or Print Gradebook PDF

Produce a printer-friendly PDF view of the gradebook.

Format Settings

Page Size: Letter

Page Orientation: Landscape

Page Margins: 0.75 inch

Font Family: Times

Font Size: 8

Category Order: Display the categories in gradebook order

Team: All Course Members

Show Students Only:

Show Averages Only:

[More Info](#)