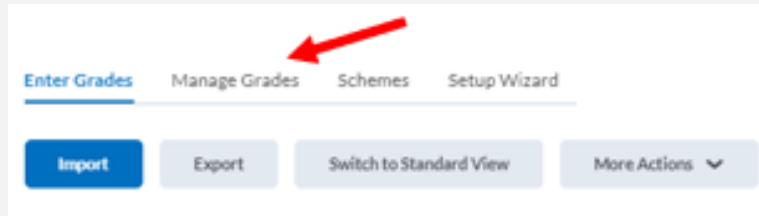


1.5.1 Managing Grades

This tutorial discusses the manage grade feature. This feature allows you to lay out the course grading distributions for students. It is very helpful for students to see the distribution of course work and track their progress in the course.

STEP 1

Navigate to **Assessments --> Grades** from the Avenue homepage. Select **Manage Grades**.



In this section, you can create a gradebook using items and categories. We will be using an example course distribution of the following: Assignments: 10%, 3 total. Midterms: 40%, 2 total. Exam: 50%.

STEP 2

Create a category for each assessment style which has more than 1 item, hence, we will create 2 categories named "Assignments" and "Midterms". Select **New --> Category**.

Fill in the weight of the category (10%) and assign the distribution. We recommend using **Distribute weight evenly across all items**. Here you can also select if some grade items will be dropped.

Repeat this step and create the "Midterms" category.

1.5.1 Managing Grades

STEP 3

Now that we have created categories, we must create items. Select **New --> Item**. Choose the grade item type. We will use numeric for this tutorial.

New Item

Choose a Grade Item Type

- || **Numeric**

Grade users by assigning a value out of a specified total number of points.
E.g. 8/10
- || **Selectbox**

Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"
- || **Pass/Fail**

Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"

- || **Formula**

Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1
- || **Calculated**

Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$
- || **Text**

Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

STEP 4

Fill in the name of the item. For example, "Assignment 1". Select **Category** and pick **Assignments**. Also enter the points the assignment will be graded out of

General

Type
Numeric

Name *

Short Name

Category

None ▾ [New Category]

None

Assignments (10% of final grade)

Midterms (40% of final grade)

Grading

Maximum Points *

Weight *

Repeat this step for each item.

1.5.1 Managing Grades

STEP 5

To summarize, you create an Assignments category with 3 items in it, a Midterm category with 2 items in it, and a Final Exam item. Your gradebook should look like this, with each item located within its category.

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignments ▾				10
<input type="checkbox"/>	Assignment 1 ▾	Numeric	-	10	33.33333333
<input type="checkbox"/>	Assignment 2 ▾	Numeric	-	10	33.33333333
<input type="checkbox"/>	Assignment 3 ▾	Numeric	-	10	33.33333333
<input type="checkbox"/>	Midterms ▾				40
<input type="checkbox"/>	Midterm 1 ▾	Numeric	-	10	50
<input type="checkbox"/>	Midterm 2 ▾	Numeric	-	10	50
<input type="checkbox"/>	Final Exam ▾	Numeric	-	10	50