



The Angel Gradebook can organize grades on two levels, a **Category** grade level and then within each Category, individual **Assignment** grades.

NOTE: In Angel, graded Drop-box assignments, Discussions or Quizzes are **ALL** considered “Assignments” from a grading point of view, so all are referred to as “Assignments” in the Gradebook setup.

The following explanation focuses on linking course content (graded items) to the Gradebook in Angel. This permits the instructor to review the content item for each student in the Learning Module, and apply grades there. These grades would automatically populate the Gradebook. (Later in this document will be a description of how to create and manage Manually graded Assignments.)

Note: Although you can create and grade assignments, quizzes and discussions within the Learning Modules, unless you process these grades to the gradebook, the **STUDENTS will not see** your grades in Angel when they access **Reports – Grades**.

There are two basic methodologies for computing grades that can be used in Angel. These are the Points Method, and the Weighted Category Method.

POINTS METHOD:

One method is to use a Points Based approach where each grade item (assignment grade) has a fixed number of points toward the final grade, and each Category simply accumulates these points to add up to a total value of points for the course. This system will be discussed later in this document.

Although it is easiest for students to relate to the entire course being worth 100 points for the semester, it is not essential that the total number of points for the course be equal to 100 points (The entire course can be worth more or less than 100 points).

WEIGHTED CATEGORY METHOD:

The second method is to use Categories to weight different grade types as a portion of 100% for the course, and then have various numbers of Assignments within each Category.

Within each Category, individual Assignment grades can be a combination of Drop-box Assignments, Discussions or Quizzes.

Within each Category, the **Assignment grades are averaged together to achieve a Category value**. This Category value then becomes the weighted percentage of the entire course grade that was designated (for that Category).

Assignment Grades can be assigned as percentages of 100% for each assignment individually. This can also be applied as letter grades (See Letter Grade Instructions).

Assignment Grades can also be assigned a letter grade (Values are based on the percentage identified in the **MACROS** in GradeBook Management). Assignment Grades can also be assigned a point value and grades can also be decided based on how many points the student earns on a given graded Assignment. (Refer to the various examples of grading scenarios at the end of this document.)

The following example will demonstrate how to create four grade Categories, each a different weighted percentage of the final grade. Each Category will contain Assignment Grades that are computed in each of the four methods just described. Remember, All Assignment grades within a Category are ultimately Averaged to determine the Grade Value for the Category. Then each Category is weighted based on its percentage of the final grade.

Step 1. Setup Preferences:

1. Go to Manage, Gradebook, Preferences

Preferences

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

General

Default Display Format:

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

Gradebook Mode:

Average Settings

Options: [Display Overall Average](#)

Overall Display Format:

2. Setup Default Display format as either Percentage or Percentage/Letter Grade.

3. Set Overall Display format to Percentage or Percentage/Letter Grade.

Leave open the following two items unless you want to panic students early in the

semester. [Treat Ungraded Items as Zero](#) [Limit Course Assistants by Team](#)

Ungraded items do **not** count toward Category averages unless this check mark is made.

Choose to [Exclude Instructors from Averages](#) to have your Assignment averages accurately reflect your student work averages.

4. Deselect “Display Overall Average” otherwise with the first submission, student letter grades will be displayed as F until they accumulate over 65% of grades in the course. Select “Save” to save settings.

5. Go to Manage, Gradebook and select “Grading Scale” and enter the grading scale that applies to how you want grades to be calculated for letter grades. Select “Back to Main Menu” to save.

Grading Scale

Label	Minimum Percent	
A	95	Edit Dele
A-	90	Edit Dele
B+	87	Edit Dele
B	84	Edit Dele
B-	80	Edit Dele
C+	77	Edit Dele
C	74	Edit Dele
C-	70	Edit Dele
D	65	Edit Dele
F	0	Edit Dele

[Add New](#)

[<< Back To Main Menu](#)

- Go to Manage, Gradebook and select “Macros” which are used for letter grades. See the **Instructions for Using Letter Grades** later in this document.
- Go to Manage, Gradebook, then select “Categories” and Choose “Add New” to create Grade Categories to created weighted categories. (Note, once you have created your categories that add up to 100%, you can delete the “Uncategorized” selection which is a placeholder that is not needed once you have at least one category added.)

Categories

<input type="checkbox"/>	Title	Calculation	Release Date	Weight	Percent Overall
<input type="checkbox"/>	Uncategorized	Use all grades	3/27/2007	0	0%
<input type="checkbox"/>	Discussions	Use all grades	3/10/2008	30	30.0%
<input type="checkbox"/>	Assignments	Use all grades	3/10/2008	40	40.0%
<input type="checkbox"/>	Quizzes	Use all grades	3/10/2008	20	20.0%
<input type="checkbox"/>	Participation	Use all grades	3/10/2008	10	10.0%

100 **100%**

[Add New](#) [Show Tasks](#) [Edit Selected](#) [Delete Selected](#)

[<< Back To Main Menu](#)

8. The category editor should contain a Title (for the column in the Gradebook, and you should enter the category weight. (“Calculation” choices allow the system to automatically handle multiple submissions of each assignment if you permit them.) Select “Save” to save each Category that you create.

Category Editor View: Normal Advanced

Title: Release Date:

Description:

Formula:

Formula Editor

Calculation: Use all assignments
 Drop lowest:
 Use highest: grades

Average Format:

Weight: Auto-calculate

Average Shown

Extra Credit

Percent Overall:

[<< Back To Main Menu](#)

9. When all the Categories are created, select “[<< Back to Main Menu](#)” to save all Category information.

Assignments that are MANUALLY graded (grades are hand-entered, not entered from grade items in the Learning Module) are created in “Assignments”

10. Choose Assignments, “Add New”.
11. Give the Assignment a Gradebook column “Title”.
12. Choose the Category.
13. Identify the points value or percentage for the entire assignment. If there is only one assignment in a Category, that percentage value should be 100 (%) (Several graded items can be graded based on 100% and they will be **averaged** together to make up the Category grade, which will then will be weighted by the Category percentage.)

14. For this manually graded item, choose "Manual" as Calculation Type.

Note: This will require entry of the grade in the Gradebook area under "Enter/Edit Grade"

Do NOT select an Associated Content Item. Choose "Save" to save this item.

book > Assignments

Add New Show Tasks Edit Selected Delete Selected

Assignment Editor View: Normal Advanced

Title:

Description:

Category: Participation

Points: 100

Display Format: Course Default

Calculation Type: Manual

Extra Credit

Release Date: March 10, 2008 PM 4:30

Hidden

Associated Content Items:

- How You Will Be Evaluated
- Complete a Student Evaluation
- 2. Consumer Marketing vs. Industrial Marketin
- Course Objectives
- Written Assignment Prepare the Demographic
- Icebreaker Activities (NEW SLN TEMPLATE)
- How to Participate in an Online Discussion
- Talk with the Professor: Module 8
- Module 8 Lecture 3 Non-Business Marketing
- Conversion Report

Formula:

Label Mask:

Label Error Message:

Save Cancel

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15. To associate Learning Module Items *with* their Gradebook Categories, you can make the association in the Assignment Editor (using the Advanced view), or **more easily go to the Learning Module items** themselves and follow the steps below.

16. To Associate a Learning Module item with the Category it belongs to in the Gradebook, **go to the Item in the Learning Module and select "Settings"**

17. Select “Advanced” view and in the “Submissions” tab decide how many times the student can submit the assignment.

Written Assignment 1 "Identifying Fashion Busine
Written Assignment Area
Settings: Normal Advanced

Content Access **Submission** Review Actions Assignment

Submission Settings

Max Submissions: Unlimited

Message Box: 1

Attachments: 2

Make submission

Save Cancel

18. Go to the “Assignment” tab and select “(New Assignment)”

19. Give the Assignment a Gradebook column title (keep short) Choose the Category that it will be averaged into, Identify the “Points Possible” for this assignment (can be 100% for percentage, letter grade or a specific number of points you choose for the assignment. (See how points are averaged for a Category in POINTS METHOD step 5 below.) and choose “Last Submission” for “Calculation Type” Select “Save”.

Icebreaker Activities (NEW SLN TEMPLATE) > Practice Submitting an Assignment

Practice Submitting an Assignment
Icebreaker
Settings: Normal Advanced

Content Access Submission Review Actions **Assignment**

Milestone Settings

Task Type: (None)

Gradebook Settings

Assignment: (New Assignment) Edit

Title: Assgt 1

Category: Assignments other

Points Possible: 100

Calculation Type: Last submission

Display Format: Course Default

hide gradebook assignment from students

Save Cancel

Note: Once the Gradebook item exists, choosing [Edit] will open the Gradebook setting panel again.

20. Repeat this process for all Assignment, Quiz and Discussions that will report their grades to the Gradebook. Later, you can grade them directly in the Learning Module area **or** go to Manage, Gradebook, “Enter/ Edit Grades” (See 22 below). Follow this process to build the Category/ Assignment associations for grading.

Below is a view of is what the Gradebook layout will look like:
(go to manage, Gradebook, “View All Grades”)

The screenshot shows a Blackboard Gradebook interface. At the top, there are navigation tabs: "ng Modules", "Resources", "Communicate", "Report", "Automate", and "Manage". Below this is a breadcrumb trail: "Gradebook > View Grades". The user's name, "BERNARD KAHN - Edit", is visible in the top right. The main area is titled "View Grades" and includes controls for "Show: All Users", "Only Students", "Number to Display: 25", and "View: Default", "Points", "Percentage". There are "Update" and "Print" buttons. The table below lists students and their scores in various categories.

Username	Overall	Discussion Part1	Meet/Classm	Disc 1 (3 pts)	Discussion 2	Discussion 3	Disc 4 (3 pts)	Disc 5 (3 pts)	Disc 6 (3 pts)	Disc 7
Raw Class Average	80.19%	100%	80%	76.19%	77.78%					
BAHRIN, ADJANA (adj)	86.43%	95%	100%	100%	100%	100%	100%	83.33%		
CARPINELLO, FRANCO	75.19%	50%	100%	100%	33.33%	0%				
CHEN, LILY (ly_chen)	91.85%	100%	100%	100%	100%	100%	100%			
CORREIA, KERIANI (k)	66.67%	60%	100%	100%	33.33%	33.33%				
DIAMOND, PESSI (pess)	87.5%	95%	100%	100%	100%	100%	100%	83.33%		
DRUMMOND, LARISSA	89.29%	95%	100%	100%	100%	100%	83.33%			
FLANNORY, BEVERLY	76.9%	100%	100%	100%	100%	100%	100%			
HENRY, MARCIA (marc)	77.24%	70%	100%	0%	100%	100%				
IQRAL, SAMIA (sama)	88.96%	100%	100%	100%	100%	100%	100%			
JENKINS, SHACQUANIA	88.96%	100%	100%	100%	100%	100%	100%			
KAHN, BERNARD (bern)	5%									
LAJOIE, PASCHA (pasc)	85.52%	95%	100%	100%	100%	100%	83.33%			
NDX, JESSICA (jessica)	24.29%	16.67%		0%	33.33%					
SALTERS, CHELSEA (c)	70.36%	80%	100%	100%	66.67%	66.67%				
YUSUFZAL, UMAMAH (u)	25%	14.29%	100%	0%	0%					

21. Grading is done via the Utilities menu under each grade **item in the Learning Module**. Choose Utilities, then “View, Grade or Delete Submissions” for Assignments or Quizzes or “Grade Forum” for Discussions.

POINTS METHOD:

“Straight Points” grades must be entered as “X” points in this method.

Assignment Editor View: Normal Advanced

Title:

Description:

Category:

Points:

Display Format:

Calculation Type:

Extra Credit

Release Date:

Hidden

1. In Manage, Gradebook, “Assignments”, Choose Calculation Type as “Last Submission” even for discussions and assignments where the professor enters the grades manually. This will allow you to edit grades after creating them initially.

Enter the Title, Category, Display format (which can be Course Defaults to pick up POINTS METHOD).

- In Preferences, set the Default Display format and Overall Display format as “Score (Letter Grade)”

Preferences

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

General

Default Display Format:

Options: Treat Ungraded Items as Zero
 Limit Course Assistants by Team
 Exclude Instructors from Averages

Gradebook Mode:

Average Settings

Options: Display Overall Average

Overall Display Format:

- When Setting up Categories, you can choose to create Categories as a Percentage of the total grade for the purpose of weighting each category differently (Use Average format as “Percent (Letter Grade)” or “Percent”, or Categories can be setup as a fixed number of points toward the final grade of 100. To set these Categories, Using “Score (Letter Grade)” accumulated the point values of the individual assignments within each Category. Come back to the Category screen below after entering all Assignments to be sure they all add up to 100%

Category Editor View: Normal Advanced

Title: Release Date:

Description:

Calculation: Use all assignments Drop lowest: grades Use highest: grades

Average Shown Extra Credit

Average Format:

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This view is using a fixed number of points for each category. The points listed for each Category as “Weight” **come from** the value of the Assignments within each Category.

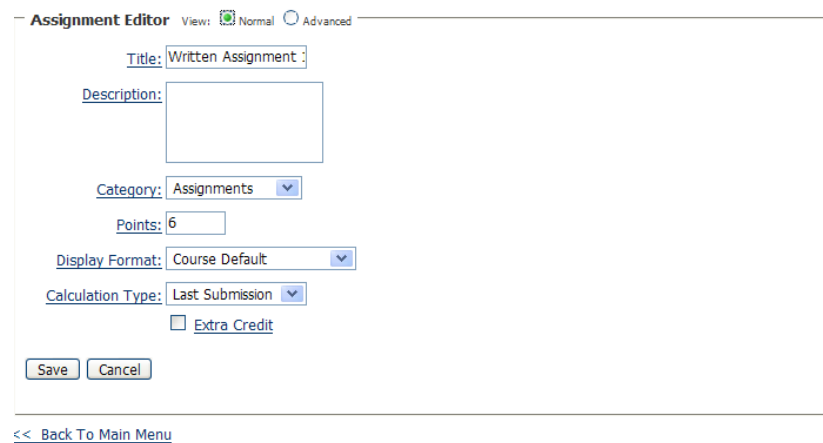
Categories

<input type="checkbox"/>	Title	Calculation	Release Date	Weight	Percent Overall
<input type="checkbox"/>	Tests	Use all grades	1/23/2008	13	13.00%
<input type="checkbox"/>	Discussion Participation	Use all grades	1/23/2008	25	25.00%
<input type="checkbox"/>	Assignments	Use all grades	1/23/2008	42	42.00%
<input type="checkbox"/>	Term Project	Use all grades	1/23/2008	18	18.00%
<input type="checkbox"/>	Meet/Class&Photo	Use all grades	1/23/2008	2	2.00%
				100	100%

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The next step is to associate the Assignments with the Gradebook Categories. This can most easily be done **in the individual Learning Module items**.
(SEE STEP 10 IN CATEGORY METHOD)

4. Within each Category, each Assignment must add up to the total Category points if using "Score (Letter Grade)" or "Score" for the Category format.



The screenshot shows the "Assignment Editor" window. At the top, there are two radio buttons for "View": "Normal" (selected) and "Advanced". Below this, the "Title" field contains "Written Assignment". The "Description" field is an empty text area. The "Category" dropdown menu is set to "Assignments". The "Points" field contains the number "6". The "Display Format" dropdown menu is set to "Course Default". The "Calculation Type" dropdown menu is set to "Last Submission". There is an unchecked checkbox labeled "Extra Credit". At the bottom of the form are "Save" and "Cancel" buttons. Below the form is a link that says "<< Back To Main Menu".

5. If you wish to have each Category contain **more** points than can be accumulated for a straight total to 100 points for the course, you must setup the Categories as "Percent (Letter grade)" or "Percent" and give each Category a percentage of the total 100% for the course.
6. If the total Assignment Points exceed the Category points total, the Assignment points will be accumulated against the total number of points available in the Category. The **percentage** of awarded points to the total number of Category points will be the Grade for that Category. (See 7,8 in WEIGHTED CATEGORY METHOD instructions above)

Categories						
<input type="checkbox"/>	Title	Calculation	Release Date	Weight	Percent Overall	
<input type="checkbox"/>	Uncategorized	Use all grades	3/27/2007	0	0%	
<input type="checkbox"/>	Discussions	Use all grades	3/10/2008	30	30.0%	
<input type="checkbox"/>	Assignments	Use all grades	3/10/2008	40	40.0%	
<input type="checkbox"/>	Quizzes	Use all grades	3/10/2008	20	20.0%	
<input type="checkbox"/>	Participation	Use all grades	3/10/2008	10	10.0%	
				100	100%	

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Assigned points will look like this when Score (Letter Grade) is chosen.

[View Grades](#)

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

Username	Overall	pts	Discussion Parti	Meet/Classm	Disc 1 (3 pts)	Discussion 2	Discussion 3	Disc 4 (3 pts)	Di
Raw Class Average		20.05 (B-)	1	2.4 (B-)	2.29 (C)	2.33 (C+)			
BAHRIN, ADLIANA (ad)	24.2 (B)	9.5 (A)	1	3 (A)	3 (A)	2.5 (B-)			
CARRIELLO, FRANC	20.3 (C)	5 (F)	1	3 (A)	1 (F)	0 (F)			

Letter Grade Method: (Perform these functions in the order below)

To Setup a gradebook where you wish to assign a LETTER GRADE to individual assignments, discussions and quizzes, follow these instructions:

1. Preferences: Default Display format: Letter Grade
 - a. Gradebook Mode: Percentage
 - b. Overall Display Format: Letter Grade

Preferences

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

General

Default Display Format: Letter Grade

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: Letter Grade

2. Grading Scale: Enter Letter grade and corresponding lowest percentage value for that letter. Then [[back to main menu](#)] to save.

book > Scales

Grading Scale

Label	Minimum Percent	
A	95	Edit Dele
A-	90	Edit Dele
B+	87	Edit Dele
B	84	Edit Dele
B-	80	Edit Dele
C+	77	Edit Dele
C	74	Edit Dele
C-	70	Edit Dele
D	65	Edit Dele
F	0	Edit Dele

[Add New](#)

[<< Back To Main Menu](#)

3. Macros: Setup Actual percentage applied with each letter grade (does not have to correspond to the Grading Scale)
 - a. Filter: Key what the letter grade will be typed in by yourself as (such as "A-") (always use all caps for letters for uniformity)

- b. Percentage: entered is the exact numeric percentage that the letter will carry (example: lowest percentage for an “A-“ is 90, but when assigning grades the macro can be set for an “A-“ to be worth 92)
- c. Then [[<<back to main menu](#)] to save.

Macros

Filter	Percent		
A	100	Edit	De
A-	93	Edit	De
B+	88	Edit	De
B	85	Edit	De
B-	82	Edit	De
C+	78	Edit	De
C	75	Edit	De
C-	72	Edit	De
D	66	Edit	De
F	50	Edit	De
<input type="text"/>	<input type="text"/>	Add New	

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4. Category:

- a. Select [Add New] for a new category
- b. Calculation: Use all assignments
- c. (Leave 0 in grades box)
- d. Weight: – Choose weight of category in overall grading
- e. Select: Average Shown
- f. Average Format: [Percent (Letter Grade)] to see actual percentage applied with the letter grade, or [Letter Grade] to simply show the letter grade.
- g. **Note:** The blank default category can be removed only after others are setup.
- h. Then [[<<back to main menu](#)] to save

Category Editor View: Normal Advanced

Title: Release Date:

Description:

Formula:

Formula Editor

Calculation: Use all assignments
 Drop lowest:
 Use highest: grades

Average Shown

Weight: Auto-calculate

Average Format:

Extra Credit

Percent Overall:

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5. Create Assignments:

- a. Go to "Assignments to [Add New] assignment. (This can be done either in the Learning Module graded item under "settings", "assignments", or in the Manage, Gradebook, "Assignments" section.
- b. Enter a short Title (for the gradebook column)
- c. Category: Choose the category in which this assignment grade belongs
Note: Assignments **must** be entered in one of the categories
- d. Points: for letter grade entry, **insert 100 here.**
- e. Display format: choose [Letter Grade]
- f. Calculation Type: Can either be Manual (which will only allow entering grades in the Gradebook section called "Enter/Edit Grades" or should be [Last Submission] for grades connected to a Learning Module Assignments (Drop box assignment, Quiz or Discussion in the Learning Module). Choose "Save" for each item.
- g. Then [<<back to main menu] to save.

Assignment Editor View: Normal Advanced

Title:

Description:


Category: ▼

Points:

Display Format: ▼

Calculation Type: ▼

Extra Credit

Release Date: ▼ ▼ ▼ 

▼ ▼

Hidden

Examples of Grading Plans:

Weighted Categories, Assignments graded based on 100%. Note apportioned Term Project based on 60/40%

Category	Weight	Assignments	Grade meth	Auto/Man
Written Assgts	25%	Assgt 1	100%	auto
		Assgt2	100%	auto
		Assgt3	100%	auto
		Assgt4	100%	auto
		Assgt5	100%	auto
Quizzes	10%	Quiz 1	100%	auto
		Quiz 2	100%	auto
		Quiz 3	100%	auto
		Extra Credit Quiz	(100%)	auto
Mid Term	15%			
		Mid term	100%	auto
Final	25%			
		Final	100%	auto
Term Project	25%			
		Term Project written	60%	manual
		Term Project Presented	40%	manual

Weighted Categories with Assignments graded on specific # of points **or** 100% and an extra credit Assignment. Within a Category, can only be points OR percentage, not both.

Category	Weight	Assignments	Grade meth	Auto/Man
Written Assgts	25%	Assgt 1	20 pts	auto
		Assgt2	20 pts	auto
		Assgt3	20 pts	auto
		Assgt4	20 pts	auto
		Assgt5	20 pts	auto
Quizzes	10%	Quiz 1	25 pts	auto
		Quiz 2	25 pts	auto
		Quiz 3	25 pts	auto
		Extra Credit Quiz	(15 pts)	auto
Mid Term	15%			
		Mid term	100%	auto
Final	25%			
		Final	100%	auto
Term Project	25%			
		Term Project written	60%	manual
		Term Project Presented	40%	manual
	100% total			

Straight Points Method where each Assignment carries a “points portion” of the final grade.

Category	Weight	Assignments	Grade meth	Auto/Man
Written Assgts	25%	Assgt 1	5 pts	auto
		Assgt2	5 pts	auto
		Assgt3	5 pts	auto
		Assgt4	5 pts	auto
		Assgt5	5 pts	auto
Quizzes	9%	Quiz 1	3 pts	auto
		Quiz 2	3 pts	auto
		Quiz 3	3 pts	auto
		Extra Credit Quiz	(2 pts)	auto
Mid Term	16%			
		Mid term	16 pts	auto
Final	25%			
		Final	25 pts	auto
Term Project	25%			
		Term Project written	15 pts	manual
		Term Project Presented	10 pts	manual
	100% total		100 pts total	