

Sakai Gradebook

The Sakai Gradebook allows instructors to record, calculate, and distribute student grades and feedback in Sakai. Create categories and organize Gradebook items. Choose weighting to help calculate your grades. Transmit grades to the Gradebook from tools such as Tests & Quizzes, Assignments, and Forums. Export and import grades to Microsoft Excel (in .csv format).

Log in to Sakai

To log in to Sakai, you will use the SAME user name and password you use for WebAdvisor!

1. Go to <http://sakai.durhamtech.edu/> to access the **Sakai Gateway Page**.

Note: You will need a reasonably current web browser to use Sakai. **Firefox 4** or higher is the recommended browser.

Sakai Practice Course

A blank practice course site has been created in Sakai for your use in Sakai training and you are enrolled as the instructor. Access the course by clicking on **More Sites** and choosing **My Practice Course** under the **Training** category. Your practice course is marked unpublished and as the instructor you have full access to modify the course. This is a practice course where you can try out how to do things in Sakai. A sample student is enrolled in your practice course.

Note: By default, courses are marked unpublished (unavailable to students) until you make them available.

Sakai Gradebook

Access the Sakai Gradebook by going to the the course menu and clicking on **Gradebook**. This is the **Gradebook Items** (default) view. Click on **Gradebook Setup** to select your Gradebook options.

The screenshot shows the Sakai Gradebook interface for a course titled "My Practice Course: Gradebook". The page is marked as an "Unpublished Site". The main navigation bar includes buttons for "Gradebook Items", "All Grades", "Course Grades", "Gradebook Setup" (circled in purple), "Course Grade Options", and "Import Grades". The "Gradebook Items" section is active, displaying a message: "Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)" Below this are buttons for "Add Gradebook Item(s)" and "Import gradebook item from spreadsheet". The "Average Course Grade" is shown as "-". The "Gradebook Items Summary" section includes a "Save current order as sorting order" button and a table with columns: Title*, Class Avg**, Due Date, Released to Students, Included in Course Grade, and Sorting ▲. A legend below the table explains the symbols: *Titles shown in grey are not released to students. **Class averages in parentheses () are not included in the course grade calculations. ***These items must be graded from the tool listed and may not be graded from the gradebook. The left sidebar contains a menu with items like Home, Announcements, Syllabus, Email, Email Archive, Resources, Schedule, Gradebook (circled in purple), Statistics, Site Info, and Help.

Set up your Sakai Gradebook (Categories & Weighting)

It's a good idea to set up your Sakai Gradebook categories and weighting before adding items to your Gradebook. Set up your Gradebook categories based on your grading structure. In this example we will use the following simple grading structure.

Assignments	45% (drop the lowest grade)
Forums	25%
Tests & Quizzes	30%
Total	100%

Note: To use drop highest, drop lowest, or keep highest, all items in the category must have the same point value.

Gradebook Setup

- Select Points
- ✓ Check Display released Gradebook Items to students
- Select Categories & Weighting
- ✓ Enable Drop Lowest
- Enter Categories, Percent, and Drop Lowest
- Click **Save Changes**

Note: Keep in mind that in order to use drop highest, drop lowest, or keep highest, all items in the category must have the same Gradebook Item Point Value.

Adding Items to your Gradebook

There are two ways to add items to your Gradebook:

1. Items created automatically

The **Assignments** and **Tests & Quizzes** tools give you the option to create Gradebook Items automatically and send grades to the Gradebook. (see page 7 for more info)

2. Items created manually

Create any other items you would like in your Gradebook manually. If you use the **Forums** tool, you will need to create Gradebook Items manually. Then, associate these items with the Gradebook to send grades to the Gradebook. (see page 7 for more info)

Add Gradebook Items

Add Gradebook Items manually by clicking on **Add Gradebook Items** in the Gradebook Items view. Add more than one item at a time by clicking on **Add Another Gradebook Item**.

Add Gradebook Items

- Title (required)
- Gradebook Item Point Value (required)
- Due Date (not required)
- Category
- ✓ Release this item to Students (default)

Include this item in course grade calculations.
Assign a category to make this option available.

[Gradebook Items](#) > Add Gradebook Item(s)
Submit this form to add gradebook item(s) to the gradebook.
* means required

Title *

Gradebook Item Point Value *

Due Date (mm/dd/yy)

Category Items not assigned to a category will not be counted toward the course grade calculation.

Release this item to Students

Include this item in course grade calculations

[Add Another Gradebook Item](#)

Note: It's a good idea to categorize your Gradebook items as you create them. If you forget to assign a category, you can go back and do that later.
Note: Any uncategorized Gradebook items will automatically receive the **Unassigned** category. Unassigned items can be released to students but will not be counted toward the course grade calculation.

Gradebook Views

The screenshot shows the 'Gradebook Items' page with the following callouts:

- 1: Gradebook Items title
- 2: Add Gradebook Item(s) button
- 3: Import gradebook item from spreadsheet button
- 4: Expand/collapse arrow
- 5: Item name (Chapter 1)
- 6: Edit link
- 7: Class Avg**
- 8: Weight
- 9: Released to Students
- 10: Sorting arrows
- 11: Grade Editor***

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Sorting	Grade Editor***
Assignments (Drop 1 Lowest)	100%	45%					
Chapter 1	100/100		Aug 22, 2012	Yes	Yes	1	from Assignments
Chapter 2	100/100		Aug 29, 2012	Yes	Yes	2	from Assignments
Chapter 3	100/100		Sep 5, 2012	Yes	Yes	3	from Assignments
Chapter 4	100/100		Sep 12, 2012	Yes	Yes	4	from Assignments
Chapter 5	(100/100)		Sep 19, 2012	No	No	5	from Assignments
Forums	100%	25%					
Week 1	10/10		Aug 22, 2012	Yes	Yes	1	
Week 2	10/10		Aug 29, 2012	Yes	Yes	2	
Week 3	10/10		Sep 5, 2012	Yes	Yes	3	
Tests & Quizzes	100%	30%					
Test 1	25/25		Sep 12, 2012	Yes	Yes	1	from Tests & Quizzes
Test 2	30/30		Oct 10, 2012	Yes	Yes	2	from Tests & Quizzes
Unassigned	N/A	-					
Test 3	-		Oct 24, 2012	Yes	No	1	from Tests & Quizzes

Legend:
 *Titles shown in grey are not released to students.
 **Class averages in parentheses () are not included in the course grade calculations.
 ***These items must be graded from the tool listed and may not be graded from the gradebook.

The **Gradebook Items Summary** view (default view) displays a summary of all Gradebook items by category. In this view you will be able to:

1. Change course grade options
2. Add Gradebook items
3. Import Gradebook item from spreadsheet
4. Click the **arrows** to expand & collapse items by title or category. Sort items by column name or category.
5. Click the **name** of a Gradebook item to view the item's summary
6. Click **Edit** item to select a category, Release the item to Students, or Include this item in course grade calculations
 - o Note: Items not released to students will appear greyed out and students are unable to view these items (Example: Chapter 5 Assignment).
7. See the class average
 - o Note: Class averages in parentheses () are not included in the course grade calculations.
8. See the weighting percentages and due dates
9. See if the item is released to students and included in course grade
10. Sorting allows you to reorder items within a category by moving arrows up or down
11. The Grade Editor column shows which tool the Gradebook item is associated, marked in yellow. These items must be graded from the tool listed and may not be graded from the Gradebook.

Gradebook Items **All Grades** Course Grades Gradebook Setup Course Grade Options Import Grades

8

All Grades Export as PDF Export as CSV Export for Excel

1 Average Course Grade A (100%)

2 View All Sections/Groups and All Categories

3 Student Name Find Clear 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

4 Student Name Student ID Course Grade Chapter 1 Details Chapter 2 Details Chapter 3 Details Chapter 4 Details Chapter 5 Details Assignments (45%) Week 1 Details Week 2 Details Week 3 Details

5 Durham, SampleStudent dtccstudent_s 100% 400 - 100 - - 100% 10 10 10

Horton, SampleStudent hortons2146_s 100% 400 100 100 100 (100) 100% 10 10 10

Legend:
 *Grades in parentheses () are not included in the category average or course grade calculations.
 **Items with a grey background are not released to students.
 Dropped grades are struck out.

The **All Grades** view allows instructors to view a list of students, scores on all graded items, and cumulative scores. In this view you will be able to:

1. See the average course grade
2. Filter the Gradebook items by section/groups and categories
3. Search for a student within the Gradebook
4. Click on the **column names** to sort items. Click **Details** to show the Gradebook Item Summary of an item.

Notes:

- Grades in parentheses () are not included in the category average or course grade calculations.
 - Items with a grey background are not released to students.
 - Dropped grades are struck out.
5. Click a **student's name** to display the student summary of grades
 - Tip: Click Student View of Grades to discretely display one student's grades at a time.
 6. See how students are doing by category in the course
 7. Hide/Show columns. Hiding a column will not affect any grade calculations or displays for the students. Hide/Show columns is only used to organize and simplify the All Grades grade table for instructors.
 8. Export grades as PDF, CSV, or Excel

Course Grade Options

Student privacy is built in so students are not able to see each other's grades. The Gradebook allows students to view their own grades once instructors have released them. The course grade is based on the grading type and scale chosen and will include a letter grade and a number percentage grade.

- **Grade Display.** Check this box to display course grade to students now.
- **Grade Conversion.** Choose your grading scheme (Grade Type) from the drop down menu.

Course Grades

- **Override Grades.** Override a course grade by entering a different grade in the Grade Override box and click **Save**. The grade must be listed in the grading scale under Course Grade Options. To remove an override, delete the grade and click **Save**.
- **Export Grades** as PDF, CSV, or Excel.
- **Calculate Course Grades.** Currently, the Gradebook does not include Gradebook items that have not been graded in the course grade calculation. This could result in a higher course grade for a student. To include a Gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeroes for any Gradebook item that has not been graded and then re-calculate the course grade, click **Calculate Course Grades**.

Things not adding up?

Here are a few tips:

- Check to see if all your Gradebook items are categorized correctly. Click the **Edit** link associated with the item to change the category.
- Check to see if the Gradebook item was released to students
- Check to see if the Gradebook item is included in the course grade
- Check your Gradebook Setup (see page 2)
- Check to make sure your total weight equals 100%
- A sample student has been enrolled in your course. Enter perfect scores for your sample student to check the Gradebook Setup (categories, weighting, etc.)
For more info about adding your sample student to your courses (see page 8)

Linking Sakai Tools with the Sakai Gradebook

Assignments, Tests & Quizzes, and Forums can be associated with the Sakai Gradebook so students can see their grades for these items. Here are brief instructions for linking these tools with the Sakai Gradebook. Please note this is not a complete how-to guide for using these tools. For more info about setting up and using these tools, visit: http://courses.durhamtech.edu/wiki/index.php/Sakai_Resources

Assignments

Add a new Assignment and link the item to the Gradebook:

- Go to the Assignments tool and click **Add**
- Enter the required info (Title, Dates, Student Submission method, Grade Scale, Points, and Instructions)
- Go to Grading and select Add Assignment to Gradebook
- Choose a Gradebook category
- Choose other Assignment options and click **Post**

Tests & Quizzes

Link a Test to the Gradebook:

- Go to the Tests & Quizzes tool
- Create an Assessment or Edit the test Settings of a new or existing test
- Enter your test settings and choose Grading (at the bottom)
- Go to Gradebook Options and select Grades sent to Gradebook (Selecting "Grades sent to Gradebook" will send scores to Gradebook immediately, regardless of feedback date.)
- Go to the Gradebook and look for your test under Unassigned. Click Edit to select a category for your test.
- Choose to Release this Item to students and Include this item in course grade calculations
- Save Changes

Forums

Link a Forum to the Gradebook:

- Set up your Forum Gradebook Items first. Go to the Gradebook and click on **Add Gradebook Item(s)** to add items to your Gradebook.
- Go to Forums and create a New Topic
- Go to the Grading options and select a Gradebook Item from the drop down menu
- Click **Save**

Sakai Sample Student Account Info

A sample student account has been created for your use and is enrolled in your practice course. Having a sample student enrolled in your courses can be very helpful for testing purposes.

Log in as your sample student

1. Go to <http://sakai.durhamtech.edu/> to access the Sakai Gateway Page.
2. Enter the sample student **user id** and **password**.
 - Sakai sample student **user id** = (your user id_s) Example: doej1234_s
 - The Sakai sample student initial **password** will be given to you at training
 - Change the initial **password** by going to **My Workspace**, clicking on **Account**, then click on **Modify Details**. **Enter Current Password, Create New Password, Verify New Password**. Click on **Update Details**.
3. If you need help resetting your sample student password, contact sakaihelp@durhamtech.edu .
Note: If you need help resetting your **instructor** password:
 - Visit: <http://tinyurl.com/reset-webadvisor>
 - If you still cannot reset your password, contact the ITSD help desk at 919-536-7200 x6111.

Add your sample student to your real courses for testing purposes

1. Go to **Site Info** and click on **Add Participants**.
2. Enter your **sample student user id** in the Official Email Address or Username box and click **Continue**.
3. Choose the **Student** role (Can read content, and add content to a site where appropriate.) and click **Continue**. Then click **Continue** again.
4. Confirm that you are adding your sample student to your course by clicking **Finish**. You will be taken back to **Site Info** where you will see your **sample student** in the **Participant List**.