

## Sakai Gradebook

Using the Sakai Gradebook instructors can record, calculate, and distribute student grades and feedback in Sakai. Create categories and organize Gradebook items. Choose weighting to help calculate your grades. Send grades to the Gradebook from tools such as Tests & Quizzes, Assignments, and Forums. Export 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 the [Sakai Gateway Page](http://sakai.durhamtech.edu/) http://sakai.durhamtech.edu/

**Note:** You will need a reasonably current web browser to use Sakai. **Firefox 11** 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 Your practice course is marked unpublished and as the instructor you have full access to modify the course.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**Note:** By default, courses are marked unpublished (unavailable to students) until you make them available.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 The page is marked as "Unpublished Site". The top navigation bar includes buttons for "Gradebook Items", "All Grades", "Course Grades", "Gradebook Setup" (circled in purple), "Course Grade Options", and "Import Grades". The left sidebar contains a menu with "Gradebook" (circled in purple) and other options like Home, Announcements, Syllabus, Email, etc. The main content area displays "Gradebook Items" with 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". A section for "Average Course Grade" shows a dash "-". The "Gradebook Items Summary" section includes 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.

## Set up your Sakai Gradebook (Categories and Weighting)

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

Category	Percentage	Drop Lowest
Weekly Assignments	45%	1
Discussion Topics	25%	
Tests	30%	
<b>Total</b>	<b>100%</b>	

**Note:** To enable drop highest, drop lowest, or keep highest, all items in the category must have the same Gradebook Item Point Value.

### Gradebook Setup

- Select Points - Important!
- Check Display released Gradebook Items to students
- Select Categories & Weighting
- Check Enable Drop Lowest  
Note: All items in the category must have the same Gradebook Item Point Value to use drop highest, drop lowest, or keep highest
- Enter Categories, Percentages, and Drop Lowest
- Click Save Changes

**Gradebook Setup**

\* means required

**Grade Entry**

How will graders enter grades into this gradebook?

Points  
 Percentages

**Gradebook Items Display**

Display released Gradebook Items to students  
You can release a gradebook item when creating or editing the gradebook item.

**Categories & Weighting**

No categories  
 Categories only  
 Categories & Weighting

Enable Drop Highest  Enable Drop Lowest  Enable Keep Highest  
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Gradebook Items	Drop Lowest	Remove
Weekly Assignments	45	0 item(s)	1	Remove
Discussion Topics	25	0 item(s)	0	Remove
Tests	30	0 item(s)	0	Remove

[Add a Category](#)

Running Total 100%  
Needed Total 0%

## Gradebook Categories

Set up your Gradebook categories based on your grading structure.

**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.

**Tip:** Go to the Gradebook (Gradebook Items view) and check to see if all your Gradebook items are categorized correctly. If not, click the **Edit** link associated with the item to change the Item category.

## Adding Items to your Gradebook

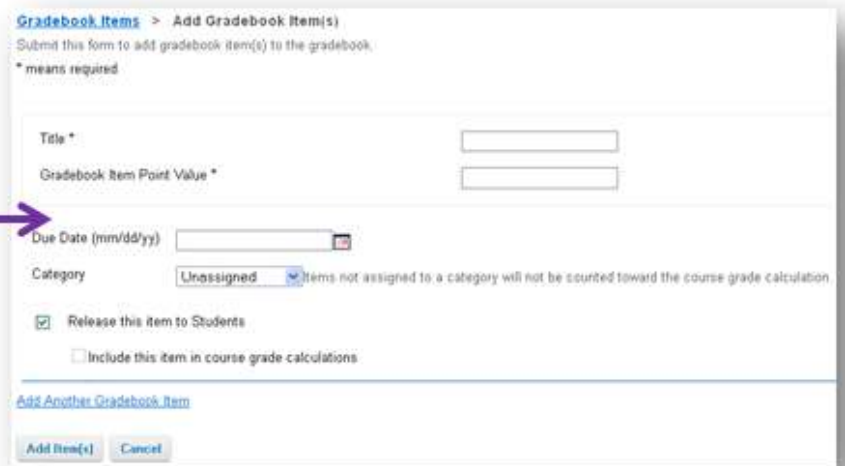
**Add Gradebook items manually.** Click on **Gradebook Items** and **Add Gradebook Items** to add items to your Gradebook. Add more than one item at a time by clicking on **Add Another Gradebook Item**.

- Add Gradebook items manually for items that you want to record grades for like: Forum topics, attendance, and in class assignments.

### Add Gradebook Items

- Title (required)
- **Gradebook Item Point Value (required)**
- Due Date (optional)  
Will display in Gradebook.
- 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 Unassigned 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](#)

### Sakai Tools that can be associated with the Sakai Gradebook

The Assignments, Tests & Quizzes, and Forums tools can be associated with the Sakai Gradebook so students can see their grades for these items.

- Assignments and Tests & Quizzes can be associated with the Gradebook and will generate Gradebook items automatically.
- Forum topics can be associated with the Gradebook with an extra step of adding the Gradebook item first (see page 7).

### Uncategorized Gradebook Items

**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.

**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.

# Gradebook Views

## Gradebook Items Summary view

The screenshot shows the 'Gradebook Items Summary' view. At the top, there are navigation tabs: 'Gradebook Items' (circled in purple), 'All Grades', 'Course Grades', 'Gradebook Setup', 'Course Grade Options', and 'Import Grades'. Below the tabs, there are buttons for 'Add Gradebook Item(s)' and 'Import gradebook item from spreadsheet'. A link 'Change course grade options' is also visible. The 'Average Course Grade' is shown as 'C (78%)'. The main table has columns: Title\*, Class Avg\*\*, Weight, Due Date, Released to Students, Included in Course Grade, Sorting ▲, and Grade Editor\*\*\*. The table is categorized into 'Assignments (Drop 1 Lowest)', 'Forums', 'Tests & Quizzes', and 'Unassigned'. Each category has a list of items with their respective details. A legend at the bottom explains the symbols used in the table.

Title*	Class Avg**	Weight	Due Date	Released to Students	Included in Course Grade	Sorting ▲	Grade Editor***
<b>Assignments (Drop 1 Lowest)</b>	87.5%	45%					
Homework 1	100/100		Jan 13, 2013	Yes	Yes	1 ▼	
Assignment 1	100/100		Jan 21, 2013	Yes	Yes	2 ▲ ▼	from Assignments
Assignment 2	87/100		Jan 28, 2013	Yes	Yes	3 ▲ ▼	from Assignments
Assignment 3	59/100		Feb 4, 2013	Yes	Yes	4 ▲ ▼	from Assignments
Assignment 4	100/100		Feb 11, 2013	Yes	Yes	5 ▲ ▼	from Assignments
Assignment 5	-		Feb 18, 2013	No	No	6 ▲	from Assignments
<b>Forums</b>	92.5%	25%					
Week 1	100/100		Jan 14, 2013	Yes	Yes	1 ▼	
Week 2	85/100		Jan 21, 2013	Yes	Yes	2 ▲ ▼	
Week 3	-		Jan 28, 2013	Yes	Yes	3 ▲	
<b>Tests &amp; Quizzes</b>	57.69%	30%					
Test 1	50/100		Feb 27, 2013	Yes	Yes	1 ▼	from Tests & Quizzes
Test 2	25/30		Mar 11, 2013	Yes	Yes	2 ▲	from Tests & Quizzes
<b>Unassigned</b>	N/A	-					
Test 3	-		Mar 18, 2013	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 (advanced)
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 (See Assignment - Chapter 5).
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.

## All Grades view

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

All Grades Export as PDF Export as CSV Export for Excel

1 **Average Course Grade** C (78%)

2 **View** All Sections/Groups and All Categories

3 Student Name  Find Clear

4 **Student Name** **Student ID** **Course Grade** **Homework 1** **Assignment 1** **Assignment 2** **Assignment 3** **Assignment 4** **Assignments (45%)**

Student Name	Student ID	Course Grade	Homework 1	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignments (45%)
Durham_SampleStudent	dtccstudent_s	56.8%	100	100	75	0	0	68.75%
Horton_SampleStudent	hortons2146_s	100%	100	100	100	100	100	100%

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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 through.
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 grade type 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.** The default Grade Type is Letter (based on a 10 point scale).

## Course Grades

- **Override Grades.** Override a course grade by entering a letter grade in the Grade Override box and click **Save**. The letter grade must be listed in the grade type under Course Grade Options. To remove an override, delete the grade and click **Save**.
- **Export Grades** as PDF, CSV, or Excel.
- **Set Ungraded Items to Zero.** Clicking continue will assign a grade of zero to all ungraded items in the gradebook.

**Tip:** You can also set ungraded items to zero at the tool level.

- **Tests & Quizzes.** Go to Tests & Quizzes / Published Copies / Select Action: Scores / Total scores / Apply This Score \_\_\_\_\_ to all participants with "No Submission".
- **Forums.** Go to Forums / at the topic level, choose More / Grade / \_\_\_\_\_ Apply Grade to All Ungraded
- **Assignments.** Go to Assignments / click Grade / Found ? participant(s). Assign this grade to participants without a grade: \_\_\_\_\_ Apply

## Troubleshooting Tips

- Check your Gradebook Setup (see page 2). Make sure you have selected **Points** as the Grade Entry.
- 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 is released to students.
- Check to see if the Gradebook item is included in the course grade.
- A sample student is enrolled in your practice course. Log in as your Sample Student to see your course as a student.

## Associating 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 associating 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 the [Sakai Instructor Resources](http://courses.durhamtech.edu/wiki/index.php/Sakai_Resources)  
[http://courses.durhamtech.edu/wiki/index.php/Sakai\\_Resources](http://courses.durhamtech.edu/wiki/index.php/Sakai_Resources)

### Forums

Associate a Forum Topic with the Gradebook:

- **Set up your manual Forum Topic 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
- Choose your topic settings
- Go to the Grading options and select a Gradebook Item from the drop down menu
- Click **Save**
- For more info about [Forums](#)  
[http://courses.durhamtech.edu/wiki/index.php/Sakai:\\_Communication\\_Tools](http://courses.durhamtech.edu/wiki/index.php/Sakai:_Communication_Tools)

### Assignments

Associate an Assignment with the Gradebook:

- Go to the Assignments tool and click **Add**
  - Enter the required Assignment info (Title, Dates, Student Submission method, Grade Scale, Points, and Instructions).
  - Choose your [Assignment options](http://courses.durhamtech.edu/wiki/images/8/86/Assignments.pdf)  
<http://courses.durhamtech.edu/wiki/images/8/86/Assignments.pdf>
- Go to Grading and select Add Assignment to Gradebook
- Choose a Gradebook category
- Choose other Assignment options and click **Post**
- For more info about [Assignments](#)  
[http://courses.durhamtech.edu/wiki/index.php/Sakai:\\_Assignments](http://courses.durhamtech.edu/wiki/index.php/Sakai:_Assignments)

### Tests & Quizzes

Associate a Test with the Gradebook:

- Go to the Tests & Quizzes tool
- Create a Test or Edit the 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
- For more info about [Tests & Quizzes](#)  
[http://courses.durhamtech.edu/wiki/index.php/Sakai:\\_Assessments](http://courses.durhamtech.edu/wiki/index.php/Sakai:_Assessments)