Sakai Gradebook

With the Sakai Gradebook instructors can add items to the Gradebook, categorize and organize Gradebook items, enter and distribute grades to students, provide students with feedback, drop the lowest grade in a grading category, and calculate course grades.

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 log in page: http://sakai.durhamtech.edu/

Note: You will need a reasonably current web browser to use Sakai. **Firefox** or **Chrome** are the recommended browsers.

Sakai Practice Course

An empty practice course named My Practice Course 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. As the instructor, you have full access to modify the course. A sample student is also enrolled in your practice course.

Sakai Gradebook

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

How to Set up Your Sakai Gradebook

Step 1: Create a Grading Structure

Before setting up your Sakai Gradebook you must determine the grading structure for your course. The Sakai Gradebook works best if you use a percentage based grading structure instead of a total points based grading structure. We recommend using the grading structure to set up your Sakai Gradebook and use Categories & Weighting to calculate students course grades.

Here's an example of a percentage based grading structure:

Category:	Weighting Percentage (%):
• Homework	30% (drop the lowest grade*)
• Tests	50%
• Discussion/participation	20%

*IMPORTANT: In any category where you will drop a grade, all items in that category must have the same point value. In this example, all homework assignments are worth 100 points each.

Step 2: Set Up Your Sakai Gradebook
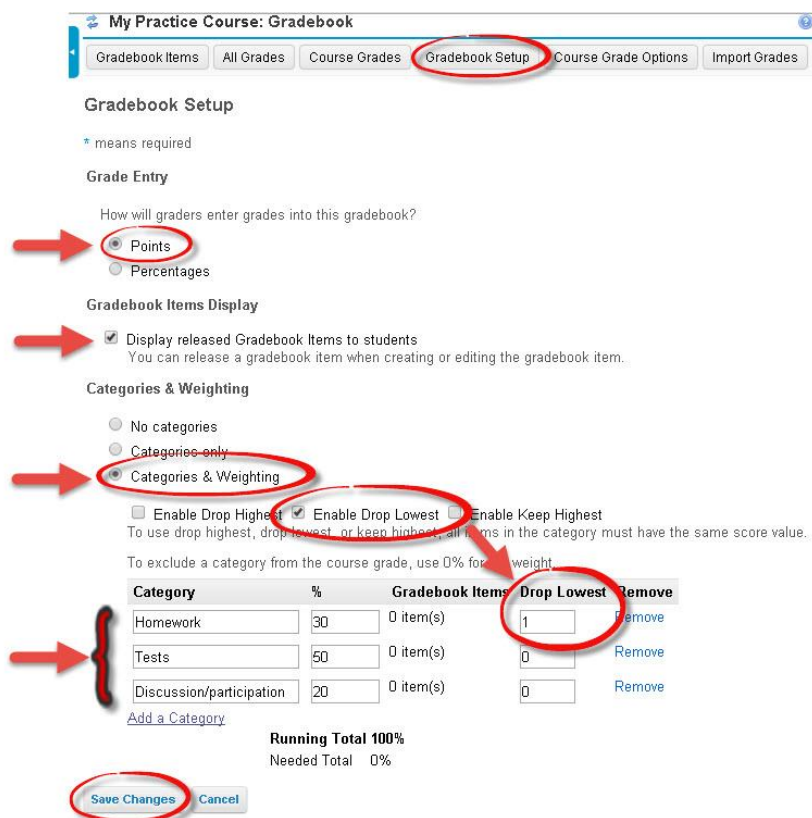
To set up the Gradebook in your My Practice Course:

- Click on More Sites and under the Training category click on your My Practice Course.
- On the course menu on the left click on Gradebook. This is the Gradebook Items view of the Gradebook.
- Click on Gradebook Setup and select the following Gradebook options:
    - Select Points – it's important to select Points
    - Check the box to Display released Gradebook Items to students
    - Select Categories & Weighting

Note: When setting up your Sakai Gradebook we recommend using Categories & Weighting to calculate students course grades.

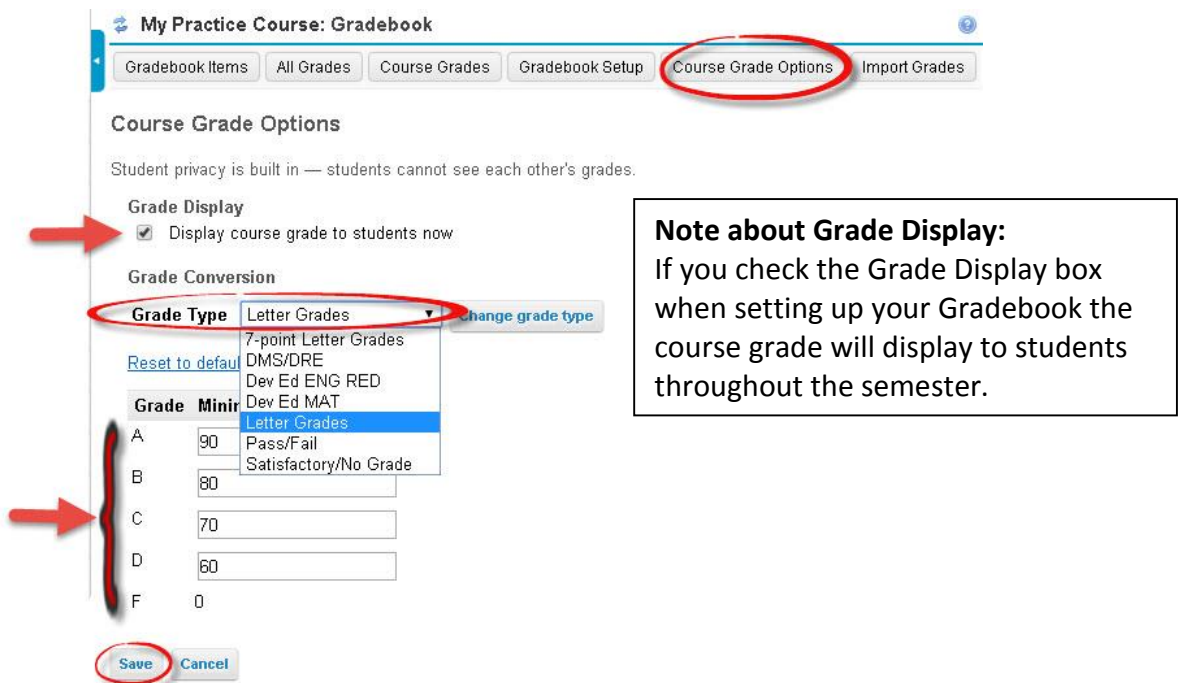If you don't already have a grading structure worked out, you can use this one for this activity.

- Enter the categories and weighting percentages:

  Category   **%**
  - Homework   30%   (drop the lowest grade*****)
  - Tests   50%
  - Discussion/participation   20%

  *IMPORTANT: In any category where you will drop a grade, all items in that category must have the same point value. In this example, all homework assignments are worth 100 points each.
  - To drop the lowest grade in the Homework category:
    - Check the box to Enable Drop Lowest
    - Enter the number 1 in the Drop Lowest box to the right of the Homework category

Step 3: Set Up the Course Grade Options: Course Grading Scale and Grade Display

Note about Grade Display:
If you check the Grade Display box when setting up your Gradebook the course grade will display to students throughout the semester.

Select the grading scale for your course and display the overall course grade to students.

To select the grading scale for your course:
- Click on Gradebook and click on Course Grade Options.
- The default grading scale (Grade Type) is Letter Grades a 10 point grading scale. Other grading scales are available by clicking on the Grade Type drop down menu.
  Note: If your course uses a grading scale other than the 10 point scale click on the drop down menu and select another grading scale, then click Change grade type. If your course grading scale is not listed on the drop down menu, adjust the numbers in the Grade Minimum % boxes and click Save.

To display the course grade to students:
- Check the Grade Display box to display the overall course grade to students.

Note: If you check the Grade Display box when setting up your Gradebook the course grade will display to students throughout the semester. Displaying the course grade to students throughout the semester or term helps students keep track of how they are doing in the class. The course grade is based on the grading scale (Grade Conversion, Grade Type).

How to Add Items to and Enter Grades in the Sakai Gradebook

Add items to the Gradebook to enter grades and feedback for class assignments such as homework collected in class, discussion topics, and attendance.

Step 1: Add an Item to the Gradebook

In this activity, add an item to the Gradebook in your My Practice Course to enter grades for a homework assignment named Homework 1 that is worth 100 points.

To add items to the Gradebook in your My Practice Course:

- Click on More Sites and under the Training category click on your My Practice Course.
- On the course menu on the left click on Gradebook. This is the Gradebook Items view of the Gradebook.
- If you are in the Gradebook click on the Reset button.
- Click on Add Gradebook Item(s).
- Enter info for the Gradebook item:
  - o Enter a Title for the gradebook item (required): Homework 1
  - o Enter a Gradebook Item Point Value (required): 100
    Note: This is how many points the assignment is worth.
    Tip: If you would like to drop the lowest grade in a grading category make sure all items in that category have the same Gradebook Item Point Value.
  - o **Due Date.** Due dates display in the instructor view of the Gradebook. Students are also able to see due dates in the Gradebook. Selecting a due date is optional. To select a due date, click on the calendar and choose a date.
  - o Category: Click on the drop down menu and select Homework.

Note: The categories in the list are the categories entered in Gradebook Setup under Categories & Weighting.

- By default the **Release this item to Students** box has a check mark. When this box is checked students will be able to see this item in the Gradebook. If the box is unchecked students will not be able to see this item in the Gradebook.
- To include the grade for Homework 1 in the course grade calculation, click in the **Include this item in course grade calculations** box to put a check mark in box. If the item will not count in the course grade calculation do not check the box.
- **Tip:** You can add more than one Gradebook item by clicking on Add Another Gradebook Item.
- Click Add Item(s). The new Gradebook item is added to the Gradebook Items view.
- The Homework 1 item is displayed in the Gradebook under the Homework category. The item is **Released to Students (Yes)**, students are able to see the item in the Gradebook. The item is **Included in Course Grade (Yes)**, the grade for Homework 1 is included in the course grade calculation.

Step 2: Enter Grades in the Sakai Gradebook

To enter grades and feedback for the Homework 1 item in the Gradebook:

- In the Gradebook Items view of the Gradebook, click on the item named Homework 1 under the Homework category.
- In the Points column, enter each student's grade in the appropriate box. Click on Edit Comments to enter feedback.
- Click Save Changes often.
- At the top a confirmation message appears: New scores and comments saved.

How to View the Sakai Gradebook

There are two ways to view the Sakai Gradebook, the Gradebook Items view and the All Grades View.

Gradebook Items View

The **Gradebook Items** view is the default view of the Gradebook for instructors. In the Gradebook Items view Gradebook categories are listed alphabetically. The item summary options could be different and depend on the type of Gradebook item.

1. **Change course grade options** to select the grading scale for your course and display the overall course grade to students. Info about Course Grade Options is in Section 1.1 How to Set Up Your Sakai Gradebook.
2. **Add Gradebook Item(s)**. Info about adding Gradebook items is in Section 1.2 How to Add Items to and Enter Grades in the Gradebook.
3. **Import gradebook item from spreadsheet**. This is an advanced option not covered in this workshop.
4. **The Average Course Grade** displays as a letter grade and percentage in the instructor view of the Gradebook. This is the average grade for all students in the course. Students do not see the average course grade in the Gradebook.
5. **Hide items**. Click the arrows to expand and collapse items by Title or Gradebook Category.
6. **Title***. In the Title column Gradebook items are categorized. Under a category, click the name of a Gradebook item to view the **Gradebook Item Summary**. The item summary options could be different and depend on the type of Gradebook item. Items created by clicking on Add Gradebook Item(s) have different options from Gradebook items created using the Sakai Assignments and Tests & Quizzes tools. The legend at the bottom of the page contains useful info about the Gradebook columns Title*, Class Avg**, and Grade Editor***.
7. Click **Edit** beside a Gradebook item to edit the Gradebook item: select a Category; Release the item to Students; or Include this item in course grade calculations.
   Notes (for face to face workshop):
   - **Homework 3** item appears grayed out in the instructor view of the Gradebook. The item is not released to students, students are unable to see the item in the Gradebook (No in the Released to Students column). The items is not Included in Course Grade, the grade is not included in the final grade calculation (No in the Include in Course Grade column). The Class Avg** is in (parentheses) and is not included in the course grade. More info is provided in the Legend at the bottom of the page.
   - Uncategorized Gradebook Items:
     Note: If you do not select a category for a Gradebook item it will be listed under **Unassigned**. Unassigned items can be released to students (Yes) but will not count in the course grade calculation (No). Click edit to show how to select a category.
8. **Class Avg**.** The Class Avg column contains info about average grades for all students in the course by category as a percentage and grades per item. Students do not see class average grades in the Gradebook.
   More info about Class Avg** is provided in the Legend at the bottom of the page.
9. **Weight**. The Weight column displays the category weight percentages from Gradebook Setup. Section 1.1 contains more info about How to Set Up Your Sakai Gradebook.
10. **Due Date.** Due dates display in the instructor view of the Gradebook. Students are also able to see due dates in the Gradebook. Due dates are selected differently in Gradebook items and Sakai tools.
11. **Released to Students**. The Released to Students column contains Yes or No for each item. Yes, the item is released to students and students are able to see the item. No, the item is not released to students and students are not able to see the item.
12. **Included in Course Grade**. The Included in Course Grade column contains Yes or No for each item. Yes, the item is included in the grade calculation. No, the item is not included in the grade calculation.

13. **Sorting**. Sorting items in the instructor view of the Gradebook does not sort items in the student view of the Gradebook. To sort items, click on the arrows to reorder items within a category.
14. **Grade Editor***. The Grade Editor column contains info about which tool the Gradebook item is associated with and is highlighted in yellow. These items must be graded from the tool listed and cannot be graded from the Gradebook. More info about Grade Editor*** is provided in the Legend at the bottom of the page.
    Note: Grades can be entered automatically in the Sakai Gradebook from these Sakai tools: Assignments; Forums; and Tests & Quizzes. More info about the Sakai Assignments, Forums, and Tests & Quizzes tools is located in Sakai Instructor Resources: http://courses.durhamtech.edu/wiki/index.php/Sakai_Resources
15. **Legend**. The legend at the bottom of the page contains useful info about the Gradebook columns Title*, Class Avg**, and Grade Editor***.

All Grades View

The **All Grades** view is a spreadsheet view of the Gradebook. In this view instructors are able to view: a list of students; scores on all graded items; cumulative scores by category; individual student's grades, and the student's view of the Gradebook.

1. **The Average Course Grade** displays as a letter grade and percentage in the instructor view of the Gradebook. This is the average grade for all students in the course. Students do not see the average course grade in the Gradebook.
2. **View**. Filter the Gradebook by section/groups and categories. Type a student's name in the box and search for a student in the Gradebook.
3. Click on the **column names** to sort items in the instructor view of the Gradebook. Click **Details** under the column names to display the Gradebook Item Summary of an item. The item summary options could be different and depend on the type of Gradebook item.
   Columns include:
   - **Student Name** and **Student ID.** The Student ID is each student's Sakai user id.
   - **Course Grade** is the average course grade for each student.
   - **Week 1 Topic** item is in the Discussion/participation (20%) category and is the grade for each student on that item.

- **Discussion/participation (20%)** is a category from Gradebook Setup, Categories & Weighting. This is the average grade for each student on items in in that category. This column is useful to see how students are doing on items in the Discussion/participation category of the course.
- **Week 3 Topic** item is grayed out and grades display in parentheses. This item is not released to students and is not included in the grade calculation.
- **Homework (30%)** is a category from Gradebook Setup, Categories & Weighting. This is the average grade for each student on items in in that category. The lowest grade for items Homework 1, Homework 2, and Homework 3 is dropped in that category for each student. The lowest grade for each student in that category is not included in the grade calculation and is displayed with a ~~Strikethrough~~. This column is useful to see how students are doing on items in the Homework category of the course.

  Note: The **Legend** at the bottom of the page contains useful info about grades and items.

4. Click on a **student's name** to display the Student Summary of grades for one student at a time. Click the **Student View of Grades** link in the top right corner to display the student view of the Gradebook. This is how the Gradebook appears to the student. Clicking on the Student View of Grades is useful when reviewing grades with a student.
5. **Export as PDF, CSV, or Excel**. Grades can be exported as PDF, CSV, or Excel. These are advanced options not covered in this workshop.
6. **Viewing students**. Clicking on the drop down menu does not change how many students are displayed. **Hide/Show columns**. Hiding columns To Hide a column: In the Hide column, click in the box to select the Title of a Gradebook item and click Save. 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.
7. The **Legend** at the bottom of the page contains useful info about grades and items.

How to Calculate Course Grades

Here are tips for calculating student's grades at the end of the semester.

Step 1: Check Course Grade Options: Course Grading Scale and Grade Display

Grade Type. Make sure you have selected the correct grading scale for your course.

To select the grading scale for your course:
- Click on Gradebook and click on Course Grade Options.
- The default grading scale (Grade Type) is Letter Grades a 10 point grading scale. Other grading scales are available by clicking on the Grade Type drop down menu.

Note: If your course uses a grading scale other than the 10 point scale click on the drop down menu and select another grading scale, then click Change grade type. If your course grading scale is not listed on the drop down menu, adjust the numbers in the Grade Minimum % boxes and click Save.

Grade Display. Make sure that the final course grade is displayed to students.
To display the course grade to students:
- Check the Grade Display box to display the course grade to students.
  Note: The course grade is based on the grading scale (Grade Conversion, Grade Type).

Check a Student's Final Course Grade
Review a student's course grade:
- Click on **All Grades** to view: a list of students; grades on all items; and cumulative grades by category. Ungraded items are not included in course grade calculation and will display in the Gradebook as a (–) instead of a 0 (zero). This could make the final course grade seem higher than it actually is. The Gradebook automatically calculates the class grade for students as items are graded.
- In the All Grades view, click on a **student's name** to display the Student Summary of grades for one student at a time.
- Click on **Course Grades** to review each students' grades in the Course Grade column. The grade is displayed as a letter grade and percentage.

Set Ungraded Items to Zero
To set all ungraded items to zero:
- In **Course Grades**, click Set Ungraded Items to Zero. A Warning message is displayed.
- Click Continue.
- Any ungraded items are set to zero and included in course grade calculation. The Average Course Grade and students' Course Grade could be lower.

Override a Student's Grade
Sakai does not round up student's course grades. If a student's Course Grade is B (89.5%) you can override that grade.
To override a course grade:
- In **Course Grades**, enter a letter grade in the **Grade Override** box and click **Save Changes**.
  Note: Enter a letter grade that is listed in Course Grade Options, Grade Display, Grade Type.
To remove an override grade:
- Delete the letter grade and click **Save Changes**.

Export Grades
Export as PDF, CSV, or Excel. Grades can be exported as PDF, CSV, or Excel. These are advanced options not covered in this workshop.

Sakai Gradebook Tips
Here are tips for checking student's grades and course grade calculations.

Gradebook Setup:

- In Gradebook Setup, make sure you have selected **Points** as the Grade Entry.
  Note: More info about Gradebook Set Up is in section 1.1 How to Set Up Your Sakai Gradebook.

In the Gradebook Items view:

- Make sure your Gradebook items are categorized correctly. To change the category of an item, click Edit beside a Gradebook item to edit the Gradebook item.
- Check to see if a Gradebook item is released to students (Yes or No).
- Check to see if a Gradebook item is included in the course grade (Yes or No).
  Note: More info about viewing the Gradebook is in section 1.3 How to View the Gradebook, Gradebook Items View.

Student view of the Gradebook:

In the All Grades view of the Gradebook, click on a **student's name** to display the Student Summary of grades for one student at a time. Click the **Student View of Grades** link in the top right corner to display the student view of the Gradebook. This is how the Gradebook appears to the student.

Note: More info about viewing the Gradebook is in section 1.3 How to View the Gradebook, All Grades View.