# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gradebook Overview</td>
<td>3</td>
</tr>
<tr>
<td>Objectives</td>
<td>3</td>
</tr>
<tr>
<td>Additional Recommended Resources</td>
<td>3</td>
</tr>
<tr>
<td>Setting up Your Gradebook</td>
<td>4</td>
</tr>
<tr>
<td>Gradebook Setup</td>
<td>4</td>
</tr>
<tr>
<td>Grade Entry Settings</td>
<td>4</td>
</tr>
<tr>
<td>Gradebook Items Display</td>
<td>5</td>
</tr>
<tr>
<td>No Categories, Categories Only, or Categories &amp; Weighting</td>
<td>5</td>
</tr>
<tr>
<td>Drop Highest, Drop Lowest, and/or Keep Highest Grade</td>
<td>6</td>
</tr>
<tr>
<td>Setting Percentages for Course Grade Thresholds</td>
<td>8</td>
</tr>
<tr>
<td>Determine the Grading Basis Selected by Each of Your Students</td>
<td>8</td>
</tr>
<tr>
<td>Review and Modify Course Grade Thresholds</td>
<td>9</td>
</tr>
<tr>
<td>Using The Gradebook</td>
<td>11</td>
</tr>
<tr>
<td>The Gradebook Items Screen</td>
<td>11</td>
</tr>
<tr>
<td>Add a New Gradebook Item</td>
<td>11</td>
</tr>
<tr>
<td>Edit a Gradebook Item</td>
<td>12</td>
</tr>
<tr>
<td>Delete a Gradebook Item</td>
<td>12</td>
</tr>
<tr>
<td>Entering Grades</td>
<td>13</td>
</tr>
<tr>
<td>Manually Enter Grades in Gradebook</td>
<td>13</td>
</tr>
<tr>
<td>Import Grades from a Spreadsheet</td>
<td>14</td>
</tr>
<tr>
<td>Grade Reports and Student Views in All Grades</td>
<td>15</td>
</tr>
<tr>
<td>Generate and Export Grade Reports</td>
<td>15</td>
</tr>
<tr>
<td>The Student Summary Screen</td>
<td>16</td>
</tr>
<tr>
<td>Course Grades and Final Grade Submission to SIS</td>
<td>17</td>
</tr>
<tr>
<td>Learn More</td>
<td>18</td>
</tr>
</tbody>
</table>
GRADEBOOK OVERVIEW

Use the Gradebook in your course site to enter and update student grades throughout the semester and to export final course grades to SIS at the end of the semester.

OBJECTIVES

The Gradebook user guide will familiarize instructors with steps to:

- Configure your Gradebook settings;
- Set up categories and weighting;
- Create Gradebook items;
- Enter student grades;
- View and generate grade reports; and
- Access a student view of your Gradebook.

This guide also provides you with important considerations in the setup and use of your Gradebook as well as helpful tips for a better understanding of how features work in your course Gradebook.

ADDITIONAL RECOMMENDED RESOURCES

- See Export Final Grades from UVaCollab and Import & Approve in SIS for final grade submission details.

- See the user guide, Import Scan and Score Results, to upload grades from Scan&Score.

- Final Letter grades can be added to Gradebook using the steps from Import Final Letter Grades for Export to SIS.

- Use iRubric, a comprehensive tool for grading and assessment, iRubric Quickstart.

IMPORTANT CONSIDERATIONS

Firefox, Internet Explorer, and Safari are the only recommended browsers for the best experience in UVaCollab.

To avoid unexpected results, do not use the browser navigation (Back and Forward buttons) while logged into UVaCollab. Instead, use the built-in navigation features.
SETTING UP YOUR GRADEBOOK

Initial setup of your Gradebook at the beginning of the semester will ensure that grades are accurately reflected in the course grade calculation and that students have appropriate access, based on your preferences. Begin setup of your Gradebook in Gradebook Setup and Course Grade Thresholds via the Gradebook activities navigation menu.

GRADEBOOK SETUP

Gradebook Setup allows instructors to configure settings for grade entry, student access to the Gradebook, and category options that affect course grade calculations.

GRADE ENTRY SETTINGS

About letter grades

There is no letter grade entry option in the Gradebook, but there is an option to upload final letter grades from a spreadsheet on the Course Grades screen to allow you to export your final grades to SIS.

Instructors may choose between point- or percentage-based grading. The default Grade Entry option is set to Points. A Percentages Grade Entry option is also available. There is no letter grade entry option in the Gradebook.

If you select Points, then when you add a gradebook item, you will be asked to enter the Gradebook Item Point Value. If you select Percentages, then when you add a gradebook item, you will be asked to enter the Gradebook Item Relative Weight.

MODIFY GRADE ENTRY SETTINGS

1. In your site’s menubar, click Gradebook.
2. Click Gradebook Setup.
3. Under Grade Entry, select your preferred grade option.
4. If this is the only change being made on the screen, click Save Changes.
GRADEBOOK ITEMS DISPLAY

**Student view of Gradebook**

*Click a student name on the All Grades screen to access the link to that student’s view of the Gradebook.*

The setting to *display released Gradebook items to students* is enabled by default. This global Gradebook setting allows students to view their own grades for all released Gradebook items when they access the Gradebook in your course site.

To prevent students from viewing their own grades for released Gradebook items, you must disable *(uncheck)* this option and *Save* the change.

**Gradebook Items Display**

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

NO CATEGORIES, CATEGORIES ONLY, OR CATEGORIES & WEIGHTING

You have the option of using no categories (the default setting), creating categories to group Gradebook items, or creating categories and weighting them to affect the relative weight of the Gradebook items associated with a given category.

When you assign Gradebook items to a category, keep in mind that items that are worth more points are already *weighted more heavily*. If you want all items to influence the grade equally, you must make them worth the same point value.

**CREATE CATEGORIES ONLY**

1. In your site’s menubar, click **Gradebook**.
2. Click **Gradebook Setup**.
3. Under **Categories & Weighting**, choose **Categories only**.
4. In the text box that appears, type a name for the category you are adding. To create another category, click **Add a Category**.
5. When you are finished, click **Save Changes**.

**IMPORTANT CONSIDERATIONS**

Refer to the built-in Help to learn how categories and weighting affect the grade calculation in Gradebook.

Categories are not graded – only Gradebook items can be graded.

You must *Create Gradebook Items* and assign each item to a category in order for the item to be included in the course grade calculation.

Gradebook items left unassigned to a category are not included in the course grade calculation.
CREATE CATEGORIES WITH WEIGHTING

DROP HIGHEST, DROP LOWEST, AND/OR KEEP HIGHEST GRADE

Instructors who use Categories in the Gradebook have the option to Drop Highest, Drop Lowest, and/or Keep Highest grades. In order to use these options, the following criteria must be met:

- Enable Categories only or Categories & Weighting in Gradebook Setup.
- All gradebook items to be considered for processing must be within the same category.
- All items within the category must have the same point value, e.g., 10 points.

Once these criteria are met, enable one or more of these options and then select to:

a) Drop the highest and/or lowest grade(s) OR Keep the highest grade(s) in a given category.

b) Specify the number of items to be affected in a given category for the option(s) selected in that category.

The steps below outline dropping the lowest three quiz grades for gradebook items added to a Quizzes category.

1. Go to the Gradebook tool.
2. At the top of the screen, click the Gradebook Setup button.
3. Enable Categories & Weighting and define each category with associated weights, including a Quizzes category.
4. Check the box to Enable Drop Lowest.
5. In the Drop Lowest text box next to the Quizzes category, enter 3 (or # you want to drop) next to the category you wish to drop the lowest item from. In this example, Quizzes.
6. Click Save Changes when done.
Below is an example of how the Categories and Weighting with Enable Drop Lowest selected appears to students.
SETTING PERCENTAGES FOR COURSE GRADE THRESHOLDS

The second part of setting up your Gradebook is completed on the Course Grade Thresholds screen, preceded by a preliminary step on the Course Grades screen.

Course grade thresholds are used to assign a course grade to each student based on all graded items in Gradebook.

Default minimum percentage threshold values are set in UVaCollab to calculate course grades for each grading basis, e.g., the minimum percentage for an A- is 90.0% for the UG-GRD grading basis and the GRA-GRD grading basis.

Instructors are responsible for reviewing these values in the Gradebook and modifying them to reflect the appropriate grading scale for the course as determined by the instructor and their department.

Refer to Default Grading Basis Thresholds for a list of each grading basis and associated default thresholds.

DETERMINE THE GRADING BASIS SELECTED BY EACH OF YOUR STUDENTS

About grading bases

There may be multiple grading bases in use by students enrolled in your course, e.g., the UG-GRD grading basis and the UG-SUS grading basis.

To determine each grading basis chosen by your students (this choice is made in the SIS when students register for a course), refer to the Grading Basis column on the Course Grades screen in the Gradebook. Access this screen by clicking the Course Grades link in the Gradebook activities menu, as shown in the figure below.

Then, proceed to the Course Grade Thresholds screen to review and modify the minimum percentages for course grade thresholds for each grading basis.

1. In the Gradebook, click Course Grades.
2. If needed, change the option to Show All students on the screen (the default setting is to Show 50 students at a time).
3. In the Grading Basis column, scan the list and note which grading bases are in use in your site.
Review and modify the default minimum percentages for the course grade thresholds in order to accommodate the grading scale criteria for your course.

Since more than one grading basis may be in use by students in your site, repeat these steps for each grading basis you wish to modify. Note that different minimum percentages may be applied to unique grading bases in use in your site.

The most commonly applied grading basis is the UG-GRD (Undergraduate Grade) basis, which is the default grading basis selected on the Course Grade Thresholds screen in your Gradebook.
1. In your Gradebook, click **Course Grade Thresholds** in the activities menu.

2. In the **Grading Type** drop-down menu, select a **grading basis** and click **Change grading basis** to view and modify the default grade thresholds set for that grading basis.

3. To modify a minimum percentage threshold, highlight the value in the text box and enter a new value.

4. Click **Save** at the bottom of the screen to save your changes.

Refer to the next section to find out how to create Gradebook items and enter grades.
USING THE GRADEBOOK

Before you can begin entering grades in the Gradebook, you must first create Gradebook items, which you will use to enter, store, and calculate student grades and distribute grades to students online. This section covers the steps to create, edit, and delete Gradebook items and the methods available for entering grades.

THE GRADEBOOK ITEMS SCREEN

The Gradebook Items screen is the default screen that appears when you access the Gradebook in your course site. It provides a Gradebook Items Summary view of all items that you have added directly into the Gradebook or from another source, such as Assignments or Tests & Quizzes. To access the Gradebook Items screen from any other screen in the Gradebook, click Gradebook Items in the activities menu.

The figure below shows some of the features available in the summary view, such as links to enter student grades and edit Gradebook items, class averages for graded items, due dates, whether the item is released to students and/or included in the course grade, and the source of the item.

ADD A NEW GRADEBOOK ITEM

The Gradebook Items screen is where you’ll find the link to Add Gradebook Item.

1. In your Gradebook, click Add Gradebook Item.
2. On the Add Gradebook Item screen, fill in the Title and Item Value (these are required fields).
3. Optionally, enter an item Due Date.
4. To make the item visible to students, check the box to Release this item to Students.
5. To include the item when calculating final grades, check the option to Include this item in course grade calculations.
6. Click Add Item to create the item.

IMPORTANT CONSIDERATIONS

Released items will only be visible to students if the global setting to Display released items to students is enabled in Gradebook Setup.
EDIT A GRADEBOOK ITEM

1. In the Gradebook Items Summary list, click the Edit link next to a Gradebook item.
2. Make your desired changes to the Gradebook item details.
3. Click Save Changes.

DELETE A GRADEBOOK ITEM

1. In the Gradebook Items Summary list, click the title of the item you want to remove.
2. On the Item Summary page, click Remove Gradebook item from gradebook.
3. On the Remove Item confirmation page, check the box next to Remove this item and all associated scores from the gradebook.
4. Click Remove to delete the item.

IMPORTANT CONSIDERATION

Items that have been added to the Gradebook from another source, such as Assignments or Tests & Quizzes, can only be modified or graded in the tool of origin. You will not be able to edit or grade these items in the Gradebook.
Grades can be entered into your Gradebook in a variety of ways: manually in the Gradebook, imported from a spreadsheet, or transmitted from another tool. This section describes the steps to manually enter grades and import grades from a spreadsheet.

To include a grade in the course grade calculation, an appropriate grade value must be entered for each student. A student grade that is left blank will not be included in the course grade calculation for that student. In effect, leaving a grade blank excuses the student from being graded for that item.

A grade of zero will be included in a student’s course grade calculation.

**Excusing grades**

To excuse a student from being graded for a Gradebook item, **remove or leave blank** the point or percentage value for that student’s grade.

A blank grade will count neither for nor against the student’s course grade calculation.

**MANUALLY ENTER GRADES IN GRADEBOOK**

1. Click the **title** of the Gradebook item you wish to grade.
2. Enter each student’s score for the item into the box following his or her name. Scores must be greater than or equal to zero, and may contain up to two decimal places. You may leave a box blank if you are waiting on a student’s grade or to excuse the student from being graded for that item.
3. To add comments for students, click **Edit Comments**. Type your comments in the text box.
4. When you are finished, click **Save Changes**.
5. A grade history log indicating the date entered, the recorded score, and the submitter will be created for each score. Click the **Log** icon to view the details for an entry.
**IMPORT GRADES FROM A SPREADSHEET**

Importing grades for Gradebook items can be done either one gradebook item at a time or by uploading the contents of an entire spreadsheet. There are three primary steps: downloading the spreadsheet template; editing the spreadsheet to enter and save grades for existing Gradebook items; and uploading and importing the grades from the spreadsheet.

I. Download the spreadsheet template

   a. In Gradebook, click **Import an entire spreadsheet** on the activities menu.
   b. Click **Download Spreadsheet Template for Excel** or **Download Spreadsheet Template as CSV**. A file is generated for download.
   c. Assign a human-friendly name to the spreadsheet and save it to a location you can easily find on your computer. The file includes student IDs and names in the proper format for import, and existing Gradebook items with grades, if student grades have already been entered into the Gradebook.

II. Edit the spreadsheet

   a. Open the spreadsheet in your favorite spreadsheet editor, such as Excel, to add grades.
   b. **Save** your changes as either a .xls file or a .csv file. An Excel (.xls) file with Macros must be saved as a .csv file before importing. Excel 2007 (.xlsx) files cannot be used to import grades.

III. Upload and import grades from the spreadsheet

   a. Return to the **Import an entire spreadsheet** screen in your Gradebook and click the **Choose File** button.
   b. Upload the spreadsheet by clicking the **Browse** button and selecting the spreadsheet file on your computer.
   c. When the filename appears under the **Items to attach** section of the screen, click **Continue**.
   d. Click **Import Spreadsheet**.
   e. Review and verify the grades to be imported on the **Verify Import** screen.
   f. Click **OK** to complete the import.

**IMPORTANT CONSIDERATIONS**

Download the spreadsheet template to ensure proper formatting of student IDs and column headings for successful imports.

The **Import an entire spreadsheet** option will overwrite any pre-existing grades for all Gradebook items in the spreadsheet.

Grades cannot be imported for items added to the Gradebook from other sources, such as the Assignments or Tests & Quizzes tools.
GRADE REPORTS AND STUDENT VIEWS IN ALL GRADES

The All Grades screen provides a spreadsheet display of students’ grades for all Gradebook items. On the All Grades screen, instructors may generate, view, and export grade reports. A Student Summary screen may be accessed from All Grades to review, enter, or modify grades for all Gradebook items for individual students and to access the student’s view of the Gradebook.

GENERATE AND EXPORT GRADE REPORTS

Options to create filtered reports on selected sections or groups of students, individual students, and/or categories of Gradebook items may be set as follows:

1. In Gradebook, click All Grades. You will see the list of your students, their scores on all graded items, and their cumulative scores in a spreadsheet format.
2. Use the View drop-down menus located above the spreadsheet to filter the grade report data by sections or groups and/or by categories.
3. To view a grade report for a single student, first clear the Sections/Groups view menu option, then enter a student’s name or ID into the Student Name field and click Find.
4. To export the report, click the Export as CSV or Export for Excel button located in the upper right corner of the screen.
5. You will be prompted to either open or save the exported file to your desktop.

IMPORTANT CONSIDERATIONS

Grades stored on your personal computer potentially exposes FERPA-protected student data to security risk. Use your UVaCollab course Gradebook for long-term storage of grades and delete student data from your own computer as soon as possible.

Exported grade reports only include the data that appear on the All Grades screen as defined by any filters you set.
THE STUDENT SUMMARY SCREEN

Instructors may click on any student name on the All Grades screen to access the Student Summary screen for that student.

- On the Student Summary screen, you may view, enter, and modify grades for all Gradebook items listed in the Grading Table for that student. Be sure to Save Changes.
- Navigation buttons near the top of the Student Summary screen allow you to easily navigate to the next or previous Student Summary screen, or return to the main All Grades screen.
- A link to access the student’s view of the Gradebook is also displayed on this screen.
COURSE GRADES AND FINAL GRADE SUBMISSION TO SIS

Calculated final course grades may be viewed, overridden, and submitted to SIS on the Course Grades screen in your site's Gradebook. A Course Summary of total points used in the course grade calculation and the Average Score of all student grades is also displayed.

See Export Final Grades from UVaCollab and Import & Approve in SIS for complete steps to review, override, and submit final grades using the Gradebook in UVaCollab.
LEARN MORE

**BUILT-IN HELP**

For complete help documentation on using this feature in UVaCollab, refer to the built-in HELP. HELP is accessed from each site’s menubar.

**ATTEND A TUTORIAL DEMO**

If you are new to UVaCollab, we recommend that you attend a demo to become acquainted with features and learn tips and tricks for putting them to best use for your group or course. View the DEMO SCHEDULE available from the Gateway (login) page menubar.

**CONTACT A CONSULTANT**

If you have questions or encounter problems using features in UVaCollab, contact collab-support@virginia.edu for assistance.