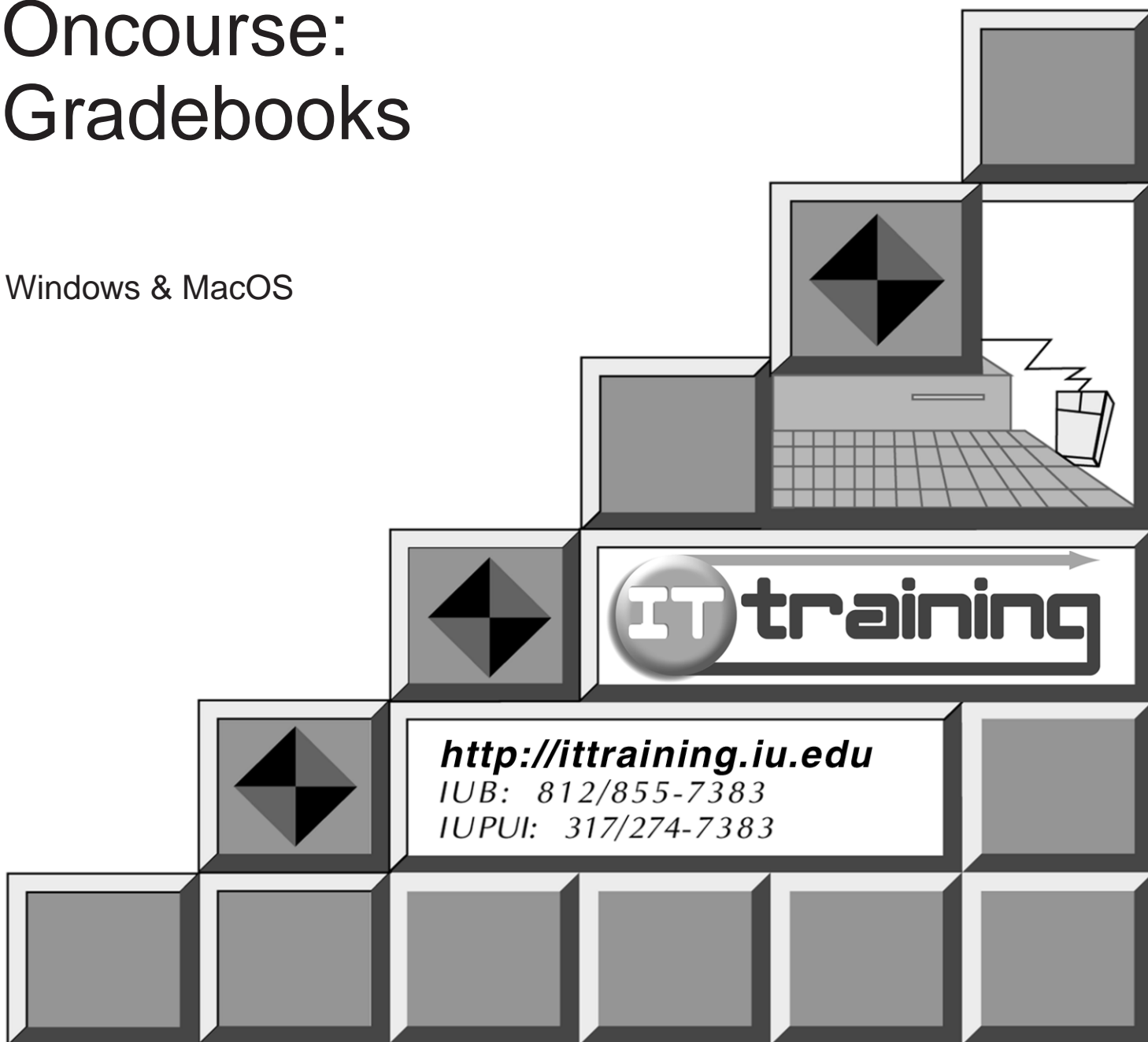


Oncourse: Gradebooks

Windows & MacOS



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Welcome and Introduction

Welcome to *Oncourse: Gradebooks*. This workshop introduces the gradebook feature within the Oncourse system.

What You Should Already Know

You should have already taken *Oncourse: The Basics for Instructors* or have equivalent skills, which include the ability to:

- Navigate through the Oncourse system
- Use editors to create items
- Delete items
- Create and use a discussion forum and chat room
- Manage a course roster

What You Will Learn

This workshop introduces all of the main features of the Oncourse gradebook tool. This workshop will show you how to:

- Create gradebooks and assignments
- Use the Gradebook wizard
- Work with grades in Excel
- Edit assignments and categories
- Import and export grades
- Grade items in Oncourse

What You Will Need to Use These Materials

To complete this workshop successfully, you will be provided with:

- A demonstration account
- Version 5.0 or above of the Internet Explorer web browser
- Microsoft Excel 2002
- The exercise file: **Lab1.doc**

Getting Started

These materials assume you will begin work from the desktop.

Logging On

In some instances, you may need to log on to your computer before starting. If you need assistance logging on, please consult your instructor.

Starting an Application

These materials assume that you are able to launch an application. If you need help starting an application, please ask your instructor.

Finding Help

If you have computer related questions not answered in these materials, you can look for the answers in the UITS Knowledge Base, located at:

<http://kb.iu.edu/>

Online Training

Want to learn more? IT Training Online makes more than 800 self-study IT courses available to the statewide Indiana University campus community. To find out more, go to:

<http://ittraining.iu.edu/online/>

Members of the general public can purchase access to these courses through the CLN Continuing Studies program at IUPUI. For more information, go to:

<http://www.cln.iupui.edu/>

Getting the Exercise Files

Most of our workshops use exercise files, listed at the bottom of page 1 of the materials. In our computer-equipped classroom, these files are located in the eclass folder, which is on your desktop. If you are using our materials in a different location, you can obtain the exercise files from our Web site at:

IUB: <http://ittraining.iu.edu/iub/materials/>
IUPUI: <http://ittraining.iu.edu/iupui/materials/>

Once you are logged on and have the needed files or the eclass folder on your desktop, you are ready to proceed with the rest of the workshop.

Today's Project

This workshop introduces the Gradebook application within Oncourse to authors. These materials are designed to be used in a workshop environment in which participants use demonstration accounts to create gradebooks and to grade student work. You will enter a demonstration class, Business 376, and explore the many features of the Gradebook application. The Oncourse application provides tools relating to grading that can help instructors manage grades, communicate grades to students and groups, and simplify on-line grading.

After creating gradebooks, you will enter into a demonstration class as students so the instructor can demonstrate how the grading of student items works.

Logging in to Oncourse

Let's start by accessing the Oncourse home page.

Though both Internet Explorer and Netscape Navigator browsers, versions 5.x and higher, support Oncourse, Internet Explorer (IE) provides a more effective, stable environment for authors because of the way it supports the forms used by the items in Oncourse editors, so these materials are written for use with this browser.

1. Launch Internet Explorer.

To enter Oncourse, we need to direct our browser to the appropriate Web address.

2. To open a new location,

 File,  Open...

NOTE: In Netscape,  Open Page.

Note for Macintosh Users -  File,  Open Location...

You see the Open dialog box.

3. To enter the Web address for Oncourse, in the Open field, type:

oncourse.iu.edu 

You see the Oncourse home page:

4. To begin logging into Oncourse



NOTE: In IT Training & Education workshops you'll log in using the Oncourse ID: username and password as directed by your instructor. If using these materials on your own, you'll log in using your own Network ID: username and password.

You see the CAS, Central Authentication Service, web page:

This service used by many IU services, such as Oncourse and OneStart, to globally authenticate your online presence. This will allow you to avoid having to retype your username and password every time you choose to activate a different service.

5. To enter the log in information, in the Network ID field type:

the appropriate user name

6. To enter the password, in the Password field type:

the appropriate password

NOTE: If you are using Internet Explorer (IE), you may receive a message concerning passwords. To prevent IE from remembering your password, No. You may also see a message about leaving a secure site. To move past this message, Yes.

You see your Oncourse Profile.

Understanding Gradebooks

Gradebooks are structured so that they can contain *categories*, which can be used to group together like assignments, as well as individual *assignments*, which correspond to columns in the gradebook. Gradebooks are not connected to the registrar's office in any way and are therefore not a replacement for submitting official grades. Gradebooks can be set up to take advantage of Oncourse's grade calculation capabilities, which can calculate running totals of grades and provide some basic statistical information or can be used to simply post grades.

Gradebooks can be created in one of two distinct ways. First, a gradebook can be created manually, by naming the gradebook and then making individual assignments and categories. Creating a gradebook manually is especially useful if the instructor is unsure how many assignments will be given in a course, points associated with these assignments, or the relative weight of each assignment or category. Gradebooks created manually can also make use of grade calculation if all the steps associated with this feature (creating a grade scale, categories, etc.) are completed.

Gradebooks can also be created using the *Gradebook Wizard*. This wizard asks for specific information, such as the number of categories, the number of assignments per category, and the system (percentages or points) used for grading.

Let's look at several different scenarios in which gradebooks can be used before we go ahead and create one.

Scenario for an Automatic Gradebook

Gita is teaching a section of second year chemistry. Since this is a large class with many sections, the course supervisor has provided them with a very strict breakdown of grades based on 500 points as follows:

Category	Percentage	Number of assignments
Exams	50	2
Quizzes	20	5
Labs	20	10
Attendance	10	1

Since she knows that the class will have 500 points, she can just add all the above information into the Gradebook Wizard, add in a grade point scale, and she will be able to provide her students with an up-to-the-minute report on how they are doing in class.

Scenario for a Manual Gradebook

Roger is an instructor for an introductory survey class in Art History. He knows that he will be using a 1000 point scale with the following break down:

Category	Percentage	Number of assignments
Exams	45	3
Quizzes	20	10
Written Assignments	25	?
Attendance	10	1

Though he knows how many quizzes he will have, he doesn't know how many will be worth 20 points and how many will be worth half that. In addition, he doesn't know how many assignments he will grade. In this scenario, he cannot effectively use the grade calculation feature, which provides students with running totals of their grades and indicates a grade for the class 'so far'. He would want to make the gradebook manually and add assignments throughout the semester.

Scenario for Multiple Gradebooks

As we saw above, Roger knows quite a bit about how his course will be working. What can he do if he wants to make use of Oncourse's grade calculation feature? Roger still has several options, the most likely situation would be that he would have multiple gradebooks and students would only have a general idea about how they are doing in class. For example, he could decide to make eight of the quizzes worth 20 points and the other four worth 10 each. He could then have two categories, one for the 20 point quizzes, and the second for 10 point quizzes. Since each assignment will have equal weight in each category, the grade calculations would work. However, his assignments would still not be tracked. For these grades, he could use a separate gradebook and at the end of the semester he would add in the total points as one "assignment" for the category "Written Assignments". His main gradebook would break down as follows:

Assignment	Category	Points
Exam 1	Exams	150
Exam 2	Exams	150
Exam 3	Exams	150
20 Point Quiz 1	20 Point Quiz	20
20 Point Quiz 2	20 Point Quiz	20
20 Point Quiz 3	20 Point Quiz	20
20 Point Quiz 4	20 Point Quiz	20
20 Point Quiz 5	20 Point Quiz	20
20 Point Quiz 6	20 Point Quiz	20
20 Point Quiz 7	20 Point Quiz	20
20 Point Quiz 8	20 Point Quiz	20
10 Point Quiz 1	10 Point Quiz	10
10 Point Quiz 2	10 Point Quiz 1	10
10 Point Quiz 3	10 Point Quiz 1	10
10 Point Quiz 4	10 Point Quiz 1	10
Written Assignment	Written Assignments	250
Attendance	Attendance	100

In this scenario, he would simply add assignments to a second “Written Assignment” gradebook as needed and add the total of these points to the main gradebook at the end of the semester.

Now that we’ve seen some of the ways in which we can structure gradebooks in Oncourse, let’s start by creating a simple gradebook which only contains assignments and no categories.

Using Percentages

All of the above scenarios assume the instructor is using points to calculate grades. The Gradebook also supports percentages. To use percentages, an instructor basically needs to create a gradebook, either manually or using the Wizard. Each category is then assigned a percentage of the total grade, and individual assignments are graded with percentages.

Using the Gradebook Wizard

As we saw above, instructors have several options for creating and setting up gradebooks. Let’s create our first gradebook using the Gradebook application’s built in wizard for setting up calculated grades.

This type of gradebook is useful, as it not only provides grades for individual assignments to students, but also allows them to see what their current grade (in terms of points or percentage) would be for the class. It also provides information about the grade distribution in the class for a particular assignment. These features cannot be turned off individually. If an instructor does not want this information provided to students, he or she should not use the Gradebook Wizard or the grade calculation features. Alternatively, the gradebook should be set to be visible by authors only.

Planning a Gradebook

When instructors create gradebook assignments by hand, new categories and assignments can be created at any time during the semester. However, if an instructor wishes to use the Gradebook Wizard to create calculated grades, the entire gradebook, its categories and assignments, should be planned ahead. Keep in mind, though, the points or percentages associated with the gradebook, the categories and assignment names and values can all be altered manually by using Gradebook tools.

Keep the following in mind before using the Wizard:

- The total number of points should be identified
- The number and name of categories should be determined
- The number of assignments and their worth should be determined
- Each assignment within a category must have the same value
- Names of assignments and categories can be altered


In our current situation, we will create a gradebook which will have a total of 500 points. We will have three categories of assignments: presentations, interviews, and case studies. We will have Oncourse create the assignments automatically.

Entering a Course

Let's use the course, Business 376, to set up gradebooks.

1. To enter a class, in the My Courses section,

 Business 376

NOTE: Depending on the current defaults, you may see the FERPA message about being listed in the course at this point. If so,  the Listed button.

2. To move to the class itself,

 Click to Continue

You are now inside the course.

Creating a New Gradebook with the Wizard

Let's add a new gradebook.

1. To move to the Tools area,

 the Tools tab

2. To access any gradebook,

 Online Gradebook(s)

You see an empty Gradebook list.

We want to create a gradebook.

3. To begin creating a new gradebook,

 [Create/Edit Gradebook](#),   New Gradebook

You see a list of General Settings for the gradebook.

We need to give the new gradebook a name.

4. To name the gradebook, in the Title field, type:

Grades for Group Work

We can also add a description of this gradebook.

5. To add a description, type:

These grades are for group work based on 500 total points.



We want to make sure that our students can see their own grades.

6. To make grades viewable to students,

 the “Make available to individual students” radio button

Oncourse allows us to set this scale as the gradebook is created.

7. To create the gradebook,

Creating a Grading Scale

We need to select the option which will allow us to create a grading scale. The *grading scale* works by putting in either the total points to be put into the gradebook, or use percentages. Today, we’ll use points.

1. To activate the Grade Scale editor,

 the “Activate automatic grade calculations” radio button,



We see the first screen of the Grade Scale Wizard. We need to designate that we want to work with points, not percentages.

2. To set the total points, in the Points field, type:

500

3. To move to the next screen,



You see the Grade Scale editor.

This scale can be used by setting the points needed for a specific grade, or by entering the percentage. We'll put in the lowest percentage for each grade and have Oncourse calculate the points needed.

4. Enter the following percentages in the Grade Scale form:

Grade	Lowest Percentage needed
A+	98
A	95
A-	90
B+	88
B	85
B-	80
C+	78
C	75
C-	70
D+	68
D	65
D-	60

Oncourse fills in the points total column as the percentage values are entered.

5. To move to the next screen,



Oncourse now prompts you to begin adding assignments.

Creating Categories

At the top of the editor, you'll see that you are currently in the third level of the structure of the gradebook; the path looks like:

Gradebook List >Add/Remove Gradebook> Grades for Group Work

Since we just created this gradebook and the accompanying scale, Oncourse assumes that we want to add new categories so it moves us to the "Create New Categories" editor.

The first category of assignments will be presentations, which will have a total value of 100 points.

1. To name the category, in the Title field, type:

Presentation

We need to define what percentage of the total points will be taken up by Presentations.

2. To add the total points, in the Points field, type:

100

3. To save this information and create the category,



You see the Create Category Status view.

We'll add two more categories of assignments which will complete the total points associated with this gradebook.

4. To add a new category,

 the "Create a new category" radio button,



5. Repeat the steps above to add an Interview and a Case study Category:

Title	Points
Interview	200
Case Study	200

When you are done entering this information, Oncourse displays the total points and tells you that you have completed the category set-up.

Creating Assignments

Now that we've added the three categories, we'll want to create the assignments associated with them. **It is important to note that if we want to create individual assignments in each category, each assignment must have the same point value.** For example, if we have a total of 4 interview assignments and the total for these assignments is 200 points, each assignment must be worth 50 points. Oncourse will automatically name these four assignments with the same name, with the numbers "1" through "4" attached to designate each one. These names can later be individualized.

We'll go ahead and create the assignments associated with each category. We'll also provide a comment which will indicate to the students their individual values.

1. To begin adding assignments,



The Assignment Editor opens and you see that the "Case Study" category is currently selected. That's because Oncourse automatically alphabetizes the categories.

This category will have 2 assignments. We'll also leave the title field as is, with the title "Case Study."

Let's add a comment. These comments will be visible to students if the gradebook is available to them.

2. To add a comment, in the Comments field, type:

These are worth 100 points each.

Now we need to indicate how many we will have.

3. To indicate the number of assignments in this category, in the "How many" field, type:

2

4. To create these assignments,



We'll repeat this process two more times.

5. Following the steps above, add the following assignments:

Category	Comments	How many?
Interview	Worth 50 points each.	4
Presentation	Worth 25 points each.	4

6. To complete the process,



We can now view the gradebook.

7. To enter the new gradebook,



You see the new gradebook with several assignments and a list of students.

Adding and Viewing Grades

Let's add a few grades and then see how the running grades are displayed.

1. To choose an assignment,



2. To add some grades, type:



3. Repeat with several other assignments.

Now let's see what the totals look like.

4. To display the running totals,

 Show running grades and stats

You see a screen displaying such information for each student:

- Grade
- Percent
- Total points earned
- Total points possible

In addition, for each assignment, at the bottom of the gradebook, you see:

- Average
- Highest
- Lowest
- Standard deviation

Remember that this information will be visible to students and cannot be turned off.

An Important Note about Gradebooks

If you set up an assignment type with incorrect percentages, you will have to manually delete unneeded assignments before the correct assignments can be added. This can be done from the Gradebook Tools editor.

Creating a Gradebook Manually

Now that we've seen how to create a gradebook using the Gradebook Wizard, let's see how to create a gradebook and an assignment manually.

First, let's return to the Gradebook list.

1. To return to the Gradebook list, at the top of the screen,

 Gradebook list

You see the gradebook we just made.

2. To create a new gradebook,

 [Create/Edit Gradebook,](#)

  **New Gradebook**

You see the New Gradebook editor.

We'll make this gradebook to track individual assignments.

3. To assign a title, in the Title field, type:

Individual Grades

Let's clarify what this gradebook contains.

4. To add a description, in the Description field, type:



Contains grades from individual assignments.

Grades can be made viewable to students, or only to the instructor. Let's have students be able to see their own grades.

5. To make the gradebook viewable to students,

 the "Make available to individual students" radio button

6. To create the gradebook,

The Gradebook is created.

Setting up the Gradebook

This time, we want to enter our gradebook directly and start adding assignments.

1. To enter the gradebook,

 the “Enter gradebook now.” radio button,



In order to add an assignment, we need to access Gradebook Tools.

2. To view the tools,

 [Gradebook Tools](#)

Using Gradebook Tools

The Gradebook Tools section provides links for five different tools:

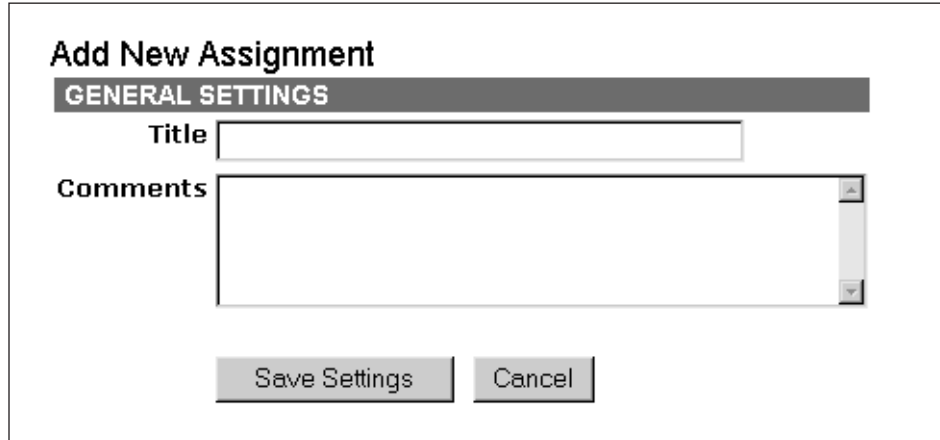
- **Grade Scale Editor:** Allows authors to create, modify, or delete a grade scale.
- **Category Editor:** Allows authors to create, modify, or delete assignment types that can work with an already created scale.
- **Assignment Editor:** Allows authors to create, modify, or delete assignments from the current gradebook.
- **Export Grades:** Allows authors to export grades to be used with an external spreadsheet program.
- **Import Grades:** Allows authors to import a CSV data file back into On-course.

We’ll use the Assignment Editor to create an assignment. We’ll be working with the remaining tools later in this workshop.

1. To add an assignment,

 [Assignment Editor](#),  [+ New Assignment](#)

You see the **Assignment** editor:



Add New Assignment

GENERAL SETTINGS

Title

Comments

When we add assignments manually, we cannot associate a point value which will be displayed to students. Therefore, it is helpful to indicate the maximum point value for the assignment in the name of the assignment.


2. To add a title, in the Title field, type:

Response #1 (20 points)

3. To add comments, in the Comments field, type:

Response to Handbook Forum

4. To return to the gradebook,



We return to the assignment editor.

Adding Grades

Grades can be added directly into the gradebook, as we'll do below. Grades can also be added by importing them, by grading items such as discussion forum posts or mail messages, or by setting up an automatic export from a test.

In order to see the assignment we just created, we need to return to the gradebook itself.

1. To see the gradebook, at the top of the screen,



We see a roster of students listed in alphabetical order and Response #1 is listed as item A.

2. To see the grade sheet for this assignment,



The grade sheet opens. Both grades and comments can be added.

3. To assign grades,

enter numerical grades and comments for several students

4. To submit the grades,



Working with Grades

Once we've entered grades into a gradebook, we can work with them outside of Oncourse. The running totals and grade calculations can take care of many of the basic functions needed for statistical analysis of grades. However, if a gradebook is not set up for gradebook calculation, or if an instructor wants to work with the grades outside of Oncourse, he can export the data and work with it in a spreadsheet program like Excel.

Exporting grades is also a good way to back up data before starting extensive revisions or grading in a class--for example, if you start grading discussion forum postings and forget to choose the correct assignment, you may end up overwriting earlier grades. Therefore, it is a good idea to either print out a gradebook or export the data periodically.

Today we'll see how to export and import grades and see how they look in Excel.

Exporting Grades from Oncourse

Grades can be exported from Oncourse so that calculations can be performed in Excel or a similar type of program or as a backup.

Let's first see how to export grades from the gradebook we just created, Individual Grades.

1. To access Gradebook Tools for this gradebook,



You see the options for Gradebook Tools.

We want to export the grades.

2. To begin exporting,



You see the File Download dialog box.

NOTE: In Netscape, you will be prompted to save the file.

We'll want to save this file to the epclass folder.

3. Make sure the "Save to disk" option is selected.
4. To continue saving,



The default file format for exporting grades is .csv (commas separated values).

NOTE: In Windows XP,  Save.

5. Move to the epclass folder.
6. To name the file, in the Filename field, type:

OncourseGradesdate 

The file is then saved as a .csv file.

7. If necessary, close the Save dialog box.

Importing Grades into Excel

Now we'll see how to import these grades into Excel and how to work with them there.

1. Launch Excel.
2. To open a file, on the Menu bar,



You see the Open dialog box.

3. Move to the epclass folder.

We need to see all the file types since our file is .csv file.

4. To see all files, in the Files of Type drop-down list,



5. To open the file,



The text is now entered into an Excel spreadsheet.

Working with Grades in Excel

From here, Excel can be used to add functions, find average grades, and organize the data alphabetically.

Here are some important points to keep in mind when working with grades in Excel:

- The first row of the spreadsheet data must have assignment titles.
- The first column must have last names (not necessarily in the same order as in Oncourse. As long as this column has last names, Oncourse will correctly associate names with grades).
- Summary statistics added in a column in Excel will not be imported unless you create the column as an assignment
- Grades in a worksheet can represent only part of the class or be in non-alphabetical order. As long as the first column has last names, Oncourse will associate the data correctly.
- If new columns or assignments are added, they will be appended to the Oncourse gradebook when they are imported.

Adding an Assignment in Excel

Assignment columns can be added to a gradebook in Excel by inserting new columns in the worksheet. It is also necessary to create the corresponding Comment column in the correct location so that the data remains properly formatted.

Let's add a new column for an exam, Exam 1.

We first need to select the column to the left of where we will place the new assignment. In our case, this is column D, the column associated with Response #1.

1. To select column D,

 the column header D

Now we can add the column.

2. To add a new column, on the Menu bar,

 Insert,  Columns

We now need to name this assignment.

3. To name the assignment,

 cell D1, type: Exam 1

Adding Grades in Excel

Before we export these grades, let's add some grades to the Exam 1 assignment so that we will have them in Oncourse.

1. To add values, in the Exam 1 column,

 a cell, type: a *numerical grade*

2. Repeat for all remaining cells in the column.

NOTE: Comments for assignments can be created in Excel and imported into the Oncourse environment. When assignments and comments are exported into Excel, grades for the first assignment appear in column 4 (after columns for Last Name, First Name, and Userid), and all other assignments appear in the following columns. After the last assignment, the Comments for the first assignment appear, followed

by the comments for all remaining assignments. As long as this format is retained, comments can be easily imported back into Oncourse. The format of the column name for each comment name should be - Comment “assignment name”, e.g. if the Assignment name is “Test One” the Comment name should be “Comment Test One” when created in Excel.

Saving the Grades

Before the grades can be imported into Oncourse, they need to be exported from Excel in the .csv format, the same one we used when we exported the file from Oncourse.

We’ll save the grades under a different name to indicate that changes have been made.

1. To begin the Save as process, on the Menu bar,



The **Save As** dialog box opens. The CSV file type should already be selected.

2. To give the file a new name, type:

ExcelGrades*date*

3. To finish saving,



Excel suggests that because we’ve saved it as a .csv file, some formats may be lost. This will not be a problem with our file.

4. To acknowledge this message and continue the save,



The worksheet has been saved as a csv file. The new file is ready to be uploaded into the Oncourse system.

Importing Grades into Oncourse

Now that we’ve made changes to the grades the grades are ready to be re-imported into Oncourse.

1. Return to Oncourse.
2. To begin importing the grades,



3. To locate the file be imported,



4. Move to the eclass folder.

NOTE: In Netscape, you will have to select "View all files" from the Files of Type drop-down list.

5. To choose the proper file,



6. To begin importing into Oncourse,



You are returned to the gradebook.

7. To see the grades,



You see the grades with the new assignment and grades added.

Now we're ready to see options for grading work. In order to do so, we'll need to add some content to an already existing class.

Adding Student Content

Oncourse enables instructors to grade work submitted by students in different formats such as forum postings, course mail messages, or tests and quizzes. In addition, grades from tests or quizzes taken through the Test and Survey tool can be exported or automatically posted to the gradebook.

In order to demonstrate how on-line grading can be done, we must reproduce a class environment which includes student submissions. To do this, we will go into a demonstration class as students and submit a forum post and send a message with an attachment to the instructor. Then, the instructor of this training workshop will illustrate how grading can be done.

Let's start by entering into the demonstration course.

1. To return to the Profile, in the upper right corner,



2. To enter the demonstration course, in the My Courses section,



3. To enter the class,



You see the class environment for the demonstration class.

Submitting a Forum Post

Let's start by submitting a forum posting. Forums are located in the In Touch area.

1. To move to the In Touch area,



2. To view the appropriate forum, in the Discussion Forum area,



3. To view the posting,



You see a posting asking you about your experience with Employee Handbooks.

We'll want to add a short reply.

4. To begin your reply, in the Message area, type:

a short response

5. To post the reply,



You see that the posting now has a plus next to it.

Let's view the postings.

6. To view the postings, next to the original post,



You see one of the messages.

As a student, you see the content of the post and you have the ability to respond to it. When an author views posts, he or she has the ability to respond to a message, grade it, or delete it and the thread of which it is a part.

Submitting a Message with an Attached File

Now that we've submitted a post, let's send a message with an attachment.

1. Return to In Touch.
2. To access Course Mail,



Course Mail opens.

Let's start a message to send to the instructor.

3. To compose a message,



4. To choose a recipient, in the To list,



5. To add some content, in the message field, type:

Here is my first lab.

Now we need to attach the file.

6. To begin attaching the file,



7. To begin uploading the file,



We need to browse to find the file.

8. To begin locating the file,



You see a dialog box asking you to locate the file to attach.

Our file is in the eclass folder.

9. If you are not already there, use the look-in drop-down list to select the eclass folder.

10. To select the correct file,



11. To attach the file,



After a few moments, you see a message about a successful upload.

12. To return to the message,



13. To send the message,



Now we can see how this content can be graded.

Grading Work within Oncourse

The grading features of Oncourse are not limited to simply adding grades into the gradebook. Authors can also grade work submitted by students within Oncourse, such as forum postings, or course mail.

We'll see how to grade both a forum posting and a mail message.

NOTE: The following section will be done by the instructor only. The directions for associating grades with items are presented for future reference.

Grading Discussion Items

Discussion forums can be used to encourage students to post useful and well-thought out responses to posted topics or questions.

Let's start by seeing how to view and grade a discussion item.

1. To view discussion forum postings that have already been submitted,



The forum opens. This view consists of two frames; the left frame is used for navigation and the right displays messages.

We want to expand the discussion to view all the current postings.

2. To view all the discussion items, in the left frame,



All of the threads are now visible. Items in a single thread, or topic, are kept together so that the content is easier to follow.

Let's look more closely at a posted response.

3. To view the posting,

 a message icon

The message opens in the reading window. At the top of the window, you see two options, Delete Thread or Grade Message.

We'll grade this message out of a possible 20 points.

4. To start grading the displayed message,

 Grade Message

5. To enter a grade, in the Grade field, type:

16

This section is actually connected to the Gradebook, and we can now select which Gradebook and which assignment we want to associate with this grade.

6. To choose a gradebook, on the Gradebook drop-down list,

 ,  Individual Grades

7. To choose an assignment, on the Assignment drop-down list,

 ,  Response #1

NOTE: An assignment must have already been created for this grade. It is not possible to create a new assignment while grading a posting.

We can also add comments.

8. To add comments for this assignment, in the Remarks field, type:

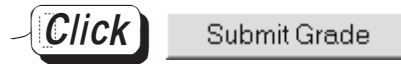
a comment

You also have the ability to have the grade sent to the student.

9. Make sure the Send Notification checkbox is selected.

Now we're ready to submit the grade.

10. To submit the grade,



Oncourse submits the grade and you return to the discussion forum.

Grading Course Mail Messages

Now let's see how to grade a file that was attached to a mail message.

1. To view the In Touch area,



2. To view the mail,



3. To view the messages in the Inbox,



4. Select a message

We could open or download the attached file, but we'll assume we know the appropriate grade.

5. To start grading the displayed message,



6. To enter a grade, in the Grade field, type:

45

This section is actually connected to the Gradebook, and we can now select which Gradebook and which assignment we want to associate with this grade.

7. To choose a gradebook, on the Gradebook drop-down list,



8. To choose an assignment, on the Assignment drop-down list,



NOTE: An assignment must have already been created for this grade. It is not possible to create a new assignment while grading.

We can also add comments.

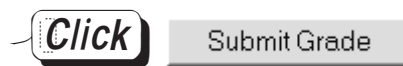
9. To add comments for this assignment, in the Remarks field, type:

a comment

10. Make sure the Send Notification checkbox is selected.

Now we're ready to submit the grade.

11. To submit the grade,



Oncourse submits the grade and you return to Oncourse mail.

Viewing Grades

Let's move the gradebook to see the entered grades.

1. To view the Gradebook area,



2. To choose the correct Gradebook,



The gradebook opens and you see the grades.

Logging Out

Users can exit Oncourse, go to their profile, or select another course.

We've covered everything we need to cover today, so we'll exit Oncourse and then close our browser session.

1. To exit out of the course, in the Oncourse toolbar,



NOTE: Remember that if you do not exit Oncourse, the total time spent on Oncourse will not be recorded accurately in Course Statistics. This can be important to students if they are required by their course instructor to spend a certain amount of time on Oncourse.

2. Close the browser.

Wrapping Up

Please follow your workshop instructor's guidance and take a few moments to fill out the workshop evaluation form.


We've reached the end of today's workshop. Before leaving, we need to properly end our session. To do this, we'll use the Start menu.

1. To begin to logoff using the Start menu,



2. To view the options for ending your session,



Note for Macintosh Users - To access commands to close a session, **Click** the Apple menu, **Click** Log Out... or press the key combination **Shift** +  + Q.

You see several shut down options. Depending on the environment, you will select one of the following commands:

- **Shut Down:** The system will close all open files and applications. On a Windows PC, a message will be displayed when it is safe to turn off the computer and monitor. On a Macintosh, the computer turns itself off when finished.
- **Restart:** The system will close all open files and applications and then restart the computer. This reloads initial commands and the operating system.
- **Log On as a Different User** (Windows only): This command will log you off but leave the computer positioned at the Begin Logon dialog box so the next user can log on.

NOTE: In the IU Bloomington Student Technology Centers, the Log On as a Different User command is listed as “Log off *username*”. There is also a Logoff shortcut on the IUB and IUPUI STC desktops.

Your instructor will tell you which command to execute.

Thank you for participating in
Oncourse: Gradebooks

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Where to Go From Here

You can use the resources listed below to further build your computing skills.

Taking Other IT Training & Education Workshops

UITs IT Training & Education offers hands-on instructor-led computing workshops aimed at a variety of skill levels, covering a broad range of topics. We teach over 1,000 workshops on more than 70 topics every year! For more information, to see a detailed workshop schedule, or to register for a workshop, contact IT Training & Education:

Web: <http://ittraining.iu.edu/>

E-Mail: (IUB) ittraining@indiana.edu; (IUPUI) ittraining@iupui.edu

Phone: (IUB) 812/855-7383; (IUPUI) 317/274-7383

Getting Help from Online Resources

IT Training Online - Self-paced IT courses you can take on your computer

<http://ittraining.iu.edu/online>

UITs Support Center - 24 hour-a-day virtual consulting

(IUB) <http://ithelp.indiana.edu/>

(IUPUI) <http://www.iupui.edu/~support/>

UITs Knowledge Base - Searchable database of computing questions

<http://kb.iu.edu/>

UITs On-line Documentation and Publications

<http://ithelp.indiana.edu/pubs.html>

Getting Help from Support Staff

(IUB & IUPUI) Consultants at the UITs Student Technology Centers

(IUB) The Lindley Hall central consultant station

phone: 812/855-3802 (24 hours a day)

(IUB) The UITs Support Center is now in two locations:

IMU M084 and Main Library Undergraduate Circulation Desk

For current hours, go to: <http://www.indiana.edu/~itsc>

phone support: 812/855-6789; e-mail support: ithelp@indiana.edu

(IUPUI) The UITs Support Center in ES 2126

For current hours, go to: <http://www.iupui.edu/~support/>

phone support: 317/274-HELP (4357); e-mail support: support@iupui.edu
