

INSTRUCTOR: Interim Gradebook

The screenshot displays the GDP (Gregg College Keyboarding & Document Processing) interface. The top navigation bar includes the GDP logo, the text "GREGG College Keyboarding & Document Processing", and user information: "Signed in as Arlene" and "Last sign in was Sunday, January". The left sidebar contains a "USERS" section with links to "My Account", "Message Center", "Students", and "Classes" (which is highlighted). Below this is a "CONTENT" section with links to "Scheduling" and "Resources". At the bottom of the sidebar is a "RESULTS" section with a link to "GPS" (circled in red). The main content area shows the "Classes" tab with buttons for "Create", "Import", and "Archive". Below these is the class name "A.ZIMMERLY (Default)" with an "Edit" button and an "Actions" dropdown. The "Preferences" tab is selected, showing "Default preference settings for all new Sections that will be created for this Class". Under "Force these preferences in all Sections:", the "Yes" option is selected. The "Default Preferences" section includes "Messaging Enabled" (Yes), "Resources Enabled" (Yes), and "Gradebook Type" (Interim, which is circled in red). The "Document Processing" section includes "Formatting Assistant" (Yes), "Hide Format Scoring from Student" (No), "Score Keystroking" (Yes), and "Proofreading Viewer" (Yes).

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Gregg College Keyboarding & Document Processing, 11e



Note: This presentation is for instructor use only to learn about GDP's Interim Gradebook, which is accessed via GDP's Course Manager. Your specific procedures may vary.

Gradebook Benefits, Portfolio

New information will be available in the Portfolio:

- In the **Date** column, related abbreviations will display when applicable.
 - **R** for Required work.
 - **?** for Grade Pending.
 - **M** for Manually Graded jobs.
 - **C** for Completion Graded jobs
- In the **Title** column, **Grading Category** information and weight will display as a second line.
- In the **Grade** column, grades will be displayed with a **Lock** icon to indicate an overridden or locked grade.

Gradebook Benefits, Portfolio (cont'd)

- In the **Details** for an item, a green checkmark ✓ identifies the attempt used in grading.
- In the **Course Grade** on a mouse rollover, a Screen Tip with all the **Grading Categories** and the final **Category Grade** on any categories that have been locked is visible.
- These **Advanced Filters** can be used:
 - Required exercises
 - Locked exercises
 - Exercises requiring manual grade
 - Exercises pending manual grade
 - Exercises with completion grading

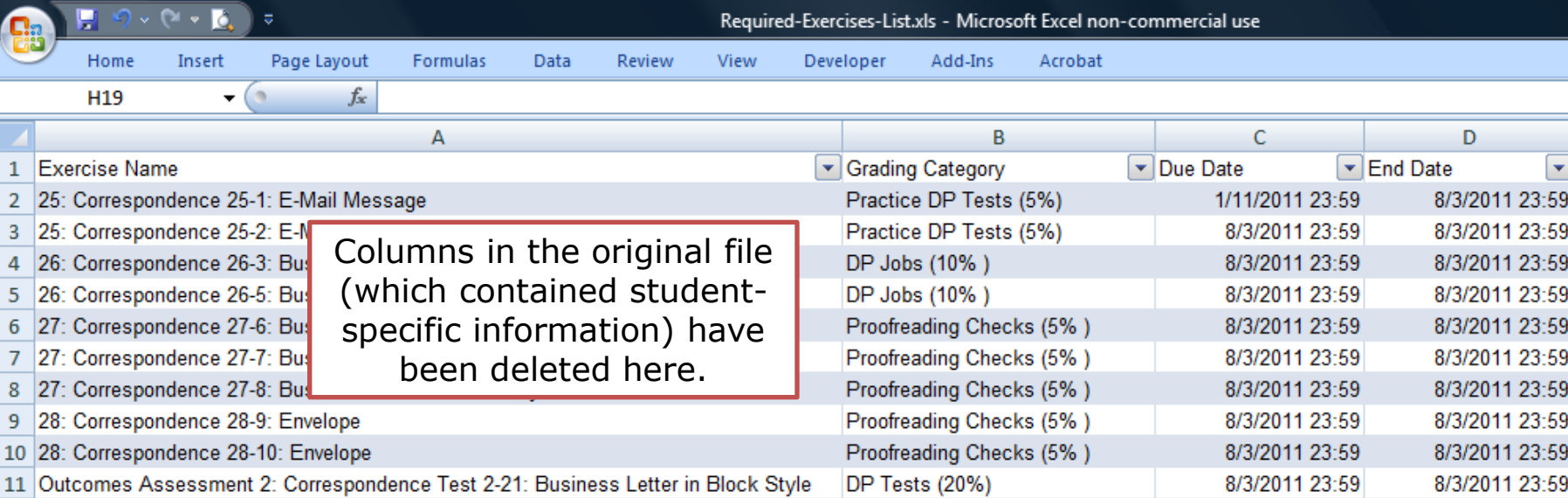


Note: See the handout "[Setting Up an Interim Gradebook](#)" for details on all topics in this presentation.



Gradebook Benefits, Course Manager

- You will have access to a **Required Exercises List**.
 - From **GPS**, **Gradebook** tab, **Section** box, click desired class; from the **Reports** column, click **Required Exercises** list icon.
- Consider exporting this list to **Excel**, deleting student-specific columns, and assigning it as a **File resource** to make it available to students.



Required-Exercises-List.xls - Microsoft Excel non-commercial use

	A	B	C	D
1	Exercise Name	Grading Category	Due Date	End Date
2	25: Correspondence 25-1: E-Mail Message	Practice DP Tests (5%)	1/11/2011 23:59	8/3/2011 23:59
3	25: Correspondence 25-2: E-Mail Message	Practice DP Tests (5%)	8/3/2011 23:59	8/3/2011 23:59
4	26: Correspondence 26-3: Business Letter in Block Style	DP Jobs (10%)	8/3/2011 23:59	8/3/2011 23:59
5	26: Correspondence 26-5: Business Letter in Block Style	DP Jobs (10%)	8/3/2011 23:59	8/3/2011 23:59
6	27: Correspondence 27-6: Business Letter in Block Style	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
7	27: Correspondence 27-7: Business Letter in Block Style	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
8	27: Correspondence 27-8: Business Letter in Block Style	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
9	28: Correspondence 28-9: Envelope	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
10	28: Correspondence 28-10: Envelope	Proofreading Checks (5%)	8/3/2011 23:59	8/3/2011 23:59
11	Outcomes Assessment 2: Correspondence Test 2-21: Business Letter in Block Style	DP Tests (20%)	8/3/2011 23:59	8/3/2011 23:59

Columns in the original file (which contained student-specific information) have been deleted here.



Note: See the handout “[Managing Resources in Course Manager](#)” for details on creating a File Resource.

Gradebook Plan

- Clearly delineate the Grading Categories and Weights you wish to use in your course.
- List all stipulations to be factored into any of these categories. You should be very clear in your own mind on these details before beginning so that you can configure your gradebook more easily.
- Ideally your course outline categories, weights, and other specifications are mirrored in your gradebook.

Course Outline to Gradebook

50% 5-Minute Timed Writing, 5-Error Limit, by Touch: If your timed writings are not within the 5-error limit, 2 wpm (words per minute) will be subtracted from the GWPM (gross words per minute) for each error over the maximum number of errors allowed.

- A = 45+ WPM
- B = 41-44
- C = 37-40
- D = 33-36
- F = 32 or below



Note: See the movie "INSTRUCTOR: Detailed WPM Report" for an alternative way to arrive at the final grade for timed writings.

20% Document Processing Tests: Late tests will include an automatic 10% deduction.

5% Practice Document Processing Tests: Late tests will include an automatic 10% deduction.

10% Document Processing Jobs: All document processing jobs must be mailable (error free) to be assigned a grade of A. For document processing jobs that include errors (keystroking or formatting), the severity of the error will be considered when assigning a grade. A document assigned a D or F may be resubmitted one time by editing the document and uploading again. The lower grade will be dropped.

5% Proofreading Checks: A successful Proofreading Check will be assigned 100%, and an unsuccessful one will be assigned 0%.

10% Skillbuilding

Up to +10% Extra Credit: Extra Proofreading Checks, documents, and skillbuilding. Your final course grade may be raised up to a maximum of 10% if you proofread any documents (other than designated Proofreading Checks) with 0 errors on the first Started attempt; you may also earn extra credit by completing extra skillbuilding and document processing jobs.

Up to -10% Deductions: Excessive absences will result in deductions of up to 10% from the final course grade average.

Create Gradebook

- Refer to “**Enabling the Gradebook**” on **page 5** of the “[Interim Gradebook Guide](#)” for detailed steps to enable the Interim Gradebook.
- Refer to **page 34** of the Guide to create a gradebook that will serve as a template you can use for multiple classes.

Configure Scales

- From **GPS**, **Gradebook** tab, click **Scales**.
- The scale you choose (**100-point** or **4-point** scale) is the scale IGB uses when you enter a numeric Manual grade to display the corresponding letter grade.
 - For example, in the 100-Point Scale, if you enter a grade of 97-100 (or 3.95 to 4.0 on a 4-point scale), GDP displays A+ in the Grade column. Two manual grades of 95 and 85 average as 90 and display as an A-.
- If you prefer to change the Labels and/or the associated numeric values, create a new custom scale.



Note: This presentation will assume the use of the 100-Point Scale with corresponding defaults for all examples.

Configure Grading Categories

- From **GPS**, **Gradebook** tab, click **Categories**.
- From the **Grade Scale** box, click the desired scale.
 - When you manually enter/override grades, use the numeric point values in the selected scale; for example, use either 97-100 (or 3.95-4.0) to assign an A+.
 - GDP averages the numeric values to arrive at the appropriate letter grade category or course grades.
 - GDP displays the grade as a percent, a number, a letter, or a ratio depending upon the choice you make in the Grade Display box explained next.

Grade Display

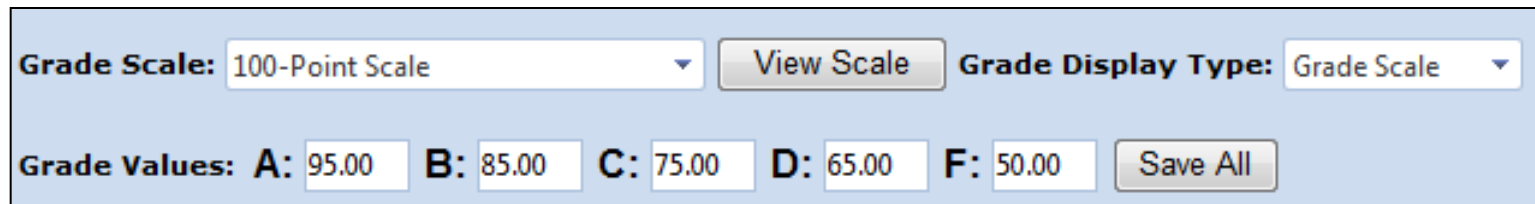
From the **Grade Display Type box**, select **Percent**, **Numeric**, **Grade Scale**, or **Ratio**.

- Grades are always entered as a numeric value and averaged as a numeric value.
- This cosmetic choice determines how to display grades in the Portfolio Grade column and other places.

Percent	95 displays as 95%
Numeric	95 displays as 95
Grade Scale	95 displays as A
Ratio	95 displays as 95/100

Grade Values

- Note the values in each **Grade Values box** for **A, B, C, D, F**.
- These **Grade Values** represent the **median value** for the grade range, except for the F, which is set to average in as 50%. IGB uses these values to assign automatic grades for **Custom** or **Completion** grading methods.
 - In my gradebook, only the categories of 5' Timed Writings (Custom/50%) and Skillbuilding (10%) have been configured for automatic grading.
- It is **best to leave the values unchanged**. If you decide to change these values and you wish to be consistent with the chosen Grade Scale, you should create a new custom scale.
- Click **Save All** to save all configurations.



The screenshot shows a configuration interface for grade scales. At the top, there is a dropdown menu for 'Grade Scale' set to '100-Point Scale', a 'View Scale' button, and a dropdown for 'Grade Display Type' set to 'Grade Scale'. Below this, the 'Grade Values' are listed for categories A, B, C, D, and F, each with a corresponding input field containing a numerical value: A: 95.00, B: 85.00, C: 75.00, D: 65.00, and F: 50.00. A 'Save All' button is located to the right of these values.

Grade	Value
A	95.00
B	85.00
C	75.00
D	65.00
F	50.00

Create Categories & Assign Weights

- Decide in advance **which Grading Method** (Manual, Completion, or Custom) you will use for each category.
- Assign **concise, descriptive category names**, and consider including category **weights** to help students prioritize their time.















Grading Method	Category Name
Custom	5' Timed Writings (Custom/50%)
Manual	DP Tests (20%), Practice DP Tests (5%), DP Jobs (10%), and Proofreading Checks (5%)
Completion	Skillbuilding (10%)
Nonbook	EXTRA CREDIT and ATTENDANCE DEDUCTIONS



Note: All recommendations are based on what I found simplest and most applicable in my course. Your specific choices will likely vary.

Gradebook Categories

From the **Gradebook** tab, **Configure**, click **Categories**. Here are my final categories:

Edit	Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
	5' Timed Writings (Custom/50%)	50	100%	0%		Average the best 2 exercises.
	DP Tests (20%)	20	100%	0%		Average all exercises.
	Practice DP Tests (5%)	5	100%	0%		Average all exercises.
	DP Jobs (10%)	10	100%	0%		Average all exercises.
	Proofreading Checks (5%)	5	100%	0%		Average all exercises.
	Skillbuilding (10%)	10	100%	0%		Average all exercises.
	EXTRA CREDIT	0	100%	0%		N/A
	ATTENDANCE DEDUCTIONS	0	100%	0%		N/A

Remember, in order for my assessment strategy to return the desired results, my Grading Category Weights must total 100 exactly.

8 Columns Selected

Total: 100

Close

Note: The total grading category weight does not need to equal 100.

Feedback?

If you have any questions regarding the Interim Gradebook or GDP, please send an e-mail:

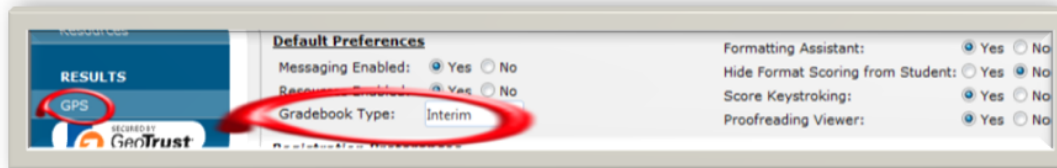
arlene_zimmerly@hotmail.com



Note: This presentation was created as a generic guideline for instructors. Your specific procedures may vary.

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INSTRUCTOR: Interim Gradebook (Part 2)



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