



GRADE ENTRY

GAVIEW and INGRESS Grade Entry

ATTENTION ALL ECORE FACULTY

At the end of the term all eCore faculty are required to enter final grades into both GAVIEW Vista and INGRESS (Intra-Georgia Registration Sharing System). Following are standards to complete both tasks. Please be aware of the calendar dates for eCore.

You should ensure that you are caught up with assignment, quiz and discussion grades and that all grading is done as soon as possible for Final Exams. Your exams should be designed so that they are not dependent on receipt of items from the testing proctors or the testing center (i.e. scratch paper, written paper tests) unless dealing with cases such as Special Needs or Disability students.

You should work on GAVIEW as soon as possible (preferably throughout the course), INGRESS grade entry will likely be limited to 1-2 days. The following information should aid you in completing your grades for GAVIEW and the INGRESS Faculty Console.



Standards and Instructions for GAVIEW (eCore) Grade Book

Standard

::Your Grade Book in GAVIEW should have two final columns. One for final number grade and one for final letter grade.

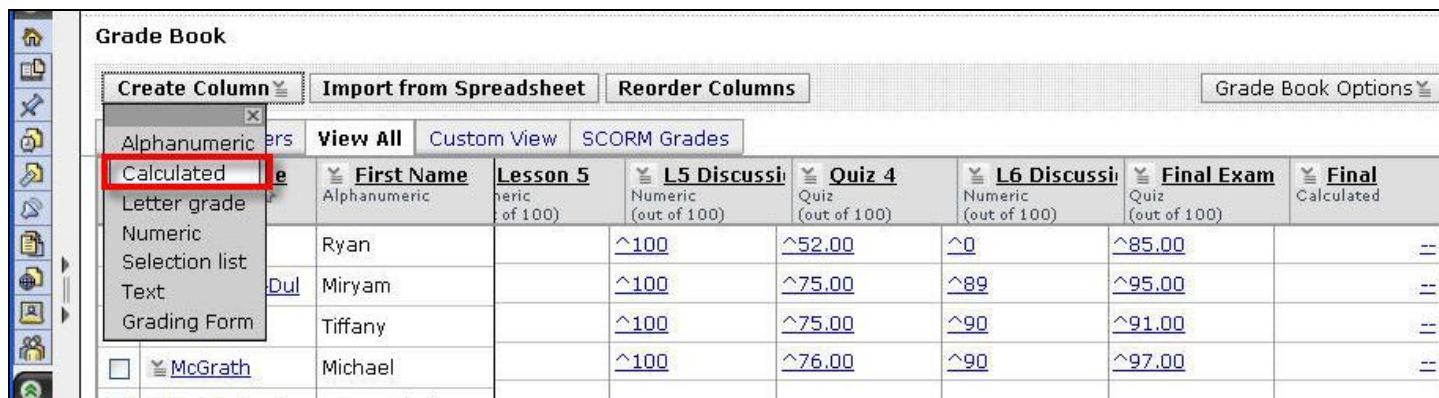
Grade Book								
Create Column		Import from Spreadsheet		Reorder Columns		Grade Book Options		
Grades	Members	View All	Custom View	SCORM Grades				
<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	FINAL EXAM of 100)	PARTICIPATION Calculated	QUIZ GRAD Calculated	ASSGNMT C Calculated	Final Calculated	Final Letter Letter Grade
<input type="checkbox"/>	Boylan	Ryan	00	67.67	75.50	64.80	74.17	C
<input type="checkbox"/>	Espinosa-Dul	Miryam	00	88.83	84.50	62.00	82.81	B
<input type="checkbox"/>	Haymore	Tiffany	00	76.33	92.00	78.60	83.53	B
<input type="checkbox"/>	McGrath	Michael	00	69.33	89.00	85.40	84.98	B

Instructions

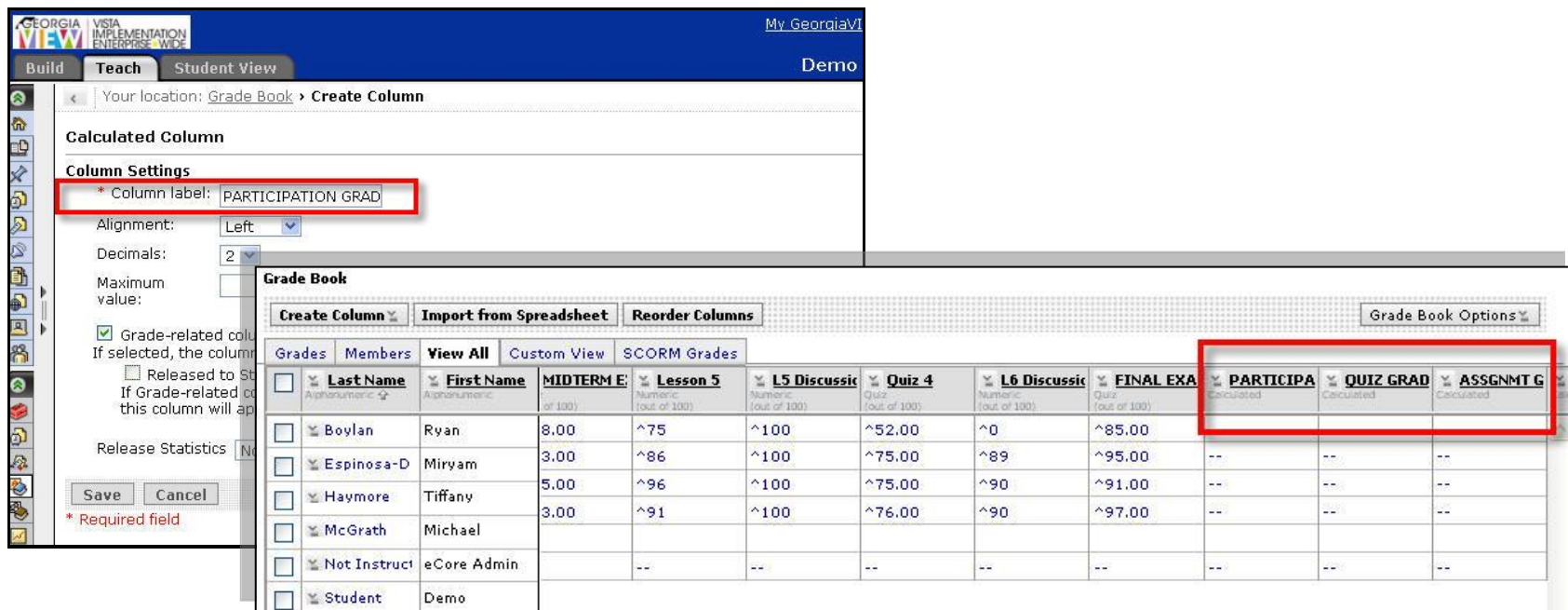
::These are step-by-step instructions for calculating and entering the final grade for your Grade Book. These steps are only advisable or recommended and not the mandatory way for getting grades in. [You may prefer to calculate using your own methods such as an Excel spreadsheet and enter manually in GAVIEW later]. In brief, you will create calculated columns to represent the grade breakdown from your syllabus. In this scenario our grade breakdown is as follows:

Quizzes 20% Assignments 25% Participation 25% Mid Exam 15% Final Exam 15%

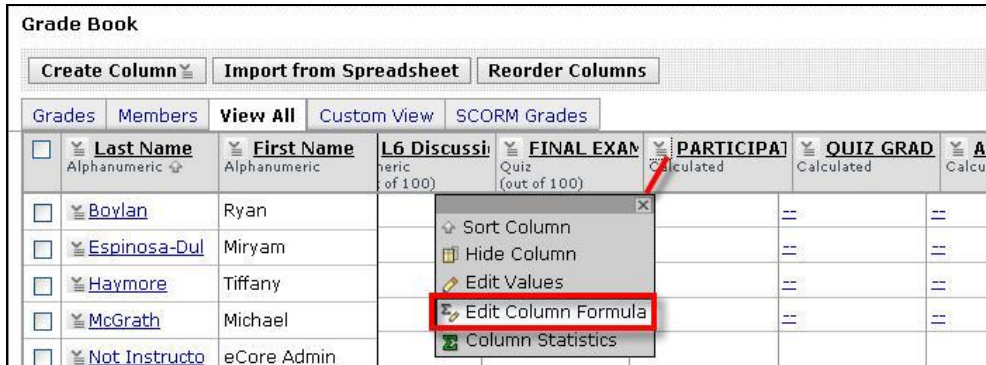
1. Create a calculated column for each of your grade categories (Quiz Grade, Assignment Grade, Participation Grade). Midterm Exam and Final Exam should also be in the grade book.



2. Label your calculated column and Save (repeat for all categories).



3. Select “Edit Column Formula” from the Action Menu.

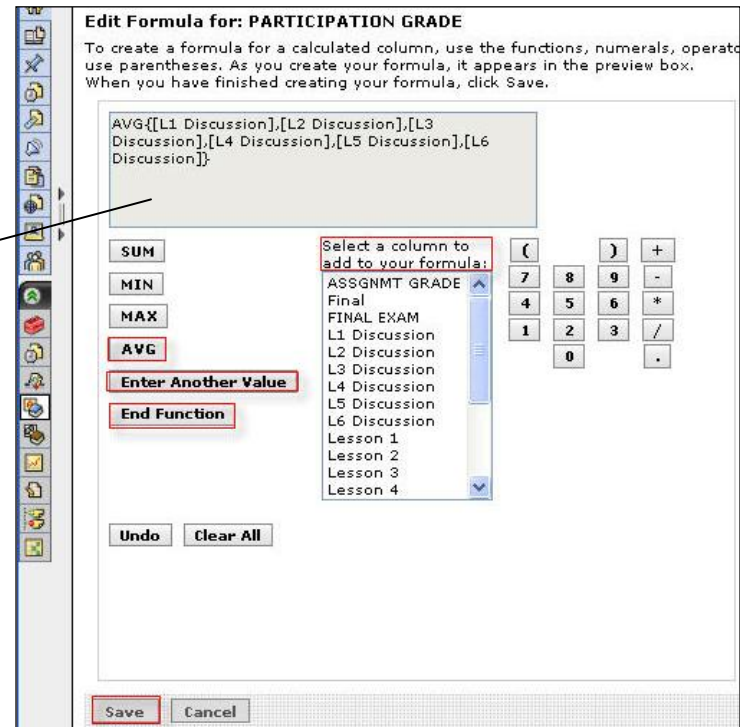


4. Choose the AVG function and select all related course activities for the grade category. (Repeat for all categories).

[The PARTICIPATION GRADE is Illustrated here and all discussions grades (if graded) are averaged. If you do not grade a particular category such as discussions and only provide a participation grade upon analyzing the discussions or tacking reports, simply skip this step and manually enter a grade then go to Step 5]

- Select “AVG”
- Select one of the related activities
- Select “Enter Another Value” to add a comma
- Continue b-c until you’ve selected all items you want
- Select “End Function”
- Click “Save”

Each time you click a function the result populates here. You will have to “Undo” or “Clear All” to remove the last function or to start over. You CANNOT click in the field and type.



- All Grade Items should be populated** (the Midterm Exam would have been done earlier in the semester- if applicable; the Final Exam grade should also have been entered at this point or close to date of final grade entry).

Your location: **Grade Book**

Grade Book

Create Column Import from Spreadsheet Reorder Columns Grade Book Options

Grades Members View All Custom View SCORM Grades

	Last Name	First Name	MIDTERM E	Lesson 5	L5 Discussi	Quiz 4	L6 Discussi	FINAL EXA	PARTICIPA	QUIZ GRAD	ASSGNMT G
	Alphanumeric	Alphanumeric	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Quiz (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Calculated	Calculated	Calculated
<input type="checkbox"/>	Boylan	Ryan	88.00	^75	^100	^52.00	^0	^85.00	67.67	75.50	64.80
<input type="checkbox"/>	Espinosa-D	Miryam	93.00	^86	^100	^75.00	^89	^95.00	88.83	84.50	62.00
<input type="checkbox"/>	Haymore	Tiffany	85.00	^96	^100	^75.00	^90	^91.00	76.33	92.00	78.60
<input type="checkbox"/>	McGrath	Michael	93.00	^91	^100	^76.00	^90	^97.00	69.33	89.00	85.40

- Create Final Grade columns.** One Final Number Grade calculated column is probably already populated by default; if not add it. Also create a Final Letter Grade column.

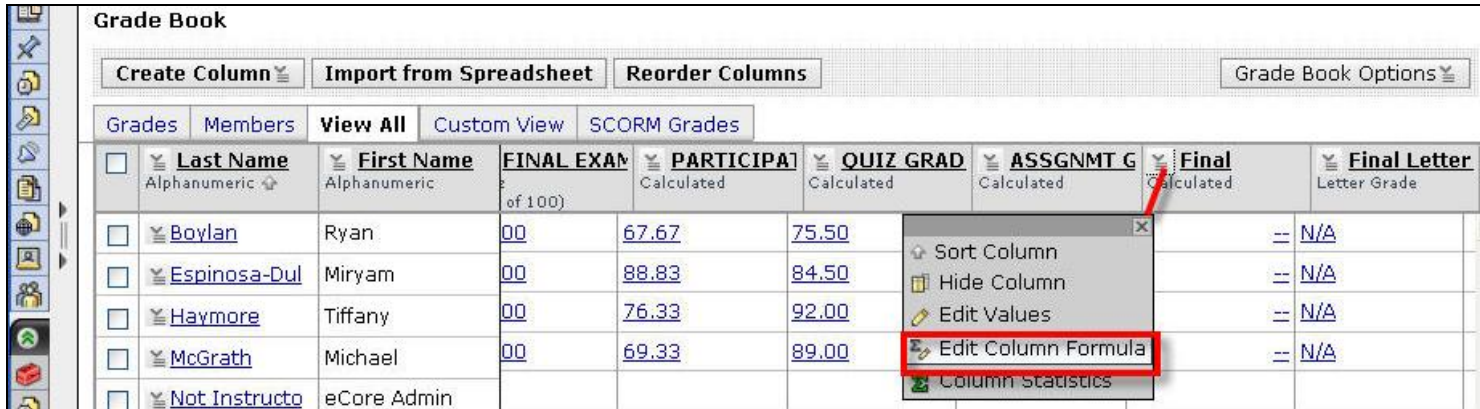
Grade Book

Create Column Import from Spreadsheet Reorder Columns Grade Book Options

Alphanumeric Members View All Custom View SCORM Grades

	First Name	L6 Discussi	FINAL EXAM	PARTICIPA	QUIZ GRAD	ASSGNMT G	Final
	Alphanumeric	Numeric (out of 100)	Quiz (out of 100)	Calculated	Calculated	Calculated	Calculated
<input type="checkbox"/>	Ryan	^85.00	67.67	75.50	64.80		
<input type="checkbox"/>	Miryam	^95.00	88.83	84.50	62.00		
<input type="checkbox"/>	Tiffany	^91.00	76.33	92.00	78.60		
<input type="checkbox"/>	Michael	^97.00	69.33	89.00	85.40		

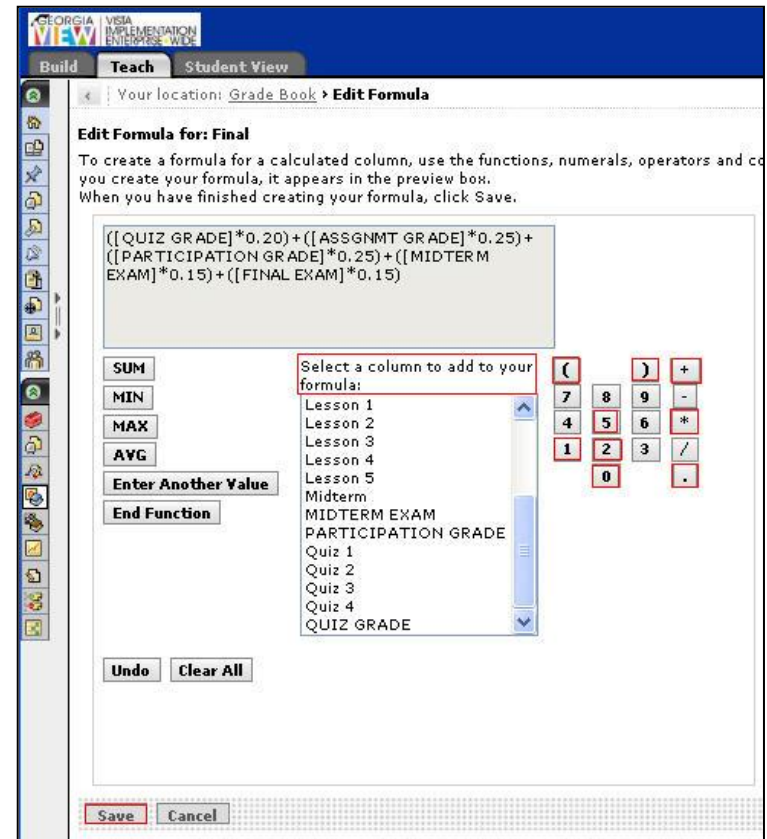
7. Select the “Edit Colum Formula” option for the Final Number grade.



8. Enter the formula for the column using the functions.

[At this point you should refer back to your grade breakdown for the course where Quizzes are 25%, etc. The following is a good way to formulize and tally the final grade. In brief, you will multiply each category by their designated percentage, i.e. Quiz*.25]

- Select the “(“ open parenthesis symbol to start a sub formula
- Select the grade category (it will populate in the formula field)
- Select the “*” multiplication symbol
- Select “.” decimal symbol
- Select the number representing the percentage
- Select “)” closed parenthesis symbol to end the sub formula
- Select “+” plus symbol
- Repeat a-g until you have selected all categories that make up the final grade
- Select “Save”



9. Enter the Final Letter Grade for each student

- a. Click on the link for the grade
- b. Enter the letter grade
- c. Save

The screenshot shows the 'Grade Book' interface. A modal dialog box titled 'Member Management Edit Value for: Ryan Boylan' is open, allowing the user to edit the final letter grade. The dialog includes a 'Revert to Original' radio button and a 'Change To' radio button with a text input field containing the letter 'C'. Below the input field is a 'Comment' text area and a note: 'Audit comments will only be saved when a grade change has been made.' At the bottom of the dialog are 'Save', 'Cancel', and 'View Audit History' buttons. In the background, the 'Grade Book' table is visible, showing columns for 'Final Calculated' and 'Final Letter Grade'. The 'Final Letter Grade' column currently contains 'N/A' for all students.

	Final Calculated	Final Letter Grade
Boylan	74.17	N/A
Espinosa-Dul	82.81	N/A
Haymore	83.53	N/A
McGrath	84.98	N/A
Not Instructo	N/A	N/A
Student	N/A	N/A

10. You should see the Final fields populated. Use the Final Letter Grade for INGRESS grade reporting.

Grade Book								
Create Column		Import from Spreadsheet		Reorder Columns		Grade Book Options		
Grades	Members	View All	Custom View	SCORM Grades				
	Last Name	First Name	FINAL EXAM	PARTICIPAT	QUIZ GRAD	ASSGNMT G	Final	Final Letter
	Alphanumeric	Alphanumeric	of 100)	Calculated	Calculated	Calculated	Calculated	Letter Grade
<input type="checkbox"/>	Boylan	Ryan	00	67.67	75.50	64.80	74.17	^C
<input type="checkbox"/>	Espinosa-Dul	Miryam	00	88.83	84.50	62.00	82.81	^B
<input type="checkbox"/>	Haymore	Tiffany	00	76.33	92.00	78.60	83.53	^B
<input type="checkbox"/>	McGrath	Michael	00	69.33	89.00	85.40	84.98	^B