Instructor Guides

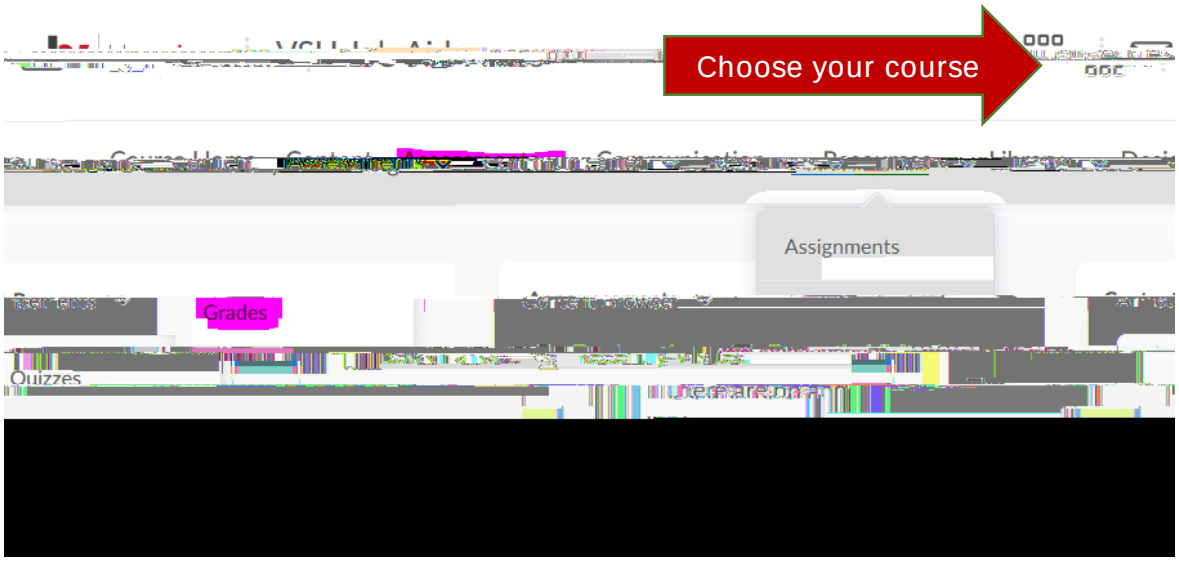
The BlazeVIEW Gradebook

Accessing your Gradebook

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.

From the top of your course, choose “Assessments.”

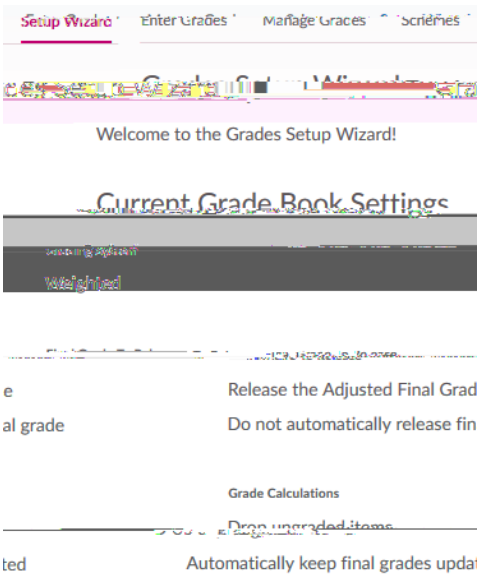
Select “Grades.”

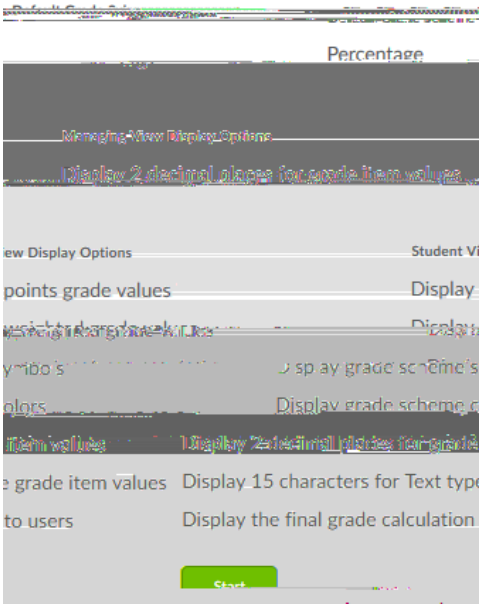


Gradebook Setup Wizard

If this is the first time you are accessing your gradebook, you will be required to navigate the gradebook setup wizard. This allows you to create the foundation of your gradebook and make certain choices concerning student views and instructor views.

The initial Setup Wizard page is a summary of current gradebook settings. Scroll down and select the blue Start button to customize your gradebook to your preferences.





Step 1: Grading System

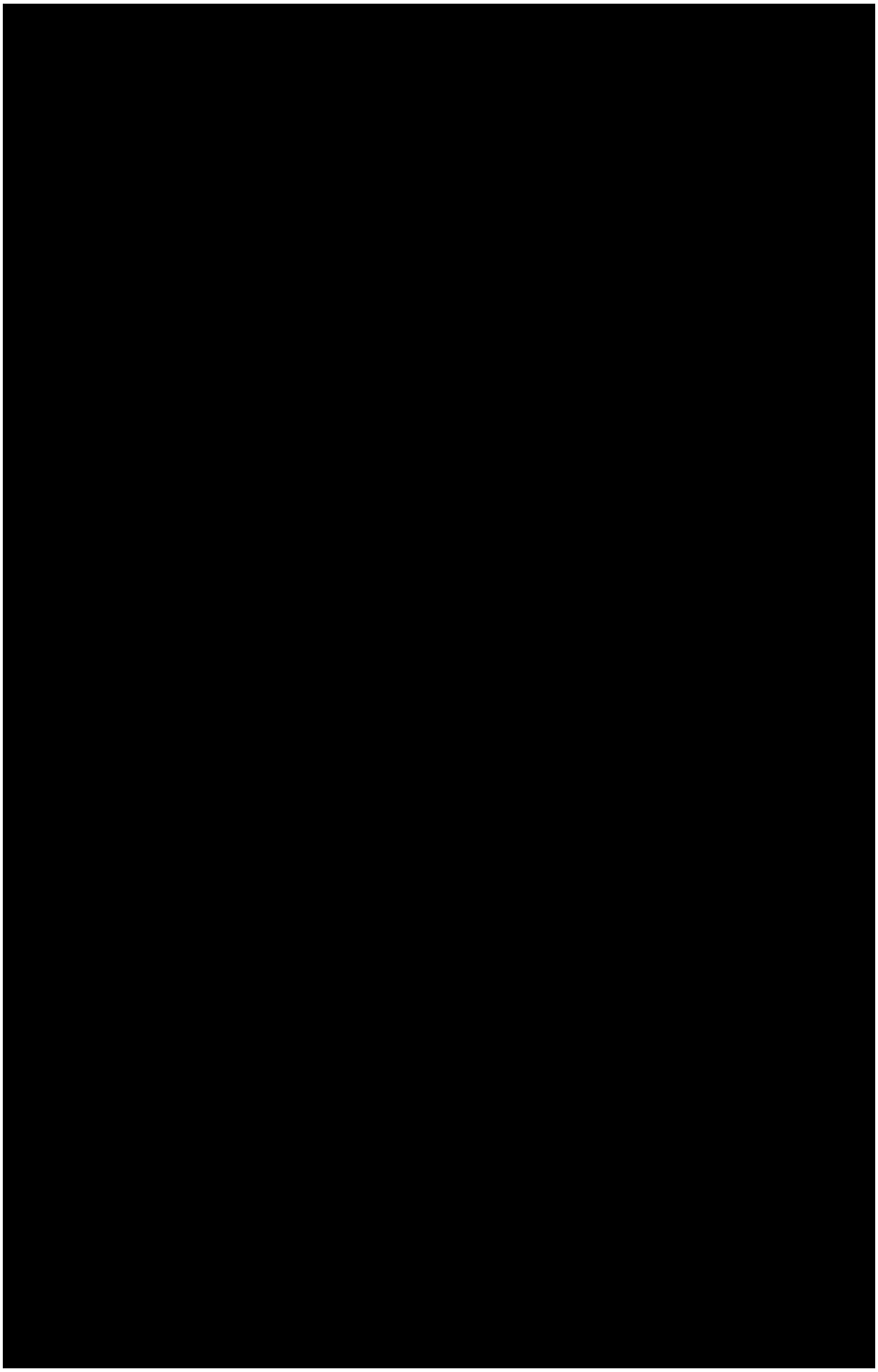
Choose Grading System – Select Weighted or Points .

Weighted : Use the weighted system if you want grade items calculated as a percentage of the final grade worth 100%.
Example:
If Assignments Category = 20% of Final Grade and Item 1 = 50% of Assignments Category, Item 2 = 50% of Assignments Category, and Exam = 80% of Final Grade, then Final Grade = __% out of 100%

Points : Calculate the final grade by totaling the points users received on grade items.
Example:
Assignments Category (40 points)
- Item 1 (20 points)
- Item 2 (20 points)
Exam (200 points)
Final Grade = __/240

In this guide, we are creating a Points Gradebook.

Select the blue Continue button to move on to the next task.



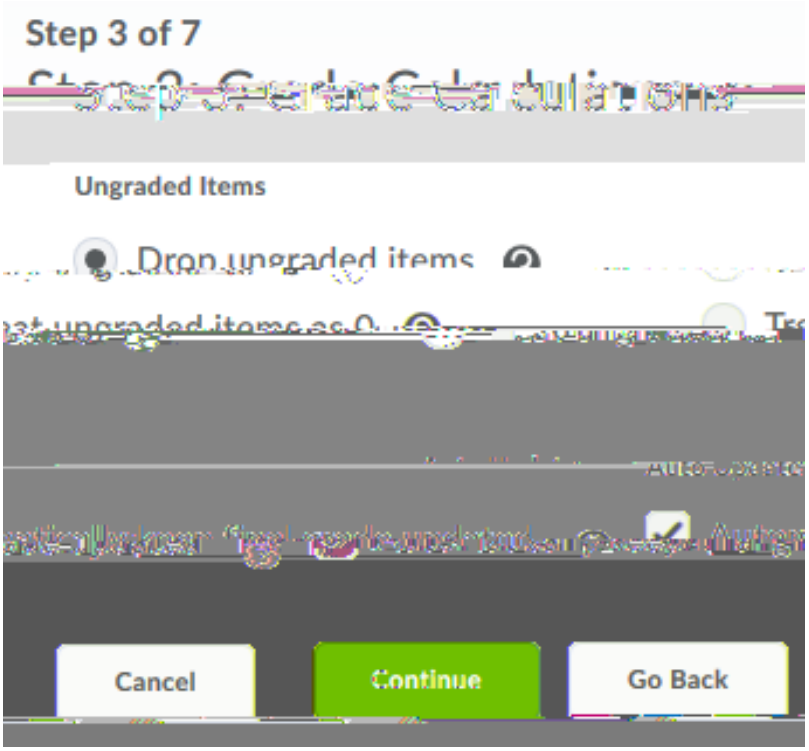
Step 2: Final Grade Released

Decide if you will release the “Calculated Final Grade” or the “Adjusted Final Grade.”

- The Calculated Final Grade cannot be adjusted manually.
- The Adjusted Final Grade

Step 3: Grade Calculations

Determine how you will treat ungraded items - items in the gradebook that have not been assessed yet – and how the final grade will update.



Drop ungraded items means that grades that have not been entered will not be calculated in a student's final grade. This means if a student does not complete a quiz or assignment, you will manually input the 0. However, it is a more accurate representation of a student's current progress.

Treat ungraded items as 0 means that anything without a grade will be automatically awarded a 0. This saves you from having to manually input 0s but means that all students start with a failing grade and work their way up.

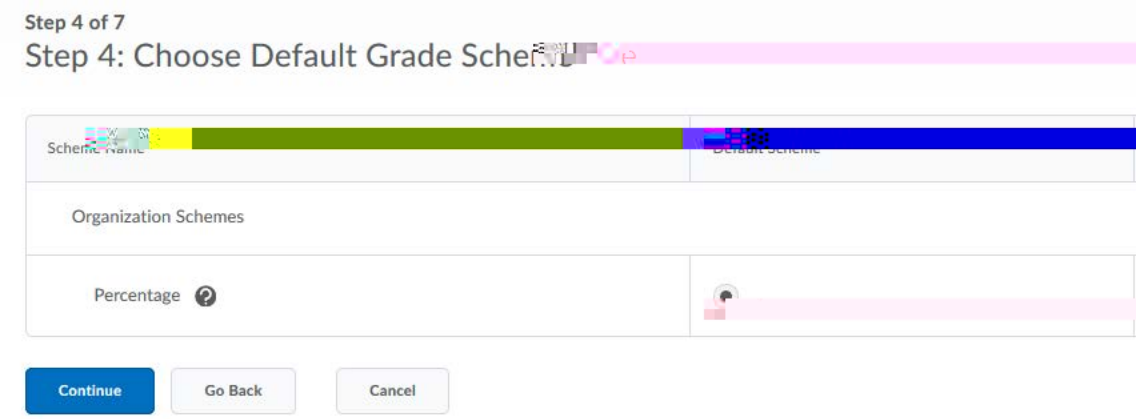
Automatically keep final grade updated means that a student's final grade continually and automatically updates as grades are modified or imported.

Select the blue Continue button to move on to the next task.

Step 4: Choose Default Grade Scheme

VSU uses a default grade scheme. You can make a copy if you wish to change the color coding options.

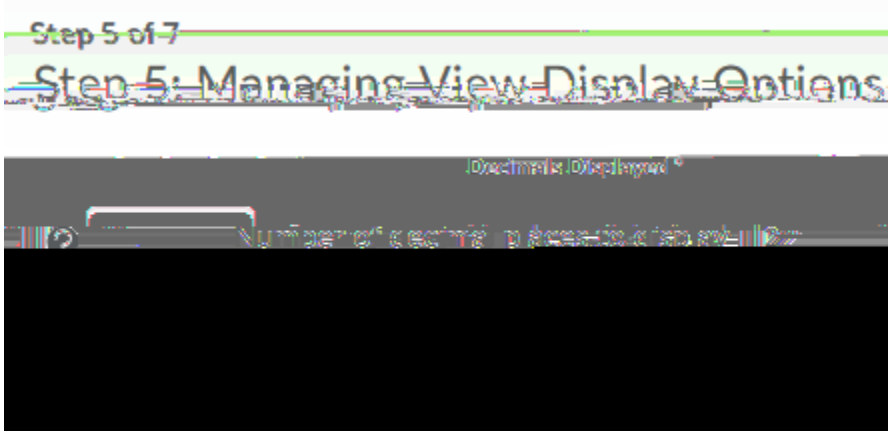
Select the blue Conti nue button to move on to the next task.



Step 5: Managing View Display Options

Decide how many decimal places you want to display. This is the view available to instructors, so it's entirely up to you and your preferences. The default number is 2, but you can adjust up to 5.

Select the blue Continue button to move on to the next task.



Step 6: Student View Display Options

This step deals with what students see when they access their gradebook in your course. First, determine the Grade Details .

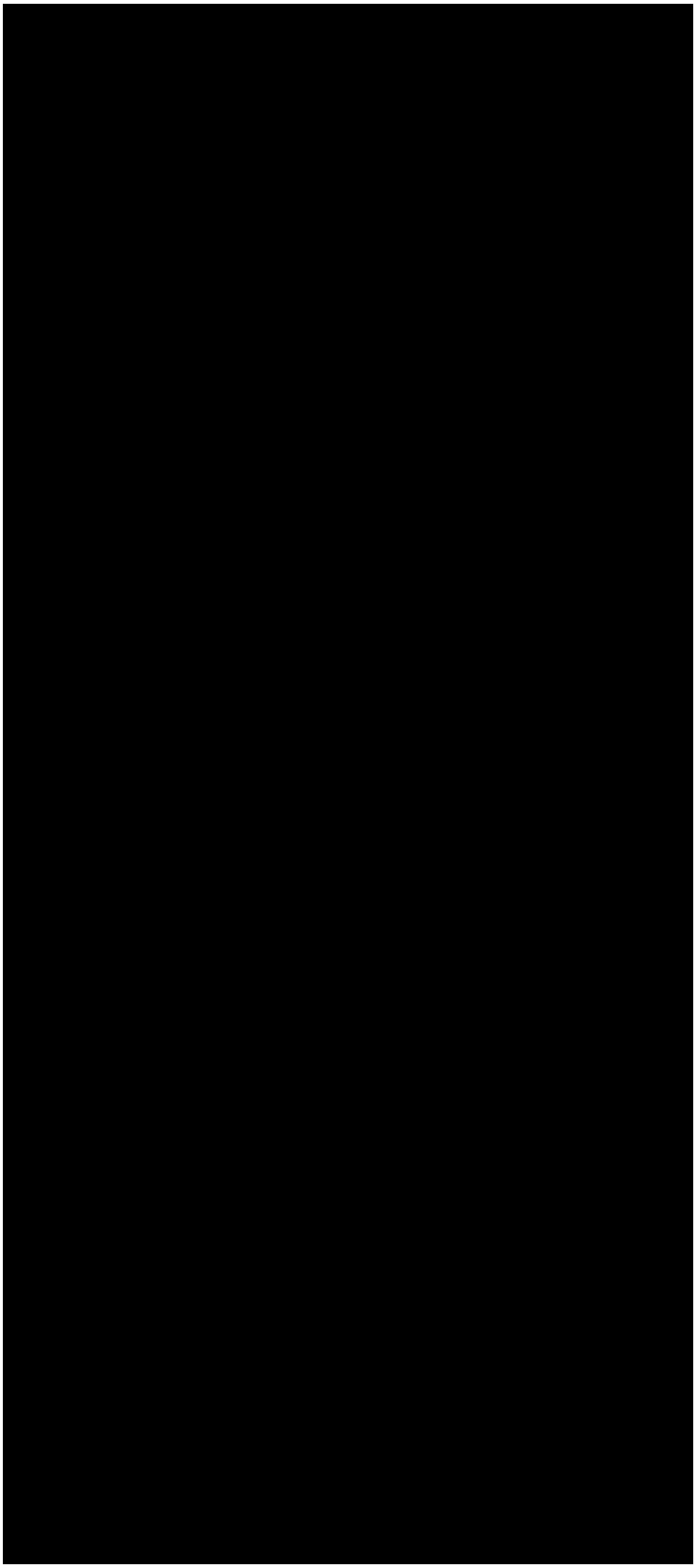
Points Grade – if this option is selected, students will be able to see the points value associated with items. Example: 8/10 on a writing assignment.

Weighted Grade – if this option is selected, students will be able to see the weighted grade associated with items. Example: 80% on a writing assignment.

Grade Scheme Symbol –

Step 7: Grades Setup Summary

Review the choices you have made in setting up your gradebook. Select the blue Finish button to save your gradebook settings.



Creating Gradebook Categories

Creating categories in your gradebook allows you to sort your grade items according to type, module, etc. Categories also allow you to set weights on items so that BlazeVIEW will automatically configure them into your final grade. Categories differ a bit based on your gradebook type (weighted vs. points).

Grading Properties

Decide if the category can exceed its total value. If you plan to include bonus items in this category or provide bonus points on individual items in this category, select this option.

Will this category be included in your final calculations? If you want this category to carry weight in the final grade calculations, leave this unchecked. However, if this category will house items that do not impact a student's overall grade, select this option. BlazeVIEW will ignore this category when configuring final grades.

Determine how points should be distributed a (w)6 os teo di e h-1.(o)-08 ( )r13 (i)yTJ /TT2 1 Tf 0 .001 Tc -0001 Tc 35.1
dpt irntdt

Display Options

Select the Display class average to users if you want students to see the average of the category.

Select the Display grade distribution to users to allow students to see a chart that depicts that different grade percentiles based on class performance.

Restrictions

Creating Grade Items

Gradebook items serve many functions in the gradebook. They can directly relate to learning activities and are a way to document points earned. They can be used to track participation, progress in a course, or hold instructor notes.

Numeric and Pass/Fail Items

Give your item a Name . If you will be tying this item to something else in BlazeVIEW, it helps to give it the same name.

Optional: Provide a short name for your item. This will save space in your gradebook.

Use the dropdown menu under Category to select a category for the item to fall under. Not every item will fall under a category – for instance, a text item might be without a specific category.

Maximum Points will be determined based on category set up. If the category has been set up so that each item has the same number of points, you won't.9 ('.3 (n6Tf.174 Td[n72)g.6 (e)19)32.4 (e)46(m)27 ..4 (e))10.7 (i)3.3 n

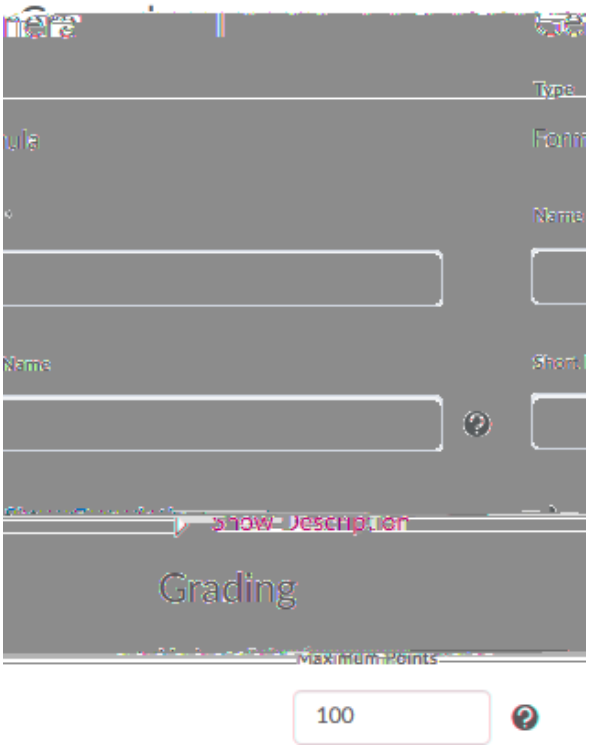
The

Formula Items

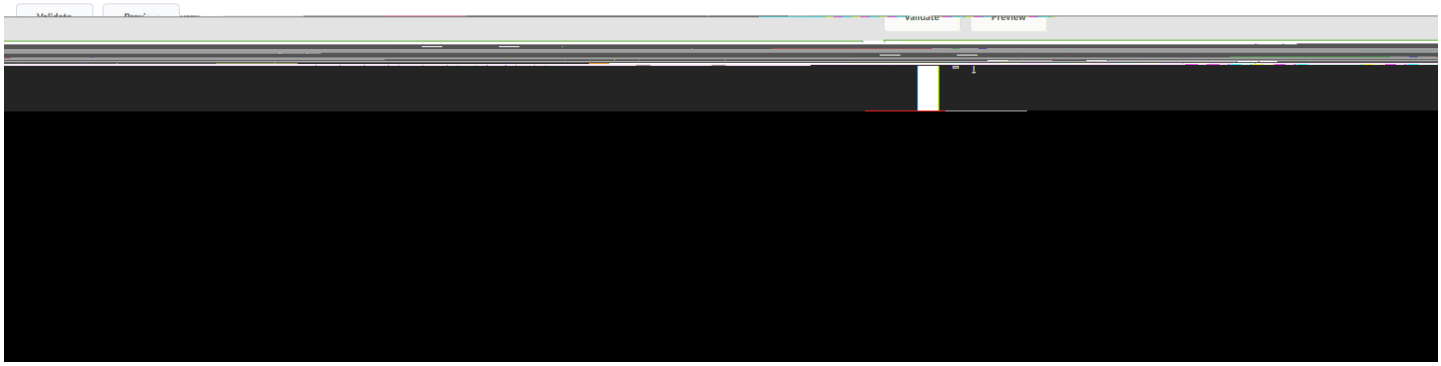
Give your item a name. If you will be tying this item to something else in BlazeVIEW, it helps to give it the same name.

Optional: provide a short name for your item. This will save space in your gradebook.

Type your desired point value for that item into the Maximum Points box.



Select the edit using the formula editor option. This allows you to create the formula that will determine a student's score on this specific grade item. Formulas are created based on assignments that students have completed. Example: There are ten total ticket-out-the-doors. Students must do at least five to receive full credit for their ticket-out-the-doors. Create a formula that tracks the number of TODs a student completes and gives them a 100 if they have done at least five.



Validate your formula and then select the blue Insert at the bottom of this window.

Determine if the item Can Exceed the total number of points it is worth.

The Grade Scheme will default to the VSU Percentage scheme.

Attach Rubrics if you will be using them to grade this item. If you have not created the rubric yet, you can also create it here or you can choose to create your rubric and attach a later time.

Display options were already created when you completed your Gradebook Setup Wizard, however you can choose to override those options

Calculated

Give your item a name. if you will be tying this item to something else in BlazeVIEW, it helps to give it the same name.

Optional: Provide a short name for your item. This will save space in your gradebook.

Determine if the can exceed the total number of points it is worth.

The grade scheme will default to the VSU percentage scheme.

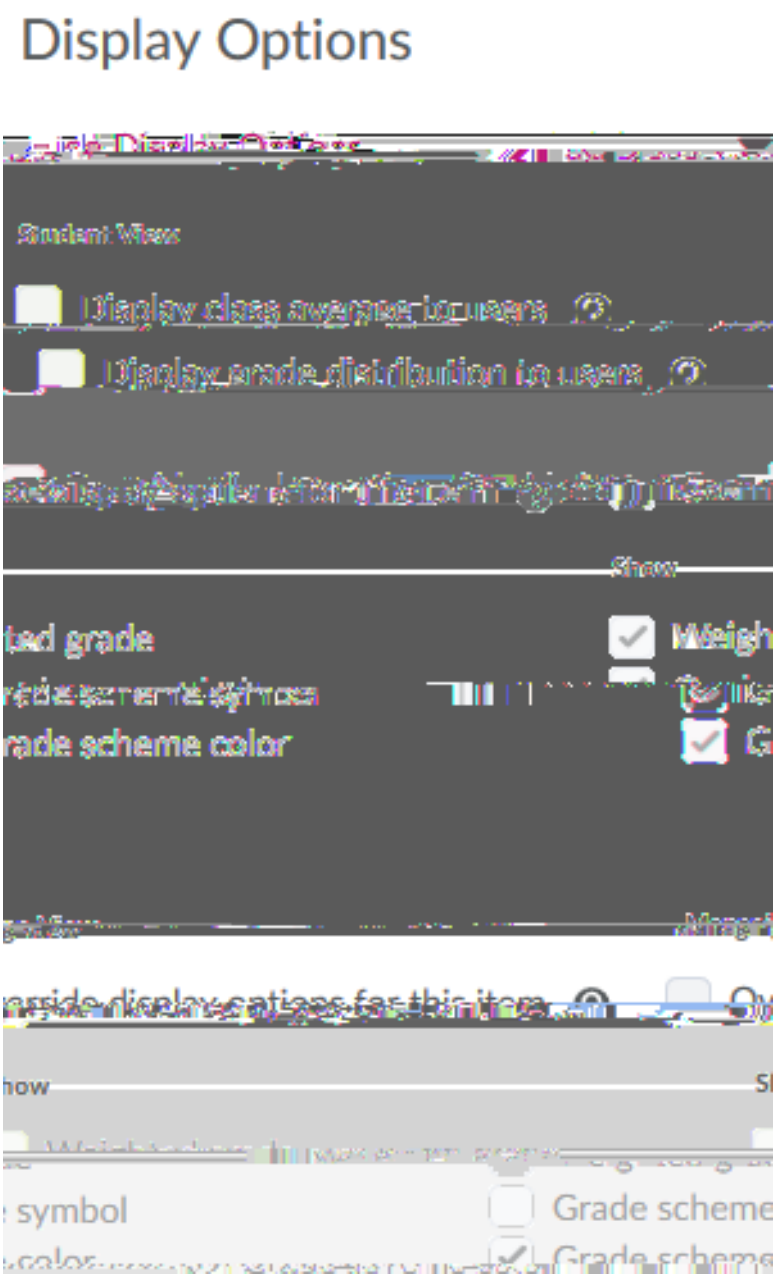
Decide which items will go into this Calculation and select the box next to those items. Determine the calculation method, Milestone or Final Grade.

Attach rubrics if you will be using them to grade this i23.3 (h)-2n

Display options were already created when you completed your Gradebook Setup Wizard, however you can choose to override those options for any items you create. To do so, select Override display options for this item and then select/deselect as needed for both student views and teacher views.

When your item has been created, choose save and close.

Repeat this process for any Calculated Items you need to create in your gradebook.



Text Items

Give your item a name. If you will be tying this item to something else in BlazeVIEW, it helps to give it the same name.

Optional, provide a short name for your item. This will save space in your gradebook.

Attach rubrics if you will be using them to grade this item. If you have not created the rubric yet, you can also create it here or you can choose to create your rubric and attach at a later time.

Display options were already created when you completed your Gradebook Setup Wizard, however you can choose to override those options for any items you create. To do so, select Override display options for this item and then change the character count as needed.
When your item has been created, choose save and close.

Repeat this process for any text items you need to create in your gradebook.

Associating Gradebook Items

On the properties page, scroll down until you see the subtitle Evaluation and feedback.

Locate the “Grade Item” drop down. To select a pre-existing gradebook item, choose the drop down and then select the specific item you wish to associate with this assignment. You can also create a

Quizzes

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.

From the top of your course, choose “Assessments.”

Select “Quizzes.”

If you are creating a new quiz, select the blue “New Quiz” option.

If you are editing a pre-existing

Choose the “Assessment” tab in this editing window.

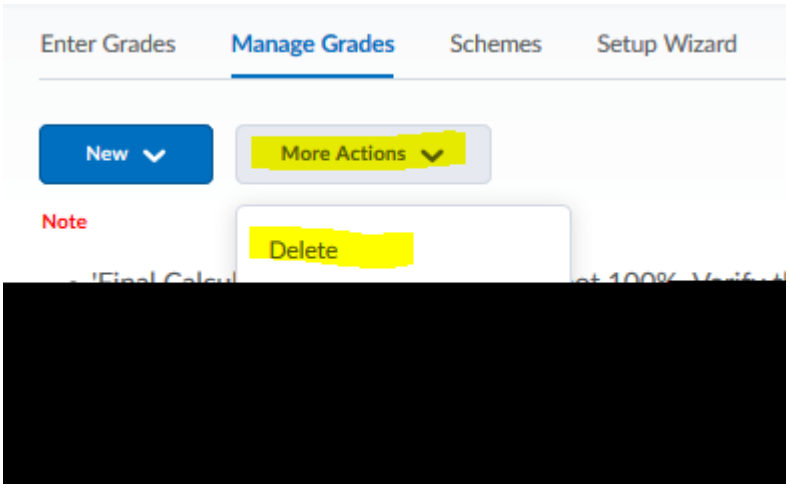
You can also view the details of a specific item and view the quiz it is associated with by edit the grade item.

Discussions

Choose the course in which you will be working. You can select your course from your waffle icon or

Choose the “Assessment” tab in this editing window.

Locate the “Grade Item” drop down. To select a pre-existing gradebook item, choose the drop down



Select the box next to the item you wish to delete and choose Delete. * Remember, you will be unable to select grade items that have an association.

You will see one more prompt asking if you are sure you want to delete the item. Select Delete.

Reorder grade items in gradebook

As you promAk

Grading in the Manage Grades Tab

Use the Manage Grades tab to grade by assignment.

From your gradebook, select Manage Grades.

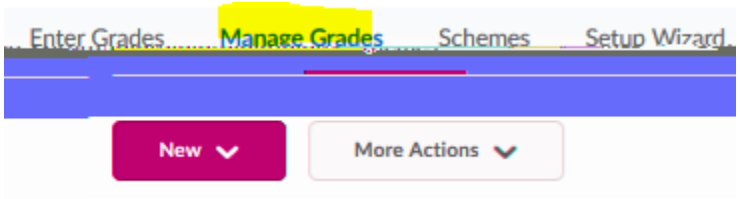
Locate the item you wish to assess and select the arrow next to the name of the item. Then, choose Enter Grades .

Type the grade in the space provided. If you wish to provide feedback, links, or additional information, select the pencil in the feedback column and post there.

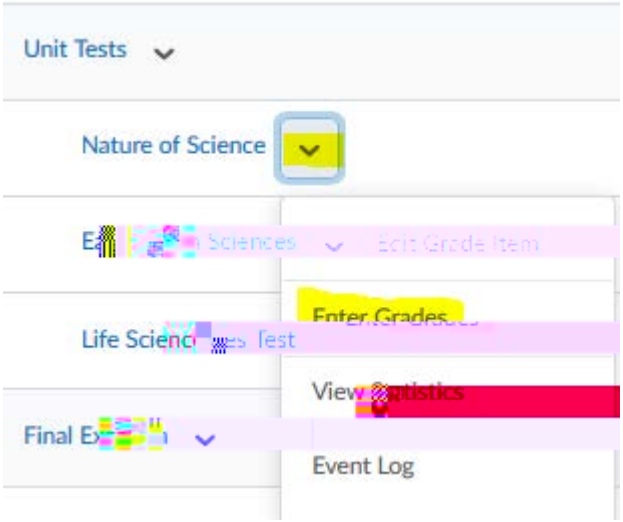
Provide Bulk Feedback

When grading, you may find that you wish to provide the same bulk feedback to many students. For example, you want to give feedback to everyone who did not do an assignment to let them know they have a two-day extension.

From your gradebook, select Manag e Grades.

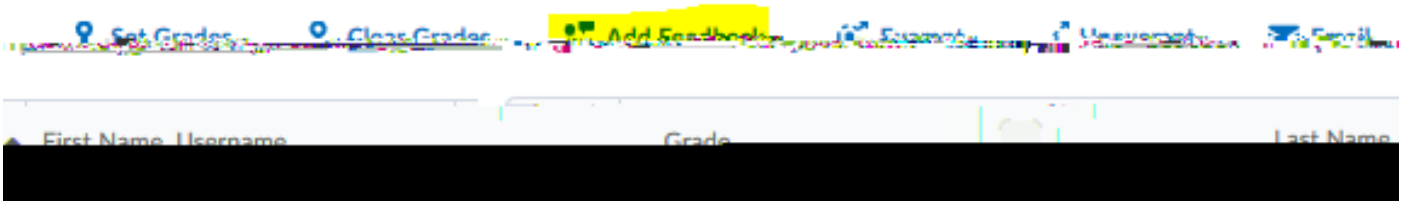


Locate the assignment you wish to insert the bulk feedback and select the arrow next to the name of the item. Then, choose Enter Grades .

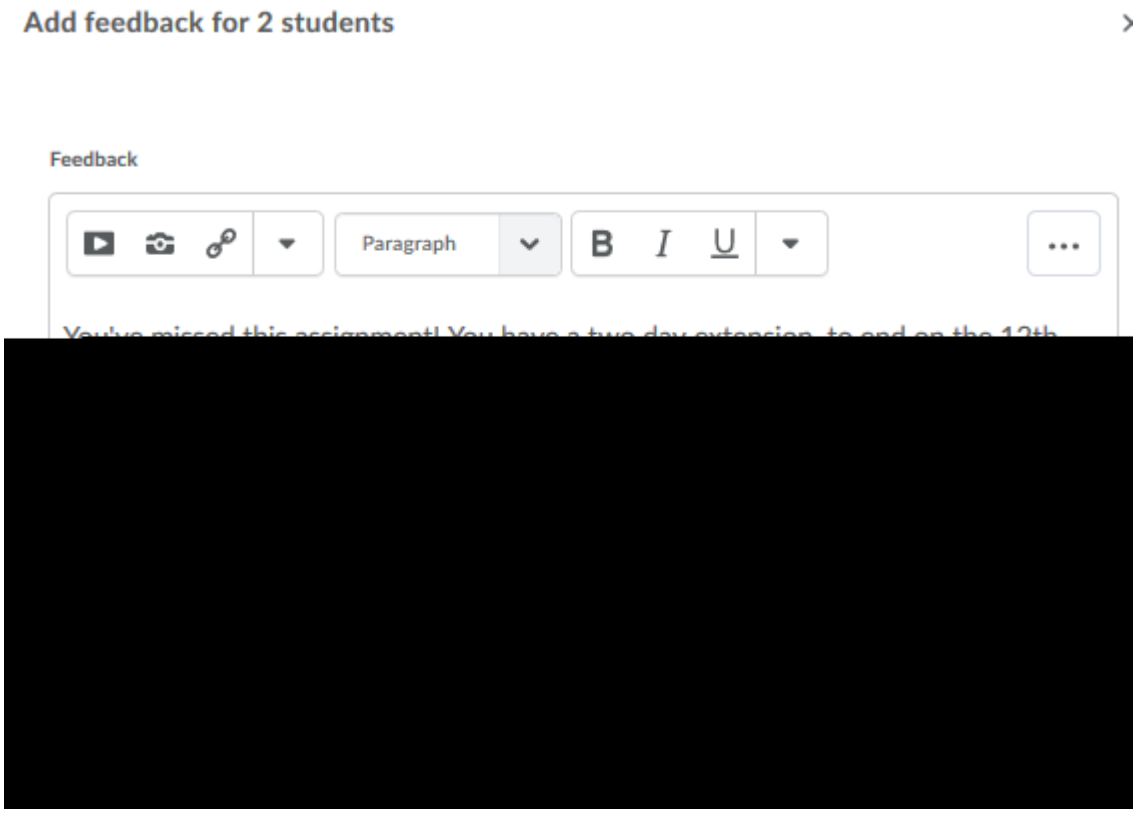


For each student you wish to post the feedback to, select the box next to their name.

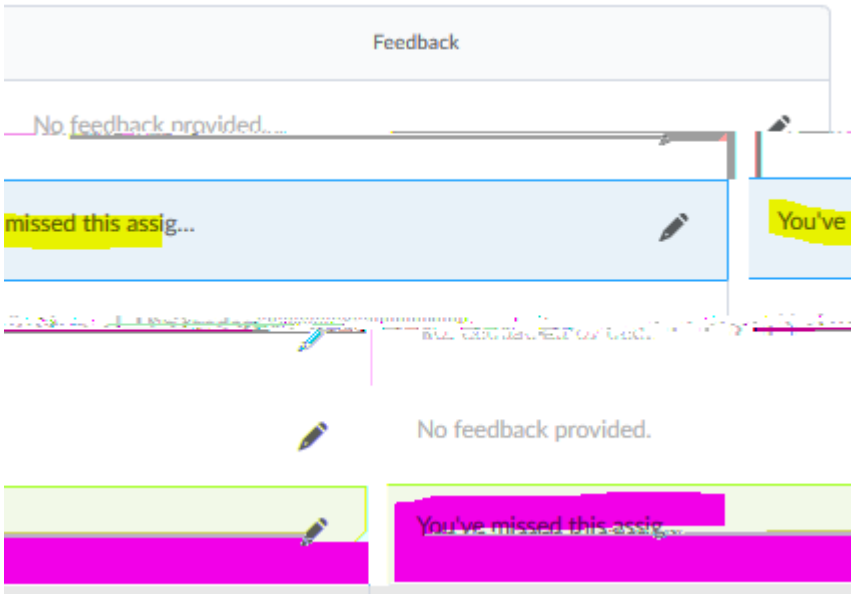
Choose the Add Feedback option found at the top of this assignment.



Type your feedback. You can attach documents, link content and learning activities from other areas of your BlazeVIEW course, post external links, and embed videos. When you are done, select Save.



The feedback now appears in the selected students' Feedback column. Students will see this feedback in their gradebook.

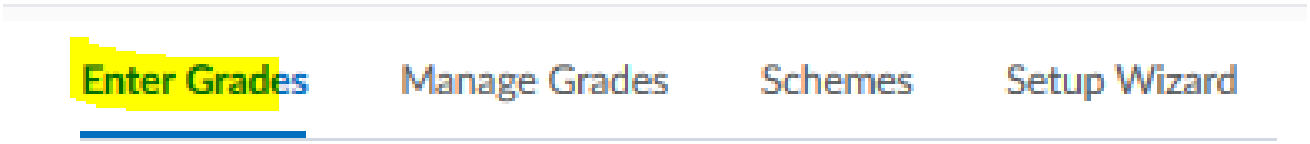


When you are done, choose the blue Save and Close at the bottom of your screen.

Sorting and Organizing your Gradebook

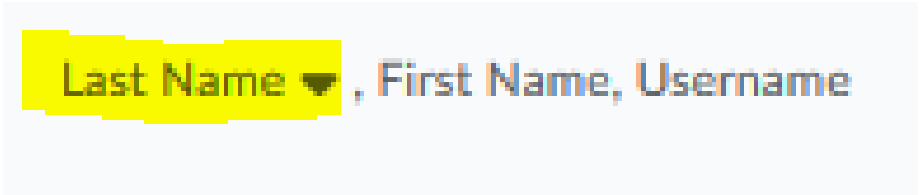
Use the Enter Grades tab to sort your gradebook by name, grade on an assignment, etc. You can also hide/show specific columns when focusing on specific items.

From your gradebook, select Enter Grades.



To sort by name by last name from A-Z, select Last Name and ensure the triangle points up.

To sort by last name from Z-A, select Last Name and ensure the triangle points down.



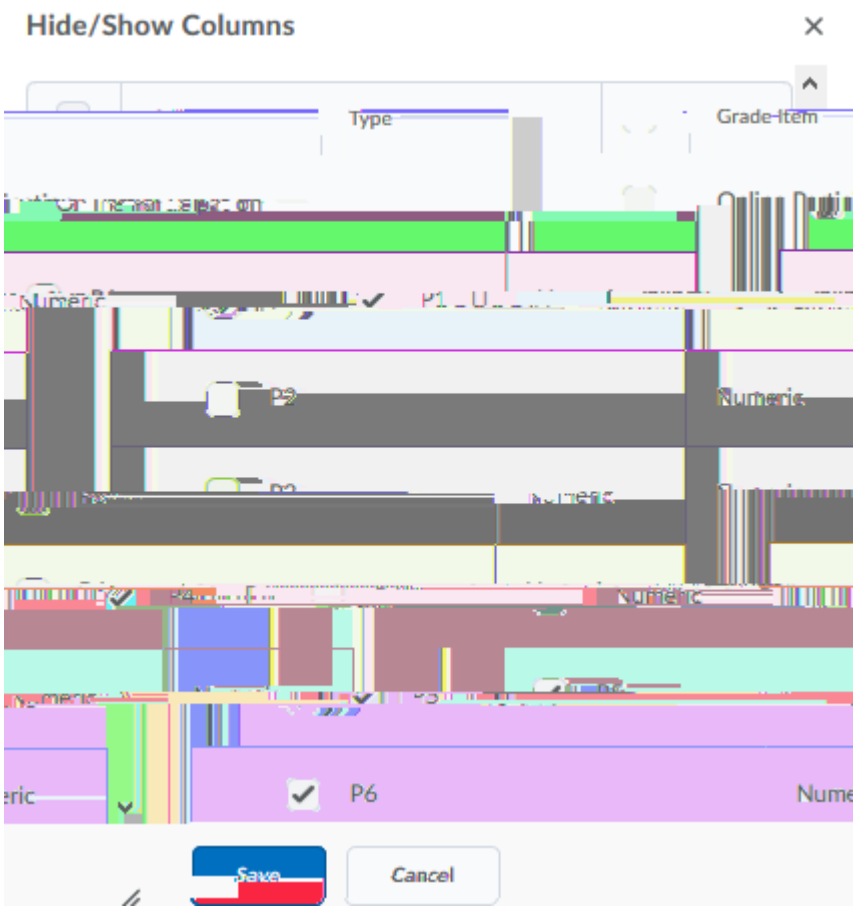
To sort by first name from A-Z, select First Name and ensure the triangle points up.

To sort by first name from Z-A, select First Name and ensure the triangle points down.

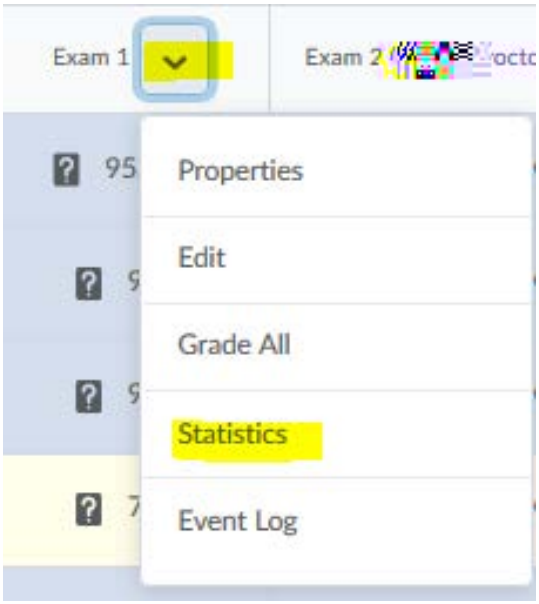
To sort from lowest grade to highest grade on a specific assignment, select the assignment name and ensure the triangle points up.

To sort from the highest grade to the lowest grade on a specific assignment, select the assignment name and ensure the triangle points down.

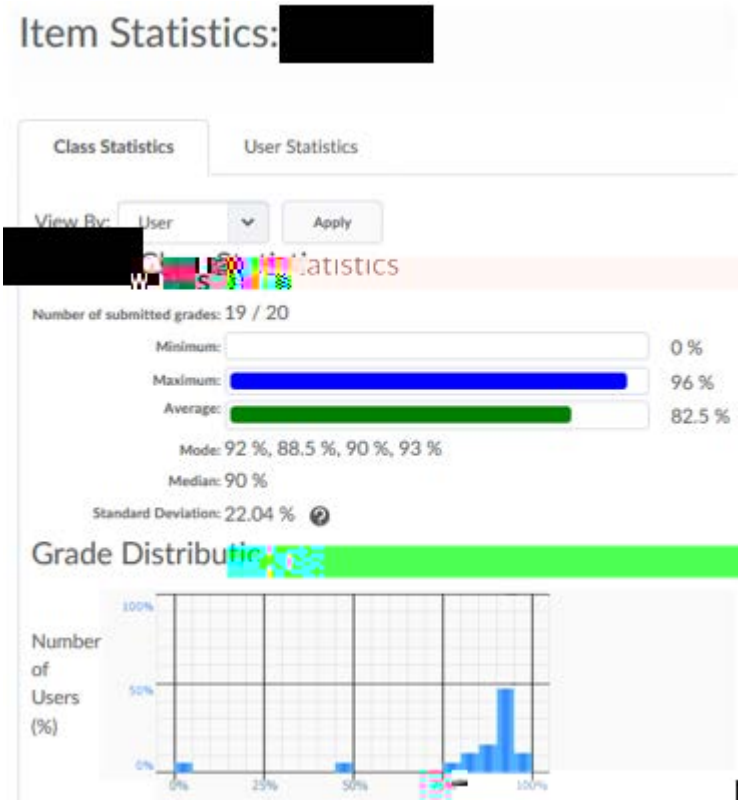
To view specific grade items, select More Actions and


Hide/Show Columns
Type
Grade Item
Numeric
P2
Numeric
Numeric
P6
Save
Cancel

To view statistics of an item, locate the item you wish to work with. Select the arrow next to the item name and then Statistics .



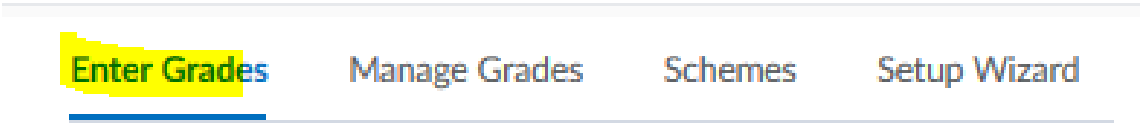
Here, you can view the class average for individual assignments, grade distribution, and individual user statistics.



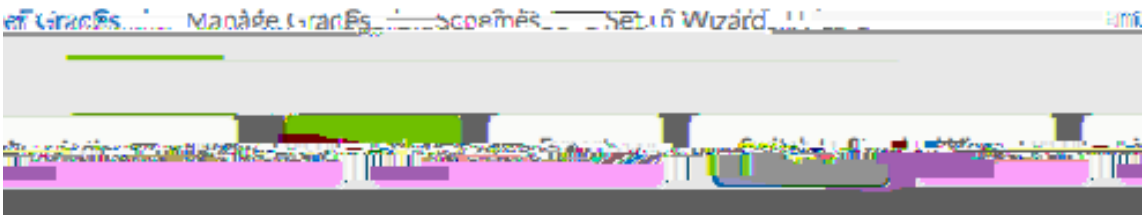
Importing into Gradebook

Instructors who prefer to keep track of grades in excel can upload a .csv file into BlazeVIEW and transfer their spreadsheet gradebook into the BlazeVIEW Gradebook.

From your gradebook, select Enter Grades.

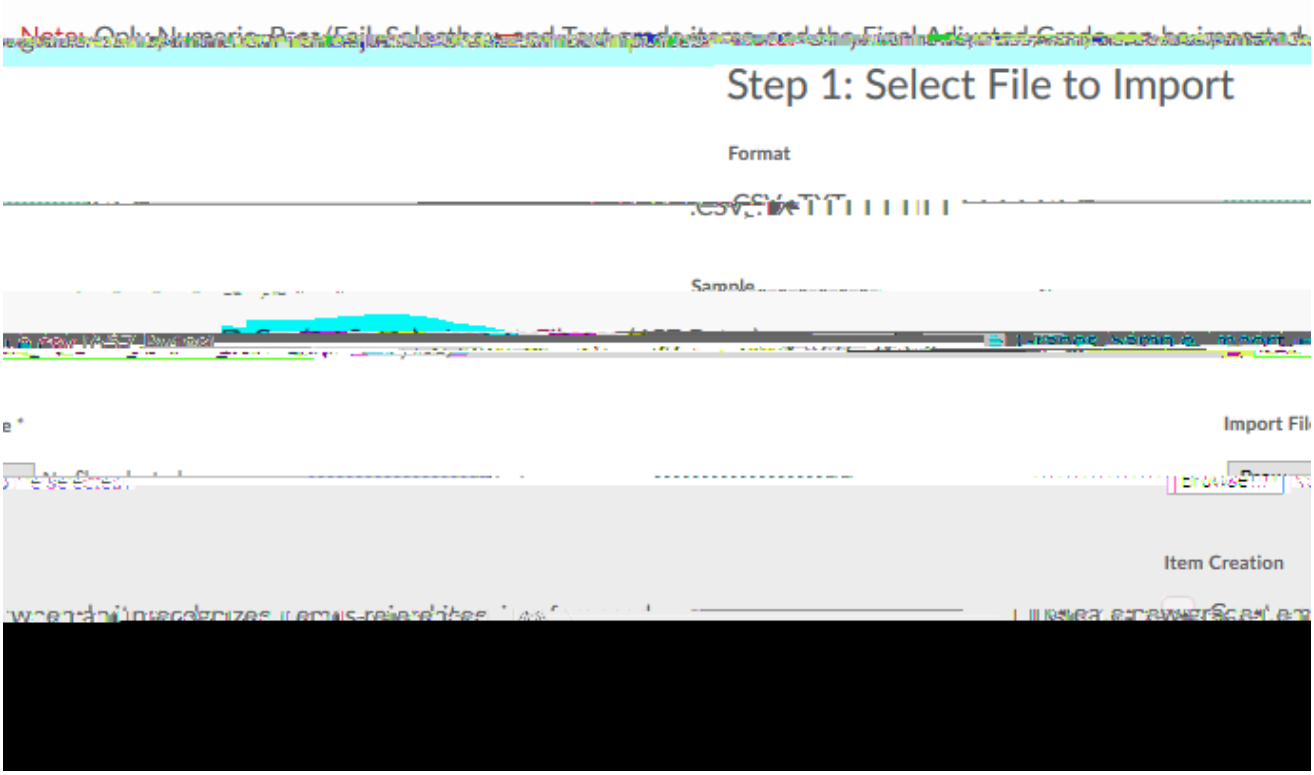


Choose the blue Import option.



Your excel spreadsheet must be in a .csv file to be imported. Use the Sample Import File provided to ensure your file is in the correct format.

To upload your file, select Browse and choose the appropriate file from your computer.



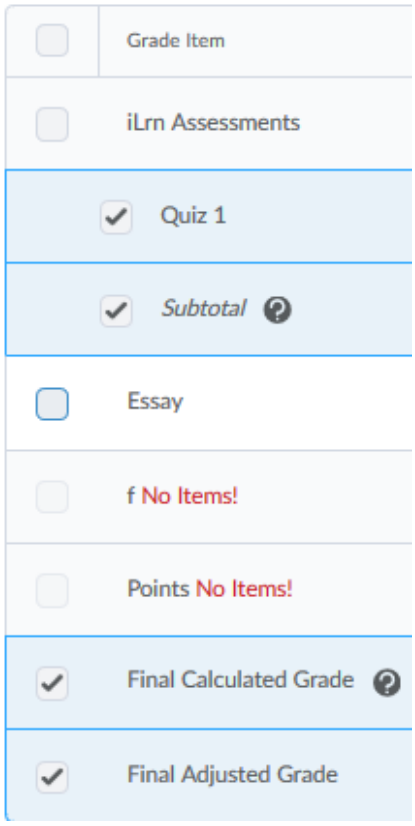
If your excel file contains grade items that do not currently exist in your BlazeVIEW gradebook, select

Choose the blue Continue.

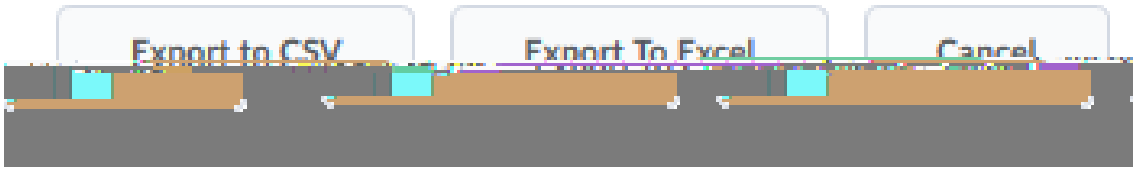
Review any error messages you associated with your import, and choose

Exporting your Gradebook

Choose the items and categories you wish to export by selectin and deselecting the boxes next to the category and item names.



Choose the file type you want: csv or excel. It is recommended you export in .csv if you will be importing this file after making changes.



After making your decisions, a pop-up window will appear with your file ready to be downloaded.