



LATTE 1.8 - Gradebook Guide

Section I: Introduction

One of the most useful features in LATTE (Brandeis University's Learning and Teaching Technology Environment) is the Gradebook.

The Gradebook allows instructors to enter, calculate, review, and adjust student grades on individual assignments, exams, or other graded class activities. It also allows instructors to calculate final grades, and to share individual grades and feedback securely with the individual student.

Grades can be entered directly in to the Gradebook; grades also appear automatically in the Gradebook when instructors grade individual LATTE assignments and activities. Grades in the Gradebook can reflect student work done both within LATTE and outside of LATTE. Each graded activity created in a LATTE course (such as a forum or an assignment) automatically generates a related grade item column in the Gradebook.

One of the most powerful features offered in the Gradebook is the ability to apply a variety of grade calculation strategies. Instructors have a lot of flexibility in assigning appropriate weights or values to individual activities and groups of activities. In LATTE, Grading TAs (Teaching Assistants or Teaching Fellows that have grading responsibility) are given the same grading capabilities as instructors. Throughout this document the terms "grader" and "instructor" are used interchangeably.

Gradebook Overview

LATTE's Gradebook is organized into a familiar spreadsheet format – with students represented in rows and graded work within vertical columns. Reading across a student's row shows their individual grades on all the grade items in the course.

Grader report							
View Categories and items Scales Letters Import Export Settings My preferences							
Grader report User grade report							
Gradebook Demo							
Reading Responses				Exams			
First name / Last name ↑	Reading Response 1 ↓	Reading Response 2 ↓	Category total ↓	Midterm Exam ↓	Final Exam ↓	Category total ↓	Course total ↓
Caffe Latte	92.00	90.00	91.00	50.00	90.00	93.33	92.17
Mocha Latte	84.00	77.00	80.50	48.00	79.00	84.67	82.58
Vanilla Latte	100.00	100.00	100.00	39.00	100.00	92.67	96.33
Carmel Macchiato	43.00	66.00	54.50	25.00	57.00	54.67	54.58
Range	0.00–100.00	0.00–100.00	0.00–100.00	0.00–50.00	0.00–100.00	0.00–100.00	0.00–100.00
Overall average	79.75	83.25	81.50	40.50	81.50	81.33	81.42

Grade Items, Categories, and Grades

The three key organizing concepts of the Gradebook are the grade (a number in a single grade cell), the grade item, and the category. Each of these components has distinct settings that the instructor uses to set up and manage the Gradebook.

A “grade item” is an assignment, test, or activity. Each grade item appears as a column in the Gradebook with single grade cells for each individual student’s grade.

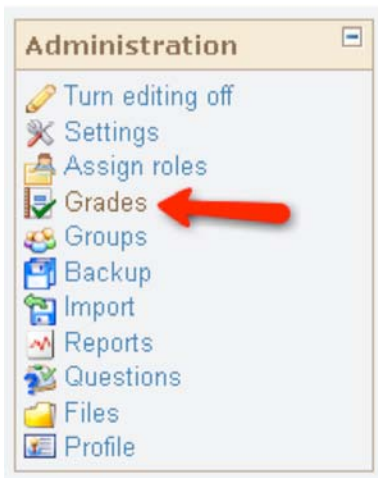
Grade items may be grouped into categories. You can use categories to organize the Gradebook and to apply grading formulas such as weighting to a group of grade items. Each category has a total column to display the combined result for all grade items within that category. In addition, the Gradebook itself is the top-level category or meta-category with a course total column.

Within each column is the single grade cell that belongs to one grade item and one particular student. Some settings can only be applied to a single grade, such as a grade exclusion.

Section II: Setting Up the Gradebook

Getting to the Gradebook

Graders access the Gradebook by selecting the option *Grades* in the Administration block in the upper left-hand navigation bar of the LATTE course home page.



The Grader Report

The default view of the Gradebook is the *Grader report*. This view displays all grade items within the Gradebook. From the Grader report, you can assign several grades quickly or you can navigate to the LATTE activity interface to enter each grade along with detailed feedback.

Expanding and Collapsing Category Displays

There are three views in the *Grader report*: fully collapsed, fully expanded and semi-expanded. Clicking on the small icon next to the category name will toggle continuously between the three options for viewing the grade item columns and their total column.

- [+] plus icon switches to **semi-expanded: grade items only**
- [•] dot icon switches to **fully expanded: grade items and total column**
- [-] minus icon switches to **fully collapsed: total column only**

In a category's **fully collapsed** state, only the category total column is displayed.

Exams	Category total
	93.33

Next state: Click on [+] plus icon to switch to the **semi-expanded** state.

Exams	Midterm Exam	Final Exam
	50.00	90.00

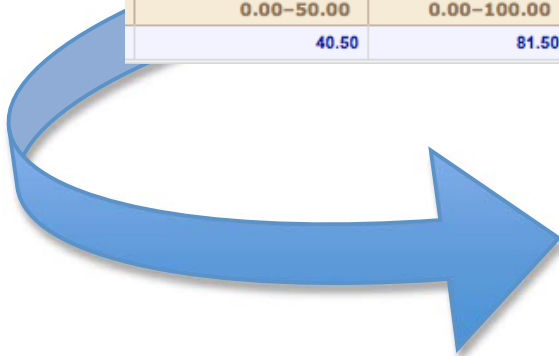
In the **semi-expanded** state, only the grade items in that category show and not the category total column.

Next: Click on the [•] dot icon to switch to the **fully expanded** state.

Exams	Midterm Exam	Final Exam	Category total
	50.00	90.00	93.33
	48.00	79.00	84.67
	39.00	100.00	92.67
	25.00	57.00	54.67
	0.00-50.00	0.00-100.00	0.00-100.00
	40.50	81.50	81.33

In the **fully expanded** state, both the grade items and the category total column.

Next: Click on the [-] minus icon to switch again to the **fully collapsed** state.



Exams	Category total
	93.33
	84.67
	92.67
	54.67
	0.00-100.00
	81.33

This shows that you have returned to the category's **fully collapsed** state.

Adding Grade Items to the Gradebook

Grade items (represented by gradebook columns) are created in one of two ways:

Method 1 - Automatic: The instructor adds a graded activity on the course homepage which automatically generates a grade item in the Gradebook. Some common examples of graded activities are *assignments (advanced uploading of files)* and *quizzes*. Creating an *Offline activity* within the LATTE course also generates a grade item column in the gradebook.

When an instructor wants to create offline grade items and also needs to provide more detailed feedback, then it is best to create an *Offline assignment* on the LATTE course homepage rather than creating a grade item directly within the Gradebook.

Method 2 - Manual: The instructor can create a grade item directly within the Gradebook by selecting the *Categories and items – Simple view* option from the *Choose an action...* drop-down menu in the upper left area of the Grader report or by clicking the *Categories and items* tab.

Grading Responses	Exams
Category total	Category
91.00	
80.50	

Click the *Add grade item* button to display the Grade item settings page.

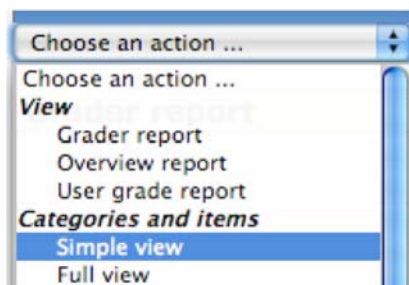
Name	Aggregation	Actions	Select
093ANTH-55A-1: Anthropology of Development	Sum of raw grades		All None
Course total	-		

By default the grade item will be worth 100 points; you can change this by clicking the *Show advanced* button on the Grade item page and entering the desired maximum number of points.

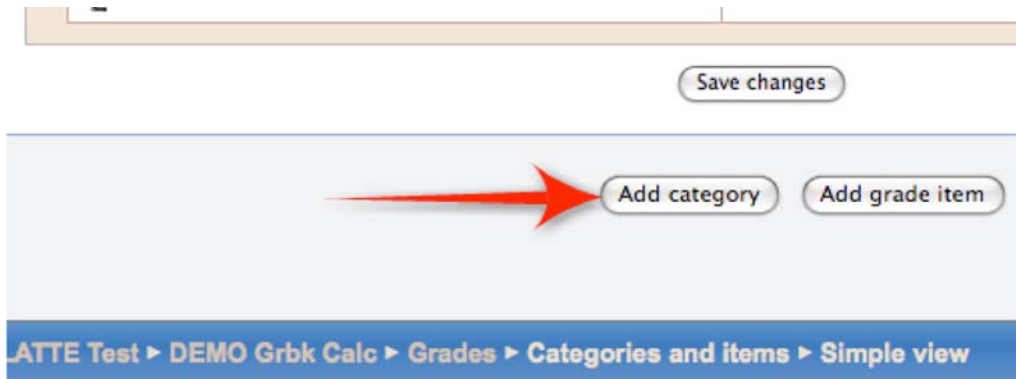
After you entered in the information for the grade item, click the *Save changes* button to generate the Grade item in the Gradebook.

Note about Grade items & Categories: Grade items that are not assigned to categories will appear in the Gradebook underneath the top-level category of the entire course. (This is different from the LATTE 1.5 gradebook where they were placed in a grouping labeled “uncategorized.”)

Adding Categories to the Gradebook



The instructor can create categories by selecting the *Edit Categories and Items* option from the *Choose an action...* drop-down menu in the upper left area of the Grader report page or by clicking the *Categories and items* tab.



In the *Categories and items* simple view scroll, near the bottom, is the *Add category* button. Clicking this button will take you to the category creation page. Enter the settings desired for the new category. Click the *Save changes* button to generate the category in the Gradebook.

When you create a new category, you will be presented with the option to enter an "Item name" under the Category info section. This is not necessary.

Category info Show Advanced

→ Item name
 Item info
 Grade type
 Grade display type
 Overall decimal points

Note:

If you enter a name in the "Item name" box, the category total will be renamed from "Category total" to what you entered. While it may appear like you've created a new graded item in the *Categories & Items* view under the new category, you have simply renamed the category total column. It is recommended you leave the Item name field blank when you create a new category.

Homework 2 (10 points)	-							
Category total	-							
Exams		Mean of grades						All None
Midterm Exam - About Moodle (100 points)	-							
Renamed category total	-							
Course total	-							

Moving Categories & Assigning Grade Items into Categories

When you go to the *Edit Categories and items* page, one of the first things you will notice is that the Gradebook layout is transposed so that the grade items are display vertically in rows instead of horizontally in columns.

Edit categories and items: Simple view

View Categories and items Scales Letters Import Export Settings My preferences

Simple view Full view

Name	Aggregation ?	Actions	Select
Gradebook Demo	Sum (Simple weighted mean)		All None
Reading Responses	Sum (Simple weighted mean)		All None
Reading Response 1	-		
Reading Response 2	-		
Category total	-		
Exams	Sum (Simple weighted mean)		All None
Midterm Exam	-		
Final Exam	-		
Category total	-		
Course total	-		

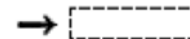
Save changes

You can change the order of graded items and categories here in the same way that you rearrange items on the front page of your course by using the move/up-down arrows icon. You can also add and delete a manually created grade item or category on this page. If you want to add more complexity in your gradebook, you can also create subcategories that are nested within categories.

To move grade items and arrange categories, click on the Move up-down arrows icon to the right of the item or category that you want to relocate.



Dotted-line boxes will appear to show where the grade item can be dropped into a new place (including within another category). Clicking within the dotted-line box will complete the move.



Editing Categories with Simple View and Full View

The *Edit categories and items* page has two views, the default “Simple view” and the “Full view”. Selecting the “Full View” will display more detailed options for both grade items and categories.

Helpful tip: Instructors who assign weights to categories will find it easier to use the Full view to enter and adjust the weights of multiple categories in a single page as shown below. In LATTE 1.8 the weights will display up to four decimal places.

Edit categories and items: Full view

View Categories and items Scales Letters Import Export Settings My preferences

Simple view Full view

Name	Aggregation method	Weight	Max grade	Ignore empty grades in aggregation	Aggregate items (not sub-totals)	Drop the lowest	Keep the highest	Multiplicator (multiply by)	Add X to every grade (offset)	Actions
LATTE 1.8 Gradebook for Testing	Weighted mean			<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	-	-	
Participation	-	0.0500	0.00	-	-	-	-	1.0000	0.0000	
Midterm Exam - About Moodle (100 points)	-	0.3000	00.00	-	-	-	-	1.0000	0.0000	
Final Exam - Moodle Basic Gradebook (100 points)	-	0.4000	00.00	-	-	-	-	1.0000	0.0000	
Homework	Sum (Simple weighted mean)	0.2500		<input type="checkbox"/>	<input type="checkbox"/>	0	0	-	-	
Homework 1 (10 points)	-	0.0000	0.00	-	-	-	-	1.0000	0.0000	
Homework 2 (10 points)	-	0.0000	0.00	-	-	-	-	1.0000	0.0000	
Homework Item	-		0.00	-	-	-	-			
Course total	-		230.00	-	-	-	-			

Edit Weights

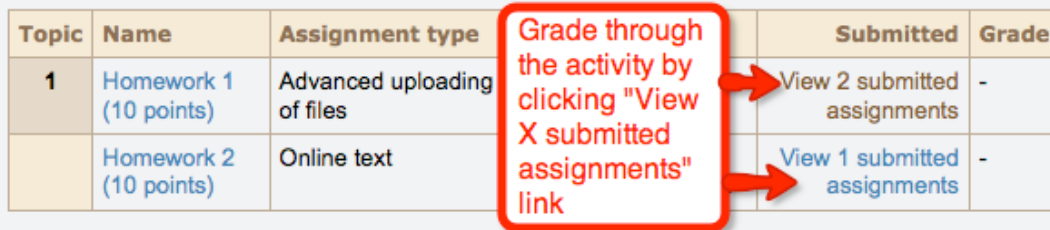
Section III: Grading

The default display for Gradebook categories is *Real* which means that by default, all grades display as raw points (50, 97, 183) rather than letters (A, B etc.) or percentages (100%, 80% etc.)

Two Grading Methods

There are two ways for an instructor to assign grades: through the Gradebook *Grader report* or from the assignment tool's interface. Graders will want to establish a preference early in the process of entering student grades for a course to avoid the extra time and effort that can arise from switching methods.

Method 1 – Giving detailed feedback with the Activity grading interface: For instructors who wish to give detailed feedback to their students through written comments in addition to grading, or who wish to upload a response file through an *Advanced uploading of files* assignment, should assign grades using the activity's grading interface by viewing submitted assignments. The grades assigned within the activity interface will be reflected in the Gradebook automatically.



Topic	Name	Assignment type		Submitted	Grade
1	Homework 1 (10 points)	Advanced uploading of files	Grade through the activity by clicking "View X submitted assignments" link	View 2 submitted assignments	-
	Homework 2 (10 points)	Online text		View 1 submitted assignments	-

When an instructor wants to create offline grade items and also needs to provide more detailed feedback, then it is best to create an *Offline assignment* on the LATTE course homepage rather than creating a grade item directly within the Gradebook.

Method 2 – Quickly entering all grades directly in the Gradebook: For instructors who wish to quickly assign grades to multiple students directly in the Grader report. This allows the grader to use the tab key to move down a column of alphabetically ordered students, entering numbers sequentially.

Using this method can be much faster, but has a significant drawback. Once an instructor has entered grades (and/or comments) directly into the Grader report, the instructor cannot easily switch to using Method 1, described above. Grades entered directly into the grade cells are locked; information about locking and unlocking is offered in a subsequent section of this document.

Also, any manual entries to the course total in the final column of the Grader report will override the automatic calculation in that column. To return to automatic calculations, the manual override can be undone for each individual grade; this can be tedious and time consuming if there are many students. This method is very efficient and should be chosen when there is a strong preference for it. It is not the ideal way to give individual feedback and it overrides other useful behaviors in Gradebook.

Grade Calculation Methods

For each category, the grader has the option of five different calculation methods for aggregating the grade items in that category. This is one of the most powerful features offered in the Gradebook and it is also one of the most complex. LATTE's Gradebook tool is designed to satisfy the broadest range of grading approaches.

Note: In the grading methods available in Gradebook you may find familiar grading techniques you have used in other tools such as spreadsheet software. Understanding how Gradebook calculates grades will help you select the aggregation method that most closely aligns with your preferred grading practices.

Key Grading Calculation Concepts

Grade item range - Minimum and maximum points: Every grade item originates with a minimum and maximum number of points. By default LATTE sets the minimum and maximum to 0 and 100 points, respectively, for a range of 100 points. If you never change the minimum, then the range and the maximum points will always be the same value.

Category range – Minimum and maximum grade: Each category has a range of its own with a Minimum grade and Maximum grade. The category minimum is generated by adding up all the minimum points for each item (usually amounting to zero); the maximum is generated in the same way.

Note: You can easily change these end points to create a different range, but rarely will an instructor have a reason to set the minimum grade above zero.

Grade calculation in three steps: Regardless of the aggregation method you select, Gradebook uses the same three steps to calculate the category total.

Step 1 – Normalize: When points are entered for an individual grade, those points are always converted to percentage values before any aggregation method is applied. The conversion results in a number in the interval from 0 to 1 (where .75 equals 75%).

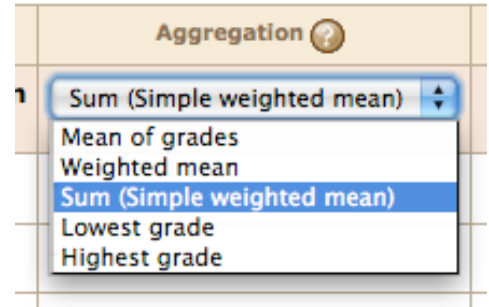
Step 2 – Aggregate: The percentage values are combined using one of the five Aggregation methods described below.

Step 3 – Apply category range: The value calculated in the aggregation step is converted to a number that falls within the category's range (between Minimum grade and Maximum grade).

Displaying of calculated grades: The value that results from Step 3 can be displayed in three ways: as real points, as a percentage or as a letter grade. This is described in more detail in a later section.

Grading Aggregation Methods

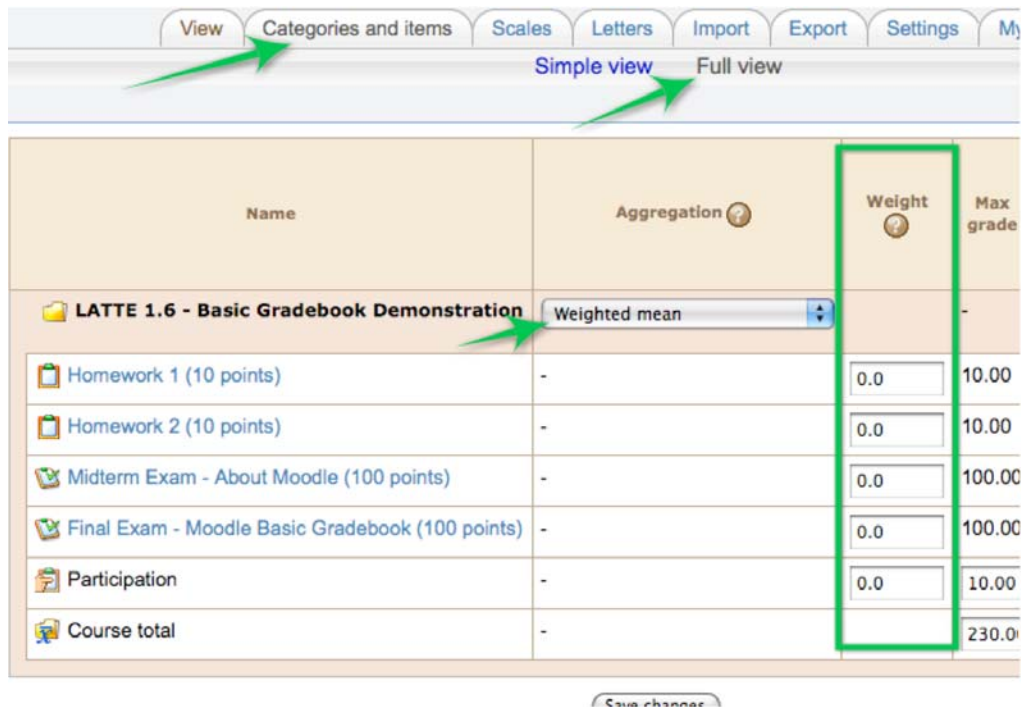
Sum (Simple weighted mean) – This is the most basic aggregation method. Adds together the normalized grade values. The “weight” of each item is the maximum number of points you give to the item. (This assumes that the grade range and the maximum grade are the same as described above.)



Mean of grades – Adds together the normalized grade values and divides by the number of items.

Two items are worth 50% each, three items are worth 33.33% each, four items are worth 25% each, five items are worth 20% each and so on.

Weighted mean – When you use this method, you need to assign a weight to each grade item, as shown below.



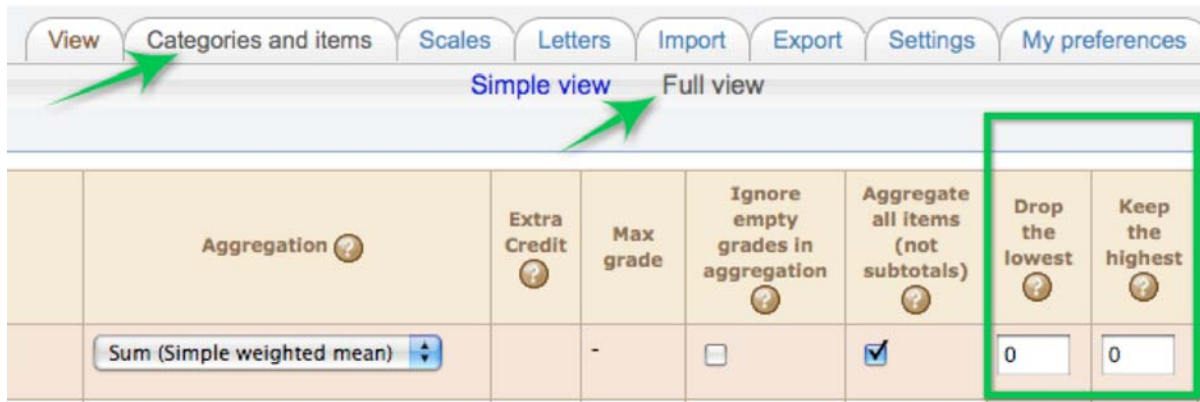
Note: Most graders prefer to represent the weights to students as percentages that add to 100%. However, the weight you give to each item can be expressed as any number.

Lowest grade / Highest grade – For each of these options, only one grade (either the lowest one or the highest one) from the set will be used for the total; the others will be ignored.

Note: This method is not the same as choosing to drop the lowest or keep the highest grade in a category.

Dropping the Lowest Grade(s) and Keeping the Highest Grade(s) in a Category

Within each category, you can drop one or more of the lowest grades and/or keep one or more of the highest grades for an individual student before calculating their total.

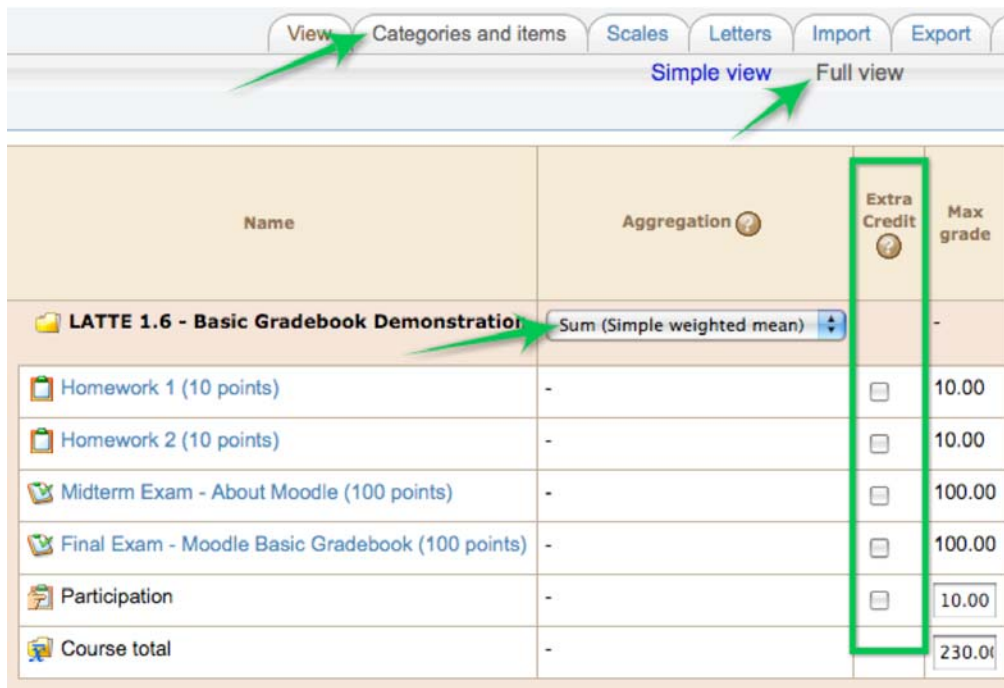


View	Categories and items	Scales	Letters	Import	Export	Settings	My preferences
Simple view		Full view					
Aggregation ?	Extra Credit ?	Max grade	Ignore empty grades in aggregation ?	Aggregate all items (not subtotals) ?	Drop the lowest ?	Keep the highest ?	
Sum (Simple weighted mean) ▾		-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	

In the Categories and Items tab, under Full view: look for the columns titled “Drop the lowest” and “Keep the highest”. In dropping the lowest grades, the remaining grade items will be calculated using the method selected under aggregation. The chosen aggregation method is applied after the items are dropped. In keeping the highest grades, you enter the number of items you want to keep for the calculation of a category total.

Adding Extra Credit

Adding extra credit to the course total or to a category simply involves creating a grade item and marking it as extra credit. This is done by checking the appropriate box in the grade item settings page or, as shown below, in the column for extra credit (*Gradebook > Categories and items tab > Full view*). The extra credit item will add to the category total, but the total will never exceed the total number of points allowed within that category.









Name	Aggregation ?	Extra Credit ?	Max grade
LATTE 1.6 - Basic Gradebook Demonstration	Sum (Simple weighted mean) ▾		-
Homework 1 (10 points)	-	<input type="checkbox"/>	10.00
Homework 2 (10 points)	-	<input type="checkbox"/>	10.00
Midterm Exam - About Moodle (100 points)	-	<input type="checkbox"/>	100.00
Final Exam - Moodle Basic Gradebook (100 points)	-	<input type="checkbox"/>	100.00
Participation	-	<input type="checkbox"/>	10.00
Course total	-		230.00

Curving Grades (Offset)

In the Gradebook, you can add a number of points to the value of all individual students' grades; this is commonly referred to as "curving a grade." The offset is applied to a grade item. The result of an offset on a particular grade will never exceed the total number of points that were assigned to grade item by the instructor.

Go to *Gradebook > Categories and items tab > Full view* where the offset can be entered from the column shown below.

Drop the lowest	Keep the highest	Multiplicator (multiply by)	Add X to every grade (offset)	Actions	Select
0	0	-	-	  	All None
-	-	1.0	0.0	  	<input type="checkbox"/>

Excluding a Grade

An instructor can exclude the grades of certain students in a graded activity. This means that a particular graded item will not be counted when calculating the maximum number of grade points possible for a student.

To exclude a grade for a student, start in the *Grader report* view and turn editing on. In the grade cell that you want to exclude, click on the edit/pencil icon. In the grade item settings, check the "Excluded" box.


Edit grade

User Mocha Latte

Item name Category total

Overridden

Final grade

 Excluded

Hidden

Hidden until Disable

Locked

Lock after Disable

Feedback

Locking a Grade

There are times when an instructor may choose to lock a set of grades to prevent further editing or accidental changes. Locking can be activated for single grades, grade items or categories (and thus, for the whole gradebook).

First, make locking available by choosing "Yes" in the "Show locks" dropdown menu under the *My preferences* tab.

After making locks shown, turn on editing in the *Grader report* and click the open lock icon in a category, a grade item, or a single grade. The icon changes to a closed lock and the affected grades cannot be edited in either the Grader report or the activity tool's grading page. To unlock the grade again: turn editing on and click the closed lock icon. The icon shows the current state.

Section IV: Displaying Grades

Choosing How Grades are Displayed

Instructors can configure LATTE's Gradebook to display calculated grades in one of many ways, including raw points, percentages, and letter grades.

In the Grader report, click the *Turn editing on* button. Next to the category name, click the edit/pencil icon. From the *Grade display type* drop-down menu, choose how you wish to display the grade. Turn editing off in order to see the grade display take effect.

You may also change the display of any grade item or category total using the *Edit Categories and items* page.

Grade display options: Grades may be displayed as actual points, as percentages, as letters, or as a combination of the two. For example, where a student earns 40 out of 50 points (and 80% is equal to a B-) you can display the grade to the students in any of these ways:

- Letter = B-
- Letter (percentage) = B- (80%)
- Letter (real) = B- (40.00)
- Percentage = 80%
- Percentage (letter) = 80% (B-)
- Percentage (real) = 80% (40.00)
- Real = 40.00
- Real (letter) = 40.00 (B-)
- Real (percentage) = 40.00 (80%)

Viewing the Grades of a Single Student

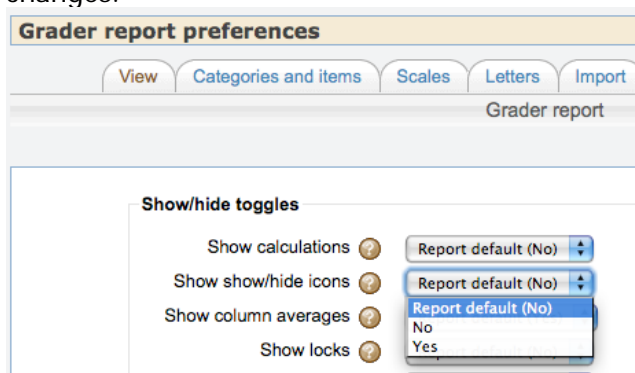
You can look at all the grades of a single student by selecting the *User grade report* from the left hand drop-down menu. Once in the *User grade report* view, the instructor can choose to view the grades of a single student by choosing the student's name from the "Select all or one user" menu on the upper right. Instructors cannot use this view to assign grades.



Releasing Grades to Students

The Gradebook makes it easy for an instructor to choose the timing for the release of grades to students. You start the release process by hiding a grade item (column of grades) before grades are entered. Then you can grade some students while awaiting submissions from other students. Once all students are graded, you show the grades to everyone with one click.

You have a full range of control over the visibility of grades and groups of grades. You can hide just the individual grade (by cell), any grade item or category total (by column). And you can hide all grades for an individual student (by row).

Hiding/releasing grades manually: To be able to manually hide and release grades change the setting to "Yes" in the Show show/hide icons in the *My preferences* tab and save your changes.



In the *Grader report*, turn on editing. You should see the eye icon  that toggles visibility on and off. Clicking the open eye will change the status to hidden  and the icon changes to a closed eye.

If you want your students to be able to see their grades, you must make sure that the Gradebook is visible at the highest level. If your students cannot see their grades at all, make sure that the eye icon just below the course's name in the Gradebook is open.



Setting Gradebook visibility in Metacourses: When you have a number of sections that are part of a metacourse (distinguishable by the -ALL at the end of the course number, e.g. CRS101B-ALL), the Gradebook visibility settings made in the metacourse will affect all of the sections.

If you wish to turn off visibility for all of the Gradebooks in all of your sections, go into the metacourse and turn the top level visibility off (click the eye under the course title in Gradebook, so that it's closed). Conversely, if you wish to turn on visibility for all of the Gradebooks in all of your sections, make sure that the top level visibility is on in the metacourse.

If you wish to make some grades or Gradebooks visible in some sections of a metacourse, but not others, turn the visibility on at the highest level in the metacourse, then turn off the visibility as needed in the sections.

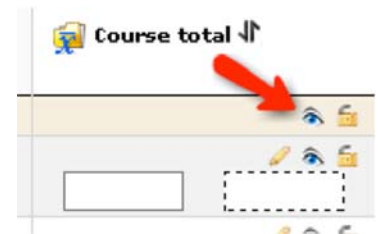
It is very important that you turn the visibility on at the highest level first, otherwise students will not be able to see anything you make visible at the section level and turning the visibility on at the metacourse level will reset all section level visibility settings to visible automatically. You will then have to go back through the sections, resetting your custom visibility settings.

Setting timed visibility: You can also set up a date and time to release the grade automatically. Click on the edit/pencil icon for the grade cell or column to see a detailed settings page and locate the *Hidden until* option, as shown.



Note: Hiding a grade item in the Gradebook does not automatically hide the corresponding activity on the course LATTE page. If you wish to hide an activity on the LATTE course page from your students, you must use the hide/show "eye" icons next to the activity.

Hiding just the Course Total from students: If you want your students to be able to see their grades on individual assignments, but not the course total, start by clicking on the eye icon directly beneath underneath the "Course total" to close / hide it.



The entire Gradebook itself will become completely hidden (to students) at this point. Click on the closed eye icon under to the Course Title to open / show it. The course totals for each student will remain hidden.

In order to reveal the course total again, click the eyeball directly under the "Course total" closed, and then click the eyeball open again. All students will now be able to see their course total.

