INSTRUCTOR: Interim Gradebook (Part 2)

Note: View “INSTRUCTOR: Interim Gradebook (Part 1)” before viewing this one.

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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 Categories

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

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

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**

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

Final category names:

- Are descriptive and concise.
- Include “Custom” when Custom Grading Method is used.
- Include the category weight:

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Grading Category Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>5' Timed Writings (Custom 50%)</td>
<td>50</td>
</tr>
<tr>
<td>DP Tests (20%)</td>
<td>20</td>
</tr>
<tr>
<td>Practice DP Tests (5%)</td>
<td>5</td>
</tr>
<tr>
<td>DP Jobs (10%)</td>
<td>10</td>
</tr>
<tr>
<td>Proofreading Checks (5%)</td>
<td>5</td>
</tr>
<tr>
<td>Skillbuilding (10%)</td>
<td>10</td>
</tr>
<tr>
<td>EXTRA CREDIT</td>
<td>0</td>
</tr>
<tr>
<td>ATTENDANCE DEDUCTIONS</td>
<td>0</td>
</tr>
</tbody>
</table>
5’ Timed Writings (Custom/50%)

- **Keystrokes Grade/Format Grade**: NA for timings--ignore.
- **Assign Exercises**: Yes (timed writings to be assigned later).
- **Exercise Calculation**:
  - **Average, Best, 2**: Automatic average of 2 best assigned timed writings based on the WPM/error specified in Configure Exercises).
  - **Always include test exercises in average**: Uncheck so timings from tests will *not* be forced into the average.

**Note**: See the movie "INSTRUCTOR: Detailed WPM Report" for an alternative way to arrive at a final grade for timed writings.
DP Tests (20%), Practice DP Tests (5%), and DP Jobs (10%)

- **Keystrokes Grade/Format Grade**: For Manual Grading Method with one grade per document, set **Keystrokes Grade** to 100% and **Format Grade** to 0%.
- **Assign Exercises**: Yes (jobs to be assigned later).
- **Exercise Calculation**:
  - **Average, All Exercises**: Automatic average of all required jobs.
  - **Always include test exercises in average**: Uncheck so jobs from tests will *not* be forced into the average.
Proofreading Checks (5%)

- **Keystrokes Grade/Format Grade**: For Manual Grading Method with one grade per document, set **Keystrokes Grade** to 100% and **Format Grade** to 0%.
- **Assign Exercises**: Yes (jobs to be assigned later).
- **Exercise Calculation**:
  - **All Exercises**: Automatic average of all required exercises.
  - **Always include test exercises in average**: Uncheck so jobs from tests will *not* be forced into the average.

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Grading Category Weight</th>
<th>Keystrokes Grade (% of Weight)</th>
<th>Format Grade (% of Weight)</th>
<th>Assign Exercises?</th>
<th>Exercise Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proofreading Checks</td>
<td>5</td>
<td>100 %</td>
<td>0 %</td>
<td>Yes</td>
<td>All Exercises</td>
</tr>
</tbody>
</table>
Skillbuilding (10%), Completion Grading Method

- In the **Completion Grading Method**, use **Configure Exercises** later to assign a **Due Date** and **Late Penalty** to each exercise in this category to incorporate an automatic late penalty.

- **Missing work** is assigned an automatic grade of F until it is submitted, and late penalties do not apply to missing work.

- The Completion Grading Method has many grading nuances—refer to the section “Skillbuilding (10%)” in “Setting Up an Interim Gradebook” for all details.
Skillbuilding, Completion Grading

- **Keystrokes Grade**: 100%
- **Format Grade**: 0%.
- **Assign Exercises**: Yes (jobs to be assigned later).
- **Exercise Calculation**:
  - **Average, All Exercises**: Automatic average of all required jobs. 
  - **Always include test exercises in average**: Uncheck so test items will *not* be forced into the average.
EXTRA CREDIT/ATTENDANCE

For “Nonbook” Categories (exercises are not assigned), name the category in all caps to visually distinguish it. Set choices as shown:

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Grading Category Weight</th>
<th>Keystrokes Grade (% of Weight)</th>
<th>Format Grade (% of Weight)</th>
<th>Assign Exercises?</th>
<th>Exercise Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXTRA CREDIT</td>
<td>0</td>
<td>100 %</td>
<td>0 %</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>ATTENDANCE DEDUCT</td>
<td>0</td>
<td>100 %</td>
<td>0 %</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Configure (Custom): 5’ Timed Writings

- **Grading Method**: Custom
- **Due Date/End Dates/Late Penalty**: Set as desired.
- **Enter minimum WPM** for each letter grade: A, 45; B, 41; C, 37; D, 33; there is no box for F.
- **Error**: 5 (allowable error limit).
- **Penalty**: 2 (WPM deduction for each error over limit).
- IGB will now automatically calculate timed writing results for the “Best 2” timed writings.
Due Date, End Date, & Late Penalty

- If you set a **Due Date** of 6/1/11, 12 a.m., for example, the item will incur an **automatic Late Penalty** of –x as specified in the **Late Penalty** column.
- If you set an **End Date**, the item will be **inaccessible from the Lessons menu after that date**.
- In this example for 60D, if the student typed 45 WPM with 5 errors, but submitted the timing after 6/8, the grade would be lowered from an A to a B.
- Gradebook settings are mirrored in the Scheduling tab.

<table>
<thead>
<tr>
<th>Exercises</th>
<th>Unat</th>
<th>5’ Ti</th>
<th>DP</th>
<th>Prac</th>
<th>DJ</th>
<th>Prod</th>
<th>Skill</th>
<th>Nonl</th>
<th>Grading Method</th>
<th>Scheduling</th>
<th>Late Penalty</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E/Min Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>60D: 5-Minute Timed Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Manual</td>
<td></td>
<td>-1 Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WPM: 5’ Timed Writings

These WPM scales and their associated letter grade have many grading implications. For details, refer to the section “Configure Exercises for 5’ Timed Writings (Custom/50%)” in “Setting Up an Interim Gradebook.”
Configure (Manual): DP Tests (20%), Practice DP Tests (5%), and DP Jobs (10%)

- **Grading Method**: Manual.
- **Due/End dates**: Set as desired.
Manual Grading & Late Penalty

- To enforce a late penalty, examine the Date column in the Portfolio and adjust manual grade accordingly.

- Due dates and Submission dates appear in the Required Exercise List with a report of the number of days late or early.

<table>
<thead>
<tr>
<th>Exercises</th>
<th>Unat</th>
<th>5’ TI</th>
<th>DP T</th>
<th>Prac</th>
<th>DP J</th>
<th>Proof</th>
<th>Skill</th>
<th>Nonl</th>
<th>Grading Method</th>
<th>Scheduling</th>
<th>Lat</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcomes Assessment 2: Correspondence Test 2-21: Business Letter in Block Style</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Manual Completion</td>
<td>Due: 8/25/2011</td>
<td></td>
<td>Graded Manually</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Manual Completion</td>
<td>End: 8/25/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Manual Completion</td>
<td>End: 8/25/2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Configure (Completion): Skillbuilding

1. Exercise Filter:
   - Lesson
   - Lesson 1
   - Skillbuilding
   - All Types

2. Exercises
   - 1C: Practice The Home-Row Keys
   - 1D: The F and J Keys
   - 1E: The D and K Keys
   - 1F: The S and L Keys
   - 1G: The A and ; Keys

3. Grading Method:
   - Manual
   - Completion
   - Custom

4. Unassigned
   - 0

5. Grading Method
   - Set

6. Batch:
   - Due: 1/10/2012

7. End:
   - 1/17/2011

8. Grade
   - Set

9. Batch:
   - -1

10. Grade
    - Graded for Completion

11. Save
    - Reset
    - Close
Required Exercises List (REL)

Use the REL to verify accuracy of final configurations:

- From GPS, Gradebook tab, select the desired section from the Section box.
- From the Reports column, click the Required Exercises List icon.
- Set the Grading Category filter to display each category.
Filter is set to verify only **DP Tests (20%)** category:

![Required Exercises List: Arlene YahooGradebook](image)

<table>
<thead>
<tr>
<th>Exercise Name</th>
<th>Grading Category</th>
<th>Format Score</th>
<th>Text Score</th>
<th>Grade</th>
<th>Due Date</th>
<th>End Date</th>
<th>Completion Date</th>
<th>Status</th>
</tr>
</thead>
</table>
REL—Export

- Click the **Export** button to export the REL as an **Excel** file.

- In **Excel**, use drop-down sort lists in **Row 1** to sort by **Grade Category** and **Exercise Name** to expedite crosschecking of entries with your own list.
Final Category Grades

- From the **Gradebook** tab, check the desired student.
- Click **Edit Selected Student Grades**.
Entering/Editing Manual Grades

- When you enter a Manual grade or override an automatic grade, that grade is automatically locked and displays a lock icon as a visual cue to students that you will not accept further attempts for that item.

- Ideally, enter Manual grades when you will not accept later submissions or attempts.

- A locked grade does not prevent you from further editing of the grade nor does it prevent further submissions from students.

- The grade can be edited without unlocking, and you can unlock the grade at any time.

- Select the desired exercise in the Portfolio; click **Update Grade**, enter the desired grade, and click **Save**.
Automatic Grades

- A locked grade that has been calculated automatically by GDP using a Completion or Custom Grading Method will not be automatically changed (either raised or lowered) by GDP even if the student submits additional attempts. This ensures that further submissions of student work will not affect the related exercise grade.

- A locked grade does not prevent you from further editing of the grade nor does it prevent further submissions from students.

- The grade can be edited without unlocking, and you can unlock the grade at any time.

- To lock an automatic grade, select the desired exercise in the Portfolio; click **Update Grade**, enter the desired grade, and click **Lock Grade**.
Reset Automatic Grades

- If you have overridden an automatic grade by entering a number manually, you can reset the grade so that IGB re-enters the automatic grade.

- Unlocking an automatic grade returns the exercise to the autograded state.

- To unlock an automatic grade, select the desired exercise in the Portfolio; click **Update Grade**, and click **Unlock Grade**.
Override Grade & Toggle Grade Inclusion

- You can override any grade anytime regardless of whether it is a Custom or Completion grade calculated automatically by IGB or whether it is a manual grade entered by you.

- You can eliminate a particular exercise from inclusion in the category grade average. Click the checkbox next to the exercise, and click the **Toggle Grade Inclusion** button at the bottom of the screen. An excluded item will be dimmed in the Portfolio.

- Repeat these steps for any dimmed exercise to again include it in the category grade.
**Nonbook Categories**

- If desired, enter numbers as a matter of record for extra credit and deduction in the **Grade** box. These numbers do not affect the **Course Grade** because **Weight** is set to 0.

- Factoring +1% and -3%, results in a net deduction from the final Course Grade of -2% for a final grade of 81.43%.

- Either override the Course Grade now or adjust your final grade when you submit grades on your campus.
Academic Dishonesty

- For tips on monitoring and preventing academic dishonesty, see the handout “Scheduling & Report Strategies For Testing & Document Processing” and these sections:
  
  ✓ “Delay Results for Tests and Proofreading Checks.”

  ✓ “Scheduling as a Testing and Document Processing Strategy (*BP).”

  ✓ “A.D.D.S. and the Student Portfolio” includes a helpful discussion about GDP’s Academic Dishonesty Deterrent System and how it flags various security violations for submitted work to help you detect possible attempts at cheating.

**Note:** This handout is password protected due to sensitive information. Visit the Getting Started page at gdpkeyboarding.com for password information.
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.