



SETTING UP AN INTERIM GRADEBOOK

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(Consult with [McGraw-Hill support](#) before attempting to set up a gradebook.)

Introduction	2
Benefits of Using a Gradebook	3
Assessment Plan	5
Configure Gradebook.....	6
Configure Scales.....	6
To create a new Grade Scale from a template:	6
To create a new Pass or Fail Grade Scale for Timed Writings assigned to Custom Grading:.....	7
Pass Grade:.....	7
Fail Grade	7
Configure Grading Categories.....	9
Create Categories and Assign Weights Based on Your Course Assessment Strategies	10
5' Timed Writings (Custom/50%).....	12
DP Tests (20%), Practice DP Tests (5%), and DP Jobs (10%)	13
Proofreading Checks (5%)	14
Skillbuilding (10%).....	15
EXTRA CREDIT and ATTENDANCE DEDUCTIONS	17
Configure Exercises	17
Configure Exercises (Custom) for 5' Timed Writings (Custom/50%)	17
Configure Exercises: WPM, E/Min Error, and Penalty WPM boxes.....	18
Configure Exercises (Manual) for DP Tests (20%), Practice DP Tests (5%), and DP Jobs (10%)	21
Configure Exercises (Manual) for Proofreading Checks (5%)	21
Configure Exercises (Completion) for Skillbuilding (10%).....	22
Crosscheck IGB's Required Exercises List Against Yours for Accuracy	23
To display the Required Exercises List (REL):	23
To export a generic REL:	24
To post a generic REL as a File Resource:	25
Identify Missing Required Exercises (pending work) via the REL	25
To display a list of pending exercises via the REL:	25
Enter Grades for Nonbook Categories: EXTRA CREDIT and ATTENDANCE DEDUCTIONS	27
Use Lock Grade and Unlock Grade for Individual Grades.....	29
Locks and Manual Grading Method.....	29
To lock a Manual grade:.....	29
To unlock and reset a Manual grade:	29
Locks and Automatic Completion and Custom Grading Methods	30
To lock an automatic grade:	30
To unlock and reset an automatic grade:	30
Use Toggle Grade Inclusion.....	30
Use Lock and Unlock Buttons for Grading Category and Course Grade.....	31
To lock a Grading Category and/or Course Grade:.....	31
To unlock a Grading Category and/or Course Grade:.....	31
Use the Portfolio and Advanced Portfolio Filters	31

Copy Gradebook	33
Troubleshoot.....	33
Configure Ten-Key Exercises	35



Note! The screen shots in this handout in some cases represent Classes and Sections in which the Interim Gradebook is enabled and in use. If you do not have a Gradebook enabled, your views and some features will vary. The enabling or disabling of Messaging, Resources, Formatting Assistant, Hide Format Scoring from Student, Score Keystroking, and Proofreading Viewer also affects the appearance of GDP screens:

Introduction

Before you begin, review the “[Interim Gradebook Guide](#)” to familiarize yourself with the gradebook concepts. Whenever you have questions as I walk you through the process of creating my gradebook, refer to the IGB for related information. In this handout, I will focus on the gradebook I set up for my own course based on the assessment categories and weights explained in the [Course Outline](#) page of the [Computer Keyboarding 1](#) course Web site. Hopefully, as you move through this process, you will see parallels for your own assessment strategies and thus be better prepared to develop a gradebook for your own course that will return the grading results you expect.

The choices I made as I set up my gradebook, in my opinion, represent the simplest, most direct approach to end up with Category Grades and Final Grades in GDP’s Interim Gradebook (IGB) that mirrored those in the [spreadsheet](#) I used to calculate grades before IGB was available. I used the list of required assignments in the course [Progress Folder](#) as I configured exercises in each grading category. Here are the fundamental guidelines and personal preferences I used to set up my gradebook:

1. I used these Grading Methods, which will be explained in more detail later:

- **Manual Grading Method:** I assign manual grades to all grading categories related to document processing including document processing tests and document processing daily work. Students can see the abbreviation **M** for Manual Grading Method work under the date in the Date column.

Note: Late penalties are not automatic in any manual grading method; therefore, I will need to incorporate such penalties when I enter a manual grade. [Nonbook categories](#) for extra credit and attendance deductions are entered manually at the end of the grading period.

- **Completion Grading Method:** I use this automatic grading method for daily work such as skillbuilding and language arts. Automatic late penalties can be specified and will be automatically incorporated by IGB in this grading method. Missing work is assigned an automatic grade of F until it is submitted, and late penalties do not apply to missing work. Students can see the abbreviation **C** for Completion work under the date in the Date column.
- **Custom Grading Method:** I use this automatic grading method to assign a grade average to the best two timed writings of the grading period. Automatic late penalties, WPM ranges, and accuracy goals for a grade of A, B, C, D, or F can be specified and will be automatically enforced by IGB. Students will see “Custom” in parentheses at the end of the Category Name for Custom Grading Method work.

2. I assign only one grade to each document processing job rather than assigning two separate grades for keystroking and formatting. To accomplish that, when I configure related Grading Categories, I assign a **100% of Weight** for the **Keystrokes Grade** and a **0% of Weight** for the **Format Grade**.
3. My category weights total 100.
4. I use a 100-Point Grade Scale in which I enter grades as a percent and IGB displays grades as the letter-grade equivalent based on breakdowns in the 100-Point Grade Scale. IGB uses this 100-Point Grade Scale to translate my manually entered numeric grades into a letter grade in the Portfolio.
5. IGB enforces automatic late work penalties only for a category that uses an automatic grading method of either Custom as used in [5' Timed Writings \(Custom/50%\)](#) or Completion as used in [Skillbuilding \(10%\)](#) . Since I use Manual grading for most of my categories, I will need to refer to the Portfolio Date column to incorporate any late penalties when I enter a manual grade.

Always remember, in the Portfolio, regardless of the grading method in use:

- You can manually override or exclude any individual assigned exercise grade from a given Grading Category for the purpose of grade averaging.

Always remember, in the Final Grading Category Grade list, regardless of the grading method in use:

- You can manually override any individual category grades.
- You can manually override the final Course grade.



Note: When you override any grade with a manual entry, that grade is locked; so it is best to override at the end of the grading period for that category after the time period to accept work in that category has ended; otherwise, subsequent attempt results won't be considered by IGB in the mathematical averages for the category grade.

Benefits of Using a Gradebook

One of the biggest benefits of using a gradebook is the new information that will become available to you and your students in the Portfolio and the Advanced Filters once your gradebook is setup. This information will make more sense to you after you read this handout, but for now, here is a list of benefits you and your students will enjoy:

- Students can see the Grading Category and the category weight (shown in parentheses at the end of the category name) for each assigned exercise and will therefore know where to best concentrate their efforts.
- In the Grade column, students can see their assigned grade and see a Lock or Unlock icon next to it to know whether their instructor will accept any additional attempts on that item.

- At the bottom of the screen, students can see the abbreviations **R** for Required work, **?** for Grade Pending, **M** for Manually Graded jobs and **C** for Completion Graded jobs so they know the status of submitted work at all times.

Annotation (points to 'A' icon)

Required (points to 'R' icon)

Manual (points to 'M' icon)

Completion (points to 'C' icon)

Add "Custom" to Grading Category name as descriptor. (points to '5' Timed Writings (Custom/50%)')

Add Grading Category weight as descriptor. (points to 'Grading Category: Skillbuilding (10%)')

Override/Locked (points to 'B+' grade with a lock icon)

Date	Lesson	Title	Total Time	Goal	Score	Grade
02/10/2011 1:40 PM	AR	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50%)	10:00	40 wpm/5/5e		B
02/05/2011 3:56 PM	ARM	Correspondence 65-63: Follow-Up Letter in Block Style Grading Category: Proofreading Checks (5%)	19:37			C
02/03/2011 9:28 PM	ARC	Warmup Grading Category: Skillbuilding (10%)	01:54			A
02/03/2011 8:45 PM	AR	58C 5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50%)	10:00	40 wpm/5/5e		A
02/02/2011 2:40 PM	RC	59A Warmup Grading Category: Skillbuilding (10%)	00:43			A
02/02/2011 2:39 PM	RC	58A Warmup Grading Category: Skillbuilding (10%)	00:46			A
02/02/2011 2:38 PM	RM?	28 Correspondence 65-63: Follow-Up Letter in Block Style Grading Category: Proofreading Checks (5%)	02:38			?
02/02/2011 2:26 PM	RM?	26 Correspondence 26-5: Business Letter in Block Style Grading Category: DP Jobs (10%)	00:46			?
02/02/2011 2:23 PM	ARM?	25 Correspondence 25-2: E-Mail Message Grading Category: Practice DP Tests (5%)	00:31			?
02/02/2011 2:21 PM	ARM	Report Test 2-12: Academic Report Grading Category: DP Tests (20%)	00:54			B
02/02/2011		Correspondence Test 2-21: Business Letter in Block Style	04:17			A

A Annotation R Required ? Grade Pending M Manual Grading C Completion Grading ✓ Used in Grading
 Overridden/Locked Grade A.D.D.S. Warning

GDP Total Time: 61.05:56:58

Update Grade Toggle Grade Inclusion View Scale Export Print

- Students can see a ✓ check designating the best attempt used for grading purposes when they use the Expand arrow to see a complete listing of multiple attempts for any exercise.

Date	Lesson	Title	Total Time	Goal	Score	Grade
02/10/2011 1:40 PM	AR	56C 5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50%)	10:00	40 wpm/5/5e		B

Attempt	WPM	Errors	Time Spent	Last Modified	Details
✓ Attempt #2	41	3	05:00	02/10/2011 1:40 PM	Details
Attempt #1	33	0	05:00	02/02/2011 1:39 PM A	Details

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

- If students point to **Course Grade**, they can see a Screen Tip with all the Grading Categories and the final Category Grade on any categories that have been locked down by their instructor, such as 5' Timed Writings in this example.

Course Grade: N/A Filter: Lesson 5-

Date	Lesson	Title	Total Time	Goal	Score	Grade
02/10/2011 1:40 PM	AR	5' Timed Writings (Custom/50%)				B+ (Locked)
02/05/2011 3:56 PM	ARM	DP Tests (20%): N/A				N/A
02/03/2011 8:45 PM	ARC	Practice DP Tests (5%): N/A				N/A
		DP Jobs (10%): N/A				N/A
		Proofreading Checks (5%): N/A				N/A
		Skillbuilding (10%): N/A				N/A
		EXTRA CREDIT: N/A				N/A
		ATTENDANCE DEDUCTIONS: N/A				N/A

- Students and instructors can use these Advanced Filters to filter for required exercises, locked exercises, exercises requiring a manual grade, exercises pending a manual grade, and exercises with completion grading.



Tip: You will have access to a [Required Exercises List](#) that you can display and export to an Excel file, which you could assign as a File resource. Click [here](#) for details.

Filter Student Portfolio

Exercise Category

- ☒ Select All
- ☒ Document Processing
- ☒ Language Arts
- ☒ MAP+
- ☒ Skillbuilding
- ☒ Timed Writing
- ☒ Objective Test
- ☒ Proficiency Test

Exercise Type

- ☒ 12-Second Speed Sprints
- ☒ Alpha/Number/Symbol Practice
- ☒ Composing
- ☒ Correspondence
- ☒ Form
- ☒ Formatting Instructions
- ☒ Language Arts Rules
- ☒ MAP+ Numbers

Specify a comma-separated list of ranges, like this: 1-10, 15-20, 30-32

Lesson Range **Test Range**

Start Date **End Date**

01/01/2010 12/23/2012

TW Duration

☐ Annotated only ☒ 1' ☒ 2' ☒ 3' ☒ 5'

Include...

- ☒ all exercises
- ☐ required exercises
- ☐ locked exercises
- ☐ exercises requiring manual grade
- ☐ exercises pending manual grade
- ☐ exercises with completion grading

Assessment 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. The assessment strategies below for Computer Keyboarding 1 are the basis for my 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.

<input checked="" type="checkbox"/> A = 45+ WPM	<input checked="" type="checkbox"/> D = 33-36
<input checked="" type="checkbox"/> B = 41-44	<input checked="" type="checkbox"/> F = 32 or below
<input checked="" type="checkbox"/> C = 37-40	

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.

Configure Gradebook

1. Enable the Gradebook Feature. Refer to “Enabling the Gradebook” on page 5 of the [“Interim Gradebook Guide.”](#)
2. If desired, create a gradebook that will serve as a template you can use for multiple classes. Refer to “I would like to create a gradebook configuration that I can use for multiple classes.” on page 34 of the [“Interim Gradebook Guide.”](#) Basically, you will create a Class with one Section to serve as gradebook template to store your gradebook configuration. Then you will copy that Class and its Section (you must check **Copy Sections, as the Section holds the gradebook**) and reuse the embedded gradebook by editing it to reflect the assessment specifications for the new Class. Refer to the [Managing Classes & Class Preferences in Course Manager](#), [PDF], Section “Copy or Create New Classes in Advance of a New School Term” for details on copying a Class and its Sections. You could also wait until your gradebook is completely finished it and you have tested it in a school term before copying. Now you’re ready to configure your gradebook.



Configure Scales

1. From **GPS, Gradebook** tab, select the desired Section from the **Section** box.
2. From the **Select Scales** drop-down list, click **100-Point Scale** and review it; then click **4-Point Scale**, and review it. I chose to use the default 100-Point Scale.



Note: The scale you choose here 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 98, GDP displays the letter grade in the Grade column. Two manual grades of 95 and 85 average as 90 and display as an A-.

100-Point Scale

Configure Scales		
Select Scale	100-Point Scale	New Delete
100-Point Scale		
Label	Min	Max
A+	97	100
A	93	96
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62
F	0	59
This scale is not editable.		

4-Point Scale

Configure Scales		
Select Scale	4-Point Scale	New Delete
4-Point Scale		
Label	Min	Max
A+	3.95	4
A	3.65	3.94
A-	3.45	3.64
B+	3.15	3.44
B	2.75	3.14
B-	2.45	2.74
C+	2.15	2.44
C	1.75	2.14
C-	1.45	1.74
D+	1.15	1.44
D	0.85	1.14
D-	0.75	0.84
F	0	0.74
This scale is not editable.		

3. Decide if either scale suits your needs. If you like one of the scales but prefer to change the Labels and/or the associated numeric values, create a new custom scale.

To create a new Grade Scale from a template:

1. From **GPS, Gradebook** tab, select the desired Section from the **Section** box.
2. Click **New** to create a new custom scale using either scale as a starting template.

3. Edit the **Labels** (A+, A, and so forth) and the **Min.** and **Max.** values as desired.

Note: See “Configuring a Gradebook” on pages 8-12 of the “[Interim Gradebook Guide](#)” for more detailed steps and options.) After you create, name, and save your new custom scale, it will be available for use in the drop-down list of Grade Scales in Configure Categories.

To create a new Pass or Fail Grade Scale for Timed Writings assigned to Custom Grading:

The following information is a very specific example used to illustrate basic concepts related to a Pass/Fail Grade Scale used in conjunction with the Custom Grading Method for a Timed Writing Category. In this specific example, the Timed Writing exercise in Lesson 17 has been assigned to the Custom Grading Method in which the default wpm and error limits are in effect. Default wpm and error limits correspond to the lesson goals for a given lesson—in this example, Lesson 17 is set by default for a minimum speed of 25 wpm and a maximum error limit of 5e. A custom -1 Penalty Deduction was set for each error over 5.

The screenshot shows the 'Configure Exercises' window. On the left, under 'Exercise Filter', 'Lesson 17' and 'Timed Writing' are selected. In the center, 'Timed Writings' is selected under 'Unassigned' categories. On the right, 'Batch' is set to 'Manual' and 'Custom'. Below, the 'Grading Method' is set to 'Custom'. The 'Scheduling' section shows 'Due: 8/19/2022' and 'End: 8/19/2022'. The 'Late Penalty' is set to '-0'. The bottom table shows grade values for W/DPM and Error W/DPM.

Exercise	Unassigned	Timed Writings	Ten-Key	Nonbook Categories	Grading Method	Scheduling	Late Penalty	A	B	C	D	E/Min	Penalty
17H: 2-Minute Timed Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual <input type="radio"/> Completion <input checked="" type="radio"/> Custom	Due: 8/19/2022 End: 8/19/2022	-0 Grade	30	28	25	23	5	1

The Grade Values below were used.

The screenshot shows the 'Configure Grading Categories' window. The 'Grade Scale' is set to 'Pass Fail'. The 'Grade Display Type' is set to 'Grade Scale'. The 'Grade Values' are: A: 95.00, B: 85.00, C: 75.00, D: 65.00, F: 50.00.

Pass Grade:

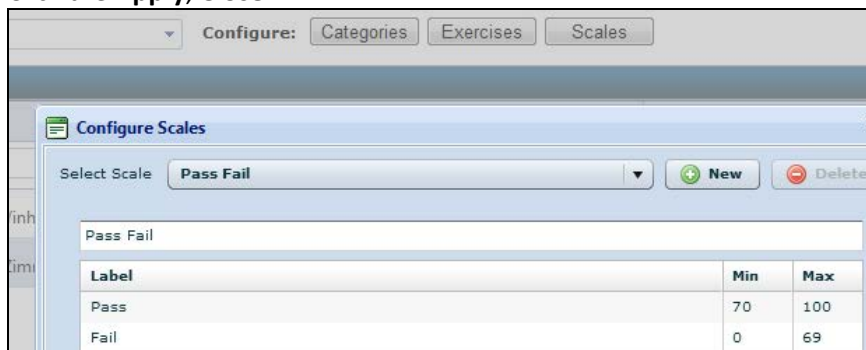
- The student will be assigned a Pass for 25wpm (or higher) and 5e (or fewer) or 26 wpm/6e (which is a net speed of 25wpm), for example.
- An exercise Minimum and Maximum grade range value of 70% to 100% is automatically assigned when a Pass is earned. If a student typed 25wpm/5e, that timing would be averaged in as a C with a Grade Value of 75% for a Pass—see the [Configure Scales illustration](#).

Fail Grade

- The student will be assigned a Fail for 25wpm/6e (or more), for example, or 26wpm with 7e or more, for example.
- An exercises Maximum and Minimum grade range value of 69% to 0% is automatically assigned when a Fail is earned. If a student typed 25wpm/7e, that timing would be averaged in as an F with a Grade Value of 50% for a Fail—see the [Configure Scales illustration](#).

Follow these steps for this specific example **to create a Pass Fail Grade Scale:**

1. Click **GPS, Gradebook** tab, **Scales** button.
2. From the **Configure Scales** window, click the **New** button; from the **Create New Scale** dialog box, next to **Create from**, click the **Scratch** option.
3. In the **Scale Name** box, type the desired scale name (for this example, type **Pass Fail**; click **Create**.
4. From the **Configure Scales** window, click the **Add** button.
5. Under the **Label** column heading, click **New Range** to select the typed characters; type **Pass** to rename this label.
6. Under the **Min** column heading, click **0** to select it; type **70** to change the **Min** value—click outside the box to accept the change.
7. Under the **Max** column heading, the default value of **100** is correct for this example.
8. Click the **Add** button again; under the **Label** column heading, click **New Range** to select the typed characters; type **Fail** to rename this label.
9. Under the **Min** column heading, the default value of **0** is correct.
10. Under the **Max** column heading, click **100** to select it; type **69** to change the **Max** value—click outside the box to accept the change.
11. Click the **Apply, Close**.



Example of the effect of the **1 WPM Penalty**:

Date	Lesson	Title	Total Time	Goal	Score	Grade
08/31/2012 10:33 PM	24D	3-Minute Timed Writing Grading Category: Timed Writings	03:00	29 wpm/3'5e		Pass

Attempt	WPM	Errors	Time Spent	Last Modified
Attempt #1	31	7	03:00	

31 wpm - 2 wpm = 29 wpm

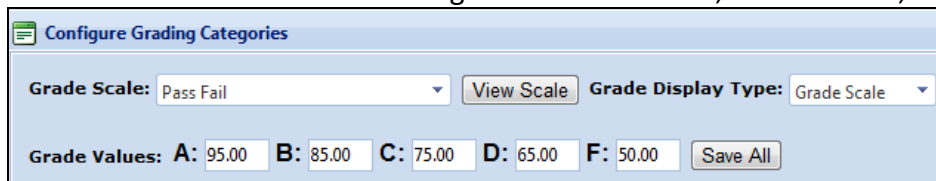
The 5e limit was exceeded by 2, but this timing still receives a Pass because of the WPM -1 Penalty deduction option was applied.

For each error over the 5e limit, 1 wpm is deducted from the speed. So 31 wpm with 7e is over the 5e limit by 2 resulting in a -2 deduction from WPM for a net speed of 29 wpm, which meets the lesson goal of 29 wpm.

Exercise Filter:	Unassigned	Timed Writings	Ten-Key	Nonbook Categories	Batch:	Due:	End:	Batch:	Due:	End:	Batch:	Due:	End:	Late Penalty	A	B	C	D	E/Min	Penalty
Lesson					Manual	8/31/2013	8/31/2013	-0												
Lesson 24					Completion															
Timed Writing					Custom															
All Types																				
Exercises																				
24D: 3-Minute Timed Writing					Manual	9/21/2020	9/21/2020	-0							WPM	35	32	29	26	5
					Completion										Error					1
					Custom										WPM					

Follow these steps for this specific example **to assign the Pass Fail Grade Scale**:

1. Click **GPS, Gradebook** tab, **Categories** button.
2. From the **Grade Scale** box, click the newly created **Pass Fail** scale.
3. From the **Grade Display Type** box, click **Grade Scale**.
4. Set the **Grade Values** to the setting values shown here; click **Save All, Close**.



Follow the steps in [Configure Exercises: WPM, E/Min Error, and Penalty WPM boxes](#) changing the WPM, E/Min Error, and Penalty WPM boxes as applicable and desired **to configure Timed Writing exercises**.

Configure Grading Categories

1. From the **GPS Gradebook** tab, click **Categories**.
2. Click the list arrow next to the **Grade Scale** box, and click the desired scale—either [100-Point Scale](#), [4-Point Scale](#), or a new custom scale you created. The scale you choose has these effects:
 - a. When you manually enter or override grades, you will use the numeric point values in the selected the scale; for example, use either 97-100 or 3.95-4.0 to assign an A+.
 - b. GDP averages the numeric values to arrive at the appropriate letter grade category or course grades.
 - c. The grade is displayed as a letter if you elect to display grades as letter grades, as explained in step 3. For example, if you chose the 100-Point Scale and wanted to enter a manual grade to be displayed as A+, you could enter 97, 98, 99, or 100 for a more mathematically precise grade; if you chose the 4-point scale, you could enter any number in the range of 3.95 to 4.0.
3. Click the list arrow next to the **Grade Display Type** box, and select **Percent**, **Numeric**, **Grade Scale**, or **Ratio**; this is a cosmetic choice that determines how your grades will be displayed in the **Grade** column of the **Portfolio** and in other places in the gradebook.



Note: Grades are always entered as a numeric value and averaged as a numeric value and displayed as a numeric value in the Update Grade boxes for Keystroking (when applicable), Format (when applicable), and Exercise and in the Score column (when applicable). From this point forward, keep in mind that the [100-Point Scales](#) and its default values for the various letter grades I chose in Configure Categories will be the grading scale for my gradebook.

- a. **Percent:** If I enter a manual grade of 95 or IGB assigns an automatic grade of 95, it displays in the Grade column as 95%.
- b. **Numeric:** If I enter a manual grade of 95 or IGB assigns an automatic grade of 95, it displays in the Grade column as 95 without the percent sign.
- c. **Grade Scale:** If I enter a manual grade of 95 or IGB assigns an automatic grade of 95, it displays in the Grade column as an A. (**Grade Scale** is the Grade Display Type of choice in my IGB.)

d. **Ratio:** If I enter a manual grade as 95 or IGB assigns an automatic grade of 95, it displays in the Grade column as 95/100.

4. In each **Grade Values** box for **A, B, C, D,** and **F**, enter the desired values; click **Save All** to save all configurations—clicking **Save All** is a very important step, so remember to take it!



Note: These default Grade Values were carefully chosen as the median value for the grade range, except for the F, which is set to average in as 50%. If you change the F value to 0%, for example, keep in mind that assigning the F a value of 0% will grossly outweigh other grades when the grades are averaged and skew the student's score downwards. The values for the 4-point scale have been determined in the same manner. **If you decide to change these values and you wish to be consistent with the chosen Grade Scale, you must create a new custom scale.**



Note: These five grade values for A, B, C, D, and F (without plus or minus breakdowns) are used by IGB to assign automatic grades for Custom or Completion grading methods. The default numeric grade values in each box are the median value for the letter grade based on the 100-Point Scale with the exception of the F value. Using an F value of 50 rather than some number from 0-59 assures that grades will average without downwardly skewing any F grades. In my gradebook, only the categories of **5' Timed Writings (Custom/50%)** and **Skillbuilding (10%)** have been configured for automatic grading. From this point forward, these Configure Categories settings are in effect for my IGB:

Grade Scale:	100-Point Scale	View Scale	Grade Display Type:	Grade Scale		
Grade Values:	A: 95.00	B: 85.00	C: 75.00	D: 65.00	F: 50.00	Save All

Create Categories and Assign Weights Based on Your Course Assessment Strategies

Next, I will name each category and assign weights based on my course outline specifications. You should also have your course outline handy with all your assessment strategies spelled out so that you can more easily draw parallels between my IGB and the one you envision for your own course.

Try to decide in advance which Grading Method ([Manual](#), [Completion](#), or [Custom](#)) you will use for each category. Review my choices carefully so you will understand why I made them.

50% 5-Minute Timed Writing, 5-Error Limit, by Touch:	
■	A = 45+ wpm
■	B = 41-44
■	C = 37-40
■	D = 33-36
■	F = 32 or below
20%	Document Processing Tests
5%	Practice Document Processing Tests
10%	Document Processing Jobs
5%	Proofreading Checks
10%	Skillbuilding
Up to +10% Extra Credit: extra Proofreading Checks , documents, and skillbuilding	
Up to -10% Attendance Deductions	

Here are the naming conventions I followed as I assigned names to each Grading Category:

- I kept category names concise, but descriptive.
- I included the Grading Method in use and its weight in parentheses at the end of each Category Name. Identifying the weight will help students know where best to concentrate their efforts. Identifying the Grading Method will help me remember the following:

- a) For my automatic Completion and Custom categories, IGB will take over and assign grades, including incorporating any late penalties I might have configured using these numeric grade values, and will then display the corresponding letter grade. I'm losing some granularity in grading values by using an automatic method of grading:

Grade Values:	A: 95.00	B: 85.00	C: 75.00	D: 65.00	F: 50.00
----------------------	-----------------	-----------------	-----------------	-----------------	-----------------

- b) For my Manual categories, which include everything else, I can enter a grade using any number I like for a much more precise (granular) grade assignment. If I wish to penalize for late work, I must consult a list of due dates and compare it to the Date recorded in the Date column of the Portfolio. These numeric grades and their corresponding letter values are based on the 100-Point Scale I chose earlier.















Configure Scales		
Select Scale	100-Point Scale	New Delete
100-Point Scale		
Label	Min	Max
A+	97	100
A	93	96
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62
F	0	59
This scale is not editable.		

Here is a list of my Grading Category names:

- **Custom Grading Method: 5' Timed Writings (Custom/50%)** tells me that for this category, IGB will be assigning automatic grades based upon Custom configurations for timed writings I will set when I configure Exercises later. Once I configure the timed writings, no further action will be necessary on my part in terms of assigning grades for timed writings unless I choose to manually override any automatic grade. I chose not to build in any automatic late penalties.
- **Manual Grading Method: DP Tests (20%), Practice DP Tests (5%), DP Jobs (10%), and Proofreading Checks (5%)** reminds me that for each of these categories, I will need to enter one manual grade for each document I include in this category when I use Configure Exercises later. I must manually incorporate any late penalties I might wish to enforce. Students can see the abbreviation **M** for Manual Grading Method work under the date in the Date column.
- **Completion Grading Method: Skillbuilding (10%)** tells me that for all assigned skillbuilding, IGB will calculate automatic grades based upon skillbuilding routines I will designate as part of this category when I configure Exercises later. I have built in automatic late penalties. Missing work is assigned an automatic grade of F until it is submitted, and late penalties do not apply to missing work. Students can see the abbreviation **C** for Completion work under the date in the Date column.
- **Nonbook Categories: EXTRA CREDIT and ATTENDANCE DEDUCTIONS** are typed in all caps and are weighted as 0, which tells me these are categories that do *not* have specific skillbuilding

routines or document processing jobs assigned to them. I know that I will enter grades for these categories manually at the end of the semester.

Here's how I set up and named each of my 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
<div>Remember, in order for my assessment strategy to return the desired results, my Grading Category Weights must total 100 exactly.</div>						
8 Columns Selected		Total: 100				
Close	Note: The total grading category weight does not need to equal 100.					

5' Timed Writings (Custom/50%)

- I named my first category 5' Timed Writings (Custom/50%), and I set the Grading Category Weight at 50 to mirror my course outline. (I followed these same conventions as I named and assigned weights to all the other categories.)
- Because a format grade does not apply to timed writings or skillbuilding of any type, you can ignore these settings.
- I checked **Yes** to **Assign Exercises**, which means that I will assign selected timed writings from the textbook to this category when I configure exercises.
- Under **Exercise Calculation, Average**, I set **Best 2** so that IGB's **Custom** grading method will automatically average the grades for the 2 best assigned timed writings (based on the WPM/error configurations specified in [Configure Exercises](#) later) to set the Category grade.
- I unchecked **Always include test exercises in average** so that only the "Best 2" timed writings will be included in the calculation of the 5' Timed Writings (Custom/50%) category average. Outcomes Assessment timed writings will be included in the average only if they are among the "Best 2" timed writings assigned for this category.



Note: If you check **Always include test exercises in average**, GDP will include test exercises assigned to this category in the average even if they are *not* among the “Best 2.” If **All Exercises** is chosen, this box is not applicable.

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
5' Timed Writings (Cus	50	100 %	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	Average: <input type="radio"/> All Exercises <input checked="" type="radio"/> Best 2 <input type="checkbox"/> Always include test exercises in average.

Uncheck

See [Configure Exercises: WPM, E/Min Error, and Penalty WPM boxes](#) for steps to use Configure Exercises to configure each assigned timed writing:

The screenshot shows the 'Configure Exercises' window. On the left, the 'Exercise Filter' is set to 'Lesson 58' and 'Timed Writing'. The 'Exercises' list shows '58C: 5-Minute Timed Writing' selected. The 'Batch' section shows 'Manual' as the grading method. The 'Scheduling' section shows 'Due: 8/25/2011' and 'End: 8/25/2011'. The 'Late Penalty' section shows 'Grade: -0'. The 'Exercise Calculation' section shows 'Average: Best 2' and 'Always include test exercises in average' checked. The 'WPM' and 'Error WPM' boxes are highlighted, showing 'WPM: 45 41 37 33' and 'Error WPM: 5 2'.

DP Tests (20%), Practice DP Tests (5%), and DP Jobs (10%)

- I named my next category **DP Tests (20%)**, and I set the Grading Category Weight at 20 to mirror my course outline. (I followed these same conventions as I named and assigned weights to **Practice DP Tests (5%)**, and **DP Jobs (10%)**).
- Because I am electing the **Manual Grading Method** and will be assigning only one grade per document, I set **Keystrokes Grade** to **100%** and **Format Grade** to **0%**.
- I checked **Yes** to **Assign Exercises**, which means that I will assign selected jobs from the textbook to this category when I configure exercises.
- Under **Exercise Calculation, Average**, I checked **All Exercises** so that all required jobs will be averaged

- I unchecked [Always include test exercises in average](#) so that only the required jobs in this category will be averaged.

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
DP Tests (20%)	20	100 %	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	Average: <input checked="" type="radio"/> All Exercises <input type="radio"/> Best 4 <input type="checkbox"/> Always include test exercises in average.

Uncheck

Proofreading Checks (5%)

I chose to use the Manual Grading Method for the five documents I assigned as [Proofreading Checks](#). In my course's assessment strategy, a successful Proofreading Check is defined as a document in which the student's work is scored with **0 Keystroking Errors** on a **Started** Attempt, which means the student began the job from a blank screen with no Scoring Results to refer to while proofreading the job.

In my scenario, I manually assign 100% (a grade of A+) to any successful Proofreading Check.

Date	Lesson	Title	Total Time	Goal	Score	Grade
02/05/2011 3:56 PM ARM	65	Correspondence 65-63: Follow-Up Letter in Block Sty Grading Category: Proofreading Checks (5%)	19:37			A+
Attempt	Keystroking E	Formatting AI	Attempt Origin	Time Spent	Last Modified	
Attempt #3	0	0	Started	09:56	02/05/2011 3:56 PM A	

In my scenario, I manually assign 0% (a grade of F) to any unsuccessful Proofreading Check.

Date	Lesson	Title	Total Time	Goal	Score	Grade
02/02/2011 2:38 PM RM	28	Correspondence 28-10: Envelope Grading Category: Proofreading Checks (5%)	02:38			F
Attempt	Keystroking E	Formatting AI	Attempt Origin	Time Spent	Last Modified	
Attempt #1	2	0	Started	02:38	02/02/2011 2:38 PM	

Although this attempt has 0 Keystroking Errors, it is an Edited attempt, which means the student had access to a Scoring Results window, which disqualifies it as a successful Proofreading Check.

Date	Lesson	Title	Total Time	Goal	Score	Grade
02/02/2011 2:38 PM RM	28	Correspondence 28-10: Envelope Grading Category: Proofreading Checks (Manual/5)	02:38			F
Attempt	Keystroking E	Formatting AI	Attempt Origin	Time Spent	Last Modified	
Attempt #3	0	0	Edited	04:57	01/16/2012 9:28 AM	
Attempt #2	2	0	Edited	03:51	01/16/2012 9:26 AM	
Attempt #1	2	0	Started	02:38	02/02/2011 2:38 PM	

- I named my category **Proofreading Checks (5%)**.
- I set the Grading Category Weight at 5 to mirror my course outline. I deliberately weighted this category at exactly 5% and assigned exactly 5 documents. This weighting combined with the exact number of corresponding documents and entering a manual grade of 100% for a

successful attempt and 0% for an unsuccessful attempt results in a 1% increase in the final Course Grade for each successful Proofreading Check and a 1% decrease in the final Course Grade for each unsuccessful Proofreading Check.

- I set **Keystrokes Grade** to **100%** and **Format Grade** to **0%**
- I checked **Yes** to **Assign Exercises**, which means that I will assign selected jobs from the textbook to this category when I configure exercises.
- Under **Exercise Calculation**, **Average**, I checked **All Exercises** so that all required jobs will be averaged
- I unchecked [Always include test exercises in average](#) so that only the required jobs in this category will be averaged.

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
Proofreading Checks (F)	5	100 %	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	Average: <input checked="" type="radio"/> All Exercises <input type="radio"/> Best 4 <input type="checkbox"/> Always include test exercises in average.

Uncheck

Skillbuilding (10%)

I chose to use the [Completion Grading Method](#) for all skillbuilding that will be assigned as daily work. In the Completion Grading Method, in Configure Exercises, I will configure a Due Date for each exercise so I can 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, and requires some detailed explanation before you can truly understand all its implications.



Note: If you include any “read only” exercises (no keystroking required) such as Lesson 1A and 1B or Lesson 25-E, Basic Parts of an E-Mail Message (formatting information only), such items are marked as complete only when students have viewed the screen for 5 or more seconds and then click Next. If the student clicks Next without waiting at least 5 seconds, the exercise will not be marked as complete.

- ✓ When students complete an exercise in this category on or before the Due Date assigned in Configure Exercises, that exercise will be automatically assigned a grade of A. The numeric Grade Value of that A is set by the A value in use in the Configure Grading Categories screen. In my scenario, an A corresponds to a numeric value of 95%. If I have designated a Late Penalty of *-1 Grade*, for example, and the exercise is completed *after* the Due Date, the automatic grade assigned will be 85% (95% minus a 10% late penalty). I can set a late penalty in the range of *-1 Grade* to *-9 Grade*.
- ✓ An F is automatically assigned and averaged into the Category Grade from day one to each exercise that uses a Completion Grading Method. The grade changes from an F to an A only when the exercise is completed. The Due Date is not applicable for any exercise that is not completed—no late penalty would be enforced. The numeric Grade Value of that F is determined by the F value in

use in the [Configure Grading Categories screen](#). In my scenario, an F has a numeric value of 50%. Click [here](#) for a detailed explanation of default Grade Values.

- So if, for example, I had two exercises assigned and one was completed on time and the other was never completed, IGB would average an A (95% in my scenario) and an F (50% in my scenario) for an average category grade of C- (72.5% in my scenario).

100-Point Scale		
Label	Min	Max
C-	70	72

- If, for example, I had two exercises assigned and one was completed late with a Late Penalty of -1 Grade, and the other was never completed, IGB would average a B (85% in my scenario) and an F (50% in my scenario—late penalties do not apply to work that was never completed) for an average category grade of D+ (67.5% in my scenario).

100-Point Scale		
Label	Min	Max
D+	67	69

- ✓ Exercises that are assigned to this Skillbuilding (10%) category that are never completed can be found only in the Required Exercises list. This list includes a Status column that displays the number of days late or early for these exercises and their assigned grade. If you wish to override individual automatic grades for exercises that have been completed, you can do so in the Portfolio by entering a manual grade. You *cannot* override individual grades for exercises that have never been completed because they do not appear in the Portfolio. You can only override the Grading Category Grade in the Final Grading Category Grades screen.
- I named my category **Skillbuilding (10%)**, and I set the Grading Category Weight at 10 to mirror my course outline.
- Because I am electing the **Completion Grading Method** and will be assigning only one grade per document, I set **Keystrokes Grade** to **100%** and **Format Grade** to **0%**
- I checked **Yes** to **Assign Exercises**, which means that I will assign selected jobs from the textbook to this category when I configure exercises.
- Under **Exercise Calculation, Average**, I checked **All Exercises** so that all required jobs will be averaged
- I unchecked [Always include test exercises in average](#) so that only the required jobs in this category will be averaged.

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
Skillbuilding (10%)	10	100 %	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	Average: <input checked="" type="radio"/> All Exercises <input type="radio"/> Best 4 <input type="checkbox"/> Always include test exercises in average.

Uncheck

Later, I will explain these Late Penalty settings as I use [Configure Exercises to configure each assigned skillbuilding exercise](#) for completion. In this exercise, I chose an automatic **Late Penalty** of **-1 Grade**:

The screenshot shows the 'Configure Exercises' window. On the left, under 'Exercise Filter', 'Lesson 59' is selected. The 'Exercises' list shows '59A: Warmup' selected. The 'Grading Method' is set to 'Completion'. The 'Batch' section shows 'Due: 1/26/2012' and 'End: 1/26/2012'. The 'Late Penalty' is set to '-1 Grade', which is highlighted with a red box. The 'Batch' section also shows 'Batch: -0 Grade' and 'Set' buttons.

EXTRA CREDIT and ATTENDANCE DEDUCTIONS

Because the final two Grading Categories, EXTRA CREDIT and ATTENDANCE DEDUCTIONS are “Nonbook” Categories in which exercises are not assigned, it is necessary only to name the categories (I use all caps to visually distinguish these non-exercise categories) and configure them with a Grading Category Weight of 0 and Assign Exercises as No. Because no exercises are assigned, the crossed-out areas can be ignored.

The screenshot shows the 'Configure Exercises' window with two rows: 'EXTRA CREDIT' and 'ATTENDANCE DEDUCTIONS'. Both rows have a 'Grading Category Weight' of 0, 'Keystrokes Grade (% of Weight)' of 100%, and 'Format Grade (% of Weight)' of 0%. The 'Assign Exercises?' column has 'No' selected for both. The 'Exercise Calculation' column is crossed out with a red X. The 'Averager' section shows 'All Exercises' selected and 'Best 4' set. The 'Always include test exercises in average' checkbox is checked.

Configure Exercises

I have already described how I configured exercises in some of the Grading Categories. Now I will give some specific examples for each Grading Category. If you have a list of required exercises, such as the [Progress Folder](#) I have posted on the [Assignments](#) page of the [Computer Keyboarding 1](#) Web site, this would be a good time to have it available. You can use it as a checklist as you decide how you want to configure all required work in your own course. You should also have your course outline breakdown for timed writing WPM ranges and your specific grading policies handy.

Configure Exercises (Custom) for 5' Timed Writings (Custom/50%)

In my scenario, my first grading policy “The best two timed writings are averaged to determine your speed.” is enforced automatically via the **Best 2** setting below when I set up my Grading Categories.



Best 2 grades for timed writings: The “Best 2” grades that are used are based on the A, B, C, etc., associated with a specific WPM for a specific timed writing. In my IGB, I’m setting the same WPM scale on all the timed writings in this category. If you are setting lower timed writing WPM speeds for the timed writings in earlier lessons, understand that IGB averages the “Best 2” grades, not the best WPM! I unchecked [Always include test exercises in average](#) to be sure that only the “Best 2” timed writings are included.

Grading Category	Grading Category Weight	Keystrokes Grade (% of Weight)	Format Grade (% of Weight)	Assign Exercises?	Exercise Calculation
5' Timed Writings (Cus	50	100 %	0 %	<input checked="" type="radio"/> Yes <input type="radio"/> No	Average: <input type="radio"/> All Exercises <input checked="" type="radio"/> Best 2 <input type="checkbox"/> Always include test exercises in average.

Uncheck

I chose not to assign late penalties to this category, so I will not set any as I configure exercises in this category. To set the WPM numbers in the A, B, C, and D boxes, I must refer to the breakdowns specified in my grading policies.

- ✓ I entered the minimum wpm for each letter grade: A, 45; B, 41; C, 37; D, 33; there is no box for F—anything below a D, 32 or below, will return an F.
- ✓ I entered **5** in the Error box since that is the maximum allowable limit for errors.
- ✓ I entered 2 in the Penalty WPM box to mirror my grading policy: “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. For example, if your speed was 40 and your errors were 6, your NWPM (net words per minute) would be 38.”



Note: In Configure Exercises, you must enter a value in the **E/Min Error** box *and* a value in the **Penalty WPM** box to return an automatic grade that enforces your maximum error limit! See the next section for details.



Configure Exercises: WPM, E/Min Error, and Penalty WPM boxes

In order for the **E/Min Error** box (the value here represents the maximum allowed error limit for a timing) to have any effect on the grade assigned to a given timed writing, you must also enter a value of 1 or greater in the **Penalty WPM** box (the value here represents the number subtracted automatically from the WPM for each error over the maximum number of errors allowed to arrive at a net speed). For example, if you set **E/Min Error** box to **5** and the **Penalty WPM** box to **1**, and a student types 45 wpm with 9 errors, the net speed would be 41 (45 – 4), with an automatic grade of B returned. If you set **E/Min Error** box to **5** and the **Penalty WPM** box to **0** (the default), and a student types 45 wpm with 50 errors, an automatic grade of A would be assigned—your maximum error limit of 5 has no effect on the automatic grade, which is probably not your intent.

Configure Exercises

Exercise Filter:

Lesson
Lesson 60
Timed Writing
All Types

Exercises

60D: 5-Minute Timed Writing

Batch:

Manual
Completion
Custom

Batch:

Due: 1/26/2012
End: 1/26/2012

Batch:

Due: 1/26/2012
End: 1/26/2012

Batch:

Due: 1/26/2012
End: 1/26/2012

Grading Method

Manual
Completion
Custom

Scheduling

Due: 8/25/2011
End: 8/25/2011

Late Penalty

-0 Grade

A B C D E/Min Penalty

WPM Error WPM

45 41 37 33 5 2

Class and Grading Policies:

- Timed Writings.** You will be given a series of 5' timings at the end of the course. The best two timings are averaged to determine your speed. If your timings 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. For example, if your speed was 40 and your errors were 6, your nwpm (net words per minute) would be 38. Timed writings will be scheduled on campus at the end of the course unless I have approved another arrangement.

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



Note: IGB will automatically calculate timed writing results for the [“Best 2” timed writings](#) without any manual input from this point forward. I will continue using the Exercise Filters and manually enter this information for every Timed Writing I wish to assign to this category. I unchecked [Always include test exercises in average](#) to be sure that only the “Best 2” timed writings are included.

These WPM scales and their associated letter grade have many grading implications:

- Any assigned timed writing within the 5-error limit that is 45 wpm or faster will be assigned a grade of A and averaged as 95%. If I wish to have more granularity in the grade (for example, I want a timed writing at 46 wpm or higher to be assigned an A+ and averaged as 100%), I must override IGB’s automatic grade assignment for that timed writing and enter a manual grade in the Portfolio.
- If one of the two best attempts for the grading period is 37 wpm/2e, for example, IGB automatically assigns a grade of C and average this best attempt as 75%. To have a more granular grade breakdown for each speed in the C range of 37-40 wpm as shown in my course outline, I must override IGB’s automatic grade assignment for that timed writing. In this example, I want 37 wpm to average as 71% (not the automatic 75%). I must use **Update Grade** to enter a manual grade of 71. The timed writing grade for this best attempt would update and display as a C- rather than a C.

100-Point Scale

Label	Min	Max
C-	70	72

1 01/12/2011 12:57 PM 58C 5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50)

Attempt	WPM	Errors	Time Spent	Last Modified
Attempt #1	31	2	05:00	01/11/2011 3:31 PM
Attempt #2	33	0	05:00	01/11/2011 3:44 PM
Attempt #3	37	0	05:00	01/12/2011 12:57 PM
Average	34	1		(Manual/10)

2 01/11/2011 4:08 PM 26 Correspondence 26-5: Business Letter in Block Style Grading Category: DP Jobs (10%) (Manual/5)

3 01/11/2011 4:04 PM 25 Correspondence 25-2: E-Mail Message Grading Category: Practice DP Tests (5%) (Manual/5)

4 01/11/2011 4:03 PM 25 Correspondence 25-1: E-Mail Message Grading Category: Practice DP Tests (5%) (Manual/5)

Student Portfolio: Update Grade

Lesson 58C: 5-Minute Timed Writing

Exercise Grade 71 **3** **4** Save

2 Update Grade Toggle Grade Inclusion View Scale

After I enter a manual grade of 71, the letter grade updates to reflect a more granular grade.

<input checked="" type="checkbox"/>	01/12/2011 12:57 PM	58C	5-Minute Timed Writing Grading Category: 5' Timed Writing:(Custom/50)	Updated more granular grade	C-
-------------------------------------	---------------------	-----	--	-----------------------------	----

Columns B and C show the WPM and desired % breakdown as shown in my course outline, which are the standards I want to enforce for the two best timed writings of the grading period. Therefore, I will need to manually enter grades for any timed writings that are at 40, 38, or 37 wpm; otherwise, IGB will assign all these speeds the same grade of C averaged as 75%.

Automatic Custom Grade	WPM	Course Outline Desired % Breakdown	Grade Entry Method
C (75%) for 37-40 wpm	40	78%	Manual
	39	75%	Automatic
	38	74%	Manual
	37	71%	Manual

You might wonder why you would use a Custom automatic grade if three out of the four grades in a typical range must be entered manually. The answer is that IGB will automatically and continuously check for the two best timed writings throughout the grading period. As better timed writings appear, the grades remain visible in the Grade column, but the lower grades automatically drop out from the grades to be included when calculating the category grade. At the very end of the semester, if I want more granularity in the final category grade average, I will have to enter only two manual grades for the two best timed writings of the semester.

Custom grading of timed writings is a very powerful feature. If you set the same WPM standards for all timed writings in the semester, students should continuously see the automatic grades assigned to their best timed writings improve throughout the grading period, which will be highly motivational. If you use the default WPM values for the timed writings, these WPM values increase to reflect the WPM goals in the lesson. So if a student is keeping pace with the lesson goals stated in the textbook, they might see continuous As, Bs, Cs, and so forth.

I will inform my students that at the end of the grading period, a more granular grading scale will be used so that timed writings at the higher end of the WPM range will be rewarded with a higher grade (in my example, higher than a C at 75%) and timed writings at the lower end of the WPM range will be penalized with a lower grade (in my example, lower than a C at 75%).

At the end of the grading period, IGB will average the grades (not the WPM) for the two best timed writings and assign the 5' Timed Writings (Custom/50%) grading category a final category grade based on the [100-Point Grade Scale](#) applied to all Grading Categories.

Configure Exercises (Manual) for DP Tests (20%), Practice DP Tests (5%), and DP Jobs (10%)

Assigning exercises to these categories requires only that you set Exercise Filters to display the desired jobs in the most efficient way, click each desired job, click the desired Grading Category, and set the Grading Method to Manual. If a student has multiple attempts at one exercise, IGB will use the attempt you assign the Manual grade to when averaging the Category Grade.

In the Scheduling column, there's no need to schedule any desired due dates because Manual grading methods do not enforce any automatic late penalty. Therefore, if you do wish to enforce a late penalty, you will need to examine the Date column in the Portfolio and incorporate any late penalty into your manual grade entry. The Due dates will show up in the Required Exercise List (REL) report along with the submission date. The REL reports the number of days late or early. So if you want to track that information, you might want to set a date here. Keep in mind that you can export the REL report and use that data however you wish.

The screenshot shows the 'Configure Exercises' window. On the left, there's an 'Exercise Filter' dropdown set to 'Assessment & Tests'. Below it, a list of exercises is shown with checkboxes. The main area has columns for 'Unassigned', '5' Timed Writings (C)', 'DP Tests (20%)', 'Practice DP Tests (5)', 'DP Jobs (10%)', 'Proofreading Checks', 'Skillbuilding (10%)', and 'Nonbook Categories'. To the right, there are settings for 'Batch' (Manual, Completion, Custom), 'Due' and 'End' dates (1/25/2012), 'Batch' and 'Grade' (0), and 'Late Penalty'. At the bottom, a table lists exercises with their respective settings.

Exercises	Unassigned	5' Timed Writings (C)	DP Tests (20%)	Practice DP Tests (5)	DP Jobs (10%)	Proofreading Checks	Skillbuilding (10%)	Nonbook Categories	Grading Method	Scheduling	Late Penalty	A	B	C	D	E
Outcomes Assessment 2: Test 2: 3-Minute Timed Writing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Required							Not Graded
Outcomes Assessment 2: Correspondence Test 2-21: Business Letter in Block Style	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual	Due: 8/25/2011 End: 8/25/2011						Graded Manually
Outcomes Assessment 2: Report Test 2-12: Academic Report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual	Due: 8/25/2011 End: 8/25/2011						Graded Manually

If you wish to use Scheduling to schedule an End Date, the result will be that on the day after the End Date, that item will no longer be accessible on the GDP lesson menu. If students select that item from the GDP menu after the end date, a pop-up message will alert them that they may not access that exercise. This End Date Scheduling feature is useful if you wish to control access to practice test documents or regular test documents. For details, see the [Resources & Tests](#) page, [Scheduling and Report Strategies for Testing](#).

Configure Exercises (Manual) for Proofreading Checks (5%)

To assign exercises to this category, I set Exercise Filters to display the desired jobs in the most efficient way, clicked each desired job (in this case, only Correspondence 27-6), clicked the desired Grading Category, and set the Grading Method to Manual. I chose to set Exercise Filter to display by Lesson, only Lesson 27, only Document Processing, and only Correspondence. I assigned only five documents as Proofreading Checks, so this went very quickly.

There's no need under Scheduling to schedule any desired Due Dates because Manual grading methods do not enforce any automatic Late Penalty. Therefore, if you do wish to enforce a late pe-

nalty, you will need to examine the Date column in the Portfolio and incorporate any late penalty into your manual grade entry. The Due dates will show up in the Required Exercise List (REL) report along with the submission date. The REL reports the number of days late or early once the item is submitted. So if you want to track that information, you might want to set a date here. Keep in mind that you can export the REL report and use that data however you wish. If you wish to make the item inaccessible after a date, add an End Date.

The screenshot shows the 'Configure Exercises' window. It features an 'Exercise Filter' section on the left with dropdown menus for Lesson, Lesson 27, Document Processing, and Correspondence. A central column contains checkboxes for various exercise categories: Unassigned, 5' Timed Writings (C), DP Tests (20%), Practice DP Tests (5), DP Jobs (10%), Proofreading Checks, Skillbuilding (10%), and Nonbook Categories. To the right, there are sections for 'Batch' settings (Manual, Completion, Custom), 'Scheduling' (Due/End dates), 'Late Penalty' (-1), and 'Grade' (-1). The bottom section lists exercises with checkboxes and radio buttons for grading methods (Manual, Completion, Custom). Numbered callouts indicate the sequence of configuration steps: 1 (Exercise Filter), 2 (Exercises list), 3 (Skillbuilding category), 4 (Grading Method), 5 (Due/End dates), and 6 (Save/Reset/Close buttons).

Configure Exercises (Completion) for Skillbuilding (10%)

Because I want to assign only skillbuilding exercises to this Skillbuilding (10%) category, I set the Exercise Filter to Skillbuilding and continued through each configuration column in sequence as indicated by the numbered callouts. For Lesson 1, I wanted the specific due date to correspond to the end of the first week of that grading period so that GDP would apply an automatic -1 Grade Late Penalty for late work. I then proceeded in like manner through all exercises in this category.

Note: This process will take a long time as I require skillbuilding from all 60 lessons to be completed by the end of the semester. However, once it's done, IGB takes over and assigns all these Completion grades automatically. As you do this, you will learn to set your filters in the most efficient way possible in conjunction with the desired Batch settings. In the Exercises column, always place a check in the checkbox next to the desired exercise when you are configuring an exercise initially and particularly when you are using the Batch feature. In this way when you click Set, your Batch configurations will be applied to all checked exercises. If you place a check next to Exercises, all exercises on that screen will be checked all at once.

Configure Exercises

1 Exercise Filter:
Lesson
Lesson 1
Skillbuilding
All Types

0 50 20 5 10 5 10 0
Unassigned
5 Timed Writings (C
DP Tests (20%)
Practice DP Tests (5
DP Jobs (10%)
Proofreading Checks
Skillbuilding (10%)
Nonbook Categories

Batch:
Manual
Completion
Custom
Set

Batch:
Due: 1/10/2012
End: 1/17/2011
Set

Batch:
-1
Grade
Set

☒ Exercises

	Unassigned	5 Timed Writings (C	DP Tests (20%)	Practice DP Tests (5	DP Jobs (10%)	Proofreading Checks	Skillbuilding (10%)	Nonbook Categories	Grading Method	Scheduling	Late Penalty	A	B	C	D	E/Min
<input checked="" type="checkbox"/> 1C: Practice The Home-Row Keys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Manual Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion				
<input checked="" type="checkbox"/> 1D: The F and J Keys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Manual Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion				
<input checked="" type="checkbox"/> 1E: The D and K Keys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Manual Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion				
<input checked="" type="checkbox"/> 1F: The S and L Keys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Manual Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion				
<input checked="" type="checkbox"/> 1G: The A and ; Keys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Manual Completion	Due: 1/10/2012 End: 1/17/2011	-1 Grade	Graded for Completion				
11									Manual Completion	Due: 1/10/2012						

Save Reset Close

Crosscheck IGB's Required Exercises List Against Yours for Accuracy

When you are completely finished assigning exercises, if you have a list of required exercises, such as the [Progress Folder](#) I have posted on the [Assignments](#) page of the [Computer Keyboarding 1](#) Web site, that you used as you configured your exercises, this would be a good time to have it available.

To display the Required Exercises List (REL):

- From **GPS, Gradebook** tab, select the desired Section from the **Section** box or click **Students, Students** tab.
- Click the **Required Exercises List** icon next to any student in the Section.



= Required Exercises List

1. Set the **Grading Category** filter to display each category. (In this example, I'm verifying only the **DP Tests (20%)** category.)

Required Exercises List

Required Exercises List: Arlene YahooGradebook Print Export

Course Grade: C+

Filter Type: All

Exercise Name	Grading Category	Format Score	Text Score	Grade	Due Date	End Date	Completion Date	Status
Test 2-21: Business Letter in Block Style	(ivianuao/20)				11/29/09 PM	11/29/09 PM	4/25/07 PM	early
Outcomes Assessment 2: Report Test 2-12: Academic Report	DP Tests (20%)			A	8/3/2011 11:59:59 PM	8/3/2011 11:59:59 PM	2/2/2011 4:51:50 PM	182 days early
Outcomes Assessment 2A: Correspond... Test 2-21A: Business Letter in Block Style	DP Tests (20%)			?	8/3/2011 11:59:59 PM	8/3/2011 11:59:59 PM		

To export a generic REL:

1. Click the **Export** button (upper right-hand corner) and **Open** or **Save** to export the list as an Excel file.
2. In Excel, delete any columns that contain student-specific information.



	A	B	C	D	E	F	G	H	I
1	Exercise Name	Grading Category	Format Score	Text Score	Grade	Due Date	Completion Date	End Date	Status
2	25: Correspondenc Practice	DP Tests (5%		C	C	8/3/2011 23:59	2/13/2011 12:15	8/3/2011 23:59	171 days early
3	25: Correspondenc Practice	DP Tests (5%		100	A+	1/11/2011 23:59	2/13/2011 12:17	8/3/2011 23:59	32 days late
4	26: Correspondenc DP Jobs (10%)			100	A+	8/3/2011 23:59	2/13/2011 12:10	8/3/2011 23:59	171 days early
5	26: Correspondenc DP Jobs (10%)			82	B-	8/3/2011 23:59	2/13/2011 12:12	8/3/2011 23:59	171 days early

3. Use Excel's drop-down sort list in Row 1 to sort by Exercise Name and Grading Category to expedite crosschecking of entries with your own list; then make any adjustments as needed by revisiting [Configure Exercises](#) as needed.

To post a generic REL as a File Resource:



Tip: You can assign this [Required Exercises List](#) as a File resource rather than creating a Progress Folder manually. Just rename the exported file to something generic such as *Required Exercise List.xls*, delete any columns specific to a student (Columns C, D, E, G, and H), and keep only Exercise, Grading Category, Due Date, and End Date. See the file [Managing Resources in Course Manager](#), “To create, assign, and schedule a File resource” for details. Here’s what part of this file might look like:

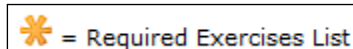
H19			
f _x			
A	B	C	D
1 Exercise Name	Grading Category	Due Date	End Date
2 25: Correspondence 25-1: E-Mail Message	Practice DP Tests (5%)	1/11/2011 23:59	8/3/2011 23:59
3 25: Correspondence 25-2: E-Mail Message	Practice DP Tests (5%)	8/3/2011 23:59	8/3/2011 23:59
4 26: Correspondence 26-3: Business 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
12 Outcomes Assessment 2: Report Test 2-12: Academic Report	DP Tests (20%)	8/3/2011 23:59	8/3/2011 23:59

Identify Missing Required Exercises (pending work) via the REL

Students can filter their Portfolio using the **Advanced Filter** to display only **required exercises**, **locked exercises**, **exercises requiring manual grade**, **exercises pending a manual grade**, and **exercises with completion grading**. However, the Portfolio does not have a way to display pending (never completed) required exercises. The REL can be used to display missing work, but only instructors have access to that list via Course Manager. Here are some steps you can take to generate a list of missing work via the REL and [export and post a generic REL as a File Resource](#) accessible to students via My GDP.

To display a list of pending exercises via the REL:

To display the REL, click **GPS, Gradebook** tab and select the desired Section from the **Section** box or click **Students, Students** tab; next to the desired student, click the **Required Exercises** list icon to display the REL.



Click the **Completion Date** column heading to sort by **Completion Date**. All the required exercises with a blank Completion Date box will appear first in the list. Note an **F** is assigned by default to each missing exercise or job under the **Grade Column**. If you used Scheduling to schedule any desired Due Dates or End Dates, these dates will show up in the Required Exercise List (REL) report along with the Completion Date and a Status report.

Required Exercises List: Arlene Gradebook								
Course Grade: C								
Filter Type: All								
Exercise Name	Grading Category	Format Score	Text Score	Grade	Due Date	End Date	Completion Date	Status
Home-Row Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		Missing work
1F: The S and L Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		
25: Correspondence 25-1: E-Mail Message	Practice DP Tests (5%)	75	95	B	1/19/2012 12:00:00 PM	6/1/2020 12:00:00 AM	2/6/2012 9:25:11 AM	18 days late
25: Correspondence 25-2: E-Mail Message	Practice DP Tests (5%)	90	100	A	1/19/2012 12:00:00 PM	6/1/2020 12:00:00 AM	2/6/2012 9:25:29 AM	18 days late
26: Correspondence 26-3: Business Letter in Block	DP Jobs (10%)		0	D	9/20/2012 12:00:00 AM	6/1/2020 12:00:00 AM	9/17/2012 5:05:21 PM	2 days early

You can click inside the **Exercise Name** box for the first item in the REL, drag down through the last blank **Completion Date** item and across to select, copy, then paste this list identifying all missing work into an email to the student. You could also click **Export** to send the REL to Excel and copy/paste from there in like manner or send the entire spreadsheet as an e-mail attachment.

Required Exercises List: Arlene Gradebook								
Course Grade: C								
Filter Type: All								
Exercise Name	Grading Category	Format Score	Text Score	Grade	Due Date	End Date	Completion Date	Status
Exit Custom TW 2 of 2	Skillbuilding (10%)			F	4/12/2013 6:47:00 PM	4/12/2013 6:47:00 PM		
Exit Custom TW 1 of 2	Skillbuilding (10%)			F	4/12/2013 6:35:00 PM	4/12/2013 6:35:00 PM		
Completion Custom TW 1	Skillbuilding (10%)			F	4/12/2013 6:51:00 PM	4/12/2013 6:51:00 PM		
1D: The F and J Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		
1E: The D and K Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		
1C: Practice The Home-Row Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		
1F: The S and L Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		

Here is an example of a pasted REL with a list of missing exercises. You could delete extraneous columns or add a row with column headings if desired.

Exit Custom TW 2 of 2	Skillbuilding (10%)	F	4/12/2013 6:47:00 PM	4/12/2013 6:47:00 PM
Exit Custom TW 1 of 2	Skillbuilding (10%)	F	4/12/2013 6:35:00 PM	4/12/2013 6:35:00 PM
Completion Custom TW 1	Skillbuilding (10%)	F	4/12/2013 6:51:00 PM	4/12/2013 6:51:00 PM
1D: The F and J Keys	Skillbuilding (10%)	F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM
1E: The D and K Keys	Skillbuilding (10%)	F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM
1C: Practice The Home-Row Keys	Skillbuilding (10%)	F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM
1F: The S and L Keys	Skillbuilding (10%)	F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM

To further filter the list, from the **Filter Type** box, click **Part**, **Unit**, or **Lesson**.

Required Exercises List: Arlene Gradebook
Course Grade: C
Filter Type: All
 All
 Exercise Name Part Text Score Grade Due Date End Date
 Unit
 Lesson

Required Exercises List: Arlene Gradebook Print Export
Course Grade: C
Filter Type: Unit Unit 1 (1-5)

Exercise Name	Grading Category	Format Score	Text Score	Grade	Due Date	End Date	Completion Date	Status
1C: Practice The Home-Row Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		
1F: The S and L Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		
1E: The D and K Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		
1D: The F and J Keys	Skillbuilding (10%)			F	6/1/2020 12:00:00 AM	6/1/2020 12:00:00 AM		

You could also make students responsible for tracking their own missing work by [exporting and posting a generic REL as a File Resource](#). Making students responsible for managing their own work is a reasonable and easy alternative to the preceding suggestions. If desired, you could create a customized Progress folder such as the [Progress Folder](#) I have posted on the [Assignments](#) page of the [Computer Keyboarding 1](#) Web site. You could create a custom spreadsheet for grading such as the [spreadsheet](#) I posted on the [Assignments](#) page of the [Computer Keyboarding 1](#) Web site. Keep in mind I used this spreadsheet to calculate grades before IGB was available.

Enter Grades for Nonbook Categories: EXTRA CREDIT and ATTENDANCE DEDUCTIONS

Because the final two Grading Categories, EXTRA CREDIT and ATTENDANCE DEDUCTIONS are “Nonbook” Categories in which exercises are not assigned, the process of configuring exercises does not apply. These category grades must be manually entered at the end of the grading period.

In my Keyboarding 1 course (and in my Keyboarding 2 course), I use a spreadsheet to track EXTRA CREDIT for in these two areas: (1) Proofreading (assigned documents other than Proofreading Checks that are proofread on a Started attempt with 0 keystroking errors) and (2) Documents (additional unassigned documents that were completed successfully). If you are interested, download my [Excel spreadsheet for Keyboarding 1](#). Note the information in the following cells:

- **Cell C32: EXTRA CREDIT, Proofreading**
In Row 34 and 36, click in the box under the desired job and click the desired grade from the drop-down list. To remove a grade, click in the box and press Delete.
- **Cell C37: EXTRA CREDIT, Documents**
Row 38: Type the document id number. The spreadsheet will automatically assign 1% point of extra credit for every 3 documents completed.

In my Keyboarding 1 course (and in my Keyboarding 2 course), I use the same spreadsheet to track ATTENDANCE DEDUCTIONS. Note the information in the following cells:

- **Cell C39: ATTENDANCE DEDUCTIONS, Absences**
In Row 41, type a 1 under the week in which the student was absent. The spreadsheet will automatically add the absences for the term and enter the amount to be deducted from the final course grade in Cell C35.

Once you have determined the total points to be added for EXTRA CREDIT and the total points to be deducted for ATTENDANCE DEDUCTIONS, go to the **GPS Grading** tab, click the desired student; then click **Edit Selected Student Grade**. From the **Edit Final Grading Category Grades** dialog box, enter the desired amounts for each Nonbook Category.



Note! In this example, note that these Nonbook Categories are weighted at 0. This means that regardless of the numbers I enter for each category, the course grade of 83.43% remains unchanged. **Entering numbers here is simply a way for me to have a written record of the percentage points I want to add to the Course Grade for any extra credit earned (in this example, 1%) and the percentage points I want to subtract from the Course Grade for any attendance deductions (in this example, -3%).**

Gradebook, Arlene (ag)		
Click here to view the scale for this section.		
Grading Category	Weight	Grade
5' Timed Writings (Custom/50%)	50	85.50 / 100
DP Tests (20%)	20	95.00 / 100
Practice DP Tests (5%)	5	85.00 / 100
DP Jobs (10%)	10	63.00 / 100
Proofreading Checks (5%)	5	81.25 / 100
Skillbuilding (10%)	10	60.00 / 100
EXTRA CREDIT	0	1.00 / 100
ATTENDANCE DEDUCTIONS	0	3.00 / 100
Course Grade	100	83.43 / 100

Factoring +1 and -3, results in a net deduction from the final Course Grade of -2% for a final grade of 81.43% (83.43% - 2% = 81.43%). **At this point, I can either manually override the Course grade of**

83.43% and replace it with 81.43% and lock in that Course Grade or I can just leave it at 83.43% knowing that when I submit my final grades for school records, I will adjust it accordingly.

Use Lock Grade and Unlock Grade for Individual Grades

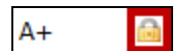
It is important to understand the ramifications of locking and unlocking individual grades for grades that are entered manually and for grades that are calculated automatically by GDP.

Locks and Manual Grading Method

To lock a Manual grade:

Note: When you enter a Manual grade or override an automatic grade, that grade is automatically locked and displays a lock icon. In the case of manual grades, the lock is simply a visual cue that you will not accept further attempts for that item. Therefore, enter Manual grades for specific exercises only at the point where you would not accept later submissions or attempts. A locked manual 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.

1. Select the desired exercise in the Portfolio.
2. Click **Update Grade**, enter the desired grade, and click **Save**.



Note: Before saving this Manual grade, note that there is a ? in the Grade column of the Portfolio, and no lock icon is present. After you click **Save**: (1) the ? is replaced by the assigned grade and a lock icon displays to the right of the grade in the Grade column, (2) the Lock Grade and Save buttons dim, and (3) the Unlock Grade button becomes active. The lock icon is hard to distinguish, so look carefully.

To unlock and reset a Manual grade:

Note: Unlocking a manual grade returns the exercise to the ungraded state—in this case, the grade would revert to a ?. The ? is a visual cue that you will continue to accept additional work submissions.

1. Select the desired exercise in the Portfolio
2. Click **Update Grade, Unlock Grade**.

The screenshot shows a web application interface. At the top, there is a table with columns: Date, Lesson, Title, Total Time, Goal, Score, and Grade. The first row has a checkmark in the Date column, '05/27/2011 2:22 PM RM' in the Date column, '27' in the Lesson column, 'Correspondence 27-8: Business Letter in Block Style Grading Category: Proofreading Checks (5%)' in the Title column, '01:31' in the Total Time column, an empty Goal column, an empty Score column, and 'A+' in the Grade column. A red box highlights the 'A+' grade, and a red circle with the number '1' is next to the checkmark in the Date column. Overlaid on the table is a dark blue dialog box titled 'Student Portfolio: Update Grade'. Inside the dialog, it says 'Lesson 27: Correspondence 27-8: Business Letter in Block Style'. Below this, there is a label 'Exercise Grade' followed by a text input field containing '100' and a 'Save' button. At the bottom of the dialog, there are four buttons: 'Previous', 'Unlock Grade', 'Lock Grade', and 'Next'. A red circle with the number '3' is over the 'Unlock Grade' button. At the bottom of the screenshot, there is a status bar with various icons and text. A red circle with the number '2' is over the 'Update Grade' button in the status bar. The status bar also includes 'GDP Total Time: 361.05:56:58' and buttons for 'Update Grade', 'Toggle Grade Inclusion', 'View Scale', 'Export', and 'Print'.

Locks and Automatic Completion and Custom Grading Methods

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. For example, Attempt #1 was locked for a grade of D. Even though the student made a second attempt after that for a higher speed of 41 WPM, which would have raised the grade to a B, the second attempt was ignored by GDP for grading purposes.

The screenshot shows the GDP interface for a 5-minute timed writing exercise. The exercise is titled "56C: 5-Minute Timed Writing". The method is set to "Custom". The due date is 8/3/2011, and the end date is 8/3/2011. The penalty is 0. The grade is D. The WPM for Attempt #1 is 33, and the WPM for Attempt #2 is 41. The errors for Attempt #1 are 0, and the errors for Attempt #2 are 3. The time spent for both attempts is 05:00. The last modified date for Attempt #1 is 02/02/2011 1:39 PM, and for Attempt #2 is 02/10/2011 1:40 PM. A red arrow points from the 'D' grade to the '33' WPM value.

Attempt	WPM	Errors	Time Spent	Last Modified
Attempt #1	33	0	05:00	02/02/2011 1:39 PM
Attempt #2	41	3	05:00	02/10/2011 1:40 PM

A locked manual grade does not prevent you from editing of the automatic grade nor does it prevent further submissions from students. It just means that further submissions from the students (either better or worse) will be ignored by GDP for grading purposes. The grade can be edited without unlocking, and you can unlock the grade at any time.

To lock an automatic grade:

1. Select the desired exercise in the Portfolio.
2. Click **Update Grade**, and click **Lock Grade**.

Note: 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 unlock and reset an automatic grade:

Note: Unlocking an automatic grade returns the exercise to the autograded state—in this case of a timed writing, the grade would revert to the numeric grade associated with the WPM boxes set when the timed writing was configured. Any unlocked grade remains open to further update by additional work submissions.

1. Select the desired exercise in the Portfolio.
2. Click **Update Grade**, and click **Unlock Grade**.

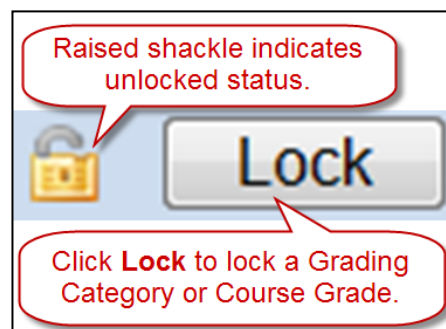
Use Toggle Grade Inclusion

To 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. The exercise will be dimmed in the Portfolio. Repeat these steps for any dimmed exercise to again include it in the category grade average.

Use Lock and Unlock Buttons for Grading Category and Course Grade

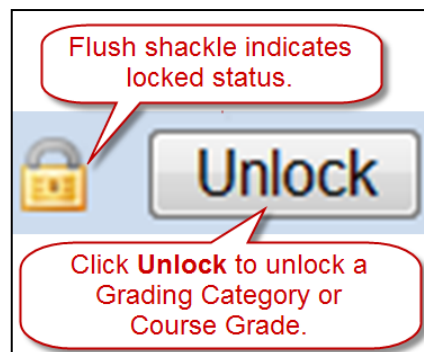
To lock a Grading Category and/or Course Grade:

1. From **GPS, Gradebook** tab, **Section** box, click the desired **Section**.
2. From the **Section Summary** list, check the box next to the desired student.
3. Click the **Edit Selected Student Grades** button.
4. From the **Edit Final Grading Category Grades** dialog box, note that you will see **Unlock** and **Lock** buttons displayed.
5. Note that a padlock with the shackle slightly raised appears to the left of a **Lock** button to indicate the unlocked status.
6. Click the **Lock** button to lock the Grading Category and/or Course Grade.
7. Note that the newly lowered padlock shackle now indicates a locked status, and the displayed button name changed to **Unlock**.
8. Click **Save**.



To unlock a Grading Category and/or Course Grade:

1. From **GPS, Gradebook** tab, **Section** box, click the desired **Section**.
2. From the **Section Summary** list, check the box next to the desired student.
3. Click the **Edit Selected Student Grades** button.
4. From the **Edit Final Grading Category Grades** dialog box, note that you will see **Unlock** and **Lock** buttons displayed.
5. Note that a padlock with a lowered shackle appears to the left of an **Unlock** button to indicate the locked status.
6. Click the **Unlock** button to unlock the Grading Category and/or Course Grade.
7. Note that the newly raised padlock shackle now indicates an unlocked status, and the displayed button name changed to **Lock**.
8. Click **Save**.



Note: Unlocking a locked grade will restore to the GDP automatic calculation of that grade, using all work submitted to date in the category. Once the final Course Grade is locked, it will be displayed in the Portfolio and in the Required Exercises List. (Until the grade is locked, N/A is displayed for the Course Grade in those locations).

Use the Portfolio and Advanced Portfolio Filters

One of the benefits of using a gradebook is the additional information available to you and your students in the Portfolio as shown in this screen shot. Also, various Advanced Filters are now applicable and can be used.

- Students can see the Grading Category and the category weight for each assigned exercise and will therefore know where to best concentrate their efforts.
- In the Grade column, students can see their assigned grade and see a Lock or Unlock icon next to it to know whether their instructor will accept any additional attempts on that item.

- At the bottom of the screen, students can see the abbreviations **R** for Required work, **?** for Grade Pending, **M** for Manual Grading, and **C** for Completion Graded jobs.
- They can see a **✓** check designating the best attempt used for grading purposes for that exercise when they use the Expand arrow to see a complete listing of multiple attempts for any exercise.



Note: Keep in mind that a checked attempt is the best attempt used to calculate the grade for that individual exercise but the grade on that attempt is not necessarily the grade that will be used/included when IGB calculates the category grade. In my course, it would be used only if that attempt is one of the “Best 2” attempts for the 5' Timed Writings (Custom/50%) category.

<input type="checkbox"/>	Date	Lesson	Title	Total Time	Goal	Score	Grade
<input type="checkbox"/>	02/10/2011 1:40 PM AR	56C	5-Minute Timed Writing Grading Category: 5' Timed Writings (Custom/50%)	10:00	40 wpm/5'/5e		B
	Attempt	WPM	Errors	Time Spent	Last Modified		
<input checked="" type="checkbox"/>	Attempt #2	41	3	05:00	02/10/2011 1:40 PM	Details	
<input type="checkbox"/>	Attempt #1	33	0	05:00	02/02/2011 1:39 PM A	Details	

- If students point to Course Grade, a display of all the Grading Categories and the final Category Grade on any categories that have been locked by their instructor will appear; for example, “B” is the category grade for 5' Timed Writings (Custom/50). **Locking a category does not place a lock icon on individual grades within that category. However, when a category grade has been locked, any additional attempts in a given category will be ignored until the category grade is unlocked.** Refer to page 31 of the “[Interim Gradebook Guide](#)” for information on locking category grades and the final course grade.

Course Grade: N/A		Filter: Lesson	5-
<input type="checkbox"/>	Date	Lesson	Grade
<input type="checkbox"/>	02/10/2011 1:40 PM AR	5' Timed Writings (Custom/50%)	B+ (Locked)
<input type="checkbox"/>	02/05/2011 3:00 PM ARM	DP Tests (20%): N/A	
<input type="checkbox"/>	02/03/2011 8:00 PM AR	Practice DP Tests (5%): N/A	
		DP Jobs (10%): N/A	
		Proofreading Checks (5%): N/A	
		Skillbuilding (10%): N/A	
		EXTRA CREDIT: N/A	
		ATTENDANCE DEDUCTIONS: N/A	

- They can use these Advanced Filters to filter for required exercises, locked exercises, exercises pending a manual grade, and exercises with completion grading.

Filter Student Portfolio

Exercise Category

☒ Select All

☒ Document Processing

☒ Language Arts

☒ MAP+

☒ Skillbuilding

☒ Timed Writing

☒ Objective Test

☒ Proficiency Test

Exercise Type

☒ 12-Second Speed Sprints

☒ Alpha/Number/Symbol Practice

☒ Composing

☒ Correspondence

☒ Form

☒ Formatting Instructions

☒ Language Arts Rules

☒ MAP+ Numbers

Specify a comma-separated list of ranges, like this: 1-10, 15-20, 30-32

Lesson Range

Test Range

Start Date 01/01/2010

End Date 12/23/2012

TW Duration ☒ 1' ☒ 2' ☒ 3' ☒ 5'

☐ Annotated only

Include...

☐ all exercises

☐ required exercises

☐ locked exercises

☐ exercises requiring manual grade

☐ exercises pending manual grade

☐ exercises with completion grading

Copy Gradebook

See [Configure Gradebook](#), step 2.



If you prefer to copy your gradebook after you have used it for a term and know it is tried and true, copy the Class and its Section (s) with the desired gradebook and **be sure to check Copy Sections when you copy the Class because the Section is what holds the gradebook**. Refer to the [Managing Classes & Class Preferences in Course Manager](#), [PDF], Section “Copy or Create New Classes in Advance of a New School Term” for details on copying a Class and its Sections. Refer to “I would like to create a gradebook configuration that I can use for multiple classes.” on page 34 of the “[Interim Gradebook Guide](#).” Edit Class and Section names as desired and edit the embedded gradebook as desired to reflect the assessment specifications for the new Class. An Administrator can copy one instructor’s gradebook to another instructor at the same school by using the Copy Class command. When the Class is copied, the gradebook goes with it. After the Class has been copied, it would be assigned to the new instructor.

Troubleshoot

If your gradebook is not returning expected results, try this:

1. If you are using a Gradebook in your course and are using Configure Exercises in order to filter to ten-key numeric keypad drills only, you must set the Exercise Filter to Category; the first subfilter to Skillbuilding; and the last four subfilters shown below one by one to achieve that result. See [Ten-Key Numeric Keypad Routines](#) [PDF] for details.
 - Alpha/Number/Symbol Practice
 - New Key Drill
 - Pretest/Practice/Posttest
 - Ten-Key Numeric Keypad
2. Recheck your [category configurations](#). Verify all details such as automatic late penalties, WPM box entries, error limits, and WPM penalties.
3. If you do not want to include test exercises in your average, verify that the **Always include test exercises in average** box is unchecked in each category when you [created categories](#).
4. For categories that use the [Completion Grading Method](#), keep in mind that jobs that are never submitted are assigned an automatic F by IGB. Check the [Required Exercises List](#) to see a list of non-submitted items that are lowering the Completion grade for the category.

5. [Check the Required Exercises List for accuracy](#) to be sure you did not accidentally include unexpected items. (Remember you can [Export the REL to Excel](#) to view the list more efficiently.) In this example, I included Correspondence Test 2-21A by mistake. It should be unassigned. Even when you use a Manual Grading Method as I have, IGB will still automatically average in any missing assignments as an F. In my gradebook, an F would average in as a 50%.

Required Exercises List								
Required Exercises List: Arlene YahooGradebook								
Course Grade: C+								
Filter Type: All								
Exercise Name	Grading Category	Format Score	Text Score	Grade	Due Date	End Date	Completion Date	Status
	DP Tests							
Test 2-21: Business Letter in Block Style	(Manual/20)				11/30/29 PM	11/30/29 PM	4/30/37 PM	early
Outcomes Assessment 2: Report	DP Tests (20%)			A	8/3/2011 11:59:59 PM	8/3/2011 11:59:59 PM	2/2/2011 4:51:50 PM	182 days early
Outcomes Assessment 2A: Correspond... Test 2-21A: Business Letter in Block Style	DP Tests (20%)			?	8/3/2011 11:59:59 PM	8/3/2011 11:59:59 PM		

Configure Ten-Key Exercises

Only ten-key Timed Practice routines can be assigned to the Custom Grading Methods so that DPM (digits per minute) speed standards and maximum Error limits can be set and enforced automatically. For example:

Exercise Filter:
Category
Skillbuilding
Ten-Key Numeric Keypad

0 0 0 0
Unassigned
Timed Writings
Ten-Key
Nonbook Categories

Batch:
Manual
Completion
Custom
Set

Batch:
Due: 9/5/2013
End: 9/5/2013
Set

Batch:
-0
Grade
Set

Exercises	Unassigned	Timed Writings	Ten-Key	Nonbook Categories	Grading Method	Scheduling	Late Penalty	A	B	C	D	E/Min	Penalty
Ten-Key Numeric Keypad Timed PracticeA: Practice Keys 4-9	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Manual <input type="radio"/> Completion <input checked="" type="radio"/> Custom	Due: 8/30/2020 End: 8/30/2020	-0 Grade	W/DPM	152	151	150	149	Error W/DPM 5 1
Ten-Key Numeric Keypad Timed PracticeB: Practice Keys 1-9	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Manual <input type="radio"/> Completion <input checked="" type="radio"/> Custom	Due: 8/30/2020 End: 8/30/2020	-0 Grade	W/DPM	152	151	150	149	Error W/DPM 5 1
Ten-Key Numeric Keypad Timed PracticeC: Practice Keys 0-9	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Manual <input type="radio"/> Completion <input checked="" type="radio"/> Custom	Due: 8/30/2020 End: 8/30/2020	-0 Grade	W/DPM	152	151	150	149	Error W/DPM 5 1
Ten-Key Numeric Keypad Timed PracticeD: Practice Keys 0-9 . (decimal)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Manual <input type="radio"/> Completion <input checked="" type="radio"/> Custom	Due: 8/30/2020 End: 8/30/2020	-0 Grade	W/DPM	152	151	150	149	Error W/DPM 5 1
Ten-Key Numeric Keypad Timed PracticeE: 3-Digit Numbers	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Manual <input type="radio"/> Completion <input checked="" type="radio"/> Custom	Due: 8/30/2020 End: 8/30/2020	-0 Grade	W/DPM	152	151	150	149	Error W/DPM 5 1

Save Reset Close

Ten-Key Numeric Keypad Timed Practice* (25 minutes)		Filter
	SL-A: Practice keys 4-9	Ten-Key Numeric Keypad
	SL-B: Practice keys 1-9	
	SL-C: Practice keys 0-9	
	SL-D: Practice keys 0-9 . (decimal)	
	SL-E: 3-Digit Numbers	
	SL-F: 3-Digit Numbers	
	SL-G: 4-Digit Numbers	
	SL-H: 4-Digit Numbers	
	SL-I: 2- to 4-Digit Numbers	
	SL-J: Short Decimal Numbers	
	SL-K: Long Decimal Numbers	
	SL-L: Long Decimal Numbers	
	SL-M: Short and Long Decimal Numbers	
	SL-N: Short and Long Decimal Numbers	
*Note: Gradebook allows you to set DPM (shown in Gradebook as WPM), Error, and WPM penalty when you select Custom Grading Method; WPM defaults to 0—you must enter values.		

The Ten-Key Numeric Keypad Lesson, Ten-Key Numeric Keypad Enrichment, and the Numeric Keypad Pretest>>Practice>>Posttest (3-Digit Numbers, 4-Digit Numbers, Short Decimal Numbers, 1- to 4-Digit Numbers, and Long Decimal Numbers) routines can only be assigned to the Manual or Completion Grading Methods.

The screenshot shows the 'Configure Exercises' window. On the left, the 'Exercise Filter' section has three dropdown menus: 'Category' (set to 'Skillbuilding'), 'Skillbuilding' (set to 'Pretest/Practice/Posttest'), and 'Pretest/Practice/Posttest'. To the right of these are four checkboxes labeled 'Unassigned', 'Timed Writings', 'Ten-Key', and 'Nonbook Categories', all of which are currently unchecked. Further right, there are 'Batch' settings for 'Manual', 'Completion', and 'Custom' grading methods, with 'Manual' selected. Below these are 'Due' and 'End' date fields (both set to 9/5/2013) and a 'Set' button. To the right of the 'Batch' section are 'Late Penalty' and 'Grade' settings, with 'Late Penalty' set to '-0' and 'Grade' set to 'Set'. The main table lists exercises with columns for 'Exercises', 'Grading Method', 'Scheduling', 'Late Penalty', and 'A B C D E/Min Penalty'. The exercises listed are 'Numeric Keypad Pretest>Practice>Posttest: 3-Digit Numbers: Pretest: 3-Digit Numbers' through 'Numeric Keypad Pretest>Practice>Posttest: 4-Digit Numbers: Pretest: 4-Digit Numbers'. Each exercise has a 'Manual' and 'Completion' grading method option, with 'Completion' selected for all. The 'Scheduling' column shows 'Due: 8/30/2020' and 'End: 8/30/2020'. The 'Late Penalty' column shows '-0' and 'Grade'. The 'A B C D E/Min Penalty' column shows 'Graded for Completion'.

See the movie [INSTRUCTOR: Ten-Key Competency](#) (password is *instructor*) for ideas on how to arrive at students' exit competency for ten-key routines via GDP's Detailed WPM Report.

In Configure Exercises, Exercise Filter, set the first subfilter to Skillbuilding; and the last four subfilters shown below one by one to set a Grading Method to address all ten-key exercises available in GDP:

- **Alpha/Number/Symbol Practice** (displays Ten-Key Numeric Keypad Lesson, New-Key Review only)
- **New Key Drill** (displays Ten-Key Numeric Keypad Lesson, except for New-Key Review)
- **Pretest/Practice/Posttest** (displays Numeric Keypad Pretest>>Practice>>Posttest)
- **Ten-Key Numeric Keypad** (displays Ten-Key Numeric Keypad Timed Practice)

See [Ten-Key Numeric Keypad Routines \[PDF\]](#) for helpful details on ten-key exercises including filtering for them in the Portfolio and in Excel.