

U of S Course Tools

Entering Grades Offline – For Instructors

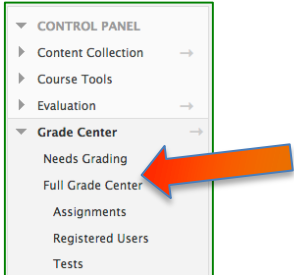
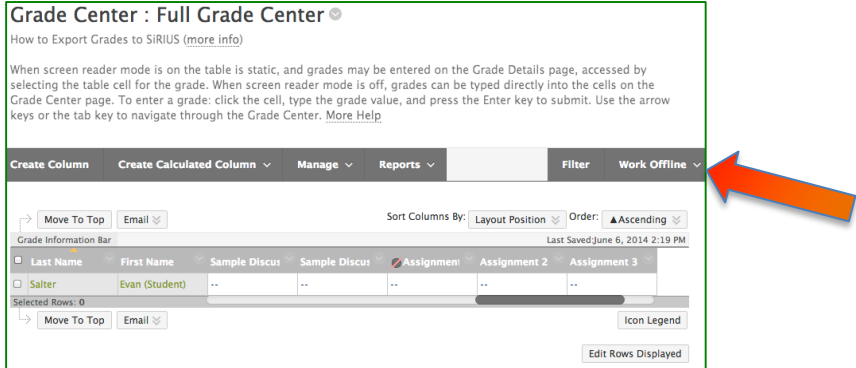
Fall 2015



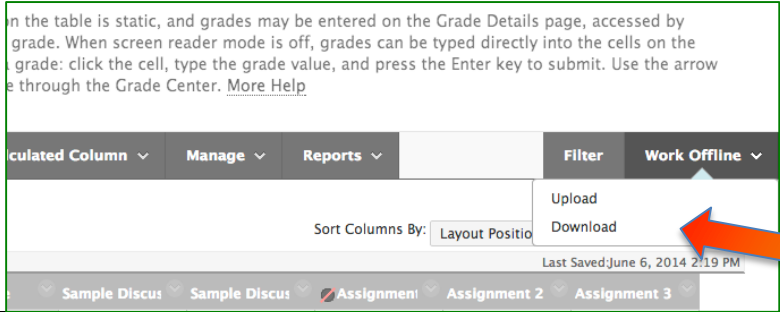
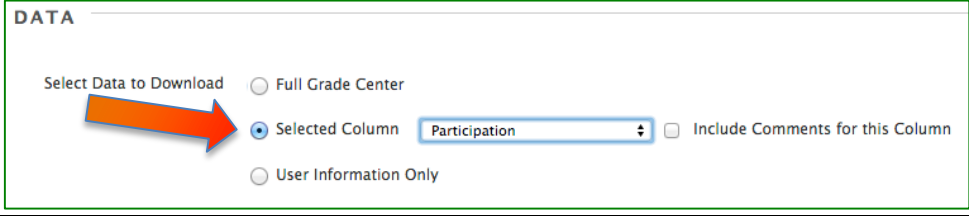
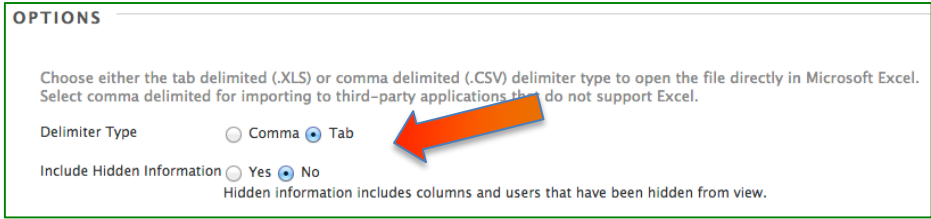
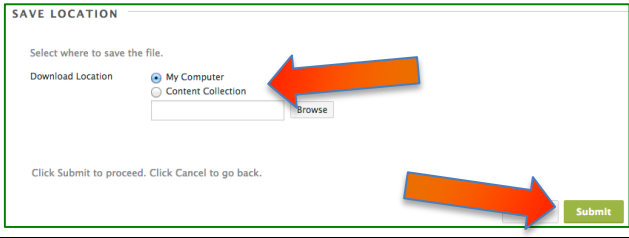
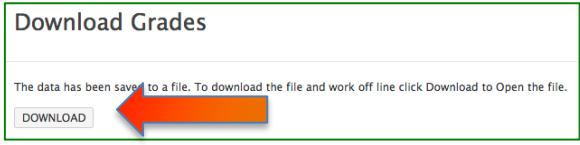


Background: If you are using the U of S Course Tools for the first time, please review the Course Tools Basic document before using this document. If you are using the Grade Center for the first time, please review the Grade Center Basics document first. Note that the screenshots contained within may vary from your course, especially with the options available. Customization of your course allows you as an instructor to add many teaching tools.

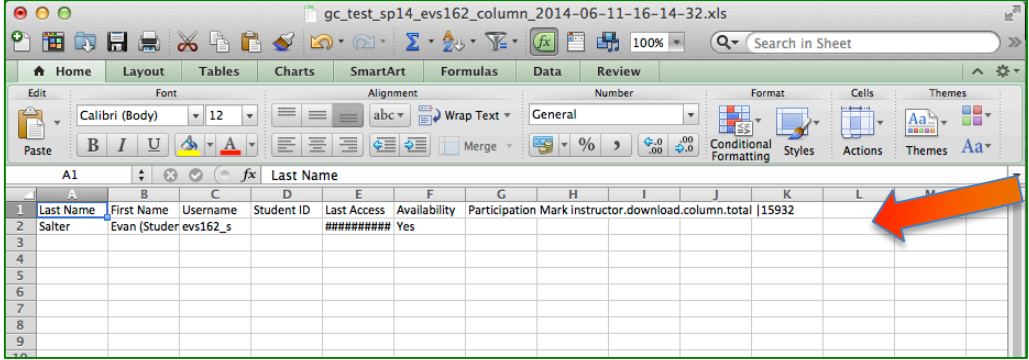
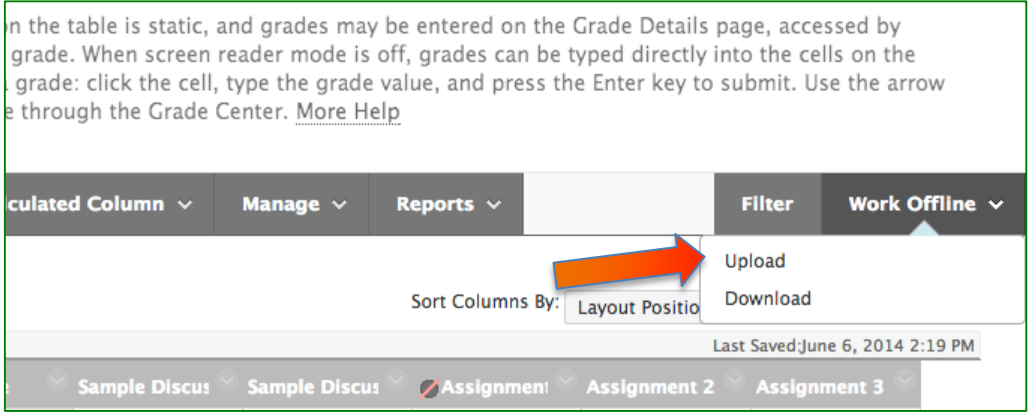
STEP	Action: Using the Grade Center
Background	The Grade Center in the new U of S Course Tools is more than just a way to record grades. It is a useful interactive tool, allowing instructors to record data, calculate grades, and monitor student progress. Instructors can generate reports to assess course participation, as well as determine which assigned grades to show to students on their My Grades page, including columns displaying performance results. Instructors can also create grade columns for any activities or requirements they want to grade, such as special projects, participation, or attendance. Columns in the Grade Centre are automatically created for an assignment or test if the instructor has created this item in Course Tools /Blackboard.

STEP	Action: Download a selected column from the Grade Center
Background	One of the most useful features of U of S Course Tools is the Grade Center, where both instructors and TA’s may publish student marks. These assessment marks and grades are conveniently available online, accessible to students anywhere, any time. From the My Grades tool link in Course Tools, students see only their own marks and can quickly verify that a recorded mark matches that of the returned submission.
1.	To download a selected column from the Grade Center, select Grade Center > Full Grade Center from the Control Panel . 
2.	The Full Grade Center page appears. From the top right corner, select the button titled Work Offline . 



<p>3.</p>	<p>From the dropdown menu that appears, select the Download option.</p> 
<p>4.</p>	<p>The Download Grades page appears. From the Data area, choose the radio button beside Selected Column, and choose the desired column from the dropdown list.</p> 
<p>5.</p>	<p>From the Options area, select the Tab radio button for Delimiter Type and leave the No radio button beside Include Hidden Information selected.</p> 
<p>6.</p>	<p>Select a Save Location option and click Submit.</p> 
<p>7.</p>	<p>If you choose to download to your computer, click the Download button on the Download Grades page that appears.</p> 



STEP	Action: Entering Marks Offline
Background	Instructors may enter grades offline by downloading a selected column and opening the created CSV file in a spreadsheet program, such as MS Excel. Please note that any mark that is entered into this document will be uploaded to the Grade Center, so if you change a previously entered mark, that change will be reflected on your upload.
1.	<p>To enter marks into a column previously downloaded from the Grade Center, open the file (it should have a file extension that says ".xls") with your spreadsheet program (in this example, Excel).</p>  <p>DO NOT change any of the headings. You may see one or more columns that read "SMART_TEXT": DO NOT put any comments into these spaces or the file may error when uploading. Be aware that any mark that is entered into this spreadsheet will be uploaded, so if you change a previously entered mark, the change will be reflected in the Grade Center.</p>
2.	<p>To upload the file back to the Grade Center first select Work Offline and then choose the Upload option.</p>  <p>in the table is static, and grades may be entered on the Grade Details page, accessed by grade. When screen reader mode is off, grades can be typed directly into the cells on the grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow through the Grade Center. More Help</p>
3.	Attach the newly saved .xls file from your computer, and ensure delimiter type selected is "Auto". Click Submit to upload the file to the Grade Center.



	<p>Upload Grades</p> <p>To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column.</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p> <hr/> <p>CHOOSE FILE</p> <p>When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.</p> <p>★ Attach File (naming rules) <input type="button" value="Browse My Computer for copyright cleared file."/> <input type="button" value="Browse Content Collection for copyright cleared file."/></p> <p>Selected File: File Name: gc_test_sp14_evs162_column_2014-06-11-16-14-32.xls Name of link to file: gc_test_sp14_evs162_column_;</p> <p><input type="button" value="Do not attach"/></p> <p>Delimiter Type: <input checked="" type="radio"/> Auto <input type="radio"/> Comma <input type="radio"/> Tab</p> <p>Click Submit to proceed. Click Cancel to go back.</p> <p style="text-align: right;"><input type="button" value="Submit"/></p>												
<p>4.</p>	<p>Confirm that the checkbox for the column you wish to upload has been checked.</p> <div data-bbox="391 877 1149 1186"> <p>Upload Grades Confirmation</p> <p>Review the list below and select what to upload, then click Submit.</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p> <table border="1"> <thead> <tr> <th>Upload</th> <th>Uploading Column</th> <th>Match</th> <th>Grade Center Column</th> <th>Data Preview</th> <th>Messages</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Participation</td> <td><input checked="" type="checkbox"/></td> <td>Participation</td> <td>4</td> <td>instructor.upload.update.title.message;</td> </tr> </tbody> </table> <p>Click Submit to proceed. Click Cancel to go back.</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p> </div>	Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages	<input checked="" type="checkbox"/>	Participation	<input checked="" type="checkbox"/>	Participation	4	instructor.upload.update.title.message;
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<p>5.</p>	<p>Click Submit to complete the upload process.</p>												
<p>6.</p>	<p>The uploaded grade(s) now appear in the selected column in the Grade Center. A green success message appears at the top of the page.</p> <div data-bbox="391 1371 1159 1795"> <p>Total Grades Uploaded:1 Column Name Edited:Participation Mark Instructor.download.column.total</p> <p>Grade Center : Full Grade Center</p> <p>How to Export Grades to SIRIUS (more info)</p> <p>When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help</p> <p>Create Column Create Calculated Column Manage Reports Filter Work Offline</p> <p>Sort Columns By: Layout Position Order: Ascending</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Weight</th> <th>Participation 1</th> <th>Sample Discus</th> <th>Sample Discus</th> </tr> </thead> <tbody> <tr> <td>Salter</td> <td>Evan (Student)</td> <td>..</td> <td>4.00</td> <td>..</td> <td>..</td> </tr> </tbody> </table> <p>Selected Rows: 0</p> </div>	Last Name	First Name	Weight	Participation 1	Sample Discus	Sample Discus	Salter	Evan (Student)	..	4.00
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