

A Guide to calculating semester grades using Gradebook Dec 2004

A brief introduction: There are many ways to accomplish the task of combining together 2 quarter grades and a final exam grade to make a semester average. This sheet is designed as an example of one of the more common ways. No matter what method you use, always take the time to check a few of the calculations to make sure they have been done correctly. If you need help, see a Gradebook mentor in your department, or contact Mark Hines.

Gradebook Example # 1 multiple groups:

This example is for a teacher that has been keeping *multiple groups* for their classes.

In this teacher's case, they had made three groups: hw1, labs1, test1 weighted 20, 30, and 50% respectively. During the second quarter they made 3 new groups: hw2, labs2 and test2. They then made a new group called final. To calculate the second quarter grade, they set all the first quarter grades and the final to a weight of "0".

Group Name	Default Value	Default Display	Overall Weight	Drop Lowest
final	100	Alpha	0	<input type="checkbox"/>
hw1	100	Alpha	0	<input type="checkbox"/>
hw2	100	Alpha	20	<input type="checkbox"/>
labs1	100	Alpha	0	<input type="checkbox"/>
labs2	100	Alpha	30	<input type="checkbox"/>
test1	100	Numeric	0	<input type="checkbox"/>
test2	100	Numeric	50	<input type="checkbox"/>

How to calculate semester grades:

Each teacher has discretion over what value the final exam will be given. In this example the teacher has stated that the 1st and 2nd quarter will be worth 40% each, and the final exam is worth 20%. In order for this to work, the teacher would set up the final exam to be worth half of what each quarter had been. In this case since each quarter's weight added up to 100, the final exam was given a weight of half that, or 50.

Group Name	Default Value	Default Display	Overall Weight	Drop Lowest
final	100	Alpha	50	<input type="checkbox"/>
hw1	100	Alpha	20	<input type="checkbox"/>
hw2	100	Alpha	20	<input type="checkbox"/>
labs1	100	Alpha	30	<input type="checkbox"/>
labs2	100	Alpha	30	<input type="checkbox"/>
test1	100	Numeric	50	<input type="checkbox"/>
test2	100	Numeric	50	<input type="checkbox"/>

Any time you need to computer a particular average (final, for instance) you set the other groups to 0.

Gradebook Example # 2: single groups:

This example is for a teacher that has been keeping *a single group* for their classes.

In this teacher's case, they had made one group each quarter: classwork 1 and classwork 2. They then made a new group called final. To calculate the second quarter grade, they set all "classwork 2" to 100, "classwork 1" to 0, and "final" to 0

Group Name	Default Value	Default Display	Overall Weight	Drop Lowest
Classwork 1	100	Numeric	0	<input type="checkbox"/>
classwork 2	100	Numeric	100	<input type="checkbox"/>
final	100	Numeric	0	<input type="checkbox"/>

How to calculate semester grades:

Each teacher has discretion over what value the final exam will be given. In this example the teacher has stated that the 1st and 2nd quarter will be worth 40% each, and the final exam is worth 20%. In this scenario, the teacher sets “classwork 1” and “classwork 2” to 40 and “final” to 20.

Group Name	Default Value	Default Display	Overall Weight	Drop Lowest
Classwork 1	100	Numeric	40	<input type="checkbox"/>
classwork 2	100	Numeric	40	<input type="checkbox"/>
final	100	Numeric	20	<input type="checkbox"/>

A lot of other combinations are possible – get help if you are not sure what to do!

A separate sheet will detail how to get grades from your Gradebook into the Attendance program. You will receive this from the records office soon.

One VERY IMPORTANT warning! Do not change the names of groups you have made once you have created assignments for them. When an assignment is made, the group it is assigned in must keep its name – if you change the name of the group, the assignments will lose their group – see pictures below:

Here is an assignment view of a typical gradebook – three groups: hw1, labs1, test1

Calc	Assignment Title	Column Heading	Date	Group	Value	Wgt	Display	Threshold	Mark Lock
<input type="checkbox"/>	first test		08/31/04	test1	100	100	Alpha	0	<input type="checkbox"/>
<input type="checkbox"/>	first hw		08/31/04	hw1	10	100	Alpha	0	<input type="checkbox"/>
<input type="checkbox"/>	first lab		09/07/04	test1	30	100	Numeric	0	<input type="checkbox"/>
<input type="checkbox"/>	second test		09/14/04	test1	100	100	Numeric	0	<input type="checkbox"/>
<input type="checkbox"/>	second hw		09/30/04	hw1	10	100	Alpha	0	<input type="checkbox"/>
<input type="checkbox"/>	third test		10/04/04	test1	100	100	Numeric	0	<input type="checkbox"/>
<input type="checkbox"/>	third hw		10/07/04	hw1	10	100	Alpha	0	<input type="checkbox"/>

Here is what happened when the group called “hw1 had its name changed to “hw qtr 1”

Note that there is now no groups assigned to the homework assignments

Calc	Assignment Title	Column Heading	Date	Group	Value	Wgt	Display	Threshold	Mark Lock
<input type="checkbox"/>	first test		08/31/04	test1	100	100	Alpha	0	<input type="checkbox"/>
<input type="checkbox"/>	first hw		08/31/04	--	10	100	Alpha	0	<input type="checkbox"/>
<input type="checkbox"/>	first lab		09/07/04	test1	30	100	Numeric	0	<input type="checkbox"/>
<input type="checkbox"/>	second test		09/14/04	test1	100	100	Numeric	0	<input type="checkbox"/>
<input type="checkbox"/>	second hw		09/30/04	--	10	100	Alpha	0	<input type="checkbox"/>
<input type="checkbox"/>	third test		10/04/04	test1	100	100	Numeric	0	<input type="checkbox"/>
<input type="checkbox"/>	third hw		10/07/04	--	10	100	Alpha	0	<input type="checkbox"/>

