

Unit Topic: Grading Non-Gradable Sections

Introduction

Manually Managed Courses

A manually managed course may be used to mimic the cross listing of several sections of a single course. Grading can be done in the manually managed section, but cannot be exported to Banner directly at the end of the semester. Grade data must be passed back to the original (gradable) CRNs for the export to Banner process to be successful.

Lab CRNS

Many courses with large enrollment subdivide into several CRNs, each with a portion of the overall enrollment. The large enrollment is commonly the lecture portion of the course, and the smaller enrollments are commonly the lab or practical portion of the course. The lab CRNs are not gradable, grade information will not successfully export to Banner from them. Therefore, grade information input into them must be passed to the lecture section so that the overall grade exports successfully from the lecture section.

Content

This document covers the following topics:

- Setup
 - Manually Managed Courses
 - Lab CRNS
- Ongoing
- End of Semester
 - Manually Managed Courses
 - Lab CRNS

Setup

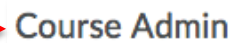
Please see the DC Connect: Grades PDF located [on the CAFE website](#) for instructions on creating grade items.

Manually Managed Courses

Build all grade items in one of the gradable sections of your course. We will call this section the “source”. Once all the grade items are complete, follow these steps to copy the grade items and settings to the other sections of your course, and to the Manually Managed section:

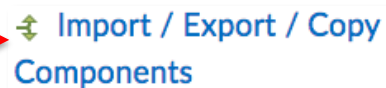
1. Go to a new section of your course in DC Connect.

2. Click the **Course Admin** option of the course
Navbar.



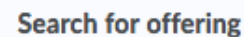
Course Admin

3. Click the **Import/Export/Copy Components**
link.



Import / Export / Copy
Components

4. Click the **Search for offering** button.



Search for offering

5. Search for the “source” CRN,



Search For...

select its radio button,



	Offering Code ▲	Offering Name
<input checked="" type="radio"/>	10340.201941	201941.10340- CIRE-3131-04 - ELECTRONIC CIRCUITS III

and click the **Add Selected** button.

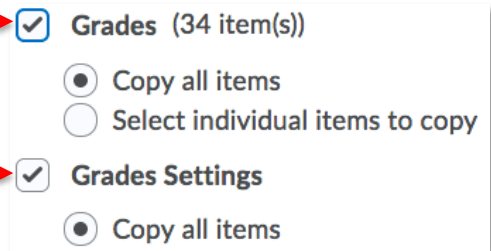


Add Selected

6. Click the **Select Components** button.



7. Select both the **Grades** and **Grade Settings** checkboxes (leaving the default Copy all items radio button on)...



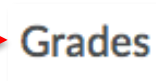
- ... then click the **Continue** button.



8. Click the **Finish** button.



9. Wait for the copy process to complete and click the **Grades** option of the course Navbar to confirm the grades copied over successfully.




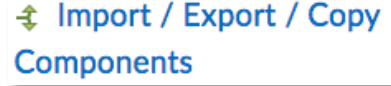
10. Repeat the above steps for each section of your course, including the Manually Managed section.

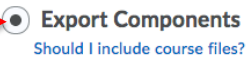
Lab CRNS

Build all grade items in the gradable (lecture) section of the course. The instructor responsible for the lecture content usually does this.

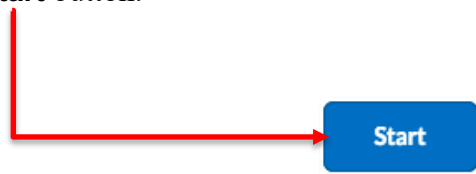
Once all the grade items are complete, export the grade structure following these steps:

1. Click the **Course Admin** option of the course → 

2. Click the **Import/Export/Copy Components** link. → 

3. Select the **Export Components** option... → 
Should I include course files?
 Include course files in the export package

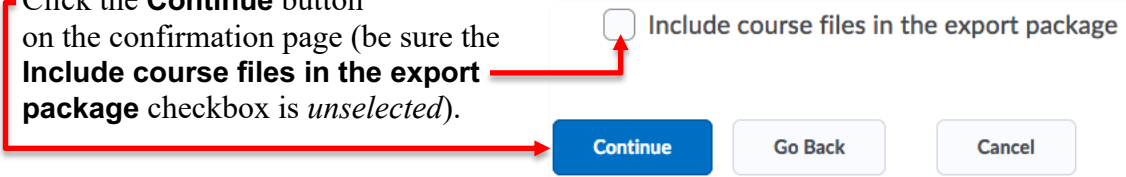
...but *deselect* the **Include course files in the export package** before clicking the **Start** button.




4. Select the **Grades** checkbox (leaving the default Export all items radio button on)... → 

... then click the **Continue** button. → 

5. Click the **Continue** button on the confirmation page (be sure the **Include course files in the export package** checkbox is *unselected*).



6. Click the **Finish** button.




7. Click on the **Click here to download the export Zip package** link to download the .zip file.



The file can now be distributed, via email or USB drive, to the instructors responsible for the lab (non-gradable) sections. They must now import the .ZIP file into their sections of the course. To do so they will follow these steps:

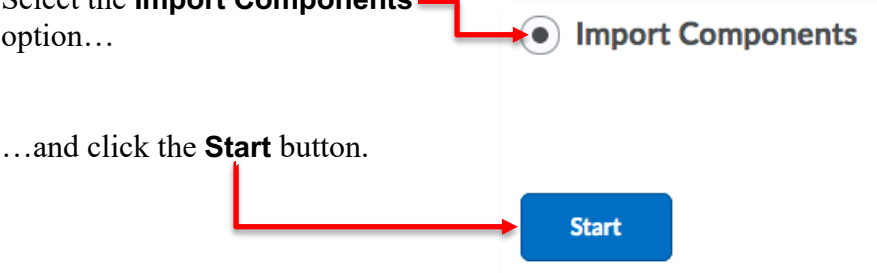
1. Click the **Course Admin** option of the course Navbar.




2. Click the **Import/Export/Copy Components** link.



3. Select the **Import Components** option...
...and click the **Start** button.



4. Click the **Upload** button and find the .zip file provided by the lecture instructor.



5. Once the file upload is complete, click the **Import All Components** button.

A blue rectangular button with the text "Import All Components" in white. A red arrow points from the text in step 5 to the button.

6. Upon successful import, click the **View Content** button...

A blue rectangular button with the text "View Content" in white. A red arrow points from the text in step 6 to the button.

...and then the **Grades** link in the Navbar to confirm that the grade items are there.

A white rectangular button with the text "Grades" in blue. A red arrow points from the text in the previous block to the button.

Ongoing

Grade data will be input in non-gradable section(s) throughout the semester.

End of Semester

Manually Managed Courses

At the end of the semester the grade information recorded in the Manually Managed section of your course must be moved to the gradable CRNs so they may be exported to Banner. Starting in your Manually Managed section, follow these steps:

1. Click the **Grades** option of the course Navbar.

A white rectangular button with the text "Grades" in blue. A red arrow points from the text in step 1 to the button.

2. Click the **Enter Grades** link.

A white rectangular button with the text "Enter Grades" in blue. A red arrow points from the text in step 2 to the button.

3. Click the **Download Spreadsheet** button.

Download Spreadsheet

4. Select the **Org defined ID** radio button,...



Download Options

Key Field

- Org Defined ID
 Username
 Both

...the **Points** grade checkbox...


Grade Values

- Points grade
 Weighted grade 
 Grade Scheme 

(NOTE: leave all other options unchecked.)

...and *all* **Grade Item** checkboxes.

Choose Grades to Download

<input type="checkbox"/>	Grade Item
<input checked="" type="checkbox"/>	Assignment 1
<input checked="" type="checkbox"/>	Assignment 2
<input checked="" type="checkbox"/>	Assignment 3
<input checked="" type="checkbox"/>	Test 1
<input checked="" type="checkbox"/>	Test 2
<input checked="" type="checkbox"/>	Test 3
<input checked="" type="checkbox"/>	In Process
<input checked="" type="checkbox"/>	Final Calculated Grade 
<input checked="" type="checkbox"/>	Final Adjusted Grade

5. Click the **Download as CSV** button.

Download as CSV

6. Once the progress has completed, click the **Download** button save the .csv file to your computer.



Export Grades

Complete

Congratulations! Your export **Brett Clayton's Sandbox 03_GradesExport_2019-08-01-14-47.csv** is now ready for download.

Download **Close**

You can now import this data into your gradable CRNs. Access one of your sections and follow these steps:

7. Click the **Grades** option of the course Navbar.



Grades

8. Click the **Enter Grades** link.



Enter Grades

9. Click the **Import** button.



Import

10. Click the **Browse...** button and navigate to the .csv file you exported in step 6 above.

Import File *

Browse... No file selected.

11. Click the **Continue** button.



Continue

12. Ignore the **Unrecognized user** error (if present).

13. Click the **Continue** button.



14. A preview of the data is shown, click the **Import** button.



The data is now imported into your gradable section. Note that you will have to repeat steps 7 through 14 for each of your original (gradable) sections.

Lab CRNS

At the end of the semester the grade information recorded in the lab sections of the course must be moved to the lecture (gradable) CRN so they may be exported to Banner. Each lab instructor must follow these steps and provide the resulting .CSV to the lecture instructor:

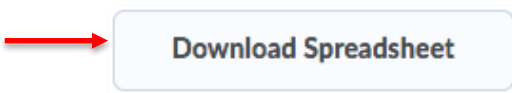
1. Click the **Grades** option of the course Navbar.



2. Click the **Enter Grades** link.



3. Click the **Download Spreadsheet** button.



4. Select the **Org defined ID** radio button,...



Download Options

Key Field

- Org Defined ID
 Username
 Both

...the **Points** grade checkbox...


Grade Values

- Points grade
 Weighted grade 
 Grade Scheme 

(NOTE: leave all other options unchecked.)

...and *all* **Grade Item** checkboxes.

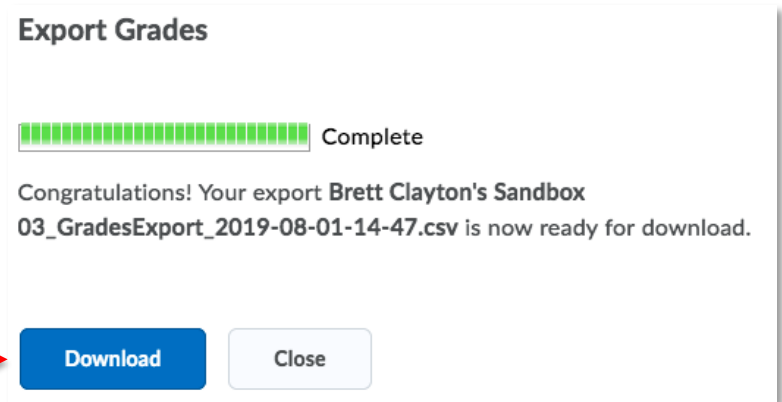
Choose Grades to Download

<input type="checkbox"/>	Grade Item
<input checked="" type="checkbox"/>	Assignment 1
<input checked="" type="checkbox"/>	Assignment 2
<input checked="" type="checkbox"/>	Assignment 3
<input checked="" type="checkbox"/>	Test 1
<input checked="" type="checkbox"/>	Test 2
<input checked="" type="checkbox"/>	Test 3
<input checked="" type="checkbox"/>	In Process
<input checked="" type="checkbox"/>	Final Calculated Grade 
<input checked="" type="checkbox"/>	Final Adjusted Grade

5. Click the **Download as CSV** button.

Download as CSV

6. Once the progress has completed, click the **Download** button save the .csv file to your computer.



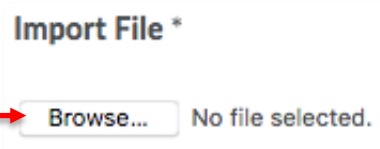
The lecture instructor can now follow these steps to import each .csv file into the lecture (gradable) section of the course:

1. Click the **Grades** option of the course Navbar.

2. Click the **Enter Grades** link.

3. Click the **Import** button.

4. Click the **Browse...** button and navigate to the .csv file you exported in step 6 above.



5. Click the **Continue** button.

6. Ignore the **Unrecognized user** error (if present).

7. Click the **Continue** button.



8. A preview of the data is shown,
click the **Import** button.



The data is now imported into the gradable section. Note that you will have to repeat steps 7 through 14 for each lab section .csv file provided by the lab instructors.