

Grading DC Connect Courses with Multiple Instructors

Introduction

The purpose of this document is to outline the recommended process for setting up and administering the grading process of courses where multiple professors are responsible for grading a subset of students from the class roster. This process minimizes the potential risk of incorrect marks being submitted to Banner.

Content

This document covers the following topics:

- **Course Setup**
 - *Groups*
 - *Grades*
- **Grading and Submission**
 - *Grading*
 - *Submission @ Midterm*
 - *Submission @ End of Semester (Final)*

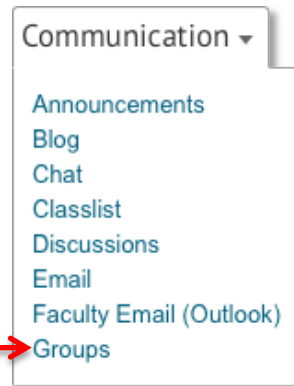
Course Setup

To set up a course where multiple professors are responsible for a subset of the Classlist, there are several steps that must be followed to minimize the risk of students receiving the incorrect grade at midterm and end of semester.

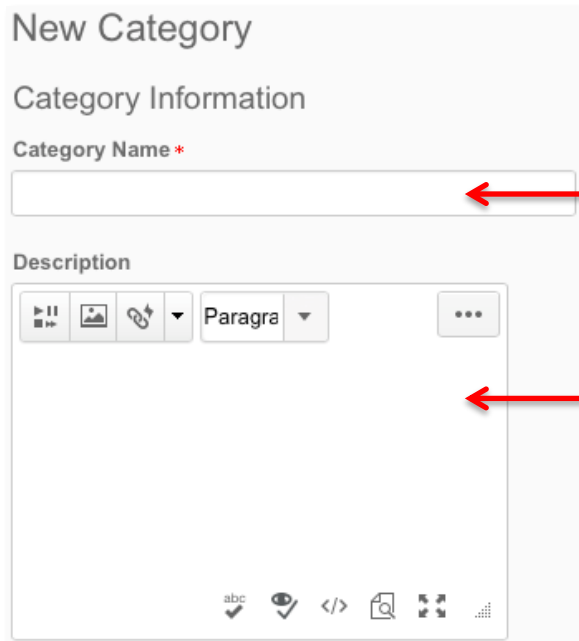
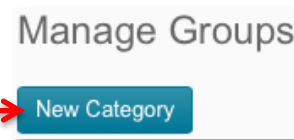
Groups

One of the first things that should be done is to create a new group category in the course, where the names of the professors are used for the individual groups.

Begin by accessing the **Groups** tool...



...and clicking the **New Category** button.

A screenshot of the 'New Category' form. The form has a title 'New Category' and a section 'Category Information'. Under 'Category Information', there is a field for 'Category Name *' which is currently empty. Below this is a 'Description' section with a rich text editor. The rich text editor has a toolbar with icons for bold, italic, link, and paragraph, and a dropdown menu set to 'Paragra'. A red arrow points to the 'Category Name' field from the text 'Input the name of the course as the Category Name.' Another red arrow points to the 'Description' section from the text 'Skip the Description.'.

Input the name of the course as the **Category Name**.

Skip the Description.

Set the Enrollment Type to **# of Groups - Manual Enrollment**

Set the **Number of Groups** to be the number of professors who are responsible for submitting grades.

Skip the Grade Prefix option.

Enrolment Type
of Groups - Manual Enrolment

Number of Groups *

Group Prefix

Do not create any additional workspaces.

Click the **Save** button.

Additional Options

∨ Collapse additional options

Create Workspace

- Set up discussion areas ?
- Set up lockers ?
- Set up assignment submission folders ?

Save Cancel

The groups are created, but must now be named appropriately.

Click on each **Group** and...

Categories

View Categories
Clinical Practice II

Email Delete

Groups	Members
<input type="checkbox"/> Clinical Practice II (5) ∨	
<input type="checkbox"/> Group 1	0
<input type="checkbox"/> Group 2	0
<input type="checkbox"/> Group 3	0
<input type="checkbox"/> Group 4	0
<input type="checkbox"/> Group 5	0

Email Delete

Edit Group - Group 1

Enrol Users View Enrolment

Edit Group

Group Name *

First Last

...change the **Group Name** to be one of the professors responsible for student grading.

Be sure to click the **Save** button after each **Group Name** update.

Next, you will want to enroll the students into the appropriate groups.

On the **Manage Groups** page, click the action menu for the **Group Category** that was just created and select the **Enrol Users** option.

Clinical Practice II (5)

- Edit Category
- Add Group
- Enrol Users

Display

All Groups

Change the **Display** option...

- All Groups
- ✓ Professor A
- Professor B
- Professor C
- Professor D
- Professor E

...so that only one group is shown at a time.

Use the checkboxes in the table at the bottom of the page to indicate which students belong to the group.

	First Name ▲, Last Name	Professor A Users: 1
Test Student1 		<input checked="" type="checkbox"/>
Test Student2		<input type="checkbox"/>
Test Student3		<input type="checkbox"/>
Test Student4		<input type="checkbox"/>
Test Student5		<input type="checkbox"/>

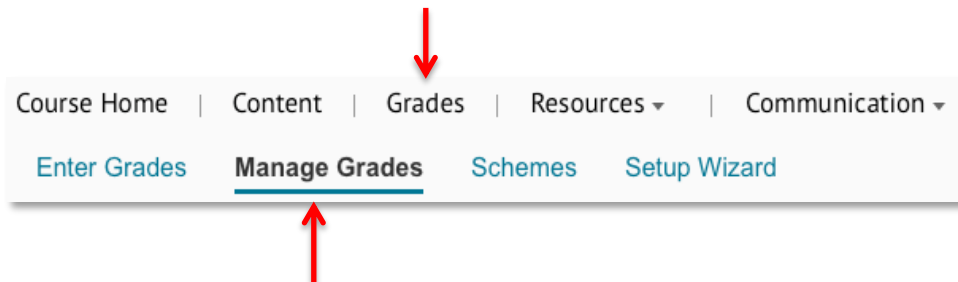
Click on the **Save** button and change the **Display** option to the next professor in the list.

Cycle through each group until the entire Classlist is sorted into the appropriate groups.

Grades

The next step in setting up the course is properly setting the Grade Settings.

Access the course and click on **Grades...**

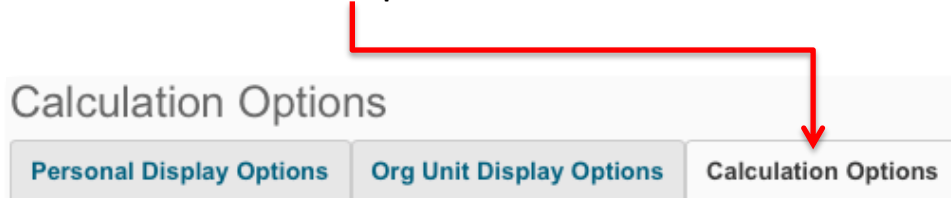


...and then the **Manage Grades** option.

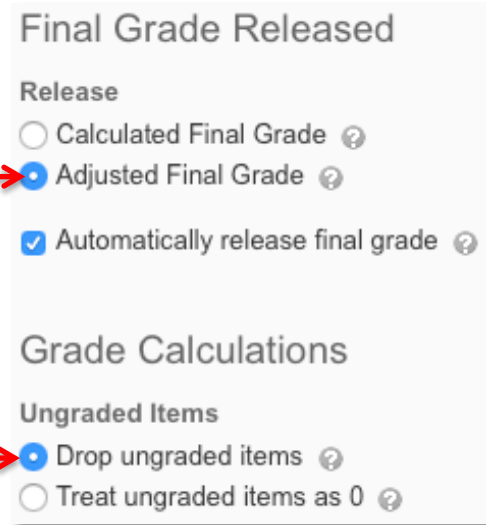
Click on the **Settings** link on the right side of the page.



Next, click on the **Calculation Options** tab.



Set the **Final Grade Released** property to **Adjusted Final Grade**.



The image shows a settings menu with two main sections: 'Final Grade Released' and 'Grade Calculations'. Under 'Final Grade Released', there is a 'Release' section with two radio button options: 'Calculated Final Grade' (unselected) and 'Adjusted Final Grade' (selected). Below this is a checked checkbox for 'Automatically release final grade'. Under 'Grade Calculations', there is an 'Ungraded Items' section with two radio button options: 'Drop ungraded items' (selected) and 'Treat ungraded items as 0' (unselected). Red arrows point from the text on the left to the selected options in the menu.

Also, ensure the **Grade Calculations** property is set to **Drop ungraded items**.

If the course is **Pass/Fail**, please contact and collaborate with C.A.F.E. staff to ensure the gradebook functions in alignment with the criteria described in the course outline.

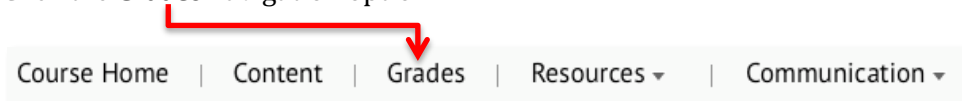
Grading and Submission

The following steps should be followed when professors grade their students, and when grades are submitted at midterm and end of semester.

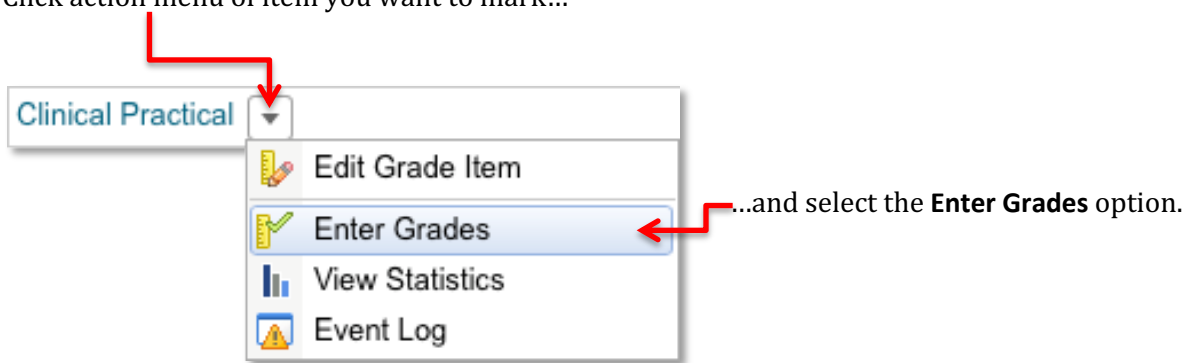
Grading

When it is time to assess student achievement, the following steps should be followed so that the appropriate professor grades the appropriate students.

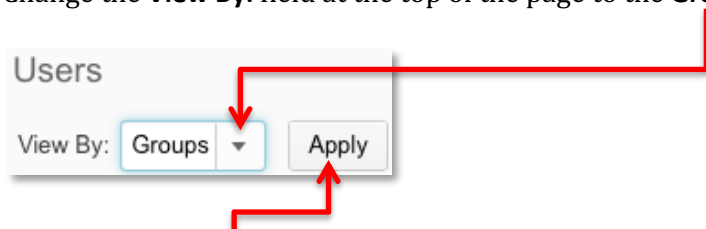
Click the **Grades** navigation option.



Click action menu of item you want to mark...

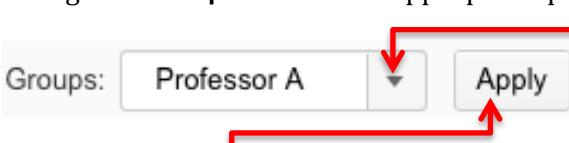


Change the **View By:** field at the top of the page to the **Groups** option...



...and click the **Apply** button.

Change the **Groups:** field to the appropriate professor's name...



...and click the **Apply** button again.

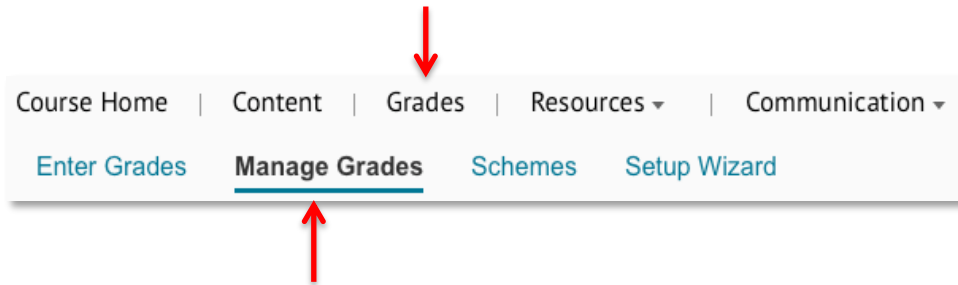
In the table displayed, grade the students and provide appropriate feedback.

Click the **Save and Close** button.

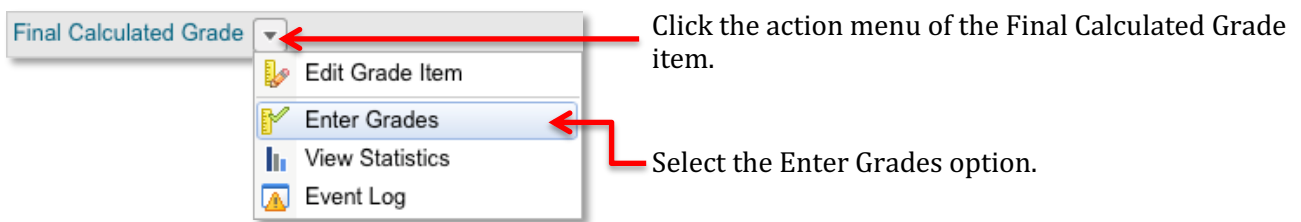
Submission @ Midterm

Follow these steps to submit midterm grades.

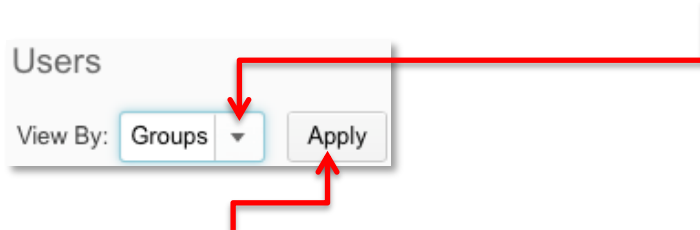
Access the course and click on **Grades...**



...and then the **Manage Grades** option (if not already there).

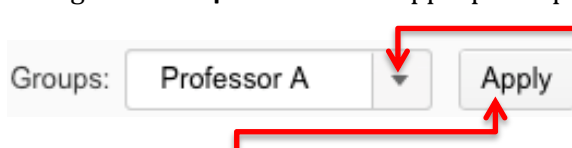


Change the **View By:** field at the top of the page to the **Groups** option...



...and click the **Apply** button.

Change the **Groups:** field to the appropriate professor's name...



...and click the **Apply** button again.

Grades are to be manually input into the **Final Adjusted Grade** column.

For courses with a numeric grade:

For each of the students, take the number in the **Scheme** column of the **Final Calculated Grade...**

Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Scheme
	Grade	Scheme	Grade	Scheme	
<input type="checkbox"/> !Student, Demo	- / -	-	<input type="text"/> / <input type="text"/>		-

...and type it into the *left-side* box of the **Final Adjusted Grade** column.

Type **"100"** in the *right-side* box of the **Final Adjusted Grade** column.

Once all the students are graded, click the **Save and Close** button.

For courses with a P/F grade:

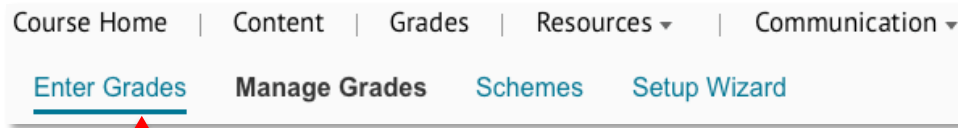
For students who are *passing*, input a **"1"** in both the left and right boxes in the **Final Adjusted Grade** column.

Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade		Scheme
	Grade	Scheme	Grade	Scheme	
<input type="checkbox"/> !Student, Demo	- / -	-	<input type="text"/> / <input type="text"/>		-

For student who are *failing*, input a **"0"** in the left left-side box and a **"1"** in the right-side box of the **Final Adjusted Grade** column.

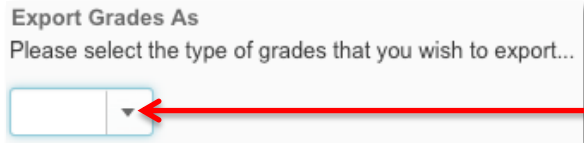
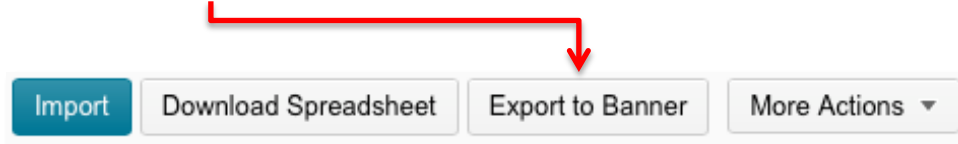
Once all the students are graded, click the **Save and Close** button.

Click the **Grades** navigation option...



..and then on **Enter Grades**.

Click the **Export to Banner** button.



Click the pull-down menu and choose the **Midterm** option.

Click the **Export All Grades** button.

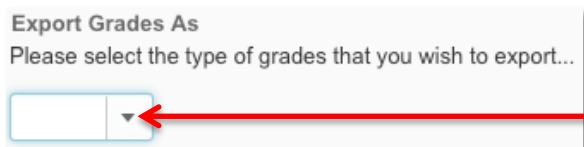


When the progress bar has turned green, single-click the **Continue** button.

Use any of the top navigation to leave the Export page.

Submission @ End of Semester (Final)

Repeat the steps as described in the Submission @ Midterm section with the following exception:



Click the pull-down menu and choose the **Final** option.