

## Unit Topic: 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:

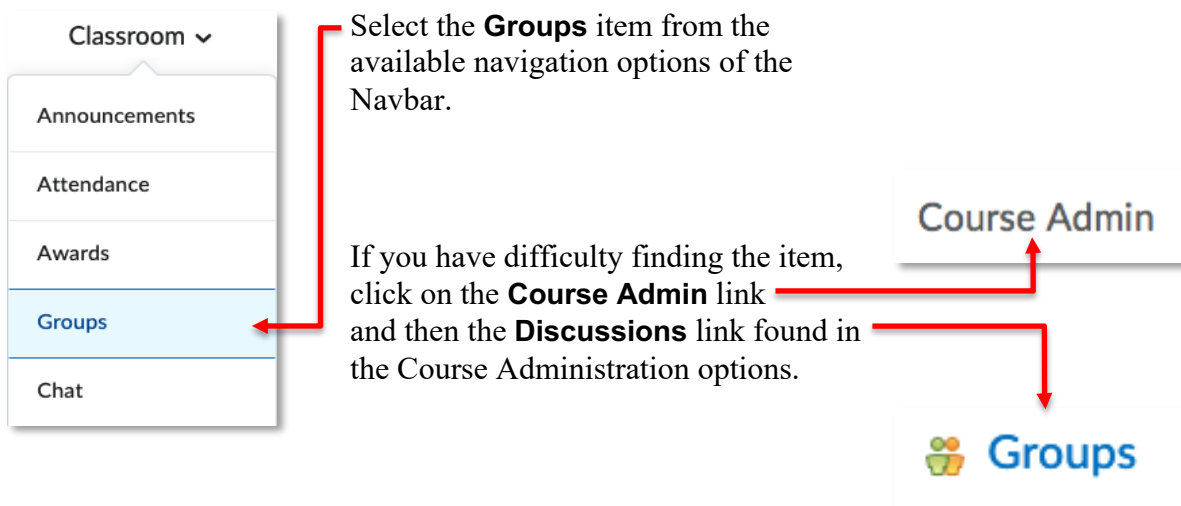
- Course Setup
  - Groups
  - Grades
- Grading and Submission
  - Grading
  - Submission @ Midterm
  - Submission @ End of Semester (Final)

## 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.



Select the **Groups** item from the available navigation options of the Navbar.

If you have difficulty finding the item, click on the **Course Admin** link and then the **Discussions** link found in the Course Administration options.

Click the **New Category** button.

### Manage Groups

New Category

### New Category

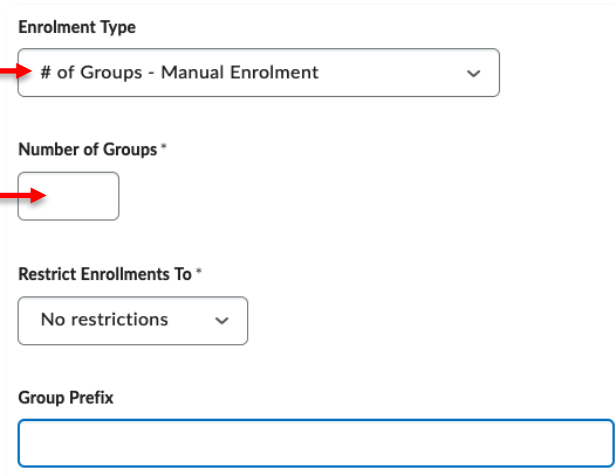
#### Category Information

Category Name \*

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

(Skip the Description)

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



The screenshot shows a form with the following fields:

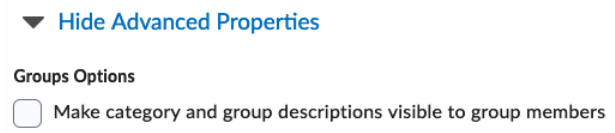
- Enrolment Type**: A dropdown menu with the selected option being "# of Groups - Manual Enrolment".
- Number of Groups \***: An empty text input field.
- Restrict Enrollments To \***: A dropdown menu with the selected option being "No restrictions".
- Group Prefix**: An empty text input field.

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

Do not restrict the category.

Skip the Grade Prefix option.

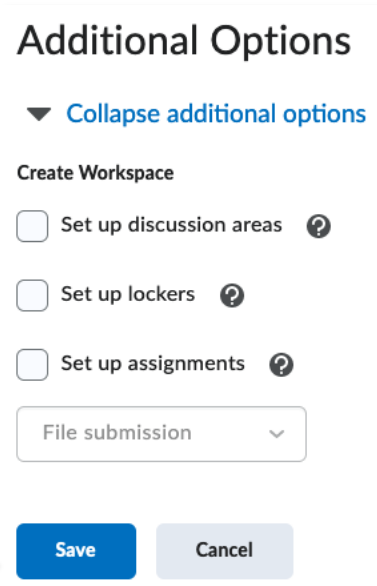
### Advanced Properties



The screenshot shows the "Advanced Properties" section with the following options:

- A dropdown menu set to "Hide Advanced Properties".
- Groups Options**: A checkbox labeled "Make category and group descriptions visible to group members" which is currently unchecked.

Do not set Group Options



The screenshot shows the "Additional Options" section with the following options:

- A dropdown menu set to "Collapse additional options".
- Create Workspace**: Three checkboxes, all unchecked: "Set up discussion areas", "Set up lockers", and "Set up assignments".
- A dropdown menu set to "File submission".
- Two buttons at the bottom: "Save" (highlighted in blue) and "Cancel".

Do not create any additional workspaces.

Click the **Save** button.

A pop-up window will appear confirming the creation of the Group Category. Click the **OK** button to continue.

The groups are created but must now be named appropriately.

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

**Categories**

View Categories

Clinical Practice I ▾

Clinical Practice II (5) ▾

Email Delete

<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	<a href="#">Group 1</a>	0
<input type="checkbox"/>	<a href="#">Group 2</a>	0
<input type="checkbox"/>	<a href="#">Group 3</a>	0
<input type="checkbox"/>	<a href="#">Group 4</a>	0
<input type="checkbox"/>	<a href="#">Group 5</a>	0

## Edit Group - Group 1

Enrol Users View Enrolment

### Edit Group

Group Name \*

...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) ▾

Email Delete

- 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, Username, Org Defined ID	Professor A Users: 1
brett.clayton-SB85, Instructor Student View, InsStuView_brett.clayton-SB85, InsStuView_brett.clayton-SB85	<input type="checkbox"/>
Test, Student6, test.student6, t6 🗨	<input checked="" type="checkbox"/>
Test, Student7, test.student7, t7	<input type="checkbox"/>
Test, Student8, test.student8, t8	<input type="checkbox"/>
Test, Student9, test.student9, t9	<input type="checkbox"/>
Test, Student10, test.student10, t10	<input type="checkbox"/>

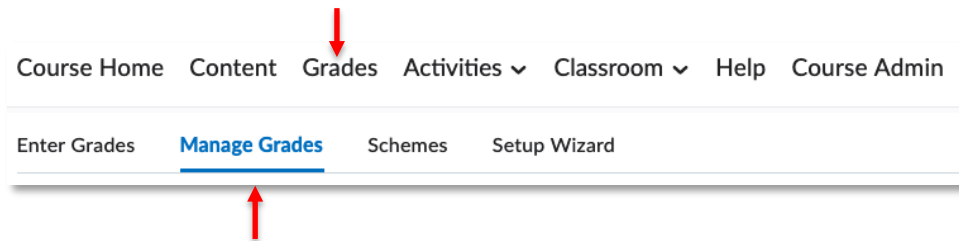
Click on the **Save** button and change the **Display** option to the next professor in the list.

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...**

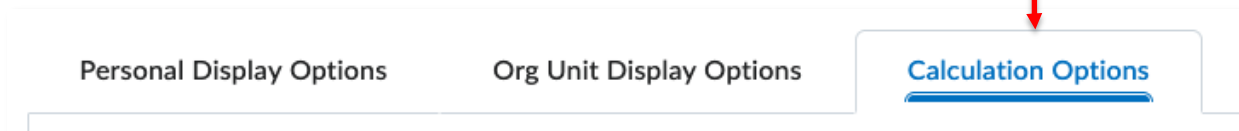


...and then the **Manage Grades** option.

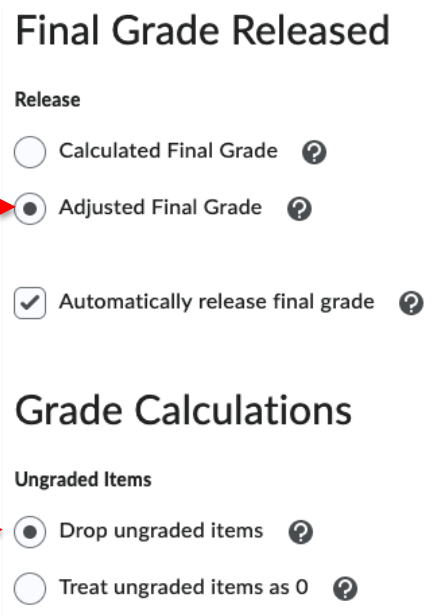
Click on the **Settings** link on the right side of the page.



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



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



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

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

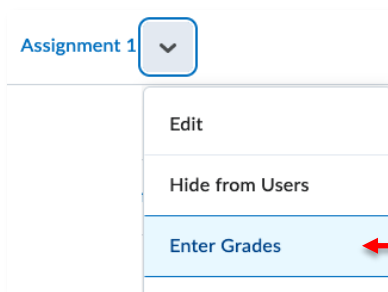
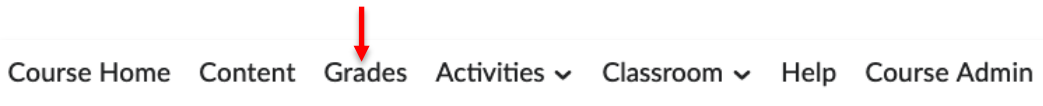
## Grading and Submission

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

### Grading

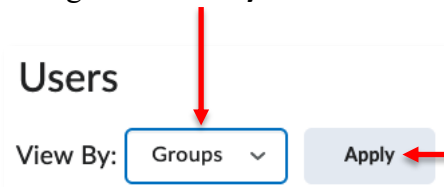
When it is time to assess student achievement, the following steps should be followed so that the appropriate professor grades the appropriate students.

Click the **Grades** navigation option.

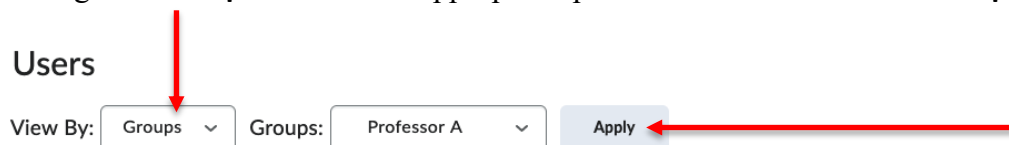


Click action menu of item you want to mark and select the **Enter Grades** option.

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.



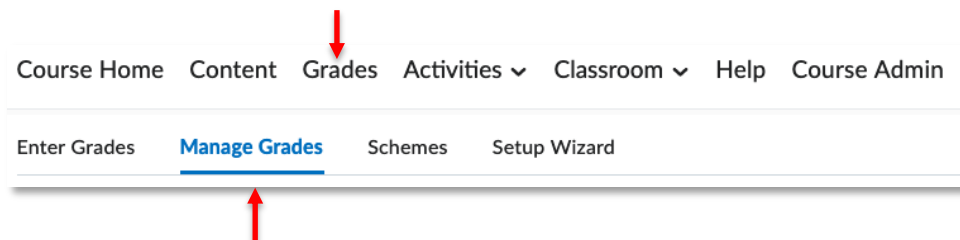
In the table displayed, grade the students, and provide appropriate feedback.

Click the **Save and Close** button.

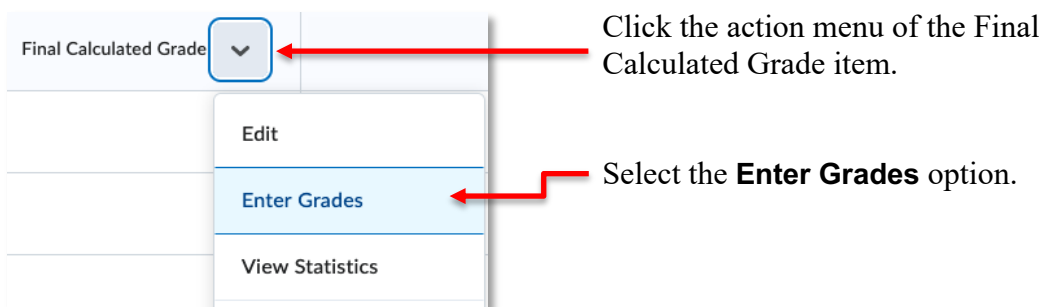
## Submission @ Midterm

Follow these steps to submit midterm grades.

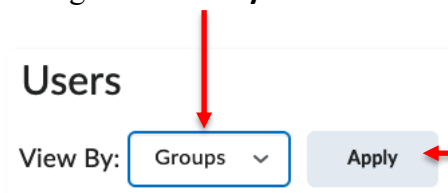
Access the course and click on **Grades...**



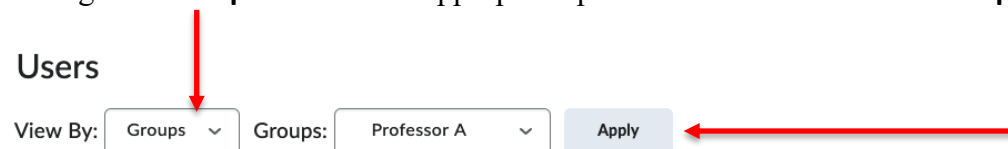
...and then the **Manage Grades** option (if you are not already there).



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.

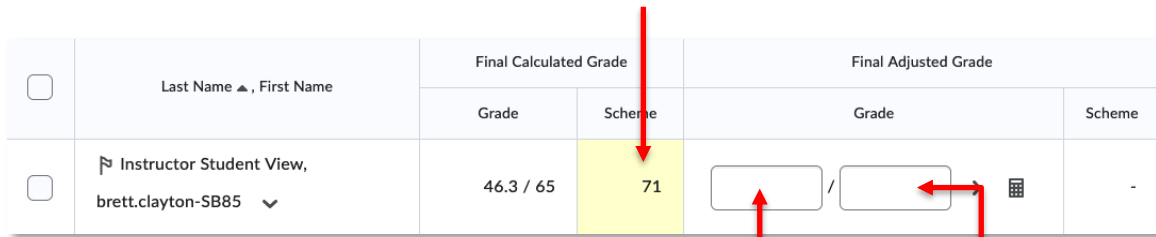


Grades are to be manually input into the **Final Adjusted Grade** column.



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	
		Grade	Scheme	Grade	Scheme
<input type="checkbox"/>	Instructor Student View, brett.clayton-SB85 ▼	46.3 / 65	71	<input type="text"/> / <input type="text"/>	-

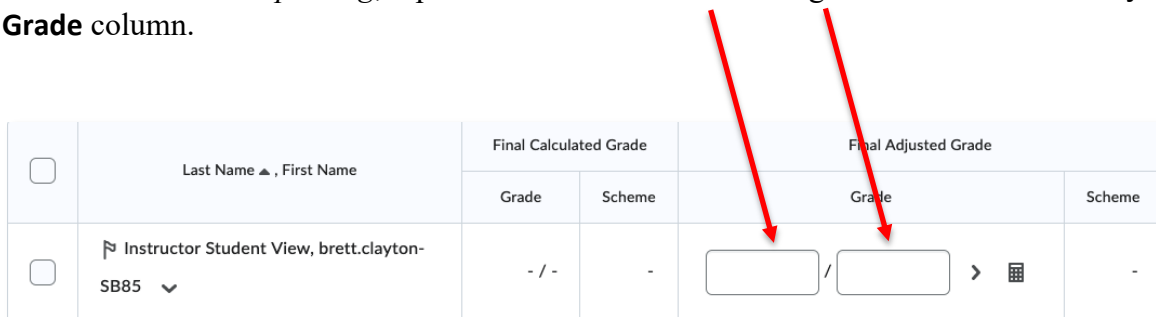
...and type it into the *left-side* box of the **Final Adjusted Grade** column.

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.

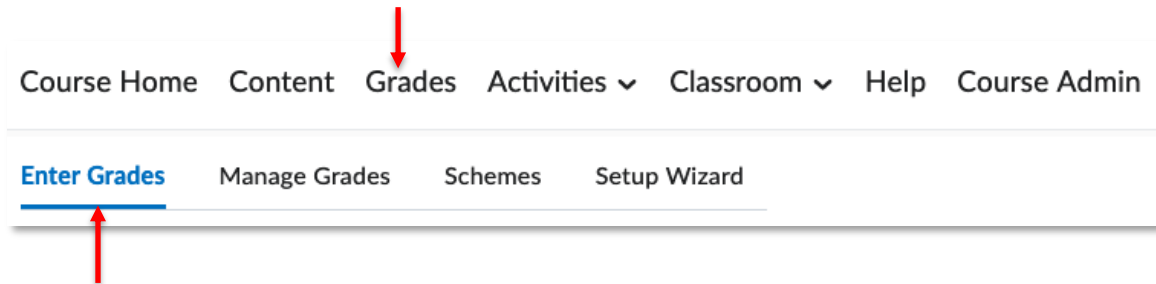


	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade	
		Grade	Scheme	Grade	Scheme
<input type="checkbox"/>	Instructor Student View, brett.clayton-SB85 ▼	- / -	-	<input type="text"/> / <input type="text"/>	-

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**.

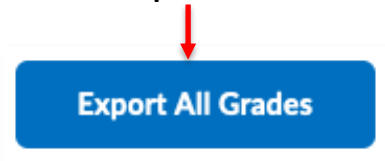
Click the **Export to Banner** button.



Export Grades As  
Please select the type of grades that you wish to export...

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, then 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:

Export Grades As  
Please select the type of grades that you wish to export...

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