

IOWA

USING THE ICON GRADEBOOK

Fall 2020

Office of Teaching, Learning, and Technology

Tips For This Training

- This training is being recorded
- Please mute yourself when not talking
- Use the chat any time
- Need more help? Contact the ITS Help Desk.
<https://its.uiowa.edu/contact>

Training Agenda

- Part 1: Assignments
- Part 2: Live Demo: Assignments
- Part 3: Gradebook
- Part 4: Live Demo: Gradebook
- If time allows, we will cover additional topics that you choose!

Objectives

Participants will be able to;

- Create and grade assignments in their course
- Weight assignments into groups
- Learn more about speed-grader functionalities
- Learn more about other grading features

Part 1

Assignments

ICON Assignments

- Meaning of “Assignment” in ICON
- Assignment Groups
- Weighting Assignment Groups

What is an "Assignment"?

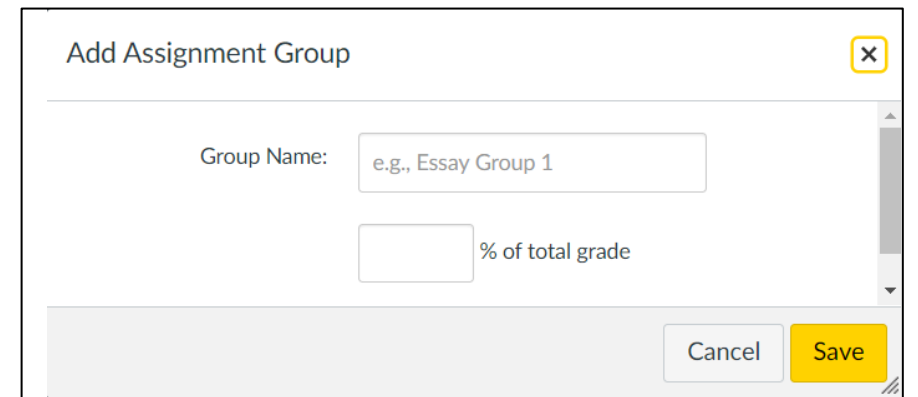
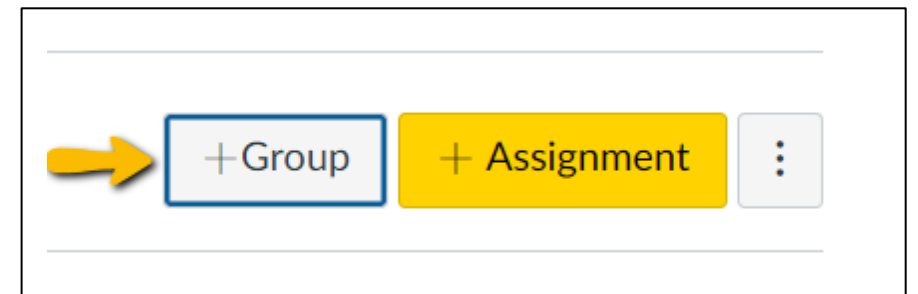
- In ICON, an Assignment is anything that is graded and/or requires an action by the student other than opening content
- Quiz
- Essay
- Discussion Board
- Participation
- External Tools
- Much more!

Assignment Groups

- Assignment Groups are a helpful way to organize your Assignments page in ICON
- When weighting your gradebook, Assignment Groups are crucial
- If you weight your gradebook and leave assignments out of groups, then the gradebook will not be graded accurately

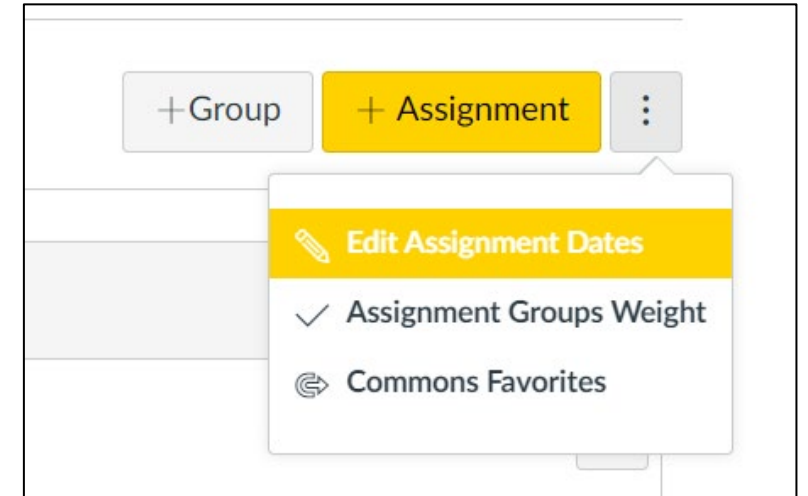
Assignment Groups

- To make an assignment group, go to the Assignments tab
- Click "+Group" on the right
- Name the group and give it a weight (if applicable)
- Click "Save"
- Drag and drop assignments into their correct groups

A screenshot of a dialog box titled "Add Assignment Group" with a close button (X) in the top right corner. It contains a "Group Name:" label followed by a text input field containing "e.g., Essay Group 1". Below this is another input field labeled "% of total grade". At the bottom right, there are "Cancel" and "Save" buttons.

Weighting Assignment Groups

- Go to "Assignments"
- Click the three dots next to the yellow "+ Assignment" button
- Click "Assignment Groups Weight"



Weighting Assignment Groups

- Weight Assignment Groups accordingly
- Click "Save"

IMPORTANT: Gradebook Weight needs to total 100%

Assignment Group	Weight (%)
Discussions	25%
Participation	25%
Assignments	25%
Quizzes	25%
Total	100%

Part 2

Live Demo: Assignments

Live Demo

- Creating an Assignment Group
- Weighting Assignments

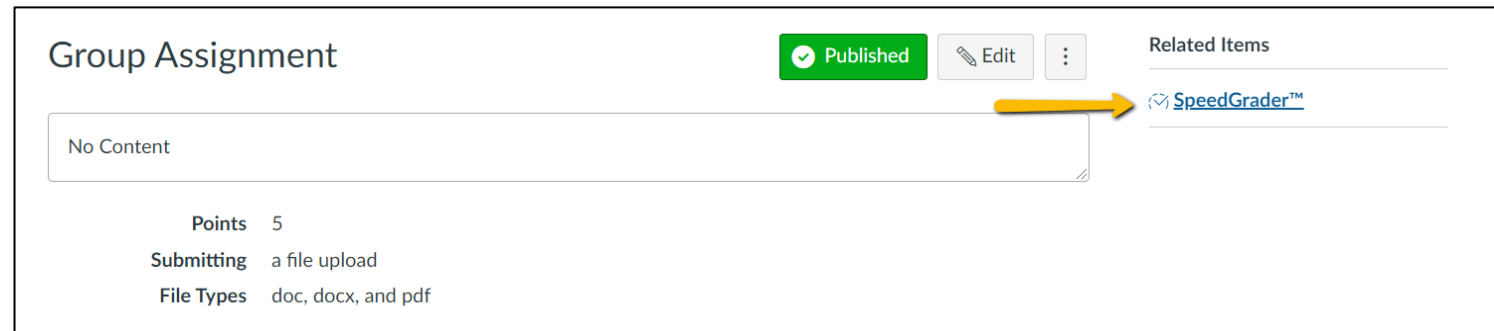
Part 3

Gradebook

Grading Assignments

→ SpeedGrader:

- Go to the assignment
- Click on "SpeedGrader" to the right



The screenshot displays a Canvas LMS assignment interface. At the top left, the title "Group Assignment" is shown. To its right are three buttons: a green "Published" button with a checkmark, a grey "Edit" button with a pencil icon, and a grey menu button with three vertical dots. Further right is a "Related Items" section containing a link for "SpeedGrader™" with a checkmark icon. A yellow arrow points from the menu button to the SpeedGrader link. Below the title and buttons is a large text area containing the text "No Content". At the bottom of the page, there are three rows of assignment details: "Points 5", "Submitting a file upload", and "File Types doc, docx, and pdf".

Grading Assignments

→ SpeedGrader (continued)

1. Hide/Show Grades using the eye symbol
2. Enter points
3. Add comments
4. Click "Submit" when finished

The screenshot displays the SpeedGrader interface for an assignment titled "Is a hot dog a sandwich?". The top navigation bar shows the assignment title, a due date of "No Due Date - d_emdietz_001", and a progress indicator of "0/7 Graded" out of "7/7". The user is identified as "Test Student".

The main content area shows the submission details for "Test Student":

- Submission text: "A hot dog is not a sandwich, it is in a separate category that is unique to this dish."
- Submission date: "Oct 26, 2020 10:40AM"

The right sidebar provides additional information and actions:



- Submitted: Oct 26 at 10:40am
- Assessment: Grade out of 5
- View Rubric button
- Assignment Comments section with an "Add a Comment" text input field (3)
- Submit button (4)
- Download Submission Comments link

Yellow callouts with numbers 1 through 4 highlight specific UI elements: 1 points to the eye icon in the top left; 2 points to the grade input field; 3 points to the comment input field; and 4 points to the Submit button.

Grading Assignments

→ Manual Grading

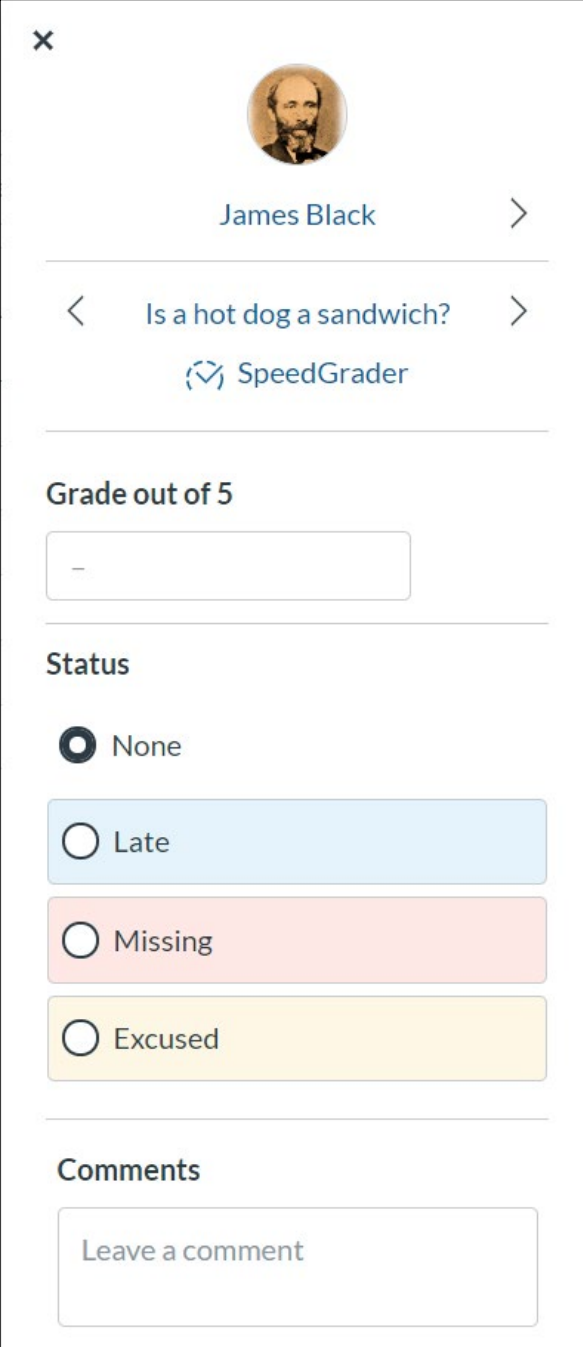
- Go to the Grades tab
- Click on the grade you would like to enter
- Click on the door symbol to quickly cycle through students

Student Name	Your Favorite Animal UNPUBLISHED	Is a hot dog a sandwich? Out of 5
James Black		<input type="text" value=" "/> /5 
Elizabeth Catlett		- 
Josiah Pickard		-
Jewel Prestage		-
Duke Slater		-
Elizabeth Tate		-
Test Student		-

Grading Assignments

→ Manual Grading (continued)

- Click on the door symbol to quickly cycle through students and assignments
- From this window, you can enter comments and mark if the assignment was late, missing, or excused

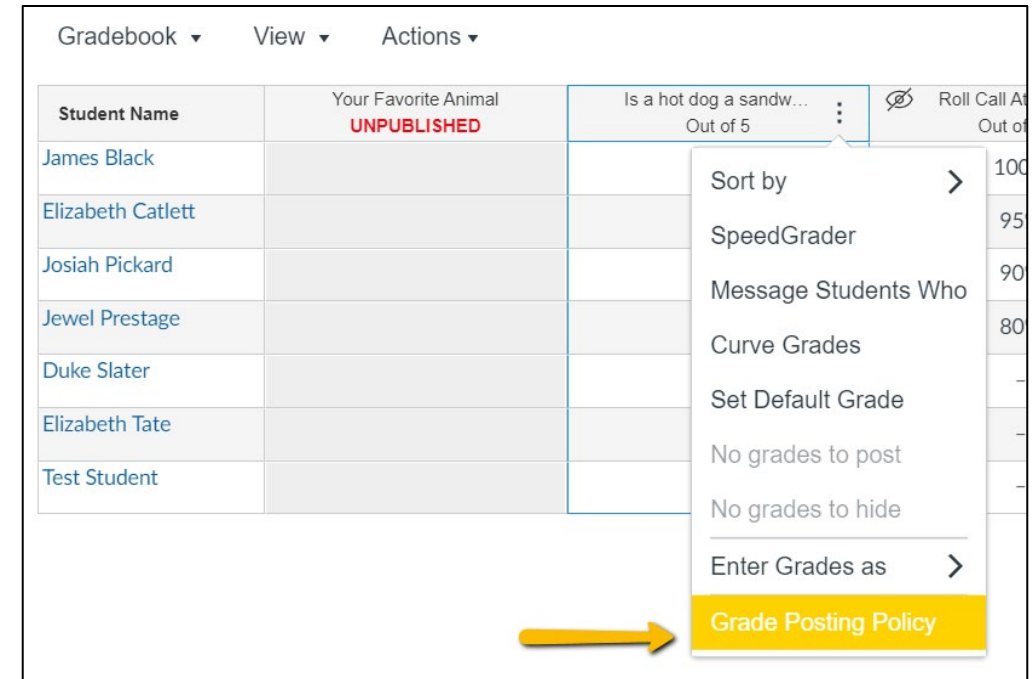


The screenshot shows a mobile interface for manual grading. At the top, there is a close button (X) and a profile picture of James Black. Below the profile picture is the name "James Black" and a right-pointing chevron. The assignment title "Is a hot dog a sandwich?" is displayed with left and right chevrons. The "SpeedGrader" logo is visible below the title. A section for "Grade out of 5" contains a text input field with a hyphen. The "Status" section has four radio button options: "None" (selected), "Late", "Missing", and "Excused". The "Comments" section features a text input field with the placeholder text "Leave a comment".

ICON Gradebook

The Gradebook as a communication tool:

- ✓ Gradebook Posting Policies control visibility for students by default, or by assignment.
- ✓ Messages to certain subgroups of an assignment using the “Message Students Who” tool.



The screenshot shows the ICON Gradebook interface. At the top, there are navigation tabs: "Gradebook", "View", and "Actions". Below this is a table with columns for "Student Name", "Your Favorite Animal", "Is a hot dog a sandw...", and "Roll Call At". The "Your Favorite Animal" column contains the word "UNPUBLISHED" in red. The "Is a hot dog a sandw..." column has a dropdown menu open, showing options: "Sort by", "SpeedGrader", "Message Students Who", "Curve Grades", "Set Default Grade", "No grades to post", "No grades to hide", "Enter Grades as", and "Grade Posting Policy". A yellow arrow points to the "Grade Posting Policy" option.

Student Name	Your Favorite Animal	Is a hot dog a sandw... Out of 5	Roll Call At Out of
James Black	UNPUBLISHED		100
Elizabeth Catlett			95
Josiah Pickard			90
Jewel Prestage			80
Duke Slater			
Elizabeth Tate			
Test Student			

Part 4

Live Demo: Gradebook

Live Demo

- Gradebook Posting Policies
- Message Students Who
- Grading an Assignment
 - SpeedGrader
 - Adding comments using annotations, voice recordings, etc
 - Manual
 - Posting grades that are "hidden"



Poll

What else would you like to cover?

Gradebook Calculations

- ICON calculates its grades based on points
- Grades are determined via the following method(s):
- **Standard Grading Approach:**
 - $(\text{Points Earned} / \text{Total Points Possible}) = \text{Total Score (as percentage)}$
- **Weighted Grading Approach:**
 - Sums up the weight of each assignment group

Ways to award Extra Credit

- Adding extra points to an existing Assignment
- Creating a No Submission Assignment worth 0 pts
 - Will not work if you have a weighted gradebook
- Adding “fudge points” to a quiz submission
- Creating extra credit Assignment Groups
 - Will only work for a weighted gradebook
- Final Override

How to change ICON grading scheme

- Click on settings and navigate to course details
- Select view grading scheme
- Click manage grading scheme to add your own.
- Click on “select another scheme” to chose your preferred scheme

Language:	Not set (user-configurable, defaults to This will override any user/system language p
File Storage:	5000 megabytes
Large Course:	<input type="checkbox"/> Launch SpeedGrader Filtered by Stude
Grading Scheme:	<input checked="" type="checkbox"/> Enable course grading scheme view grading scheme

Using Excel to edit the gradebook

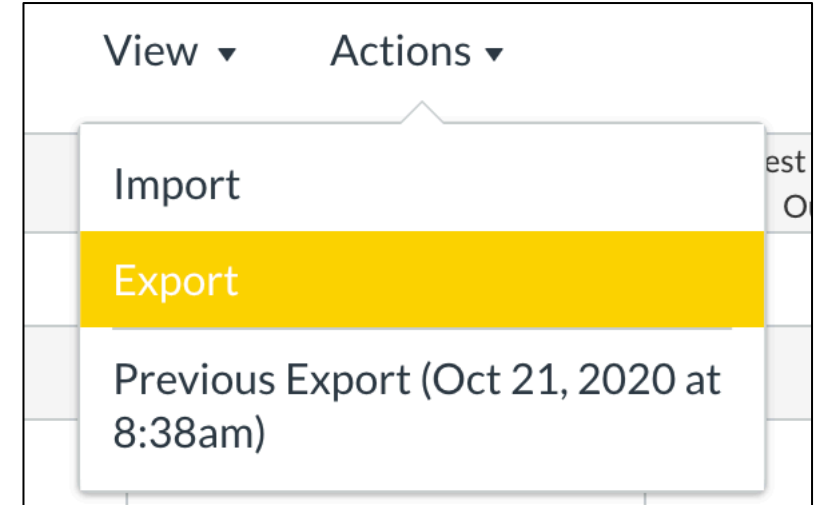
Main purpose: To perform actions that cannot be done in ICON, like importing grades from an external tool or adding a specific point value to all grades

To export click on action in gradebook and chose export

To import;

- Click on action in gradebook and chose import
- Choose the file and import data
- Verify changes and save

IMPORTANT: Don't change the automated ID number in the headings (column) of the excel file



Questions

Need Help?

- [Request a consultation](#), with follow-up support as needed, to discuss course structure, communication strategies, course facilitation, and more.
- Ask a SITA for Technical Consultations
 - SITA@uiowa.edu
- [Contact the ITS Help Desk](#) for technical troubleshooting or technology issues/questions.

Resources

→ Office of Teaching Learning and Technology

- <https://teach.its.uiowa.edu/>
- <https://teach.uiowa.edu/all-technology-tools>

→ ITS Help Desk

- Email: its-helpdesk@uiowa.edu
- Phone: (319)384-HELP(4357)

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