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
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%
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
Grading Assignments

→ SpeedGrader (continued)

1. Hide/Show Grades using the eye symbol
2. Enter points
3. Add comments
4. Click "Submit" when finished
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
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 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.
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:
• \( \frac{\text{Points Earned}}{\text{Total Points Possible}} = \text{Total Score (as percentage)} \)

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 choose your preferred 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)