

ICON Gradebook Training Handout

Fall 2020

Assignments:

What is an “Assignment” in ICON?

- In ICON, an Assignment is anything that is graded and/or requires an action by the student other than opening content. For example, it could be a quiz, a discussion board, an essay submission, etc.
- [Visit this page](#) to learn more about Assignments

Assignment Groups:

- Assignment Groups are a helpful way to organize your Assignments page in ICON
- When weighing your gradebook, Assignment Groups are crucial (If you weigh your gradebook and leave assignments out of groups, then the gradebook will not be graded accurately)
- 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
 - [Visit here](#) to learn more about assignment groups
- To weight assignment groups, go to the Assignments tab
 - Click the three dots next to the yellow “+Assignment” button
 - Click “Assignment Groups Weight”
 - Weight Assignment Groups accordingly
 - Click “Save”
- For more information on weighting assignments [visit here](#)

Gradebook:

SpeedGrader can be accessed two ways:

- From the Gradebook:
 - Go to the “Grades” tab
 - Click the three dots next to the name of the assignment you would like to grade
 - Click “SpeedGrader”
- From the Assignment:
 - Click on “SpeedGrader” to the right when you are on the page for the assignment you would like to grade

From within SpeedGrader, you can:

- Hide/Show Grade using the eye symbol
- Enter points
- Add comments

To learn more [visit here](#)

Manual Grading:

- Go to the “Grade” tab and click on the grade you would like to enter
- Click on the door symbol to quickly cycle through students
 - From this window, you can enter comments and mark if the assignment was late, missing, or excused (doing so will not give the student a score of zero, if you would like to assign the student a zero, you will need to type “0” in the points box)

Gradebook Posting Policies can be accessed by going to Grades > the three dots next to the name of an assignment > Grade Posting Policy. From here, your policy can be changed from “Automatically” to “Manually.” See more [here](#)

Message Students Who can also be accessed from the three dots next to an assignment name in the “Grades” tab. From there, you can send a message to students who haven’t submitted yet, haven’t been graded yet, or scored above or below a certain score.

Getting Grades to MAUI: <https://teach.uiowa.edu/ICON/FAQ/grades>

Extras:

Gradebook Calculations:

Grades are determined through one of two methods. If you use a weighted gradebook, then grades are calculated by taking the points earned in each Assignment Group divided by the points possible in that Assignment Group and then times the percentage that the group was weighted. Then, the results from each group are summed to equal the overall grade. If you don’t use a weighted gradebook, the total score will be the total points earned divided by the total points possible.

Ways to Award Extra Credit:

- Add extra points to an existing assignment
- Add “fudge points” to a quiz submission
- Create an Assignment Group for extra credit
 - Will only work for a weighted gradebook
 - All other Assignment Groups’ Weight must equal 100% and this extra credit Assignment Group’s Weight will push the total to more than 100%
- Create a No Submission assignment worth 0 points

- Will not work if you have a weighted gradebook
- Final Override

[Visit here](#) to learn more on how to give extra credit

How to Change ICON Grading Scheme:

- Click on “Settings” tab 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

To learn more on how to change a grading scheme visit [this page](#)

To learn more on how to enable a grading scheme visit [this page](#)

Using Excel to Edit the Gradebook

- In the “Grades” tab, click on “Actions” and then chose export. [Visit here](#) to learn more.
- When in excel, do not change the automated ID number in the heading's column
- Change the grades as necessary and save
- To import, click on “Actions,” chose import, choose the file and import data, verify changes and save. [Visit here](#) to learn more

Resources/Contacts:

SITA Consultation

- Email: Sita@uiowa.edu
- Phone: 319-384-4357
- Appointment: You can book an appointment on [this page](#)

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)