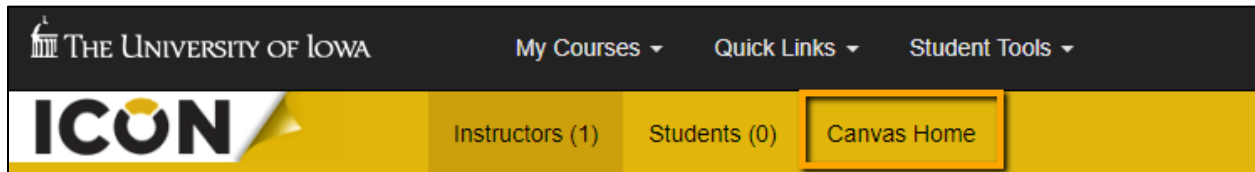


ICON: Gradebook Training

Getting Ready:

1. Log into <https://icon.uiowa.edu/>
2. Click on the **Canvas Home** tab. If you have a notification banner at the top of your page, click to Accept. Go to your assigned training course.



Follow up:

If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

For future events and trainings, please refer to <https://teach.its.uiowa.edu/events/upcoming>.

The *Grades* area in ICON helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades. The Grades area displays all gradable items including assignments, discussions and quizzes.

The *Assignments* area is central to the gradebook operation. Assignments control columns in the gradebook and gradebook calculations. Assignments can be organized into groups for weighting as well. Dates associated with Assignments are used by the course syllabus and calendar.

Before we can do anything in Grades, we will first need to do some work in the Assignments area.

Click on “Assignments” in the course navigation menu of your ICON training course site.

PART ONE – Assignments



EXERCISE ONE – Creating Assignment Groups

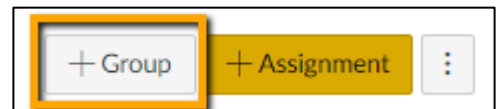
Sorting your assignments into Assignment Groups, such as Quizzes or Homework assignments, helps keep your gradebook organized. It also allows you to drop the lowest grade(s) in a group. If you are using the Weighted System, this organization also allows you to assign different weights to those groups (e.g., Items in the “Quizzes” group count for 40% of the final grade; items in the “Homework” group count for 60% of the final grade).

Assignment Groups and Assignments - What is the Difference?

Assignment Groups are *headings* for grouping graded items. For example, when we have finished with our training exercises, the Homework *assignment group* will include three graded *assignments* — Assignment 1, Assignment 2, and Assignment 3. Assignments make up the gradable *columns* in the gradebook.

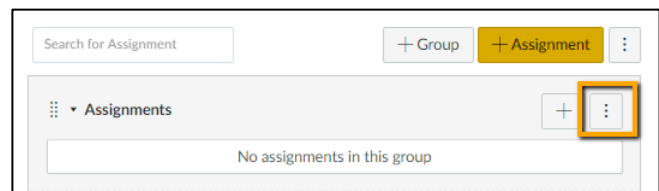
Creating a new Assignment Group:

1. On the **Assignments** page, select the “Add Group” button.
2. **Type Quizzes** in the **Group Name** box.
3. Click **Save**.



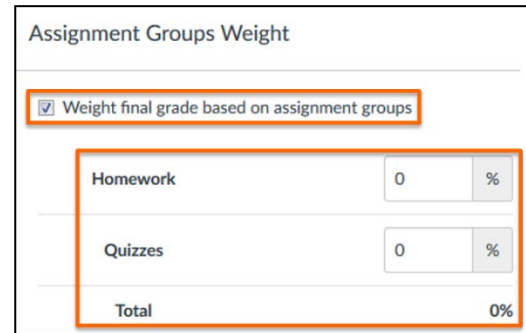
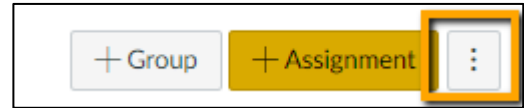
Editing an Assignment Group:

1. On the **Assignments** page, select the **Settings** icon for the default assignment group named “Assignments”.
2. Click **Edit**.
3. Type **Homework** in the **Group Name** box.
4. Click **Save**.



Weighting an Assignment Group:

1. On the **Assignments** page, select the **Settings** button for the entire page.
2. Click **“Assignments Group Weight.”**
3. Click the check-box to **Weight final grade based on assignment groups.**
4. Add percentage amounts (weights) to each assignment group box. Make sure the total equals 100%.
5. Click **Save.**

A screenshot of the 'Assignment Groups Weight' settings page. At the top, there is a checked checkbox labeled 'Weight final grade based on assignment groups'. Below this is a table with three rows: 'Homework' with a value of '0' and a '%' sign, 'Quizzes' with a value of '0' and a '%' sign, and 'Total' with a value of '0%'. The entire table area is highlighted with an orange border.


Assignment Groups Weight		
<input checked="" type="checkbox"/> Weight final grade based on assignment groups		
Homework	0	%
Quizzes	0	%
Total	0%	




EXERCISE TWO – Creating Assignments

In this exercise, we will create several assignments.


First we'll create *Assignment 1*, an online upload assignment worth 10 points displayed as points to students.

1. On the **Assignments** page, Click  at the top of the page to create a new assignment.
2. Type **Assignment 1** in the **Assignment Name** box.
3. Type **10** in the **Points** box.
4. Select the **assignment group** named **Homework**.
5. Keep **Display Grade** as **Points** (this is the default).
6. For **Submission Type**, select **Online**. (Selecting “online” creates an assignment drop box.)
7. Select the **File Upload** check-box.
8. Click **Save and Publish**. (use breadcrumb navigation or sidebar link to return to Assignments page)

Next we'll create *Assignment 2*, an assignment worth 10 points displayed as percentage to students.

1. Click  to create a new assignment.
2. Type **Assignment 2** in the **Assignment Name** box.
3. Type **10** in the **Points** box. (This is the number of points possible for this assignment.)
4. Select the **assignment group** named **Homework**.
5. Change **Display Grade** to **Percentage**.
6. For **Submission Type**, select **On Paper**.
7. Click **Save and Publish**.

Next we'll create *Assignment 3*, an extra credit assignment.

1. Click  to create a new assignment.
 2. Type **Assignment 3 – Extra Credit** in the Assignment Name box.
 3. Type **0** in the Points box. (This is the number of points possible for this assignment.)
 4. Select the assignment group named **Homework**.
 5. Change **Display Grade** to **Points**.
 6. For Submission Type, select **No Submission**.
 7. Click **Save and Publish**.
-

PART TWO – Gradebook



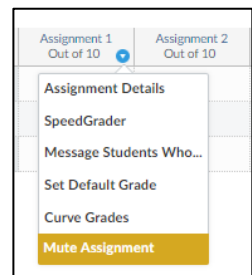
EXERCISE THREE – Entering Grades

You can enter grades manually or upload them from a program like Excel. If you are using ICON's Quizzes or Rubrics functions, you can have ICON automatically enter grades for you.

IMPORTANT NOTE: Before entering grades for a course, **consider muting the assignment.** A muted assignment will **not** send out grade change notifications or any new instructor comments until the assignment is unmuted. This will allow you to hold student grades until all submissions have been graded, and then release grades to all students at the same time. A muted assignment displays a Mute icon on the student grades page so students know the assignment is muted.

To mute an assignment:

1. **Click on the gradebook item menu** (the down-arrow in the bottom right corner of the assignment heading row).
2. **Select “Mute Assignment.”**
3. To un-mute the assignment, so that students can view their grades, click the down-arrow again and select **Unmute Assignment**



We will enter grades manually for the grade items we just created:

1. **Click on “Grades”** in the course navigation menu of your ICON training course site.
2. Click inside the blank **Assignment 1** cell for the first student listed to type in a **numeric grade**.

Filter by student name or secondary ID		Assignment 1 Out of 10	Assignment 2 Out of 10
Student Name	Secondary ID		
John Bowman	t_Jbowman	-	-
Walter Jessup	t_Wjessup	-	-
Thomas Macbride	t_TMacbride	-	-

Note: If grades are displayed as **points** (Assignment 1) type in the total number of points received. If grades are displayed as **percentage** (Assignment 2), type in the total number of points received and it will be displayed as the correct percentage.

3. **Enter the following values** for Assignment 1: (Pressing the down-arrow key moves you to the next student.)

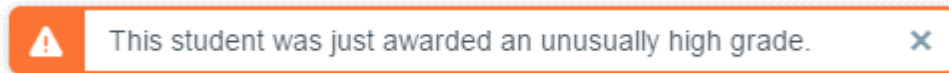
Numeric values can be positive, negative, integer or decimal values. If you enter 100 instead of 10 a message will appear at the top of the gradebook window


Assignment 1

Student 1: 7.5

Student 2: 8

Student 3: 9.5



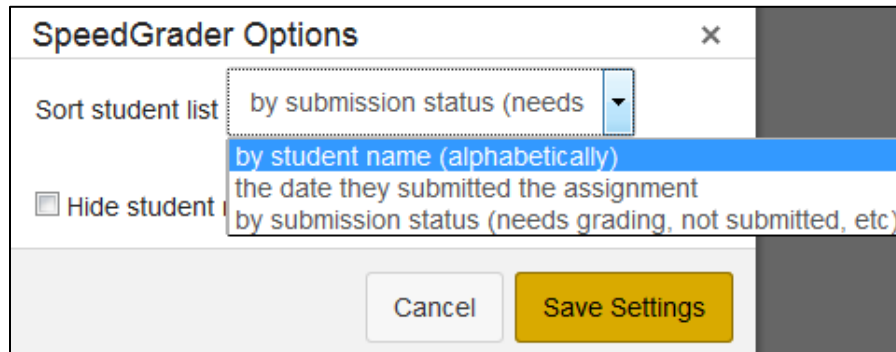
Note: To enter a comment for an individual student, click the balloon  in the top-right corner of the grade box, and select **Post Comment**.



EXERCISE FOUR – Entering Grades - SpeedGrader

For any assignments in ICON, you can use SpeedGrader to enter grades and feedback for students. The document viewer in SpeedGrader allows you to view submitted content and files, provide feedback directly on student documents, use rubrics to assign grades with one-click and provide additional notes to students. SpeedGrader can be accessed from within Assignments or Grades.

1. Go to **Grades**
2. Click on **Assignment 2**.
3. On the assignment details page, select **SpeedGrader**.
4. Go to **Settings** to sort submissions by name, date submitted, or status. **Save Settings**.



Note: Checking the box to **Hide student names in SpeedGrader** will hide names in SpeedGrader, but not in the gradebook.

5. Enter a number in the **Grade _ out of 10** box

Note: In Grades you will enter scores as a point value, even if the assignment has the selected display setting of Percentages, *unless you also enter a percent sign in the cell.* (Assignment 2)

In Speedgrader if the assignment has a display setting of Percentages, you will enter scores as percentages.

6. Add a typed comment in the comment box.
7. **Click Submit.**
8. **Click the right-arrow** button next to the student's name to go to the next submission.
9. Enter a numeric grade in Assignment 2 for each student using SpeedGrader.



Instructor will demonstrate SpeedGrader markup/comment tools.



Gradebook Calculations

ICON calculates its grades *based on points*. Regardless of how you choose to display them to students (percentage/points/completion), 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: Where

- E_n = Points earned in assignment group n,
- P_n = Total points possible in assignment group n,
- W_n = Weighting for assignment group n, as decimal (e.g. $w_n = 25\% = .25$)

$((E_1 / P_1) * 100)W_1 + ((E_2 / P_2) * 100)W_2 + \dots + ((E_n / P_n) * 100)W_n = \text{Total Percentage}$

Grade Calculation settings are accessed in the Assignments tool. Using the standard grading approach is the simplest method. In this exercise, we have created a weighted gradebook. Let's take a look at some of the additional grading features available in ICON.



EXERCISE FIVE – Other Gradebook Features

Drop lowest score(s):

1. Go to **Assignments**
2. Go to the **Homework** assignment group, and click on the **Settings** button.



3. Click **Edit**.
4. Under **Number of scores to ignore for each student**, type “1” in the **Lowest Scores** box.
2. **Save**.

Note: When using “drop lowest score” in an assignment group where assignments have different point values, the score that will have the most negative impact will be dropped.

Never Drop:

You may want to specify one or more assignments as exempt from the “drop lowest score” rule that you just created.

1. Go back to the **Homework** assignment group, and click on the **Settings** button.
2. Click **Edit**.
3. Go to **Never Drop**. Click **Add an Assignment**.
4. Select **Assignment 3** from the drop-down list.
5. **Save**.

Excel:

You may wish to import scores from another program or do additional gradebook calculations in Excel.

1. In **Grades**, select **Export > current**.
2. Save the .csv file

3. Make any needed changes
4. In **Grades**, select **Import**. Browse for your file.
5. **Upload** your file.

Extra Credit

There are several ways to provide extra credit to your students. You can create a separate extra credit assignment or give extra points in an existing assignment. In a weighted gradebook, extra credit points given for the assignment are affected by the weighting of the assignment group it is in. See <https://community.canvaslms.com/docs/DOC-2874> for more information on assigning extra credit in ICON.

Ways to award Extra Credit include:

- Creating a No Submission Assignment worth 0 pts *
- Adding extra points to an existing Assignment *
- Adding “fudge points” to a quiz submission*
- Creating extra credit within a rubric to use when grading (Assignment =5pts; Rubric =10pts) *
- Creating Extra Credit Assignment Groups – 0pt assignments cannot be in their own assignment group – add to an existing group (see item #1) OR create an extra credit assignment for points in a separate assignment group that is worth more than 100% (i.e. groups = assignments 40% tests 60% extra credit 2% = 102%)

* **Note:** Scores will be affected by any group weighting.

Excusing an Assignment:

You can also excuse an assignment for a student. This removes the assignment and its associated points from total points possible for that student’s overall grade.

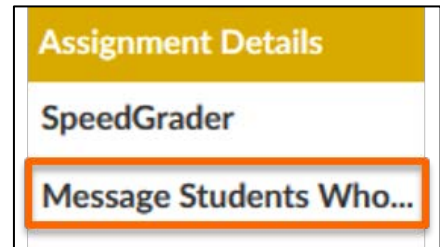
1. In **Grades**, click into the cell for the student’s assignment that you wish to excuse.
2. Type “**EX**” in the cell
3. The cell will display greyed out to confirm that you have excused the assignment.



EXERCISE SIX – Grades - Additional Features

Message students who feature

1. Go to **Grades**
2. Hover over **Assignment 1** with your mouse. Click the **down-arrow** that appears.
3. Select **Message Students Who**
4. Select **Scored less than**.
5. Type the number **8** in the box.



Notice that your list of students may change if you make changes to the **Scored less than number.



Instructor will demonstrate adding/sending messages to students

Set Default Grade

You can quickly assign a grade to all students or all ungraded students using this tool. In this example, you will assign zeros to students who have not submitted an assignment.

1. In **Grades**, hover over **Assignment 3** with your mouse. Click the down-arrow that appears.
2. Select **Set Default Grade**
3. Type the number **1** in the box.
4. Do **NOT** select overwrite already-entered grades.
5. Click **Select Default Grade**.
6. The confirmation message will tell you how many student scores were updated.

View Grading History

1. In **Grades**, go to Settings.
 2. Select **View Grading History**
-



EXERCISE SEVEN – Enable Grade Scheme

What are Grade Schemes?

Grade schemes are how you tell ICON what sort of symbol you want to use in place of a percentage. For example, the grade range 90-100 might display as A, Pass, R, etc. Enabling a grading scheme for a course will apply to the students' Total grade column. You will need to enable a grade scheme so that grades are set up correctly to communicate with MAUI.

Grading schemes can also be applied specifically to individual assignments. Each assignment includes a field that allows you to choose how the grade is displayed in the Gradebook and in the student Grades page.

To enable the grade scheme in ICON:

1. Click "Settings" (along the left hand side of the page).
2. Click "Course Details" (along the top).
3. Scroll down to **Grading Scheme**. Click **Enable Course Grading Scheme**

NOTE: Users MUST click “view grading scheme” in order to use the University Letter Grade scheme. The checkbox just enables ICONs' default grading scheme which differs from the the UI standard which will result in giving students a slightly lower score.

4. Click "Select Another Scheme."
5. Choose a grading scheme.
6. Click "Use This Grading Standard"
7. Click "Done."
8. Scroll to the bottom of the page and click **Update Course Details**

Note: to create your own custom Grade Scheme, select **Manage Grading Schemes**.

Click on **Add Grading Scheme**. Name the Scheme. Edit the criteria; **Save**.

PART THREE – MAUI



Exporting the Final Grade to MAUI

You have two options for getting final grades from ICON into MAUI: Export grades from ICON to MAUI using the ICON/MAUI Integration OR Export grades from ICON to a CSV file then import that file to MAUI. Below are the steps to use the ICON/MAUI Integration.

NOTE: Make sure you have entered grades for all students before exporting your grades to MAUI.

Step 1: Check Permissions in ICON and MAUI

You must be a Teacher or TA in your ICON course and have the rights to save grades in MAUI for your course. If you are not listed as the instructor of record on MAUI, you will not be able to transfer the grades.

Step 2: Enable grade scheme for course

Make sure grade symbols in your grade scheme are acceptable to MAUI, and that the grade scheme is applied to the Course.

Step 3: Add "Export final grade to MAUI" function to your course.

1. Click Settings (along the left hand side of the page).
2. Click Navigation tab (along top).
3. Scroll down until you find “**Export final grade to MAUI**” option.
4. You can either click, hold and drag the Export final grade to MAUI page to the top section (the active links on your course) OR you can click the dropdown arrow next to the gear icon and click "Move."
5. Click "Save."

Step 4: Exporting grades

To Export grades from ICON to MAUI using the ICON/MAUI Integration

1. Verify that you have the correct grades and scheme (review the three steps above).
2. Click Export final grade to MAUI.
3. Enter your HawkId and password.

NOTE: We have had reports that Internet Explorer is not accepting users’ credentials, while trying the same procedure in Google Chrome allowed the user to successfully login.

4. Click Login.

5. Export grades from ICON to MAUI using the ICON/MAUI Integration
6. You will now be transferred to MAUI
NOTE: If you encounter the MAUI homepage and not the ICON Grade Import page for this class, please try clicking on "Export final grade to MAUI" again after logging in.
7. Choose what to Import (Current - ignores ungraded, Final - treats ungraded as 0, Grade book item).
8. Click Import.
9. Your grades will be placed in the processing queue.

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the Office of Teaching, Learning & Technology in advance at 319-384-4357.

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