

Grade Book FAQ

- Do my category weights have to total 100%?
 - No. A lot of people find it easier to conceptualize the score as a “whole” score when it equals 100, but each category weight is really a ratio, so you can go below “100” by not using a category within a term (not linking any assignments,) or you can go over 100 by adding an extra category within a term. The student still has the potential to receive all scores on the grading scale.
 - i.e.: A category with a weight of 10 is one-quarter the weight (or one quarter as “effective”/“important”) when compared to a category with a weight of 40; it’s a [4:1] four-to-one ratio. There is never the possibility that a student will only receive “50%” of their grade by using only these two categories.
- Can I change/add/delete categories after some scores have been entered?
 - Yes, if you have tool rights access.
 - Deleting a category is ONLY acceptable if no assignments are stored in the category. Campus will pop up a warning message about assignments and scores contained within a category if you attempt to delete it. If you don’t want to use a category within a certain term, or if you want to discontinue using a category, it must remain within the Grade Book for historical grade-tracking purposes. (You may want to change alter the name to indicate it should no longer be used. A good solution is to add asterisks [***] or the word “old” to the “decommissioned” category, so you may create a category with new scoring properties, but with the same general name.)
 - Adding Categories is always OK. Just be sure to consider your weighting of all the related categories in which you’ll place assignments for all future terms. You may want to consider making all new categories to “rebalance” your weights if you’re unsure of the way the new category will affect the total score.
 - Changing a category is tricky. If you want to change a category’s scoring properties (by marking “exclude from calc.”, “drop lowest score”, changing the weight, etc.) all of the assignments already stored in that category will receive that alteration. If you want to change the properties of a category, but don’t want to change any historical grades, *create a new category and discontinue using the exiting category*. You should change the name of the new category to indicate that it is the “active” one, to prevent alignment errors when creating new assignments. If you want all of the prior scores to receive the change, make your alterations as necessary.
- Can I change my categories’ percent values during the year?
 - Yes, if you have tool rights access.
 - Yes, but changing the percent values will NOT affect scores already posted.

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- **What's the difference between "points" and "percent" in Grade Calc Options?**

- Points are the default (if "Use score's % value" remains unchecked). Points are just that, points scored divided by points available. Percent value equates all available points and scores, so every assignment is equally weighted.
- i.e.: An assignment scored 18 out of 20 points is equated to 90% of a possible hundred percent:

Points method:

Score 18

Avail 20

Score 88

Avail 100

Percent method:

Score 18

Avail 20

Score 88

Avail 100

Calculation methods:

$$(18+88) / 120 = 88.333333$$

$$(90+88) / 200 = 89$$

Same scores, but different results!

Check with a department chair/administrator to see if there is a policy for which to use.

- **What happens if I don't check weight categories?**

- All categories are calculated with an equal weight, with the exception of those checked "exclude."

- **What happens if I check both "weight" and "percent value"?**

- Points and percent values relate to assignment scores, while "weight" values relate to category scores. "Use score's % value" will still apply to assignments within each category, and the weighting will be applied to all categories within the grading task.

Grade Book Troubleshooting

- I get an error message when trying to an assignment with +Add.
 - No categories have been created to hold the assignment.
- My “category” score column is wrong.
 - Check for dropped scores, scores over the total points available, “missing” or “cheated” score flags, inactive assignments.
- My “in progress” calculation fields within gradebook aren’t populating.
 - Grade Calc Options aren’t set for the grading task (or are set to “No Calculation”), or weighting is being used and all weights are set to zero.
 - Rubrics are used with the scoring ‘No Calculation’ method- they do not “average.”
- I just entered an assignment, and I can’t see it in my gradebook.
 - Check the Assignment Overview area or the Grade Book Settings Assignment List to see that assignment isn’t nested in the incorrect term, isn’t linked to the incorrect category, or isn’t linked to the incorrect grading task.
- My grades don’t add up!
 - Manual changes to the posted “score” field may not affect calculations as expected. All of the calculations in Campus run from the Percent field.
 - Check for unexpected category weights, assignment multipliers, flags, and active checks that may exclude a score from calculating.
 - Check whether “points” or “percent” is selected in Edit Grade Calc Options, and whether Categories are weighted.
- I can’t post scores (Post is missing).
 - Grading window is closed (too early/too late posting).
- I don’t see the icon for canned comments in Post Grades (by student or task) or in Grade Book.
 - Reset your display preferences in Account Settings Use Canned Comments for this course/section.
 - Comments bank has not been populated in System Admin.
- I can’t enter free-text comments on the report card/progress report.
 - System Administration preferences are not set to save this comment type.
- I want to ‘hide/unhide’ dropped students in gradebook, but can’t remember how.
 - Account Settings> Preferences “Show Active Students Only “ checkbox.
- I can’t select a Term or Task in my Grade Book.
 - The no grading tasks have been entered in the course setup by the Campus admin.