ANGEL Gradebook (Legacy) - Introduction

ANGEL’s gradebook has many features that will allow you great flexibility in how you assign grades in your course. Please read the Reference Manual for step-by-step instructions and explanations. This reading will go over some of the highlights you will want to pay attention to. To begin, you will need to think about these questions in relation to your content and your grading style:

1. Do you want to base your grades on points or percentages?
2. What categories (if any) will you need for your class? Examples: Projects, Discussions, Homework, Exams, etc.
3. How do your assignments fit into your categories?

If you have already created your content in the Lessons tab and used the Assignment tab for each content piece to add it to the gradebook, then there’s not too much left for you to set up. It is highly recommended that you take advantage of these settings when you are creating your content items.

If you are using assignments outside of ANGEL and need to record them in the ANGEL gradebook, you can do that directly in the gradebook. You can also enter all of your assignment and point information here, but it’s better to do this when you are creating your content.

If you have never opened your gradebook in ANGEL before, you will see the gradebook Wizard. You can follow the instructions on the screen to complete the wizard, or you can skip the wizard and complete the settings on your own. We’ll assume you have skipped the wizard. In most cases, the steps you will follow when setting up your gradebook are:

1. Go to the Manage tab and click on Gradebook
2. Click on Preferences and choose your settings
3. Click on Grading Scale and fill in your grading scale
4. Click on Categories and check to be sure they are correct, or add categories if you haven’t done so through the Assignment tab on your content items
5. Click on Assignments and check to be sure they are correct, or add assignments if you have outside assignments
Points or Percentage?

The first thing to consider is whether you are using points or percentages in your grading scheme. Points are just what they seem - each assignment is worth a certain number of points, and at the end of the semester they are all averaged together for a final grade. Conversely, if you want to use percentages you can weight your categories. For instance, no matter how many points your exams are worth, you can make the exam category worth 60% (or whatever percentage you want) of the final grade.

When you have decided what you will do, make sure you have the correct setting in the Preferences screen.

While you are on this screen, go ahead and choose the rest of your settings. See the Reference Manual or ANGEL Help if you need more information.
Grading Scale

If you want ANGEL to be able to convert percentages to letter grades, you need to fill in the Grading Scale.

Fill in a label (such as "A") and then the minimum percentage for that label (such as 89.5). Continue until you have added all of the labels you need.

Categories

From the main Gradebook screen, click on Categories and make sure your categories are set up correctly. You can add more categories using the Add New button (A), or put a checkmark beside a category and click the Edit Selected button (B) to make changes to that category.
When editing a Category, you can choose to drop grades automatically by selecting **Drop lowest** or **Use highest** and then filling in the appropriate number. For instance, if you have 12 assignments inside a category, you could either drop the lowest 2 grades or use the highest 10 grades to get the same result. **Warning:** If you are dropping one or more low grades, student grades may be confusing at the beginning of the semester, because the first grade received in that category will be a "low" grade and will be dropped. For this reason, it might be better to set your category to "use highest" rather than "drop lowest."
Assignments

From the main Gradebook screen, click on **Assignments** and make sure your assignments are set up correctly. Hopefully you added your assignments via the Assignment tab when you created them on your Lessons tab, but if you didn't or if you need to add assignments from outside ANGEL, you can do that here. Just like with categories, use the **Add New** button to create new assignments, or check the box next to an assignment and click **Edit Selected** to make changes.

Managing Grades

The main Gradebook screen is divided into sections.

View

The top section is the **View** section. From here you can **View All Grades** or you can filter your view by category or student. The **Print Grades** link makes a PDF of the entire gradebook that you can easily print.

![Gradebook](image)

Enter/Edit Grades

The **Enter/Edit Grade** section is for entering grades **By Assignment** or **By User**. For content items within ANGEL, you can assign grades right from that item without coming to the Gradebook. For example, a discussion can be graded by going to Utilities > Grade Forum for that discussion. You can also assign grades here in the Gradebook by choosing either By Assignment or By User and then selecting the assignment or user.
Enter the grades, and click Save Changes. You can even enter comments that will be visible to students. The Batch Update area at the bottom of the By Assignment screen allows you to assign the same grade and/or comment to all students who do not yet have a grade listed.

Gradebook Setup

We have already looked at the Preferences in this section. We will not be talking about the other three links.

Gradebook Management

We have already looked at most of the functions in this section.

Gradebook Tutorial

Click on Overview to watch tutorial movies about setting up your gradebook.

Extra Credit

You can handle extra credit two different ways in ANGEL. You can either set up an extra credit category, or you can set up extra credit assignments within other categories. Do NOT mark an assignment as extra credit and then also put it into an extra credit category - choose one or the other. See the Reference Manual for further explanation and step-by-step instructions.
How Do Students See Their Grades?

The easiest way for students to see their grades is for you to include the Grades nugget on your course home page. Students can see a summary of their grades by looking at the chart. They need to click on the Refresh link to see the most current grades.

Clicking on the chart will open up the Reports console with Learner Profile and Gradebook Grades already selected. Students only have to click the Run button to see all of their grades.

Alternatively, students can go to the Reports tab, select Grades from the first drop-down menu and then click Run. Their grades will be displayed in a nice table broken down by category.

You can also put a link on your Lessons page so that students can easily see their current course grade:

1. Go to Lessons > Add Content > Link
2. Create a Title, such as “Click here to see your course grade to date”
3. In the Link URL field, type: https://dl.jccc.edu/section/Gradebook/Student/default.aspx
4. Click Save
Report Console

There are many reports instructors can use to monitor student activity and progress. Go to the **Report** tab in your source course and just play around to see what you can do!

There are also some analysis tools included with the content items in your course. For example, clicking on the Reports link from most content items will allow you to display an Activity Summary (the number of times each user has accessed that content item) or Activity Detail (the complete activity log for that item) report.

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The Reports link for an assessment also includes an **Item Analysis** link.