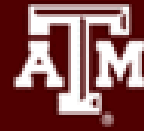


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WebAssign<sup>®</sup> at



TEXAS A&M  
UNIVERSITY

## Setting up the WebAssign Gradebook

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# Introduction

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- For students to see their grades in WebAssign, you must setup the WebAssign gradebook.
  - Before you setup the WebAssign gradebook you need to decide whether you want WebAssign to calculate your grades OR whether you want to use a spreadsheet to calculate the grades then upload the spreadsheet into WebAssign.
    - Note: WebAssign will display the grades to students for either option.
  - If you are using a TAMU Math department computer, it is recommended you use the Gnumeric spreadsheet. Some instructors have experienced problems uploading Open Office spreadsheets into WebAssign.
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# Setting up the Gradebook so WebAssign Calculates Grades.

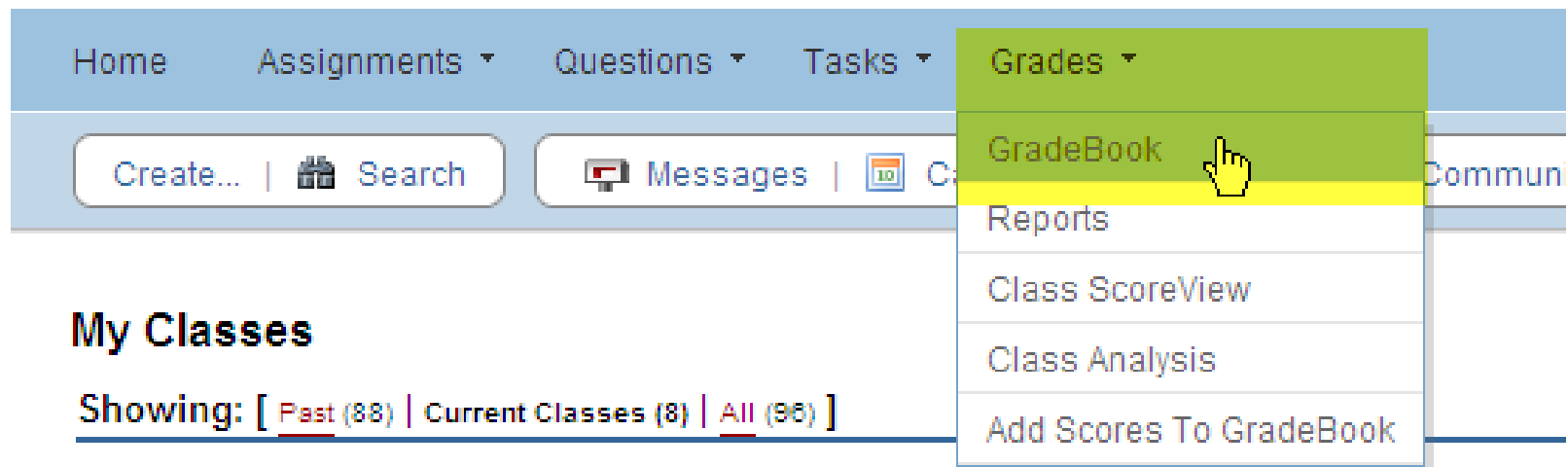
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# Set Up for WebAssign to Calculate Grades

The directions below are the ones you will follow if you plan to set up the gradebook for WebAssign to calculate grades.

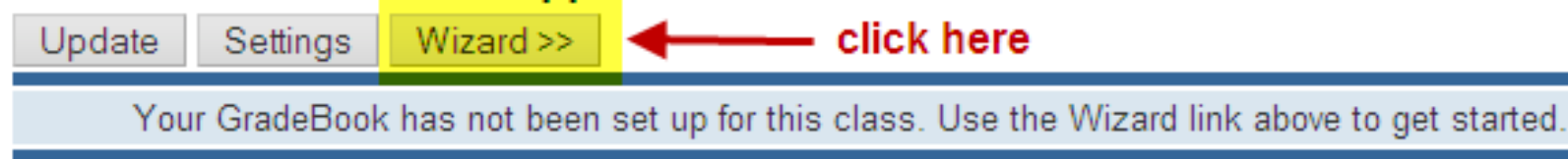
- **STEP 1:** From the blue navigation bar near the top of the screen click on “Grades” then choose “GradeBook”.



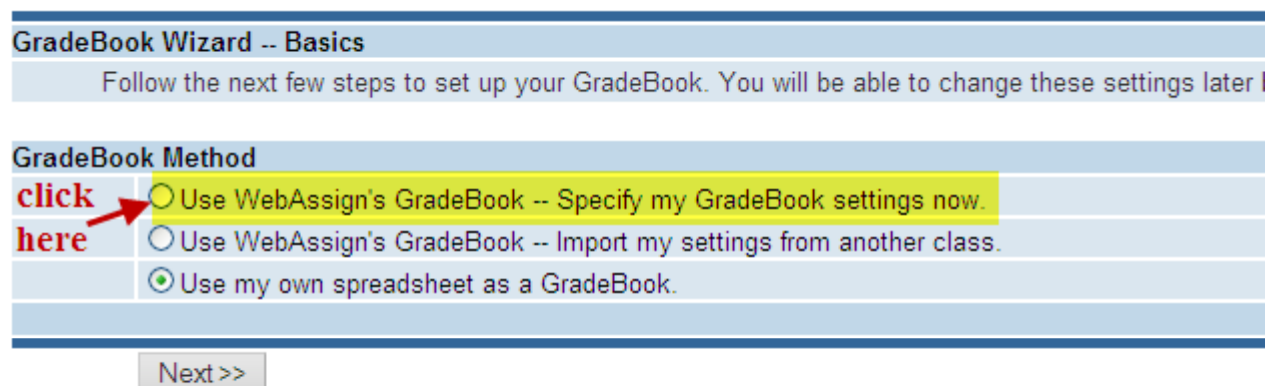
# Set Up for WebAssign to Calculate Grades

- **Step 2:** Click on “Wizard” to have the Gradebook wizard guide you through the process.

The Name of Your Class Appears Here



- **Step 3:** Choose “Use WebAssign’s Gradebook – Specify my GradeBook settings now.” and click on Next.



# Set Up for WebAssign to Calculate Grades

- **Step 4:** Choose whether you want all assignments or only past due assignments used in the calculation of your students' grades. (Hint: If you choose all assignments, assignments that are not yet due are figured into the student's grades. For example, If a student has not attempted the assignment, then a grade of zero will be figured into the student's average. Jenn recommends you choose the "Past Due Assignments Only".)

**Jenn recommends this option.** →

Assignments to Use in Calculations	
<input checked="" type="radio"/>	Past Due Assignments Only
<input type="radio"/>	All Assignments

# Set Up for WebAssign to Calculate Grades

- **Step 5:** Choose when (and if) you want WebAssign to automatically calculate student grades. Jenn recommends having WebAssign calculate grades every morning at 4am. This way, when students finish an assignment that is set to be figured into their grade, the student gets the most current grade.

Automatic Update	
Use GradeBook Automatic Updates:	<input checked="" type="radio"/> Yes <input type="radio"/> No <b>Jenn recommends these settings.</b>
Time:	04:00 ▾
Days:	<input checked="" type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat

# Set Up for WebAssign to Calculate Grades

- Step 6:** Choose the categories you want in your gradebook. If you need to add a category, click on “Add Category”, enter the name of the category, and click on save. (Jenn’s advice: Use your first day handout as a guide to choosing your categories. For example, for my math 151 class, the breakdown for student’s grades is 10% Matlab, 7% Homework, 8% Quizzes, 15% Exam 1, 15% Exam 2, 20% Exam 3, and 25% Final Exam. As a result I would choose the “Yes” next to these categories and “No” next to all the other categories.)

Categories to Include in GradeBook	
Homework	<input checked="" type="radio"/> Yes <input type="radio"/> No
Quiz	<input checked="" type="radio"/> Yes <input type="radio"/> No
Test	<input type="radio"/> Yes <input checked="" type="radio"/> No
Lab	<input type="radio"/> Yes <input checked="" type="radio"/> No
Exam	<input type="radio"/> Yes <input checked="" type="radio"/> No
In Class	<input type="radio"/> Yes <input checked="" type="radio"/> No
Exam I	<input checked="" type="radio"/> Yes <input type="radio"/> No
Exam II	<input checked="" type="radio"/> Yes <input type="radio"/> No
Exam III	<input checked="" type="radio"/> Yes <input type="radio"/> No
Final Average	<input type="radio"/> Yes <input checked="" type="radio"/> No
Final Exam	<input checked="" type="radio"/> Yes <input type="radio"/> No
Math 141	<input type="radio"/> Yes <input checked="" type="radio"/> No
MatLab	<input checked="" type="radio"/> Yes <input type="radio"/> No
Practice	<input type="radio"/> Yes <input checked="" type="radio"/> No
Reflections	<input type="radio"/> Yes <input checked="" type="radio"/> No
<a href="#">Add Category</a>	

Click here and a cell opens up to type in a new category. Type in the name and click on Save.

Category Name :  Save

# Set Up for WebAssign to Calculate Grades

- **Step 7:** Choose whether or not you want WebAssign to calculate a final grade based on category averages.

## Final Grade Calculation Method

- I want WebAssign to calculate a final grade based on the category averages.  
 I do not want WebAssign to calculate a final grade. (I can upload final grades myself later.)

If you choose this option, WebAssign can weight the grades either by percentage or by points. (See screen shot below.)

Next >>

Click here and the screen below appears.

## GradeBook Wizard -- Final Grade Calculation

### Weighting Method

- Let me specify the weighting of each category below.  
 Skip weighting. Each category is worth the total number of points of all the assignments.

You can either input the weights for each category, or choose the skip weighting option. You may want to choose the skip weighting option if you use points instead of percentages. Once you are finished, click "Next".

### Weight of Each Category Toward Final Grade

Homework	<input type="text" value="7"/>
Quiz	<input type="text" value="8"/>
Exam I	<input type="text" value="15"/>
Exam II	<input type="text" value="15"/>
Exam III	<input type="text" value="20"/>
Final Exam	<input type="text" value="25"/>
MatLab	<input type="text" value="10"/>
<b>Total:</b>	<input type="text" value="100"/>

Next >>

# Set Up for WebAssign to Calculate Grades

- If you do not WebAssign to calculate a final grade (as described on the previous slide), click on the circle and then click “Next”.

**Final Grade Calculation Method**

I want WebAssign to calculate a final grade based on the category averages.

I do not want WebAssign to calculate a final grade. (I can upload final grades myself later.)

Next >>

# Set Up for WebAssign to Calculate Grades

- **Step 8:** Select the assignment categories for which you want WebAssign to calculate an average by checking the box next to the category name. If you do not want WebAssign to calculate an average for a certain category, then uncheck the box. Click next to continue.

Note: If you uncheck any category below, you will be able to manually upload the averages for that category later. You can change these settings later.

Category
<input checked="" type="checkbox"/> Homework
<input checked="" type="checkbox"/> Quiz
<input checked="" type="checkbox"/> Exam I
<input checked="" type="checkbox"/> Exam II
<input checked="" type="checkbox"/> Exam III
<input checked="" type="checkbox"/> Final Exam
<input checked="" type="checkbox"/> MatLab

Next >>

# Set Up for WebAssign to Calculate Grades

- **Step 9:** Determine how you want the assignments within each category weighted; equally or by points. Choose the appropriate circle next to each category and click on “Next”.

Calculations			
	Category	Equal Weights	Weighted By Points
	Homework	<input checked="" type="radio"/>	<input type="radio"/>
	Quiz	<input checked="" type="radio"/>	<input type="radio"/>
	Exam I	<input checked="" type="radio"/>	<input type="radio"/>
	Exam II	<input checked="" type="radio"/>	<input type="radio"/>
	Exam III	<input checked="" type="radio"/>	<input type="radio"/>
	Final Exam	<input checked="" type="radio"/>	<input type="radio"/>
	MatLab	<input checked="" type="radio"/>	<input type="radio"/>

Next >>

# Set Up for WebAssign to Calculate Grades

- Step 10:** Determine the number of assignments to drop in each category. When you are making this decision, keep in mind that WebAssign will drop grades after each update. So, if you initially set it to drop 2 homework grades, the student's first two grades will be dropped. Once a third grade enters the specified category, then the assignment with the highest grade will be kept and the assignments with the lowest two grades will be dropped. You can change these settings at anytime, so it is possible for you to set everything to zero at the beginning of the semester and then change the settings once more grades are accumulated. Once you have set the number of assignments to drop, click on "Next".

**GradeBook Wizard -- Dropping Assignments**

Choose how many assignments to drop in each category. Only the lowest ones will be dropped. You can change these settings later.

Category	Weight Toward Final Grade	Number To Drop
Homework	7	<input type="text" value="0"/>
Quiz	8	<input type="text" value="0"/>
Exam I	15	<input type="text" value="0"/>
Exam II	15	<input type="text" value="0"/>
Exam III	20	<input type="text" value="0"/>
Final Exam	25	<input type="text" value="0"/>
MatLab	10	<input type="text" value="0"/>

# Set Up for WebAssign to Calculate Grades

- Step 11:** Choose your Grading Scale and indicate the minimum score required to receive the grade. There is a drop down menu that lists other grading scale options.

The diagram illustrates the setup process for WebAssign grading scales. It shows a sequence of four screens:

- Screen 1:** A dropdown menu for "Scale" with options: Plus / Minus, Letter Grade Only, Pass / Fail, and None. Red arrows point from this menu to the other three screens.
- Screen 2:** "Scale: None" with a "Next >>" button.
- Screen 3:** "Scale: Pass / Fail" with a "Minimum score to pass" input field and a "Next >>" button.
- Screen 4:** "Scale: Letter Grade Only" with a table for "Minimum score for letter grade" and a "Next >>" button.
- Screen 5:** "Scale: Plus / Minus" with a table for "Minimum score for letter grade" and a "Next >>" button.

Grade	Minimum score for letter grade
A+	<input type="text"/>
A	<input type="text"/>
A-	<input type="text"/>
B+	<input type="text"/>
B	<input type="text"/>
B-	<input type="text"/>
C+	<input type="text"/>
C	<input type="text"/>
C-	<input type="text"/>
D+	<input type="text"/>
D	<input type="text"/>
D-	<input type="text"/>
F	<input type="text"/>

Grade	Minimum score for letter grade
A+	<input type="text"/>
A	<input type="text"/>
A-	<input type="text"/>
B+	<input type="text"/>
B	<input type="text"/>
B-	<input type="text"/>
C+	<input type="text"/>
C	<input type="text"/>
C-	<input type="text"/>
D+	<input type="text"/>
D	<input type="text"/>
D-	<input type="text"/>
F	<input type="text"/>

When the minimum scores have been entered, click on "Next".

# Set Up for WebAssign to Calculate Grades

- **Step 12:** This screen allows you to indicate items you want displayed to your students. The top section titled “Interim/Final Grade” has options regarding the student’s overall grade. Check the box next to the items you want to release to your students.

**Interim / Final Grade**

Final Score  Grade  Class Average  Minimum  Maximum  St Dev  Histogram

[Select All](#) | [Clear All](#)

- **Final Score:** Checking this box allows students to see the overall numeric score they have in the class.
- **Grade:** Checking this box allows student s to see the letter grade they have in the class based on the minimum scores you entered in step 11.
- **Class Average:** Checking this box allows students to see the overall numeric average for the class.
- **Minimum:** Checking this box allows students to see the lowest overall numeric score in the class.
- **Maximum :** Checking this box allows students to see the highest overall numeric score in the class.
- **St Dev:** Checking this box allows students to see the standard deviation for the classes overall numeric scores.
- **Histogram:** Checking this box allows students to see a histogram of distribution of the overall numeric scores.

# Set Up for WebAssign to Calculate Grades

- The bottom section has displaying options regarding the students' grades within each category. For example if all boxes are checked in the Homework category, then students will be able to see the class average, the minimum score, the maximum score, the standard deviation, and a histogram of the grade distribution for each assignment within a category.

My Scores Summary (Raw Scores)						
Category	Statistics to Show					Posted
Homework	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Quiz	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Test	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Lab	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Exam	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
In Class	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Exam I	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Exam II	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Exam III	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Final Average	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Final Exam	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Math 141	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
MatLab	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Practice	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never
Reflections	<input checked="" type="checkbox"/> Avg	<input checked="" type="checkbox"/> Min	<input checked="" type="checkbox"/> Max	<input checked="" type="checkbox"/> St Dev	<input checked="" type="checkbox"/> Histogram	<input checked="" type="radio"/> Always <input type="radio"/> After Due Date <input type="radio"/> Never

Select | Clear All

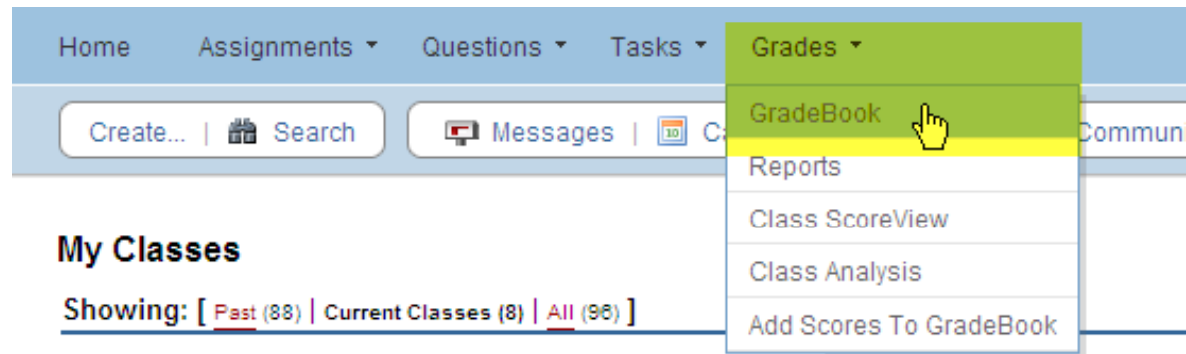
Check All Always

Next >>



# Set Up for WebAssign to Calculate Grades

- Note: You can ALWAYS change the settings by clicking on Grades, then choose GradeBook.



- Click on “Settings” and a window pops up showing all current settings. Click on the different tabs to access individual settings.



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# Using Spreadsheet to Calculate Grades

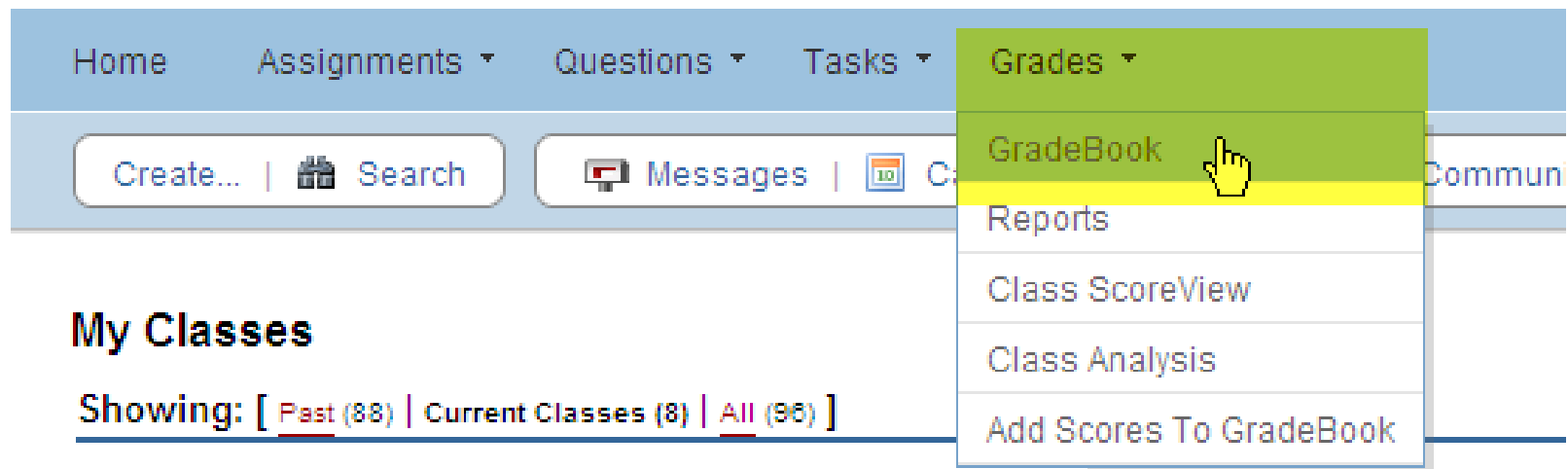
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# Using Spreadsheet to Calculate Grades

The directions below are the ones you will follow if you plan to use a spreadsheet to calculate student's grades.

- **STEP 1:** From the blue navigation bar near the top of the screen click on “Grades” then choose “GradeBook”.



# Using Spreadsheet to Calculate Grades

- **Step 2:** Click on “Wizard” to have the Gradebook wizard guide you through the process.

The Name of Your Class Appears Here

Update Settings **Wizard >>** ← **click here**

Your GradeBook has not been set up for this class. Use the Wizard link above to get started.

- **Step 3:** Choose “Use my own spreadsheet as a GradeBook and then click on “Next”.

GradeBook Wizard -- Basics

Follow the next few steps to set up your GradeBook. You will be able to change these settings later.

GradeBook Method

**click here** →

Use WebAssign's GradeBook -- Specify my GradeBook settings now.

Use WebAssign's GradeBook -- Import my settings from another class.

Use my own spreadsheet as a GradeBook.

Next >>

# Using Spreadsheet to Calculate Grades

- **Step 4:** The screen to download templates and upload spreadsheets will be displayed. It is highly recommended that you download a template of the spreadsheet formatting that WebAssign requires. You should only need to download this template at the beginning of the semester, then you will use this spreadsheet to record and calculate grades throughout the semester. (Note: WebAssign will not upload rosters that are not in the proper format.)

In the Download Template section, check the boxes next to fullname and student number, choose the format of the download, and then click on “Download”.

The screenshot shows the 'GradeBook Wizard -- Basics' interface. It includes a description: 'This method allows you to upload a spreadsheet containing your entire GradeBook.' and an important note: 'Important! Many features and tools provided in the WebAssign GradeBook will not be available.' Below this is the 'Download Template' section. It contains a form with the following elements:

- A text field: 'In addition to username, include' followed by two checked checkboxes: 'fullname' and 'student number'. A red arrow points to these checkboxes with the text 'check these boxes'.
- A 'File Extension:' dropdown menu with three options: 'Excel -- single worksheet', 'Excel -- single worksheet', and 'Tab-Delimited Text -- single file'. A red arrow points to the dropdown with the text 'choose file type'.
- A 'Download' button. A red arrow points to it with the text 'click here'.

The entire form area is highlighted with a light green background.

# Using Spreadsheet to Calculate Grades1`

- **Step 5:** Save the downloaded template to your computer.
- **Step 6:** Below the sections for downloading, there is a section titled “Upload Method”. Click on the circle next to “I will upload my GradeBook later” and then click “next”.

Upload Method

**click**  Copy and paste your GradeBook from a file on your computer.

**here**  Upload the entire file containing your GradeBook.

I will upload my GradeBook later.

Next >>

# Using Spreadsheet to Calculate Grades

- Step 7:** Input assignments and student grades in the spreadsheet you downloaded in step 4. The image below shows where to input certain attributes of the gradebook. Save this spreadsheet as an excel 2003 file (.xls), a CSV file, or a tab delimited file. These three formats are the only formats that you can upload into WebAssign.

**Assignment Name** →

**Assignment Due Date** →

**Max Points for Assign.** →

Name			Homework 1	Homework 2	Homework Average	Test 1	Test 2	Test Average
Due			Jan 1	Jan 10		Feb 1	Mar 30	
Total			100	50	100	100	100	100
student1	Student 1	1111	98	50	99	95	90	92.5
student2	Student 2	2222	93	43	89.5	90	82	86
student3	Student 3	3333	85	40	82.5	80	85	82.5

↑ username    ↑ student name    ↑ student number

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# Using Spreadsheet to Calculate Grades

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- **Step 8:** When you are ready to upload the grades on the spread sheet, follow the instructions given in the tutorial titled “Uploading Non-WebAssign Grades Into the Gradebook”.