

Manage Tab

The Manage tab provides a wide array of course management tools, including: common course tools to help you manage grades and attendance; environmental tools that enable you to alter a variety of course settings; and data management tools that allow you to backup and restore, import and export, and manage files.

The screenshot shows the Management Console interface. At the top left is a red folder icon and the text "Management Console". Below it is a link "Edit Page". At the top right is a "Refresh" button. The main content area is divided into three columns:

- Course Management**
 - Gradebook**: Manage both on-line and off-line grades for this Course
 - Roster**: Manage enrollments and rights
 - Teams**: Manage team enrollments and settings
 - Attendance**: Take attendance and review attendance information
- Course Settings**
 - General Course Settings**: Modify settings such as title and URL for this section.
 - Course Theme Selector**: Change the colors and fonts used for this section.
 - Tab Settings**: Control which tabs are displayed and where they link.
 - Environment Variables**: Edit advanced environment variable settings.
 - Mail Settings**: Edit course mail settings.
- Data Management**
 - Course Files Manager**: Manage Course files
 - Backup/Restore**: Backup and restore Course data and files
 - Import Wizard**: Import content from the content library or a file
 - Export Wizard**: Export Course content for archive or distribution
 - Data Maintenance**: Remove old logs data and submissions
 - Date Manager**: Change the date settings for all content associated with this course
 - Keyword Manager**: Change the keywords for all content associated with this course
 - Question Bank Manager**: Create, edit and manage assessment items

Course Management

Course Management allows course editors to configure and maintain course grades, manage enrollments and rights, manage team enrollments and settings, take attendance and review attendance information, and maintain course milestones. Course assistants are also provided with access to Course Management to allow them to assist course editors (e.g. maintaining course grades and attendance, etc.). Course assistants are not allowed to edit the configuration of Course Management.

Gradebook

The Gradebook section allows course editors to track and display grades for ANGEL® 7.3 content items (quizzes, drop boxes, discussion forums, SCORM assessments, and surveys) and for assignments handed-in outside of the ANGEL® 7.3 environment. Assignments are organized by categories which can be weighted to compute an overall grade for each student.

To access the Gradebook, log into your ANGEL® 7.3 course, click the **Manage** tab, and click the **Gradebook** hyperlink.

Gradebook Setup Wizard

Upon first access to the gradebook section, the Gradebook Setup wizard appears.



The course gradebook can optionally be configured using the Gradebook Management tools which can be accessed from the course gradebook menu by clicking the **Skip Wizard** button. For information regarding how to manually configure the course gradebook, refer to the section of this document titled *Gradebook Management*.

Step 1 – Create Categories

The first step in setting up the gradebook is to create categories for the purpose of grouping like assignments based on their impact on the overall grade.

Gradebook Setup



TIP : [Click Here](#) to learn more about the gradebook setup wizard and other commonly used features.

Gradebook Mode:

Points
This option enables simple points-based grading. Category weights and formulas are not available.

Percentage
This option enables percentage-based grading. Category weighting and formulas are available.

Title	Calculation
<input type="text" value="Homework"/>	<input type="text" value="Use all assignments"/> ▾
<input type="text" value="Quizzes"/>	<input type="text" value="Use all assignments"/> ▾
<input type="text" value="Exams"/>	<input type="text" value="Use all assignments"/> ▾
<input type="text"/>	<input type="text" value="Use all assignments"/> ▾
<input type="text"/>	<input type="text" value="Use all assignments"/> ▾
<input type="text"/>	<input type="text" value="Use all assignments"/> ▾
<input type="text"/>	<input type="text" value="Use all assignments"/> ▾

Field Name	Definition
Points	<p>Each category is worth a total number of points. All categories are added up to determine the overall grade. For example, a category called Homework is worth 300 points, Quizzes is worth 150 points, and Exams is worth 150 points. For this scenario, use the appropriate point value (300, 150, and 150) as the weight for each category.</p> <p> The grade by points scenario can optionally be accomplished using a single category (e.g. called Assignments) with a value of 100 (percent) or with a value equal to the total point value sum of all assignments. The use of more than one category is only required if you prefer to weight categories to determine the overall average (percentage) or if you want to categorize assignments by assignment type.</p>
Percentage	<p>Each category is worth a specific percentage of the overall grade. For example, a category called Homework is worth 50% of the overall grade, Quizzes is worth 25%, and Exams is worth 25%. In this case, simply use the appropriate percent value (50, 25, and 25) as the weight for each category.</p>
Title	<p>The gradebook setup wizard displays sample category titles (Homework, Quizzes, and Exams). These sample values should be overwritten using appropriate titles based on the course's actual grading scenario.</p>
Calculation	<p>The Calculation option allows the course editor to configure a category to "drop lowest" or "use highest" n number of grades when calculating each student's category average. For example, by specifying "Use Highest" 10 for the Quizzes category, each student category average is calculated based on their 10 highest quiz scores.</p> <p> Be sure to provide a title and calculation for each category you want added to the gradebook before clicking the Next button.</p>

1. Select the gradebook mode **Points** or **Percentage**.
2. Type the title in the **Title** field.
3. Select the calculation method from the **Calculation** drop-down list and type the number used for the calculation. Refer to the **Calculation** description in the table above for details.
4. Click the **Next** button. The Step 2a - Select Content Items page appears.

Step 2a – Select Content Items

The next step in the gradebook setup process is to select the ANGEL® 7.3 content items (quizzes, drop boxes, discussion forums, SCORM assessments, and surveys) that you want to display in the gradebook. All content types display in this step; pages, files, etc.

Gradebook Setup - Step 2a

Now, choose which content items you want to create gradebook assignments. To select an item click the content item. If there are no content items the list below will be empty. Click "Next" when you are finished.

Lessons

Select All

- Welcome Discussion Forum
- Lesson 1 - Introduction to the Web
 - Course Requirements
 - Lesson 1 - Reading Assignment
 - Lesson 1 Assignment Drop Box
 - Lesson 1 Knowledge Evaluation
- Lesson 2 - Understanding the Internet
 - Internet Protocols
 - Internet Protocols Discussion
 - Knowledge Evaluation of Internet Protocols
- Lesson 3 - UNIX
 - Unix Commands
 - Lesson 3 - Unix commands drop box
- Essay Exam

- Select the checkbox next to each content item you want to add to the gradebook and click the **Next** button. The Step 2b – Category, Points and Calculation page appears.

Step 2b– Specify Category, Points and Calculation Type

In step 2b, each content item must be assigned its appropriate category and point value.

Gradebook Setup - Step 2b

For this step you need to choose a category, number of points possible and the calculation type for the content items you selected.

Content Item	Categories	Points	Calculation Type
Welcome Discussion Forum	Homework	100	First Submission
Lesson 1 Assignment Drop Box	Homework	100	First Submission
Lesson 1 Knowledge Evaluation	Homework	100	First Submission
Internet Protocols Discussion	Homework	100	First Submission
Knowledge Evaluation of Internet Protocols	Homework	100	First Submission
Lesson 3 - Unix commands drop box	Homework	100	First Submission

[Next >>](#)

Field Name	Definition
Categories	The Categories drop-down list allows you to assign a category to the content item listed.
Points	The Points text box allows you to type a value for each content item.
Calculation Type	The Calculation Type drop-down list determines whether the student grade for each content item should be calculated based on the student's first submission, last submission, average score, maximum score, or entered manually.

1. Select the appropriate category from the **Categories** drop-down menu and type the appropriate point value in the **Points** field for each content item on the page.
2. Select the appropriate option from the **Calculation Type** field.
3. Click the **Next** button. The Step 3 – Setup Grading Scale page appears.

Step 3 – Setup Grading Scale

In Step 4, the course editor is allowed to optionally configure a grading scale for the course gradebook. The grading scale supports any non-numeric characters including

A+, A, A-, B+, B, B-, etc., +, -, etc., S (satisfactory), U (unsatisfactory), I (incomplete), etc. to represent alternate performance scales.

Gradebook Setup

Now you have the option of entering a grading scale. A Grading scale maps a minimum percentage back to a letter grade. Just click "Next" if you don't have any grading scale you want to enter.

Letter Grade	Minimum Percent
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

1. Type a letter grade and the minimum percentage in the appropriate fields.
2. Click the **Next** button. The Gradebook displays.

Gradebook Interface

The Gradebook interface consists of five areas of functionality:

- View section that allows the course editor to view grades.
- Enter/Edit Grades section allows the course editor to enter grades and comments.
- Gradebook Setup section that allows the course editor to configure gradebook preferences and import/export grades.
- Gradebook Management section that allows the course editor to manually create and edit gradebook categories, assignments, macros, and grading scale.
- Gradebook Tutorial section that allows the course editor to learn about the gradebook setup wizard.

To access the Gradebook, log into your ANGEL® 7.3 course, click the **Manage** tab, and click the **Gradebook** hyperlink. The Gradebook page appears.

The screenshot displays the ANGEL Gradebook interface, which is organized into several sections:



- Gradebook**: The main title of the page.
- View**: A section containing:
 - View All Grades**: A link to view all grades in all categories.
 - View Grades**: A section with two dropdown menus (set to "All Categories" and "All Users") and a "Go" button.
 - Print Grades**: A link to create a printer-friendly PDF view of the gradebook.
- Enter/Edit Grade**: A section containing:
 - By Assignment**: A link to enter grades on a per-assignment basis.
 - By User**: A link to enter grades on a per-user basis.
- Gradebook Setup**: A section containing:
 - Preferences**: A link to maintain overall preferences of the gradebook.
 - Import Grades**: A link to import grades from an external file.
 - Export Grades**: A link to export grades to a file.
 - Import Assignments**: A link to import assignments from resource libraries.
 - Publish Course Grades**: A link to save an official record of the course grade that can outlive this ANGEL course.
- Gradebook Management**: A section containing:
 - 1. Categories**: A link to create and edit categories.
 - 2. Assignments**: A link to create and edit assignments.
 - 3. Macros**: A link to create and edit macros.
 - 4. Grading Scale**: A link to edit the grading scale.
- Gradebook Tutorial**: A section containing:
 - Overview**: A link to learn about the gradebook setup wizard and other commonly used features.

View

The View tools allow the course editor to easily view all grades or view a filtered list of grades based on category, or student, and print grades.

This close-up screenshot shows the "View" section of the interface, which includes:

- View All Grades**: A link to view all grades in all categories.
- View Grades**: A section with two dropdown menus (set to "All Categories" and "All Users") and a "Go" button.
- Print Grades**: A link to create a printer-friendly PDF view of the gradebook.


Field Name	Definition
View All Grades	The View All Grades hyperlink when selected displays a list of students and gradebook assignments on the View Grades page.
View Grades by Category or Users	<p>The All Categories and All Users drop-down lists allows you to filter the gradebook grades by category and/or by users.</p> <p> To filter the view to a particular user, select the Find Student... option from the All Users drop-down menu, type any portion of the user's first name, last name, or username in the textbox, and click the Search button. Click the Select hyperlink next to the user you wish to view and click the Go button.</p> <p>To filter the view of gradebook grades by category and/or users, select the appropriate category and team from the All Categories and All Users drop-down menus and click the Go button. The View Grades page displays a list of students and gradebook assignments based on the category and users selections (as shown in the View Grades section below).</p>
Print Grades	<p>The Print Grades hyperlink creates a printer-friendly PDF view of the gradebook.</p> <p> For best results, change your printer preferences to landscape to display the maximum number of assignments on each page.</p>

View Grades

The View Grades page displays grades for the first 25 students (ordered by last name) based on the criteria specified on the View menu. Use the scroll bar (located below the last student) and scroll to the right to view all assignment grades and category averages.

Username	Overall	Homework Overall	Welcome Disc...	Binary Numb...	Binary Discus...	Mid-term Exa...	Final Exam (1...	Final Project
Raw Class Average	0	0	0	0	0	0	0	0
Bills, Thomas (student1)	0	0	'	'	'	'	'	'
Chesher, Vickie (student2)	0	0	'	'	'	'	'	'
Longardner, Hailey (peanut)	0	0	'	'	'	'	'	'
Swenby, Samantha (pum...	200	200	'	100	'	'	100	'

Field Name	Definition
Show:	The Show drop-down menu allows the course editor to filter the list of students based on team affiliation.
Only Students	Clearing the Only Students checkbox allows the course editor to display grades for all enrolled users including non-students.

Field Name	Definition
Number to Display	For courses with more than 25 students, the course editor can view the additional student grades by selecting a higher value from the Number to Display drop-down menu.
View: Default Points Percentage	View optionally allows the course editor to view grades formatted as Default, Points, or Percentage.  The Default radio button displays grades based on the view format settings specified in Gradebook Preferences.
Update	The Update button refreshes the page with the selections you made from the drop-down lists or radio buttons. Click the Update button after making the selections.
Previous Next	Use the Previous Next “paging” options (located at the bottom of the page) to advance to the next page of students.
Done	To exit the View Grades page, click the Done button located at the bottom of the page.

Print Grades

The gradebook allows for the printing of the grades. The view produces a PDF document containing all student grades for all categories.



This feature works best with version 7 of the Adobe Acrobat Reader plug-in for your browser. This can be downloaded from Adobe at <http://www.adobe.com/support/downloads/main.html> .

To use print grades:

1. Log into your ANGLE course and click the **Manage** tab.
2. Click the **Gradebook** hyperlink. The **View or Print Gradebook PDF** page appears.

View or Print Gradebook PDF

Produce a printer-friendly PDF view of the gradebook.

Format Settings

Page Size: Letter

Page Orientation: Landscape

Page Margins: 0.75 inch

Font Family: Times

Font Size: 8

Category Order: Display the categories in gradebook order

Team: All Course Members

Show Students Only:

Show Averages Only:

[Generate PDF](#) [More Info](#)

Designed for [Adobe Acrobat Reader 7](#)
 If you cannot view PDF, you can still see the [previous HTML-only version](#) of this report.

[Done](#)

3. From the **Page Size** drop-down list select the size you want to use. Default is Letter but other choices include Legal, 11 x 17, A3, A4, A5, A6, B3, B4, and B5.
4. From the **Page Orientation** drop-down list select how you want the gradebook to print. Default is Landscape, but Portrait is also available.
5. Select the page margins from the **Page Margins** drop-down list.
6. Select the font from the **Font Family** drop-down list.
7. Select the font size from the **Font Size** drop-down list.
8. Select the category order from the **Category Order** drop-down list.
9. Select the team from the **Team** drop-down list.
10. Select the **Show Students Only** checkbox if you want only student grades to appear.
11. Select the **Show Averages Only** checkbox if you only want averages displayed.
12. Click the **Generate PDF** button.



Additional information is available by clicking the **More Info** hyperlink. If you cannot view the PDF, you can still view the report by clicking the **previous HTML-only version** hyperlink.

Grades by User or by Assignment

The View Grades page provides easy access to enter grades by student or by assignment.

- To enter grades for a particular student, click the student's hyperlinked name. The Enter Grades by User page displays the student's name at the top of the page and an editable list of assignment grades (as shown in the By User section below).
- To enter grades for a particular assignment, click the hyperlinked assignment title. The Assignment Editor page displays the assignment name and attributes with a list of assignment tasks. Click the **Add Grades** hyperlink to display the Enter Grades by Assignment page (as shown in the By Assignment section below).

Enter/Edit Grade

The Enter/Edit Grade tools allow the course editor to enter or edit grades and comments by assignment or user.

Enter/Edit Grade

By Assignment
Enter grades on a per assignment basis.

By User
Enter grades on a per user basis.

Assignment

Enter Grades By Assignment

Selected Assignment:

Binary Numbers

Max Points: 100 Overall Course Average: 0%

Category: Homework Calculation Method: FirstSubmission

Content Items: [Binary Numbers](#)

Show: Only Students Display: View: Full Condensed

Name	Percentage	Points	Locked	Comments
Bills, Thomas (student1)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Chesher, Vickie (student2)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Longardner, Hailey (peanut)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Swenby, Samantha (pumpkin)	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="checkbox"/>	<input type="text"/>

Batch Update


Default for Displayed Users


Page 1 of 1
[Previous Page](#) | [Next Page](#) | 1



The assignment attributes (max points, category, content items, overall course average and calculation method) are displayed in a shaded table just below the **Selected Assignment** list box. If the assignment is associated with one or more ANGEL® 7.3 content items (quiz, drop box, discussion forum, etc.), a Content Items attribute displays hyperlinked titles of each associated content item providing quick access to the content item.

Assignment attributes settings can be modified using the Assignment Editor. For information regarding how to modify assignment settings, refer to the section of this document titled *Assignment Editor*.

Field Name	Definition
Selected Assignment	To enter grades for another assignment, select the new assignment from the Selected Assignment drop-down list located at the top of page.
Show	The Show drop-down menu allows the course editor to filter the list of students based on team affiliation.
Only Students	Clearing the Only Students checkbox allows the course editor to display grades for all enrolled users including non-students.
Display	For courses with more than 25 students, the course editor can view the additional student grades by selecting a higher value from the Display drop-down menu.
Go	The Go button refreshes the page with the selections you made from the drop-down lists or radio buttons. Click Go after making the selections.
View: Full Condensed	Optionally select Condensed from the View radio option to change to a simple view of percentage and points fields for each student. Select Full from the View option to view all grading options including Locked and Comments (discussed below).
Percentage or Points	<p>Assignment grades can be entered into either the Percentage or Points fields for each student. As you move to the next user, the neighboring field automatically updates with the appropriate value calculated based on the entered score and assignment's max points.</p> <p> When entering grades using points, review the Max Points value displayed in the assignment attributes table to verify points are being entered based on the appropriate scale.</p> <p>When using gradebook macros to enter grades, macros/labels must be entered in the Percentage field to be calculated correctly. For information regarding how to configure macros, refer to the section of this document titled <i>Macros</i>.</p>

Field Name	Definition
Locked	The Locked option is used with gradebook assignments that are associated with ANGEL® 7.3 content items (quiz, drop box, discussion forum, etc.). It allows the course editor to “lock” and manually overwrite a student grade to ensure it isn’t overwritten by updates to the associated ANGEL® 7.3 content item.
Comments	The course editor can optionally provide feedback in the Comments field for each student. Comments are displayed in the student’s grade report and are only viewable to the student for whom they are intended.
Batch Update	<p>The Batch Update tool makes it easy to add a common grade for all members of a particular team or to add a common grade to all students who do not have a grade listed (i.e. to batch update an assignment to give a zero to everyone who did not complete the assignment).</p> <p>To batch update grades for displayed users for a particular assignment, type a percentage or point value in the appropriate field, optionally select the Locked checkbox and provide a common comment (if applicable), and click the Batch Update button.</p> <p> To add a common grade for all members of a particular team, first select the team from the Show drop-down box to filter the list of students based on team affiliation.</p> <p>The Batch Update tool is also useful when a large percentage of the students receive a common grade (i.e. all but a few students earn 100%). In this scenario, grade the few students who did not earn the common grade, then use the Batch Update tool to update the grade for all ungraded students.</p>
Save Changes	The Save Changes button saves the gradebook changes.
Cancel Changes	Gradebook changes can be cancelled by clicking the Cancel Changes button.
Previous Page Next Page	Use the Previous Page Next Page “paging” options (located at the bottom of the page) to advance to the next page of students.
Done	Click the Done button to exit.

1. To enter or edit grades by assignment, click the **By Assignment** hyperlink on the Gradebook page. The Enter Grades by Assignment page displays.

Enter Grades By Assignment

Selected Assignment:

2. Select the assignment you want to edit from the **Selected Assignment** drop-down menu and click the **Go** button. The page updates to display the assignment name and attributes with an editable list of student grades.
3. Type information and click the **Save Changes** button.

User

Enter Grades by User
Student: [Bumbalough, Ginny \(gbumbalough\)](#)

Homework

Title	Grade	Points	Locked	Comments
Binary Discussions (100 pts.)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Internet Protocols (100 pts.)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Understand Unix Commands (100 pts.)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Mid-term Exam (100 pts.)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Final Exam (100 pts.)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Final Project (100 pts.)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>


Quizzes

Title	Grade	Points	Locked	Comments

Exams

Title	Grade	Points	Locked	Comments

Field Name	Definition
Grade	Type a non-numeric grade including A+, A, A-, B+, B, B-, etc., +, -, etc., S (satisfactory), U (unsatisfactory), I (incomplete), etc. to represent an alternate performance assessment.

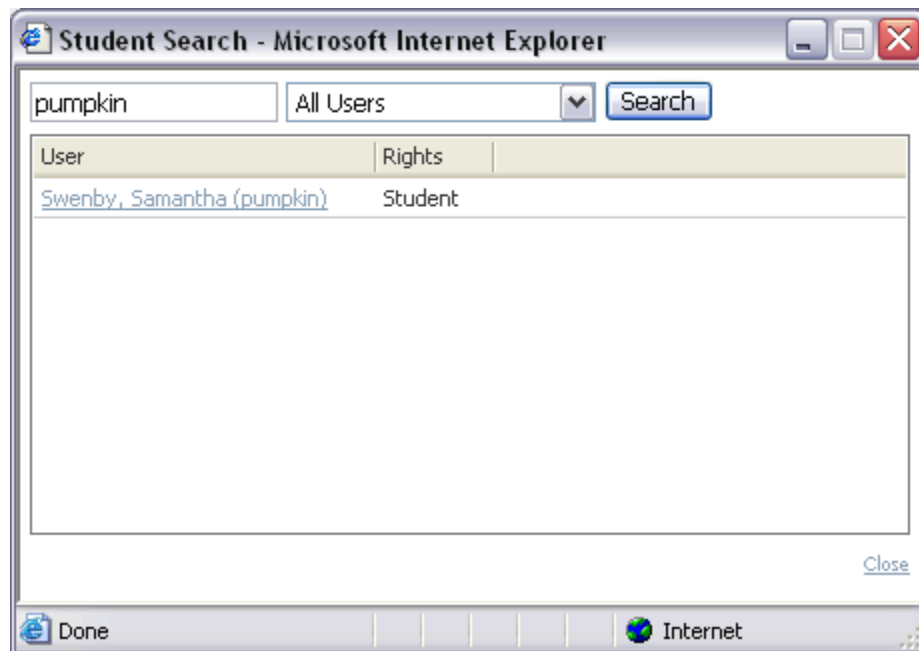
Field Name	Definition
Percentage/Points	<p>Student grades can be entered into either the Percentage or Points fields for each assignment dependent on if you selected Percentage or Points when creating the gradebook. As you move to the next assignment, the neighboring field automatically updates with the appropriate value calculated based on the entered score and assignment's max points.</p> <p> When entering grades using points, review the Max Points value displayed next to the assignment name to verify points are being entered based on the appropriate scale.</p> <p>When using gradebook macros to enter grades, macros/labels must be entered in the Percentage field to be calculated correctly. For information regarding how to configure macros, refer to the section of this document titled <i>Macros</i>.</p>
Locked	The Locked option is used with gradebook assignments that are associated with ANGEL® 7.3 content items (quiz, drop box, discussion forum, etc.). It allows the course editor to “lock” and manually overwrite a student grade to ensure it is not overwritten by updates to the associated ANGEL® 7.3 content item.
Comments	The course editor can optionally provide feedback in the Comments field for each assignment. Comments are displayed in the student's grade report and are only viewable to the student for whom they are intended.
Save	The Save button saves the gradebook changes.
Cancel	Gradebook changes can be cancelled by clicking the Cancel button.
Done	To exit, click the Done button.

1. To enter or edit grades by user, click the **By User** hyperlink from the Gradebook page. The Enter Grades by User page displays on the screen.

Enter Grades by User

Student: [Search](#)

2. Select the **Search** hyperlink. The Search page displays.



3. Type any portion of the user's first name, last name, or username in the textbox and click the **Search** button.



To return a list of all students in the class, leave the textbox blank and click the **Search** button. To view a list of students based on team affiliation, select the team from the **All Users** drop-down menu and click the **Search** button.

4. Click on the student's hyperlinked name that you want to grade. The Enter Grades by User page updates to display the student's name at the top of the page and an editable list of assignment grades.
5. Type information and click the **Save** button.

Gradebook Setup

Gradebook setup tools allow the course editor to modify gradebook preferences (e.g. grade display format, etc.), import and export grades to and from a delimited spreadsheet format, import assignments from repositories, and publish course grades.



For more on this topic see "[How to set up the Gradebook: Preferences and Grading Scale](#)" in Appendix VII: ANGEL Step-by-Step

Gradebook Setup

Preferences
Maintain overall preferences of the gradebook.

Import Grades
Import grades from an external file.

Export Grades
Export grades to a file.

Import Assignments
Import assignments from repositories.

Publish Course Grades
Save an official record of the course grade that can outlive this ANGEL course.

Gradebook Preferences

To modify gradebook preference settings, click the **Preferences** hyperlink. The Gradebook Preferences page displays.

Preferences

To copy settings from another course, use the [Copy Gradebook Settings tool](#).

General

Default Display Format: ▼




Options: [Treat Ungraded Items as Zero](#)
 [Limit Course Assistants by Team](#)
 [Exclude Instructors from Averages](#)

Gradebook Mode: ▼

Average Settings


Options: [Display Overall Average](#)

Overall Display Format: ▼

Field Name	Definition
Default Display Format	Select a different value from the Default Display Format drop-down menu to change how grades should be displayed in the gradebook and student's grade report.
Treat Ungraded Items as Zero	Select the Treat Ungraded Items as Zero checkbox to display a score of zero for all assignments that do not have a grade specified.  The Treat Ungraded Items as Zero option can be useful when determining mid-term or final grades if the gradebook includes assignments that do not have a grade specified (i.e. students did not complete or turn-in the assignments).
Limit Course Assistants by Team	Select the Limit Course Assistants by Team checkbox to limit course assistant rights so they can only view and enter grades for students who are affiliated with the same team(s) as the course assistant.  For more information regarding how to add a course assistant to a course, refer to the section of this document titled <i>Edit Roster</i> .
Gradebook Mode	Select Points or Percentage from the Gradebook drop-down list. This general preference determines how the gradebook displays the grade values.
Options: Display Overall Average	Optionally clear the Display Overall Average checkbox if you do not want to display the overall, calculated grade on the student's grade report and on the View Grades by User page.  Overall Average is always displayed in the View All Grades grid view regardless of whether the Display Overall Average checkbox is selected or not.
Overall Display Format	Select a different value from the Overall Display Format drop-down menu to change how the overall grade should be displayed in the gradebook and student's grade report.
Save	Click the Save button to save the gradebook preferences.

Import Grades

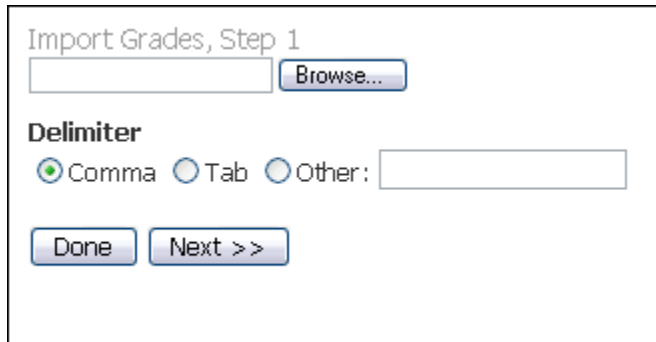
The Import Grades option allows the course editor to import assignment grades from any delimited file format.

 The Import Grades utility does not add new assignments or students to an existing gradebook or roster. New assignments must already exist (or be added) to the gradebook prior to the import process for the new assignment grades to be

successfully imported into the gradebook. Likewise new students must exist (or be added) to the course roster prior to the import process for the new student grades to be successfully imported.

To import assignment grades into the ANGEL® 7.3 Gradebook:

1. Click the **Import Grades** hyperlink. Step 1 of the Import Grades page displays.

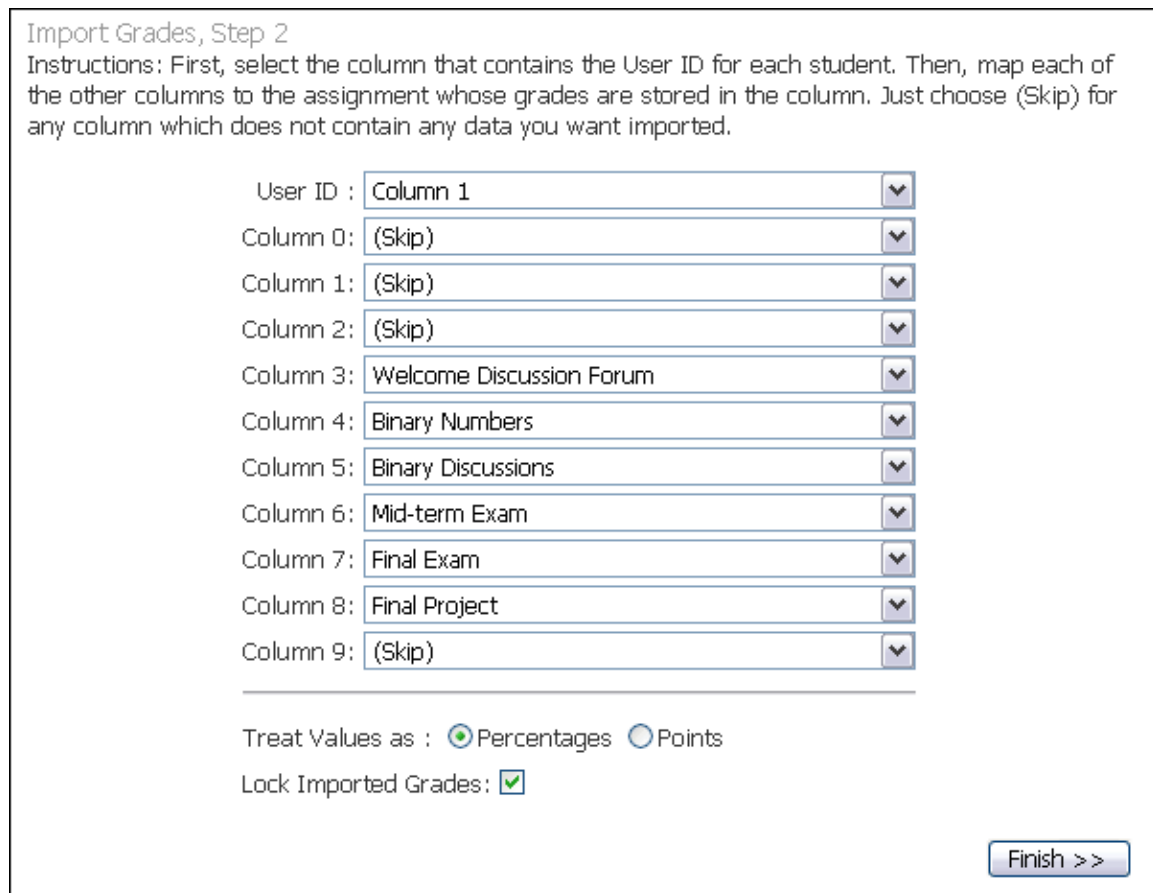


Import Grades, Step 1

Delimiter

Comma Tab Other:

2. Click the **Browse** button. A **Choose File** dialog box appears on the screen.
3. Locate and select the delimited grades file you wish to import and click the **Open** button.
4. Select the delimiter format for the grades file (comma, tab, or other) and click the **Next** button. Step 2 of the Import Grades page displays.



Import Grades, Step 2

Instructions: First, select the column that contains the User ID for each student. Then, map each of the other columns to the assignment whose grades are stored in the column. Just choose (Skip) for any column which does not contain any data you want imported.

User ID : ▼

Column 0: ▼

Column 1: ▼

Column 2: ▼

Column 3: ▼

Column 4: ▼

Column 5: ▼

Column 6: ▼

Column 7: ▼

Column 8: ▼

Column 9: ▼

Treat Values as : Percentages Points

Lock Imported Grades:



The Import Grades page provides options for mapping each column of data to the correct gradebook assignment and for “skipping” some data columns to selectively update specific assignment grades.

When importing a grades data file that was originally exported from the ANGEL® 7.3 gradebook and which has not been modified from its original column mapping format, you may ignore the **Column Mappings** options and proceed to step 5 below. Changes to the **Column Mapping** fields are required only if you are working with a custom column format or if you want to “skip” particular assignment grades.

5. Select the column that contains the **User ID** for each student. Then, map each of the other columns to the assignment whose grades are stored in the column.
6. Select Skip for any column which does not contain any data you want imported.
7. Select Percentages or Points from the **Treat Values as** radio buttons.
8. Clear Lock Important Grades if you want ANGEL® 7.3 to recalculate the grade against a submission.
9. Click the **Finish** button. A message appears noting the number of assignment and student records that were successfully imported.

Export Grades

The Export Grades option allows the course editor to export the assignment grades, for all students, as a comma delimited or tab delimited file. The resulting delimited file can easily be viewed and modified in a standard spreadsheet program such as Microsoft Excel.

To export assignment grades to a delimited file:

1. Click the **Export Grades** hyperlink. The Export Grades page displays.

Export Grades

Comma Separated
 Tab Separated
 Include Averages
 Include Course ID

Output Format: Percentage Points

2. Select the delimited file format you prefer to export (comma-separated or tab-separated values).
3. Optionally select the **Include Averages** and **Include Course ID** checkboxes to include the additional data in the export file.
4. Click the **Export** button. A File Download dialog box appears on the screen.
5. Click the **Save** button to save the file. A **Save As** dialog box appears on the screen.

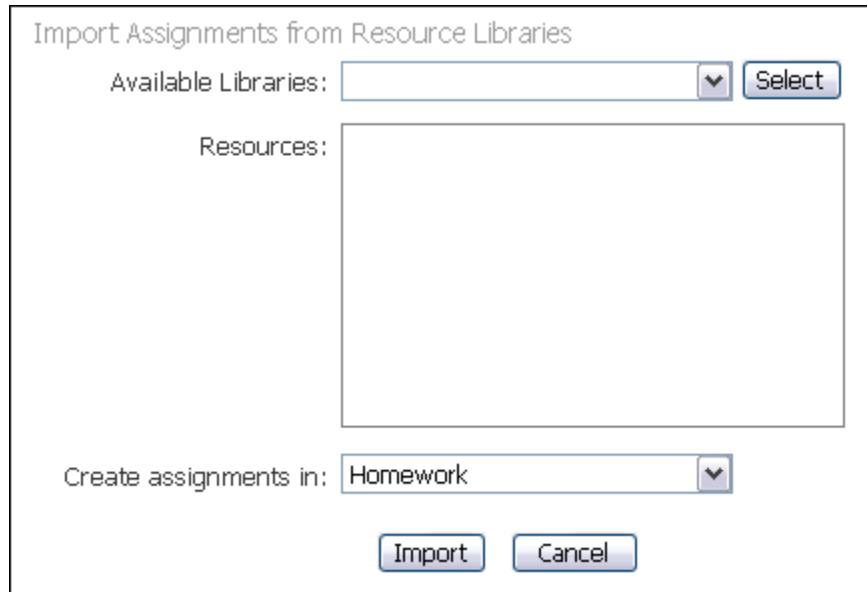
6. Select a location to save the file and click the **Save** button. Once the file has finished downloading, you may open the file in any spreadsheet program (recommended) or text editor to view or modify the assignment grades.

Import Assignments

The Import Assignments option allows the course editor to import assignments from resource libraries.

To import assignments from resource libraries:

1. Click the **Import Assignments** hyperlink. The Import Assignments from Resource Libraries page displays.



The screenshot shows a dialog box titled "Import Assignments from Resource Libraries". It contains the following elements:

- Available Libraries:** A text input field with a downward arrow icon and a **Select** button to its right.
- Resources:** A large, empty text area for entering resource details.
- Create assignments in:** A text input field with the word "Homework" and a downward arrow icon.
- Buttons:** **Import** and **Cancel** buttons at the bottom center.

2. Select a library from the **Available Libraries** drop-down list and click the **Select** button.
3. Type resources in the **Resources** text box.
4. Select where to create assignments from the **Create Assignments in:** drop-down list.
5. Click the **Import** button to import the assignment. The Assignments page appears (Refer to the *Assignments* section for more details on this page).

Assignments				
	Title	Category	Points Possible	Release Date
<input type="checkbox"/>	Final Exam	Homework	100	3/16/2006
<input type="checkbox"/>	Binary Numbers	Homework	100	3/16/2006
<input type="checkbox"/>	Binary Discussions	Homework	100	3/16/2006
<input type="checkbox"/>	Mid-term Exam	Homework	100	3/16/2006
<input type="checkbox"/>	Welcome Discussion Forum	Homework	100	3/16/2006
<input type="checkbox"/>	Final Project	Homework	100	3/16/2006

[<< Back To Main Menu](#)

6. Click the **Add New** button. The page updates to display the Assignment Editor at the bottom of the page.

Assignments				
	Title	Category	Points Possible	Release Date
<input type="checkbox"/>	Final Exam	Homework	100	3/16/2006
<input type="checkbox"/>	Binary Numbers	Homework	100	3/16/2006
<input type="checkbox"/>	Binary Discussions	Homework	100	3/16/2006
<input type="checkbox"/>	Mid-term Exam	Homework	100	3/16/2006
<input type="checkbox"/>	Welcome Discussion Forum	Homework	100	3/16/2006
<input type="checkbox"/>	Final Project	Homework	100	3/16/2006

Assignment Editor View: Normal Advanced

Title:

Description:

Category:

Points:

Display Format:

Calculation Type:

Extra Credit

[<< Back To Main Menu](#)

Field Name	Definition
Normal/Advanced	Clicking the Advanced option displays all of the category options.
Title	The Title is used to identify the assignment.

Field Name	Definition
Description	The Description is used to describe the assignment.
Category	The Category is used to associate the type of category with the assignment.
Points	The Points field allows you to enter a value for the assignment.
Display Format	The Display Format allows you to use a different display format for the assignment grade than the gradebook default (specified in Gradebook Preferences).
Calculation Type	<p>The Calculation Type option is intended to be used in combination with the Associated Content Items option. If the gradebook assignment has one or more associated content items, then the Calculation Type option should be used to determine which content item grade should be used to update the gradebook assignment.</p> <p>Since many content items can be graded multiple times, and multiple content items can be associated with the same gradebook assignment, you have four options for obtaining a grade: Average Score, Maximum Score, First Submission, Last Submission, and Manual.</p> <p>Average Score uses an average of all scores submitted. Maximum Score uses the highest of all scores submitted. First Submission uses the first score submitted. Last Submission uses the last (most recent) score submitted. The calculation type of Manual requires the instructor to enter a score manually.</p>
Extra Credit	The Extra Credit checkbox configures the category to be calculated as extra credit.
Associated Content Items	See Calculation Type

From the Assignment Editor:

1. Click the **Advanced** option to display all of the assignment options.
2. Type a title for the assignment in the **Title** field.
3. (Optional) Type a description for the assignment in the **Description** field.
4. Select an assignment category from the **Category** drop-down menu.
5. Specify a point possible value for the assignment in the **Points** field.
6. (Optional) Select a different option from the **Display Format** drop-down menu if you want to use a different display format for the assignment grade than the gradebook default (specified in Gradebook Preferences).
7. Select the appropriate calculation type from the **Calculation Type** drop-down menu.



The **Calculation Type** option is intended to be used in combination with the **Associated Content Items** option. If the gradebook assignment has one or more associated content items, the **Calculation Type** option should be used to determine which content item grade should be used to update the gradebook assignment.

Since many content items can be graded multiple times, and multiple content items can be associated with the same gradebook assignment, you have four options for obtaining a grade: Average Score, Maximum Score, First Submission, Last Submission, and Manual.

Average Score uses an average of all scores submitted. Maximum Score uses the highest of all scores submitted. First Submission uses the first score submitted. Last Submission uses the last (most recent) score submitted. The calculation type of Manual requires the instructor to enter a score manually.

8. Select the **Extra Credit** checkbox if you want this assignment to be extra credit.
9. On the right side of the Assignment Editor, select any content items that you want to associate to this assignment.
10. Click the **Save** button. The assignment is added to the Assignments page.

Publish Course Grades

The Publish Course Grades is available in the gradebook and allows the instructor to save an official record of the course grade from a hyperlink in the gradebook setup section. This option needs to be activated by your ANGEL® 7.3 Administrator.

To publish grades:

1. Click on the **Publish Course Grades** hyperlink. The Publish Grades page appears.

Publish Grades

Publish final (or other) grades for the course, in records that will persist after the course is deleted from ANGEL. Your institution's ANGEL administrator determines the types of grades to be published and the allowable grades that you can publish.

Published Grade Type:

2. Select the type of grade that you want published from the **Published Grade Type** drop-down list.
3. Click the **Go** button. The Publish Grades page updates to display the publish grade type at the top of the page and an editable list of grades to publish at the bottom.

Publish Grades

Published Grade Type:

Show: Only Students Display:

View: Full Condensed


If you have published this grade type for a student, that will be the initial value in the "grade to publish" field; otherwise the field will be initialized according to your grading scale (if you have set up a grading scale for this course).

Name	Current Course Average (from gradebook)	Previous Published Grade	Grade to Publish	Comments
student1 Bills, Thomas (student1)	0(0%)	none	<input type="text"/>	<input type="text"/>
student2 Chesher, Vickie (student	0(0%)	none	<input type="text"/>	<input type="text"/>
pumpkin Swenby, Samantha (pump	200(100%)	none	<input type="text"/>	<input type="text"/>

Batch Update

Default value to place in all empty Grade to Publish fields:

Page 1 of 1
[Previous](#) | [Next](#) | [1](#)

 If you have published a grade type for a student, it is the initial value in the **Grade to Publish** field; otherwise this is blank.

4. Based on the current course average from the gradebook, type the **Grade to Publish** and any comments.
5. Click the **Publish all displayed grades** button to publish your grades.
6. Click the **Done** button when finished.

Apply Batch Grade and Comments

This button allows you to complete a batch grade and comment update with the value that is placed in the Default value to place in all empty Grades to Publish field.

Gradebook Management

Gradebook management tools allow the course editor to create and edit categories, assignments, and macros, and to edit the grading scale.



For more on this topic see [“How can students see their grades”](#) in Appendix VII: ANGEL Step-by-Step

Gradebook Management

1. Categories

Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories.

2. Assignments

Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.

3. Macros

Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.

4. Grading Scale

Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

Categories

The Categories page allows the course editor to add new gradebook categories, to edit settings for one or more categories (modifying multiple), and to delete categories.

Categories are an important gradebook concept. The primary purpose of categories is to group assignments based on their impact on the overall grade.



For more on this topic see [“How to set up the Gradebook: Categories and Assignments”](#) in Appendix VII: ANGEL Step-by-Step

For example, a few of the most common calculation approaches include:

- Scenario 1 – Grade By Percent

Each category is worth a specific percentage of the overall grade. For example, a category called Homework is worth 50% of the overall grade, Quizzes is worth 25%, and Exams is worth 25%. In this case, simply use the appropriate percent value (50, 25, and 25) as the weight for each category.

- Scenario 2 – Grade By Points

Each category is worth a total number of points. All categories are added up to determine the overall grade. For example, a category called Homework is worth 300 points, Quizzes is worth 150 points, and Exams is worth 150 points. For this

scenario, use the appropriate point value (300, 150, and 150) as the weight for each category.



The grade by points scenario can optionally be accomplished using a single category (e.g. called Assignments) with a value of 100 (percent) or with a value equal to the total point value sum of all assignments. The use of more than one category is only required if you prefer to weight categories to determine the overall average (scenario 1 above) or if you want to categorize assignments by assignment type.

To access the Categories page, log into your ANGEL® 7.3 course, click the **Manage** tab, click the **Gradebook** hyperlink, and click the **Categories** hyperlink.

Categories					
	Title	Calculation	Release Date	Weight	Percent Overall
<input type="checkbox"/>	Homework	Use all grades	3/16/2006	600	100%
<input type="checkbox"/>	Quizzes	Use all grades	3/16/2006	0	0%
<input type="checkbox"/>	Exams	Use all grades	3/16/2006	0	0%
				600	100%

[<< Back To Main Menu](#)

Assuming the gradebook was created using the Gradebook Wizard, the Categories page may already have one or more category titles listed including calculation method, release date, weight, and percentage-based impact on the overall grade. Weight and Percent Overall columns display a sum value at the bottom of their respective columns.

Add New Category

To add a new category, click the **Add New** button. The page updates to display the Category Editor at the bottom of the page. Refer to the section of this document titled *Category Editor* for more details.

Edit Existing Category

Existing categories may be edited by selecting one or more categories and clicking the **Edit Selected** button. The page updates to display the Category Editor at the bottom of the page. Make your changes and click the **Save** button.

Delete Existing Category

Existing categories may be deleted by selecting one or more categories and clicking the **Delete Selected** buttons. A pop-up appears asking if you want to delete selected categories. Click **OK** to remove the selection from the Categories page.

Modify Multiple Categories

The course editor can optionally modify multiple categories from a single editor by selecting the checkbox next to each category and clicking the **Edit Selected** button. The page updates to display the Category Editor at the bottom of the page. Make your changes and click the **Save** button.

Show Category Tasks

Additional category tasks are available by selecting a single category and clicking the **Show Tasks** button.



For more on this topic see "[How to Rearrange Categories and Assignments](#)" in Appendix VII: ANGEL Step-by-Step

Categories

	Title	Calculation	Release Date	Weight	Percent Overall
<input type="checkbox"/>	Homework	Drop lowest 3	3/1/2006	600	100%
<input checked="" type="checkbox"/>	Quizzes	Use highest 5	3/1/2006	0	0%
<input type="checkbox"/>	Exams	Use all grades	3/1/2006	0	0%

600 **100%**

Quizzes Tasks

- [Add Assignments](#)
- [View Assignments](#)
- [Reorder Assignments](#)
- [Edit Category Settings](#)
- [Delete Category](#)
- [Move Up](#)
- [Move Down](#)

[<< Back To Main Menu](#)

Add/View Assignments

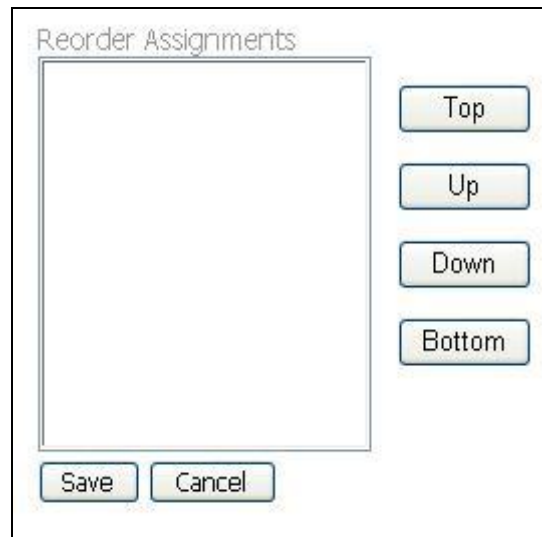
The **Add Assignments** and **View Assignments** hyperlinks provide easy access to add new assignments or view, edit or delete existing assignments.

To add an assignment to the selected category, click the **Add Assignments** hyperlink. The **Assignment Editor** displays - to allow the course editor to create a new assignment in the selected category (as shown in the **Assignment Editor** section below).

To view existing assignments for the selected category, click the **View Assignments** hyperlink. The Assignments page displays a list of existing assignments in the selected category (as shown in the **Assignment** section below).

Reorder Assignments

To reorder assignments within the selected category, click the **Reorder Assignments** hyperlink. The Reorder Assignments page displays a list of all assignments in the selected category.



1. Select the assignment you want to move and click the appropriate button to move the selected assignment up, down, to the top of the list, or to the bottom of the list.
2. Continue this process until all assignments have been reordered properly.
3. Click the **Save** button to save your work.

Edit/Delete Category

The selected category can be edited or deleted by clicking the **Edit Category Settings** or **Delete Category** hyperlinks or by clicking the **Edit Selected** or **Delete Selected** buttons.

Move Category

The selected category can be moved up or down in the list of categories by clicking the **Move Up** or **Move Down** buttons.

Exit Show Tasks

To close the list of category tasks, click the **Done** button located at the bottom of the page.

Exit Categories

To exit the Categories page, click the **Back to Main Menu** hyperlink.

Category Editor

Categories					
<input type="checkbox"/>	Title	Calculation	Release Date	Weight	Percent Overall
<input type="checkbox"/>	Homework	Drop lowest 3	3/1/2006	600	100%
<input type="checkbox"/>	Quizzes	Use highest 5	3/1/2006	0	0%
<input type="checkbox"/>	Exams	Use all grades	3/1/2006	0	0%

600 100%

Category Editor View: Normal Advanced

Title:

Description:

Release Date:

Average Shown

Average Format:

Extra Credit

Calculation: Use all assignments
 Drop lowest:
 Use highest: grades

[<< Back To Main Menu](#)

Field Name	Definition
Normal/Advanced	Clicking the Advanced option displays all of the category options.
Title	The Title is used to identify the category.
Description	The Description is used to describe the category.
Calculation: Use all assignments Drop lowest Use highest	The Calculation options allow the course editor to determine whether the category average should be based on the grade of all category assignments (Use all assignments) or a subset using the highest scored assignments (Use highest or Drop lowest).
Release Date	The Release Date option allows the course editor to effectively hide the category average and the grades for all assignments assigned to the category until a future release date.
Average Shown	When cleared, the category average does not display in the student or instructor views.
Average Format	Select a format from the Average Format drop-down list if you want to use a different display format for the category average than the gradebook default (specified in Gradebook Preferences).

Field Name	Definition
Extra Credit	The Extra Credit checkbox configures the category to be calculated as extra credit.

To add a new category:

1. From the Categories page, click the **Add New** button. The page updates to display the Category Editor at the bottom of the page.
2. Click the **Advanced** option to display all of the category options.
3. Type a title for the category in the **Title** field.
4. (Optional) Type a category description in the **Description** field.
5. (Optional) Select the appropriate calculation method from the **Calculation** options to determine whether the category average should be based on the grade of all category assignments (**Use all assignments**) or a subset using the highest scored assignments (**Use highest** or **Drop lowest**).



The **Calculation** option allows the course editor to configure a category to “drop lowest” or “use highest” n number of grades when calculating each student’s category average. For example, by specifying “Use Highest” 10 for the Quizzes category, each student category average is calculated based on their 10 highest quiz scores.

6. (Optional) Specify a different **Release Date** and time for the category to effectively hide the category average and the grades for all assignments assigned to the category until a future release date.
7. (Optional) Clear the **Average** checkbox if you do not want to display the category average. When cleared, the category average does not display in the student or instructor views.
8. (Optional) Select a different option from the **Average Format** drop-down menu if you want to use a different display format for the category average than the gradebook default (specified in Gradebook Preferences).
9. (Optional) Select the **Extra Credit** checkbox to configure the category to be calculated as extra credit.
10. Click the **Save** button. The category is added to the Categories page.

Assignments

The Assignments hyperlink provides easy access to add new assignments or view, edit or delete existing assignments. To access the Assignments page, log into your ANGEL® 7.3 course, click the **Manage** tab, click the **Gradebook** hyperlink, and click the **Assignments** hyperlink.

Assignments				
	Title	Category	Points Possible	Release Date
<input type="checkbox"/>	Understand Unix Commands	Homework	100	3/1/2006
<input type="checkbox"/>	Unix	Homework	75	3/1/2006
<input type="checkbox"/>	Internet Protocols	Homework	100	3/1/2006
<input checked="" type="checkbox"/>	Final Exam	Homework	100	3/1/2006
<input type="checkbox"/>	Binary Discussions	Homework	100	3/1/2006
<input type="checkbox"/>	Mid-term Exam	Homework	100	3/1/2006
<input type="checkbox"/>	Final Project	Homework	100	3/1/2006

[<< Back To Main Menu](#)

Assuming the gradebook was created using the Gradebook Wizard, the Assignments page may already have one or more assignment titles listed including category, points possible, and release date.

Add Assignments

To add a new assignment, click the **Add New** button. The page updates to display the Assignment Editor at the bottom of the page. Refer to the *Assignment Editor* section below for field descriptions.

Edit Existing Assignments

Existing assignments may be edited by selecting one or more assignments and clicking the **Edit Selected** button. The page updates to display the Assignment Editor at the bottom of the page. Make your changes and click the **Save** button.

Delete Existing Assignments

Existing assignments may be deleted by selecting one or more categories and clicking the **Delete Selected** buttons. A pop-up appears asking if you want to delete selected assignments. Click **OK** to remove the selection from the Assignments page.

Modify Multiple Assignments

The course editor can optionally modify multiple assignments from a single editor by selecting the checkbox next to each category and clicking the **Edit Selected** button. The page updates to display the Assignment Editor at the bottom of the page. Make your changes and click the **Save** button.

Show Assignment Tasks

Additional assignment tasks are available by selecting a single assignment and clicking the **Show Tasks** button.

Assignments

	Title	Category	Points Possible	Release Date
<input type="checkbox"/>	Understand Unix Commands	Homework	100	3/1/2006
<input type="checkbox"/>	Unix	Homework	75	3/1/2006
<input checked="" type="checkbox"/>	Internet Protocols	Homework	100	3/1/2006
<input type="checkbox"/>	Final Exam	Homework	100	3/1/2006
<input type="checkbox"/>	Binary Discussions	Homework	100	3/1/2006
<input type="checkbox"/>	Mid-term Exam	Homework	100	3/1/2006
<input type="checkbox"/>	Final Project	Homework	100	3/1/2006

Tasks

[Add Grades](#)
[Edit Assignment Settings](#)
[Delete Assignment](#)

[<< Back To Main Menu](#)

Add Grades

The **Add Grades** hyperlink provides easy access to add grades to the selected assignment. To add grades to the selected assignment, click the **Add Grades** hyperlink. The Enter Grades by Assignment page displays (as shown in the Add Grades by Assignment section above).

Edit/Delete Assignment

The selected assignment can be edited or deleted by clicking the **Edit Assignment Settings** or **Delete Assignment** hyperlinks or by clicking the **Edit Selected** or **Delete Selected** buttons.

Exit Show Tasks

To close the list of assignment tasks, click the **Done** button located at the bottom of the page.

Exit Assignments

To exit the Assignments page, click the **Back to Main Menu** hyperlink.

Assignment Editor

Assignments

Title	Category	Points Possible	Release Date
<input type="checkbox"/> Understand Unix Commands	Homework	100	3/1/2006
<input type="checkbox"/> Internet Protocols	Homework	100	3/1/2006
<input type="checkbox"/> Final Exam	Homework	100	3/1/2006
<input type="checkbox"/> Binary Discussions	Homework	100	3/1/2006
<input type="checkbox"/> Mid-term Exam	Homework	100	3/1/2006
<input type="checkbox"/> Final Project	Homework	100	3/1/2006

Assignment Editor View: Normal Advanced

Title:

Description:

Category:

Points:

Display Format:

Calculation Type:

Extra Credit

Associated Content Items:

- Basic Unix Commands
- Lesson 7
- Introduction
- Number Systems Video
- Internet Protocols
- Number Conversion Assignment: Binary, Octal, and Hexidecimal conversions
- Binary to Base 10 Conversion Video
- Final Exam
- Tools of Web Development 1: Using Unix
- TCP/IP Video

Field Name	Definition
Normal/Advanced	Clicking the Advanced option displays all of the category options.
Title	The Title is used to identify the assignment.
Description	The Description is used to describe the assignment.
Category	The Category is used to associate the type of category with the assignment.
Points	The Points field allows you to type a value for the assignment.
Display Format	The Display Format allows you to use a different display format for the assignment grade than the gradebook default (specified in Gradebook Preferences).

Field Name	Definition
Calculation Type	<p>The Calculation Type option is intended to be used in combination with the Associated Content Items option. If the gradebook assignment has one or more associated content items, then the Calculation Type option should be used to determine which content item grade should be used to update the gradebook assignment.</p> <p>Since many content items can be graded multiple times, and multiple content items can be associated with the same gradebook assignment, you have four options for obtaining a grade: Average Score, Maximum Score, First Submission, Last Submission, and Manual.</p> <p>Average Score uses an average of all scores submitted. Maximum Score uses the highest of all scores submitted. First Submission uses the first score submitted. Last Submission uses the last (most recent) score submitted. The calculation type of Manual requires the instructor to type a score manually.</p>
Extra Credit	The Extra Credit checkbox configures the category to be calculated as extra credit.
Associated Content Items	See Calculation Type

To add a new assignment:

1. From the Assignments page, click the **Add New** button. The page updates to display the Assignment Editor at the bottom of the page.
2. Click the **Advanced** option to display all of the category options.
3. Type a title for the assignment in the **Title** field.
4. (Optional) Type a description for the assignment in the **Description** field.
5. Select an assignment category from the **Category** drop-down menu.
6. Specify a point possible value for the assignment in the **Points** field.
7. (Optional) Select a different option from the **Display Format** drop-down menu if you want to use a different display format for the assignment grade than the gradebook default (specified in Gradebook Preferences).
8. Select the appropriate calculation type from the **Calculation Type** drop-down menu.
9. Select the **Extra Credit** checkbox if you want this assignment to be extra credit.
10. On the right side of the Assignment Editor, select any content items that you want to associate to this assignment.
11. Click the **Save** button. The assignment is added to the Assignments page.

Extra Credit Assignment

In addition to having an entire category as extra credit, you now have the option to set up an extra credit assignment. However, you cannot have an extra credit assignment within an extra credit category.



For more on this topic see "[How to create an extra credit assignment](#)" in Appendix VII: ANGEL Step-by-Step

Macros

Macros can be used to map a non-numeric grade to a percentage value. For example, adding a macro with a filter value of A and a percent 95 would allow the grader to type the letter grade of A into the grade entry page and the gradebook interprets the grade as 95%.

To access the Macro Editor, log into your ANGEL® 7.3 course, click the **Manage** tab, click the **Gradebook** hyperlink, and click the **Macros** hyperlink. The Macro Editor displays.

Filter	Percent	
A	92	Edit Delete
<input type="text"/>	<input type="text"/>	Add New

[<< Back To Main Menu](#)

Field Name	Definition
Filter	The Filter field allows you to enter a non-numeric character (e.g. a letter grade) that is associated to the percentage.
Percent	The Percent field allows you to enter a percentage that corresponds to a non-numeric character.

Add Macros

1. Type a non-numeric character in the **Filter** text box.
2. Type the corresponding percentage in the **Percent** text box.
3. Click the **Save** hyperlink. Continue this process to add additional macros.

Edit/Delete Macros

Macros can be easily edited or deleted by clicking the **Edit** or **Delete** hyperlinks located next to the macro.

Exit Macros

Click the **Back to Main Menu** hyperlink to exit the Macros page.

Grading Scale

The Grading Scale allows the course editor to specify a grading scale that is used to display letter grades in addition to the percentages or scores for assignments, category averages, and overall grades.

To access the Grading Scale Editor, log into your ANGEL® 7.3 course, click the **Manage** tab, click the **Gradebook** hyperlink, and click the **Grading Scale** hyperlink.

Grading Scale

Label	Minimum Percent	
A	92	Edit Delete
B	82	Edit Delete
C	72	Edit Delete
D	65	Edit Delete
F	60	Edit Delete

[Add New](#)

[<< Back To Main Menu](#)

Field Name	Definition
Label	The Label field allows you to enter a non-numeric character (e.g. a letter grade) that is associated to the minimum percent.
Minimum Percent	The Minimum Percent field allows you to enter a percentage that corresponds to a non-numeric character.

Add Grading Scale

1. Type a letter grade (or any non-numeric character) in the **Label** text box.
2. Type the corresponding percentage in the **Minimum Percent** text box.
3. Click the **Add New** hyperlink. The new grading scale is added. Continue this process to add all labels for the grading scale.

Edit/Delete Grading Scale

Labels can be easily edited or deleted by clicking the **Edit** or **Delete** hyperlinks located next to the label.