

Grades

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This is a guide compiled by the Centre for Innovation in Learning and Teaching (CILT) to help UCT teaching staff with the use of the Grade tool on the new digital learning platform, Amathuba.

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What is the Grades Tool?

Students use the Grades tool to check grades on assignments, and tests. Here, students can see their individual grades and comments, as well as class averages and feedback. Students can also view their final grade and the grade formula used to evaluate the grades if the grades have been released and visible/not hidden.

A grade book is a list of items on which lecturers evaluate students' performance. Grade items can include assignments, tests, discussion posts, participation, and so on. Together, the items in the Grades tool represent all the work that lecturers evaluate students on in a course. Lecturers can set up grade books that reflect their approach to evaluation. Lecturers control the grading formula used to calculate grades and what projects, assignments, tests, etc. are graded. Lecturers also control how grade items are associated with other tools, and when the grades are released to students and what information they see.

Why use the Grades Tool?

The Grades tool allows you to create a grade book which:

- Allows you to control the grading formula used to calculate grades.
- Allows you to control what projects, assignments, tests, etc. are graded.
- Allows you to submit feedback and grades to learners.
- Allows you to control when grades are released to users and what information they see.
- Allows students the opportunity to check their grades on assignments and tests, see class averages and access feedback on their assignments.

Before you set up Grades in Amathuba, you should know:

- What grade items you plan to evaluate students on?
- How much each grade item and/or categories will be worth/weighted?
- How you want grade items to be evaluated?
- How you want the final grades to be calculated

Grades Terminology

Grading System:

Determines how the grade items in your grade book contribute to students' final grades. The three options are: **Weighted** (e.g. 82%); **Points** (e.g. 220/280); **Formula** (custom formula). Find the grading system by going to the Grades tool on the Nav bar > **Settings** and clicking on the **Calculation Options** tab.

Grade Items:

Grade items represent each individual or group task that you want to evaluate students on in a course. There are six types to choose from: numeric, select box, pass/fail, formula, calculated and text. Please note that **only numeric grade items can be associated with other learning tools like Quizzes**. For more about how to create and edit grade items, go to the section on Grade items below.

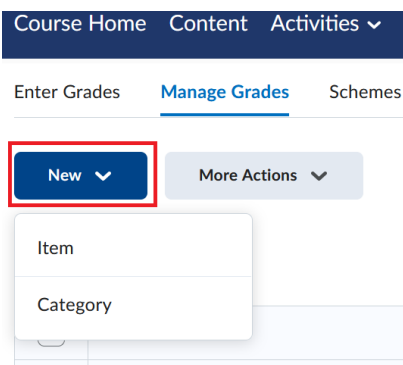
Categories:

Grade categories consist of one or more grade items e.g. You could have the 'Test' category with Test 1 and Test 2 grade items in that category. If you make use of a weighted grading system, you will need to create categories and assign percentages of the final grade to them. It is important to note that the weighted grading system must be selected before the option to assign percentages will become available. We have provided more information on how to create, edit and delete categories in the categories section further below.

Manage Grades

Via the **Manage Grades** page, you can add, edit, and delete grade items and categories. Items represent a specific assessment – e.g. a specific test, marked tutorial or demonstration, assignment, or graded discussion post – and Categories organise items into groups for ease of navigation and/or grade weighting (see section on the Setup Wizard – Weighted Gradebook below).

By clicking on the 'New' button in the top left, you can create new grade Items or Categories.



If you have only a few assessments (e.g. two tests, an assignment and an exam) you do not need to create Categories to organise your items. If, however, you have many assessments, such as weekly quizzes, attendance-taking, and multiple marked tutorial submissions, it is best to first create your different Categories and then add Items into those Categories.

If you are using a **Weighted gradebook**, you can choose the weighting of an Item or Category when creating them or change the weighting afterwards by clicking the down arrow next to the Item/Category and clicking 'Edit'. Please note that if an Item is already inside a Category, the weighting will apply to the Category and not to the entire gradebook. If you have made any errors when setting up the weighting, an error message (or error messages) will appear at the top of Manage Grades to let you know of any adjustments that need to be made.

Deleting and Reordering Items and Categories

You can **reorder Items and Categories** using the 'More Actions – Reorder' option on the top left. To add an Item to a Category, select the appropriate Category when you create the Item, or add an existing Item to a Category by clicking on the down arrow next to the Item and selecting 'Edit'.

You can **delete Items or Categories** by clicking on 'More actions – Delete', and then selecting the Items or Categories you want to remove.

Setting up your Gradebook for the first time can be difficult without support. We recommend that you **book a consultation with a Learning Designer** who can assist you in setting up your gradebook for the first time.

Setup Wizard

Starting the **Setup Wizard** on the Setup Wizard page takes you through different options for setting up your grade book. If you would like to change any of these options at a later stage, you can do so through the wizard or through **Settings**.

When working through the Setup Wizard, you will be asked to make the following decisions:

Step 1: Choosing a Weighted or Points-based Grading System.

A **Weighted** gradebook attempts to calculate the students' marks based on weightings you provide while organising your categories and items. A **Weighted** gradebook can be useful to show students a running total of their class mark as they progress through the course but does require some additional work at the beginning of the course set up and may not be appropriate for complicated grading systems.

A **Points-based** gradebook simply reflects the grades students received for particular activities, either online (through Amathuba's Assignments, Quizzes, or Discussions tools) or offline (such as graded tutorials or face-to-face tests). Points-based gradebooks are simple to set up and may be better for newer users of Amathuba or courses which already use other methods (such as Excel formulas) to calculate students' final grades.

You can change between a **Weighted** and a **Points-based** gradebook at any time during the running of your course, either by visiting Settings or by running through the Setup Wizard again.

If you are setting up Grades for the first time, please consider **booking a consultation with a Learning Designer** who can assist you with thinking through whether a **Weighted** or a **Points-based** gradebook would be most appropriate for your course.

Step 2: Final Grade Released

This setting allows you to choose whether to have the system calculate the students' final grades or allows you to adjust those grades manually in Enter Grades.

Step 3: Grade Calculations

This setting allows you to drop ungraded items from any final grade calculations or treat ungraded items as 0 in the gradebook. If you want to release final grades to users before all the items are graded, we suggest you drop ungraded items from the calculation until the end of the course when you want all grade items to be considered. Otherwise, the final grades might be misleading, as items that have not yet been graded by lecturers or tutors will be displayed as '0' in the Grades tool.

Step 4: Choose Default Grade Scheme

Please select the 'Percentage' scheme, which is selected by default.

Step 5: Managing View Display Options

This setting allows you to choose how many decimal places you want to display for grade items.

Step 6: Student View Display Options

This setting allows you to customise what the students see when they view their grades. You can choose whether to show the points score, the weighting (if a Weighted grading system is used), and various other settings such as the number of characters for text grade items.

Step 7: Summary

This screen shows you a summary of the choices you have selected in the previous six steps.

Associating Grade Items

Grade items must be associated through the activity tool itself, not through the Grades tool. For example, to associate a quiz with a grade item, access the **Assessment** tab of the quiz in question and associate an already created grade item or build a grade item. Remember to form these associations before publishing grades.

Grades are transferred in only one direction: from the activity tool (e.g. Quizzes) to the Grades tool. This means that if the score of a quiz is recorded in the Quizzes tool, that score will automatically be recorded in the Grades tool under the associated grade item. If the score was recorded only in the Grades tool (manually via **Enter Grades**), no score would be recorded in the Quizzes tool.

Note: It is best practice to set up the gradebook before you create and link assessments to grade items.

Enter Grades

Once you have set up Grade Items via Manage Grades, you can use the **Enter Grades** page to enter, import, and export grades for your students. You can switch between the standard view of the grade book and a spreadsheet view that allows you to manually type in figures to enter grades directly into the user list (See screenshot). In the Enter Grades tab, click on **Switch to Spreadsheet View/ Switch to Standard View** to change between the two displays.

Enter Grades Manage Grades Setup Wizard

Import Export **Switch to Standard View** More Actions ▾

View By: User ▾ Apply

Search For... 🔍 [Show Search Options](#)

Email

	Last Name ▲, First Name	Final Grades	Theory of Learning ▾		Dog Breeds ▾
		Final Calculated Grade ▾	CC Quiz ▾	Subtotal	
<input type="checkbox"/>	Learner, Heather ▾	- / -, -%	<input type="text"/> / 20	- / 40, -%	<input type="text"/> / 10
<input type="checkbox"/>	Student, D2L.Demo ▾	- / -, -%	<input type="text"/> / 20	- / 40, -%	<input type="text"/> / 10

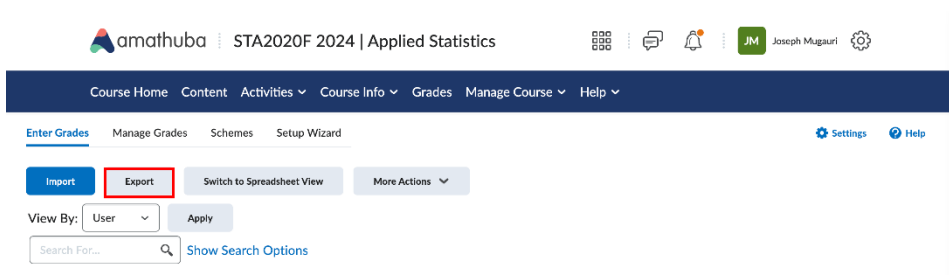
Export Grades

Step 1: Navigating To the Grades Tool

To export your grades in Amathuba from your **'Course Home Page'** navigate to **'Grades'** on the navigation bar. You will be directed to the grades page and the landing page is the **'Enter Grades'** section. Below the Navigation Bar click **'Enter Grades'**.

Step 2: Initiating Grades Export

Once you are on the **'Enter Grades'** page you will notice tabs written **'Import'** **'Export'** **'Switch to spreadsheet view'**, click on the **'Export'** tab.



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Course Home Content Activities ▾ Course Info ▾ Grades Manage Course ▾ Help ▾

Enter Grades Manage Grades Schemes Setup Wizard Settings Help

Import **Export** Switch to Spreadsheet View More Actions ▾

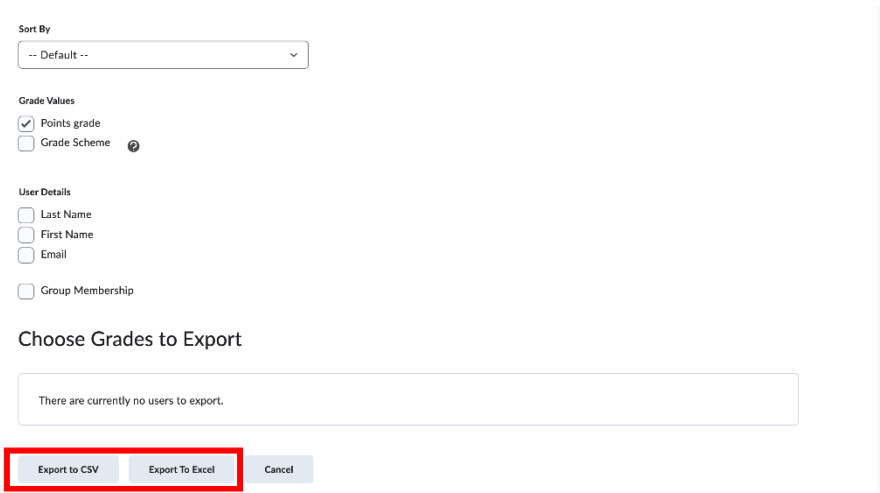
View By: User ▾ Apply

Search For... 🔍 [Show Search Options](#)

Step 3: Exporting Grades

When you land on the **'Export Grades'** page there are 4 fields each containing checkboxes you should tick to filter and export the desired result.

Note: When Exporting grades there are two export formats available on Amathuba that you can use, and they



are 'CSV' and 'Excel.'

Import Grades

Grades entered in another application can be imported into Amathuba using a .txt or .csv file. If you upload grades that are associated with activities (e.g. Assignments or Quizzes), the grade items will update and publish within the activity as well. As the import file must follow a specific format to be successful, it is recommended that you first download the Grades sample import file from the import grades tab, update the column headings and then copy the data across.

How to import grades in Amathuba

There are two parts to this process:

- A. Export Grades as a CSV file
- B. Import CSV file to populate Grades tool

A. Export Grades as CSV file instructions

1. Go to the course you are teaching and on and click Grades, which is located on the blue Nav Bar
2. Select Enter Grades tab at the top in the Grades space (it defaults to 'Enter grades')
3. Click the Export button. This will direct you to the export options page. Here you can make the various selections based on what you want included in the spreadsheet.

From the Export option interface, you can export:

- Grades for All Users or for particular groups

- Use key fields: Org Defined ID - PeopleSoft number, Username or both
- Under Grade Values select the Points grade option. (**Please note** that the weighted and grade schemes fields **cannot** be imported without the support of CILT Helpdesk)
- As per the group membership - student group membership, useful when grading tutorial group assignments

4. Select Export to CSV and then download

5. Select Cancel to return to Grade menu

B. Import CSV file to Amathuba to populate Grades tool

1. Open the downloaded CSV file and populate the file accordingly. Save the file as you go.
2. In Enter Grades space, click Import button and upload the CSV file.
3. Choose the file from your computer.
4. If your file includes grade items not yet created in the Grades tool, tick the box next to “Create new grade item when an unrecognised item is referenced”
5. Click Continue to populate the Grades tool.

Please note that this import method as opposed the above method can be used to update and publish grades from activities (e.g. Assignments/Quizzes) as well.

Effective Practices

- Keep the grading system simple so that students know the value of each assignment.
- Provide students with regular feedback on their overall progress in the course.
- Display a running total of current graded items by publishing the current calculated final grade.
- Restrict the release of grade items you do not want seen by hiding the category or restricting through availability or release conditions.

Recovery of Deleted Grade Items

If a grade item is accidentally deleted from Grades, lecturers can easily recover the deleted item (and all student grades) themselves by going to the **Event Log**, found under the **More Actions** drop down. They can also review improved logs of grade item changes, including deletion and restoring of grade items.

Additional resources

Additional resources on Grades

- CILT Videos
 - [Amathuba Grades Tool \(Short\) YouTube Video](#)
 - Webinar: [Managing Assessment Quick Eval, Grades and Rubrics](#)
- Amathuba self-paced site: [The Grades tool page](#)

Learn more about Amathuba

We would recommend attending a [guided training](#) session or walking through the Amathuba [self-paced course](#). There are also a host of [self-help guides](#), including the Amathuba [Quick Guide](#) and Getting Started [Comprehensive Guide](#).

Further support is available, where you can you [book a consultation with a Learning Designer](#) or 15-min one-on-one [an introductory consultation](#) with a learning technologist. You may also contact the CILT Helpdesk on [ServiceNow](#) or by email to cilt-helpdesk@uct.ac.za