Addressing Late Assessment Plan Verification and Incorrect Gradebook Item Totals

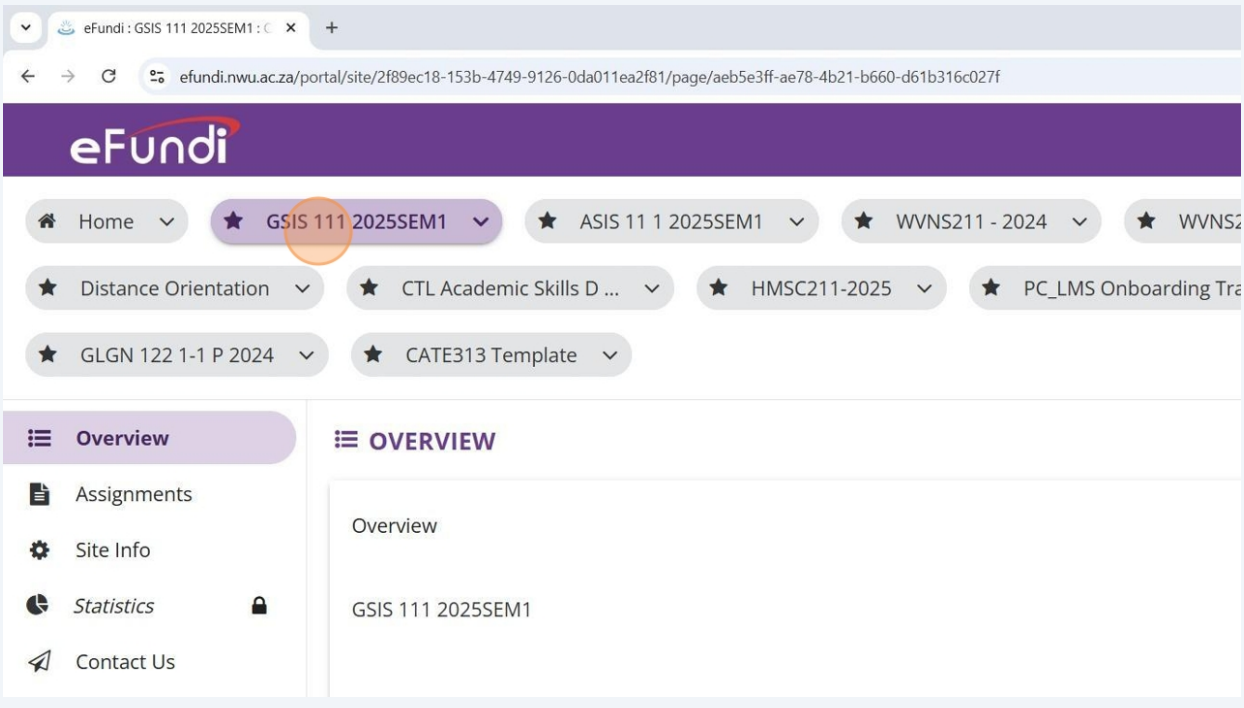
NWU® Centre for Teaching & Learning

If you have verified your assessment plan too late, or if the placeholder assessment items in your gradebook are incorrectly set to 100, follow this tutorial to ensure the correct grade totals are recorded for each student.

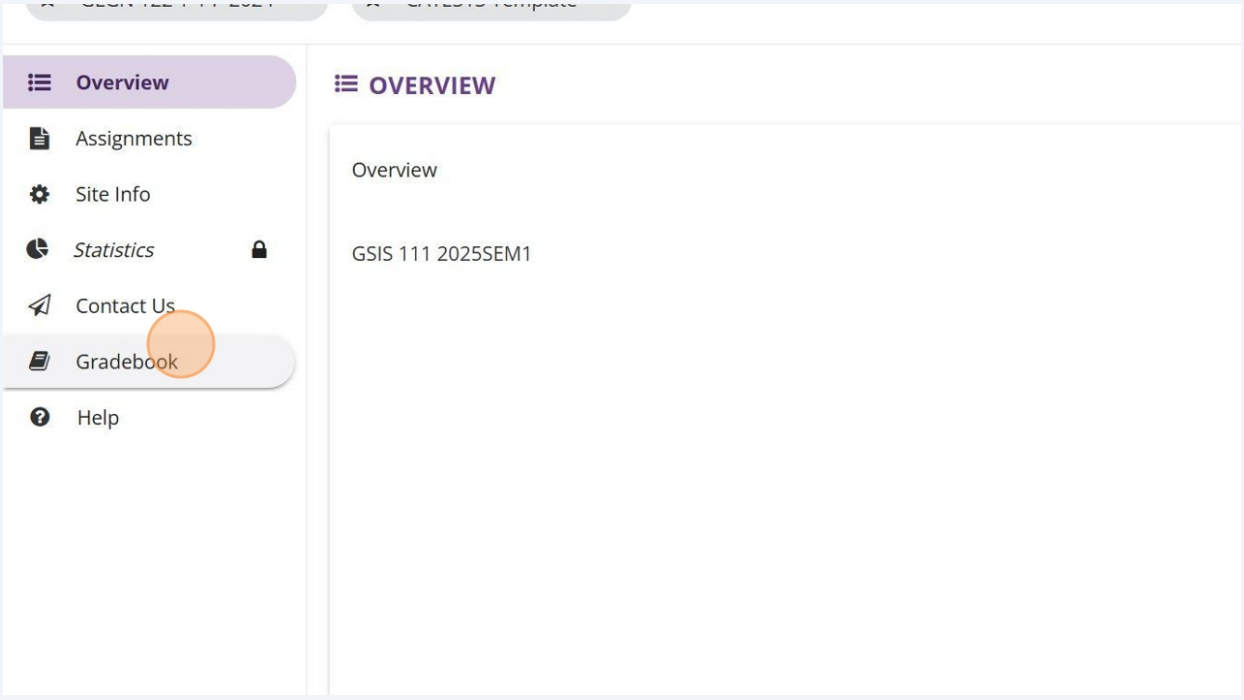
⚠ **Please note that there were many challenges along the way with capturing the correct assessment plans in the SIS, this has resulted in the incorrect population of some gradebook items. For some gradebook items, the total has been automatically set to 100. Student marks need to be adjusted to account for a total out of 100 and must now be corrected in the gradebook to avoid grade discrepancies. Follow the steps below to make these changes**

ⓘ If you struggle with making updates or how to follow this tutorial, **please contact our helpdesk for assistance.** You can give them a call at 018 285 5930; they are available on weekdays from 08:00 AM to 16:30 PM. Alternatively, you can log a request ticket and wait for a helpdesk assistant to get in touch with you.

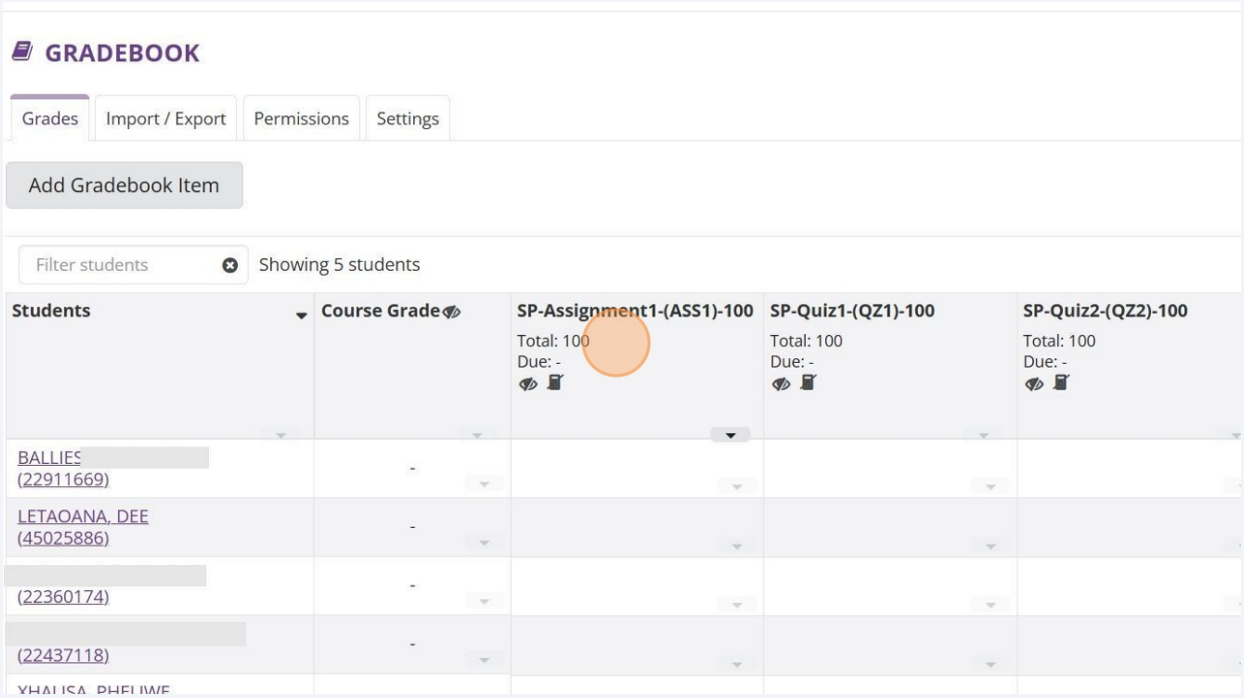
1 Access the site you will be using to add and grade your assessments.



2 Access your gradebook to verify if the gradebook items reflect the correct assessment plan breakdown.



3 As per the new SIS process all assessment items are automatically populated (For example SP-Assignment1-(ass1)-100) into the gradebook from the SIS. If an individual assessment items total has been changed to 100, as shown below, you will need to follow a few extra steps to ensure the correct grade is captured for each student.



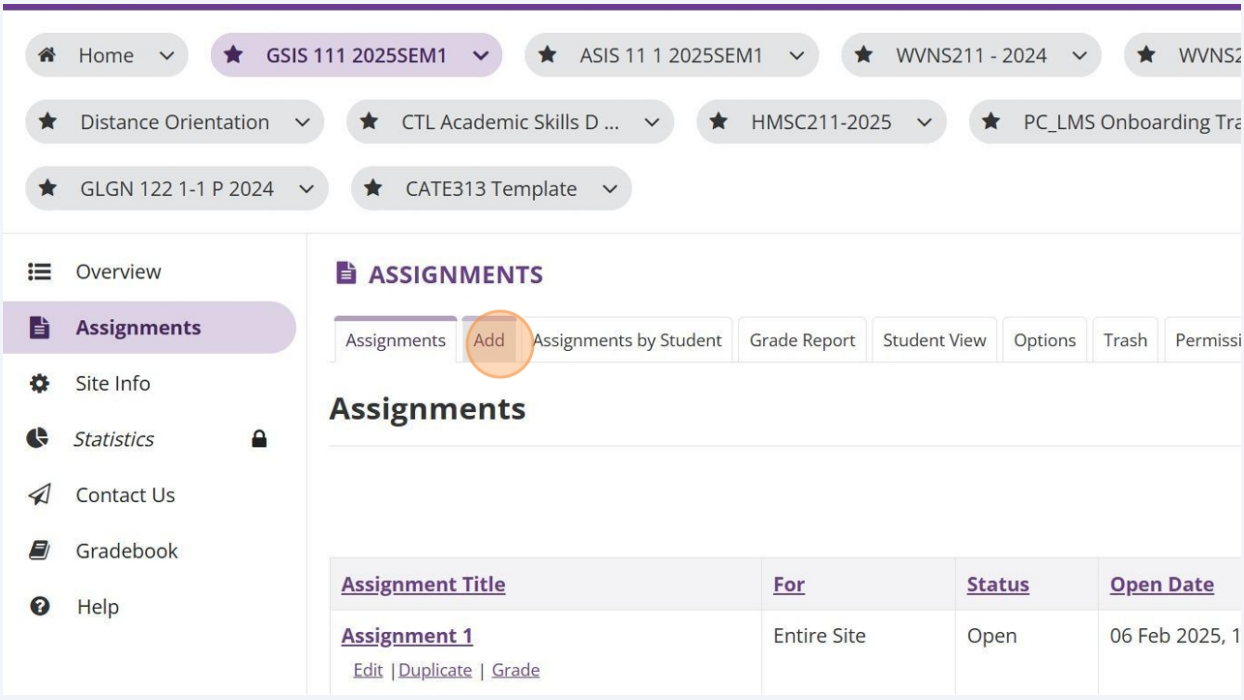
Remember! Only grades captured in the pre-created gradebook items will sync to the SIS.

Below is an assignment example. The same process will be followed for tests & quizzes, student pages, and discussion forums however, **for these tools a new gradebook item must be created**, and once marks are recorded in the new column, you will need to calculate and transfer the student grades to the correct column upon completion of grading.

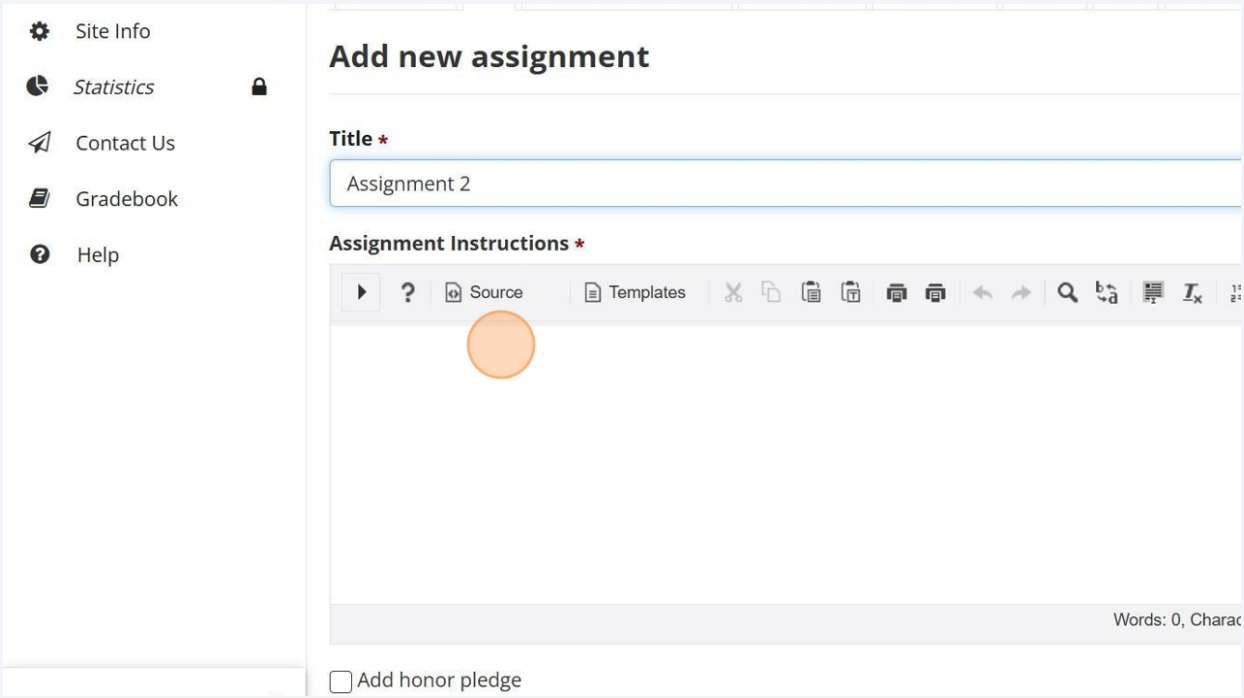
Remember! For the Assignment, Test&Quiz tools, a gradebook item is automatically created once you create the assessment. For all other tools, you need to manually create and link a new gradebook item.

Please note that if your assessment plan is correct in the gradebook, you can directly link your assignment to the pre-created gradebook item. If you need to first adjust marks to 100, you will need to create a new gradebook item.

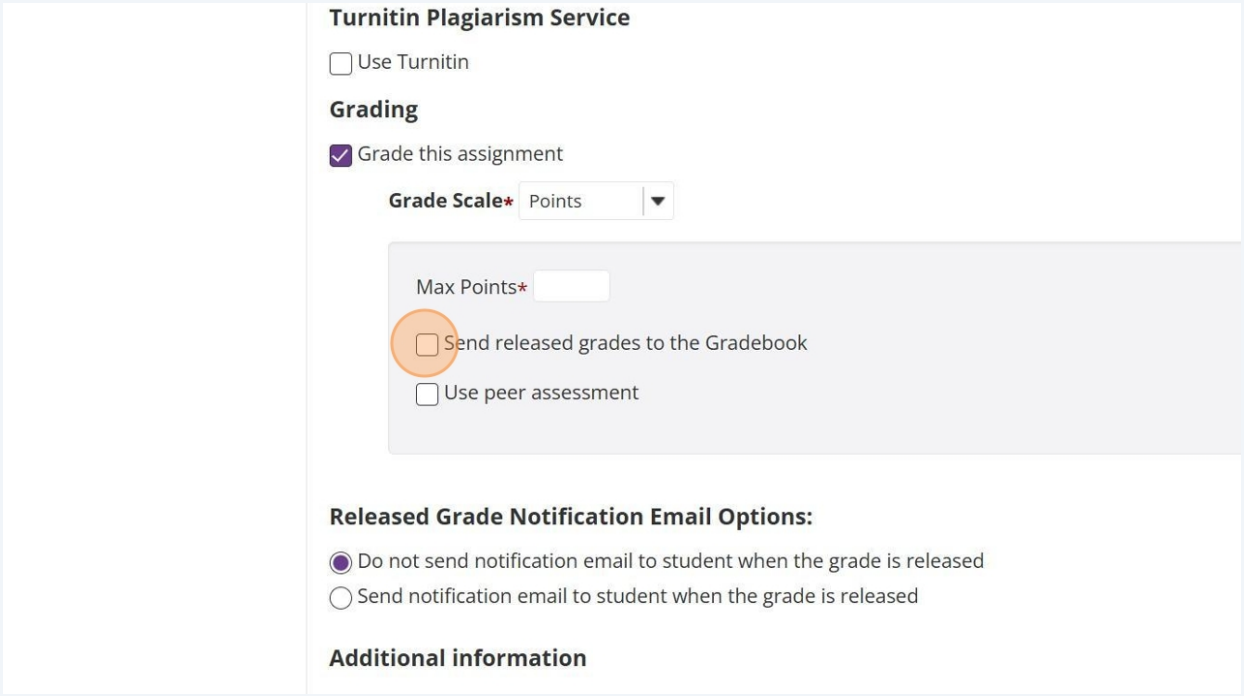
4 **Below is an assignment example:**
Follow the steps to create an assignment by clicking on 'Add'.



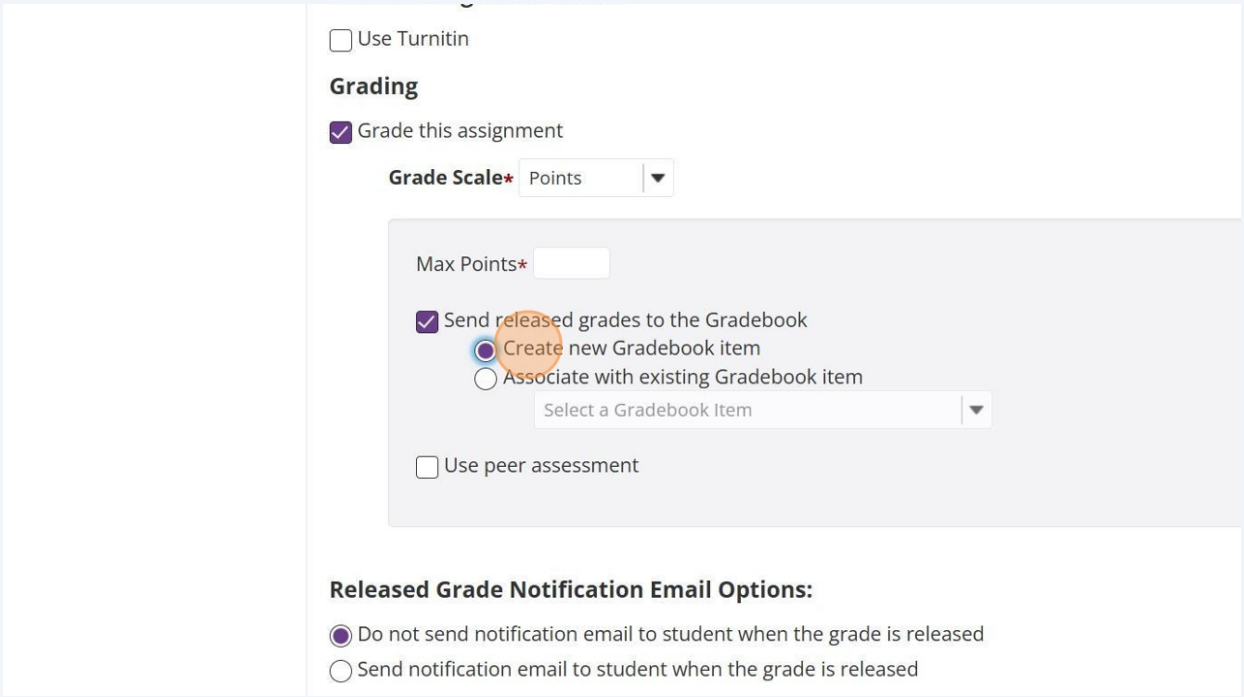
5 Populate the assignment title and description.



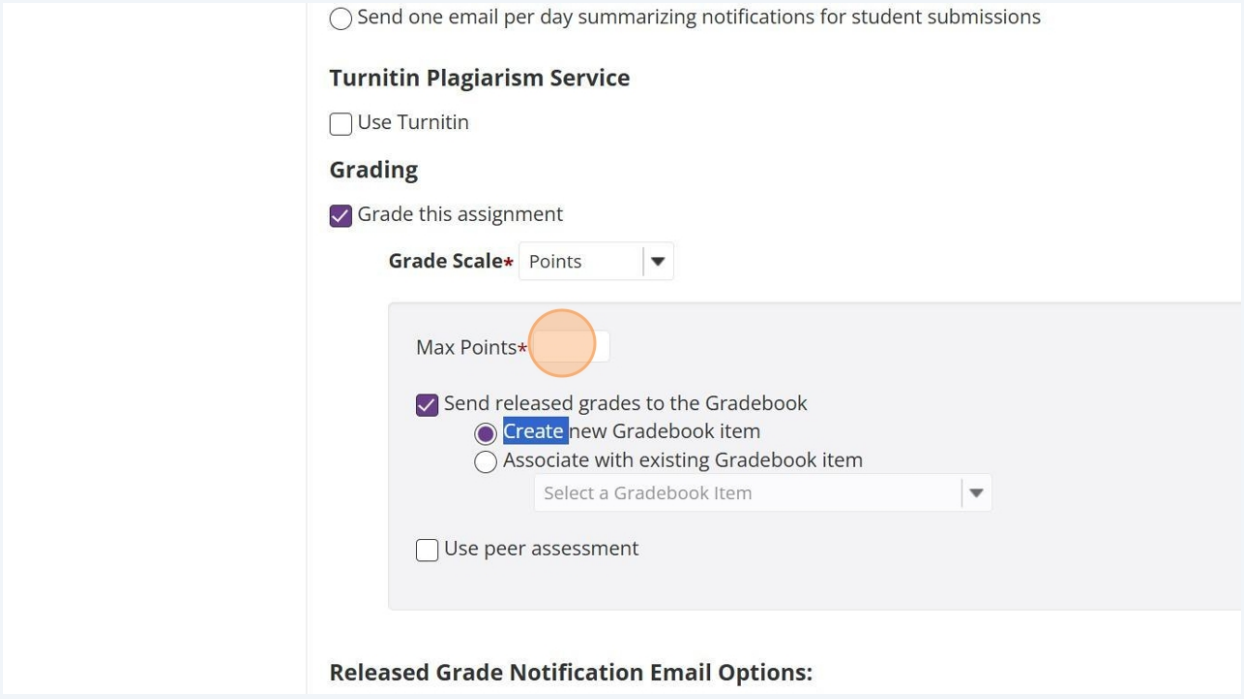
6 Scroll down to the remaining settings, select 'Grade this assignment,' and enable 'Send released grades to the Gradebook.'



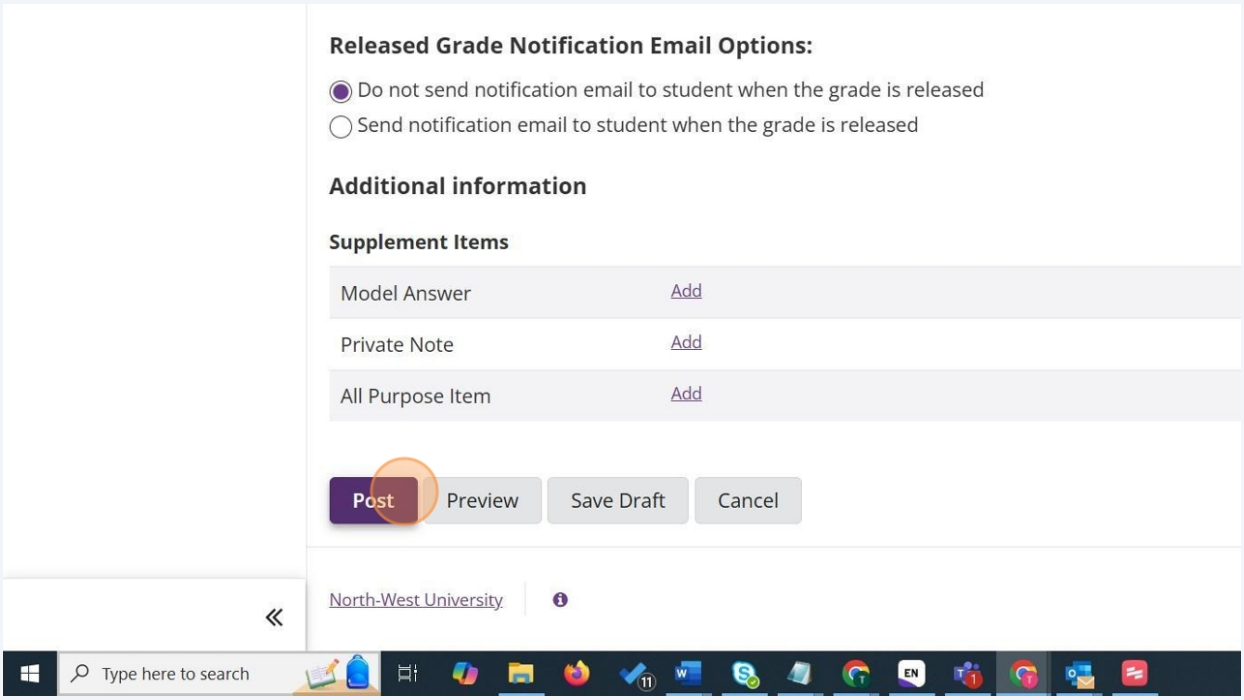
7 Select 'Create a new Gradebook item'.



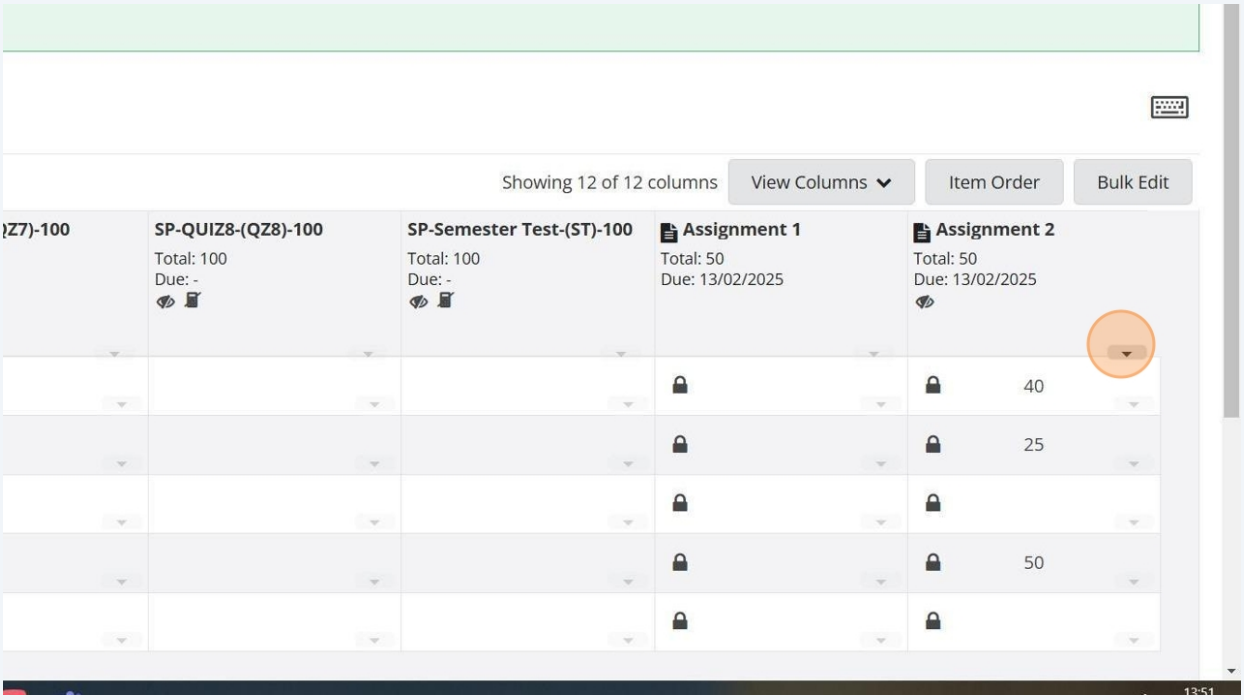
8 Enter the maximum points (total) that the assignment should be graded out of.



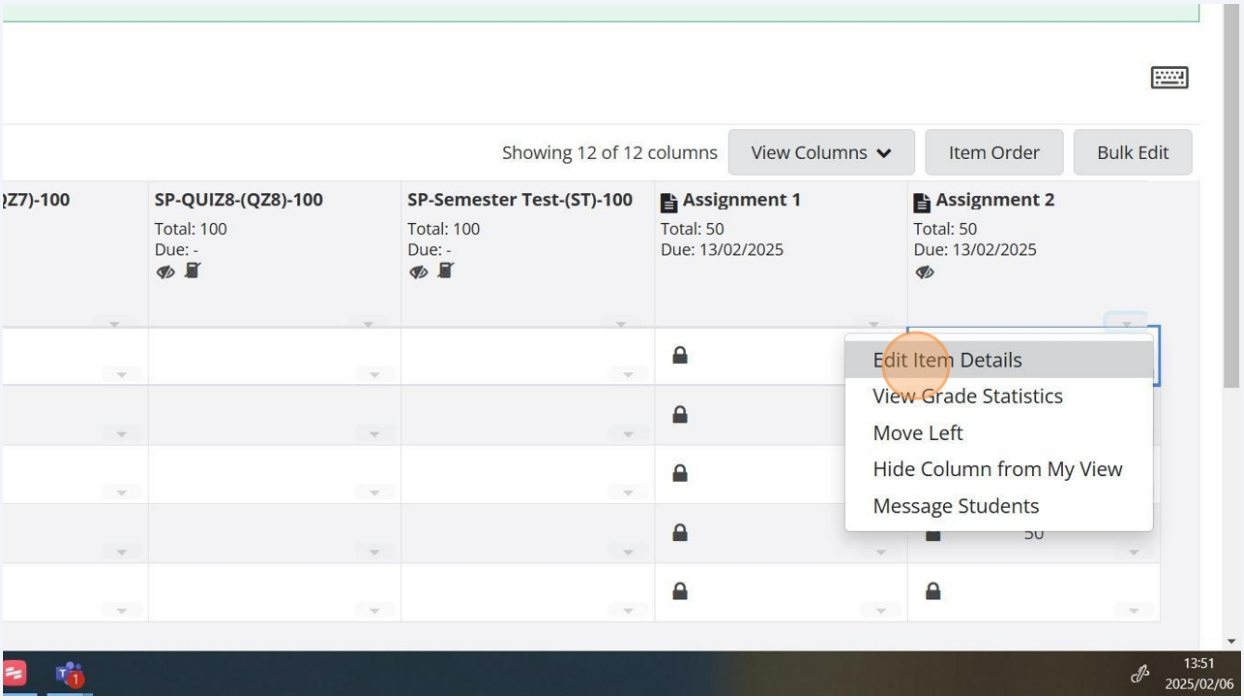
9 Post the assignment so that students can begin submitting their work.



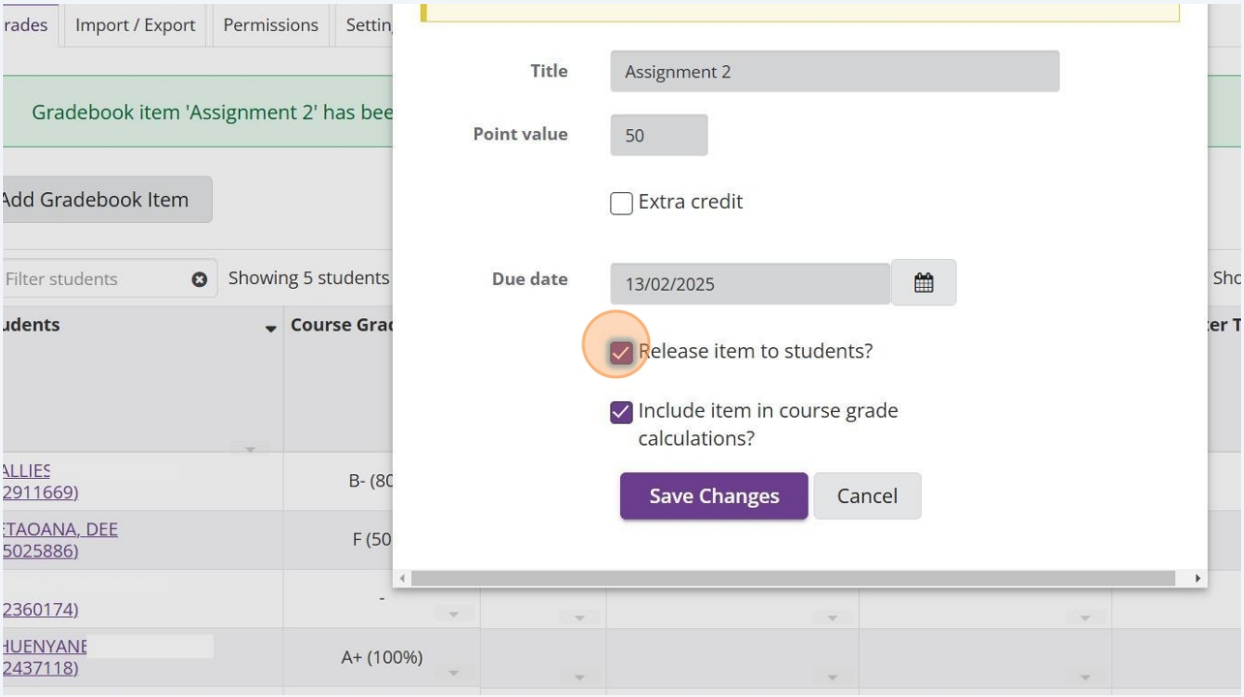
10 Once you have created the assignment, navigate to the Gradebook, locate the created assignment gradebook item and click on the drop down arrow.



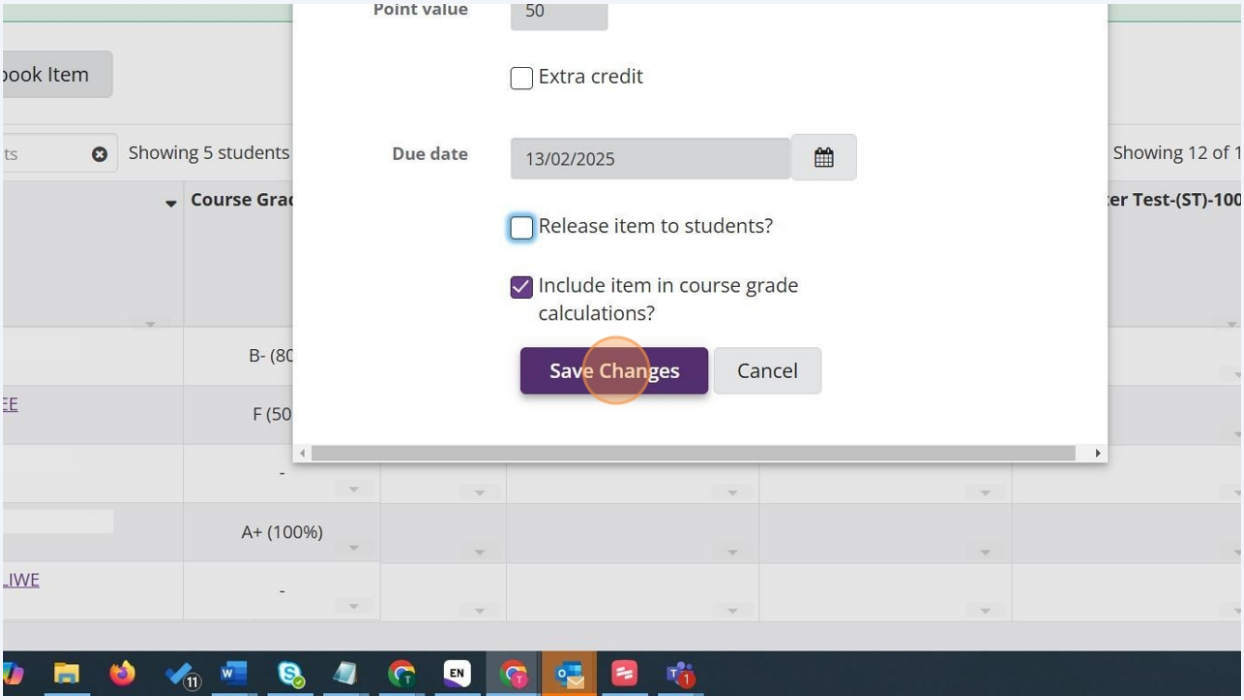
11 Click on 'Edit item details'.



12 Deselect the 'Release item to student'

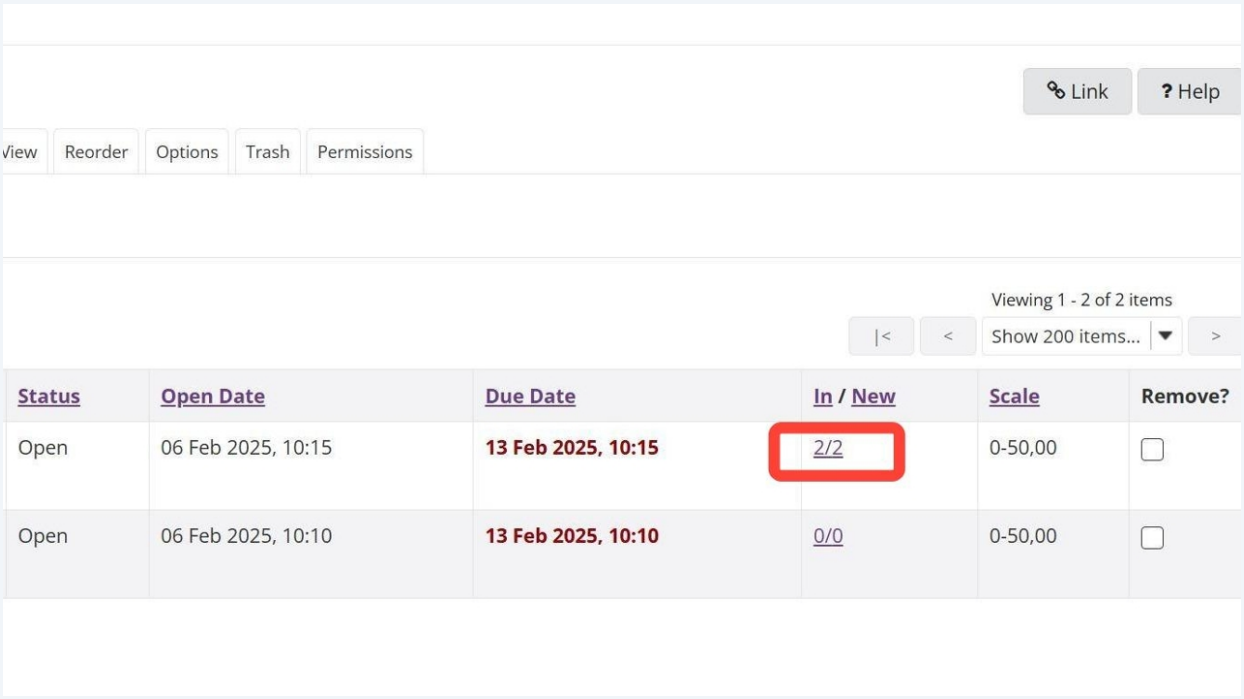


13 Once complete click 'Save changes'.

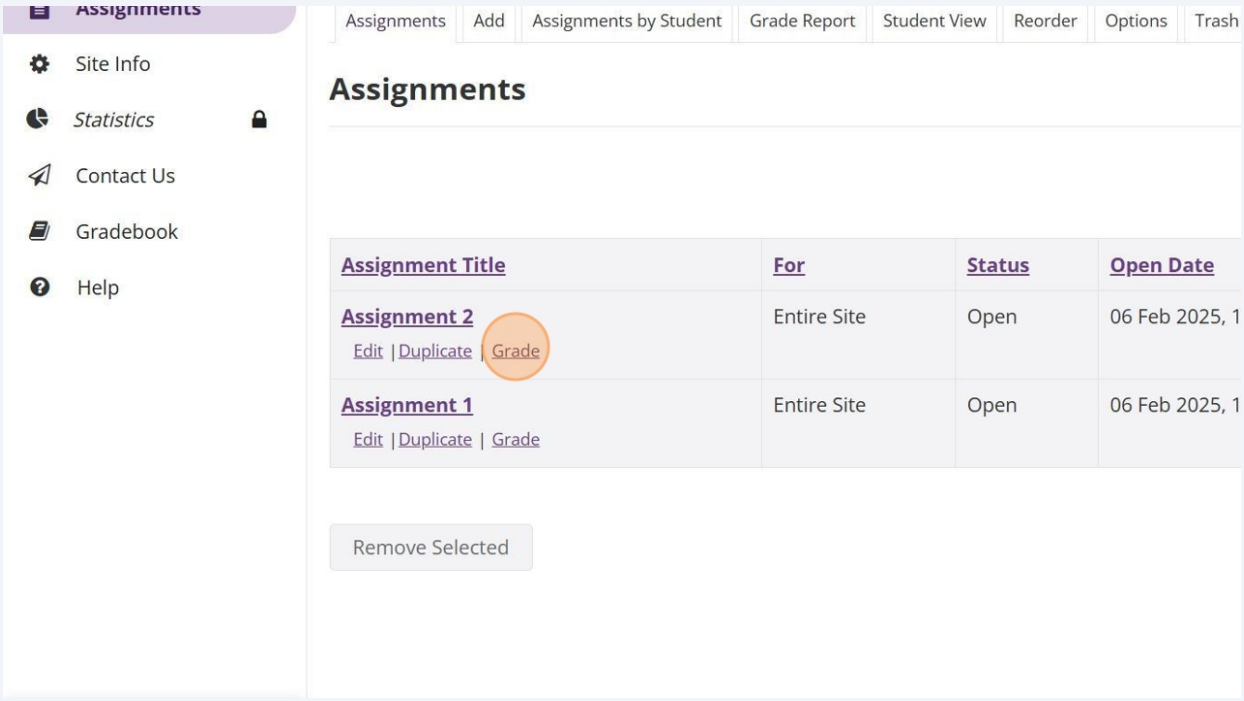


⚠ **Only proceed to the next steps once you have started the grading process.**

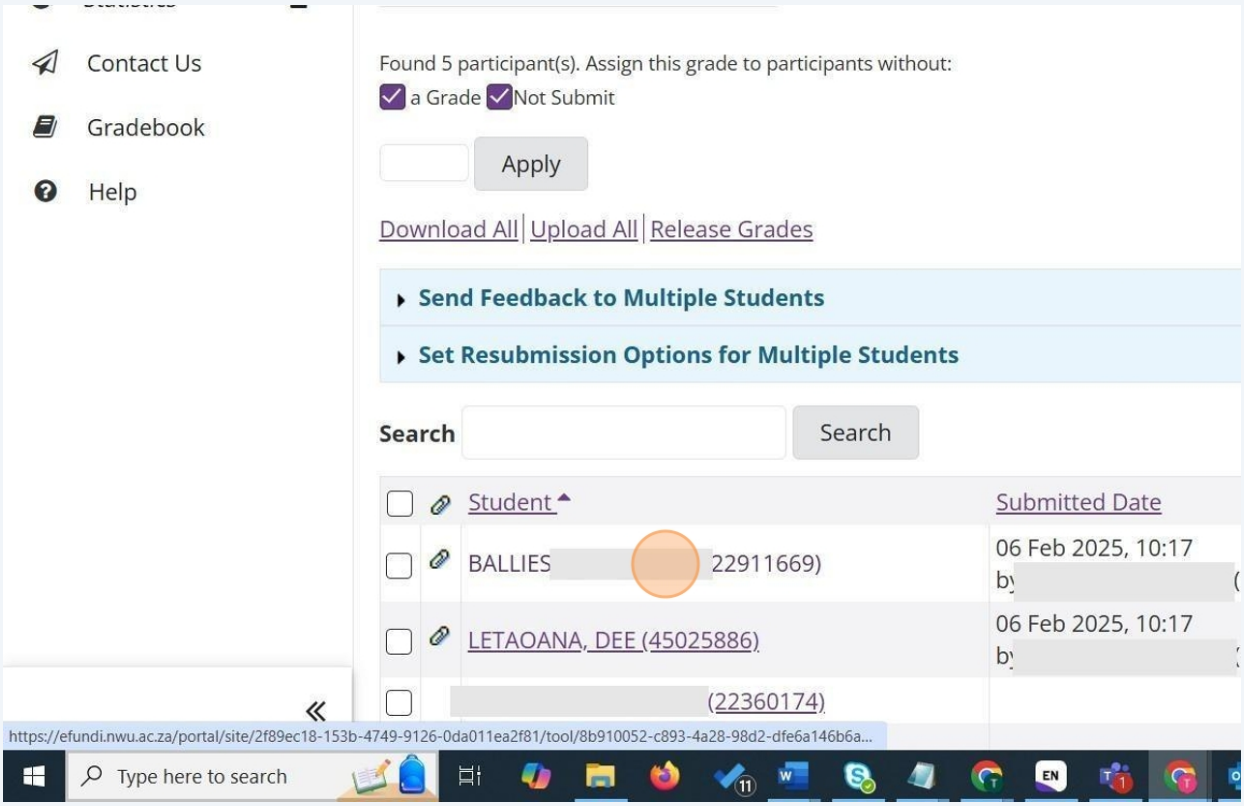
14 As soon as students begin submitting and you are ready to grade, start the grading process.



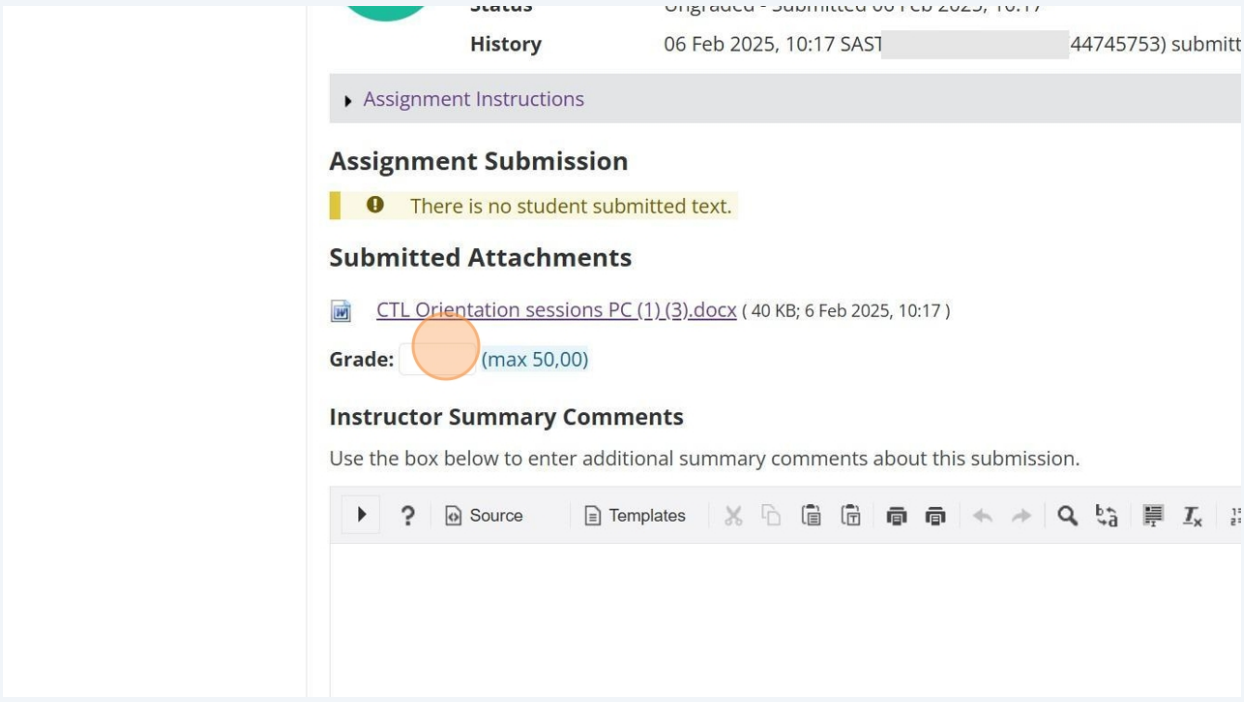
15 Select 'Grade' to Grade students.



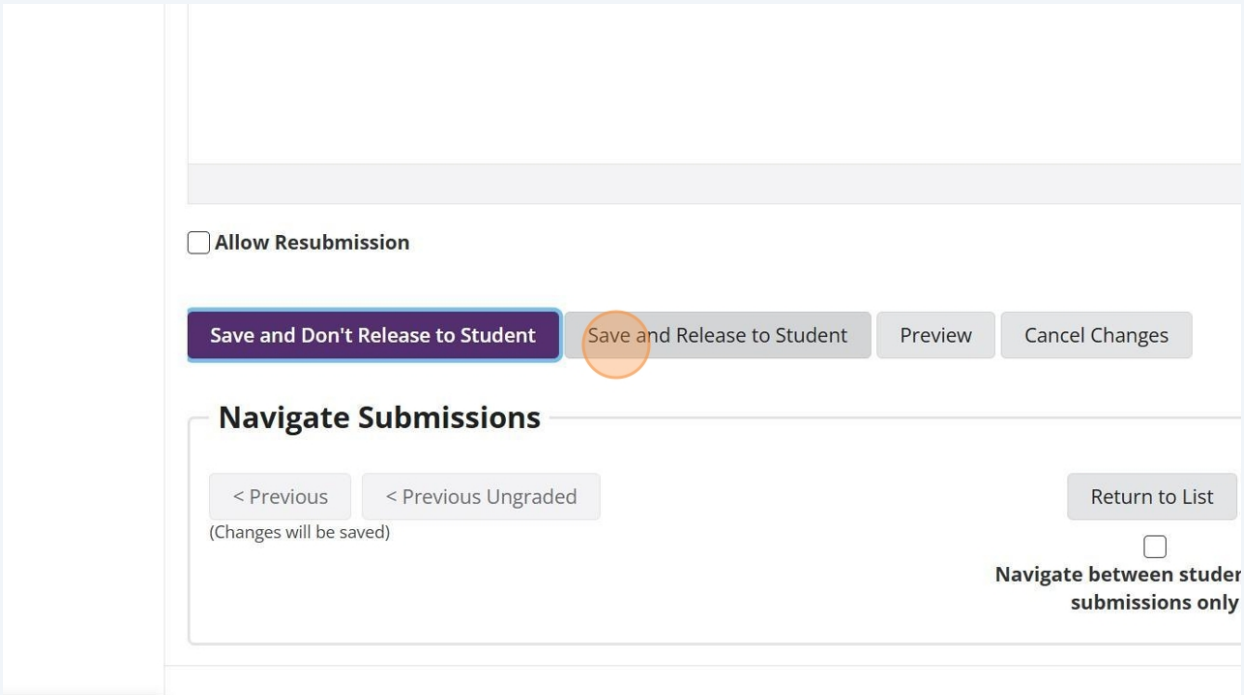
16 Click on the student you would like to grade.



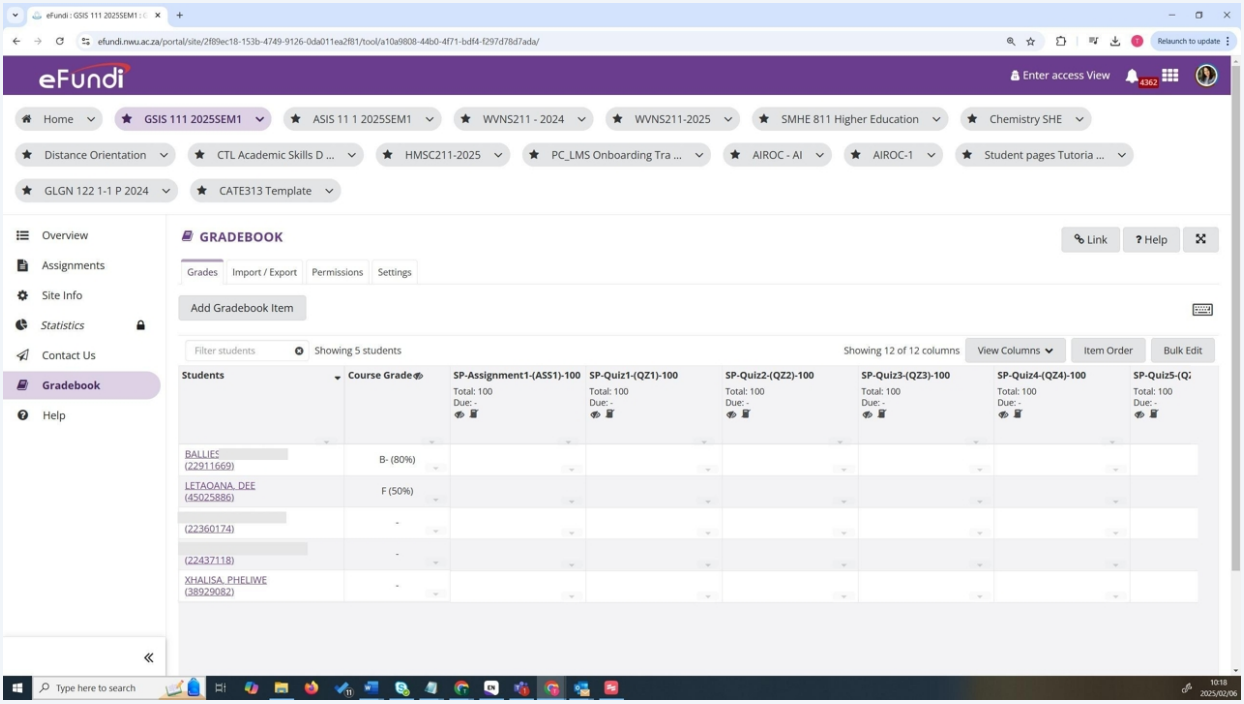
17 Mark the submission and enter their score in the grade block.



18 Save and release the grades to the students once all grading is complete.

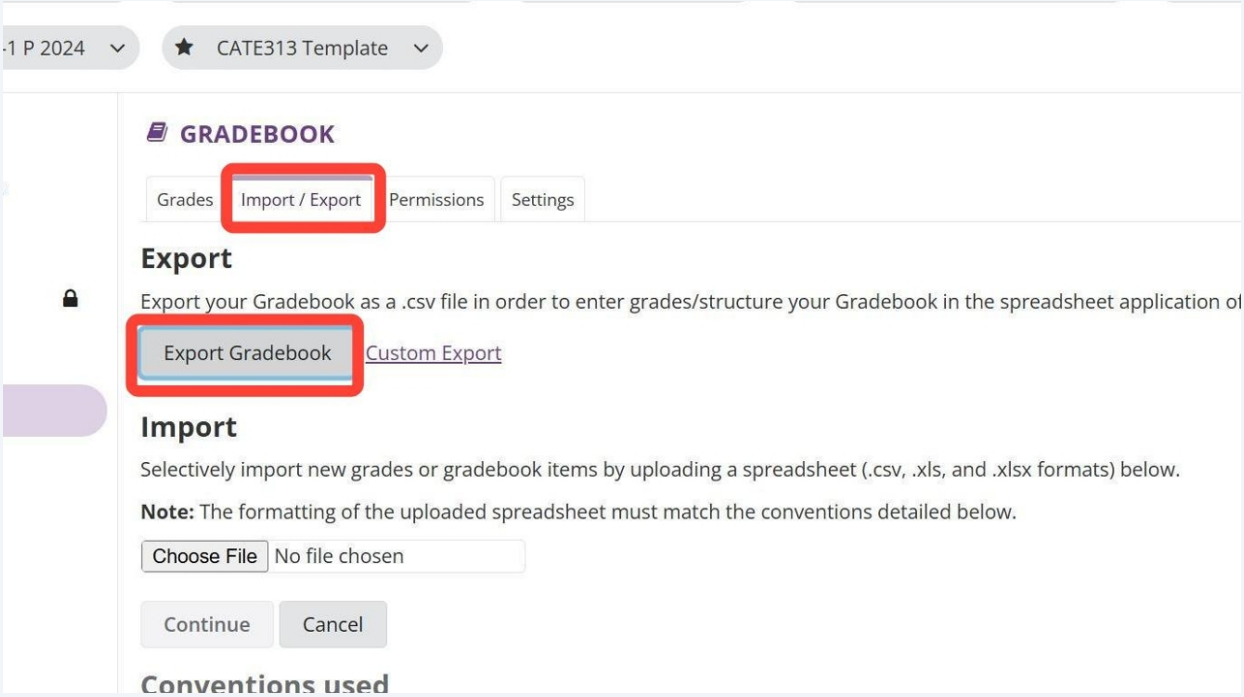


19 Access the Gradebook. The marks you have just released will automatically be added to the gradebook and be included in the course grade. You will now need to export the gradebook to move the **marks to the correct column**.

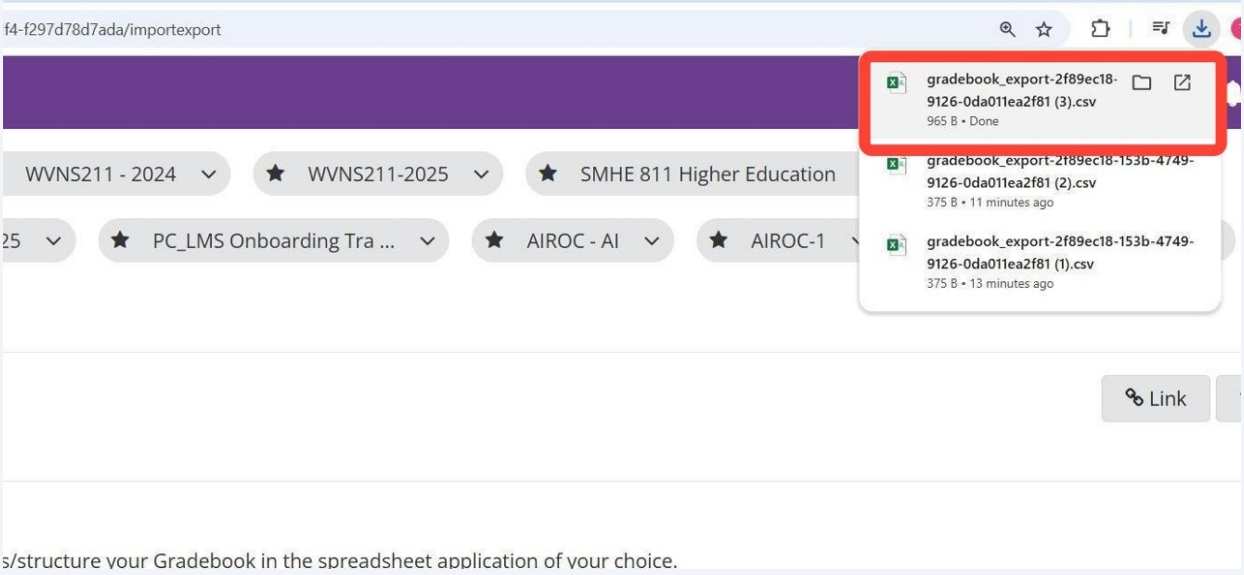


Only proceed to the next steps once all students have submitted their assignments and they have been graded.

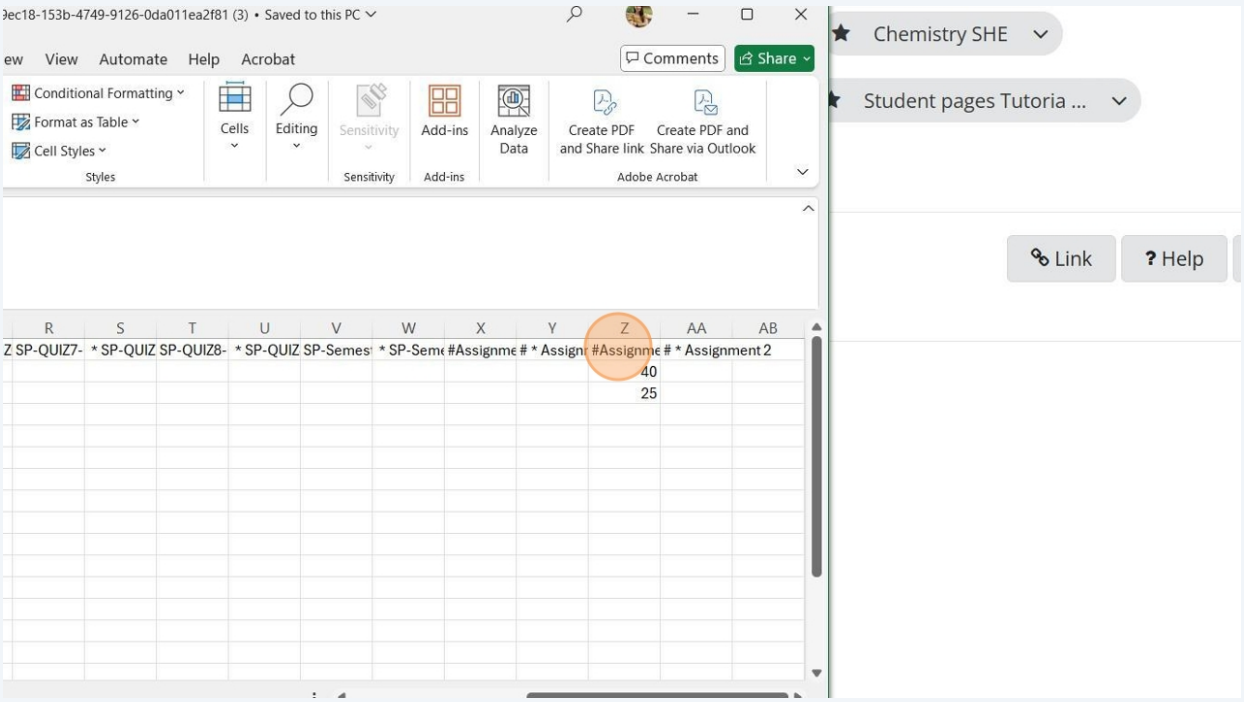
20 To update the marks, please export the gradebook. To export, click on 'Import/Export' and then select 'Export Gradebook'.



21 The CSV file should download automatically, once it has downloaded please open the file.

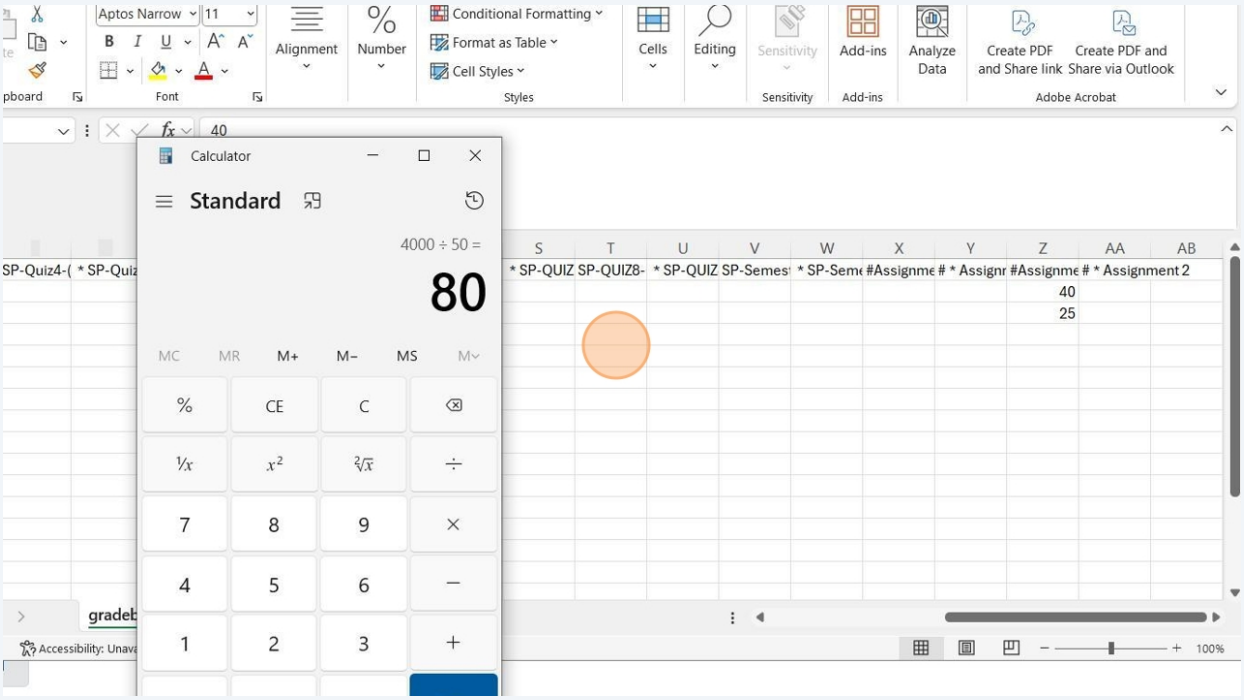


22 Once the file opens, locate the assessment gradebook item that you have already graded.

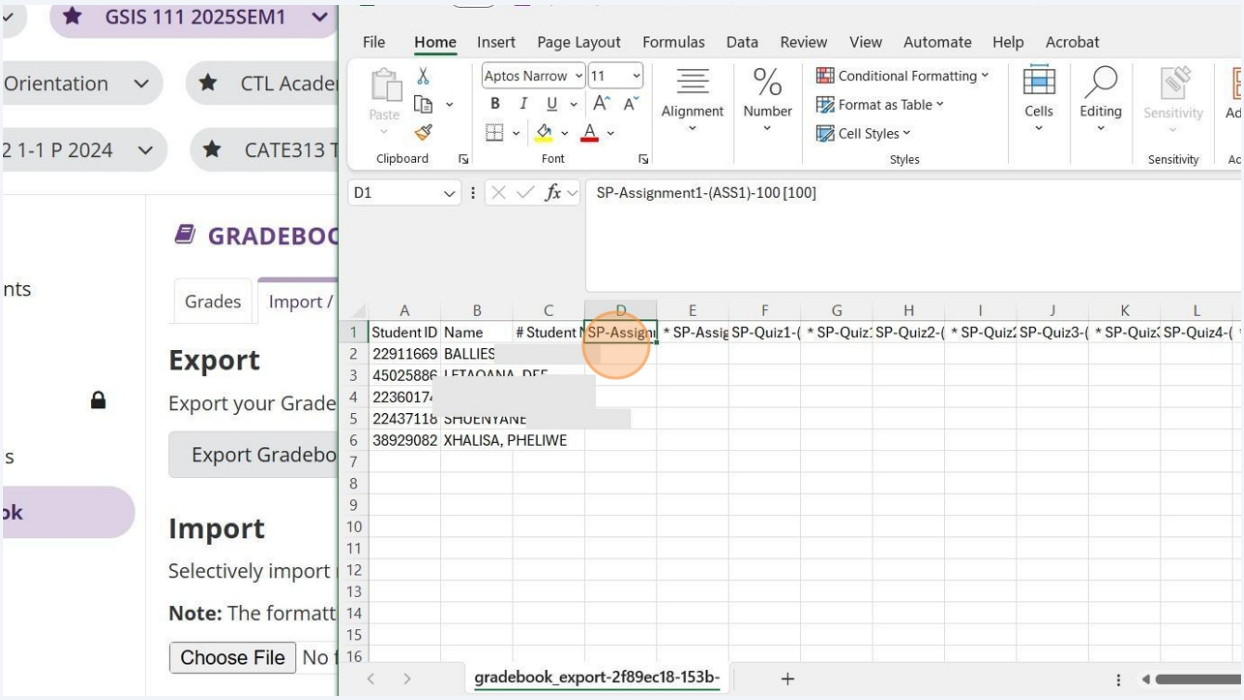


⚠ Remember, there are two columns for each assessment: one with an asterisk (*) and one without. The one without the asterik (*) is where you enter the mark out of 100, while the column with the asterisk (*) is for entering a feedback comment.

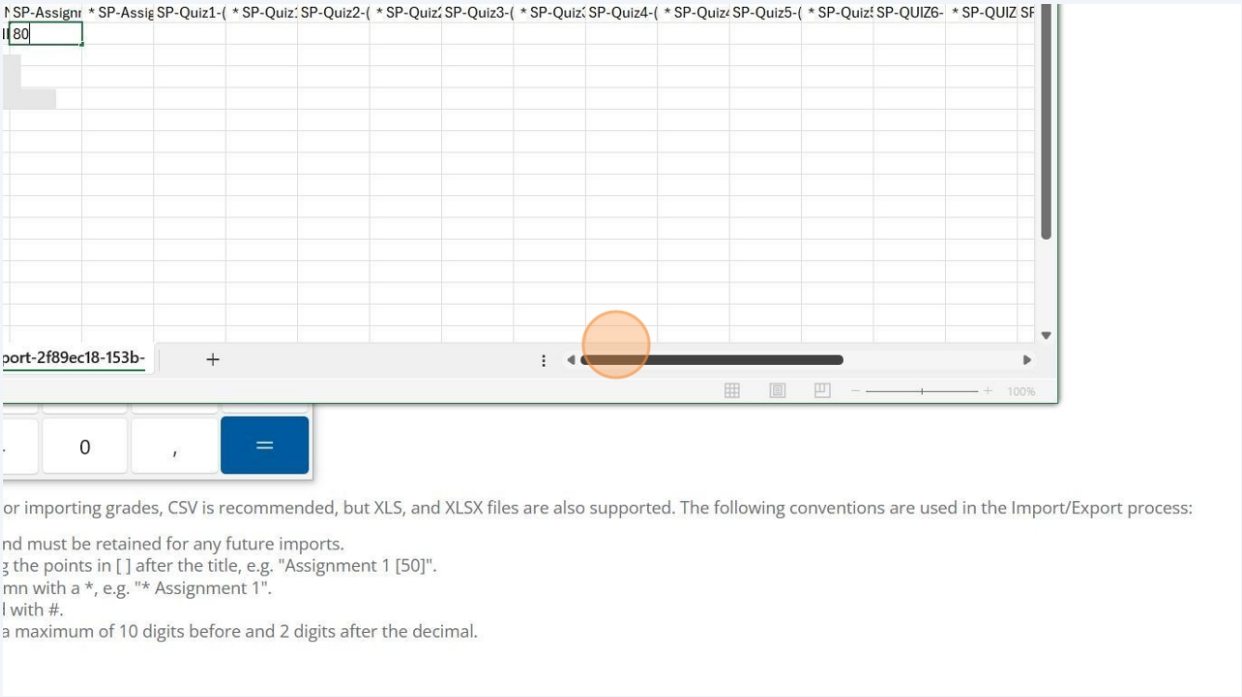
23 For each student, you will now need to calculate the mark out of 100 (percentage) for the assessment item. For example, for the student who received 40 out of 50, their mark out of 100 will be 80.



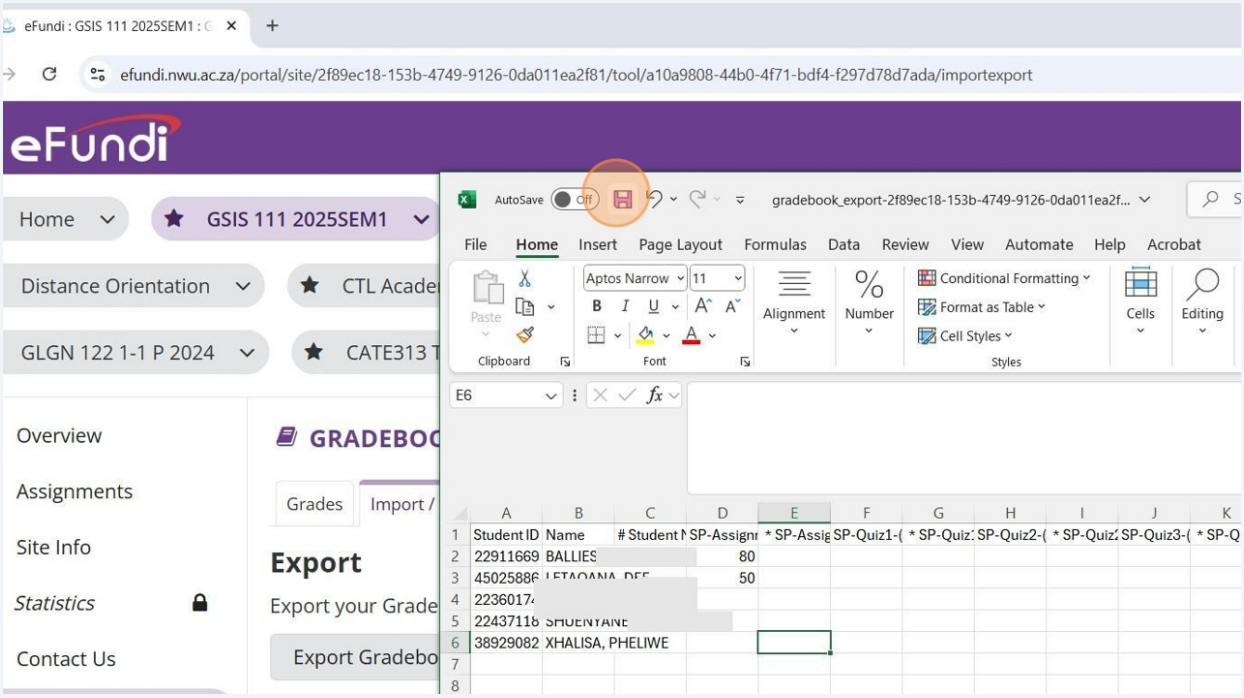
24 Once you have calculated the mark out of 100 for each student's assessment item, you will need to locate the column in the CSV file for the correct pre-created gradebook item (For example, SP-Assignment1-(ass1)-100).



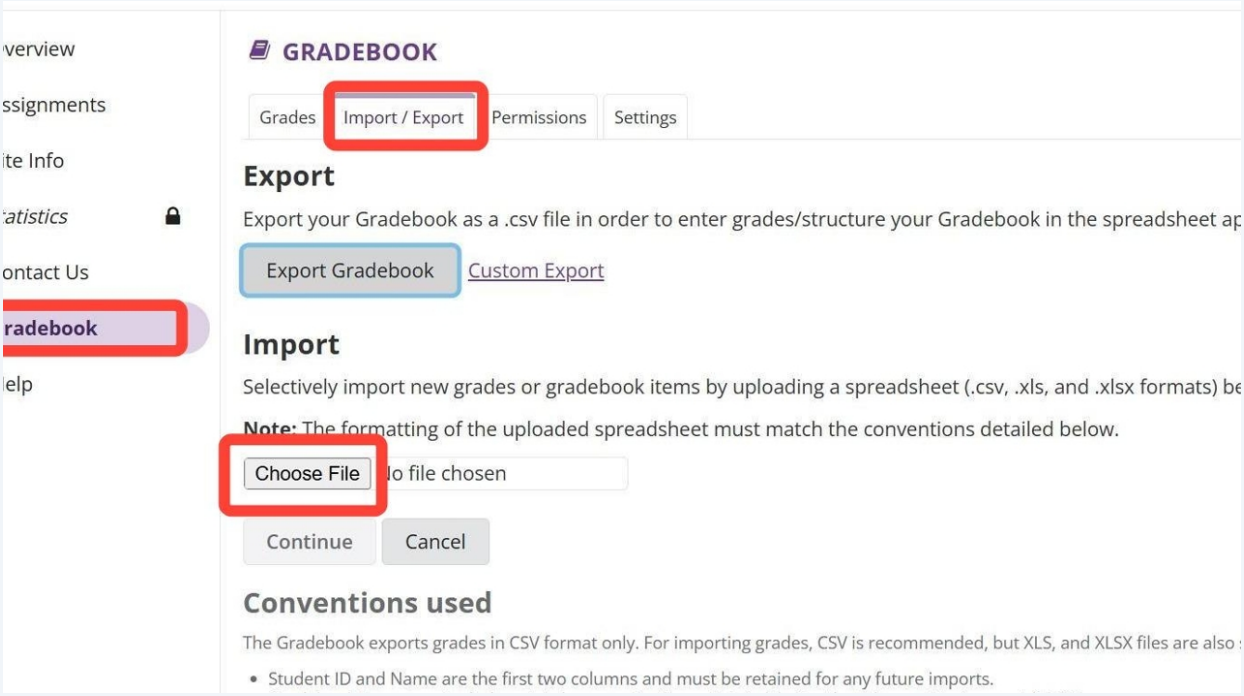
25 Once located, copy the adjusted mark for students to the column of the pre-created gradebook item out of 100 in the same CSV file.



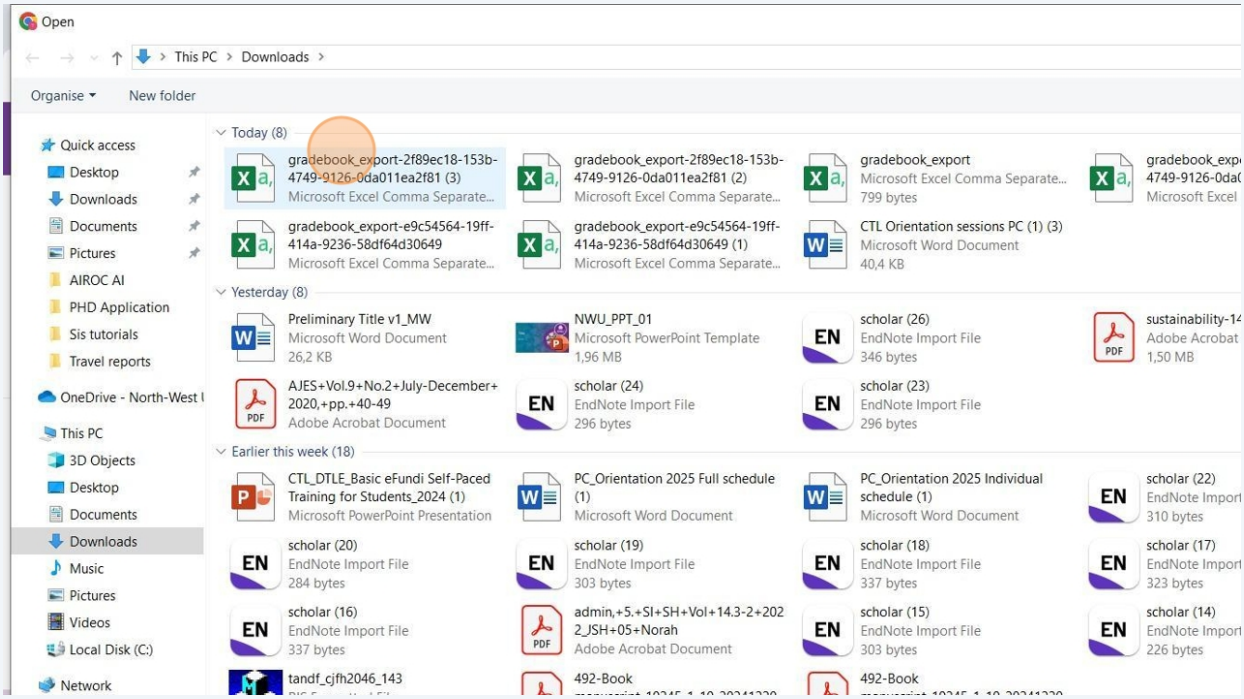
26 Remember, you will need to add the mark out of 100 for all students and then save the same CSV file.



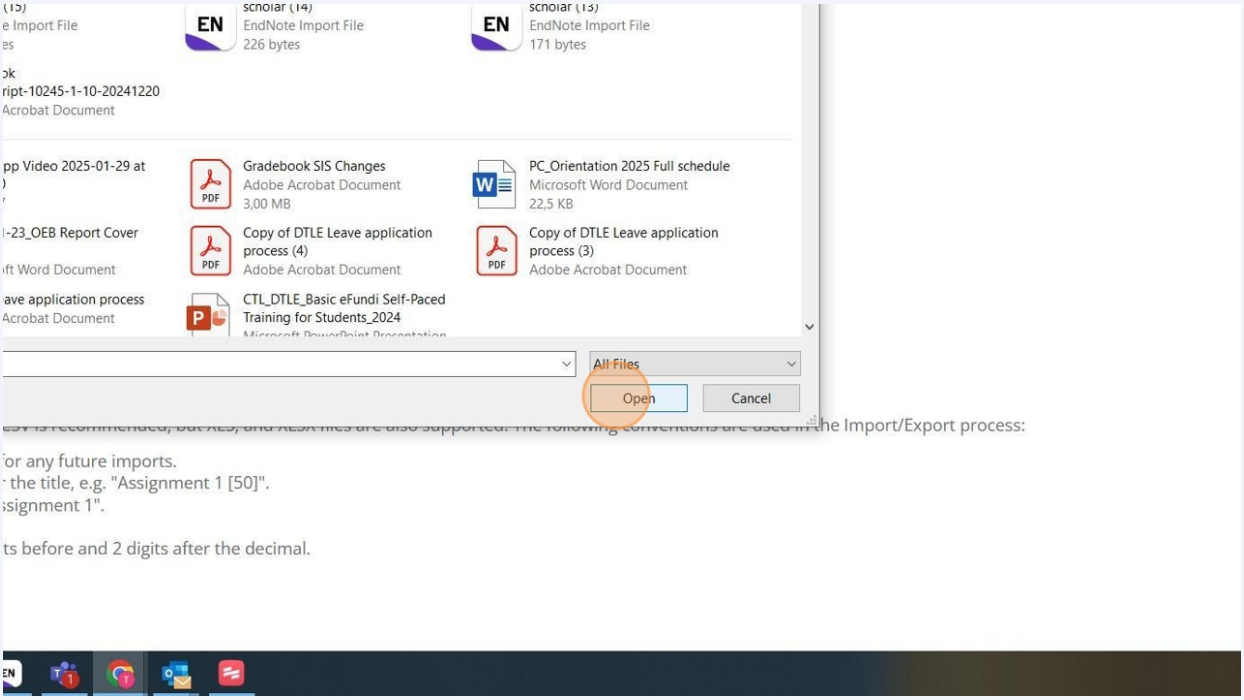
27 To import the new marks, go back to your eFundi site, access the gradebook, click on 'Import/Export' and upload the updated CSV file by clicking on 'Choose File'.



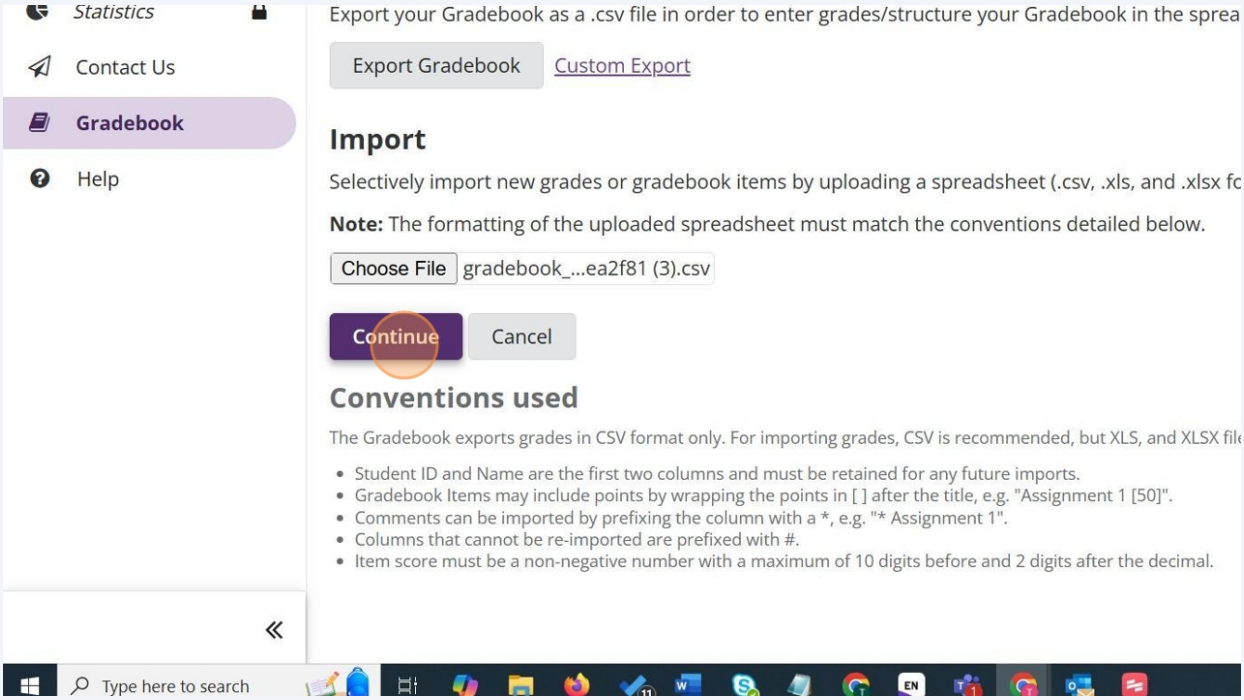
28 Select the file from your computer.



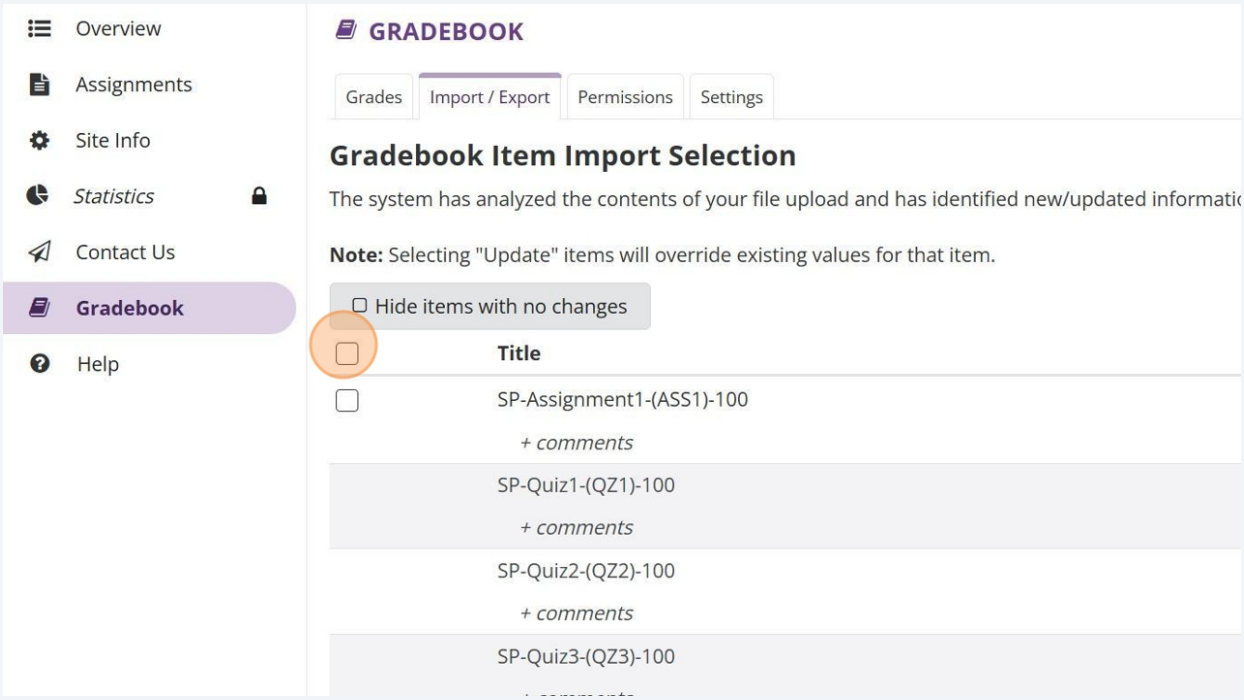
29 Upload the file by clicking 'Open'.



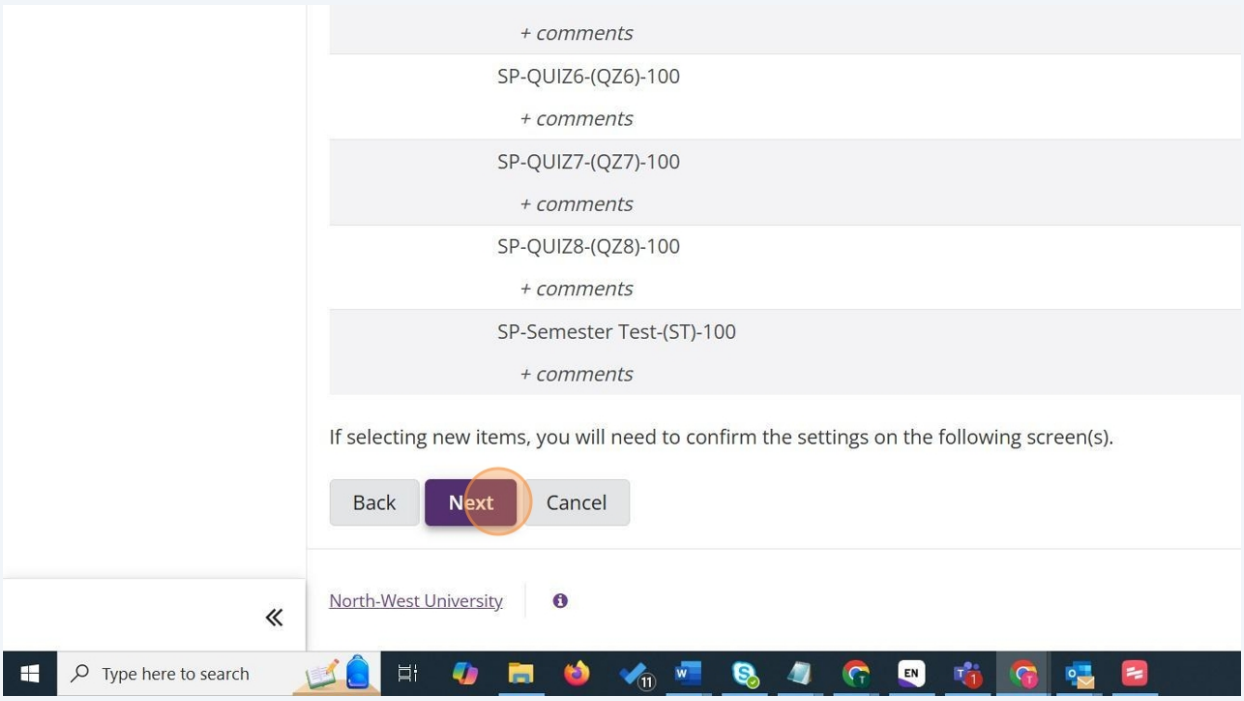
30 Once uploaded click 'Continue'.



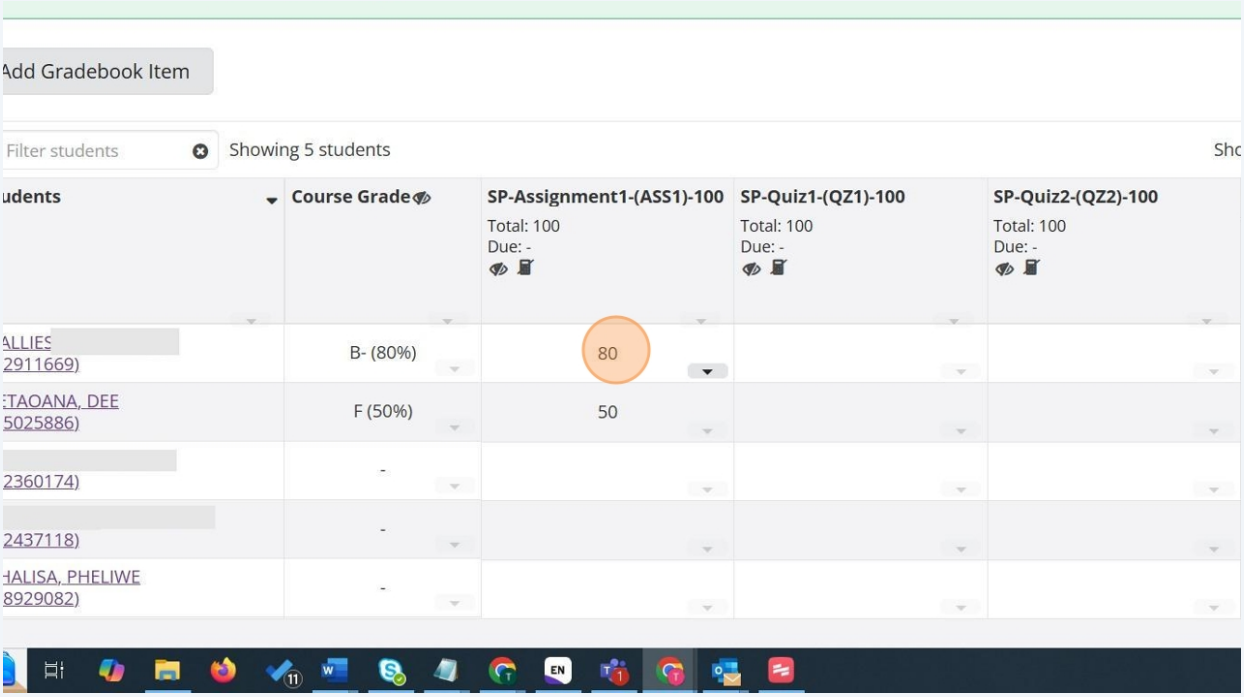
31 Once you click continue it will indicate the changes, if correct tick the block.



32 Click 'Next' to proceed with uploading the new marks.



33 Once you click 'Next' it will upload the new marks into the correct column, as reflected below.



Please note that if you do not calculate and add the updated marks in the correct column, the marks will not pull through correctly to the SIS and will cause discrepancies.

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