

Sakai Gradebook

The Sakai Gradebook allows instructors to record, calculate, and distribute student grades and feedback in Sakai. Create categories and organize Gradebook items. Choose weighting to help calculate your grades. Transmit grades to the Gradebook from tools such as Tests & Quizzes, Assignments, and Forums. Export and import grades to Microsoft Excel (in .csv format).

Log in to Sakai

To log in to Sakai, you will use the SAME user name and password you use for WebAdvisor!

1. Go to <http://sakai.durhamtech.edu/> to access the **Sakai Gateway Page**.

Note: You will need a reasonably current web browser to use Sakai. **Firefox 4** or higher is the recommended browser.

Sakai Practice Course

A blank practice course site has been created in Sakai for your use in Sakai training and you are enrolled as the instructor. Access the course by clicking on **More Sites** and choosing **My Practice Course** under the **Training** category. Your practice course is marked unpublished and as the instructor you have full access to modify the course. This is a practice course where you can try out how to do things in Sakai. A sample student is enrolled in your practice course.

Note: By default, courses are marked unpublished (unavailable to students) until you make them available.

Sakai Gradebook

Access the Sakai Gradebook by going to the the course menu and clicking on **Gradebook**. This is the **Gradebook Items** (default) view. Click on **Gradebook Setup** to select your Gradebook options.

The screenshot shows the Sakai Gradebook interface for a course titled "My Practice Course: Gradebook". The page is marked as "Unpublished Site". The top navigation bar includes buttons for "Gradebook Items", "All Grades", "Course Grades", "Gradebook Setup" (circled in purple), "Course Grade Options", and "Import Grades". The left sidebar contains a menu with items like Home, Announcements, Syllabus, Email, Email Archive, Resources, Schedule, Gradebook (circled in purple), Statistics, Site Info, and Help. The main content area displays "Gradebook Items" with a message: "Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)". Below this are buttons for "Add Gradebook Item(s)" and "Import gradebook item from spreadsheet". The "Average Course Grade" is shown as "-". A "Gradebook Items Summary" section includes a "Save current order as sorting order" button and a table with columns: Title*, Class Avg**, Due Date, Released to Students, Included in Course Grade, and Sorting. A legend below the table explains the symbols: *Titles shown in grey are not released to students, **Class averages in parentheses () are not included in the course grade calculations, and ***These items must be graded from the tool listed and may not be graded from the gradebook.

Set up your Sakai Gradebook (Categories and Weighting)

It's a good idea to set up your Sakai Gradebook categories and weighting before adding items to your Gradebook. In this example we will use the following simple grading structure.

| | |
|-----------------|-----------------------------|
| Assignments | 45% (drop the lowest grade) |
| Forums | 25% |
| Tests & Quizzes | 30% |
| Total | 100% |

Note: To use drop highest, drop lowest, or keep highest, all items in the category must have the same point value.

- Gradebook Setup**
- Select Points
 - ✓ Check Display released Gradebook Items to students
 - Select Categories & Weighting
 - ✓ Enable Drop Lowest
 - Enter Categories, Percent, and Drop Lowest
 - Click **Save Changes**

Gradebook Setup

* means required

Grade Entry
How will graders enter grades into this gradebook?

Points
 Percentages

Gradebook Items Display

Display released Gradebook Items to students
You can release a gradebook item when creating or editing the gradebook item.

Categories & Weighting

No categories
 Categories only
 Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

| Category | % | Gradebook Items | Drop Lowest | Remove |
|-----------------|----|-----------------|-------------|--------|
| Assignments | 45 | 0 item(s) | 1 | Remove |
| Forums | 25 | 0 item(s) | 0 | Remove |
| Tests & Quizzes | 30 | 0 item(s) | 0 | Remove |

[Add a Category](#)

Running Total 100%
Needed Total 0%

[Save Changes](#) [Cancel](#)

Gradebook Categories

Set up your Gradebook categories based on your grading structure.

Note: It's a good idea to categorize your Gradebook items as you create them. If you forget to assign a category, you can go back and do that later.

Tip: Go to the Gradebook (Gradebook Items view) and check to see if all your Gradebook items are categorized correctly. If not, click the **Edit** link associated with the item to change the Item category.

Uncategorized Gradebook Items

Note: Any uncategorized Gradebook items will automatically receive the **Unassigned** category. Unassigned items can be released to students but will not be counted toward the course grade calculation.

Note: Keep in mind that in order to use drop highest, drop lowest, or keep highest, all items in the category must have the same Gradebook Item Point Value.

Adding Items to your Gradebook

There are two ways to add items to your Gradebook:

1. **Items manually created by the instructor.** Click on **Gradebook Items** and **Add Gradebook Items** to add items to your Gradebook. Add more than one item at a time by clicking on **Add Another Gradebook Item**.

Add Gradebook Items

- Title (required)
- Gradebook Item Point Value (required)
- Due Date (not required)
- Category

- ✓ Release this item to Students (default)

Include this item in course grade calculations.

Assign a category to make this option available.

[Gradebook Items](#) > Add Gradebook Item(s)
Submit this form to add gradebook item(s) to the gradebook.
* means required

Title *

Gradebook Item Point Value *

Due Date (mm/dd/yy)

Category Items not assigned to a category will not be counted toward the course grade calculation.

Release this item to Students

Include this item in course grade calculations

[Add Another Gradebook Item](#)

2. **Sakai Tools that can be linked with the Sakai Gradebook**

Assignments, Tests & Quizzes, and Forums can be associated with the Sakai Gradebook so students can see their grades for these items.

- Assignments
- Tests & Quizzes
- Forums

Gradebook Views

The screenshot shows the 'Gradebook Items' interface. At the top, there are navigation tabs: 'Gradebook Items' (circled in purple), 'All Grades', 'Course Grades', 'Gradebook Setup', 'Course Grade Options', and 'Import Grades'. Below the tabs, the 'Gradebook Items' section displays 'Currently 2 users can see their course grade (3 of Grades) and their gradebook item scores. [Change course grade options.](#)' Below this are buttons for 'Add Gradebook Item(s)' and 'Import gradebook item from spreadsheet'. The 'Average Course Grade' is shown as 'A (100%)'. A 'Gradebook Items Summary' section includes a note: 'Click a title to view complete details and to grade this item.' Below this is a table with columns: Title*, Class Avg**, Weight, Due Date, Released to Students, Included in Course Grade, Sorting, and Grade Editor***. The table lists categories like Assignments, Forums, Tests & Quizzes, and Unassigned, with sub-items like Chapter 1-5, Week 1-3, and Test 1-3. A legend at the bottom explains symbols like greyed titles, parentheses in averages, and tool icons.

| Title* | Class Avg** | Weight | Due Date | Released to Students | Included in Course Grade | Sorting | Grade Editor*** |
|--|-------------|--------|--------------|----------------------|--------------------------|---------|---------------------------------|
| Assignments (Drop 1 Lowest) | 100% | 45% | | | | | |
| Chapter 1 Edit | 100/100 | | Aug 22, 2012 | Yes | Yes | 1 | <i>from Assignments</i> |
| Chapter 2 Edit | 100/100 | | Aug 29, 2012 | Yes | Yes | 2 | <i>from Assignments</i> |
| Chapter 3 Edit | 100/100 | | Sep 5, 2012 | Yes | Yes | 3 | <i>from Assignments</i> |
| Chapter 4 Edit | 100/100 | | Sep 12, 2012 | Yes | Yes | 4 | <i>from Assignments</i> |
| Chapter 5 Edit | (100/100) | | Sep 19, 2012 | No | No | 5 | <i>from Assignments</i> |
| Forums | 100% | 25% | | | | | |
| Week 1 Edit | 10/10 | | Aug 22, 2012 | Yes | Yes | 1 | |
| Week 2 Edit | 10/10 | | Aug 29, 2012 | Yes | Yes | 2 | |
| Week 3 Edit | 10/10 | | Sep 5, 2012 | Yes | Yes | 3 | |
| Tests & Quizzes | 100% | 30% | | | | | |
| Test 1 Edit | 25/25 | | Sep 12, 2012 | Yes | Yes | 1 | <i>from Tests & Quizzes</i> |
| Test 2 Edit | 30/30 | | Oct 10, 2012 | Yes | Yes | 2 | <i>from Tests & Quizzes</i> |
| Unassigned | N/A | - | | | | | |
| Test 3 Edit | - | | Oct 24, 2012 | Yes | No | 1 | <i>from Tests & Quizzes</i> |

Legend:
 *Titles shown in grey are not released to students.
 **Class averages in parentheses () are not included in the course grade calculations.
 ***These items must be graded from the tool listed and may not be graded from the gradebook.

The **Gradebook Items Summary** view (default view) displays a summary of all Gradebook items by category. In this view you will be able to:

1. Change course grade options
2. Add Gradebook items
3. Import Gradebook item from spreadsheet
4. Click the **arrows** to expand & collapse items by title or category. Sort items by column name or category.
5. Click the **name** of a Gradebook item to view the item's summary
6. Click **Edit** item to select a category, Release the item to Students, or Include this item in course grade calculations
 - o Note: Items not released to students will appear greyed out and students are unable to view these items (See Assignment - Chapter 5).
7. See the class average
 - o Note: Class averages in parentheses () are not included in the course grade calculations.
8. See the weighting percentages and due dates
9. See if the item is released to students and included in course grade
10. Sorting allows you to reorder items within a category by moving arrows up or down
11. The Grade Editor column shows which tool the Gradebook item is associated, marked in yellow. These items must be graded from the tool listed and may not be graded from the Gradebook.

Gradebook Items **All Grades** Course Grades Gradebook Setup Course Grade Options Import Grades

8

All Grades [Export as PDF](#) [Export as CSV](#) [Export for Excel](#)

1 Average Course Grade A (100%)

2 View All Sections/Groups and All Categories

3 Student Name [Find](#) [Clear](#) 6 < < Show 50 7 > > Hide/Show Columns

| Student Name | Student ID | Course Grade | Chapter 1 Details | Chapter 2 Details | Chapter 3 Details | Chapter 4 Details | Chapter 5 Details | Assignments (45%) | Week 1 Details | Week 2 Details | Week 3 Details |
|---------------------------------------|---------------|--------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|-------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Durham, SampleStudent | dtocstudent_s | 100% | 400 | - | 100 | - | - | 100% | 10 | 10 | 10 |
| Horton, SampleStudent | hortons2146_s | 100% | 400 | 100 | 100 | 100 | (100) | 100% | 10 | 10 | 10 |

Legend:
 *Grades in parentheses () are not included in the category average or course grade calculations.
 **Items with a grey background are not released to students.
 Dropped grades are struck out.

The **All Grades** view allows instructors to view a list of students, scores on all graded items, and cumulative scores. In this view you will be able to:

1. See the average course grade
2. Filter the Gradebook items by section/groups and categories
3. Search for a student within the Gradebook
4. Click on the **column names** to sort items. Click **Details** to show the Gradebook Item Summary of an item.

Notes:

- Grades in parentheses () are not included in the category average or course grade calculations.
 - Items with a grey background are not released to students.
 - Dropped grades are struck out.
5. Click a **student's name** to display the student summary of grades
 - Tip: Click Student View of Grades to discretely display one student's grades at a time.
 6. See how students are doing by category in the course
 7. Hide/Show columns. Hiding a column will not affect any grade calculations or displays for the students. Hide/Show columns is only used to organize and simplify the All Grades grade table for instructors.
 8. Export grades as PDF, CSV, or Excel

Course Grade Options

Student privacy is built in so students are not able to see each other's grades. The Gradebook allows students to view their own grades once instructors have released them. The course grade is based on the grading type and scale chosen and will include a letter grade and a number percentage grade.

- **Grade Display.** Check this box to display course grade to students now.
- **Grade Conversion.** Choose your grading scheme (Grade Type) from the drop down menu.

Course Grades

- **Override Grades.** Override a course grade by entering a different grade in the Grade Override box and click **Save**. The grade must be listed in the grading scale under Course Grade Options. To remove an override, delete the grade and click **Save**.
- **Export Grades** as PDF, CSV, or Excel.
- **Calculate Course Grades.** Currently, the Gradebook does not include Gradebook items that have not been graded in the course grade calculation. This could result in a higher course grade for a student. To include a Gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeroes for any Gradebook item that has not been graded and then re-calculate the course grade, click **Calculate Course Grades**.

Things not adding up?

Here are a few tips:

- Check to see if all your Gradebook items are categorized correctly. Click the **Edit** link associated with the item to change the category.
- Check to see if the Gradebook item was released to students
- Check to see if the Gradebook item is included in the course grade
- Check your Gradebook Setup (see page 2)
- Check to make sure your total weight equals 100%
- A sample student has been enrolled in your course. Enter perfect scores for your sample student to check the Gradebook Setup (categories, weighting, etc.)
For more info about adding your sample student to your courses (see page 8)

Linking Sakai Tools with the Sakai Gradebook

Assignments, Tests & Quizzes, and Forums can be associated with the Sakai Gradebook so students can see their grades for these items. Here are brief instructions for linking these tools with the Sakai Gradebook. Please note this is not a complete how-to guide for using these tools. For more info about setting up and using these tools, visit: http://courses.durhamtech.edu/wiki/index.php/Sakai_Resources

Assignments

Add a new Assignment and link the item to the Gradebook:

- Go to the Assignments tool and click **Add**
- Enter the required info (Title, Dates, Student Submission method, Grade Scale, Points, and Instructions)
- Go to Grading and select Add Assignment to Gradebook
- Choose a Gradebook category
- Choose other Assignment options and click **Post**

Tests & Quizzes

Link a Test to the Gradebook:

- Go to the Tests & Quizzes tool
- Create an Assessment or Edit the test Settings of a new or existing test
- Enter your test settings and choose Grading (at the bottom)
- Go to Gradebook Options and select Grades sent to Gradebook (Selecting "Grades sent to Gradebook" will send scores to Gradebook immediately, regardless of feedback date.)
- Go to the Gradebook and look for your test under Unassigned. Click Edit to select a category for your test.
- Choose to Release this Item to students and Include this item in course grade calculations
- Save Changes

Forums

Link a Forum to the Gradebook:

- Set up your Forum Gradebook Items first. Go to the Gradebook and click on **Add Gradebook Item(s)** to add items to your Gradebook.
- Go to Forums and create a New Topic
- Go to the Grading options and select a Gradebook Item from the drop down menu
- Click **Save**

Sakai Sample Student Account Info

A sample student account has been created for your use and is enrolled in your practice course. Having a sample student enrolled in your courses can be very helpful for testing purposes.

Log in as your sample student

1. Go to <http://sakai.durhamtech.edu/> to access the Sakai Gateway Page.
2. Enter the sample student **user id** and **password**.
 - Sakai sample student **user id** = (your user id_s) Example: doej1234_s
 - The Sakai sample student initial **password** will be given to you at training
 - Change the initial **password** by going to **My Workspace**, clicking on **Account**, then click on **Modify Details**. **Enter Current Password, Create New Password, Verify New Password**. Click on **Update Details**.
3. If you need help resetting your sample student password, contact sakaihelp@durhamtech.edu .
Note: If you need help resetting your **instructor** password:
 - Visit: <http://tinyurl.com/reset-webadvisor>
 - If you still cannot reset your password, contact the ITSD help desk at 919-536-7200 x6111.

Add your sample student to your real courses for testing purposes

1. Go to **Site Info** and click on **Add Participants**.
2. Enter your **sample student user id** in the Official Email Address or Username box and click **Continue**.
3. Choose the **Student** role (Can read content, and add content to a site where appropriate.) and click **Continue**. Then click **Continue** again.
4. Confirm that you are adding your sample student to your course by clicking **Finish**. You will be taken back to **Site Info** where you will see your **sample student** in the **Participant List**.