

# How to Calculate Final Grades in the Sakai Gradebook

This handout covers important "end-of-semester" tasks to perform before recording final student grades.

**If you set up "categories and weights" in Sakai to calculate final grades**, there are 5 important steps to follow to make sure everything is correct. (See *Part A* below.) If you are using "total points" to determine final grades, steps 1 and 4 below do not apply to you, but all the rest do!

**If you are NOT using Sakai to calculate final grades**, you can export your grades to a spreadsheet, which may help you with your calculations. Then you can post final grades in Sakai for your students to see. (See *Part B* at the end of this handout.)

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## Part A: Using Sakai to Calculate Final Grades

If using Sakai to calculate final grades, perform the steps to make sure everything is correct before recording students' final grades.

### Step 1: Review the Grading Schema

Make sure the correct grade scale is selected, so that Sakai assigns letter grades accurately.

**Note:** This step applies only if you set up "categories and weights" to calculate grades. If using a "total points" grading system instead, you can skip this step.

1. In the **Gradebook**, click the **Settings** tab along the top.
2. Click **Grading Schema**. This setting determines which letter grade Sakai will assign to students based on their overall (numeric) course grade.
  - a. The default **Grade Type** is **Letter Grades**, a 10-point grading scale. If your course grading scale is **not** a 10-point scale, click on the *drop down menu*; select a *different grading scale*; click **Save Changes**.
  - b. Check the **letter grades** and **numbers** displayed. If the letter grades and numbers are correct, you're done. If not, manually adjust the numbers to match your grading scale, then click **Save Changes**. Click the *Grades* tab at the top to return to the Gradebook.

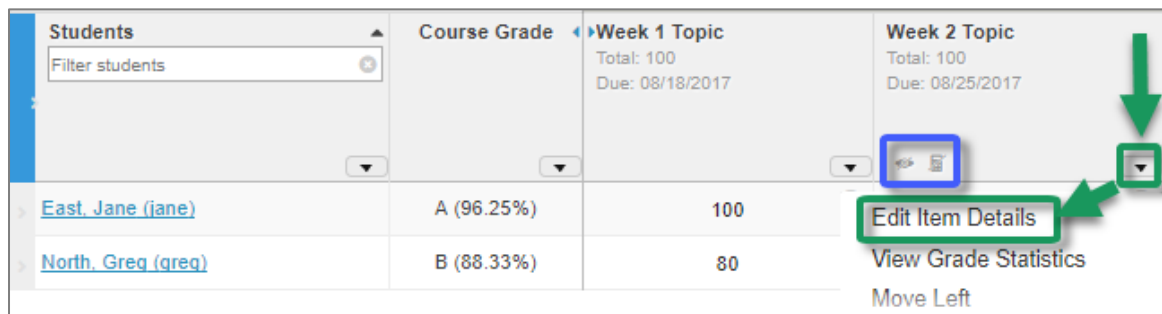
### Step 2: Make sure Gradebook items are included in the final grade

1. On the Grades screen, review each Gradebook item's column heading. If a heading box displays a *crossed-out calculator* icon, as shown below, the item is **not** included in course grade calculations. You may also see a *crossed-out eye* icon, which means the item is not visible to students.

The screenshot shows a table with columns for 'Students', 'Course Grade', 'Week 1 Topic', and 'Week 2 Topic'. The 'Week 1 Topic' and 'Week 2 Topic' columns have a 'crossed-out calculator' icon in their headings, indicating they are not included in course grade calculations. A blue box highlights the 'crossed-out eye' icon in the 'Week 2 Topic' column heading, with an arrow pointing to a legend box. The legend box contains two entries: 'Crossed out eye icon: item not released to students' and 'Crossed out calculator: item not included in course grade'. Another blue box highlights the 'crossed-out calculator' icon in the 'Week 1 Topic' column heading, with an arrow pointing to the same legend box. The table data is as follows:

Students	Course Grade	Week 1 Topic	Week 2 Topic
East, Jane (jane)	A (96.25%)	100	80
North, Greg (greg)	B (88.33%)	80	90

2. If the item *should* contribute to the final course grade...
  - a. Click on the drop-down arrow in the lower-right corner of the column heading box, as shown below. Click **Edit Item Details**.



- b. If needed, assign the item to a category; then click the boxes beside **Release item to students** and **Include item in course grade calculations**.
- c. Click **Save Changes**. You should no longer see the crossed-out calculator/eye icons; your item is now included in the final course grade calculations and is visible to students.

**NOTE:** Be sure to scroll to the right to check all Gradebook items and make sure they are included in course grade calculations. (Use the horizontal scrollbar at the very bottom of the page.)

### Step 3: Assign zero grades for students who did not submit assignments

If a student does not submit an assignment or test, the student will have an empty cell in the Gradebook, with no grade in it. An empty cell has no impact on a student's overall course grade – leaving a cell empty is the same as “forgiving” the assignment.

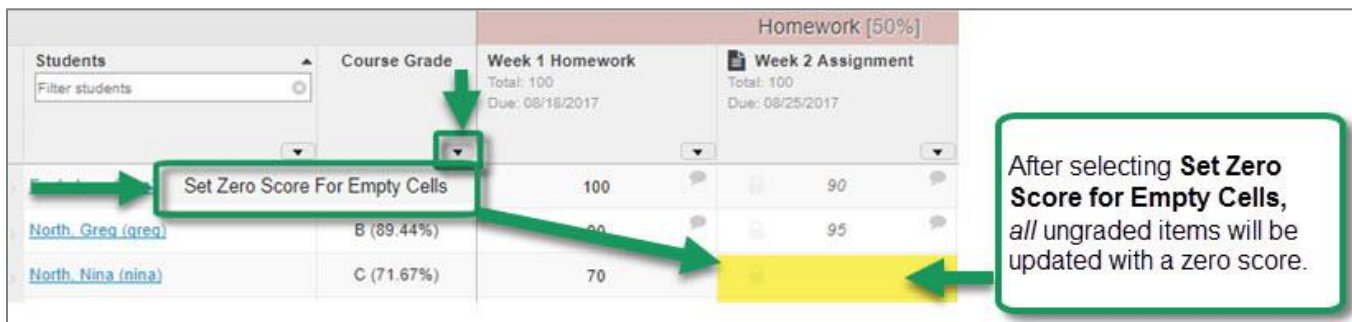
Typically, a student should receive a zero for any assignments he did not do. If you leave cells empty, students' course grades may be higher than they should be.

It's best to enter zero grades for missed assignments throughout the semester, so students are not surprised at the end. However, in case you need it, Sakai provides a function that lets you **set all empty cells in the entire Gradebook to zero**.

**IMPORTANT:** Perform this task **ONLY** at the **END** of the term, after **ALL** grades have been entered. Once done, you cannot easily “un-do” this task.

To assign a zero grade to all empty Gradebook cells:

1. In the Gradebook, in the *Course Grade* column heading, click on the drop-down arrow.
2. Click on **Set Zero Score For Empty Cells**. Read the warning and click Update if you wish to continue. A zero grade will be applied to all ungraded items, and students' final grades will be *recalculated*.



#### Step 4: Review final grades and override letter grades if needed

**Note:** This step applies only if you set up “categories and weights” to calculate grades. If using a “total points” grading system instead, you can skip this step.

**Sakai does NOT "round" final grades at all.** Therefore, it is very important for instructors to review final letter grades assigned by Sakai and to adjust or "override" any grades where rounding is needed.

**Example:** If a student has a final grade of 89.7, and you have selected the default 10-point grading scale, Sakai will assign the student a "B" letter grade, as 89.7 lies below the threshold of 90 needed for an "A".

**IMPORTANT! Override only the grades that need to change.** If Sakai has calculated the final letter grade correctly, **DO NOT** enter anything in the Grade Override area.

Follow these steps to override a letter grade when needed. In the Gradebook:

1. Carefully review the letter grade for each student. If the letter grades are correct, do nothing!
2. If the letter grade for any student needs to be rounded up, beside the student’s course grade, click the drop-down arrow, then click **Course Grade Override**.

Students	Course Grade	Week 1 Homework
Filter students		Total: 100 Due: 08/18/2017
East, Jane (jane)	A (95%)	100
North, Greg (greg)	B (89.78%)	90
North, Nina (nina)	Course Grade Override	70
South, Ted (ted)	Course Grade Override Log	

3. Enter the new letter grade in the *Grade Overview* box. Click **Save Course Grade Override**.

**NOTE:** When you override a letter grade, the number grade is automatically changed to correspond to the "floor" for that grade. For example, for a student with a grade of 89.7, if you assign an override letter grade of "A", the student's numeric course grade would become 90 %.

#### Step 5: Release course grades to students

Follow these steps to make sure students can see their course grades:

1. In the Gradebook, click the **Settings** tab along the top, then click **Grade Release Rules**.
2. Check the box beside **Display final course grade to students** as shown below.
  - **If using categories and weighting:** select both **Letter Grade** and **Percentage** for display, as shown below.
  - **If using a “total points” grading system:** check the box for **Points** instead -- and be sure to **un-check** the boxes for Letter Grade and Percentage.

**Grade Release Rules**

Display released Gradebook items to students

Display final course grade to students

Letter Grade

Percentage

Points

Preview B+ (88%)

## Part B: If NOT Using Sakai to Calculate Final Grades

There are steps you can perform to help you calculate your grades outside of Sakai, and you can enter the final student grades you have calculated into Sakai so students will see them.

### Step 1: Check if Sakai course grades are displayed to students

*If you are calculating grades yourself – outside of Sakai – you should **not** display to students the course grade that Sakai has calculated:*

1. In the Gradebook, click the **Settings** tab along the top, then click **Grade Release Rules**.
2. If you see a check beside *Display final course grade to students*, click the box to **un-check** it.
3. At the bottom, click **Save Changes**.

### Step 2: Export Gradebook items to a spreadsheet

To assist with calculating course grades yourself, you can download the Sakai Gradebook to a spreadsheet.

1. In the Gradebook, click the **Import/Export** tab along the top.
2. Click on the **Export Gradebook** button to download a spreadsheet of all grades. You can manipulate this spreadsheet to calculate students' final grades.

### Step 3: Enter your calculated final grades in Sakai

After calculating your final grades, you can create a Gradebook item to display final grades to students.

1. On the Grades screen, click on the **Add Gradebook Item** button near the top.
2. Enter the info needed to create the Gradebook item:
  - a. Enter a **Title** (required). Example: *FINAL GRADE*
  - b. Enter a **Gradebook Item Point value** (required). Example: *100*
  - c. Make sure *Release item to students* is checked, so students can see their final grades.
  - d. DO NOT check beside *Include item in course grade calculations*.
  - e. Click **Create** to save.
3. Enter each student's final numeric and letter grade:
  - a. On the Grades screen, below the column heading of the item you just created, click in the cell. Enter each student's final *numeric* grade in the cell provided.
  - b. If you want to enter letter grades also, you'll need to do that in the **Comments** area.
    - In each cell, click in the lower right corner on the drop-down arrow.
    - Click on the **Add/Edit Comment** link to display the **Comment** dialog box, where you can enter each student's *letter grade* for the course.
  - c. Click the **Save Comment** button to save the letter grade you added. To review your letter grades, click on the comment icon displayed in the cell.

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For more info on using Sakai's Gradebook tool visit [Durham Tech's Instructional Technology web site](http://courses.durhamtech.edu/wiki/)  
[ <http://courses.durhamtech.edu/wiki/> ]