

Handout for Webinar: Sakai Gradebook Gotchas & Solutions

GOTCHAS!	TIPS
Instructor needs to learn how to use the Sakai Gradebook	<ul style="list-style-type: none"> Register for the Intermediate Sakai online workshop at training.durhamtech.edu
Navigating around in the gradebook can be challenging	<ul style="list-style-type: none"> Use VIEW COLUMNS button to “Hide All” and then “Show” only the columns or items you want to focus on. Be sure to “Show All” when done Use FILTER STUDENTS to bring up one student’s grades Click on a student’s name in the “Students” column to see all grades for that student on one page. If your computer has a touchpad/trackpad, use 2 fingers to move around the spreadsheet
Problems may result if you chose “Percentages” instead of “Points”	<ul style="list-style-type: none"> In Settings > Grade Entry, select POINTS (not Percentages)
Gradebook settings do not match grading policy in Syllabus – thus course grades are miscalculated	<ul style="list-style-type: none"> In Settings > Categories & Weighting, set up categories/weights and drop low grades (if using) to match what is stated in your syllabus WARNING: If dropping a low grade, all items within that category MUST have the same maximum point value.
Entering grades is easy! Entering comments is rather clunky.	<ul style="list-style-type: none"> To enter comments along with grades, you must click the down arrow beside a student’s grade, choose Add/Edit Comment, type your comment, and click Save Comment – and then repeat for each student’s comment. Advanced: As an alternative, you could go to the Import/Export tab, export the Gradebook to a spreadsheet (CSV file), add comments for all students, and then import the CSV file back into Sakai.
Instructor creates a Gradebook column for a test or quiz, but the grades from the test/quiz aren’t automatically appearing in that column	<ul style="list-style-type: none"> Do NOT create a Gradebook column for tests or quizzes that students take in Sakai. In Tests & Quizzes, in Settings for an assessment, check the box to “Send grades to the Gradebook”. When you publish the assessment, a Gradebook column will be created for you – and grades will be sent to that column automatically. (Tests & Quizzes cannot send grades to a column that YOU created in the Gradebook.) WARNING: When you publish an assessment and a Gradebook column is automatically created, that column is NOT assigned to a category. You must go into the Gradebook and manually assign the new column to a category

<p>Course grades can be wrong if you have columns/items in the Gradebook that are uncategorized</p>	<ul style="list-style-type: none"> • To check to see if you have uncategorized columns: <ul style="list-style-type: none"> ○ Click the VIEW COLUMNS button ○ An Uncategorized section appears if you have any columns/items that are not assigned to categories. ○ You can “Hide All” then check the box beside Uncategorized to display just these items. ○ To categorize an item: <ul style="list-style-type: none"> ▪ In the item’s column heading, click the small down arrow and choose Edit Item Details ▪ Select a category and be sure box is checked to “Include item in course grade” ▪ Save Changes
<p>Students can’t see their overall course grade</p>	<ul style="list-style-type: none"> • Look at the Course Grade column (to the right of students’ names). If there is a small crossed-out eye in the column heading, this means students cannot see the course grade. • To make Course Grades visible to students: <ul style="list-style-type: none"> ○ Click the crossed-out eye icon in the Course Grade column heading, then click “Edit Release Settings”. (Or click Settings tab at the top.) ○ Click Grade Release Rules ○ Check the box to “Display final course grade to students”. Select options to show students their letter grade, percentage (numeric) grade, or both.
<p>Course grade may be wrong (inflated) if instructor does not assign a zero for missed work</p>	<ul style="list-style-type: none"> • If a student does not turn in an assignment or misses a test or quiz, the student will have an empty grade cell for that assignment. An empty cell does not impact the student’s overall course grade – leaving a cell empty is the same as “forgiving” the assignment. • Typically, instructors will want to assign a “zero” grade to any empty cells. This can be done for individual grade cells, for an entire column, or for the whole gradebook. • For details, see Step 3 on this handout: How to Calculate Final Grades in the Sakai Gradebook (PDF)
<p>Letter grade may be off (low) because Sakai does not round final grades</p>	<ul style="list-style-type: none"> • Sakai does not round grades! Before reporting final grades, inspect the course letter grade assigned by Sakai for each student, and adjust the grade if rounding is needed. <i>(continued on next page)</i>

	<ul style="list-style-type: none">• For details, see Step 4 on this handout: How to Calculate Final Grades in the Sakai Gradebook (PDF)
More questions?	<ul style="list-style-type: none">• Visit Sakai Resources for Instructors [https://go.durhamtech.edu/sakai-instructors]<ul style="list-style-type: none">○ Under “Sakai Tools” click on GRADEBOOK