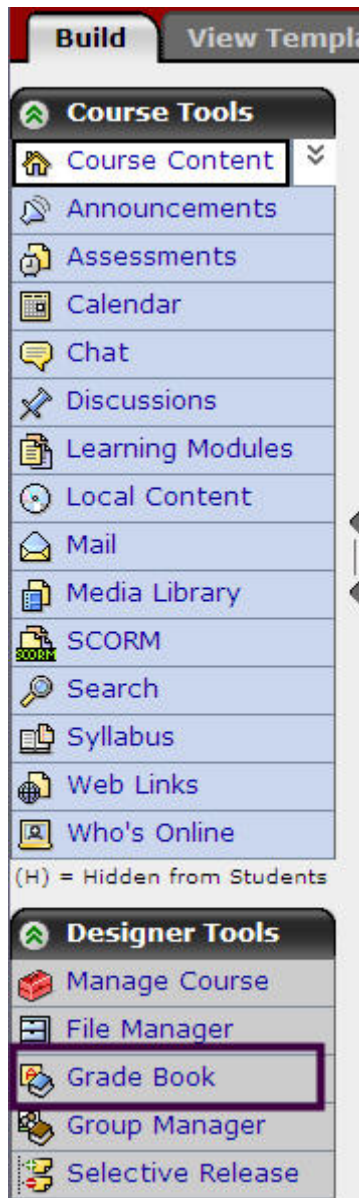












Creating a Grade Book in the Course Template

To create a Grade Book inside a template, select **Grade Book** under Designer Tools on the Build tab.



After you click the *Grade Book* link, you will see the following screens.

Create Column 						
<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions 						
Label:	Last Name	First Name	User ID	Role	Midterm	Final
Type:	Alpha	Alpha	Alpha	Alpha	Calc	Calc
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	Yes	Yes
Decimals:					2	2
Maximum value:					N/A	N/A
Source:						
Release Statistics:					None	None
<input checked="" type="checkbox"/> <input type="checkbox"/> Delete <input type="checkbox"/> Release <input type="checkbox"/> Do Not Release						
- Align -   - Decimals -   - Grade: -  						

These six columns are automatically created by Vista. The first four columns are alphanumeric columns and include First Name and Last Name columns for the students' names, the User ID column for the students' UIN, and the Role column for how the member is enrolled within the course (e.g., designer, instructor, TA, student, and/or auditor).

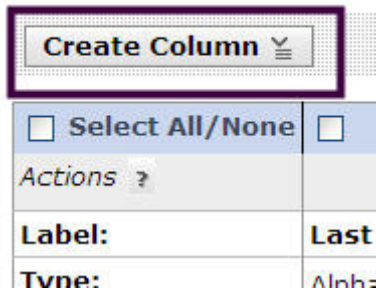
The Midterm and Final columns are calculated columns created to deliver grades to the Registrar's Office. This action is not yet available, but it will be within a semester or two.

There are three procedures you can perform in a template Grade Book: create columns, change column settings, and set column features.

Creating Columns

To create a column, choose the type of column you want from the drop-down menu next to *Create Column* above the column settings area and click the green arrow to *Go*.

Grade Book



The screenshot shows a 'Create Column' dropdown menu highlighted with a red box. Below it is a table with columns for 'Label:' and 'Type:'. The 'Label:' column contains the text 'Last' and the 'Type:' column contains the text 'Alphab'. There are also checkboxes for 'Select All/None' and 'Actions ?'.

<input type="checkbox"/> Select All/None	<input type="checkbox"/>
Actions ?	
Label:	Last
Type:	Alphab

The types of column you can add include:

- **Alphanumeric:** Able to add numbers and letters to this column, but cannot be used in a calculated column.
- **Calculated:** Can create a formula by using any numeric and calculated column and mathematical operations.
- **Letter Grade:** Can create a percentage range to convert a numeric or calculated column to a letter grade.
- **Numeric:** Able to add numbers to this column, which then can be used in a calculated for a letter grade column.
- **Selection List:** Can create a drop-down menu to give feedback to students.
- **Text:** Able to enter numbers and letters to provide students feedback or to relay information to them.

Each column has particular settings that you may decide to use or not.

The different settings that you may encounter include:

- **Label:** This is what you want to name the column. Make sure the name is not too long. The column will only show the first 20 or so characters, so make sure the first 20 characters show the differences between all of your columns.
- **Type:** This is the type of column you are going to create, as previously described.
- **Alignment:** This refers to how the information will be placed within the column.
- **Released to Student:** Students will be able to view grades once there are grades entered.
- **Grade Column:** This grade will show up in the *Grades* tab and can be exported.
- **Decimals:** You have the option of 0, 1, 2, or 3 decimals.
- **Maximum Value:** This refers to the highest grade students can earn on the entry.
- **Source:** This tells the created column which column to reference.
- **Release Statistics:** You can now release the column statistics to students.

Some columns are added automatically in a *Grade Book*, which includes columns for quizzes, surveys, assignments, and graded discussions. This depends on how you set the criteria within that tool.

Assignments and graded discussions can be either numeric or alphanumeric. Surveys are always alphanumeric and quizzes are always numeric.


Changing Column Settings

If you change your mind regarding these settings, you will be able to change them by selecting the link to what you specifically want to change. For example, if you do not want to release the Midterm column to students, click **Yes** in the row for Released to Students and it will automatically be changed to No. However, if you want to change a setting such as "Decimals," you will click the number that is already there and the following screen will appear.

Edit Column Value

Column: Midterm
Setting: Decimals
Current Value: 2
New Value:




When you click **Save**, the decimal value will be changed to 0. The following screenshot shows you the Midterm column after the changes.







<input type="checkbox"/>

Midterm
<u>Calc</u>
<u>L</u> <u>C</u> R
Yes
Yes
<u>0</u>
<u>N/A</u>
<u>None</u>

If you want to change more than one column at a time, select the checkbox above the columns you want to change and use the information below the


settings to change that particular option. Your options are Delete, Release/Don't Release, Alignment, Decimals, and Grade Related.

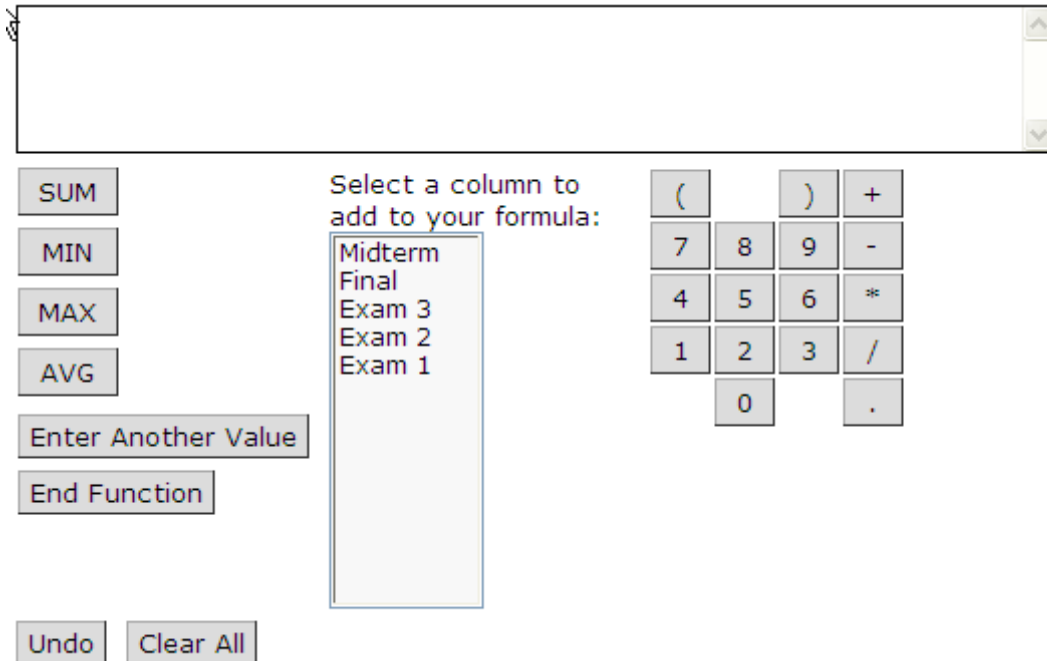
Set Column Features

There are three columns that contain special features you can set in the template. This includes the formula  for the calculated column, the scheme  for the letter grade column, and the list  for the selection list column. For the column that you want to set, click the icon that corresponds to that feature.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		 	 
Midterm	Final	<u>Midterm Grade</u>	<u>Comments</u>
<u>Calc</u>	<u>Calc</u>	<u>Letter</u>	<u>Select</u>
<u>L</u> <u>C</u> <u>R</u>	<u>L</u> <u>C</u> <u>R</u>	<u>L</u> <u>C</u> <u>R</u>	<u>L</u> <u>C</u> <u>R</u>
<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>

To set a formula for calculated columns:

Click the **Edit Column Formula** icon . You will have a box that displays the formula along with numbers, symbols, a box listing all numeric and calculated columns in the Grade Book, and quick functions to create the final formula.



The first thing you should always do before you start working in this formula box is write out your formula. Make sure you have enough parentheses so the calculation follows the order of operations correctly. For example, if you want to drop the lowest test grade, you will use the following formula:

$$(\text{Exam 1} + \text{Exam 2} + \text{Exam 3} - \text{MIN} [\text{Exam 1}, \text{Exam 2}, \text{Exam 3}]) / 2$$

Note: Spaces have been added for clarity.

To do this in the formula area, click the following:

1. An open parenthesis
2. Exam 1 from the Column Selection box
3. Plus sign
4. Exam 2 from the Column Selection box
5. Plus sign
6. Exam 3 from the Column Selection box
7. Minus sign
8. MIN
9. Exam 1 from the Column Selection box
10. Enter another value
11. Exam 2 from the Column Selection box

12. Enter another value
13. Exam 3 from the Column Selection box
14. End Function
15. A closed parenthesis
16. Division sign
17. 2

If you make a mistake, you can select **Undo** and Vista will erase the last operation. If you need to erase the entire formula, click **Clear All**.

Once you are finished, click **Save**. The final formula for the directions above will be displayed in the formula box as shown in the following figure:

```

=([Exam 1]+[Exam 2]+[Exam 3]-MIN{[Exam 1],[Exam 2],[Exam 3]})/2

```

To set a scheme for a letter grade column:

Click the **Edit Letter Grade Scheme** icon .

Edit Letter Grade Scheme for: Exam Avr Letter Grade

Base letter grade on column Exam Average


[Use Default Scheme](#)

Grade	Range
<input type="radio"/> A+	100 and above
<input type="radio"/> A	90 or greater, and less than 100
<input type="radio"/> B	80 or greater, and less than 90
<input type="radio"/> C	70 or greater, and less than 80
<input type="radio"/> D	60 or greater, and less than 70
<input type="radio"/> E	50 or greater, and less than 60
<input type="radio"/> F	less than 50

[Add Grade](#) (insert above selected grade)

Comment:

[Save](#) [Cancel](#) [Save and Set as Default](#)

If you need to delete a column, for example the row "E" in the previous figure, click the **Delete** icon  in that row under Actions. For the rest of the rows, you need to determine what you want the lowest range for each letter grade to be. If you want the grades to round up, make sure you include that in your ranges, as shown in the following figure:

Edit Letter Grade Scheme for: Exam Avr Letter Grade

Base letter grade on column Exam Average

Grade	Range
<input type="radio"/> A	89.5 and above
<input type="radio"/> B	79.5 or greater, and less than 89.5
<input type="radio"/> C	69.5 or greater, and less than 79.5
<input type="radio"/> D	59.5 or greater, and less than 69.5
<input type="radio"/> F	less than 59.5

(insert above selected grade)

Comment:








If you want to use these settings all the time, click **Save and Set as Default**. However, if you want to use these settings this time only, click **Save**. If you accidentally base this letter grade on the wrong column, you can change it to a different column. If you delete a grade and need to add it back or you have another grade, like an "I," you can click **Add Grade**.


You do not need to use this type of column just for letter grades like A, B, C, D, and F's. If you would like to show grades as Pass/Fail, you can make two rows and set the cutoff as the lower range for the passing grade. In addition, students will see anything that you put in the Grade column.

To set the selection list:

Click the **Edit Column Select List** icon .

Edit Selection List for: Comments

Move	Item	Actions ?
	<input type="checkbox"/> Great Job!	
	<input type="checkbox"/> Study a little more.	
	<input type="checkbox"/> Come see me.	
	<input type="button" value="Add Item"/> (insert above first selected item)	

To add another selection, click **Add Item** and type in the words for the selection. If you decide you do not want the selection, click the **Delete** icon  under Actions. Once you create the selections you need, click **Save**.

The template will put the columns in alphabetical order after you create them. You will have to reorder your columns in the section once you have assigned this template.