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PeopleSoft

PeopleSoft Campus Solutions 9.2: Gradebook

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PeopleSoft Campus Solutions 9.2: Gradebook
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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed Help

If you're setting up an on-premise PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. See Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

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In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	***Description***
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For **Alt+W,** hold down the **Alt** key while you press the **W** key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

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ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

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Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help
- Managing Hosted online help
- Managing locally installed PeopleSoft Online Help

PeopleSoft CS Related Links

Hosted Online Help Home

PeopleSoft Information Portal

My Oracle Support

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com.

Please include the applications update image or PeopleTools release that you're using.

Follow Us

Field or Control	*Description*
	YouTube
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	PeopleSoft Blogs
	LinkedIn

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Chapter 1

Getting Started with Gradebook

Gradebook Overview

Gradebook helps you monitor class assignments and grades as well as facilitate communication between instructors and students.

With this application, you can:

- Set up and check class assignments and due dates.
- Enter and view grades.
- Enter and view instructor comments.

Gradebook Business Processes

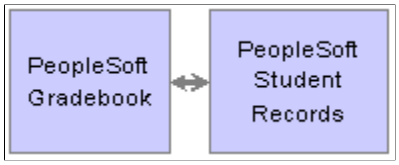
The following list outlines the Gradebook business processes:

- Class Assignments Entry
- Grade Entry
- Grade Export
- Assignment Review
- Grade Review

Gradebook Integrations

The Gradebook integrates with the PeopleSoft Student Records application.

Gradebook Integration



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Gradebook Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleSoft documentation.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines.

See:

- *PeopleTools: Component Interfaces*
- *PeopleTools: Setup Manager*

Additional Information for Getting Started with Gradebook

Additional, essential information describing the setup and design of your system appears in two companion volumes of documentation: *Campus Solutions Application Fundamentals* documentation and *Campus Community Fundamentals* documentation.

See Campus Solutions Application Fundamentals

See Campus Community Fundamentals

For information about deferred processing, see "Additional Information for Getting Started with Campus Solutions" (Campus Solutions Application Fundamentals)

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Chapter 2

Using the Self-Service Gradebook

Understanding Gradebook

This section discusses:

- Prerequisites.
- Common elements.
- Gradebook functions and users.

Prerequisites

Before instructors and students can use the self-service Gradebook, a power user must:

- Understand the way that the system calculates grades in the Gradebook.
- Create assignment categories on the Gradebook Category page.

  Assignment categories are high-level groups of assignments that an instructor might track (for example, homework, extra credit, quizzes, tests, midterms, finals, and so on). Instructors cannot set up assignment categories through the self-service application, although they can access the page through PeopleSoft Campus Portal or through regular database access if you grant them security. Traditionally, administrators, not instructors, set up assignment categories.

- Ensure that each instructor has appropriate grade roster access for the Gradebook classes.

  This table explains the three levels of access:

Grade Roster Access	***Add and Delete Class Assignments***	***Modify Class Assignments***	***Enter Grades***	***Update Grades to Grade Roster***	***Set Grade Roster To***
Grade	No	Yes	Yes	Yes	Ready for Review
Approve	Yes	Yes	Yes	Yes	Approved
Post	Yes	Yes	Yes	Yes	Approved

  See "Defining Class Meeting Patterns" (Student Records).

- Ensure that each instructor and student who needs to use Gradebook has the appropriate security access.

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See "Defining Session Time Periods" (Campus Solutions Application Fundamentals).

- Ensure that the instructors have activated the Gradebook information for their classes (by accessing the Class Assignments component and saving it) so that students who are enrolled in a class can access the Gradebook data.
- (Optional) Define your institution's Gradebook File Transfer Protocol (FTP) server and URL address so that if an instructor wants to export grades to a Microsoft Excel spreadsheet, the system has a temporary place for the file.
- (Optional) Set up class assignment defaults at the course catalog level on the Course Assignments - Assignments page, the Course Assignments - Category Weight page, and the Course Assignments - Grading Scale page.

  Course assignment defaults are especially advantageous for classes that are always taught with the same curriculum because you set up the assignments once at the catalog level, and the system supplies the values to the class level when an instructor first accesses the Gradebook for his or her class. You can also use this component to specify assignments, such as a final examination, that are required by the institution.

Common Elements Used for Gradebook

Field or Control	*Description*
Assessed	Select to specify that the assignment can be graded. Any assignment can be assessed, whether or not it is set to *Required.* If you clear this check box, no grade input field appears on the Class Gradebook page or the Grade by Assignment page.
Description	Enter the description for the assignment, assignment category, or location.
Grade	Select a grade for each mark. Grade values are entered in your system as translate values and assigned to grade bases on the Grading Scheme Table page.
Mark	Select the minimum percentage for the grade that is earned. The system uses this value to calculate the final grade (which the instructor can override). Students must have a percentage that is equal to or greater than a specific mark to receive the corresponding grade. One grade value should have a blank mark value (such as a Fail grade). No duplicate marks are allowed.
Maximum Points	Enter the maximum points for the assignment. This value is used in all weighted average calculations. The student's grade for an assignment is Grade/Maximum Points.

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Field or Control	*Description*
Required	Select to specify that this assignment is not optional but is required of all students unless it is overridden on a student-by-student basis. If you clear this check box, students are not penalized if they do not have a grade for this assignment. Instructors can use this check box to differentiate between required and optional, extra-credit assignments. **Note:** If a category has no required assignment, the category, including extra-credit assignments, is not calculated in the grade
Required by Institution	Select to specify that this assignment is an institutional requirement for the course. Assignments that have this check box selected appear by default on the class Assignments page and cannot be deleted by the instructor. The system limits instructor changes.
Short Description	Enter a short description of the assignment or assignment category.
Weight% (weight percentage)	Enter a weight percentage value for each assignment category. The total of all weight percentage values for a component must equal 100. This value determines how each assignment category contributes to the midterm and final (current) grades. If the total percentage is not 100, an error message appears.
Weight in Points	Enter the weight in points for the assignment. For example, if a quiz contributes its full points (on a one-to-one basis) toward the cumulative grade, enter the same value as the maximum points value. If the quiz counts double, double the maximum points value and enter the result as the weight in points value. The system populates this field with the value from the **Maximum Points** field.

Gradebook Functions and Users

Gradebook is a collaborative, self-service application for instructors and students.

Instructors can use this application to set up class assignments and due dates, enter grades for individual assignments, submit midterm grades for deficiency reporting, communicate with students, and submit final grades.

Students can use this application to check their current assignments, view their grades, review personal comments from their instructor, and view their midterm and final grades.

Users can take advantage of Gradebook in these ways:

- Staff members can create assignment categories.
- Staff members can define Gradebook URLs.

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- (Optional) Staff members can create course catalog assignment default values.
- Instructors can create class assignments.
- Instructors can enter, import, and update grades.
- Instructors can export grades to a local drive.
- Students can review class assignments and grades.

Reviewing Dates and Grade Calculations in GradeBook

Gradebook allows for complicated grade calculations, but it also accommodates simple, straightforward averages. The simplest way to calculate grades is to have only one category and have the maximum points for each assignment equal the assignment weight. The result is a simple average.

Alternatively, you can define multiple assignments that are organized in different assignment categories (for example, homework assignments in the Homework category, quizzes in the Quiz category, and so on). That way each assignment can have its own maximum points and weight (in points), and the assignment category itself can have a specific percentage of the overall grade. For example, the assignments that make up the homework category overall can make up 25 percent of the final grade, and the Quiz category overall can make up 50 percent of the overall grade.

This section discusses how the system calculates grades.

How the System Calculates Grades

The system calculates weighted grades for individual assignments like this:

(student's grade in points × assignment weight) ÷ maximum grade in points for the assignment

The system calculates cumulative assignment category grades like this:

total of assignment weighted grades / total weight of assignments that count for the category (not including extra credit)

The system excludes ungraded assignments from the calculation until the due date. The system also excludes an assignment from the calculation if either of the following is true:

- The assignment is designated as optional, and the assignment has not been graded.
- The assignment, graded or ungraded, is excluded for specific students on the Class Gradebook page.

Calculation Examples

A class grade is based on 30 percent homework, 30 percent tests, 30 percent class presentations, and 10 percent final examination.

Five homework assignments were given, each worth 10 points, and the weight of each is 10 points.

Three tests were given, each with a maximum of 100 points: The second test is weighted at 200 points, and the other two are weighted at 100 points.

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One presentation was required: The maximum grade is 20 points, and the weight is the same. The final examination is one test, for 200 points and weighted at 200 points.

David's grades are:

- Homework: 8, 7, 9, 9, 8.
- Tests: 85, 93, 90.
- Presentation: 19.
- Final examination: 167.
- His homework grade is calculated as:

  [(8 * 10 / 10) + (7 * 10 / 10) + (9 * 10 / 10) + (9 * 10 / 10) + (8 * 10 / 10)] / (10 + 10 + 10 + 10 + 10) = 41 / 50 = 82%.
- His test grade is calculated as:

  [(85 * 100 / 100) + (93 * 200 / 100) + (90 * 100 / 100)] / (100 + 200 + 100) = 361 / 400 = 90.25%.
- His presentation grade is calculated as:

  (19 * 20 / 20) / 20 = 95%.
- His final examination grade is calculated as:

  (167 * 200 / 200) / 200 = 83.5%.
- His total grade is calculated as:

  [(82 * 30 / 100) + (90.25 * 30 /100) + (95 * 30 / 100) + (83.5 * 10 / 100)] / 100 = (24.6 + 27.075 + 28.5 + 8.35) / 100 = 88.53%.
- If the system calculates the grade before the final is due, the final category is ignored:

  [(82 * 30 / 100) + (90.25 * 30 / 100) + (95 * 30 / 100)] / 90 =(24.6 + 27.075 + 28.5) / 90 = 89.08%.

Grades Over Time

The previously mentioned grades reflect the grade at or toward the end of the class. Consider Lisa's grades for another class, on different dates:

Maximum grades are:

- Homework assignment: 10 points.
- Quiz: 100 points.
- Class presentation: 20 points.
- Final grade: 100 points.

For this example, the assignment weights equal the maximum points.

This class grade is also based on 30 percent homework, 30 percent tests, 30 percent class presentations, and 10 percent final examination.

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Assignment	*Due Date*	*Grade*
Homework 1	February 11, 2001	10
Quiz 1	February 15, 2001	80
Homework 2	March 1, 2001	8
Class Presentation 1	March 5, 2001	20
Quiz 2	March 30, 2001	90
Class Presentation 2	April 10, 2001	0 (never submitted)
Quiz 3	April 15, 2001	85
Homework 3	April 30, 2001	7
Homework 4	May 1, 2001	9
Final	May 15, 2001	96

Assuming that all the assignments were graded on the due date:

On March 1, 2001, the assignments due include homework 1, homework 2, and quiz 1. The categories of *class presentations* and *final* do not count because no assignments for these categories are due:

- Homework grade: (10 /10 / 10 + 8 /10 / 10) / 20 = 90%.
- Quiz grade: (80 / 100 / 100) / 100 = 80%.
- Final grade: [90 / 30 / 100 + 80 / 30 / 100] / 60 = 85%.

On April 30, 2001, the assignments due include homework 1, 2, and 3; quizzes 1 and 2; and class presentations 1 and 2. Class presentation 2 was never submitted, so after the due date, the grade is 0. The final grade for this date includes homework, quizzes, and class presentations:

- Homework: (10 * 10 / 10 + 8 * 10 / 10 + 7 * 10 / 10) / 30 = 83.33%.
- Quizzes: (80 * 100 / 100 + 90 * 100 / 100 + 85 * 100 / 100) / 300 = 85%.
- Class presentations: (20 * 20 / 20 + 0 * 20 / 20) / 40 = 50%.
- Final: [83.33 * 30 / 100 + 85 * 30 / 100 + 50 * 30 / 100] / 90 = 72.78%.

The final grade on May 15, 2001 includes homework 4 and the final grade:

- Homework: (10 * 10 / 10 + 8 * 10 / 10 + 7 * 10 / 10 + 9 * 10 / 10) / 40 = 85%.

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- Quizzes: (80 * 100 / 100 + 90 * 100 / 100 + 85 * 100 / 100) / 300 = 85%.
- Class presentations: (20 * 20 / 20 + 0 * 20 / 20) / 40 = 50%.
- Final: (96 * 100 / 100) / 100 = 96%.

On May 15, 2001, the final grade will be:

[85 * 30/100 + 85 * 30/100 + 50 * 30/100 + 96 *10/100] / 100 = 75.6%.

An instructor can change an assignment due date for a specific student. The date that the system uses in the calculations is the student's assignment due date.

Note: When an instructor changes a due date for an assignment to a later date or adds an extended due date, the system assigns the later due date to the student record the next time the instructor accesses Gradebook.

The dates and grading for open entry and open exit classes work the same way, taking into account the student's own due dates.

Accessing Gradebook

This section provides an overview of how Gradebook users access the system.

Understanding How Gradebook Users Access the System

Gradebook has three primary users. This table lists these users and their possible modes of access:

User	*Component*	*Direct Menu Navigation*	*Gradebook Homepage*
Administrator	Gradebook Category	Yes	No
Administrator	URL Maintenance	Yes	No
Administrator	Course Assignments	Yes	No
Instructor	Access Gradebook	Yes	Yes
Instructor	Class Assignments	Yes	Yes
Student	View My Assignments	Yes	Yes

Administrators access the Gradebook Category page directly through the system's menu navigation to create high-level assignment categories that instructors can use to cluster their assignments (for example, homework, quizzes, tests, participation, and so on). This is setup data that you must create before instructors can use Gradebook.

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The Gradebook Category page is not designed for self-service. In addition, administrators can, as an option, access the Course Assignments - Assignments page, the Course Assignments - Category Weight page, and the Course Assignments - Grading Scale page to set up course assignments at the catalog level. The system populates these pages to the class level by default. Finally, an administrator must define an FTP server and URL address if you want to enable instructors to export grades to a Microsoft Excel spreadsheet on their local drives.

Instructors access Gradebook to create assignments and enter grades. They can do this through:

- Faculty Center navigation.
- Gradebook menu navigation.

Students access Gradebook to review their assignments, due dates, and current grades. They can do this by:

- Using Student Center navigation (Gradebook icon).
- Navigating to **Self Service** > **Enrollment** > **View My Assignments.**

Note: PeopleSoft Campus Solutions offers self-service applications that are licensed separately. If you have licensed the Gradebook application, you can use the self-service pages that are discussed here.

Defining Assignment Categories

Before instructors can set up their Gradebook data, a power user must define assignment categories. Assignment categories are high-level groupings of assignments that an instructor might track (for example, homework, extra credit, quizzes, tests, midterm, final, and so on). Traditionally, administrators, not instructors, set up assignment categories.

This section discusses how to define assignment categories.

Page Used to Define Assignment Categories

Page Name	*Definition Name*	*Navigation*	*Usage*
Gradebook Category	LAM_TYPE	**Curriculum Management** > **Gradebook** > **Gradebook Category**	Define assignment categories.

Defining Assignment Categories

Access the Gradebook Category page (**Curriculum Management** > **Gradebook** > **Gradebook Category**).

When you access the page, enter an alphanumeric assignment category (1 to 10 characters in length). Instructors cannot set up assignment categories through the self-service application, although they can

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access the page through PeopleSoft Campus Portal or through regular database access if you grant them authority.

Field or Control	*Description*
Effective Date	Enter an effective date for the assignment category. The assignment category must be active as of the course and class component effective date to which the assignment is attached.
Status	Select a status for the assignment category. Values are: *Active:* Select when adding a new assignment category. *Inactive:* Select only if your institution no longer uses the assignment category. In particular, do not inactivate assignment category values that are assigned to ungraded class components. Doing so orphans Gradebook data.

Defining Gradebook URLs

Instructors can export Gradebook data to their local drive. Gradebook provides an export utility. To use it, you must first define an FTP server and URL address for the extract file.

This section lists a prerequisite and discusses how to define an FTP server and URL address.

Related Links

Exporting Grades

Prerequisite

Set up the FTP server and confirm its full FTP address.

Page Used to Define Gradebook URLs

Page Name	*Definition Name*	*Navigation*	*Usage*
URL Maintenance	URL_TABLE	**PeopleTools** > **Utilities** > **Administration** > **URLS** > **URL Maintenance**	Define an FTP server and URL address.

Defining an FTP Server and URL Address

Access the URL Maintenance page (**PeopleTools** > **Utilities** > **Administration** > **URLS** > **URL Maintenance**).

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Field or Control	*Description*
URL Identifier (uniform resource locator identifier)	Define this value in Add mode. Enter *GRADEBOOK* in uppercase letters, American English, for all versions.
URL (uniform resource locator)	Enter the FTP location that your institution uses to store temporary file attachments. When the instructor clicks the **Export** button on the Class Gradebook page, the system exports the class grades to the server in csv format and prompts the instructor to save the file to his or her local directory (where the file can be launched in Microsoft Excel).
Comments	Make notations and comments; these do not appear elsewhere.

See *PeopleTools: System and Server Administration*

Defining Course Assignment Defaults

Use the Course Assignments component to set up course assignments at the catalog level that the system populates to the class level. The values appear as defaults in the Class Assignments component (where the instructor can edit them) when the instructor first accesses the Gradebook component for his or her classes. You can use this component to specify course assignments that are required by the institution.

This section lists a prerequisite and discusses how to:

- Define default assignments for each course.
- Define default weight values for each class assignment category.
- Define default marks and grades for course grading schemes.

Prerequisite

Create assignment categories on the Gradebook Category page.

Pages Used to Define Course Assignment Defaults

Page Name	*Definition Name*	*Navigation*	*Usage*
Course Assignments - Assignments	LAM_CRSE_COMP	**Curriculum Management** > **Gradebook** > **Define Course Assignments** > **Assignments**	Define assignments that the system populates the Class Assignments page with.
Course Assignments - Category Weight	LAM_CRSE_TYPE_PER	**Curriculum Management** > **Gradebook** > **Define Course Assignments** > **Category Weight**	Define default weight percentage values for each class assignment category in a component.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Course Assignments - Grading Scale	LAM_CRSE_COMP_SCL	**Curriculum Management** > **Gradebook** > **Define Course Assignments** > **Grading Scale**	Define default marks and grades for course grading schemes.

Defining Default Assignments

Access the Course Assignments - Assignments page (**Curriculum Management** > **Gradebook** > **Define Course Assignments** > **Assignments**).

Field or Control	*Description*
Effective Date	Enter an effective date for the course component default data. This date determines when the status that you select is valid.
Status	Select a status for the course component default data. Select *Active* when adding a new course assignment. Select *Inactive* only if your institution no longer wants the system to supply this data by default.
Course Component	Select the course component for this assignment.
Assignment Category	Select an assignment category for your first default course assignment. For example, select an assignment category of *HW* if you are going to create a homework assignment.
Include for Mid Term Grade	Select if you want the assignment to count toward the cumulative midterm grade.
Import Grades	Select to define this assignment as an import target. If instructors select this check box, they can import grades from another class component into this assignment (almost as a placeholder). For example, because only one component can be graded, you can import the final grade from the ungraded laboratory component gradebook into an assignment for the graded lecture component. Oracle recommends that you assign the target assignment to its own assignment category. Also, when you select the **Import Grades** check box, the system populates the **Maximum Points** and **Weight in Points** fields with *100* and makes the **Weight in Points** field unavailable for entry.

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Field or Control	*Description*
Number Days after Class Begins	Enter the number of days after the student begins the class during which he or she must start the assignment. For regular classes, the system uses this value to calculate the assignment start date, adding the number of days to the class start date. For open entry and open exit classes, the system uses this value to calculate the assignment begin date for each student based on the student's start date. This value is visible (as a start date) to students for non-open entry and non-open exit classes through an **Assignment** link in the student gradebook.
Duration	Enter the number of days (including the begin date) that the student has to complete the assignment. For regular classes, the system uses this value in conjunction with the class begin date. For open entry/open exit classes, the system uses this value in conjunction with the student's start date to generate a due date. The due date is calculated as assignment start date, plus duration. For open entry/open exit classes, this date is based on the student's individually calculated start date. This value is visible (as an end date) to students for non-open entry/ non-open exit classes through the **Assignment** link in the student gradebook.
Estimated Grading Duration	Enter the estimated grading duration to let students know when they can expect to see their grades for the assignment. The system uses this value in conjunction with the assignment start date to determine the date on which the student can expect to see his or her grade. This value is visible to students through the **Assignment** link in the student gradebook.
Notes	Enter any notes that the instructor might want to communicate to students about this assignment.

Defining Default Weight Values

Access the Course Assignments - Category Weight page (**Curriculum Management** > **Gradebook** > **Define Course Assignments** > **Category Weight**).

Field or Control	*Description*
Assignment Category	Enter an assignment category that corresponds to each assignment category that you enter on the Assignments page. If the instructor attempts to save the page in which an assignment exists, but the corresponding assignment category does not appear on this page, a warning message appears.

Defining Default Marks and Grades for Course Grading Schemes

Access the Course Assignments - Grading Scale page (**Curriculum Management** > **Gradebook** > **Define Course Assignments** > **Grading Scale**).

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You must enter data only for the graded component.

Field or Control	*Description*
Course Component	Select the course component that you want the system to use as the default for the grading scale and grading basis information.
Grading Scheme	Select the grading scheme that you want the system to use as the default for this component. You can create as many rows as you need to cover all grading scheme values for all components.
Grading Basis	Select the grading basis that you want the system to use as the default for this component and grading scheme. You can create as many rows as you need to cover all grading basis values for all components.

Creating Class Assignment Data

Instructors use the Class Assignment component to create, view, or edit their class assignments. They can create each assignment, including its assignment category, maximum points, and due date. Instructors can even define an extended due date for an assignment or specify whether a student sees the assignment grade when accessing the student's view of Gradebook. When accessing the Class Assignment component, the system prompts instructors with choices that help them identify the class that they want to edit.

To define class assignments:

1. Search and identify the class for which you want to create assignments.
2. Describe the class assignments and define the class assignments on the Assignments page.
3. Create weight values for each category on the Category Weight page.
4. Create grading scales for the class on the Grading Scale page.

This section lists prerequisites and discusses how to:

- Create, define and cluster assignments by category.
- Set weight values.
- Define marks and grades for grading schemes.

Prerequisites

Verify that the following prerequisites are met before you create class assignment data:

- To define class assignments, instructors must have grade roster access of *Approve* or *Post* for the class.

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Note: Instructors with *Grade* access can only enter grades and modify existing assignments.

- To select a class within a term, first create assignment categories on the Gradebook Category page.
- To set weight values, first define assignment categories.
- To define marks and grades for class grading schemes, first define grading schemes and grading bases.

Pages Used to Create Class Assignment Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Class Assignments	LAM_CLASS_ACTIVITY	• **Self Service** > **Faculty Center** > **Assignments** • **Self Service** > **Faculty Center** > **My Schedule** Click the icon next to a class on the My Schedule page.	Create, define, and cluster assignments by category.
Category Weight	LAM_CLASS_TYPE_PER	Click the **Category Weight** link on the Class Assignments page.	Set weight values for each class assignment category.
Grading Scale	LAM_CLASS_GRD_SCL	Click the **Grading Scale** link on the Class Assignments page.	Define marks and grades for each class's grading schemes.

Creating, Defining, and Clustering Assignments by Category

Access the Class Assignments page (click the **Go to Class Assignments** icon on the Gradebook - Select a Class page).

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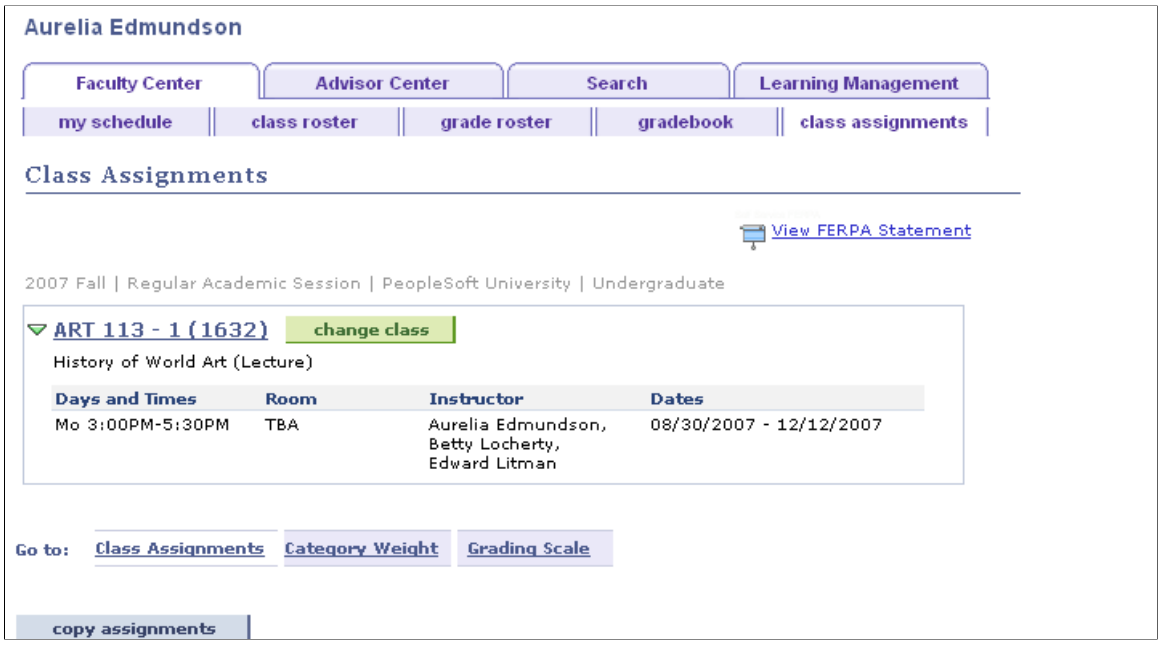
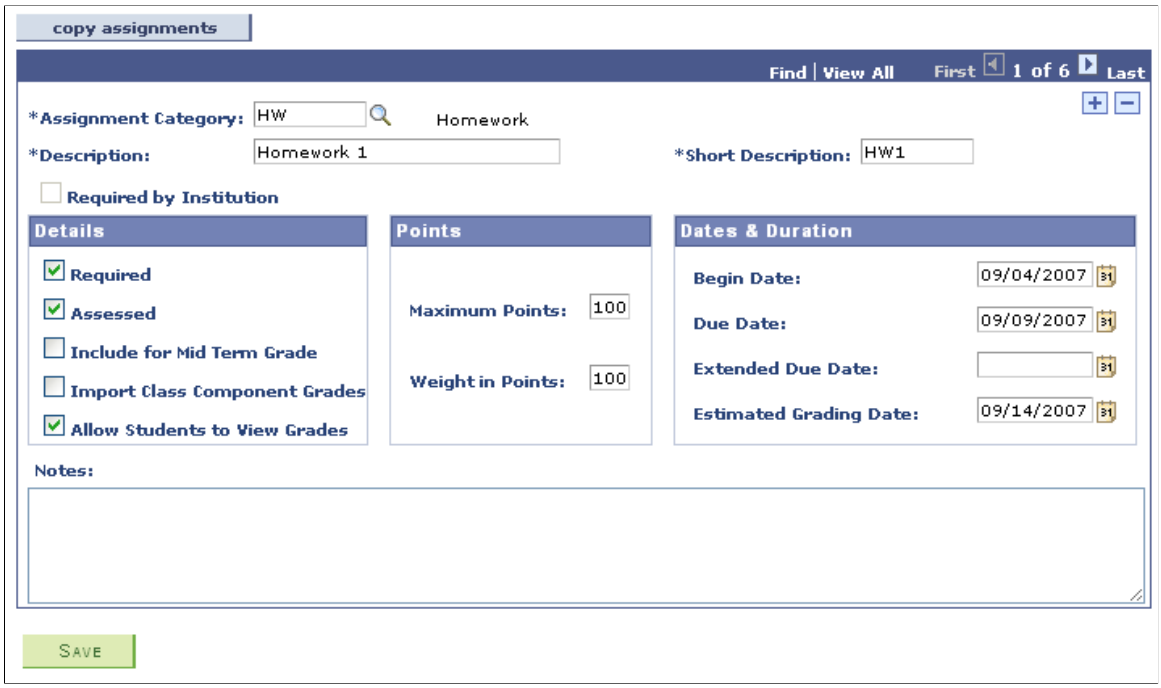
This example illustrates the fields and controls on the Assignments page (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Assignments page (2 of 2). You can find definitions for the fields and controls later on this page.



Note: You cannot delete an assignment that is required by the institution or that has been graded.

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Field or Control	*Description*
Copy Assignments	Click to copy the assignments from another class to the current class. You can copy assignments only from other classes that are taught by the instructor of the current class. The copied assignments add to, rather than replace, any existing assignments on the current class.
Assignment Category	Select an assignment category for the class assignment. For example, select the user-defined assignment category *HW* (homework) to create a homework assignment.
Include for Mid Term Grade	Select if you want the assignment to count toward the midterm grade, for midterm deficiency reporting purposes.
Import Class Component Grades	Select to define this assignment as an import target. If instructors select this option, they can import grades from another class component into this assignment (almost as a placeholder). For example, because only one component can be graded, you can import the final grade from the ungraded laboratory component gradebook into an assignment for the graded lecture component. Oracle recommends that you assign the target assignment to its own assignment category. Also, when you select the **Import Grades** check box, the system populates the **Maximum Points** and **Weight in Points** fields with *100* and makes the **Weight in Points** field unavailable for entry.
Allow Students to View Grades	Select if you want the system to display the student's grade for this assignment through the student gradebook view. Instructors may want to leave this check box cleared until they have entered grades for all students in a class. That way one student does not see an assignment grade before another student sees it. **Note:** If the instructor enters a grade, the system calculates it into the category average, midterm, or final grade, regardless of whether this check box is selected. If you do not select this check box, students see a course grade that is calculated differently than the grade that the instructor sees. The student's class grade does not include this hidden assignment, whereas the instructor's view includes all grades.
Begin Date	For non-open entry/non-open exit classes, enter the date that the assignment begins (such as when a thesis paper is assigned) or the date of the assignment (such as the date of an exam). This date is visible to students through the student gradebook.

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Field or Control	*Description*
Due Date	For non-open entry/non-open exit classes, enter the date when the assignment is due. This date is visible to students through the student gradebook. Grades are calculated into the cumulative grade as soon as they are entered. Ungraded assignments do not affect the cumulative grade until the system date is equal to or greater than the due date. This field is neither required nor available for entry for open entry/open exit classes.
Extended Due Date	For non-open entry/non-open exit classes, enter the extended due date for this assignment if and when the instructor decides to extend the due date for the class. This value is also visible to students through the student gradebook.
Estimated Grading Date	For non-open entry/non-open exit classes, enter the estimated grading date to let students know when they can expect to see their grades for the assignment. This value is visible to students through the student gradebook.
Number Days after Class Begins	For open entry/open exit classes, enter the number of days after the student begins the class during which they must start the assignment. The system uses this value in conjunction with the student's start date.
Duration	For open entry/open exit classes, enter the number of days (including the begin date) that the student has to complete the assignment. The system uses this value (in conjunction with the student's begin date) to dynamically generate a due date.
Notes	Enter any notes that the instructor might want to communicate to students about this assignment.

Setting Weight Values

Access the Category Weight page (click the **Go to Class Assignments** icon on the Gradebook - Select a Class page).

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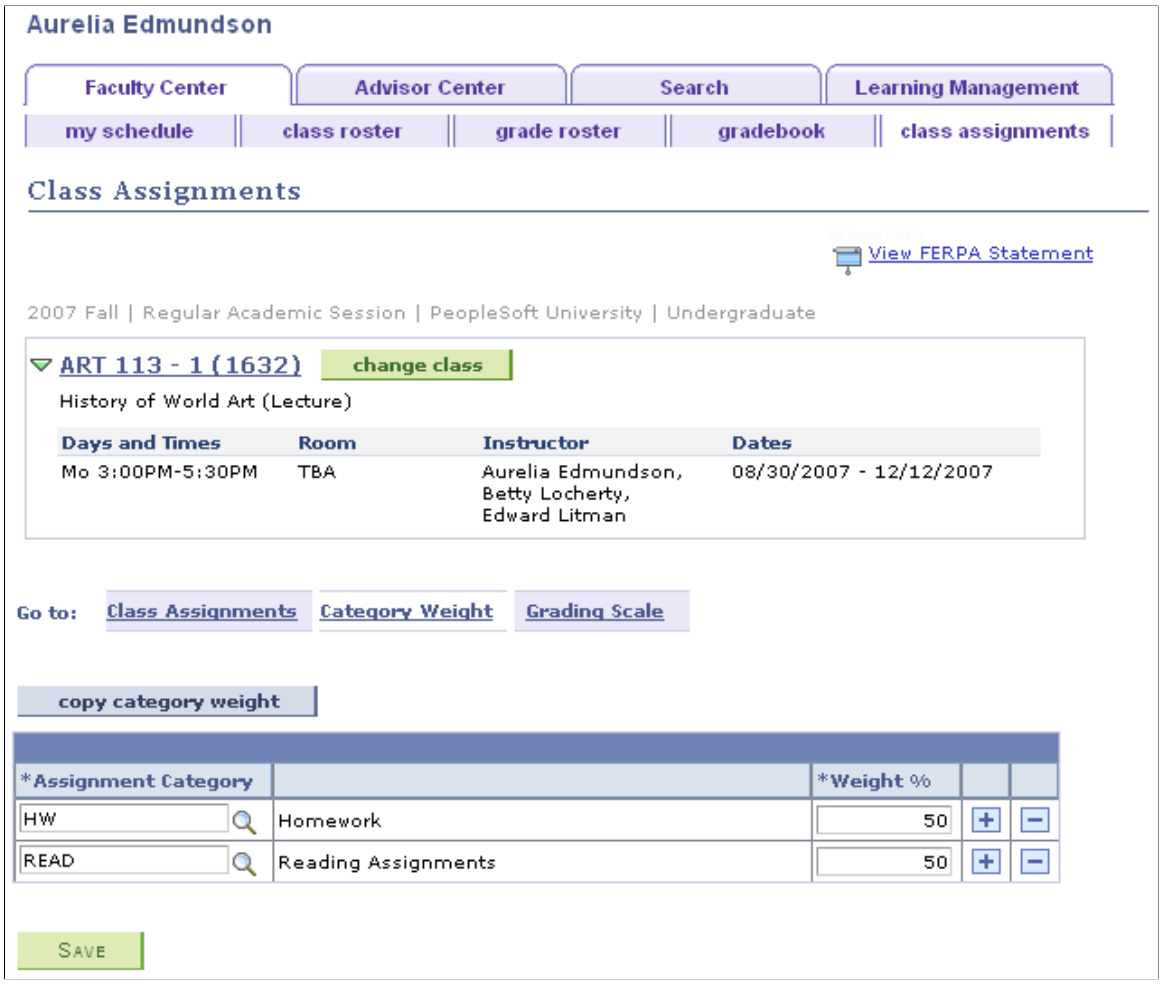
This example illustrates the fields and controls on the Category Weight page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Copy Category Weight	Click to copy the assignment categories and weight percentage values from another class that you are assigned to as an instructor. After you copy the category data, you can modify it. The system overwrites any existing category weight values with the copied category weight values.
Assignment Category	Enter an assignment category that corresponds to each of the assignment categories that you entered on the Assignments page. If the instructor attempts to save the page on which an assignment exists, but the corresponding assignment category does not appear on this page, a warning appears.

Defining Marks and Grades for Grading Schemes

Access the Grading Scale page (click the **Go to Class Assignments** icon on the Gradebook - Select a Class page).

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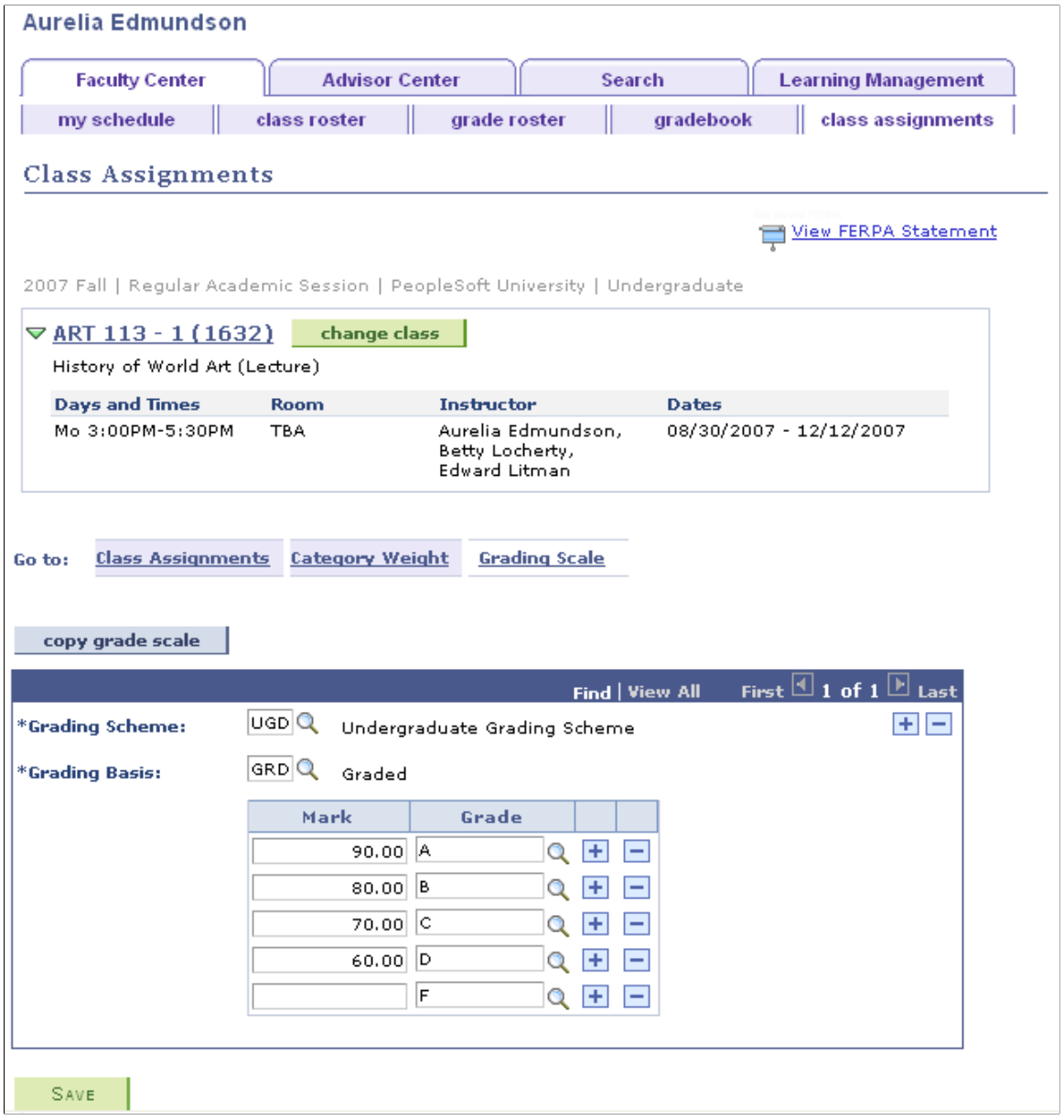
This example illustrates the fields and controls on the Grading Scale page. You can find definitions for the fields and controls later on this page.



Note: If no assignments, category weights, or grading scales exist, the system populates the fields for those items with the values on the Course Assignments - Grading Scale page. Also, the system creates grading scheme and grading scale records to match the grading scheme and grading scale on the Class Association page, in conjunction with any values at the course level. If the grading basis is optional, the system creates grading basis records to match the linked grading bases.

Field or Control	***Description***
Copy Grade Scale	Click to copy the grade scale information from another class to which the instructor is assigned. The system overwrites existing grade scale values with the copied grade scale values.

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Field or Control	*Description*
Grading Scheme	The system populates this field with the course's grading scheme (as assigned on the Course Assignments - Grading Scale page). If no values are on the Grading Scale page, the system populates this field with the default grading scheme for the career of the course. You can modify or add values. Do not delete the grading scheme values that are associated with students in your class, because this prevents the percentage grades from mapping to corresponding letter (or pass/no pass) grades. In cases in which your institution uses the grading basis remapping feature, you might need to enter grade scales that are linked to grading schemes that are not normally associated with this class.
Grading Basis	The system populates this field with the course's grading basis (as defined on the Course Assignments - Grading Scale page). You can modify or add values. If no values are on the Grading Scale page, the system populates this field with the grading basis on the Class Associations page. Do not delete the grading basis values that are associated with students in your class, because this would prevent the percentage grades from mapping to corresponding letter or pass/no pass grades. In cases in which your institution uses the grading basis remapping feature, you might need to enter grading bases that are not normally associated with this class.

Entering Grades

This section provides an overview of the grade entering process, lists prerequisites, and discusses how to:

- Enter points for assignments.
- Enter grades by assignment.
- Review cumulative grades and post grades.
- Enter Gradebook notes for students.
- Enter requirement designation grades.
- Import component grades.
- Select the class from which to import grades.
- View the results of the class search.
- View further details about a class search.

Understanding the Grade Entering Process

After an instructor creates assignments and reviews the student assignments, the instructor can enter grades for the student assignments. The instructor can exclude specific student assignments from

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calculation if he or she chooses. The instructor can also enter notes or comments about each student, override midterm and final grades, update the midterm grades to the roster for deficiency analysis and reporting, or send final grades to the grade roster for official posting.

To enter, import, and update grades:

1. Search and identify the class for which you want to enter grades.
2. Enter individual assignment grades (in numeric format) on the Class Gradebook page or the Grade by Assignment page.
3. Override midterm or final grades on the Cumulative Grades page (leave blank to use the system-generated values).
4. (Optional) Click the **Notes** link on the Cumulative Grades page to write private instructor comments for each student.
5. Enter requirement designation grades, if applicable, on the Requirement Designation page.
6. Import grades from other component assignments on the Import Component Grades page.
7. Click the **Update** button on the Cumulative Grades page to update midterm or final grades to the official grade roster.

Note: Grades are calculated into the cumulative grade as soon as they are entered. Ungraded assignments do not affect the cumulative grade until the system date is equal to or greater than the due date.

Prerequisites

Before the instructor can enter, import, update, or export grades:

- The instructor must be assigned to teach a class for the term, and he or she must have a grade roster access of *Grade, Approve,* or *Post.*
- Instructors must define class assignments.
- A system administrator must define the GRADEBOOK URL for your FTP server.

Pages Used to Enter, Import, Update, and View Grades

Page Name	*Definition Name*	*Navigation*	*Usage*
Class Gradebook	LAM_CLASS_GRADES	• **Self Service** > **Faculty Center** > **Gradebook** • **Self Service** > **Faculty Center** > **My Schedule** Click the icon next to a class on the My Schedule page.	Enter assignment points and exclude assignments from cumulative grades.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Assignment Note	SSR_ASSIGN_NOTE	Click the **Note** link on the Class Gradebook page.	Enter comments about an assignment. Students can view the comments by clicking the **Assignment Note** link on the View Assignments and Grades page.
Grade by Assignment	LAM_CLASS_GRD_DATE	Click the **Grade by Assignment** link on the Gradebook page.	Enter grades for each student by assignment. Exclude grades from calculation. Edit the due date and date submitted values on a student-by-student basis.
Cumulative Grades	LAM_CLAS_GRADE_TOT	Click the **Cumulative Grades** link on the Gradebook page.	View the cumulative grades for each assignment category. View or edit the generated midterm and current grades. Update midterm and final grades. Send grades to the roster for posting.
Gradebook Notes	LAM_GRADE_NOTE	Click the **Note** link on the Cumulative Grades page.	Enter notes about the student and communicate information that the student can view on the Instructor Comments page.
Requirement Designation	LAM_CLAS_GRD_REQ_D	Click the **Requirement Designation** link on the Gradebook page.	Enter requirement designation grades.
Import Component Grades	LAM_CLASS_COPY_GRD	Click the **Import Component Grades** link on the Gradebook page.	Import grades from an ungraded component into an assignment in the graded component. The Import Grades feature is particularly useful for multiple component classes that have only one graded component, but the instructor wants grades from all components to contribute to gradebook calculations for the final class grades.
Import Component Grades - class search	SSR_CLSRCH_ENTRY	Click the **Import Grades** button on the Import Component Grades page.	Select the class from which you want to import grades.

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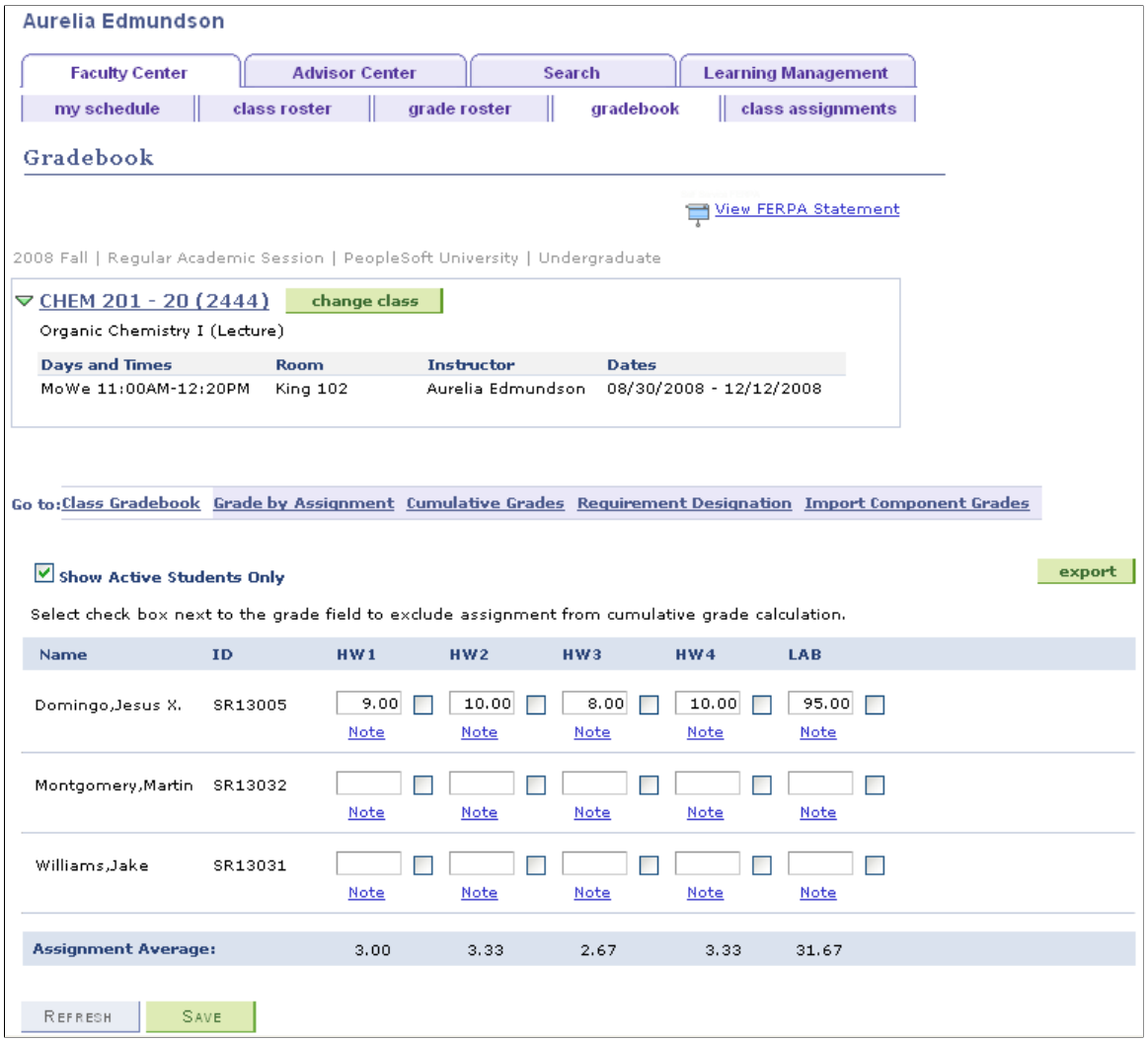
Page Name	*Definition Name*	*Navigation*	*Usage*
Import Component Grades - class search results	SSR_CLSRCH_RSLT	Click the **Search** button on the Import Component Grades - class search page.	View the results of your class search.
Import Component Grades - Class Details	SSR_CLSRCH_DTL	Click the **Section** link on the Import Component Grades - class search results page.	View further details about a class.

Entering Points for Assignments

Access the Class Gradebook page (click the **Class Gradebook** link on the Gradebook page).

This example illustrates the fields and controls on the Class Gradebook page. You can find definitions for the fields and controls later on this page.



Note: This page uses deferred processing. Click the **Refresh** button or the **Save** button to update assignment average values.

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Field or Control	*Description*
Show Active Students Only	Select to have the system exclude students who have withdrawn from the class.
(Grade)	A column of fields appears for each assignment that has the **Assessed** check box selected on the Assignments page. This is a grade field. Enter the points that each student earns for the assignment.
(Exclude Grade)	A column of check boxes appears for each assignment that has the **Assessed** check box selected on the Assignments page. Select this check box to exclude a particular assignment grade from all cumulative grades (including assignment averages) for a specific student. The grade field becomes unavailable for entry.
Note	Click this link to enter a note for a student for the corresponding assignment. Students can view assignment notes by clicking the **Assignment Note** link on the View Assignments and Grades page.
Assignment Average	The system calculates and displays a class assignment average for all graded assignments.
Export	Click to export your class grades to a temporary location, such as your C drive. You can export grades as many times as you want.
Next> and **<Previous**	Click to view the next or previous additional assignments. This button acts as a horizontal scroll bar.

Related Links

Exporting Grades

Entering Grades by Assignment

Access the Grade by Assignment page (click the **Grade by Assignment** link on the Gradebook page).

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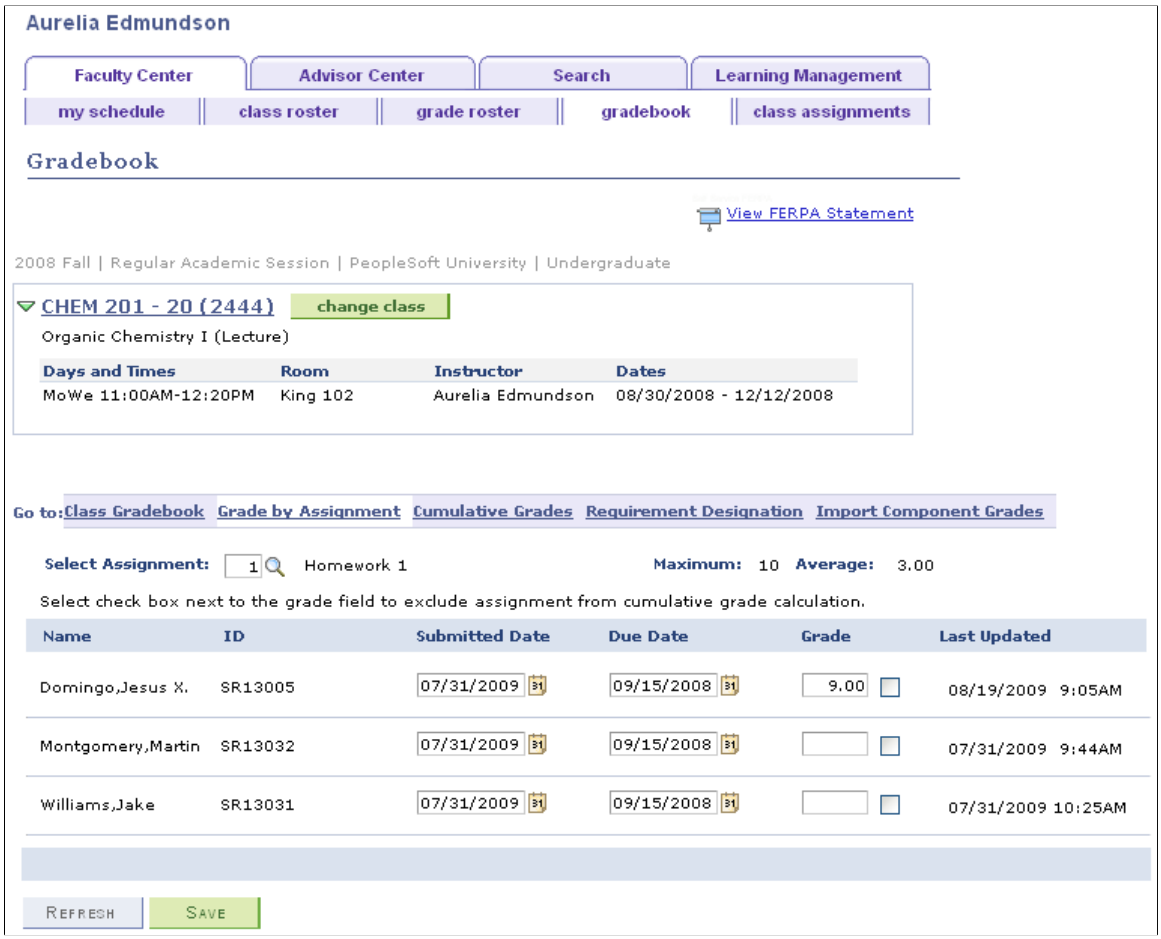
This example illustrates the fields and controls on the Grade by Assignment page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Select Assignment	Enter the assignment for which you want to record the assignment submission date or grade. This refreshes the page.
Submitted Dt (submitted date)	Enter the date on which the student submitted the assignment. The system populates this field with the date on which you enter a grade. You can change this value. The submitted date appears in the **Date Rec'd** (date received) field on the Student Assignment Dates page.
Due Date	Enter the due date of the assignment. The system populates this field with the due date that the instructor sets up on the Assignments page. If the instructor defines an extended due date on the Assignments page, the system displays that value. If the due date or extended due date is greater than the student due date, the system displays the latest of the three dates.
Grade	Enter the points that the student earns for the assignment.

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Field or Control	*Description*
(Exclude Grade)	A column of check boxes appears for each assignment that has the **Assessed** check box selected on the Assignments page. Select this check box to exclude a particular assignment grade from all cumulative grades (including assignment averages).
Last Updated	Displays the date and time when a user last modified any of the following fields copied from another assignment through an import: **Submit Date, Grade, Exclude Grade, Grade(s).**
Class Assignments	Click this link to access the Class Assignments - Assignments page, where you can view or edit the class assignment. This is helpful if you forget the point range or some other piece of information about an assignment. If you make changes on the Assignments page through this link, the system does not display them on the gradebook unless you leave and reenter the component.

Reviewing Cumulative Grades and Posting Grades

Access the Cumulative Grades page (click the **Cumulative Grades** link on the Gradebook page).

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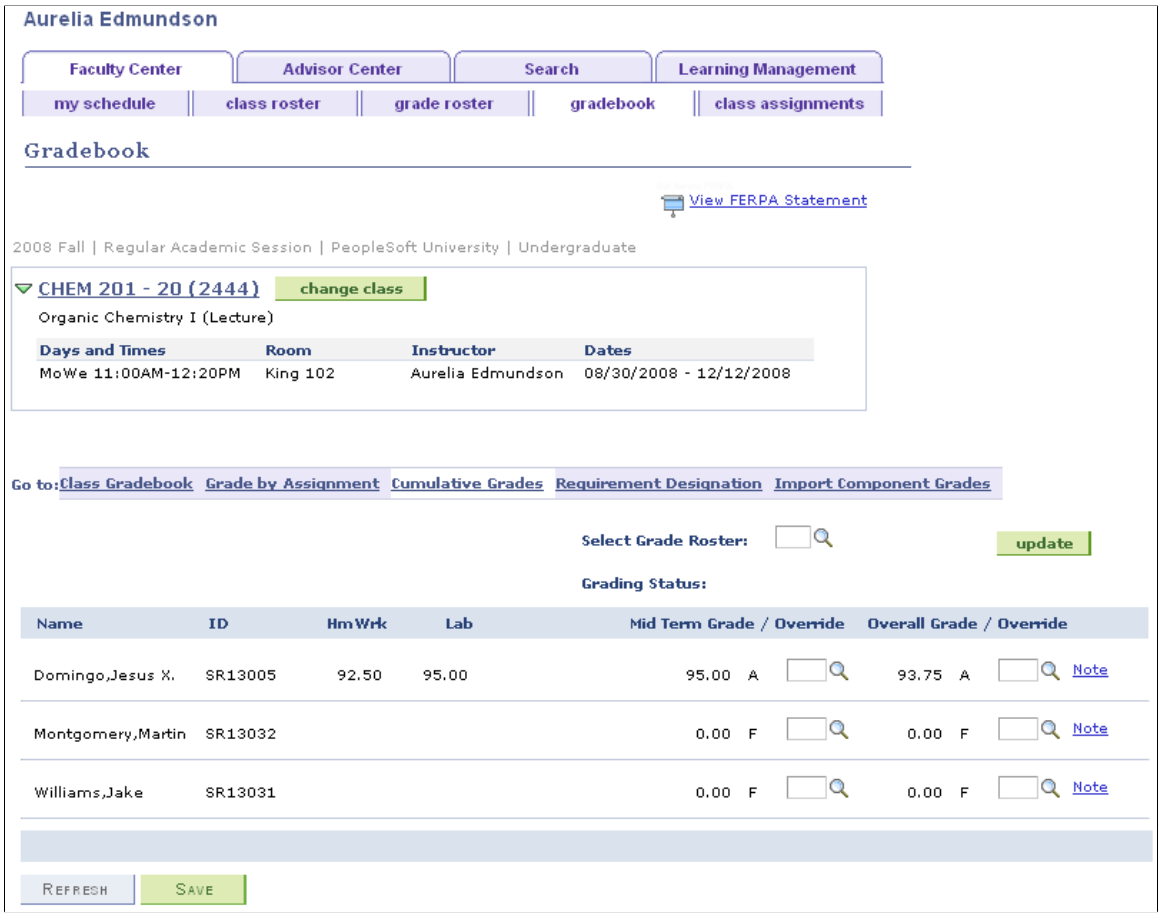
This example illustrates the fields and controls on the Cumulative Grades page. You can find definitions for the fields and controls later on this page.



Field or Control	*Description*
Select Grade Roster	If you are preparing to update midterm or current (final) grades, select the target grade roster.
Grading Status	After you select the grade roster, the grading status of the roster appears.

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Field or Control	*Description*
Update	Click to send the midterm or current (final) grades to the grade roster. When you click this button, it does not post student grades for the course. **Note:** If you click the **Update** button and a **Current Grade** value is missing for a student, the system presents you with a warning that grades have not been assigned for all students. You can cancel to go back and enter any missing grades, or you can proceed with the update. The update sets the grade roster to a status of *Partial Post.* Conversely, if you click the **Update** button and all current grades are complete, the system sets the grade roster approval status value according to the instructor's access (as defined on the Meetings page). If the instructor's access is *Graded,* the system sets the approval status to *Ready to Review.* If the instructor's access is *Approve* or *Post,* the system sets the approval status to *Approved.*
Next> and **<Previous**	Click to view the next or previous cumulative category grades. This button acts as a horizontal scroll bar.
Mid Term/Override	Enter a value in this field if you want to override the midterm grade that the system calculates. If you leave this field blank, the system-generated grade is sent to the grade roster when you click the **Update** button (with a target roster of Mid Term).
Current Grade/Override	Enter a value if you want to override the current grade that the system calculates. If you leave this field blank, the system-generated current grade is sent to the grade roster as the final grade when you click the **Update** button (with target roster of Final).
Note	Click to access the Gradebook Notes page, where you can enter notes for each student. Optionally, the student can be permitted to view notes through the student gradebook. Only the specific student for whom the note is written can see the note.

Entering Gradebook Notes for Students

Access the Gradebook Notes page (click the **Note** link on the Cumulative Grades page).

Field or Control	*Description*
Display Note to Student	Select for the student to view the note through the student gradebook. The system selects this check box by default. Clear this check box to hide the note from the student's view. For example, you might want to enter notes to yourself about the student.

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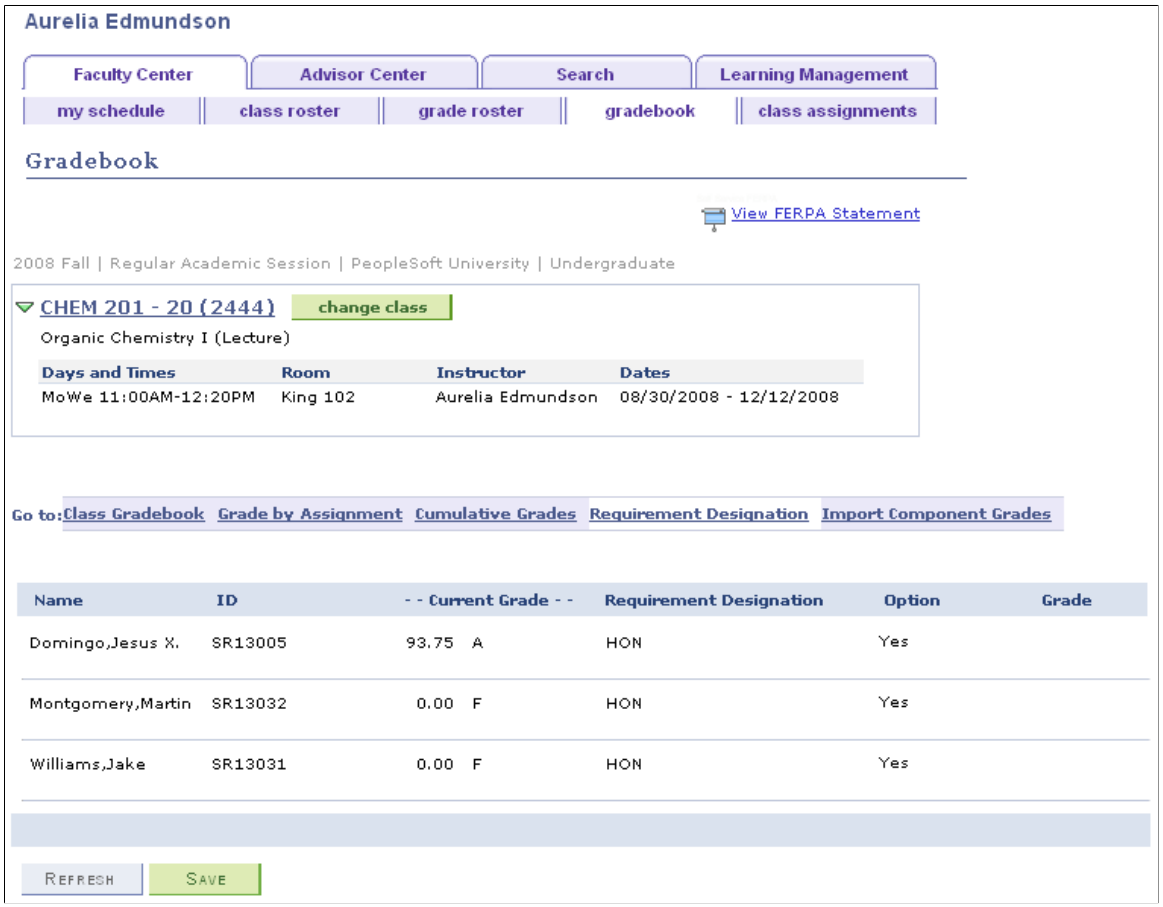
Entering Requirement Designation Grades

Access the Requirement Designation page (click the **Requirement Designation** link on the Gradebook page).

This example illustrates the fields and controls on the Requirement Designation page. You can find definitions for the fields and controls later on this page.



If the class does not have a requirement designation that requires a separate grade, the fields on this page are unavailable for entry.

Field or Control	***Description***
Current Grade	Displays the current grade for each student. At the end of the class, this is the student's final grade.
Designation	The system displays the code for the requirement designation that the student is attempting.
RD Option (requirement designation option)	Displays whether the student is attempting the requirement designation. The value that appears for students attempting the requirement designation is *Yes*. Otherwise, no information appears.

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Field or Control	*Description*
RD Grade (requirement designation grade)	If the requirement designation requires a separate grade, select a grade of *Satisfied* or *Not Satisfy.* If a separate grade is not required for this requirement designation, this field is unavailable for entry. If no separate grade is required, the system determines whether the requirement designation is satisfied or not satisfied based on whether the student earns credit for the class. If the student receives a final grade that earns credit, the requirement designation is satisfied. If the student does not earn credit for the class, the requirement designation is not satisfied.

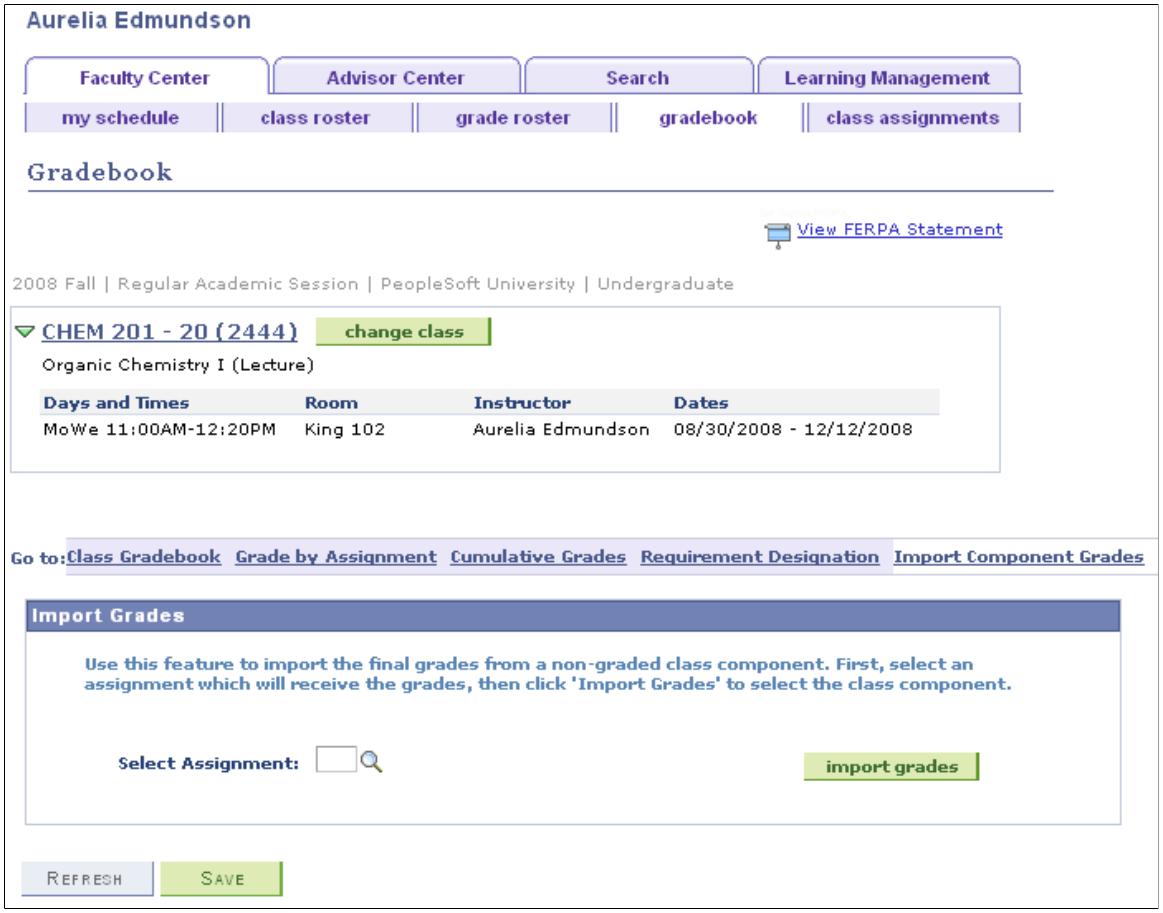
Related Links

"Defining Requirement Designations" (Student Records)

Importing Component Grades

Access the Import Component Grades page (click the **Import Component Grades** link on the Gradebook page).

This example illustrates the fields and controls on the Import Component Grades page. You can find definitions for the fields and controls later on this page.



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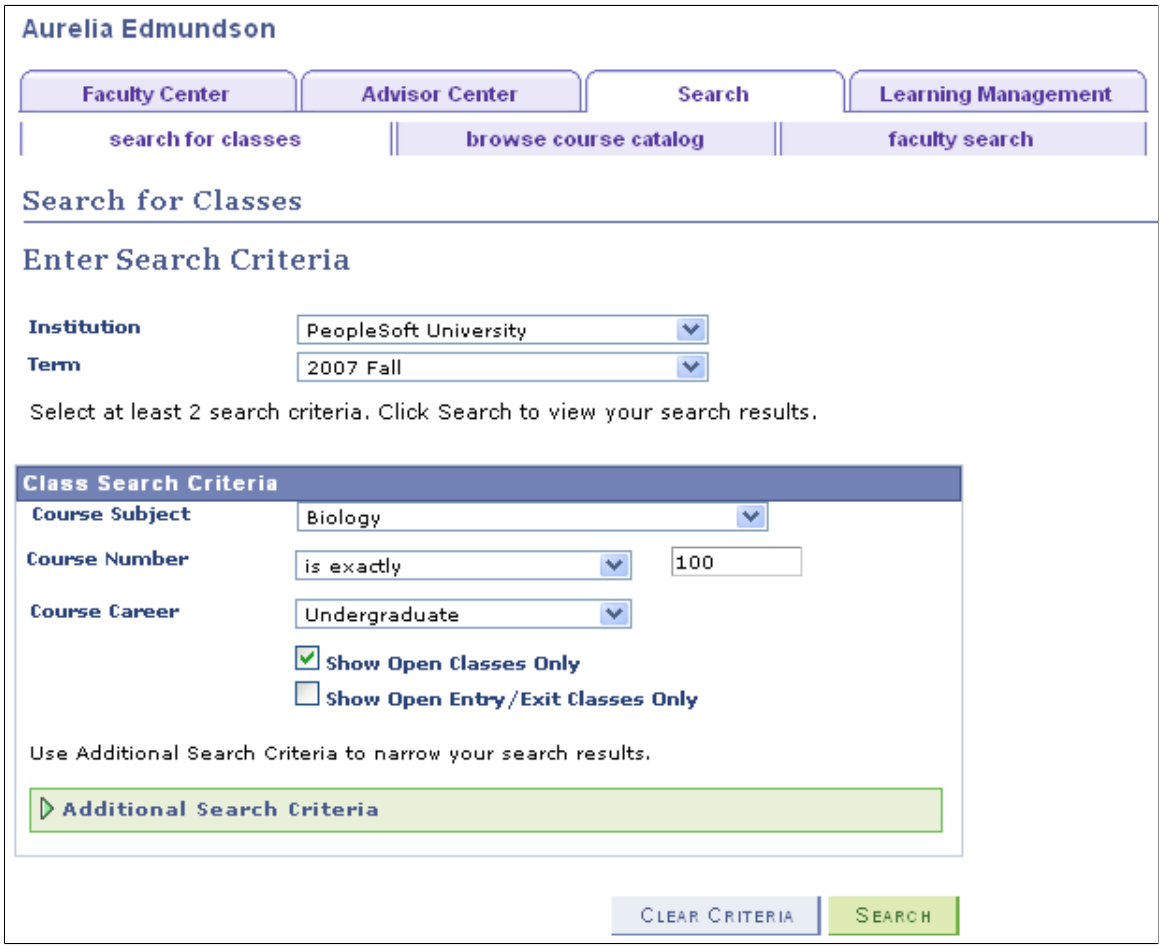
Field or Control	*Description*
Select Assignment	Select the assignment that receives the grade import. You must set up this assignment in advance of the import, and the assignment must have the **Import Class Component Grades** check box selected on the Assignments page.
Import Grades	Click to access the Import Component Grades - Basic Class Search page, where you can select the class component from which you want to import grades. Only classes from the current term for which you are one of the instructors are available. When you import the final grades, the system converts the grade percent into points (the maximum of which is 100) and displays the result in the target assignment on the Class Gradebook page and the Grade by Assignment page. You can edit the grades after you import them.

Selecting the Class from Which to Import Grades

Access the Import Component Grades - class search page (click the **Search** tab in the Faculty Center).

This example illustrates the fields and controls on the Import Component Grades - class search page.



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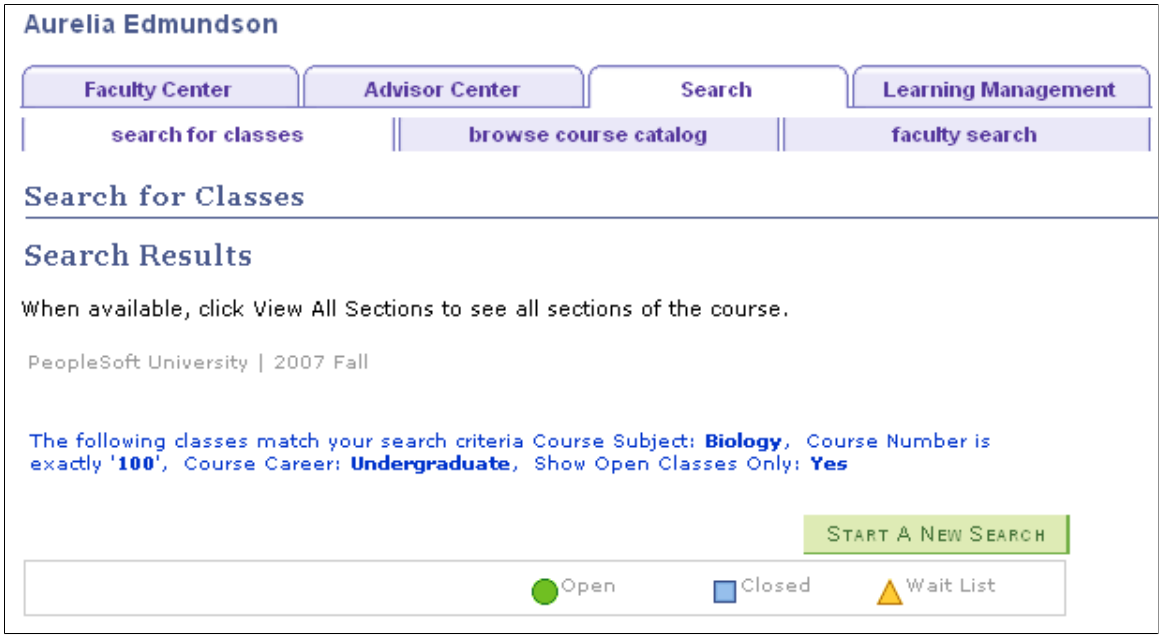
Note: The instructor of the graded component must also be entered as an instructor of the ungraded components to import grades from those class components (the instructor does not need to have grade roster access for the ungraded component). Also, assignment grades for another component must exist.

Use the fields on this page to specify your class search parameters.

Viewing the Results of the Class Search

Access the Import Component Grades - class search results page (click the **Search** button on the Import Component Grades - class search page).

This example illustrates the fields and controls on the Import Component Grades - class search results page (1 of 2). You can find definitions for the fields and controls later on this page.



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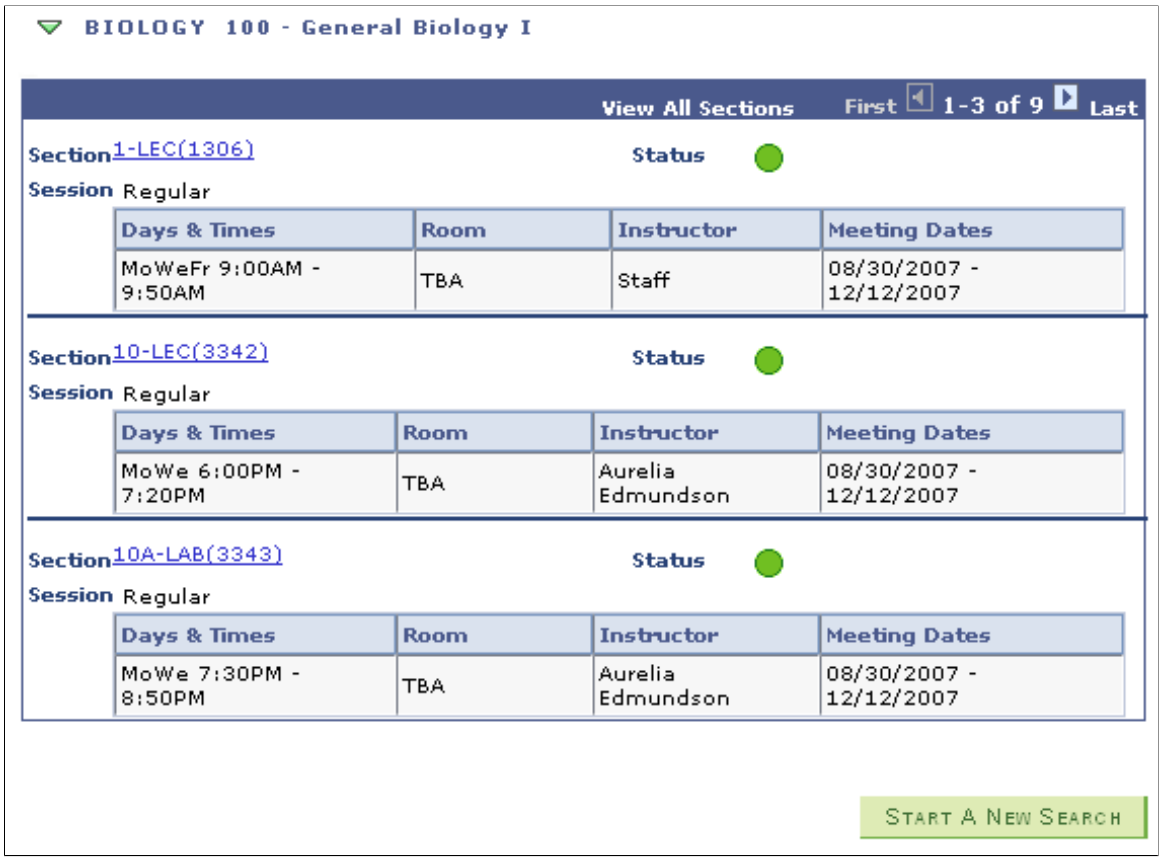
This example illustrates the fields and controls on the Import Component Grades - class search results page (2 of 2). You can find definitions for the fields and controls later on this page.



If the system returns more than one class, click the **Select Class** button to specify the class from which you want to import grades.

Field or Control	*Description*
Section	Click a **Section** link to access the Import Component Grades - Class Search Detail page, where you can view further detail about the class.

Viewing Further Details About a Class Search

Access the Import Component Grades - class detail page (click the hyperlinked section number on the Import Component Grades - class search results page).

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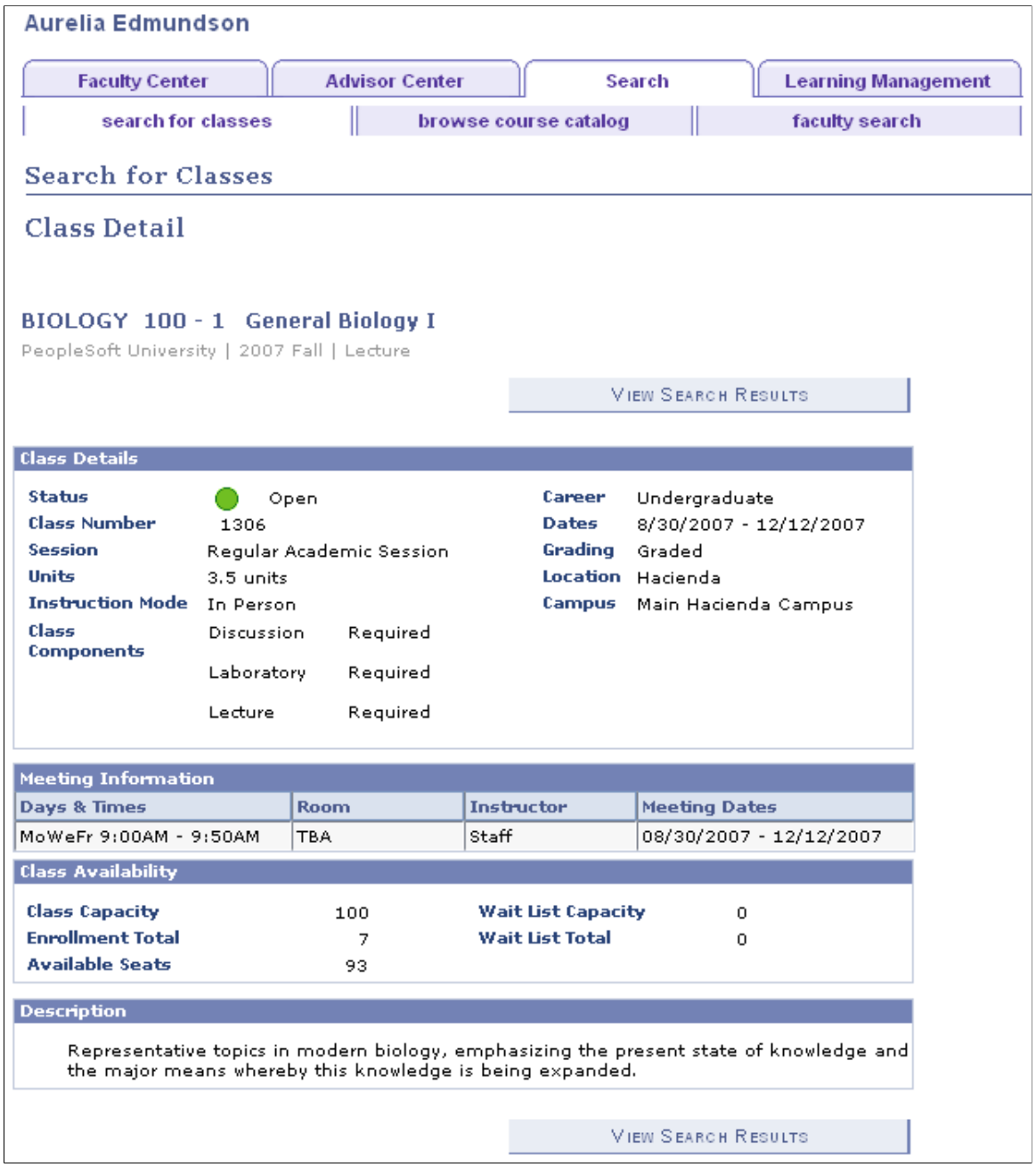
This example illustrates the fields and controls on the Import Component Grades - class detail page.



Click the **Select Class** button to select the class and enter the assignment grade for students who exist in both classes. You can repeat this process and import from different classes if you have one large lecture section with multiple laboratories or discussions.

Exporting Grades

Instructors can export class grades to a temporary location, such as their C drives. Instructors can export grades as many times as needed.

To export grades:

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1. Click the **Export** button on the Class Gradebook page.
2. Wait for the export process to finish.
3. If your browser prompts you with the option to open the file from its present location or to save it to your local computer's hard drive, choose the latter.
4. Specify the location on your directory where you want the system to place your class gradebook csv file, and detach the file.
5. Launch your spreadsheet program (for example, Microsoft Excel).
6. Navigate to the directory that you specified, locate your csv file, and launch it.
7. Use the csv file to view or manipulate data locally, or save the file as a Microsoft Excel file and use it for your manipulations.

Prerequisite

Before you can export grades, you must define an FTP URL address for your system on the URL Maintenance page.

Related Links

Defining Gradebook URLs
Entering Points for Assignments

Reviewing Class Assignments (Students)

If an instructor sets up a class for Gradebook, students in the class can access information about the class and their progress-to-date through the student gradebook, which is available through the Student Center. Students can also access this information by clicking the **View My Assignments** link in the Enrollment menu.

This section lists prerequisites and lists the pages where students can:

- View summary information about assignments and grades.
- View assignments in detail.
- View total points for each category.
- View the class grade scale.
- View instructor comments.
- View student assignment dates.

Prerequisites

Before a student can use the gradebook pages:

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- The student must be enrolled in a class that has gradebook data.
- The instructor must have activated gradebook information for the class.

  The instructor does this by accessing and saving the Class Assignments component.

Pages Used to Review Class Assignments

Page Name	*Definition Name*	*Navigation*	*Usage*
View Assignments and Grades	LAM_STDNT_GRADES	• **Self Service** > **Enrollment** > **View My Assignments** and select the term and class. • **Self Service** > **Student Center** and click the icon beside the relevant class.	Students can view summary information about class assignments and cumulative grades and link to other pages to view more detail.
Assignment Details	LAM_STDNT_CLAS_ACT	Click the link for an assignment in the **Assignment** column on the View Assignments and Grades page.	Students can view each assignment in detail.
Assignment Note	SSR_STDNT_ASGNNOTE	Click the **Assignment Note** link on the View Assignments and Grades page.	Students can view instructor comments about an assignment.
Assignment Categories	LAM_STDNT_CATEGORY	Click the **Assignment Category** link on the View Assignments and Grades page.	Students can view total points for each category.
Class Grade Scale	LAM_STDNT_GRAD_SCL	Click the **Grade Scale** link on the View Assignments and Grades page.	Students can view their class grade scale.
Instructor Comments	LAM_STDNT_GRD_NOTE	Click the **Instructor Comments** link on the View Assignments and Grades page.	Students can view notes from their instructor.
Student Assignment Dates	LAM_STDNT_DATES	Click the **Student Assignment Dates** link on the View Assignments and Grades page.	Students can view due dates and grades for each assignment.

Viewing Summary Information About Assignments and Grades

Access the View Assignments and Grades page (**Self Service** > **Enrollment** > **View My Assignments**).

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Students can click the **View My Assignment** link from the Enrollment menu or click the **Gradebook** icon beside the class in the Student Center to access the View Assignments and Grades page and view assignment details and summary information about their cumulative grades, and link to other pages for more detail.

Note: Class assignment data remains accessible to students even after the term ends.

Field or Control	*Description*
Current Mid Term Grade	Displays the student's current midterm grade, including the weighted points and letter grade to date. Only assignments for which the **Include for Mid Term Grade** check box is selected contribute to this percentage.
Current Overall Grade	Displays the student's current overall grade, including the points and letter grade to date for all assignments that have grades to date. All assignments (except those that are specifically excluded or not yet due) contribute to this percentage.
Begin Date	Displays the start date of the assignment. Typically, this is the date of the activity or the date that the instructor assigns the assignment.
Due Date	Displays the date that the assignment is due. The system includes all grades that were entered by this date in the cumulative grades. If the due date or extended due date is less than or equal to the system date, a missing grade counts as 0.
Assignment	Displays a description of the assignment, as entered by the instructor. Students can click an **Assignment** link to access the Assignment Details page, where they can review each assignment in detail.
Category	Displays the category of the assignment, as defined by the instructor.
Grade	Displays the points that the student earns for the assignment. **Note:** If an instructor has dropped a grade from the calculation, it appears in the Assignment Notes section.
Out of	Displays the maximum points that the assignment is worth.
Assignment Note	Click a link in this column to view instructor notes about a particular assignment.
Other Information	Displays specific information about an assignment.

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Field or Control	*Description*
Assignment Category, Grade Scale Instructor Comments, and **Student Assignment Dates**	Click any link to access the page where you can view information about the linked topic.
Select Another Class	Click to access the View Assignments and Grades page, where you can select a different class to view.
View My Class Schedule	Click this link to view the student's schedule for the term.

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