Setting up the Gradebook in Jenzabar eLearning

for the purpose of

Posting Grades Only
Using the Gradebook in Jenzabar

1. Log in to myTC

![myTC Portal](image1)

2. Click on your “Faculty” tab

![myTC Portal](image2)

3. Choose a class under the “Attendance – Jenzabar LMS” section

![Attendance - Jenzabar LMS](image3)
4. Click on “Gradebook”

5. I am using one of Sam Rivas’ classes as an example
6. I will cover grading using the Point system first. You get a choice of counting attendance for a grade or not. I am going to choose the “No” icon for purposes of this training. Click on the “Final grade weighting” icon under “Other screens”
7. When the screen comes up, make sure it says “The Point Method”. If it does not click on the “Change weighting method to the right and choose “The Point Method”

8. Click on the “Coursework” link and then the “Manage units & types” icon.
9. Click on the Edit/Delete Icon

10. I name the Unit the “course number and section. I use the beginning and end dates of the semester for the Date range. Click the “Save changes” button
11. Next, you want to work on types. You need to delete all but one of the types that show as defaults. Just click on the trash can and click OK when you are asked if you are sure you want to delete this type.

12. Continue this process until you have deleted all but one of the types. Now you will rename the type by clicking on the pencil icon and typing in the word “Assignment”. Click the “Edit Type” button.
13. Now we are ready to set up the “Letter grade ranges” for our class. Click on the “Gradebook” link and then the “letter grade ranges” link.

14. Choose “Add a grade”

15. Type in the letter grade by “New grade name” and then the number grade that the letter grade begins with. In this example, I am using 89.5, 79.5, 69.5, 59.5, and 0 as my start points for the grades A, B, C, D, and F. You will enter letter grades one at a time and then click save when finished.
16. Here is what the Letter Grade Configuration looks like when I have finished.

17. You are now ready to enter the names of your assignments. Click on the “Coursework” link.
18. Click on the “Add an Assignment link.

![Coursework page](image)

19. Choose “The Basic format” when you are asked what you would like to use to create your assignment. It does not matter what type of an assignment it is (test, essay, forum, etc.), you will still use this format.

![What would you like to use to create your assignment?](image)
20. Once you have chosen “The Basic format” a screen appears that will enable you to enter all pertinent information for that assignment. Steps two and three are optional, and since I am setting the gradebook up just to enter grades in, I have not used them.
21. After saving, your Coursework page will show up with the assignment listed. Keep adding assignments until you have entered all the ones you will use for the semester.

22. When you are ready to enter a grade for a class assignment, just click on “Coursework” and then on the title of the assignment.

23. A student roster will show up with three boxes beside each student’s name. You can enter grades one student at a time by clicking on these boxes. The full green check mark will enter a 100 for the student. The partially green check mark will bring up a box that allows you to enter any number grade. The red X will enter a zero for the student. This is fairly time consuming if you are entering grades for a large class.
24. A much quicker method for entering grades is to click on the “Edit all grades” link.
25. This will bring a page up that allows you to enter grades for the entire class without having to go through several steps per student. Just click "Save Grades" when finished.

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calhoun, Cameron Drew</td>
<td>6</td>
</tr>
<tr>
<td>Chitwood, Breanna M</td>
<td>8</td>
</tr>
<tr>
<td>Cunningham, Rebecca Lynn</td>
<td>8</td>
</tr>
<tr>
<td>Doty, Madison Elaine</td>
<td></td>
</tr>
<tr>
<td>Green III, Orlandus</td>
<td></td>
</tr>
<tr>
<td>Hancock, Ethan Cole</td>
<td></td>
</tr>
<tr>
<td>McDonald, Crystal Gayle</td>
<td></td>
</tr>
<tr>
<td>Meeks, Brian Franklin</td>
<td></td>
</tr>
<tr>
<td>Nichols, Summer Kathleen</td>
<td></td>
</tr>
<tr>
<td>Pierce, Andrew Mitchell</td>
<td></td>
</tr>
<tr>
<td>Porter, Damica</td>
<td></td>
</tr>
<tr>
<td>Rhyne, Lynsey Ann</td>
<td></td>
</tr>
<tr>
<td>Riddle, Krista Elaine</td>
<td></td>
</tr>
<tr>
<td>Seay, Carlie Renee</td>
<td></td>
</tr>
<tr>
<td>Sisemore, Sheena LKaye</td>
<td></td>
</tr>
</tbody>
</table>

How to Format Grades

- Points Earned (e.g., "5/8") -- for this assignment, the total point value is 10
- A letter grade (e.g., "B")
- A percent (e.g., "95%") -- be sure to include the "%" or the grade will be interpreted as points
- Full credit ("1") -- an equals sign is a shortcut that will award full credit (100%) automatically
Setting up the gradebook to use Categories worth different Percentages

1. I assume that you have already completed steps 1-3 on page 1.
2. Click on “Coursework”
3. Click on “Manage Units & Types”
4. This page lists the units and types. Types are categories that you use to organize your assignments under (i.e. Forums, Chapter Tests, Midterm Test, Final Exam, Labs, etc.). I usually rename the Unit name and leave the date range to “The whole term”. This can be done by clicking on the file folder under Edit/Delete.
5. I am going to change the Unit name to GOVT 2305.01 to designate the class as section 1 of Federal Government. I will leave the date range blank since the class lasts the whole term and then click “Save changes”. You can include the Course Description from the Catalog if you wish.

6. The “Types” or categories that you will list your assignments under are defaulted to the 8 that you see below.
7. You can delete these by clicking the trash can to the right. You can also rename the Type by clicking on the pencil. For this example, I am going to rename four of the types and delete the other four. I click on the pencil by the type and a box comes up that allows me to change the name.

8. Here is a screen shot of what my four “Types” are when I finished changing names and deleting ones I did not want.

9. Click the green arrow at the bottom to get back to the main screen. Click on “Add an Assignment”
10. The next screen asks you what type of assignment you would like to create. The explanation for each is listed also.

What would you like to use to create your assignment?

Specific activities

- **The Online Test format**
  For all types of online testing, from pop quizzes to final exams. You build (or import) the test, and students take it online right here.

- **The File Upload format**
  For collecting one or more files from students. Papers, lab notes, art projects -- any files that can be uploaded can be accepted here.

- **The Forum format**
  Completed via participation in a course forum or discussion board.

All other activities

- **The Basic format**
  For anything (and everything!) else. Whatever the actual activity is, this simple format will present the assignment details to your students and let you manually enter grades.

If you have already created the assignment for a different course, you can import an existing assignment instead of creating a new one.

Don’t want to make an assignment after all? You can just go back to the Main screen.

11. Because you are setting the Gradebook up to enter grades that have not been assessed in Jenzabar’s E-learn, we will only use the Basic format to enter titles of our assignments.

12. Click on the Basic format
13. Type in the Title of the assignment (I have used Unit 1 Forum in the example). Use the drop down arrow beside the Type Required box to choose what category the assignment will be placed in. The example is already on Unit Forums, so it does not need to be changed for my example. Use the drop down calendar and choose the date for the end of the semester (If you were actually using E-learn to put the assignment in, you can set specific due dates for when the assignment is due). Click the Now radio button. Type in the number of points in the Points box. You can also click the down arrow on “Show grade” to choose to show the grade to students only after the due date has passed. You can also choose to show the class average to all students if you wish. There is nothing you need to do in Step Two or Three since you are only using the Gradebook to show grades.
14. Once you click the “Save your new assignment” button, you will see the “Coursework” page again and you will see a list of your assignments at the bottom.

15. Repeat steps 9-14 for additional assignments.

16. Once you have entered all assignments, go to the “Gradebook” page.
17. You will notice a box in the upper right corner that says Items with Missing Grades.

18. Click on one of the categories and set the percentage you want the grades to count when determining the final average. In the example below you will see how I set the example up. Your weights must add up to 100% and then you can click on the “Save changes” button.

**Overall Grade Breakdown**

To make a change, just enter new weights in the weight boxes.

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>40 %</td>
</tr>
<tr>
<td>Research Paper</td>
<td>20 %</td>
</tr>
<tr>
<td>Unit Forums</td>
<td>20 %</td>
</tr>
<tr>
<td>Unit Tests</td>
<td>20 %</td>
</tr>
</tbody>
</table>

**Dropping Assignments**

- Drop each student’s 1 lowest scores out of all assignments

* You can drop scores on a type-by-type basis from the Type Detail Screen, accessed by clicking an assignment type name in the table above. Scores can also be dropped manually for individual students on the Student Grades page.
19. To enter grades, click on the “Coursework” link

20. Click on the assignment you want to enter grades for
21. A student roster appears with three boxes to the right of each student’s name. If the student made a 100, just click the green check mark. If they made a zero, click the red X. Click on the middle box with the partially colored green check mark to enter a grade between 0 and 100.

You can also click the Edit all grades to get a list of the students that allows you to enter all grades from one screen. Be sure to click the “Save Grades” button when finished.

22. Here is a sample of a green check mark, a red X, and a partial grade.
23. When you have finished entering grades, go back to the “Gradebook” page and click on the “View the full gradebook” link.

24. You should see your entire role with all grades that you have entered. Click on the + tab by the category titles to see all grades for each student. Click on the “Expand all types” to expand and see all grades in all categories. You can also “Export to Excel” by clicking that link.
25. Your final step will be to set up your “Letter Grade Configuration”. From your “Gradebook” page choose “Letter grade ranges”.

26. Choose “Add a grade”

27. Type in the letter grade and the grade the letter starts at in the boxes and click save

28. Repeat steps 21 and 22 until you have all your letter grades entered.