

ICON – Advanced Grades

Today's Session:

1. ICON Gradebook - Overview
2. Demonstrations and Hands-On Exercises
3. Individual Work Time

Getting Ready:

1. Login to <https://icon.uiowa.edu/>
2. Click on the Canvas Home tab.
3. If you have a notification banner at the top of your page, click to **Accept**. Go to your assigned training course.

Follow up:

If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

For future events and trainings, please refer to <https://teach.its.uiowa.edu/events/upcoming>.

There are many settings in ICON that affect the delivery of assessment information and feedback to students. How instructors use the gradebook and assignment tools will influence the communication of a students' competency and progress in their studies. There are three main areas that we will cover in this training, the **Settings**, the **Assignments**, and the **Grades**.

PART ONE – Course Settings

Grade schemes are how you tell ICON what type of symbol you want to display to your students. For example, the grade range 90-100 might display as A, Pass, R, etc. Enabling a grading scheme for a course will apply to the students' Total grade column. You will need to enable a grade scheme in order to upload your final grades to MAUI.



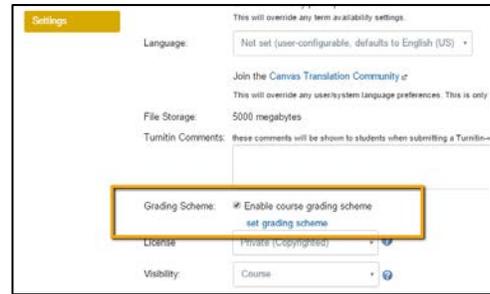
Select a Course Grade Scheme:

1. In your course, go to **Settings**.
2. Select the **Course Details** tab.

The screenshot shows the Canvas LMS interface. On the left, a sidebar menu is visible with 'Settings' highlighted in yellow. The 'Course Details' tab is selected in the top navigation bar. The main content area displays the 'Course Details' form with the following fields:

Name:	Advanced Grades Train
Course Code:	d_AGTraining_C
Time Zone:	Central Time (US & Canada)
SIS ID:	d_AGTraining_001
Subaccount:	Training 2016
Term:	Default Term
Starts:	
Ends:	

3. Scroll down to **Grading Scheme**.
4. Click **Enable Course Grading Scheme**
5. Click **Set grading scheme**.
The Letter grade +/- template is selected by default
6. Click **Select Another Scheme** to view/change your grading scheme
7. Click **Use This Grading Standard** and **Done**.
8. Scroll to the bottom of the page and **Update Course Details**



PART TWO – Assignments

Sorting your assignments into Assignment Groups, such as Quizzes or Homework assignments, helps keep your gradebook organized. It also allows you to drop the lowest or highest grade(s) in a group. If you are using the Weighted System, this organization also allows you to assign different weights to those groups (e.g., items in the “Quizzes” group count for 40% of the final grade; items in the “Homework” group count for 60% of the final grade). In the Student view of the Assignments page, the default view is by Date, and students have to click the "Type" button to see Assignments sorted by Assignment Group.

Assignment Groups and Assignments - What is the Difference?

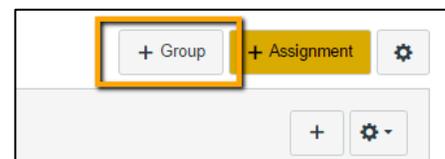
Assignment Groups are a means to organize graded items. Assignments make up the gradable columns in the gradebook.



Creating a new Assignment Group:

Your training course site has been prepared with assignment groups. Below are instructions on how to create an Assignment Group for practice purposes.

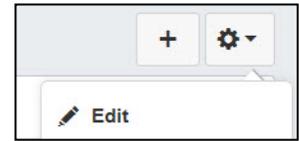
1. On the **Assignments** page, select the **+Group** button.
2. Type **Quizzes** in the **Group Name** box.
3. Click **Save**.



Editing an Assignment Group:

4. On the **Assignments** page, select the **Settings** gear icon for the default assignment group named “**Assignments**”.

5. Click **Edit**.
6. Type **Homework** in the **Group Name** box.
7. Click **Save**.



Creating a new Assignment:

Your training course site has been prepared with assignments. Assignments can be moved from one group to another by dragging the item, or by using the item's settings gear icon. Below are instructions on how to create an online dropbox type assignment for practice purposes.

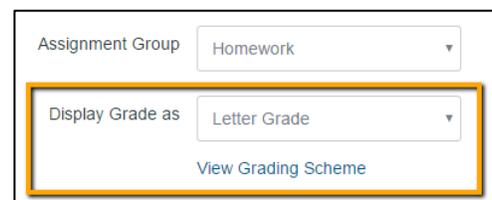
1. On the **Assignments** page, Click  at the top of the page to create a new assignment.
2. Type **Assignment 1** in the **Assignment Name** box.
3. Type **10** in the **Points** box. (This is the number of points possible for this assignment.)
4. Select the **assignment group** named **Homework**.
5. Choose **Display Grade as Points**. (This is the default.)
6. For **Submission Type**, select **Online**. (Selecting "online" creates an assignment drop box.)
7. Select the **File Upload** check-box.
8. Click **Save and Publish**. (Use the links at the top of the ICON window or sidebar link to return to Assignments page.)

Grading schemes can also be applied specifically to individual assignments. Each assignment includes a field that allows you to choose how the grade is displayed in the Gradebook and in the student Grades page.



Edit an Assignment Grade Scheme:

1. In your course, go to **Assignments**.
2. Select **HW 1**.
3. Click **Edit**.
4. Click the **Display Grade as** dropdown menu.
5. Select "**Letter Grade**."
6. Click the **View Grading Scheme** link.
7. Click the **Edit Grading Scheme** pencil icon.



8. Enter a name into the “Scheme Name” field.
9. Click “insert here” to add a row to the Grading Scheme.
10. Click the **delete** icon to remove a row from the Grading Scheme.
11. Click into the percentage field to change requirements.
12. Click **Save**.
13. Click **Done**.
14. Be sure to **Save** changes to the assignment.

Name	Range	
A	100% to 93%	✖
A-	< 93% to 90%	✖

Group Assignment Grading

You can create a group assignment by using the Group Assignment checkbox. Canvas uses group sets to assign group assignments, which means each group will have one submission for all users of that group. Each group within the group set that is assigned to the assignment is required to complete the assignment. You will need to assign a group set as part of the assignment. You can add an existing group set, or you can create a new group set as part of the assignment and add students to groups later.

Group Assignment

This is a Group Assignment

Assign Grades to Each Student Individually

Group Set

[New Group Category]

Note: In group assignments, one submission will count for the entire group. You can choose to assign grades to students individually by selecting the Assign grades to each student individually checkbox.

If this box is left unchecked, all the students in the group will receive the same grade.

In group assignments where grades are given for entire groups, the **Send Comment to the Whole Group** checkbox is defaulted to on, meaning any comments made will be sent to all members of the group.

If the group assignment was set up to assign grades to each student **individually**, the submission will still apply for each group member's assignment, but the drop-down menu displays the name of each individual student. When grading the submission, the entered grade will only apply for the student

0/2 Graded | 1/2 Group | Group Project 1

Assessment: Group Project 1

Grade: [] out of 10

Assignment Comments: Add a Comment

Send Comment to the Whole Group

Submit

whose submission you are viewing. By default, comments are sent to the individual student. However comments can be made for the whole group by selecting the **Send Comments to the Whole Group** checkbox.



Weighting an Assignment Group:

You can weigh final grades based on assignment groups. Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group. Each assignment group calculation is added together to create the final grade.

1. On the **Assignments** page, select the **Settings** gear.
2. Click the check-box to **Weight final grade based on assignment groups**.
3. Add percentage amounts (weights) to each assignment group box. Assignment group weights can include decimals.
4. Click **Save**.

Assignment Group	Weight (%)
Homework	0
Quizzes	0
Total	0%

Note: The group percentages do not have to total 100%. See our section on options for extra credit, or for further information, please see <https://community.canvaslms.com/docs/DOC-2625>.



Drop lowest or highest score(s):

1. Go to **Assignments**.
2. Go to the **Homework** assignment group, and click on the **Settings** gear.
3. Click **Edit**.
4. Under **Number of scores to ignore for each student**, type “1” in the **Lowest Scores** box.
5. Click **Save**.

Assignment Group	Weight (%)
Homework	% of total grade

Number of scores to ignore for each student

Score Type	Value
Lowest Scores	0
Highest Scores	0

Never Drop: [Add an assignment](#)

Note: When using “drop lowest score” in an assignment group where assignments have different point values, the score that will have the most negative impact will be dropped. In the

Gradebook a dropped score will be shaded gray. See this document for further information on the icons and colors of the Gradebook: <https://community.canvaslms.com/docs/DOC-2780>.



Never Drop:

You may want to specify one or more assignments as exempt from the “drop lowest score” rule that you just created.

1. Go back to the **Homework** assignment group, and click on the **Settings** gear.
2. Click **Edit**.
3. Go to **Never Drop**. Click **Add an Assignment**.
4. Select **Assignment 3** from the drop-down list. **Save**.

Gradebook Calculation

Canvas calculates its grades *based on points*. Regardless of how you choose to display them to students (percentage/points/completion), grades are determined via the following method(s):

Standard Grading Approach:

$(\text{Points Earned} / \text{Total Points Possible}) = \text{Total Score (as percentage)}$

Weighted Grading Approach: Where

- E_n = Points earned in assignment group n,
- P_n = Total points possible in assignment group n,
- W_n = Weighting for assignment group n, as decimal (e.g. $w_n = 25\% = .25$)

$((E_1 / P_1) * 100)W_1 + ((E_2 / P_2) * 100)W_2 + \dots + ((E_n / P_n) * 100)W_n = \text{Total Percentage}$

Grade Calculation settings are accessed in the Assignments tool. Using the standard grading approach is the simplest method. The final score calculation is changed if there are no graded items in an assignment group and the Treat Ungraded as 0 option is not selected. In this case, all assignment groups with graded items will be divided by their combined weight, and the assignment groups without graded items are removed from the equation.

If you have a formula calculation for your gradebook, consider exporting your gradebook and performing this calculation in a program such as Excel. Then you can import a column to your gradebook that reflects this score.

PART THREE – Grades

You can enter grades manually or upload them from a program like Excel. If you are using ICON's Quiz tool, you can have ICON automatically enter the grades as students complete their submissions.

Only assignments, graded discussions, graded quizzes, and graded surveys that have been published appear in the Gradebook.

The Grades spreadsheet shows all active students. If your course includes more than one section, you can filter your Gradebook by section. You can also search for a student by name or HawkID.

By default, the course navigation menu is collapsed in the Grades area. Use the "Hamburger" icon in the top left corner of the window to open and close the menu.

Gradebook Training Template > Grades

Home Individual View Showing All Sections

Announcements

Assignments Filter by student name or secondary ID Import Export

Discussions

Student Name	Secondary ID	HW 1 Out of 10	HW 2 Out of 10	Group Project Out of 10	Homework	Quizzes	Total
John Bowman Canvas Training Summei	t_Jbowman	-	-	-	-	-	-
Walter Jessup Canvas Training Summei	t_Wjessup	-	-	-	-	-	-
Thomas Macbride Canvas Training Summei	t_TMacbride	-	-	-	-	-	-

Grades

People

Pages

Files



Entering grades manually

1. Go to **Grades**.
2. Click inside the blank **HW 2** cell for the first student listed to type in a **numeric grade**.

Student Name	Secondary ID	HW 1 Out of 10	HW 2 Out of 10
John Bowman Canvas Training Summei	t_Jbowman	-	/10
Walter Jessup Canvas Training Summei	t_Wjessup	-	-

Note: If the assignment is set to be displayed as **points** type in the total number of points received. If the assignment is set to be displayed as **percentage**, type in the total number of points received and it will be displayed as the correct percentage.

Numeric values can be positive, negative, integer or decimal values. If you enter 100 instead of 10 a message will appear at the top of the gradebook window



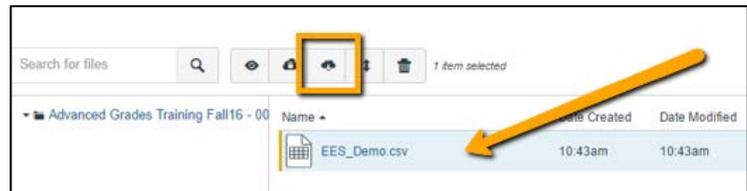
Note: To enter a comment for an individual student, click the speech bubble in the top corner triangle of the grade cell , and select **Post Comment**.



Entering Exam Scoring file grades

The Exam Scoring .csv file contains five columns: Student name, SIS ID, SIS Login, Section, and Graded item. Nothing needs to be altered from files received from Exam Scoring.

1. Go to **Files**.
2. Locate the EES_Demo.csv.
3. **Select the file** and click the **Download** button. Save the file.
4. Go to **Grades**.
5. Click the **Import** button.
6. Click the **Choose File** or Browse button (depending on your browser).
7. Locate the EES_Demo .csv file then click the **Open** button.
8. Click the **Upload Data** button.
9. If this is a new column for your gradebook, Canvas will ask you what you want to do with the new column. In the drop-down menu, choose the **A new assignment** option. Then confirm the number of points possible. Click the **Continue** button.
10. Review the changes proposed for your Gradebook.
11. Click the **Save Changes** button.
12. A message will open informing you that the file is being uploaded. Click **OK**.
13. Review the changes made to your Gradebook.





Uploading Scores to the Gradebook

You may wish to import scores from another program or do additional gradebook calculations in Excel. You can use a .csv file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a .csv file to create new assignments in the Gradebook. New assignments will automatically be published in your course. Csv file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status or comments. See <https://community.canvaslms.com/docs/DOC-2850> for further information on uploading .csv files to the Gradebook.

1. In **Grades**, select **Export > current**.
 2. Save the .csv file.
 3. Make any needed changes. If you upload assignments with no grade changes, they will be hidden from the upload. Uploading a gradebook with newly-added columns will fail if these columns are added after the Totals columns in the CSV file. Add your new columns before the Totals columns to prevent the problem.
 4. In **Grades**, select **Import**. Choose your file.
 5. **Upload Data**.
-

Other Gradebook Features



Excusing an Assignment:

You can excuse an assignment for a student. This removes the assignment and its associated points from total points possible for that student's overall grade.

1. In **Grades**, click into the cell for the student's assignment that you wish to excuse.
2. Type "**EX**" in the cell.

HW 2 Out of 10
-
EX/10
-

The cell will display greyed out to indicate that you have excused the assignment.



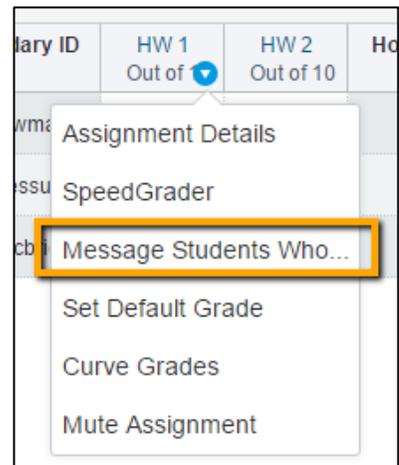
Message Students Who

You can send messages to your students from within the Gradebook. Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.

1. Go to **Grades**.
2. Hover over **an assignment** with your mouse. Click the **down-arrow** that appears.
3. Select **Message Students Who**.
4. Select **Scored less than**.
5. Type a number in the box.

Notice that your list of students may change if you make changes to the **Scored less than number.

6. Change the subject field.
7. Enter a message for these students. The Send Message button will not activate until text has been entered in this field.
8. Click **Send Message**.



Set Default Grade

You can quickly assign a grade to all students or all ungraded students using this tool. By default the default grade will be added to any student who does not already have a score for the assignment.

1. In **Grades**, hover over **an assignment column header** with your mouse. Click the down-arrow that appears.
2. Select **Set Default Grade**.
3. Type the number **0** in the box.

Note: If you select “Overwrite already-entered grades” **all** students in the gradebook will receive this score.

4. Click **Set Default Grade**.
5. The confirmation message will tell you how many student scores were updated.

Default grade for HW 1

Give all students the same grade for **HW 1** by entering and submitting a grade value below:

out of 10

Overwrite already-entered grades

Set Default Grade



Curving Grades

It is strongly cautioned against using this gradebook feature.

Grade curving **cannot be undone**. Curving grades is advisable if only a certain number of students can pass, or when you require a fixed distribution of grades distributed throughout the class.

To curve grades, Canvas asks for an average curve score and then adjusts the scores as a bell curve 66% around the average score. For instance, if the average score is the equivalent of a C, Canvas would distribute mostly C- and C+ scores, distributing outward down the curve to Bs and Ds, and then ultimately As and Fs. Student grades will be impacted differently based on where they are in the distribution of scores. Perfect scores will not be affected by curving grades.

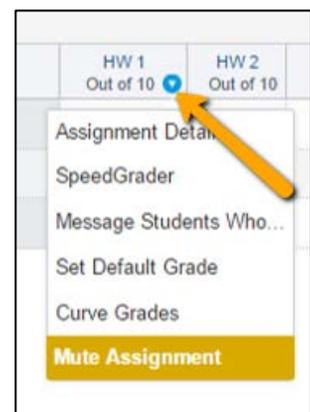
For further information see : <https://community.canvaslms.com/docs/DOC-2809>.



Muting Assignments

In Canvas, all grade columns (Assignments) are viewable to students and notices may be received by students when grades are available. You can use the Mute feature to turn off visibility temporarily until all student submissions have been graded. Students will be able to see that this assignment is muted, but will not be able to see their grade.

1. In **Grades**, hover over an assignment with your mouse. Click the **down-arrow** that appears.
2. Select **Mute Assignment**.
3. Click **Mute Assignment** again.
4. To un-mute the assignment, so that students can view their grades, click the down-arrow again and select **Unmute Assignment**.

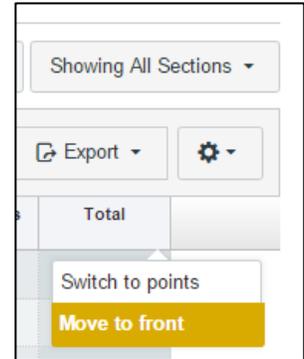




Moving the Total column to the front of the Gradebook:

You can move the Total column from its default location at the end of your grades spreadsheet to the front. This is useful in gradebooks with many assignments.

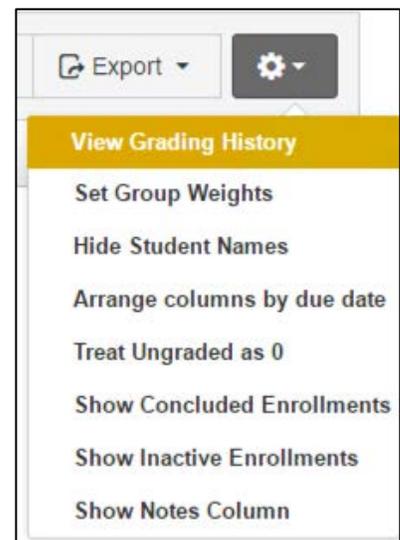
1. In **Grades**, hover over **the Total column header** with your mouse. Click the down-arrow that appears.
2. Select **“Move to front.”**



View Grading History

Grading history allows you to see up to 2000 grade changes, who graded each assignment, and revert scores for students.

1. In **Grades**, go to Settings.
2. Select **View Grading History**.
3. Grade changes are sorted by date, grader, assignment and student.
4. Click an assignment name to view changes made to the gradebook.
5. Hover over a previous grade to see the option to **Revert to this Grade**. To collapse the display, click the assignment name.

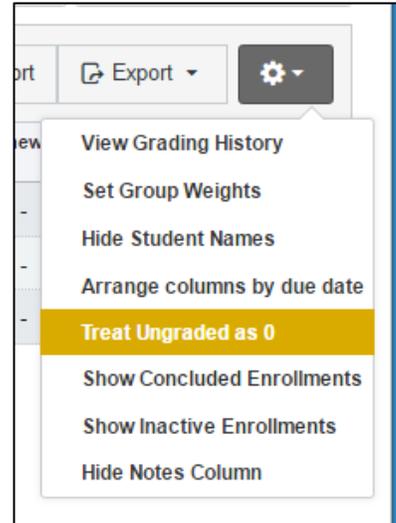




Treat Ungraded as Zero

This feature called Treat Ungraded as 0 is located in the Gradebook Settings and is only a visual change that does not actually affect any individual grade cells—it only helps you see the change in Gradebook calculations if ungraded assignments were given scores of zero. Enabling this option has no effect outside of the Gradebook; students cannot see any difference in their grade pages. Similarly, TAs or other instructors in the course will not see any change in their view of the Gradebook. Only the user who enables this option will see the affected grades.

This feature affects the configuration of the Total Column in the Gradebook, which also applies to .csv Exports. The .csv file displays columns for the Current and Final scores: The Current score reflects the total while ignoring unsubmitted assignments (option disabled), and the Final score counts unsubmitted assignments as zero (option enabled). The assignment groups and total columns will automatically factor in all scores of zero into the overall percentages for each student.

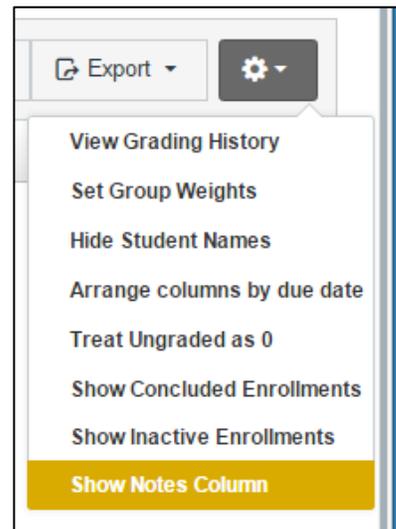


Show Notes Column

You can use the notes column in the Gradebook to keep track of extra information. The Notes column is **not** visible to students.

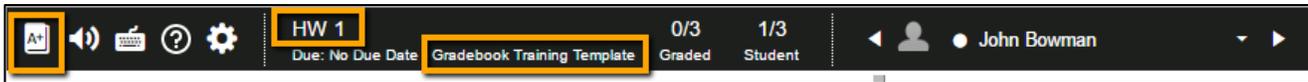
Additionally, the Notes column is not included in the gradebook .csv export file. The note field allows up to 255 characters.

1. In **Grades**, go to Settings.
2. Select **Show Notes Column**.
3. Click in the Notes Column Cell and enter note in the text field.
4. Click **Save** to save your comment.



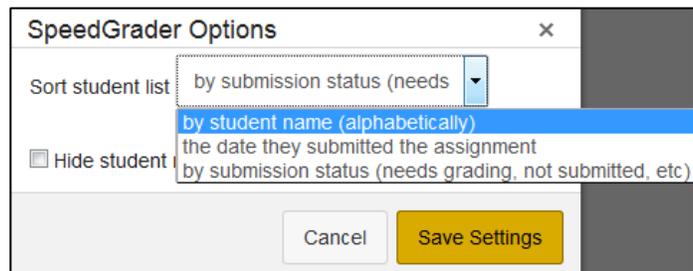
SpeedGrader

You can use SpeedGrader to enter grades in ICON course gradebooks. SpeedGrader allows you to view submitted content and files, use rubrics to assign grades and provide additional notes to students. SpeedGrader can be accessed from within Assignments or Grades. To leave SpeedGrader, you can click on the **Gradebook icon**, the **Assignment Name**, or the **Course Name** in the SpeedGrader banner menu.



Entering Grades with SpeedGrader

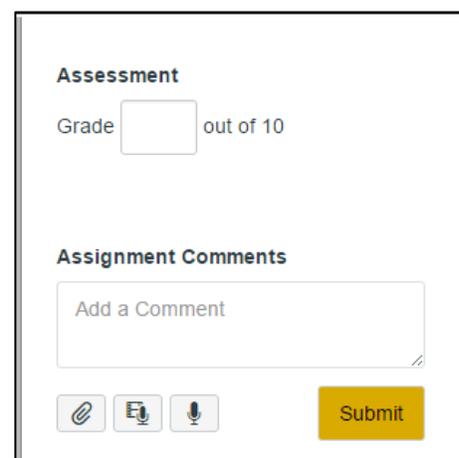
1. Go to **Grades**.
2. Click on **an Assignment**.
3. On the assignment details page, select **SpeedGrader**.
4. Go to **Settings** to sort submissions by name, date submitted, or status.
5. Click **Save Settings**.



Note: Checking the box to **Hide student names in SpeedGrader** will hide names in SpeedGrader, but not in Grades.

6. Enter a number in the **Grade _ out of #** box.
7. Add a typed comment in the **Assignment comments** box.
You can also add feedback to a student's submission by using the attachment, media, and speech to text functions.
8. Click **Submit Comment**.
9. Click the **right-arrow** button next to the student's name in the SpeedGrader banner to go to the next submission.

Note: In Grades you always enter grades as a point value, in SpeedGrader you will enter grades as a percentage if that is the selected display setting.



SpeedGrader Keyboard Shortcuts:

While you can't use the left or right arrow to advance to the next student during grading, you can use the following keyboard shortcuts in SpeedGrader:

- j : Next Student
- k : Previous Student
- r : Open/Close Rubric
- c : Enter the Comment field
- g : Enter the Grade field



Annotating submissions with Crocodoc

If your assignment was a Crocodoc compatible file type (.doc, .docx, .ppt, .pptx, and .pdf) commenting tools will be available to instructors within SpeedGrader. Excel is not a Crocodoc compatible file type.

Crocodoc commenting tools include highlight, text, and drawing functions. The annotations that you leave on a submission can be downloaded by the student in an annotated PDF form when they view their assignment's submission details.



Extra Credit

There are several ways to provide extra credit to your students. You can create a separate extra credit assignment or give extra points in an existing assignment. In a weighted gradebook, extra credit points given for the assignment are affected by the weighting of the assignment group it is in. See <https://community.canvaslms.com/docs/DOC-2874> for more information on assigning extra credit in Canvas.

Ways to award Extra Credit include:

- Creating a No Submission Assignment worth 0 pts *
- Adding extra points to an existing Assignment *
- Adding “fudge points” to a quiz submission*
- Creating extra credit within a rubric to use when grading (Assignment =5pts; Rubric =10pts) *
- Creating Extra Credit Assignment Groups – 0pt assignments cannot be in their own assignment group – add to an existing group (see item #1) OR create an extra credit assignment for points in a separate assignment group that is worth more than 100% (i.e. groups = assignments 40% tests 60% extra credit 2% = 102%)

* **Note:** Scores will be affected by any group weighting.

MAUI



Exporting the Final Grade to MAUI

Uploading the gradebook export file to MAUI will send the “current grade” to MAUI. The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme.

1. Click on **Grades**.
2. Make sure you have entered grades for all students and enabled your grading scheme.
3. Click **Export**.
4. **Save** the updated file as .csv.
5. Log in to **MAUI** and **Upload Final Grades**.

NOTE: A direct export to MAUI link will be available in Canvas in the future.

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the Office of Teaching, Learning & Technology in advance at 319-384-4357.

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