CHAPTER 8: USING THE GRADEBOOK

Terminal Objective

By the end of this module, the learner will be able to input grades and manipulate the settings of Vista’s Gradebook.

Enabling Objectives

1. Adds grades to the Gradebook manually
2. Exports grades from the Gradebook to an Excel spreadsheet
3. Imports grades from Excel spreadsheet into the Gradebook
4. Manipulates column settings of the Gradebook as necessary
5. Creates columns in the Gradebook in which grades are added
6. Distinguishes between the different views available in the Gradebook
7. Modifies properties of the Gradebook if necessary
CHAPTER 8: GRADE BOOK

Topic 1: Manually Adding/Editing Grades

There are several ways to enter and change grades in Vista: by Member, by Column, and by Individual. To use grades from an Excel spreadsheet, see the section on Importing from a Spreadsheet.

Updating Grades by Student

Use this method when there are several grades for a single student.
1. Start from the Teach Tab and select Grade Book from the Instructor Tools on the lower left.
   - From the list of students that appears, click on the name of the student to enter/edit grades for and select Edit Member from the contextual menu that appears.
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2. From the list of students that appears, click on the name of the student to enter/edit grades for and select Edit Member from the contextual menu that appears.
3. The **Edit Member** screen provides a list of all the columns in the grade book for that particular student. Enter the grade for the student in the **Change To** box provided. If a Grading Form was used with an assignment, click the **Edit Grading Form Grade** button to edit the grade using the criteria in the Grading Form.

4. After entering grades, click the **Save** button at the bottom of the page.

**Updating Grades by Column**

Use this method to enter grades for the entire class for a particular assignment.

1. Start from **Teach** tab and select **Grade Book** from the **Instructor Tools** on the lower left.

2. Click on the name of the column where you want to enter grades, and select **Edit Values** from the contextual menu that appears.
3. On the **Edit Column** screen you will get a list of all the students in the course. Enter a grade for each student in the **Change To** box provided.

4. After entering grades, click the **Save** button at the bottom of the page.
Updating an Individual Grade

Use this method to enter a single assignment grade for a single student.

1. Start from Teach tab and select Grade Book from the Instructor Tools on the lower left.

2. In the list of students and grade columns, locate the row and column for the grade to enter and click on the link that appears in the box.
3. In the Edit Value window that pops up, enter the new value in the Change To box.

![Edit Value window](image)

4. After entering the grade, click the Save button at the bottom of the window.

When you are returned to the grade book, there will be a ^ character next to the grade to indicate that it was manually entered.

**Topic 2: Exporting to an Excel Spreadsheet**

The Vista grade book can be downloaded as a separate file that is editable in Excel. This makes for an excellent way to backup the grade book at the end of the semester.

1. Start from Teach tab and select Grade Book from the Instructor Tools on the lower left.
2. Click on the Export to Spreadsheet button at the bottom of the Grade Book.

3. Use the settings indicated and click the Export button. A file called exportedcourse.csv should be downloaded to the local computer. The file can be opened in Excel for editing.
**Topic 3: Importing from an Excel Spreadsheet**

To upload the Excel file to Vista, remove any extraneous columns that will not be needed and include the User ID field in your spreadsheet. This is how Vista matches up the grades from the spreadsheet to the students in your Grade Book.

1. Save the Excel spreadsheet in an appropriate format, either Comma Separated or Tab Delimited.

2. Log into Vista and from the Teach tab select the Grade Book from the Instructor Tools on the lower left.

3. Click on the Import from Spreadsheet button.
4. On the **Import File** screen, use the **Browse** button provided in the File option to locate the spreadsheet file on the local computer and click on the **Upload** button. Use the **Separator** pull-down menu to indicate the format of the Excel file.

5. Browse for the file.
6. On the **Import File** screen, Vista will try to match up the columns in the spreadsheet with the columns in the Grade Book. A green checkmark indicates a match while a red exclamation point indicates columns that will not be imported. To change where a column from the spreadsheet is going into the Grade Book, use the pulldown menus to indicate those changes here.

5. Click the **Import** button.

When returned to the grade book, there will be a ^ character next to the grade to indicate that it was manually entered.

**Topic 4: Reordering, Hiding, and Showing Columns**

1. Start from **Teach** tab and select **Grade Book** from the **Instructor Tools** on the lower left.
2. Click on the **Reorder Columns** button above the grade book list.

To hide a column from view or make it visible again, click on the **Hide/Show Column** button to the right of the row.

Select the column to move by checking the checkbox to the left of its name.

To move the column, click the **Move** icon to the left of the row where it should be inserted. Note: Rows are always inserted *above* the row you select.

After reordering the columns, click the Save button at the bottom of the page.
Topic 5: The Grade Book Views

Grades: This is the default view for instructors. It shows all columns that are considered grade-related.

Members: This view shows all people associated with the course (Instructors, Designers, Students) and their User IDs.

View All: This view contains all of the columns in the grade book.

Custom View: This is a customized view of the Grade book for graders or the Instructor, as needed.

SCORM Grades: If using third-party content that conforms to the SCORM specification and has interactive components, any grades that the content records will be displayed here.
Topic 6: Create Column

Anyone with access to the Grade Book can add a column manually, that is, not created through the Assignment, Assessment, or Discussions tools. Keep in mind that any column that will be used to complete the values in a Calculated column, which requires a formula, must be numeric in type.

1. To create a column, start in the Grade Book, and click the far left button, Create Column. Use the action button to select the column type needed. Fill in the required fields.

2. A new column type, the Selection List, allows the instructor/grader to create a list of criteria, for example, Excellent, Good, Fair, Poor. From Create Column, scroll to Selection List.
3. Fill out the required fields, and click **Save**.

4. List 1 is the title of the newly created **Selection List Column**. To add the criteria, go to the column action button and scroll down to **Edit Column Select List**.
5. Add criteria using the **Add Item** button to build up the list. Click **Save**.

6. To add/change a grade for a student using the **Selection List** column, click on the **Change To** pull-down menu, and select the criterion. Click **Save**.
Another new column type is the **Grading Form**. Similar to the **Selection List**, a manually created column can incorporate an existing grading form (see Creating a Grading Form).

7. To create a column, start in the **Grade Book**, and click the far left button, **Create Column**. Use the action button to select **Grading Form**.

8. In the example, the column name will be Assign1. Click **Select Grading Form**.
9. A new window opens; select the grading form to be used, in this case, Assignment 1 Essay Grading Form. Click Select.

10. The grading form is now attached. Complete all other fields, click Save.

11. To use the grading form to grade the entire class, go to the column, and use the action button to scroll to Edit Values.
12. Select **Editing Grading Form Grade** for each individual student.

13. A new window appears with the grading form. Fill out the point values for each **Performance Indicator/Criterion**, and the total will add automatically. Provide any comments to the student under **Comments**. The **Grade Book Audit Log** will be added to the **Audit History** if a grade change has been made. Click **Save**.
Topic 7: Grade Book Options

The Grade Book Options gives the person who is working with the grade book the ability, among other things, to control column settings, find members, and see who has made grade changes. This section will focus on two important options.

1. Grade Book Options can be accessed at the far right of any of the Grade Book Views by using the pull-down arrow.

![Grade Book Options Access](image)

2. The first option, Column Settings, are very important, especially for determining if grades from a particular column have been Released. Scroll down the Grade Book Options to Column Settings. In the example below, column, Midterm, has not been released. To release, checkmark the box at the tope of the column(s), and then click the button Release.

![Column Settings](image)
3. The second option to be discussed is the **View Audit History**, which is the last choice from the **Grade Book Options** menu. The **View Audit History** option will show all grades and grade changes for all students. The audit can be exported by clicking **Export Log**.