

ENTERING, FINALISING & PUBLISHING GRADES

The **Grades** tool lets you set up a gradebook and record students' scores in VU Collaborate. This guide demonstrates how to enter, finalise and then publish grades to students.



Note

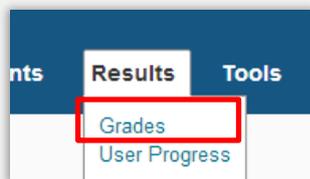
Grade items can be linked to other unit objects, such as quizzes, or discussion forums or they can exist independently representing a workplace observation or oral presentations.

ENTERING GRADES INTO THE GRADEBOOK

To enter, import and export grades for your students, complete the following steps.

STEP ONE

To enter grades for independent grade items, go to **Grades** from the **Results** menu in the navbar.

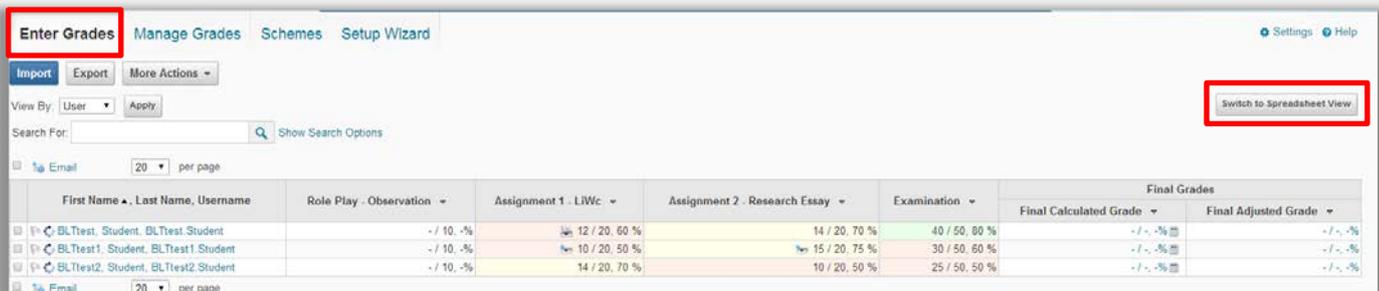


Warning

Completion of the **Grades Setup Wizard** is a necessary prerequisite before proceeding with this guide. Please access the [Grades Setup Wizard help resources](#).

STEP TWO

Go to the **Enter Grades** tab. You can switch between the **Standard View** of the grade book and a **Spreadsheet View** that allows you to enter grades directly.



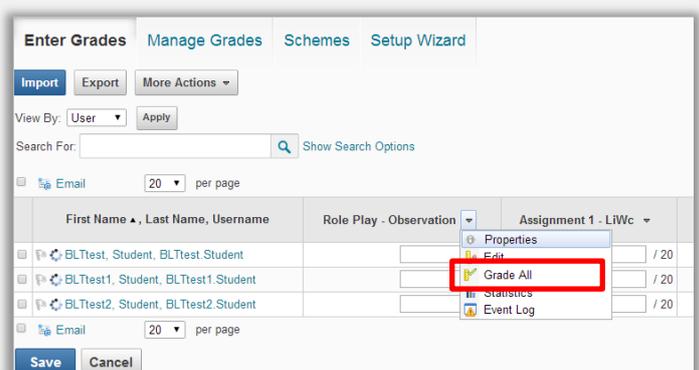
STEP THREE

From **Spreadsheet View**, you can enter grades manually for independent grade items.



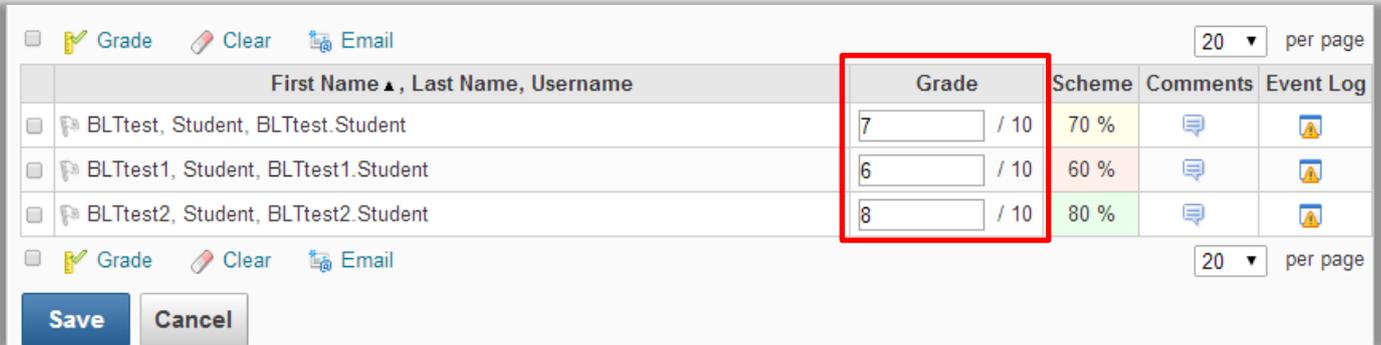
Note Grades that are linked to unit objects will automatically move to the gradebook and don't need to be entered manually.

Click the dropdown menu for any grade item and click **Grade All**.



STEP FOUR

Enter grades in the **Grade** fields, and if you want to add comments click the  **Enter Comments** icon. Click **Save** and **Yes** when prompted to reflect these changes.



First Name ▲, Last Name, Username	Grade	Scheme	Comments	Event Log
BLTest, Student, BLTest.Student	7 / 10	70 %		
BLTest1, Student, BLTest1.Student	6 / 10	60 %		
BLTest2, Student, BLTest2.Student	8 / 10	80 %		

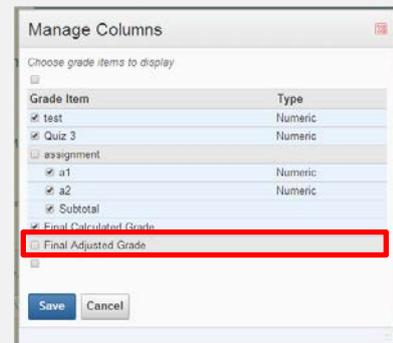
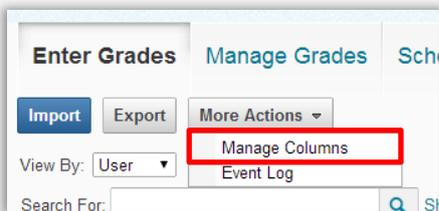


Note These Grades can be changed or updated at any time. To see a history of updates, click on the  **Event Log** which records when a grade is updated and by whom.

GRADEBOOK COLUMNS

You can decide which of the columns you want to see in your gradebook. For example, you might want to hide the **Final Adjusted Grade** column. Click the **More Actions** dropdown menu and select **Manage Columns**.

Then, in the **Manage Columns** popup, uncheck **Final Adjusted Grade** and click **Save**.




First Name ▲, Last Name, Username	Role Play - Observation ▼	Assignment 1 - LIWc ▼	Assignment 2 - Research Essay ▼	Examination ▼	Final Grades
BLTest, Student, BLTest.Student	7 / 10	12 / 20	14 / 20	40 / 50	Final Calculated Grade 73 / 100, 73 %
BLTest1, Student, BLTest1.Student	6 / 10	10 / 20	15 / 20	30 / 50	61 / 100, 61 %
BLTest2, Student, BLTest2.Student	8 / 10	14 / 20	10 / 20	25 / 50	57 / 100, 57 %

The **Final Adjusted Grade** column will disappear from your gradebook.

FINALISING GRADES

Before publishing results to students, you have to confirm the Final Grades.

HOW TO SET UP YOUR FINAL GRADES

FINAL GRADE TYPES

Setup Wizard Step 2 prompts you to select the type of final grade to release to students. You can choose either **Calculated Final Grade** or **Adjusted Final Grade**.

Step 2 of 7
Step 2: Final Grade Released

Release

Calculated Final Grade
The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

Adjusted Final Grade
Allows you to modify or adjust users' grades before releasing them.

Continue **Go Back** **Cancel**

Only the selected Final Grade type from **Setup Wizard** will be released to students. This can be changed in the **Setup Wizard** at any time

Final Grades	
Final Calculated Grade ▾	Final Adjusted Grade ▾
73 / 100, 73 %	75 / 100
61 / 100, 61 %	61 / 100
57 / 100, 57 %	60 / 100

FINAL CALCULATED GRADE

The **Final Calculated Grade** is calculated based on the grading system you have set up in the grade book. You cannot adjust it to accommodate special circumstances without editing individual grade items or categories and recalculating the total.

If you choose **Calculated Final Grade** in the **Setup Wizard**, you have to finalise **Final calculated Grade** in the gradebook.

FINAL ADJUSTED GRADE

The **Final Adjusted Grade** enables you to modify or adjust a student's grade before releasing it.

If you choose **Adjusted Final Grade** in the **Setup Wizard**, you have to finalise **Final Adjusted Grade** in the gradebook.

AUTO UPDATE

Setup Wizard Step 3 asks if you want to keep the final grade updated.

Step 3 of 7
Step 3: Grade Calculations

Ungraded Items

Drop ungraded items

Treat ungraded items as 0

Auto Update

Automatically keep final grade updated

Continue **Go Back** **Cancel**



Warning

If you did not select **Auto Update**, the calculator icon will appear.

Final Calculated Grade	
Grade	Scheme
- / -	-%
- / -	-%
- / -	-%

You will need to select **Grade All**, and then click the calculator to recalculate the grade.

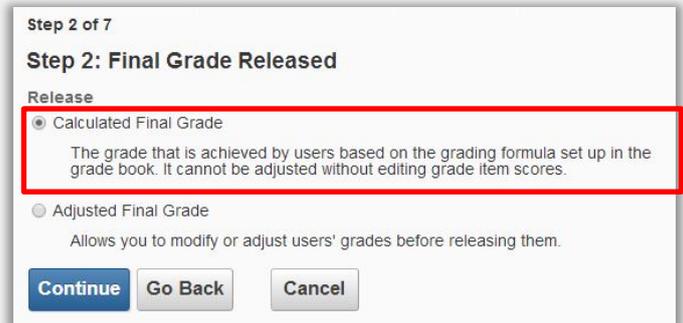
Alternatively go back to the **Setup Wizard Step 3** and select **Auto Update**.

CALCULATED FINAL GRADE

STEP ONE

In Setup Wizard Step 2, make sure you selected **Calculated Final Grade** under **Release**.

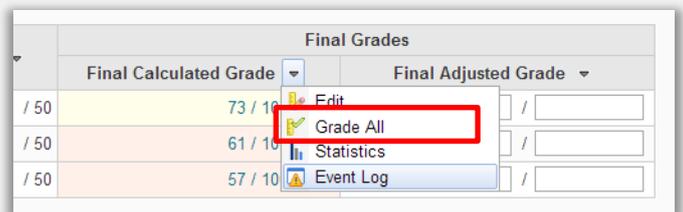
In Setup Wizard Step 3, make sure you selected **Auto Update**.



STEP TWO

Grades are automatically updated in the **Final Calculated Grade** area.

Generate the results by clicking the dropdown menu next to **Final Calculated Grade** and selecting **Grade All**.

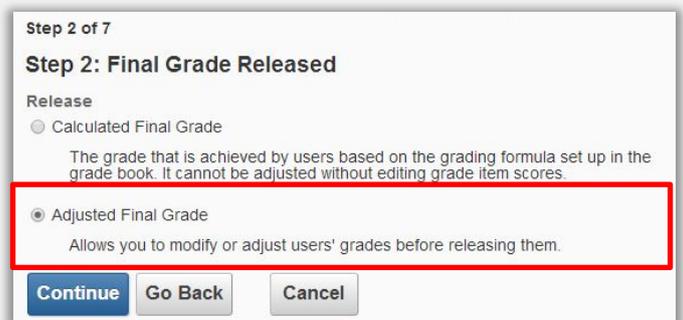


ADJUSTED FINAL GRADE

STEP ONE

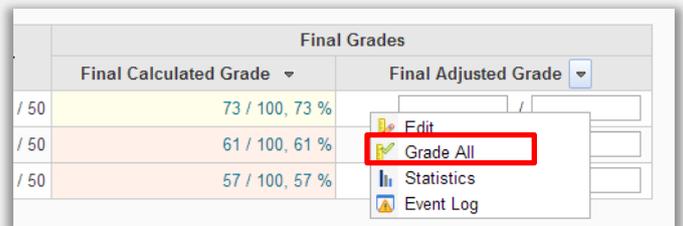
In Setup Wizard Step 2, under **Release**, make sure you selected **Adjusted Final Grade**.

In Setup Wizard Step 3, make sure you selected **Auto Update**.



STEP TWO

Generate the results by clicking the dropdown menu next to **Final Adjusted Grade** and selecting **Grade All**.

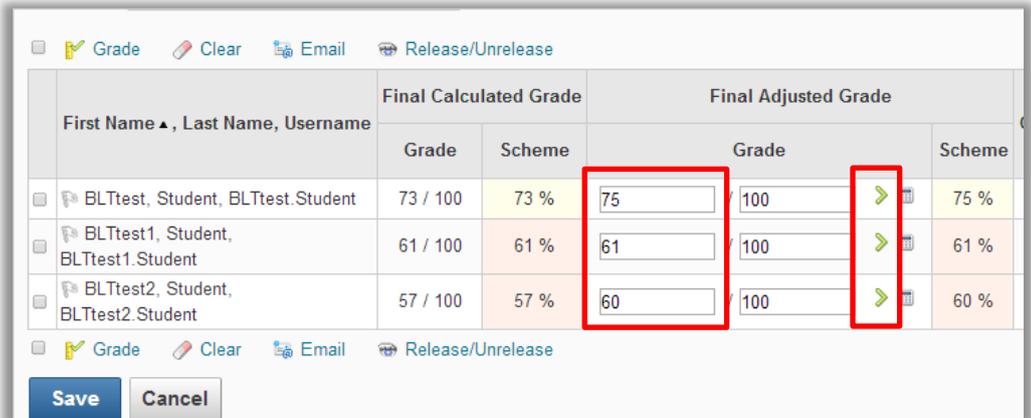


STEP THREE

You can type the grade in manually in the **Final Adjusted Grade** field.

If you decide not to adjust the grade, you can click on the  green icon to transfer the **Final Calculated Grade**.

Then click **Save**.



First Name ▲, Last Name, Username	Final Calculated Grade		Final Adjusted Grade		Scheme
	Grade	Scheme	Grade	Scheme	
<input type="checkbox"/> BLTest, Student, BLTest.Student	73 / 100	73 %	<input type="text" value="75"/>	<input type="text" value="100"/>	75 %
<input type="checkbox"/> BLTest1, Student, BLTest1.Student	61 / 100	61 %	<input type="text" value="61"/>	<input type="text" value="100"/>	61 %
<input type="checkbox"/> BLTest2, Student, BLTest2.Student	57 / 100	57 %	<input type="text" value="60"/>	<input type="text" value="100"/>	60 %

PUBLISHING GRADES

Grades will only be published to students when you choose to release them. To publish your grades to your students, complete the following steps.

STEP ONE – SELECT WHICH STUDENTS' GRADES TO RELEASE

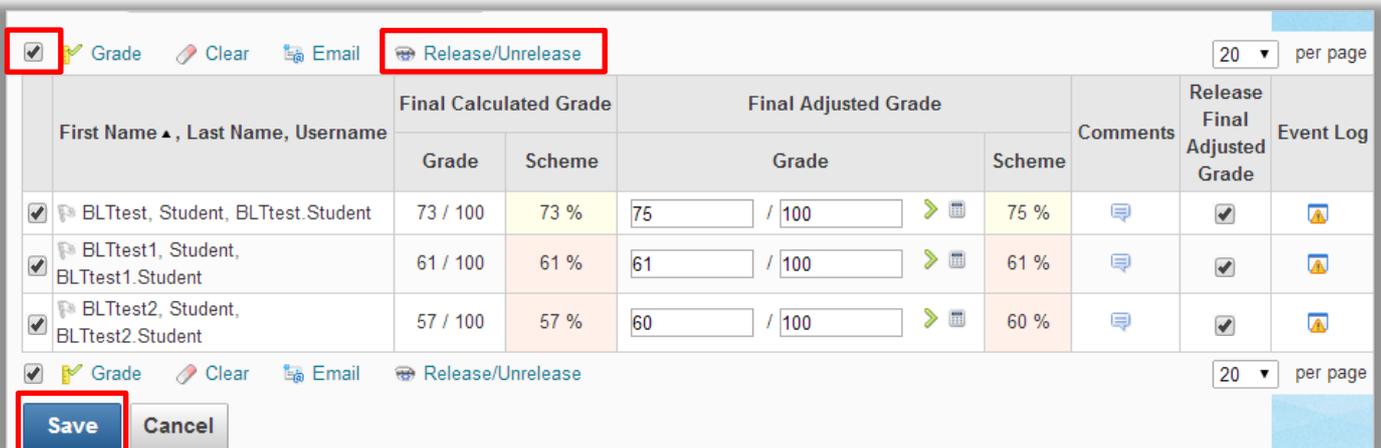
Option One

Manually select which students' grades to release by placing a tick in the **Release Final Calculated Grade** column or **Release Final Adjusted Grade** column. Then click **Save**.

Release Final Calculated Grade	Release Final Adjusted Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Option Two

Release grades for all students by first ticking the **Select all rows** tickbox, and then clicking  **Release/Unrelease**. Then click **Save**.



First Name ▲, Last Name, Username	Final Calculated Grade		Final Adjusted Grade		Comments	Release Final Adjusted Grade	Event Log
	Grade	Scheme	Grade	Scheme			
<input checked="" type="checkbox"/> BLTest, Student, BLTest.Student	73 / 100	73 %	<input type="text" value="75"/>	<input type="text" value="100"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> BLTest1, Student, BLTest1.Student	61 / 100	61 %	<input type="text" value="61"/>	<input type="text" value="100"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> BLTest2, Student, BLTest2.Student	57 / 100	57 %	<input type="text" value="60"/>	<input type="text" value="100"/>		<input checked="" type="checkbox"/>	

STEP TWO – CONFIRM PUBLISHED GRADES

Look for the  icon to the right of the **Final Calculated Grade** or the **Final Adjusted Grade**. This confirms that the grades have been published to the students.

Final Grades	
Final Calculated Grade ▾	Final Adjusted Grade ▾
73 / 100, 73 % 	<input type="text"/> / <input type="text"/>
61 / 100, 61 % 	<input type="text"/> / <input type="text"/>
57 / 100, 57 % 	<input type="text"/> / <input type="text"/>

Final Grades	
Final Calculated Grade ▾	Final Adjusted Grade ▾
73 / 100, 73 %	75 / 100 
61 / 100, 61 %	61 / 100 
57 / 100, 57 %	60 / 100 

STUDENT VIEW OF PUBLISHED GRADES

Final Calculated Grade

Grades				
Final Calculated Grade				
Weight Achieved 73 / 100				
Grade 73 %				
Grade Items				
Grade Item	Points	Weight Achieved	Grade	Comments
Role Play - Observation	7 / 10	7 / 10	70 %	
Assignment 1 - Litte	12 / 20	12 / 20	60 %	Individual Comments: Overall an excellent work. Your group clearly put in a lot of effort into designing effective survey questions and providing a well researched bibliography. Please see the rubric for more detail. Key feedback for Assignment 2: Ensure that the work is thoroughly proofread. There were instances of spelling and punctuation errors which gave the very good content an unprofessional feel.
Assignment 2 - Research Essay	14 / 20	14 / 20	70 %	
Examination	40 / 50	40 / 50	80 %	

Final Adjusted Grade

Grades				
Final Adjusted Grade				
Weight Achieved 75 / 100				
Grade 75 %				
Grade Items				
Grade Item	Points	Weight Achieved	Grade	Comments
Role Play - Observation	7 / 10	7 / 10	70 %	
Assignment 1 - Litte	12 / 20	12 / 20	66 %	Individual Comments: Overall an excellent work. Your group clearly put in a lot of effort into designing effective survey questions and providing a well researched bibliography. Please see the rubric for more detail. Key feedback for Assignment 2: Ensure that the work is thoroughly proofread. There were instances of spelling and punctuation errors which gave the very good content an unprofessional feel.
Assignment 2 - Research Essay	14 / 20	14 / 20	70 %	
Examination	40 / 50	40 / 50	80 %	

FURTHER SUPPORT

Visit the [VU Collaborate Help site](https://blendedlearning.vu.edu.au) [https://blendedlearning.vu.edu.au] for up to date information and resources on blended learning.

Contact ITS Service Desk on (03) 9919 2777 or via [self-service](http://servicedesk.vu.edu.au) [http://servicedesk.vu.edu.au] for further technical support.



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