

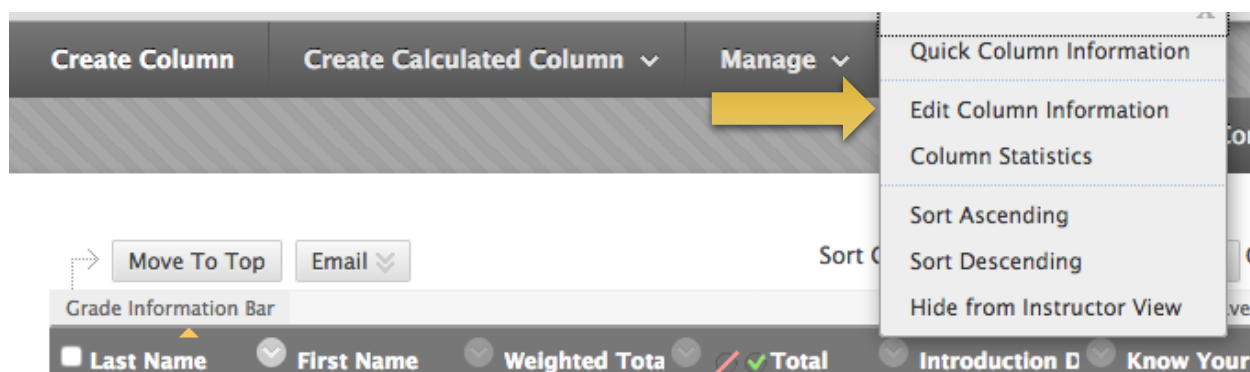
Setting up your online EN 102 Grade Book

1. Before setting up the grade book for your online EN 102 course, first set up all of your Turnitin assignments within each module. See the tutorial for How to Create Turnitin Assignments for EN 101 and 102 on the [FWP website](#).
2. Open your syllabus and ensure that you have the weights and grade breakdowns set correctly.

Papers/Projects, Word Counts, & Grade Distribution

	Word Count	Percentage Points
Library modules (2 @ 0.5% each)		1%
Discussions (5 @ 1.6% each)		8%
Journals (5 @ 1% each)		5%
Assignments (7 @ 2% each)		14%
Text Analysis Draft Submission	800-1250 words	2%
Annotated Bibliography Draft Submission	1000-1500 words	2%
Argument Essay Draft Submission	1000-1500 words	2%
Remix and Reflection Draft Submission and Peer Review (in a discussion board)	500-750 words (Reflection) Variable word count (Remix)	3%
Text Analysis Peer Review		1%
Annotated Bibliography Peer Review		1%
Argument Essay Peer Review		1%
Text Analysis Essay: Revision Submission	800-1250 words	15%
Annotated Bibliography: Revision Submission	1000-1500 words	15%
Argument Essay: Revision Submission	1000-1500 words	15%
Remix and Reflection Submission	500-750 words (Reflection) Variable word count (Remix)	15% (for reflection and remix together)
Total	~6500 words (includes remix and drafts)	100%

- Next, go to your full grade center and click on the arrow next to the Total column. Click Edit column information.



- At the bottom of the page, mark No for all options. Click Submit.

4. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations ☐ Yes ☒ No

Show this Column to Students ☐ Yes ☒ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

- Back in the full grade center, the Total column should now have a mark next to it indicating that students cannot view it. Leave this set for the semester so they do not mistake their total points for the course grade.



- Do the same for the Weighted Total column.



7. Now click on the arrow next to Final (it might also be called Weighted Total) and select Edit Column Information. Scroll down to Select Columns.
8. Under Categories to Select, locate Library Modules.

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Introduction Discussion
- Habits of Mind and Goal Setting Journal
- Module 1: UA Libraries Evaluating Sources Inter.
- Module 1 Text Analysis Essay: Prewriting Assign
- Module 1 Goals Journal for Text Analysis Essay
- Module 1 Discussion of The Norton Field Guide
- Column Information

Categories to Select:

- Journal
- Self and Peer
- Module 4 Remix and Reflection Submission
- Library Modules
- Module 4 Remix and Reflection Peer Review and
- Checklists and Interactives
- Draft Submissions
- Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

Total Weight: 0.00%

9. Click on the arrow to the right to move it into the box on the right. Then, enter 1 in the % Column.

Include in Weighted Grade

Columns to Select:

- Introduction Discussion
- Habits of Mind and Goal Setting Journal
- Module 1: UA Libraries Evaluating Sources Inter.
- Module 1 Text Analysis Essay: Prewriting Assign
- Module 1 Goals Journal for Text Analysis Essay
- Module 1 Discussion of The Norton Field Guide
- Column Information

Categories to Select:

- Journal
- Self and Peer
- Module 4 Remix and Reflection Submission
- Module 4 Remix and Reflection Peer Review and
- Checklists and Interactives
- Draft Submissions
- Peer Reviews
- Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

1 % Category: Library Modules

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades **OR** ☐ Use only the

Drop Highest Lowest Value to Calculate

Grades Lowest Highest Value to Calculate

Grades

Total Weight: 0.00%

10. Select the categories of Discussion, Journal, and Assignment. Assign the weights provided on the syllabus.

Include in Weighted Grade

The screenshot shows the 'Include in Weighted Grade' interface. On the left, under 'Columns to Select:', a list of items is shown, with 'Module 1 Discussion of The Norton Field Guide' selected. Below it, 'Categories to Select:' shows 'Assignment' selected. On the right, 'Selected Columns:' shows two items: '8 % Category: Discussion' and '5 % Category: Journal'. Each item has options for 'Weight Columns' (Equally or Proportionally) and 'Drop Grades' (Highest or Lowest). The 'Total Weight' is 14.00%.

Columns to Select:

- Introduction Discussion
- Habits of Mind and Goal Setting Journal
- Module 1: UA Libraries Evaluating Sources Inter
- Module 1 Text Analysis Essay: Prewriting Assign
- Module 1 Goals Journal for Text Analysis Essay
- Module 1 Discussion of The Norton Field Guide

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Blog
- Self and Peer
- Module 4 Remix and Reflection Submission

Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

8 % Category: Discussion

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades OR ☐ Use only the

Drop Highest Calculate ☐ Lowest Value to

Grades ☐ Highest Value to

Drop Lowest Calculate

Grades

5 % Category: Journal

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades OR ☐ Use only the

Drop Highest Calculate ☐ Lowest Value to

Grades ☐ Highest Value to

Drop Lowest Calculate

Grades

Total Weight: 14.00%

11. Now it's time to move each Turnitin assignment. Again, refer to the syllabus for how much each assignment is worth. Use the top arrow to move over each assignment and enter the correct percentage.

Include in Weighted Grade

The screenshot shows the 'Include in Weighted Grade' interface. On the left, under 'Columns to Select:', a list of items is shown, with 'Text Analysis Essay: Revision Submission' selected. Below it, 'Categories to Select:' shows 'Survey' selected. On the right, 'Selected Columns:' shows two items: '2 % Column: Text Analysis Draft' and '1 % Column: Text Analysis Draft'. Each item has options for 'Weight Columns' (Equally or Proportionally) and 'Drop Grades' (Highest or Lowest). The 'Total Weight' is 31.00%.

Columns to Select:

- Module 4 Goals Journal for Remix and Reflection
- Module 4 Remix and Reflection Peer Review and
- Module 4 Revision Discussion of Remix
- Module 4 Remix and Reflection Submission
- Final
- Text Analysis Essay: Revision Submission

Column Information

Text Analysis Essay: Revision Submission: Category: Turnitin Assignment/ Points Possible: 100

Categories to Select:

- Survey
- Test
- Blog
- Self and Peer
- Module 4 Remix and Reflection Submission
- Module 4 Remix and Reflection Peer Review and

Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

2 % Column: Text Analysis Draft

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades OR ☐ Use only the

Drop Highest Calculate ☐ Lowest Value to

Grades ☐ Highest Value to

Drop Lowest Calculate

Grades

1 % Column: Text Analysis Draft

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades OR ☐ Use only the

Drop Highest Calculate ☐ Lowest Value to

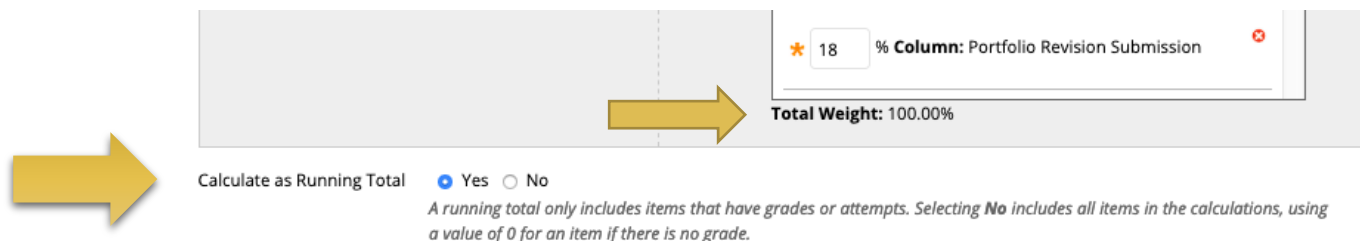
Grades ☐ Highest Value to

Drop Lowest Calculate

Grades

Total Weight: 31.00%

12. When you are finished, the Total Weight should be 100.00%. If not, you have missed a category or assignment. (You may need to click elsewhere on the screen to get the last assignment to calculate.) Select YES to calculate grades as a running total.



Calculate as Running Total ☒ Yes ☐ No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

13. Select Yes to include this column in grade center calculations and show this column to students. Click submit, and you're finished!

OPTIONS

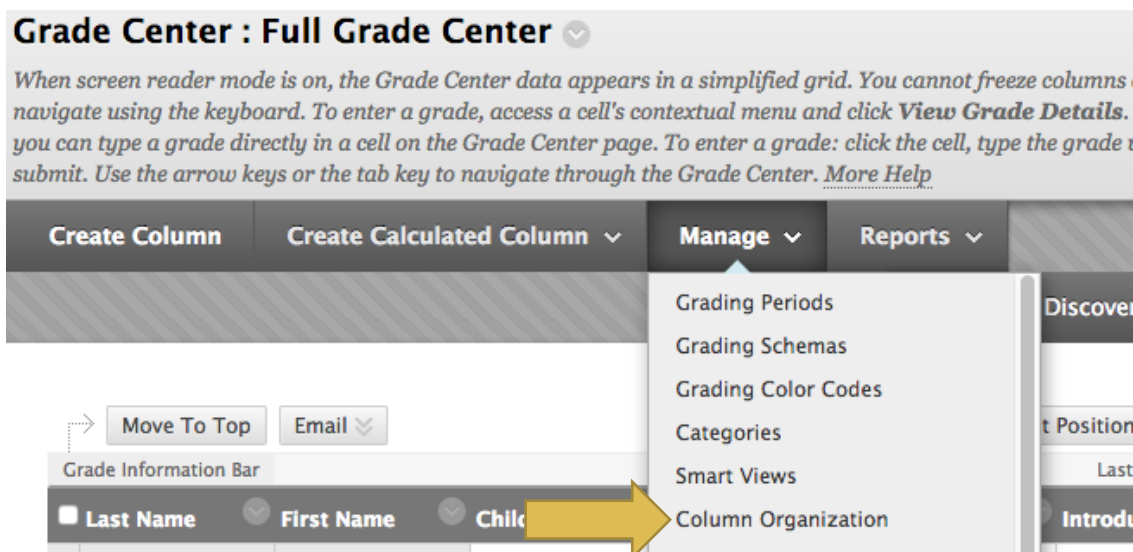
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Include this column in Grade Center calculations ☒ Yes ☐ No

Show this column to students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

14. To ensure that your grades appear in the order in which they appear on your course schedule, open your schedule in a new tab. In your full grade center, click on Manage and select Column Organization.



Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns, navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade and submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)


Create Column Create Calculated Column Manage Reports







Grading Periods
Grading Schemas
Grading Color Codes
Categories
Smart Views
Column Organization

Move To Top Email

Grade Information Bar

Last Name First Name Child

15. Scroll down to Not in a Grading Period and use the move cursor  to drag rows to the correct order. When you are finished, click Submit.

2017						
	<input type="checkbox"/> Portfolio: Goals Journal	Not in a Grading Period	Journal	Nov 27, 2017	Jul 21, 2017	100
	<input type="checkbox"/> Portfolio: Revision Discussion	Not in a Grading Period	Discussion	Nov 29, 2017	Jul 21, 2017	100
	<input type="checkbox"/> Portfolio: Draft Submission	Not in a Grading Period	Turnitin Assignment	None	Aug 24, 2017	100
	<input type="checkbox"/> Portfolio: Draft Submission – PeerMark Assignment 1	Not in a Grading Period	Turnitin Assignment	None	Aug 24, 2017	100
	<input type="checkbox"/> Portfolio: Reflection and Revision Plan Journal	Not in a Grading Period	Journal	Dec 7, 2017	Jul 21, 2017	100
	<input type="checkbox"/> Portfolio: Revision Submission	Not in a Grading Period	Turnitin Assignment	None	Aug 24, 2017	100

16. If you need additional help, contact the Center for Instructional Technology (<https://cit.ua.edu/contact/>) or Natalie Loper (nloper@ua.edu).