

# IQ.Web for MCHE

## Table of Contents

Introduction.....	2
Some Useful Terms.....	2
IQWeb Start Page .....	2
•Visitors.....	3
•Request Access.....	3
•Course Catalog - .....	3
•About - .....	3
Logging into IQWeb.....	3
Faculty Access .....	3
Change Password .....	4
Change Roles.....	4
Find Course Sections .....	4
Course Catalog .....	5
Degree Requirements .....	5
Course Schedule.....	6
View Class List Page.....	6
Course Setup Page .....	6
Activities .....	7
Gradebook.....	10
Course Schedule.....	11
Student Advising Page .....	11
Understanding Grading Schemas .....	12
Weighted Average by Activity.....	12
Total Points by Activity .....	13
Weighted Average by Activity Type.....	13
Total Points by Activity Type .....	13
Procedure - Setting Up Activities for a Course .....	14
Procedure - Entering and Calculating Grades .....	15
Procedure - Attaching Media to a Course.....	17

## Introduction

IQ.Web is an internet-based front end to SCT's PowerCAMPUS administrative system, providing visitors, students, faculty, system administrators and other members of MCHE's learning community with "anytime, anywhere" access to information services.

This manual focuses on how you, as a faculty member, can use IQ.Web to disseminate information to your students, access information about your courses and the students enrolled in them, and communicate to others within your academic community. Using a standard web browser, you will be able to advise students, post course materials to your institution's web site, record attendance, post grades to the Registrar's Office.

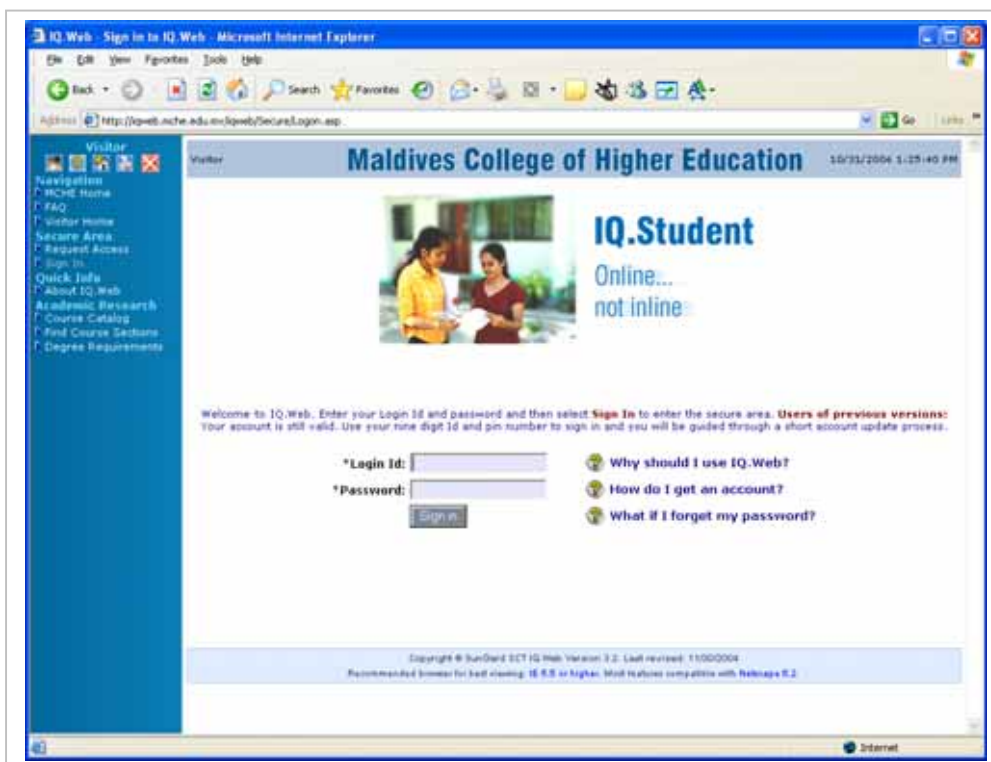
## Some Useful Terms

Some of the terms used in IQ.Web will be different from those used at MCHE.

IQ.Web	MCHE
Faculty	Academic Staff
Programme	Level e.g. Certificate, Diploma, Advanced Diploma
Degree	Course e.g. Diploma of Teaching Secondary
Curriculum	Major e.g. Maths and Chemistry
Course	Subject or Unit e.g. CST139 – Teaching and Learning Mathematics I
Section	Group or class of students e.g. Lecture group for CST139
Event Subtype	Break down of courses or subjects into various types. E.g. lecture, tutorial, practical

## IQWeb Start Page

IQ.Web can be accessed via the internet using the url <http://iqweb.mche.edu.mv>. This will bring you to the IQ.Web start page. The start page allows you to log into IQ.Web, access course catalog information, and view other general information.



The following areas are available from the start page of IQ.Web:

- Visitors** - This link points to the Visitor Home page, listing all areas of IQ.Web that are non-secure and available to visitors.
- Login** - This link points to the Sign In page, allowing you to access the secure areas of IQ.Web. This is the most common link that you will select from the start page. When logging into IQ.Web, the Login Id and Password determine which roles are available to you. The faculty role may include pages such as Course Schedule and Gradebook. The student role may include pages such as Online Registration and View Grades.
- Request Access** - This link points to the Request Access page and gives three different options for visitors requesting access to IQ.Web's secure areas. The only one you may need is Previous IQ.Student/IQ.Faculty User. Selecting this link allows you to use the Id and PIN that you were assigned when your institution was using the IQ.Student/IQ.Faculty software (the precursor of IQ.Web) in order to gain access to IQ.Web for the first time. Once logged in with a PIN, you will be prompted to set up a new Id and password that complies with the standards of IQ.Web.
- Course Catalog** - This link points to the Course Catalog page, allowing you to search the institution's course catalog. This page may also be accessed from the menu bar within most roles.
- About** - This link points to the About IQ.Web page, providing basic information about SCT PowerCAMPUS and the IQ.Web product.

## Logging into IQWeb

Select Login to access the secure area of IQ.Web. A Login Id and Password must be entered in order to access the system. Enter the Login Id and Password that was provided to you and select the Sign in button.

(Passwords in IQ.Web are case sensitive.)

After you log in, the menu bar will display all of the pages available for this role. On the right of the window, tabs will display, enabling you to view a calendar, as well as your checklist, user-defined links and notes.

## Faculty Access

The faculty role enables you to view information designated for faculty access in IQ.Web. This role is broken down into various pages that allow you to view academic and billing information for students, view your course schedule, and complete various processes such as grading, taking attendance and authorizing registration. A set of course management pages is also available so that you may set up and enter graded activities, set up grade mappings, download class lists, enter grades, send emails to students in your classes, set up course communities for faculty and student access, etc.

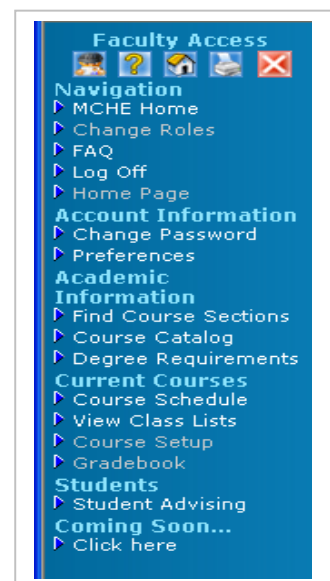
The following links are currently available for the Faculty members.

### Navigation

- MCHE Home
- Change Roles
- FAQ
- Log Off
- Home Page

### Account Information

- Change Password



Preferences

### Academic Information

Find Course Sections

Course Catalog

Degree Requirements

### Current Courses

Course Schedule

View Class Lists

Course Setup

Gradebook

Subject Homepage

### Students

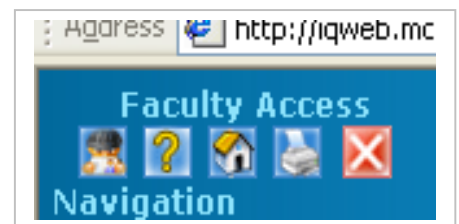
StudentAdvising

## Change Password

This page allows you to change your password. You must know your current password in order to use this page. All passwords must be between 5 and 12 characters (letters and/or numbers) in length. Passwords are case sensitive. You should also enter an Email Address and Forgotten Password Hint. If you forget your password at any time, this password hint will be emailed to you.

## Change Roles

If a user has access to multiple IQ.Web roles, this page can be used to select another role from those available. The currently selected role will be identified at the top of the page and highlighted in the list. A short description of each available role is provided here. After selecting the appropriate role from this list, the menu bar on the left side of the page will change to reflect the new role.



If '(Delegates Available)' displays next to a role name, then it is a delegate role. This role has been delegated in order to provide you with access to pages and information that you would not normally have. Selecting that role will automatically transition the current IQ.Web settings to those of the "account owner", the user that authorized you to represent him in the system. You will be able to act just as if you are that person; however, you will only have access to the pages assigned to the delegate role. If you are entrusted to represent multiple IQ.Web users, you should select the name of the appropriate Account Owner after selecting a delegate role.

## Find Course Sections

This page allows you to search for specific course section (lecture, class, tutorial, etc) and schedule information. The ability to search by keywords may be of assistance if you are not familiar with your institution's course catalog and section designations. Medium Title and Long Title, as well as section description will be searched for the keyword(s) entered. Wildcards can be used in the Course and Keywords criteria. For example, to search for all Accounting courses, you can type 'ACC%' as the course.

**Find Course Sections**

Advanced Search

**Criteria**

Year/Term:	2006/Term 2	Session:	Any Session
Course:	ACC%	Sub Type:	Any Sub Type
Keywords:		Department:	Any Department

**Results**

Select the **Advanced Search** tab in order to enter additional search criteria, such as *College, Program, Credit Type* and information related to *Scheduling*. The number of Results per page is defaulted to 15 (fifteen).

Information such as course name, department, schedule, location, and instructor(s) will display for each course. Detailed course descriptions, prerequisites (course/test score/instructor permission) and fees can be viewed by selecting the magnifying glass icon to the left of the course Id. If the system administrator has enabled this feature during setup, students and prospective students can add courses to the **Online Registration Shopping Cart**, even if they do not have access to registration, by selecting the shopping cart icon. This allows you to go "shopping" for courses even before you have applied to the institution.

By selecting an instructor's name, his dossier can be viewed. If there are any media objects, such as a syllabus or a required reading list, that are linked to specific course sections, they can be viewed here.

At MCHC, section names are in the format Lnn where L represents a letter of the alphabet and is unique for each faculty/centre and y represents a digit. For example, all course sections beginning with A belongs to the Foundation Studies. Section A01 of the course CPT101 ( Introduction to Computing) is the lecture group for the course and A02 to A09 of the same course are tutorial groups. Similarly, A01 of ACC021 (Accounting) is a lecture group while A02 and A03 in the same course are tutorial groups. Section letters have been given as follows.

First Letter of Section	Faculty/Centre
A	Foundation Studies
B	Centre for Maritime Studies
C	Centre for Open Learning
D	Faculty of Education
E	Faculty of Engineering Technology
F	Faculty of Health Sciences
G	Faculty of Hospitality and Tourism Studies
H	Faculty of Management and Computing
J	Faculty of Shari'ah and Law

In PowerCampus and IQWeb no courses (subjects or units) belong to any specific faculty and can be taught at any Faculty. For example, CPT001 can have some sections beginning with A and some beginning with E because the course is taught in both the Foundation Studies and Faculty of Engineering Technology.

## Course Catalog

This page allows you to search the institution's course catalog. The ability to search by keywords may be of assistance if you are not familiar with the course catalog. Medium Title and Long Title, as well as event and subtype descriptions will be searched for the keyword(s) entered. Wildcards can be used in the Course and Keywords criteria.

Select the Advanced Search tab in order to enter additional search criteria, such as Curriculum, Credit Type, Department or Class Level. The Customized Display checkboxes at the bottom of the window allow you to indicate whether or not you wish to retrieve course catalog information such as general or subtype description, corequisites and fees. The number of Results per page is defaulted to 15 (fifteen).

## Degree Requirements

This page allows you to view your institution's degree requirements for a specific program, degree and curriculum in a designated matriculation year and term. After selecting the year/term and then the Submit button, the appropriate program/degree/curriculum should be selected from the Curriculum drop down list box.

Information describing the GPA and completion requirements will display at the top of the window. The different levels of the degree requirements may be viewed by selecting the folder icons. Selecting the Expand All Folders

button will open the entire listing. Detail about the various courses that must be completed, including credits and minimum grades required, will display.

At the most detailed level of the degree requirements, links are available from the *Course Id* of each course to the corresponding entry in the **Course Catalog** page. When the course requirement has been set up with wildcard logic, selecting the link will retrieve all available courses that meet the criteria. For example, selecting the link on a course Id such as CPT@ would return courses from the catalog such as CPT001, CPT005 and CPT101.

## Course Schedule

This page allows you to view your schedule information. All year/terms in which you have taught will be available. After selecting the appropriate year/term and then the View button, the course Id, Title, Credits, Duration, and schedule and location information will display for each course that you have taught.

## View Class List Page

This page allows you to view the students in your class, as well as print class lists.



**Maldives College of Higher Education**

Class List

or which you would like to view class lists. Select **Submit** to view available courses. From the list o

Year/Term: 2006/Term 2 ▼

Submit

## Course Setup Page

This page allows you to set up the activities and grade mapping information for your courses. If grade mappings are set up here, then the Gradebook page can be used to automatically calculate mid term and final grades, if desired. Select the appropriate year/term/session and course.

The following icons display to the right of the drop down list boxes, allowing you to access associated pages:



Select this icon to view the **Class List** page.



Select this icon to view the **Course Setup** page. Selecting this icon from here will simply refresh the page.





Select this icon to view the Gradebook page.

The Course Setup page will display a notebook with eight tabs: **Activities, Summary, Mapping, Community, Announcements, Media, Copy** and **Forum**. The tabs that display will be determined for each security role by your system administrator, so they may not all be available here.

## Activities

Information for each course activity (exams, assignments, practicals, etc) can be entered on this window. To indicate how all activities for this course should count toward the calculation of grades, select either *Weighted Average by Activity*, *Total Points by Activity*, *Weighted Average by Activity Type* or *Total Points by Activity Type* from the Calculate the (Midterm and) Final Grades using drop down list box. For more information about the different ways to set up and calculate grades, see *Understanding Grading Schemas*.

Select the  icon to add a new activity or copy an existing activity. Select the  (magnifying glass) icon to edit an existing activity.

The Activity Setup page will display a notebook with up to four tabs: **Information, Media, Access** and **Tasks**.

On the Information window, you can create a brand new activity or copy an existing activity for this course by selecting the appropriate radio button.

For copies of existing activities, only the activity title and the activity from which to copy are required. For brand new activities, the activity title and type, assigned and due dates and a description can be entered. Depending upon the selection that has been made for *Calculate the (Midterm and) Final Grades using*, the Information window will either display % of Midterm Grade, if applicable, and % of Final Grade OR Counts for Midterm, if applicable, and Counts for Final to allow you to indicate how the activity should be counted for grading purposes. The number of Total Points that this activity represents is required regardless of this selection.

The activity types available are set up in PowerCAMPUS by the system administrator.

## Summary

A summary of course activities is displayed on this window grouped by activity type. You can use this window to have the lowest score(s) and/or the highest score(s) dropped for activities within an activity type when calculating grades. For example, if a course has four quizzes before final grades are calculated and you only want the highest three scores to count towards the grade, you can enter '1' (one) in the Drop Lowest field under Final for the Quiz activity type.

To view more detailed information for an activity type, select the  (magnifying glass) icon.



## Mapping

Using this window, you can view the grade mappings set up between grade values and credit types. These mappings must have been previously established using the Grade Values setup in PowerCAMPUS. One or more corresponding grade values will be linked to each credit type. This ensures that, for example, if a student is taking a class with a credit type of Pass/Fail, the only available grades will be 'P' (pass) and 'F' (fail). For more information about grade values setup, see the Academic Records manual of the documentation for PowerCAMPUS. Enter the Midterm Min (minimum) Value, if applicable, and the Final Min Value that will represent a passing grade for each grade value and credit type for your course.


## Community

This window allows you to create 'course communities' for a course. The course name and description will default with a Default Membership Status of Active. Select the Active Community checkbox to create and grant access to the community for all students enrolled in the course. This will enable students to view an associated Subject Home Page that displays course information, course activities, attached media, etc.

## Announcements

This window allows you to create and edit announcements for a course. To create a new announcement, select the  icon to open the Add/Edit Course Announcements page and create a new announcement for all students enrolled in the course. Students will be able to view the announcements on the Subject Home Page. To view or edit an existing announcement, select the  (magnifying glass) icon corresponding to the announcement you wish to view or edit from the View/Edit column. To delete announcements, select the check boxes adjacent to the announcements you wish to delete and then select the icon.

## Media

This window allows you to do content management. Media such as course syllabi and assignments can be uploaded to the central storage area for media objects and attached to specific courses. These media objects will not be associated with specific course activities. Select the  icon to open the Course Manager Upload Wizard page where you can add a new media object.


Select or enter the appropriate media file location for the file that you wish to upload. You may either upload a file from your computer or reference an external website address. If you wish to upload a file that is saved on a local or network drive, it will be stored on the server. Select the Browse... button in order to locate the file that you wish to retrieve. The path of the file that you have selected will automatically be entered into the text box. The size limit for uploading individual media files will display. If you wish to reference a file from the internet, it will not be stored on the server. Enter the web address of the site you wish to specify.




If the system administrator has decided to limit the size of the individual media files that can be uploaded, you will not be able to upload a file larger than the limit. If the system administrator has decided to enforce a total size limit for all files uploaded concurrently, you will not be able to upload a file if another user is simultaneously uploading a file and the size limit for both exceeds the total size limit.

You will know that the media file has exceeded the size limit if you receive a message on the Progress pop-up window that the 'Upload size is greater than the maximum allowed'. In this case, the web page will have an error that reads 'The page cannot be displayed' because the server will have verified that the size of data to be processed is too large and will have "refused" to accept it. Since the server has denied the request, the uploading internet browser will report that the submission page is not available. Therefore, you will not see a specific error message on the page, but you will receive the message that 'The page cannot be displayed'. Select your browser's Back button to return to the Course Setup page.

Once the object is located and uploaded, media categories, rights and accessibility must be assigned to it. Media categories are system-defined and may include Assign, eTextbook, Quiz, Syllabus and Test. If desired, a media object can be made available only to one or more selected security roles or to everyone. The accessibility of the media object can be restricted by entering a start and end date in mm/dd/yyyy format, and a start and end time in hh:mm am/pm format, or you can choose to have the media object to be always accessible. If you choose to limit by roles, the media object will be always available to all faculty and students associated with the course even if not chosen, as well as to any additional roles you choose. For example, if you do not choose any additional roles, the media will be accessible only to faculty and students associated with the course, but if you choose the student and visitor roles, all students and visitors will be able to view the media object from the Course Section Details page as well.


To continue, select the Next button until you have completed the wizard. On the final window, certain attributes, such as title and description, may be required. Each media type may have different required attributes. Required attributes will be indicated by an asterisk. For date attributes, the format necessary is MM/DD/YYYY. When complete, select the Finish button.

To delete media objects, simply select the  icon. To view an existing media object in a second browser window, simply select the appropriate icon displayed under View.

To edit media using the Media window, select the  (magnifying glass) icon next to the media file that you wish to edit. The Edit Media page will display a notebook with three tabs: File, Accessibility and Attributes. Information such as the file location and name, as well as who posted it and when, will display. You may select the  button to view the current media file or select the  button to replace the existing file with a new one. Select the Accessibility tab to assign media categories, set viewing rights and set accessibility by date and time. Select the Attributes tab to edit the media attributes for the current media file. The edit media windows have the same options as those of the wizard described above. Here, you may replace the existing media file by uploading a file from either one of your local drives or an external website address, change your assigned media categories and your viewing rights, and/or change your media attributes.

These media objects will not be attached to any graded activities. If you wish to attach media directly to graded activities, you must do so using the Media window of the Activity Setup page, available from the Activities window described above.

## Copy

Using this window, you can copy grade mappings, general course media, activities and activity media from a source course to a destination course. This is especially useful when you are teaching a course for more than one term, as it saves you the trouble of having to re-create the course's activities and grade mappings. In the Source section of the window, select an Academic Year/Term and then the  button. Select a course from the Copy From drop down list box. Select the appropriate checkbox(es) to copy the Grade Mapping, General Course Media and Activities information from the source course to the destination course. If you copy the course's Activities, you may also select to Include Activity Media.

Any existing activity, media or grade mapping information for the destination course will be deleted during the copy process. Therefore, you should perform this action prior to adding additional activities. However, if an activity has already been graded in the destination course, it will not be deleted. In this case, the copied activities from the source course will be added to the existing graded activities.

Media files that exceed the media upload size limit established by the system administrator will not be copied to the destination course.

If you select to copy activities, all activity attributes will be copied over to the destination course and may need to be updated. Remember to check dates, times, access restrictions, type of grading (total points or weighted average), and point value or percentages for each activity.

If you copy activities from an anonymously graded section to one that does not use anonymous grading (or vice versa), the Activity Type will not be copied because activity types are associated with anonymous grading. Remember to manually select an Activity Type for these activities.

## Forum

This window allows you to create a Private Course Category and Forum. You must have an active Community in order to create a Private Course Forum. The 'Category/Forum Name' defaults to the 'Community Name' and is read-only. You can change the 'Category/Forum Description'. Select the 'Active Category/Forum' check box and select Save to create a new private forum for all students enrolled in the course that have an IQ.Web account. This will enable students to view and participate in the private course forum on the Campus Forum page. Students will also be able to access the private course forum via a link on the Subject Home Page.



Initially, when the 'Active Category/Forum' check box on the 'Forum' tab on the Course Manager Course Setup page is checked and the Save button is selected, a new Category and Forum with an access type of 'Private Course' is

created with a Status of 'Open'. All participants registered for the course that have an IQ.Web account will automatically be added as members to the private course forum. By default, Faculty members will be assigned the user type of 'Moderator' and students will be assigned the user type of 'User'. Any new students registering for the course or those dropping it will be automatically added or removed from the private course forum, respectively. Moderators will be able to add/close topics and add/edit/delete postings in the private course forum under their control. Users will be able to add topics and add/edit/delete their own postings.

Subsequently, when the 'Active Category/Forum' check box on the 'Forum' tab on the Course Manager Course Setup page is unchecked and the Save button is selected, the Status for the newly created Forum is changed to 'Closed'.

## Gradebook

### Course Manager Gradebook

Term: go CPT001/Lecture/A01 go  

Days	Times	Location
Meeting	TBA	12:01AM - 12:01AM CA

Grades Attendance Violations Competencies



Summary go Options E-mail Download

**This section is not open for final grading.**

				Final
Name	Id	Credit Type	Points	Grade
ayaza	000-007-403	Credit		

This page allows you to enter grades for your course activities. The Gradebook page also allows automatic calculation of midterm and final grades based upon the grade mappings set up using the Course Setup page. Select the appropriate year/term/session and course.

Grades for the term can be entered only after a specified date at the end of the term. The date will be decided and set up by the Registrar.

Term: go CPT001/Lecture/A01 go  

Days	Times	Location
Meeting	TBA	12:01AM - 12:01AM CA

Attendance Violations Competencies

Final go Options E-mail Download Statistics

**This section is not open for midterm grading.**

				Final	
Name	Id	Credit Type	Points	Grade	Change
ayaza	000-007-403	Credit		HD	
aufal	000-007-208	Credit		PP	
Shiuna	000-007-269	Credit		DN	
ez-Ishaam	000-005-739	Credit			

## **Course Schedule**

This page allows you to view your schedule information. All year/terms in which you have taught will be available. After selecting the appropriate year/term and then the View button, the course Id, Title, Credits, Duration, and schedule and location information will display for each course that you have taught.

## **Student Advising Page**

This page allows you to view information such as course schedule, grades, unofficial transcript, academic plan, instructor permissions, and course schedule approval for the students that you advise, as well as for other people in the system.

The tabs that display will be determined for each security role by your system administrator.

## Understanding Grading Schemas

IQ.Web enables you to select the grading schema that best fits your grading style for each course section that you instruct. There are four different grading schemas in IQ.Web: *Weighted Average by Activity*, *Total Points by Activity*, *Weighted Average by Activity Type*, and *Total Points by Activity Type*. The desired schema may be selected from the *Calculate the (Midterm and) Final Grades using* drop down list box on the **Activities** window of the **Course Setup** page. For more information about this window, see [Course Setup](#). The actual grading for your course activities will take place on either the **Activities** window or the **Grades** window of the **Gradebook** page. For more information, see [Gradebook](#).

Grading by activity (*Weighted Average by Activity* and *Total Points by Activity*) allows you to assign percentages or points to each individual course activity. Grading by activity type (*Weighted Average by Activity Type* and *Total Points by Activity Type*) allows you to assign percentages or points to each activity type (i.e. exams, quizzes, papers, homework or projects). Activity types are defined in the Course Activity Type code table, available from **Tools: Code Tables** in the System Administrator Setflow of PowerCAMPUS. For more information, see *Code Table Descriptions* in *Code Tables*.

Assigning a total percentage or total point value to an activity type greatly simplifies grading and lends itself to the addition, deletion, or dropping of planned activities during the course. The advantage to grading by activity, rather than activity type, is that you can control the weight or points of each individual activity. However, this additional control DOES require more carefully planned setup.

If you wish to make a specific activity worth more or less than the remaining activities, you should use either *Weighted Average by Activity* or *Total Points by Activity* grading. **For example**, the first quiz may be 3% of the final grade and the remaining two may be 6% each of the final grade. This scenario could be accomplished by creating a type of *Minor Quiz* worth 3% of the final grade and containing the activity *Quiz 1*, and then creating a type of *Major Quiz*, worth 12% of the final grade and containing the activities *Quiz 2* and *Quiz 3*. In this example, the three quizzes combined account for 15% of the final grade; whereas, if they were entered using activity type grading, each quiz would be calculated as 5% of the final grade.

Alternately, the main advantage to grading by activity type is the simplicity that it provides. If you decide that *Quizzes* should account for 30% (in the case of *Weighted Average*) or 300 points (in the case of *Total Points*) of the total grade, you may add or delete as many quizzes as you wish and IQ.Web will automatically recalculate the percentage or point value for each individual activity without requiring any additional setup. Grade mappings do not need to be changed and you do not need to modify the weighting of individual activities.

**For example**, you may decide to use *Weighted Average by Activity* grading. For a particular course, you may wish to have three quizzes that would each be worth 10% of the grade, so that all of the quizzes together totaled 30% of the grade. If you later decide not to give the last quiz, you would have to delete that quiz and then manually edit the other quizzes to make them each 15% of the grade, in order to total the original 30%. You would need to follow similar steps if you decided to change the number of activities that would be dropped for a course. However, if you had used *Weighted Average by Activity Type* grading instead and had set up the *Quizzes* activity type to be worth 30% of the final grade, you could have simply deleted the first quiz and IQ.Web would have automatically recalculated the remaining quizzes to account for 30% of the grade.

### Weighted Average by Activity

*Weighted Average by Activity* allows you to determine a specific percentage of the mid term/final grade for each activity. The sum of the percentages must equal 100% in order to calculate grades. The total points for an activity when using weighted averages are only used to provide a scale when entering

grades. **For example**, a quiz may have 20 questions, be worth 20 points, and may account for 5% of the mid term/final grade.

In order to drop either the lowest or highest activity from an activity type, ALL of the activities within that type MUST be weighted equally. Otherwise, one student could potentially have an activity dropped that was worth 5% of the total grade and another could have an activity dropped that was worth 10% of the total grade, which could skew the grading.

### **Total Points by Activity**

*Total Points by Activity* allows you to define the number of points for each activity. In this grading schema, the total points that a student can earn for a course is determined by summing all of the activity points.

In order to drop either the lowest or highest activity from an activity type, ALL of the activities within that type MUST have equal points. Otherwise, one student could potentially have an activity dropped that was worth 100 points towards his total grade and another could have an activity dropped that was worth 200 points towards his total grade, which could skew the grading.

### **Weighted Average by Activity Type**

*Weighted Average by Activity Type* allows you to define the percentage of the mid term/final grade for each activity type. **For example**, *Quizzes* may be worth 20% of the mid term/final grade, *Papers* may be worth 30% of the mid term/final grade, and *Exams* may be worth 50% of the mid term/final grade.

The sum of the percentages must equal 100% in order to calculate grades. You may enter total points for an activity in order to provide a scale when entering grades. **For example**, a quiz may have 20 questions, be worth 20 points, and account for 5% of the mid term/final grade.

This grading schema DOES NOT require that all the activities within an activity type must have the same total points in order to drop the lowest or highest one. All activities in a type are weighted evenly by definition when using *Weighted Average by Activity Type* grading.

### **Total Points by Activity Type**


*Total Points by Activity Type* allows you to determine a specific number of points for each activity type. In this grading schema, the total points for the course is determined by the sum of the points for each activity type. **For example**, the activity type of *Quizzes* may be worth 300 points, *Papers* may be worth 300 points, and *Exams* may be worth 500 points. The total points for this course are 1100. If this course has four quizzes, you can define them as each having 50 total points. Then, when grades are calculated, the actual sum of the total points is scaled to the total points for the activity type. In this example, the actual total points for quizzes are 200. When grades are calculated, the points for each quiz will be increased by 50% to make the total possible points for the activity type of *Quizzes* to be worth 300, as you have defined.

This grading schema provides you with the flexibility of adding, removing, or dropping quizzes without needing to modify the grade mappings or the total points for the remaining quizzes.

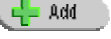


In order to drop either the lowest or highest activity from an activity type, ALL of the activities within that type MUST have equal points. Otherwise, one student could potentially have an activity dropped that was worth 100 points towards his total grade and another could have an activity dropped that was worth 200 points towards his total grade, which could skew the grading.

## Procedure - Setting Up Activities for a Course

Use this procedure to enter information for an activity, including how you wish it to count towards students' midterm, if applicable, and final grades.



1. Select the **Course Setup** page from the menu bar.
2. Select the **Activities** tab, then select the Year/Term/Session and Course for which you wish to set up activities.
4. To indicate how all activities for this course should count toward the calculation of grades, select either *Weighted Average* or *Total Points* from the *Calculate the (Midterm and) Final Grades using* drop down list box. Select the  icon to add a new activity.
5. On the **Information** window, the required fields are indicated by red asterisks. Enter an *Activity Title* and select an *Activity Type*.

Select the calendar icon to the right of the date fields if you wish to enter assigned and due dates for the activity. For more information about using the pop-up calendar feature, see *Understanding the System*. Depending upon the value that you selected in the last step, the **Information** window will either display *% of Midterm Grade*, if applicable, and *% of Final Grade* OR *Counts for Midterm*, if applicable, and *Counts for Final* for each activity that you create, indicating how the activity should be counted for grading purposes. Select the appropriate checkboxes and enter either the percentage weight out of 100% or the total number of points that you want this particular activity to represent. Enter a *Description*, if desired. When you are finished, select the **Save** button. If you wish to attach any media objects to this activity, select the **Media** tab and proceed to Step 6. If not, select the appropriate link from the bottom to add an additional activity or return to the main **Activities** window. Repeat Steps 4 and 5 to set up any additional activities necessary.

6. On the **Media** window, select the  icon to add a new media object.
7. Follow the Steps 5 through 7 of *Procedure - Attaching Media to a Course* to attach the object. When you are finished, select the **Access** tab.
8. Here, you can enter the specific period of time that you wish for this object to be available, if any. Select the **Save and Return** button to return to the **Activities** window.
9. A paper clip icon next to the title of your activity indicates the attached media object. Select the  icon and repeat Steps 5 through 7 to set up any additional activities. When you are finished entering all required activities, select the **Summary** tab.
10. A summary of course activities will display grouped by activity type. You can use this window to have the lowest score(s) and/or the highest score(s) dropped for activities within an activity type when calculating grades. **For example**, if a course has four quizzes before final grades are calculated and you only want the highest three scores to count towards the grade, you can enter '1' (one) in the *Drop Lowest* field under *Final* for the *Quiz* activity type. To view more detailed information for an activity type, select the  (magnifying glass) icon. Select the **Save** button.
11. Your activities are now set up for the selected course. Once your grading system for your activities is set up, you can enter the *Final Min* (minimum) *Value* that will represent a passing grade for each grade and each credit type available for this course on the **Mapping** window. For more information, see *Course Setup*.

## Procedure - Entering and Calculating Grades



Use this procedure to enter grades for your courses by student or grading activity and to calculate midterm and/or final grades.

1. Select the **Gradebook** page from the menu bar.
2. Select the year/term/session and course for which you wish to enter grades.
3. If it has not defaulted as selected, select the **Activities** tab.
4. Grades for each graded activity can be entered on this window by student. Select *Summary* from the *View* drop down list box to view a grid with each student listed vertically and each course activity listed horizontally. This is a good way to locate or enter missing grades at the end of the semester. Select *Activity* or *Student* from the *View* drop down list box to view each student that was assigned a selected activity or each activity for a selected student. A second drop down list box will appear, from which you may select the specific activity or student. Enter the student's final grade for that activity, any comments you may have, and the grade points earned for that activity, if applicable. This is a good way to enter all grades for an assignment you have just received completed or an exam you have just graded. When you are finished, select the **Save** button to save your grade entries. Select the **Grades** tab.
5. Select the **Grades** tab. Grades for each student can be entered on this window. Select *Summary* from the *View* drop down list box to view a grid with each student listed vertically and the *Final Points* and/or *Final Grade* earned listed horizontally. If set to display, *Midterm Points* and/or *Midterm Grade* may also be available. Select *Student* from the *View* drop down list box to view each activity for a selected student. A second drop down list box will appear, from which you may select the specific student. Enter grades (for each activity and for the student), any comments you may have, and the grade points earned, if applicable. When you are finished and ready to calculate grades, select , if applicable, or .

*Using either the Activities or the Grades window, grades may be adjusted before they are submitted, but they may only be changed afterward if the system administrator has given permission*

### Activities

Information for each course activity can be entered on this window. To indicate how all activities for this course should count toward the calculation of grades, select either *Weighted Average by Activity*, *Total Points by Activity*, *Weighted Average by Activity Type* or *Total Points by Activity Type* from the *Calculate the (Midterm and) Final Grades using* drop down list box. For more information about the different ways to set up and calculate grades, see *Understanding Grading Schemas*.

Select the  icon to add a new activity or copy an existing activity. Select the  (magnifying glass) icon to edit an existing activity.

The **Activity Setup** page will display a notebook with up to four tabs: **Information**, **Media**, **Access** and **Tasks**.

On the **Information** window, you can create a brand new activity or copy an existing activity for this course by selecting the appropriate radio button.



If the Activity Type has been set up in the **Course Activity Type** code table with the *Activity Behavior* of 'Has Subtasks', then you may use the Tasks tab to add tasks once the Activity has been created and saved. Select **Tasks** tab to set up Tasks within an Activity. Examples of Tasks for an Activity of Professional Behavior are 'Ethics', 'Appearance' and 'Communication'. Examples of Criteria for Ethics are 'Respects Confidentiality', 'Ensures Informed Consent' and 'Respects Diversity'. Both Tasks and

Criteria can be set up with a certain number of points. The Criteria points will automatically add up to a total for the Task. Likewise, the Task points will automatically add up to a total for the Activity.

For copies of existing activities, only the activity title and the activity from which to copy are required. For brand new activities, the activity title and type, assigned and due dates and a description can be entered. Depending upon the selection that has been made for *Calculate the (Midterm and) Final Grades using*, the **Information** window will either display *% of Midterm Grade*, if applicable, and *% of Final Grade* OR *Counts for Midterm*, if applicable, and *Counts for Final* to allow you to indicate how the activity should be counted for grading purposes. The number of *Total Points* that this activity represents is required regardless of this selection.

## Procedure - Attaching Media to a Course

Use this procedure upload media, such as course syllabi and assignments, to the central storage area for media objects and then attach it to a specific course.

1. Select the **Course Setup** page from the menu bar.
2. Select the year/term/session and course for which you wish to attach media objects.
3. If it has not defaulted as selected, select the **Media** tab. A course community must be created in order for you to upload media for this course. If you find that you must create one in order to proceed, select the **Community** tab. Enter a name and description for your community and select the *Active Community* checkbox. Select the **Save** button and then return to the **Media** window.
4. Select the  icon to add a new media object.
5. Select the appropriate radio button to indicate whether you would like to upload the file from a local directory path or from an external website address. To upload a local file, select the **Browse...** button in order to locate the file that you wish to use. The path of the file that you have selected will automatically be entered into the text box. To upload a file from the internet, enter the web address of the site you wish to use. Select the **Next** button.
6. Select one or more categories from the *Available Media Categories* list and select the forward arrow to move them to the *Assigned Media Categories* list. Rights to this object can be restricted to one or more selected security roles in the same manner. Finally, if desired, the availability of the object can be restricted by entering a start date/time and an end date/time. If you choose to limit by roles, the media object will be available to all faculty and students associated with the course, as well as to any additional roles you choose. **For example**, if you do not choose any additional roles, the media will be accessible only to faculty and students associated with the course, but if you choose the student and visitor roles, all students and visitors will be able to view the media object from the **Course Section Details** page as well. Select the **Next** button.
7. Enter any desired media attributes. Required attributes are indicated by red asterisks. Additional attributes can be added by selecting them from the drop down list box, entering a value, and selecting the  (plus) icon. Select the **Finish** button to complete the media upload.
8. To add additional media objects, select the **Upload another media object** link and repeat Steps 5 through 7. If you are finished attaching media, select the **Back to Course Manager Setup** link to return to the **Media** window.