

Gradebook setup in myCourses for the assessment of the Graduate Attributes

Overview

The assessment of the graduate attributes is performed every semester for every undergraduate course. To measure student performance on graduate attributes each graded item (e.g. questions on assignments or exams) should be linked to *only* one graduate attribute indicator. For the assessment tools that evaluate more than one graduate attribute indicator, they should be broken down so that each part only evaluates one indicator. In summary:

1. For graded assessment tools that evaluate performance for more than one indicator, determine and record the indicator for each individual question/problem. (one indicator per graded item)
2. For graded assessment tools that evaluate performance for only one indicator, recording the overall indicator for the graded assessment tool as a whole is sufficient.
3. Enter each graded assessment tool as a myCourses “grade **category**” and enter a grade **item** for each individual question or problem within the assessment tool and enter the indicator code (e.g. KB.1) in the title of every grade item.

The grades entered for each grade item will be used to calculate student performance on each indicator.

For the list of graduate attributes and indicators please refer to: <http://www.mcgill.ca/engineering/faculty-staff/accreditation/accreditation-resources>

Definitions

- **Graduate attribute:** A generic characteristic, specified and defined by the CEAB, expected to be exhibited by graduates of accredited Canadian engineering programs at the time of graduation.
- **Graduate attribute Indicator (Indicator):** A descriptor of what students must do to be considered competent in a given graduate attribute. (In other words, a quantified metric used to evaluate achievement of a given graduate attribute.) The CEAB requires that indicators be defined and measured by programs to evaluate graduate attributes.
- **Assessment tool:** Generally a (graded) assignment, test, lab, exam, report, presentation, essay, observed behaviour, etc., that is used as an assessment of student learning.
- **myCourses Grade Category:** A myCourses gradebook category used to group a collection of myCourses grade items in one assessment tool.
- **myCourses Grade Item:** A type of myCourses gradebook category used with an individual question/problem within one assessment tool or for one assessment tool as a whole (if all questions/problems within the latter evaluate performance for only one indicator).

Step-by-step instructions for setting up the gradebook in myCourses

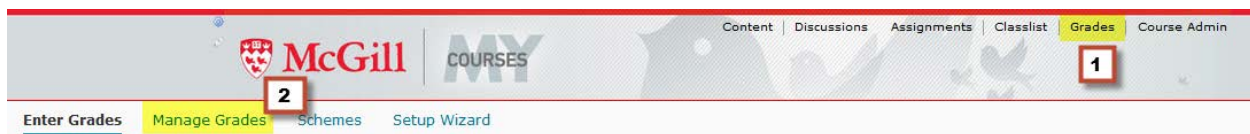
The gradebook will have one main heading (grade Category) for each assessment tool and one or more sub-headings (Grade Items) for each part of the assessment tool that is measuring an indicator. To have a gradebook properly created, you need to create the categories with appropriate settings first and then add the graded items.

Last Name ▲, First Name, McGill ID		Exam 1 ▾			
		E1Q1-KB.5 ▾	E1Q2-PA.3 ▾	E1Q3-PA.3 ▾	E1Q4-PA.3 ▾
<input type="checkbox"/>	Student #1				
<input type="checkbox"/>	Student #2				

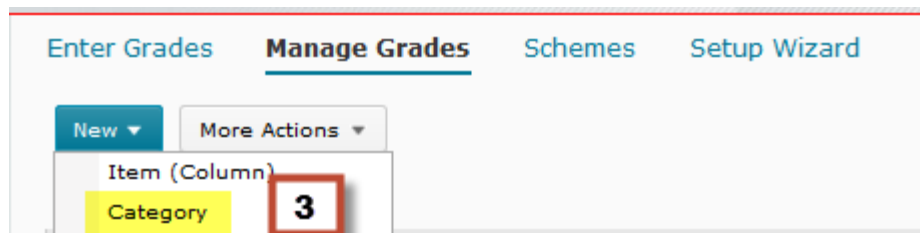
Create a grade category for each assessment tool

Categories appear with a grey background on the **Manage Grades** page. Items in categories appear indented under the category.

1. In the Grades section of your course, select the **Manage Grades** tab.



2. Click the **New** button (at the top of your gradebook) and select **Category** from the drop-down menu.

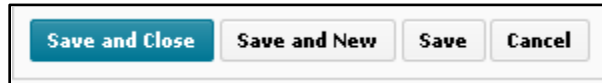


3. On the **Properties** tab, under **Name**, enter the full title of your graded assessment tool (e.g., "Assignment 3" – see screenshot next page).
4. Under **Grading**, for **Weight**, enter the weight of the assessment tool in the final grade.
 - For example, for an assignment worth 4% of the final grade, you would enter "4."
5. For **Distribution**, it is best to select "Distribute weights by points across all items in the category." The weight of each grade item within the grade category will be automatically calculated based on how many points each grade item is worth on the assessment. If you select "Manually assign weights to items in the category", make sure your final grade adds up to 100%. If it doesn't, you will see error message at the top of the Manage Grades section.

6. **Hide grades from students (optional):** If you want the grades of the assessment tool to be hidden from your students, select the **Restrictions** tab (at the top of the page). Under **Visibility**, select “Hide this category.”

7. **Save:** At the bottom of the Properties or Restrictions tab, do one of the following:
- If you are creating only one assessment, click “Save and Close” (you will go back to the Manage Grades tab).
 - If you intend to set up another grade category for another assessment tool, click “Save and New.”
 - If you want to save the item and stay on the page, click “Save.”

- If you want to exit without saving, click “Cancel.”

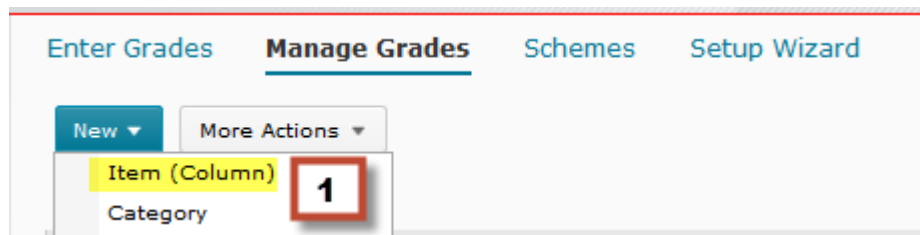


Tip: It may save some time if you create all grade categories at once based on your course outline.

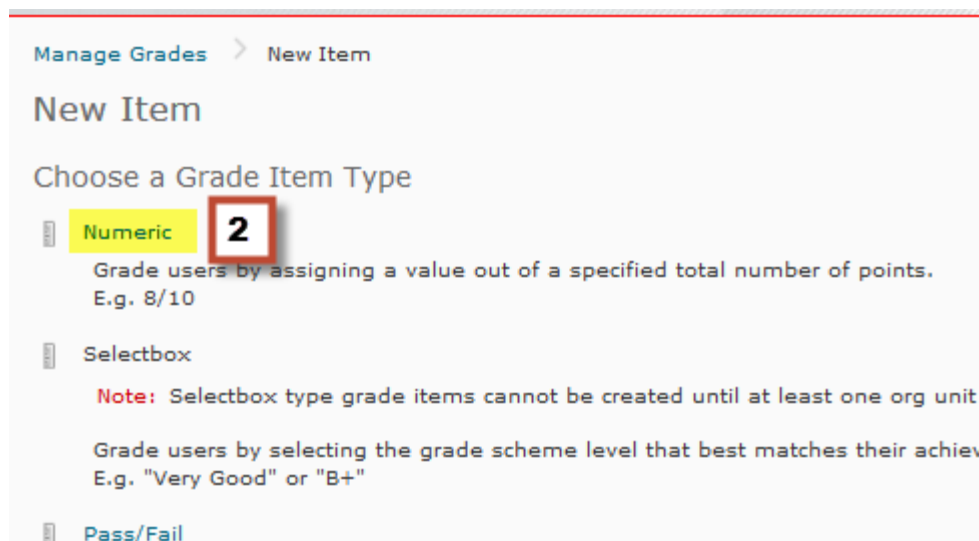
Note: You will not be able to use grade categories to group assignments/tests; for graduate attribute assessment, you must use one grade category for each assessment tool.

Create a grade item for each question/problem

1. Determine the appropriate indicator codes for each your individual questions or problems (refer to the [Detailed list of graduate attributes and indicators](#)). Come accreditation time, it will be beneficial if you mark this code on the assessment tool itself.
2. In the Grades section in myCourses, go to the **Manage Grades** tab.
3. Click the **New** button (at the top of your gradebook) and select **Item (Column)** from the drop-down menu.



4. On the **New Item** page, select **Numeric**.



5. On the **Properties** tab, under **Name**, enter the title of the graded assessment tool, with the indicator code at the end of the title (e.g., “A2, Q4– PA.3”). **The indicator code is very important; it is needed to produce graduate attribute achievement reports.**
 - Please use the format “- AB.x” for the indicator code (as in the example above).

- **Note:** This name must be unique in your gradebook (you cannot use it twice).
6. Under **Category**, select the appropriate grade category (graded assessment tool) from the drop-down menu. (The grade categories you already created will appear.)
 7. Under **Grading**, for **Maximum Points**, enter the points that the item is worth on your assessment tool.
 - For example, for an assignment with a question worth 1 point, you would enter “1”. (It does not matter how much the assessment tool is worth out of the final grade.)
 8. **Weight:** This is the weight of the grade item in the grade category (assessment tool). If you selected “Distribute weights by points across all items in the category” when creating the grade category, this will automatically calculate, based on the weight of the grade item in the grade category. If you did not use that option, you will have to enter this manually (enter the weight of the grade item on the assessment tool, not the weight in the final grade).

The screenshot shows the 'New Item' form with the following details:

- Properties** tab selected.
- General** section:
 - Type: Numeric
 - Name: E1-Q1-KB.5 (with a red box containing '3' next to it)
 - Short Name: (empty)
 - Category: Exam 1 (20% of final grade) (with a red box containing '4' next to it)
 - Show Description: >
- Grading** section:
 - Maximum Points: 10 (with a red box containing '5' next to it)
 - Weight: 20

If you wish to hide grades for individual grade items, so that the students’ gradebook shows only that total grade for an assessment tool go to the **Restrictions** tab (at the top of the page). Under **Visibility**, select “Hide this grade item.”

Properties Restrictions Objectives

General

Visibility

Grade item is always visible

Hide this grade item

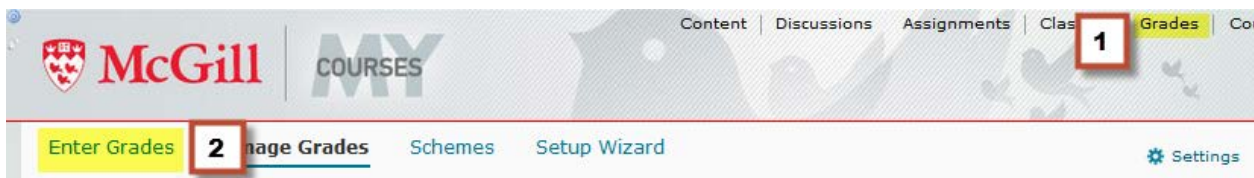
Grade item is visible for a specific date range

- At the bottom of the page, click **Save and New** if you are entering more grade items or **Save and Close** if you have entered all grade items.

Entering grades in the gradebook

The grades for each student are entered directly into the gradebook:

- In the Grades section of your course, select the **Enter Grades**



- By clicking on each word, you can sort the list:

Exam 1				
Last Name ▲	First Name	McGill ID	E1Q1-KB.5 ▼	E1Q2-PA.3 ▼
			E1Q3-PA.3 ▼	E1Q4-PA.3 ▼

- Enter the grades for each student in the provided field and Save.