

iLearn: All about the gradebook



From simple to complex, the iLearn gradebook can be set up to match the way you work. Join us to learn the basics of how to set up your assignments and categories, and then move on to more advanced tips and common pitfalls.

Assignments Page

The assignments page is how you control the gradebook. Don't be misled by the name – it contains more than “assignments”. It contains anything worth points: quizzes, assignments, discussion forums, assignments, etc.

Inside this Assignments Page, you can create categories and re-arrange the various items. This is how you set up the “categories” of your gradebook. Using the ‘3 dot’ menu (item 2, below) you can give weights to the various categories, if you choose to work that way.

The screenshot shows the iLearn Assignments page interface. At the top, there is a search bar and buttons for '+ Group' and '+ Assignment'. Below this, the 'Assignments' category is expanded, showing a list of items with their status, due dates, and points. Each item has a '3 dot' menu icon. Callout 1 points to the '+ Assignment' button. Callout 2 points to the '3 dot' menu of the 'Assignments' category, which shows a '75% of Total' weight. Callout 3 points to the '3 dot' menu of the 'Test Assignment I' item. Callout 4 points to the '3 dot' menu of the 'Journal Entry 1' item. Callout 5 points to the '20% of Total' weight for the 'Tests' category. Callout 6 points to the 'Assignments' category header.

- Make the categories have different weights
- Quick edit a name or due date
- Add a new category
- Remove a category
- Move assignment to another category
- Rename category or adjust weights

Make an Assignment

The screenshot shows the 'Make an Assignment' form in iLearn. At the top, there's a 'Details' tab and a 'Mastery Paths' link. A 'Not Published' status is shown. The main area is an HTML editor with a toolbar and a text area. Below the editor, there are several settings:

- Points:** A text input field with '0' entered.
- Assignment Group:** A dropdown menu with 'Assignments' selected.
- Display Grade as:** A dropdown menu with 'Points' selected.
- Do not count this assignment towards the final grade
- Submission Type:** A dropdown menu with 'Online' selected. Below it, 'Online Entry Options' include:
 - Text Entry
 - Website URL
 - Media Recordings
 - File Uploads
 - Restrict Upload File Types
- Group Assignment:** This is a Group Assignment
- Peer Reviews:** Require Peer Reviews
- Assign:** A section with 'Assign to' (a dropdown menu with 'Everyone' selected), 'Due' (a date picker), 'Available from' (a date picker), and 'Until' (a date picker). A '+ Add' button is at the bottom.

At the bottom of the form, there's a notification: Notify users that this content has changed. Below that are three buttons: 'Cancel', 'Save & Publish', and 'Save'.

They've named things in a confusing way:

- An **Assignment** is one of the features of iLearn: it lets you give a prompt, due date, point value, etc, and collect and grade "homework".
- The **Assignments Page** contains any of the items of your class that are worth points. (Including Assignments.) It is how you set up your gradebook.

Don't ask me why they named it like this. Seems confusing to me.

The **Assignment** is the most basic (and useful) way to assign, collect, and grade work from your students. When creating one, you will give it:

- A name
- A prompt (or instructions)
- A point value (or not)
- A due date (or not)
- A window that they can turn in work (or not)

Also, you can choose the format that they'll be able to turn in work. It can be:

- They just type (or paste) into the web browser, using the standard editor.
- They upload a file. (you can limit it to certain file types if you want)
- They record a video or sound file.
- They upload a file which goes through the Turnitin plagiarism detector.

How Do I...?

- Edit name of assignment
- Edit prompt/description of assignment
- Adjust number of points
- Change category
- Change type of submission: online text vs file upload
- Make TurnItIn assignment
- Give different due date for one or more students?
- Allow / Don't allow late turn-ins

Gradebook Page

Grades Learning Mastery Individual View Showing All Sections ▾

Filter by student name or secondary ID Import Export ▾

Student Name	Secondary ID	Attendance of 100	Sample Video Assignment Out of 0	File Uploading Out of 0	The Assignment's Name, as it will ... Out of 0	10 Examples Quiz Out of 2	test with learning outcome Out of 15	abc Out of 0	Assignments 75.00% of grade	Tests 20.00%	Presentations 5.00% of grade	Total
Joanne Howell	C00102270	00%	-	-	-	2/2	-	-	87.5%	-	-	87.5%
Penelope Parker	PP	00%	-	1/1	0	2/2	-	-	100%	-	-	100%
Test Student	716242e51057c9c949f9da0773a10e6cc68d1	-	-	-	-	-	-	-	86%	-	-	86%

How do I...?

- Export to Excel
- Message students who.... "Scored below" "Scored above" "missing work"
- Mark missing work as zero
- Quickly enter a grade

Create / Use a Rubric

How Do I...?

- Give it a name?
- Add a criteria?
- Add description / point range for some criteria?
- Use Rubric for the assignment's grade
- Allow comments

Journal Entry 1: My experience with programming and data analysis

Published Edit ⋮

Please introduce yourself and describe (in a paragraph or two) what kinds of things you've worked on or studied, or are interested in studying as they relate to programming and data analysis.

Points 5

Submitting a text entry box or a media recording

Due	For	Available from	Until
Feb 11, 2017	Everyone	Feb 1, 2017 at 12am	Jul 4, 2018 at 11:59pm

[+ Rubric](#)

Title: 1 [Find a Rubric](#)

Criteria	Ratings	Pts
Description of criterion Range <input type="text"/>	5 pts Full Marks 3 0 pts No Marks +	<input type="text" value="5"/> pts 4

[+ Criterion](#) [Find Outcome](#) Total Points: 5

- I'll write free-form comments when assessing students 5
- Remove points from rubric
- Don't post Outcomes results to Learning Mastery Gradebook
- Use this rubric for assignment grading 6
- Hide score total for assessment results

Speedgrader With Rubric

Journal Entry 1: My experience with programming and data analysis
Due: Feb 11, 2017 at 11:59pm - 999991

3/3 Graded 4.43 / 5 (89%) Average 1/3

Joanne Howell

This student does not have a submission for this assignment

Submitted: no submission time **MISSING**

Grading

Some Rubric (2)

Criteria	Ratings		Pts
Description of criterion	5 pts Full Marks	0 pts No Marks	4 / 5 pts

Total Points: 4 out of 5

[Save](#) [Cancel](#)

Assignment Comments

Add a Comment

[Download Submission Comments](#)

[Submit](#)

Workshop Outline

- Introduction- brief (2 min)
- It's all about the assignments, so start there. Create, set due date and points (10 min)
 - Show sample assignments, types of submissions
 - Making assignments available after the due date
- The "Assignments Page" is how you set up categories, weighting (5 min)
- Giving zeros for missing work - important for accurate grades (5 min)
 - Using speedgrader to go through each assignment
- Rubrics (10 min)
 - Setup
 - Grading
- Speed Grader (7 min)
 - How to use it
 - When to use it
 - Why to use it
- Student outreach - "Message students who..." (10 min)
 - Substantive contact
 - Creating a form email for "Just checking in"
 - Discuss options/ ideas