

Uploading grades from iGrader into WebCT CE 4.1:

1. After the students have registered their clickers, you can administer your iClicker quiz. When your iClicker session is complete, open iGrader and select one of the two Export options. The scores will be saved in the iClicker folder in a file called uploadfile.csv.
2. Log into your course and go to the Control Panel

The screenshot shows a Mozilla Firefox browser window displaying the WebCT interface for a course titled "Test Course for Bedford/St. Martin's - WebCT 4.1.5". The browser's address bar shows the URL: http://publisher.webct.com/SCRIPT/BEDFORD/scripts/serve_home. The WebCT logo is visible in the top left corner, and the course title "Test Course for Bedford/St. Martin's" is displayed in the top navigation bar. Below the navigation bar, there are tabs for "View" and "Designer Options". The "Control Panel" tab is highlighted with a red circle. The main content area is titled "Psychology, Seventh Edition" and features a welcome message: "Welcome to the WebCT resources for Psychology, Seventh Edition David G. Myers. These resources are designed to help students review key concepts from the textbook through interactive exercises and learning tools." Below the welcome message, there are three resource categories: "Instructor Resources (Hidden)", "Student Resources", and "BFW Training Materials". A "Course Menu" is visible on the left side of the page, listing "Homepage", "BFW Training Materials", and "tests". On the right side, there is an "Actions" panel with various options for managing the page content, including "Add page or tool", "Edit", "Delete", "Hide", "Reveal", "Specify selective release", "Move backward", "Move forward", "Move to organizer page", "Move to Course Menu", and "Copy to Course Menu". There are also options for adding and editing text blocks. The status bar at the bottom of the browser window shows "Done".

3. Go to the Manage Course section and select Manage Students

Test Course for Bedford/St. Martin's - WebCT 4.1.5 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://publisher.webct.com/SCRIPT/BEDFORD/scripts/serve_home

Firefox Help Firefox Support Plug-in FAQ

WebCT myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel View Designer Options

Course Menu Homepage > Expanded Control Panel

Homepage BFW Training Materials tests

Expanded Control Panel Basic Control Panel

| Add Page or Tool | Edit Page or Tool | Manage Files | Manage Course | Course Settings |
|-----------------------|--|--------------|----------------------------|-----------------------------|
| Assignments | Update the student view of the Content Modules in your course. | Upload | Manage Students | Instructor's name |
| Calendar | Update student view | Create | Track Students | Language |
| CD-ROM | Homepage | Edit | Manage Teaching Assistants | Numeric data format |
| Chat | Discussions | Copy | Track Pages | Time display format |
| Compile | Organizer Pages | Move | Backup Course | Course Menu display |
| Content Module | Quizzes/Surveys | Rename | Reset Course | Designer start page |
| Discussions | Single Pages | Delete | Share Access | Designer links |
| Glossary | URLs | Zip | Import Content | Edit Course Menu |
| Image Database | | Unzip | Export Content | Edit welcome page |
| Index | | Download | | Customize course colors |
| Language Selector | | | | Modify/Add background image |
| Mail | | | | Modify icon style |
| My Grades | | | | Replace individual icon |
| My Progress | | | | Customize course news |
| Organizer Page | | | | |
| Quizzes/Surveys | | | | |
| Resume Course | | | | |
| Search | | | | |
| Self Test | | | | |
| Single Page | | | | |
| Student Homepages | | | | |
| Student Presentations | | | | |
| Student Tips | | | | |
| Syllabus | | | | |
| URL | | | | |
| Whiteboard | | | | |

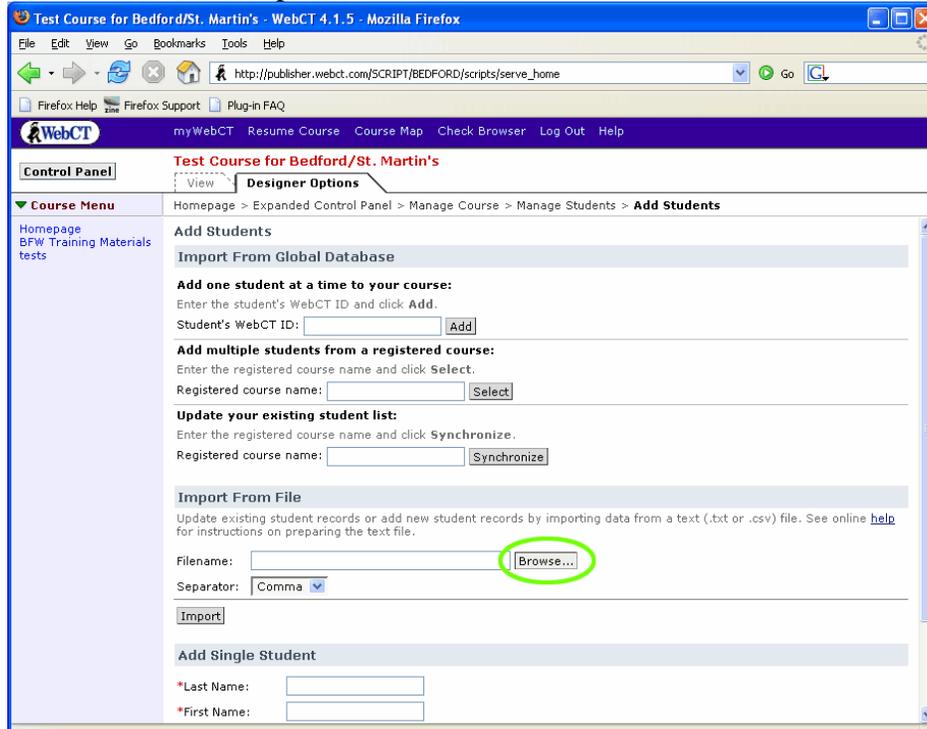
Done

4. In the field labeled “Actions”, under the header “Options: Records”, select “Add/Import students”. Click the Go button.

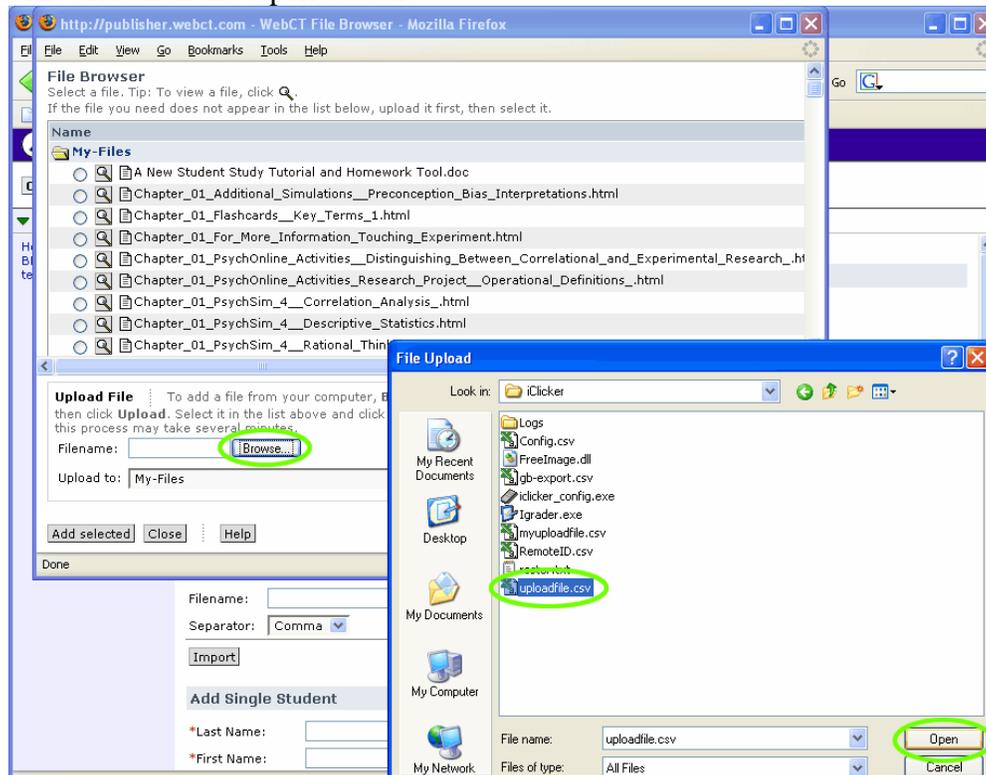
The screenshot shows a web browser window titled "Test Course for Bedford/St. Martin's - WebCT 4.1.5 - Mozilla Firefox". The address bar shows the URL "http://publisher.webct.com/SCRIPT/BEDFORD/scripts/serve_home". The page content includes a navigation bar with "myWebCT", "Resume Course", "Course Map", "Check Browser", "Log Out", and "Help". Below this is a "Control Panel" section with "View" and "Designer Options" tabs. The main content area is titled "Manage Students" and contains a table with columns: "User ID", "Midterm Grade", "Final Grade", "Short-Term Memory", and "iClicker Registration". A dropdown menu is open under the "Options: Records" header, and the "Add/Import students" option is highlighted with a green circle. Other options in the menu include "View some students", "View all students", "Search records", "Download", "Copy records", and "Paste records".

| User ID | Midterm Grade | Final Grade | Short-Term Memory | iClicker Registration |
|-------------------------------|---------------|-------------|-------------------|-----------------------|
| Adams Jessica Wjadams + | --- | --- | --- | --- |
| Beran Michael Wmberan + | --- | --- | --- | --- |
| Berger Chris wberger + | --- | --- | --- | --- |
| Cordrey Tarik Wtcordrey + | --- | --- | --- | --- |
| dillard darlena Wddillard + | --- | --- | --- | --- |
| Donaldson Aimee Wadonaldson + | --- | --- | --- | --- |
| Granja Maria Wmgaranja + | --- | --- | --- | --- |
| Guest BFW bfwguest | --- | --- | --- | 0.00 |
| Keller Sara wskeller + | --- | --- | --- | --- |
| Mannion Patrick Wpmannion + | --- | --- | --- | --- |
| McDaniel Laura Wlmdaniel + | --- | --- | --- | --- |
| Metzger Dawn Wdmetzger + | --- | --- | --- | --- |
| Milledge Tamika wtmilledge + | --- | --- | --- | --- |
| Mon Victoria wvmon + | --- | --- | --- | --- |

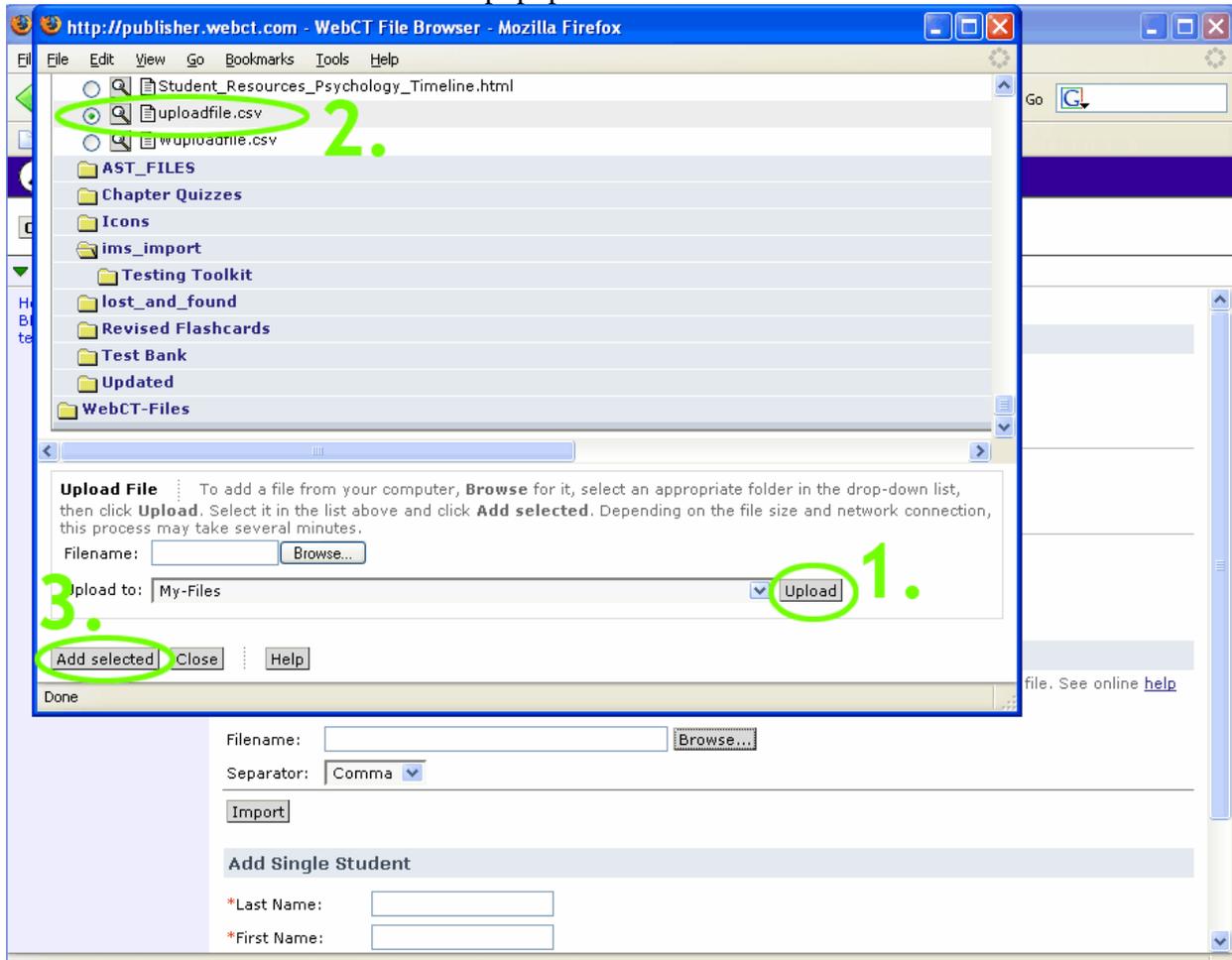
5. In the section labeled “Import From File”, click the Browse button



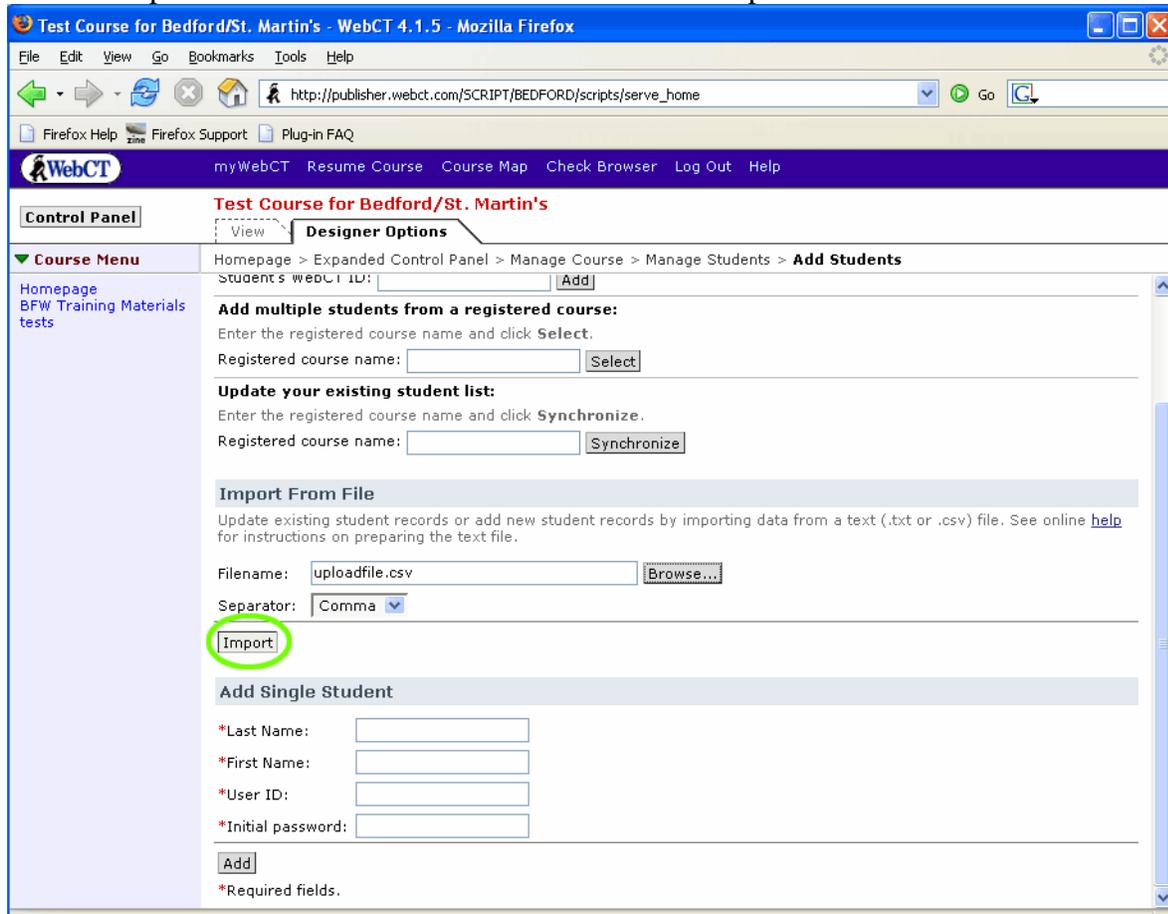
6. In the resulting popup title File Browser, click the Browse button again, and locate the file, either uploadfile.csv or myuploadfile.csv, which you exported from iGrader. Select the file and click the Open button.



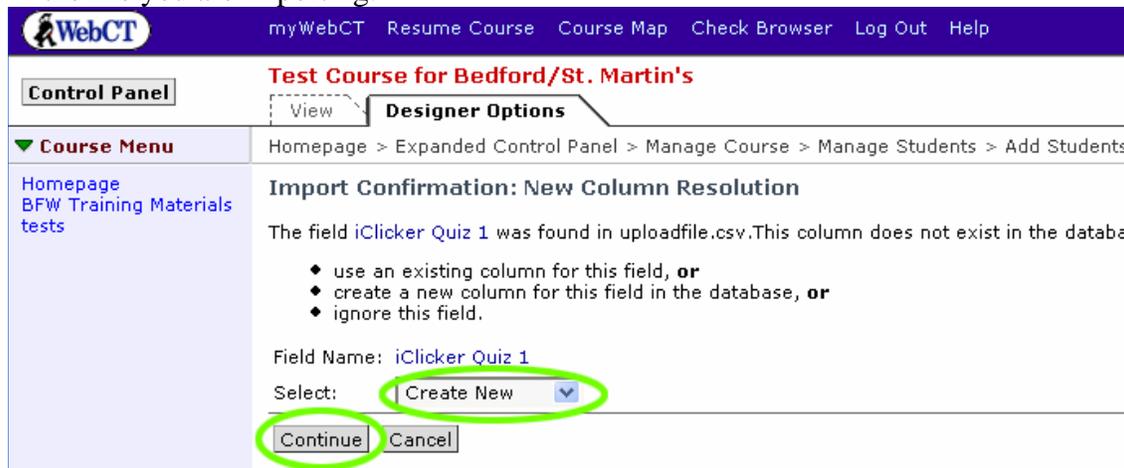
7. Back in the File Browser window, now click the Upload button.
8. Once the file has uploaded, it should appear in the list of files and be selected. Now click the Add Selected button. This popup will close.



9. Now, the “Filename” field in the “Import From File” are should be populated. Leave “Separator” selected to “Comma” and click the Import button.



10. You will now receive a message that a field was found that did not exist in the database, and there will options for what to do with this field. Select “Create New” from the drop-down menu that appears. Click the Continue button. You should keep receiving this message until you have created new gradebook fields for each iClicker session found in the file you are importing.



11. Click Continue again on the next screen

myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel View Designer Options

Course Menu Homepage BFW Training Materials tests

Homepage > Expanded Control Panel > Manage Course > Manage Students > Add Students > Import Confirmation

Import Confirmation: Field Names Resolved

The following fields have been found in `uploadfile.csv`:

| Field in <code>uploadfile.csv</code> | Field in Database |
|--------------------------------------|-------------------|
| User ID | User ID |
| iClicker Quiz 1 | iClicker Quiz 1 |

Initial Passwords

From the drop-down list below, select a field to be used as the initial password for. Fields that do not have values in the initial password field will not be added to the database.

Select: User ID

Continue Cancel

12. Again on the next screen, leave "Alphanumeric" selected in the drop-down menu and click the Continue button.

Test Course for Bedford/St. Martin's - WebCT 4.1.5 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://publisher.webct.com/SCRIPT/BEDFORD/scripts/serve_home

myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel View Designer Options

Course Menu Homepage BFW Training Materials tests

Homepage > Expanded Control Panel > Manage Course > Manage Students > Add Students > Import Confirmation

Update Records

The following records will be updated with the information below. Note: Passwords that are already in the Student Database cannot be updated.

| User ID | iClicker Quiz 1 | Password |
|---------------|-----------------|---------------|
| bfwguest | 7 | bfwguest |
| student_smith | 8 | student_smith |

User ID Errors

The User ID fields of the following records contain non-alphanumeric characters. User IDs can consist only of alphanumeric characters and underscores. The following user records will not be added to or updated in the database.

| User ID | iClicker Quiz 1 | Password |
|-----------------------------------|-----------------|-----------------------------------|
| Ross, Bob (bobross) | 9 | Ross, Bob (bobross) |
| Sanders, Eric (ericanders) | 7 | Sanders, Eric (ericanders) |
| Smith, Amy (amysmith) | 10 | Smith, Amy (amysmith) |
| Smith, Elizabeth (elizabethsmith) | 6 | Smith, Elizabeth (elizabethsmith) |
| Williams, Cathy (cathywilliams) | 8 | Williams, Cathy (cathywilliams) |

Required Field Errors

The following records do not have values for all the required fields for account creation. The following user records will not be added to or updated in the database.

| User ID | iClicker Quiz 1 | Password |
|---------|-----------------|----------|
| bfwdemo | 10 | bfwdemo |

Continue Cancel

13. You will now be taken back to the Manage Students view, and the assignment(s) from iGrader will appear in the gradebook, at the far right.

Uploading grades from iGrader into Blackboard 6.3:

1. After the students have registered their clickers, you can administer your iClicker quiz. When your iClicker session is complete, open iGrader and select one of the two Export options. The scores will be saved in the iClicker folder in a file called uploadfile.csv.
2. Go into the Control Panel of your course

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with 'Your Institution UNIVERSITY' and links for 'Home', 'Help', and 'Logout'. Below this, there are tabs for 'My Institution' and 'Publisher Admin'. The main content area features a course banner for 'The Developing Person Through the Childhood and Adolescence' by Kathleen Stassen Berger, Seventh Edition. Below the banner are tabs for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL', with the date range 'June 30, 2006 - July 07, 2006'. A post from 'Thu, Dec 08, 2005' is displayed, titled 'The Developing Person Through the Childhood and Adolescence', posted by the Blackboard Administrator. The post includes a 'Welcome' message and a small image of a person holding a cat. To the left, a navigation menu lists various course tools, with 'Control Panel' highlighted by a pink oval.

Announcements
Course Information
Staff Information
Course Documents
Assignments
Communication
Discussion Board
External Links
Tools

Tools
Communication
Course Tools
Course Map
Control Panel
Refresh
Detail View

COURSES > BERGER, THE DEVELOPING PERSON THROUGH CHILDHOOD... > ANNOUNCEMENTS

The Developing Person
Through the Childhood and Adolescence
Kathleen Stassen Berger
Seventh Edition

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

June 30, 2006 - July 07, 2006

Thu, Dec 08, 2005 -- *The Developing Person Through the Childhood and Adolescence* Posted by Blackboard Administrator

Welcome

to the Blackboard resources for *The Developing Person Through the Childhood and Adolescence*, Seventh Edition by Kathleen Stassen Berger. These resources are designed to help students review key concepts from the textbook through interactive exercises and learning tools.

Students:
To access the course content, select the Course Documents tab in the left-hand navigation frame.

Instructors:
You must navigate from the Control Panel to Course Documents to access your hidden resources.

3. In the Assessments area, click on Gradebook

Your Institution UNIVERSITY

Home Help Logout

My Institution Publisher Admin

COURSES > BERGER, THE DEVELOPING PERSON THROUGH CHILDHOOD... > CONTROL PANEL

BERGERCA7E: Berger, The Developing Person Through Childhood and Adolescence, 7e - Bedford Freeman and Worth Admin Bedford Freeman and Worth Admin (Instructor)

| Content Areas | |
|------------------------------------|---|
| Course Information | Assignments |
| Course Documents | External Links |
| Course Tools | |
| Announcements | Collaboration |
| Course Calendar | Digital Dropbox |
| Staff Information | Glossary Manager |
| Tasks | Messages |
| Send Email | Copyright Permissions |
| Discussion Board | |
| Course Options | |
| Manage Course Menu | Course Copy |
| Course Design | Import Course Cartridge |
| Manage Tools | Import Package |
| Settings | Export Course |
| Recycle Course | Archive Course |

| User Management | |
|--|--|
| List / Modify Users | Enroll User |
| Create User | Remove Users from Course |
| Batch Create Users | Manage Groups |
| Assessment | |
| Test Manager | Gradebook |
| Survey Manager | Gradebook Views |
| Pool Manager | Performance Dashboard |
| Course Statistics | |
| Help | |
| Support | |
| Manual | |
| Contact System Administrator | |

PL

4. Click the Upload Grades link

The screenshot shows the Blackboard Academic Suite interface in Mozilla Firefox. The browser address bar displays the URL: `http://showcase2.blackboard.com/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/cour`. The page title is "Blackboard Academic Suite - Mozilla Firefox".

The navigation bar includes "Your Institution UNIVERSITY" with "Home", "Help", and "Logout" links. Below this, there are tabs for "My Institution" and "Publisher Admin".

The breadcrumb trail is: COURSES > TESTCOURSE > CONTROL PANEL > GRADEBOOK. The main heading is "Gradebook View Spreadsheet".

The toolbar contains several icons: "Add Item", "Manage Items", "Gradebook Settings", "Weight Grades", "Download Grades", and "Upload Grades". The "Upload Grades" link is circled in pink.

Below the toolbar, there are filters: "Sort Items by" (set to "Category"), "Filter Items by Category" (set to "All"), and "Filter Users by Last Name".

| Name (Last, First) | iClicker registration | test123 | 123 | 456 | 5 | 001- Cho |
|--|-----------------------------|------------------------------|------------------------------|------------------------------|-----------------------------|----------|
| | Exam | Exam | Exam | Exam | Assignment | |
| | Pts Possible 0 Weight 0% | Pts Possible 10 Weight 0% | Pts Possible 10 Weight 0% | Pts Possible 10 Weight 0% | Pts Possible 0 Weight 0% | |
| Bedford Freeman and Worth Demo, Bedford Freeman and Worth Demo | ! | 10 | 5 | - | - | |

1 Users
Displaying records 1 - 1

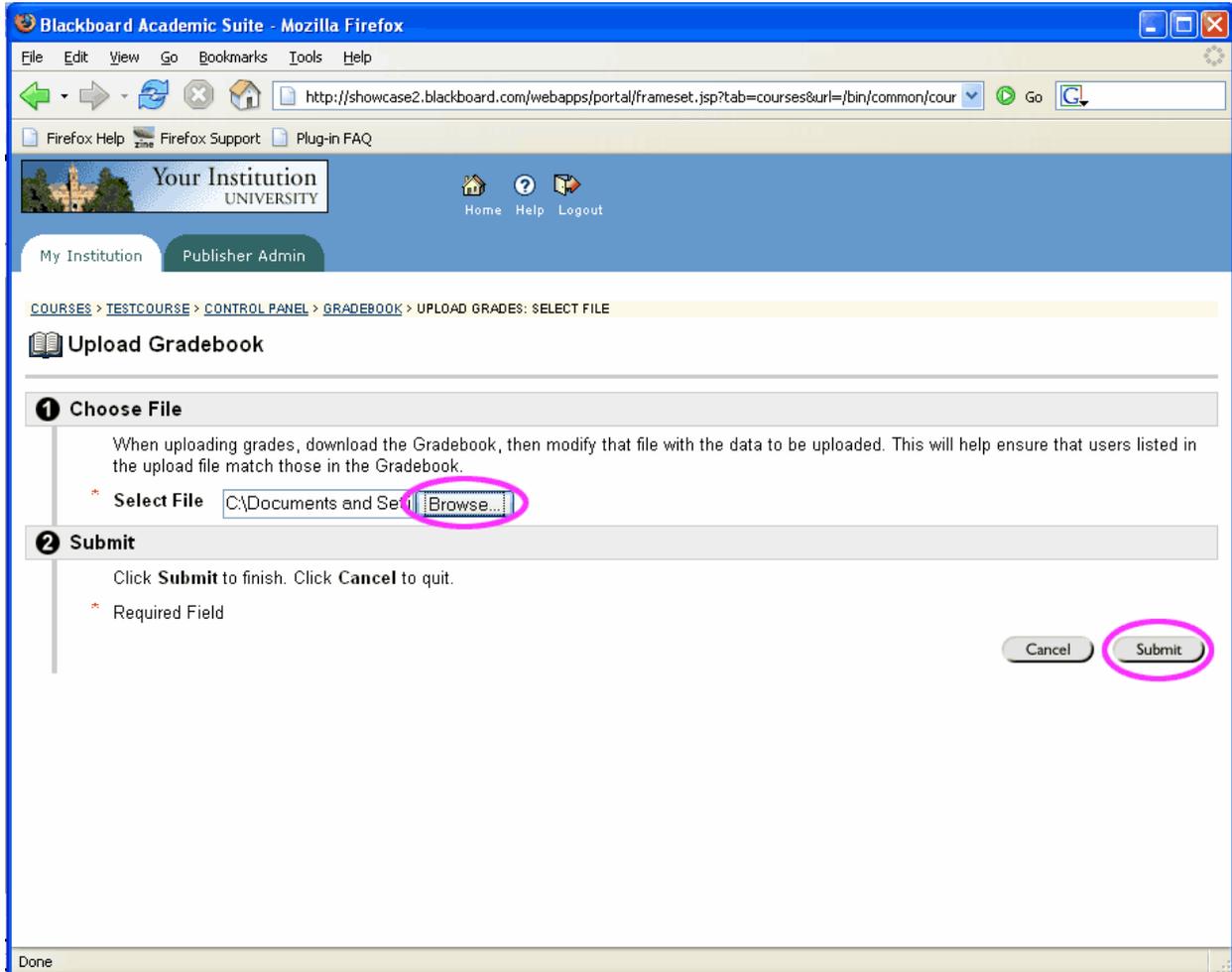
In Progress

- No Information
- ! Needs Grading
- ? Grading Error
- ✓ Completed
- * Denotes an unavailable item

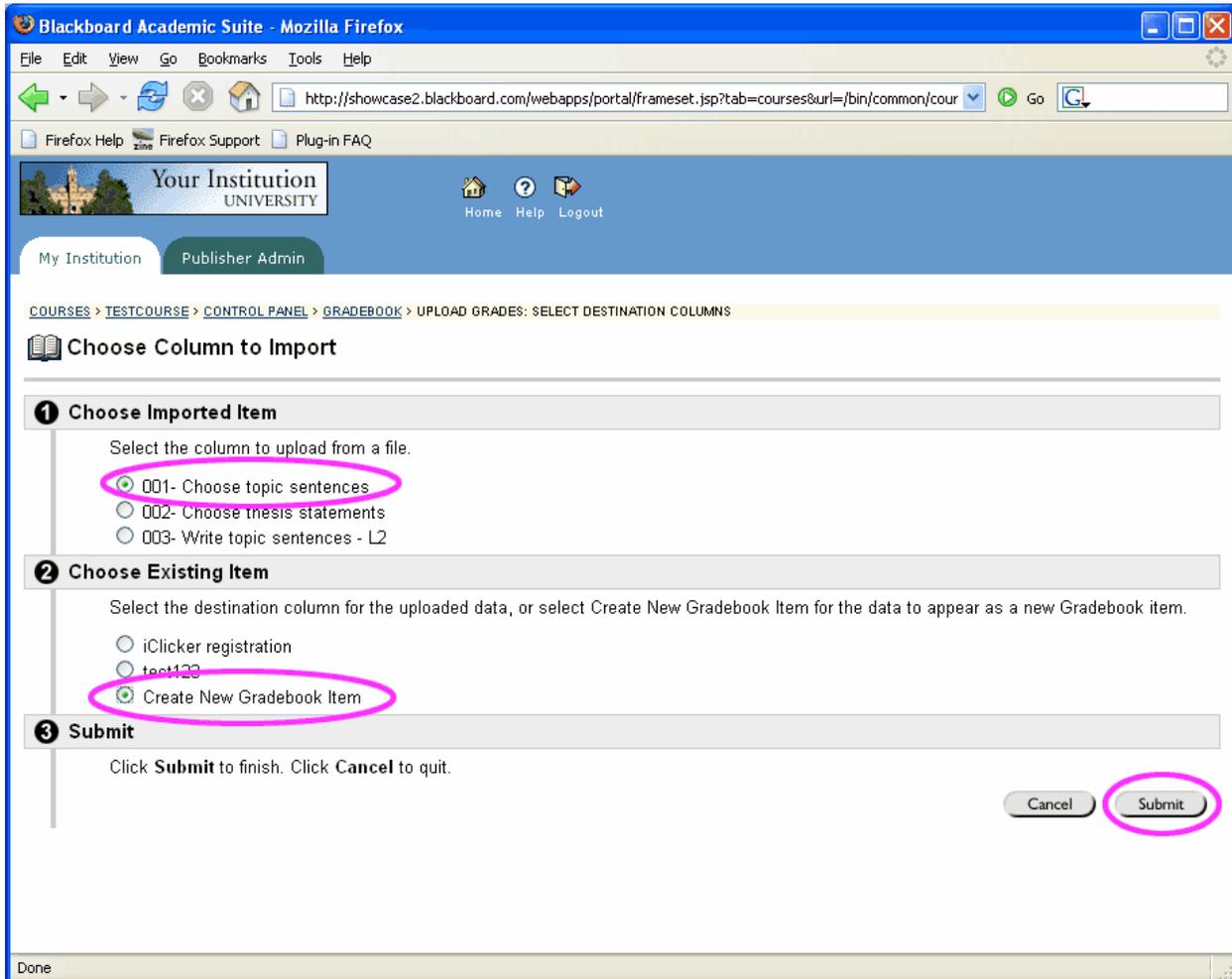
OK

Done

5. Click the Browse button, find the iGrader file on your computer, select it, and click Open, then Submit.



6. Under the header Choose Imported Item, you will see a list of the iClicker assignments. Select one of these which you would like to upload.
7. Under the header Choose Existing Item, select “Create New Gradebook Item” to have the grades appear in a new column added to your gradebook, or select the existing gradebook item whose grades you are uploading.
8. Click Submit



- Alter the gradebook item's settings as you choose, making sure you set the Points Possible. Click Submit again.

Blackboard Academic Suite - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://showcase2.blackboard.com/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/cour

Firefox Help Firefox Support Plug-in FAQ

Your Institution UNIVERSITY

Home Help Logout

My Institution Publisher Admin

Category: Assignment

Description

Date: Jul 19 2006

* Points Possible: 10

Display As: Score

2 Options

Select **No** for the first option to make this Gradebook item unavailable in the Student Gradebook. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No

3 Submit

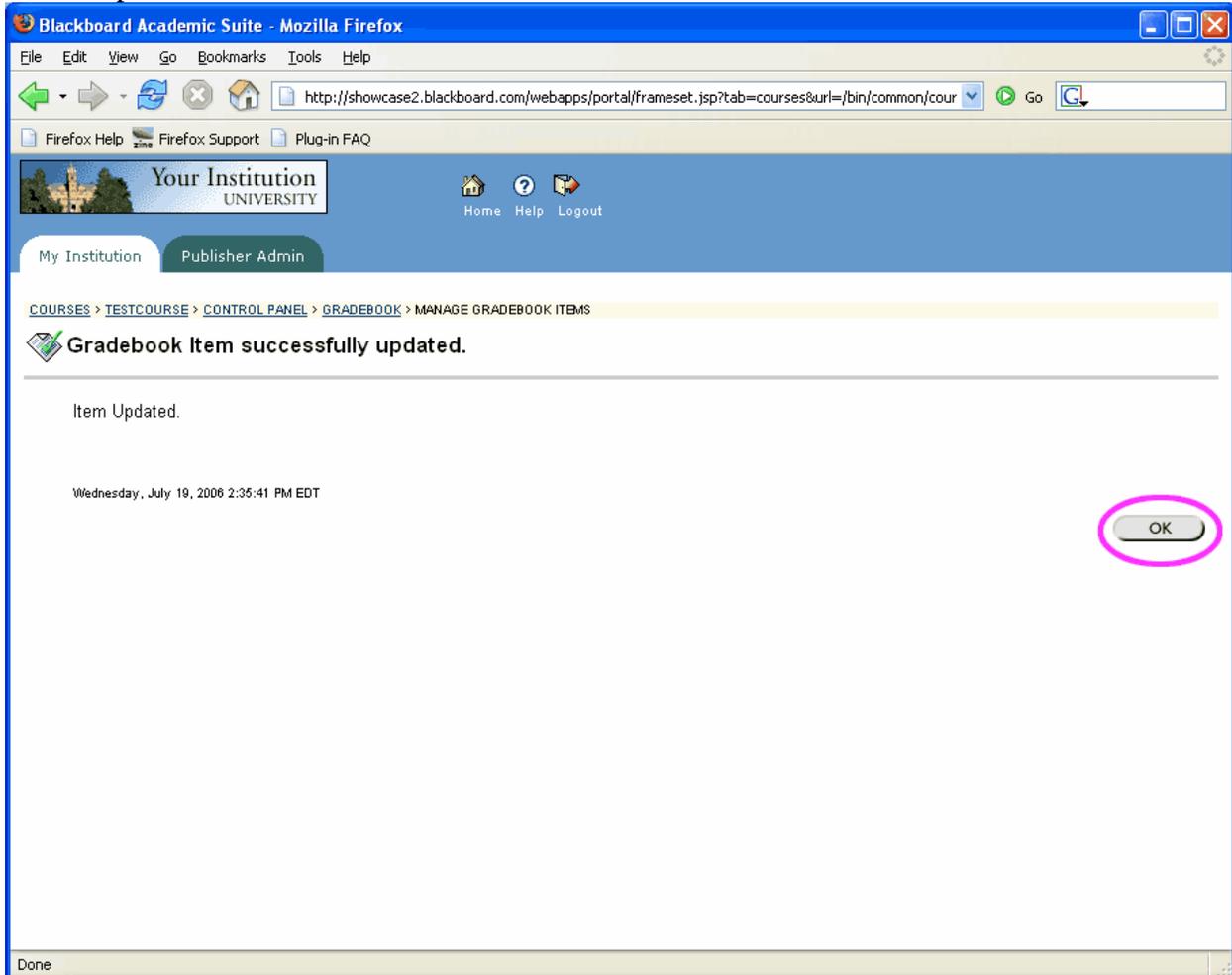
Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

Done

10. You will now see a confirmation screen that says “Gradebook item successfully updated”. Click OK.



11. You will now be presented with a screen titled Choose Rows to Import. Select the users whose grades you wish to appear in the gradebook by checking the boxes on the left (or click the Select All link). Click Submit.

Blackboard Academic Suite - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://showcase2.blackboard.com/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/cour

Firefox Help Firefox Support Plug-in FAQ

Your Institution UNIVERSITY

Home Help Logout

My Institution Publisher Admin

COURSES > TESTCOURSE > CONTROL PANEL > GRADEBOOK > UPLOAD GRADES: SELECT STUDENTS

Choose Rows to Import

Select All Select None Invert Selection

| User | Source | Destination |
|--|--------------------------------|----------------------------|
| <input checked="" type="checkbox"/> Bedford Freeman and Worth Demo, Bedford Freeman and Worth Demo (bfwdemo) | Value from Uploaded File 10 | Current Value in Gradebook |

Cancel Submit

http://showcase2.blackboard.com/webapps/gradebook/do/instructor/uploadGradebook?course_id=_5_1&recordSetSize=&pagedMode=true&method=users&fileName=gb_export.c...

12. You will now see another confirmation screen which says Gradebook Item successfully updated. Click OK again.
13. You will now be sent back to the Gradebook overview, where the new grades will appear. To add more assignments from the iGrader file, repeat steps 5-13. You may no longer see the confirmation screen in step 11, since the file has already been uploaded.

Uploading grades from iGrader into Angel 6.3 and 7.1:

1. After the students have registered their clickers, you can administer your iClicker quiz. When your iClicker session is complete, open iGrader and select one of the two Export options. The scores will be saved in the iClicker folder in a file called uploadfile.csv.
2. Go into your course. Before uploading the grades, you will need to create the assignments they go with. To do this, go to the Manage tab, and under Course Management, click “Gradebook”.

The screenshot shows the Angel Learning Management System interface in a Mozilla Firefox browser window. The browser title is "Sandbox course - Mozilla Firefox". The address bar shows the URL: <http://206.53.229.196/section/default.asp?id=Test%2Dtest%2Dmedia%2D002%2D001>. The page title is "Sandbox course". The navigation menu includes "Course", "Calendar", "Lessons", "Resources", "Communicate", "Report", "Automate", and "Manage". The "Manage" tab is selected and highlighted with a green circle. Below the navigation menu, the page content is titled "Management Console" and includes a "What's New" section with "last logon" and "Refresh" buttons. The "Management Console" is divided into three main sections: "Course Management", "Course Settings", and "Data Management". The "Course Management" section is expanded, showing options for "Gradebook", "Roster", "Teams", and "Attendance". The "Gradebook" option is highlighted with a green circle. The "Course Settings" section includes "General Course Settings", "Course Theme Selector", "Tab Settings", "PIN Enrollment Settings", and "Environment Variables". The "Data Management" section includes "Course Files Manager", "Backup/Restore", "Import Wizard", "Export Wizard", and "Data Maintenance". The footer of the page reads "©2006 ANGEL Learning, Inc. All rights reserved." and the browser address bar shows the URL: <http://206.53.229.196/section/people/Editor/default.asp>.

3. Under Gradebook Management, select “2. Assignments”

The screenshot shows a Mozilla Firefox browser window with the address bar displaying `http://206.53.229.196/section/default.asp?id=Test%2Dtest%2Dmedia%2D002%2D001`. The page title is "Sandbox course" and the navigation menu includes "Course", "Calendar", "Lessons", "Resources", "Communicate", "Report", "Automate", and "Manage". The current page is "Gradebook", and the user is logged in as "Carolyn Emberley - Editor".

The main content area is titled "Gradebook Management" and contains a list of four items:

1. Categories
Create and edit categories. A category is a "bucket!" for assignments, for example "Quizzes" or "Homework" are categories.
2. Assignments
Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.
3. Macros
Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.
4. Grading Scale
Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

The "2. Assignments" link is circled in green. Below the list is a "Gradebook Tutorial" section with an "Overview" link.

On the left side of the page, there is a "What's New" section with a "last logon" dropdown and a "Refresh" button. Below it, there is a "Map" section with links for "What's New", "Tasks", "Search", and "Design Help".

4. Click the Add New button

The screenshot shows a Mozilla Firefox browser window titled "Sandbox course - Mozilla Firefox". The address bar contains the URL: <http://206.53.229.196/section/default.asp?id=Test%2Dtest%2Dmedia%2D002%2D001>. The browser's menu bar includes File, Edit, View, Go, Bookmarks, Tools, and Help. The page content is a course management interface for "Sandbox course".

The interface has a top navigation bar with links: Course, Calendar, Lessons, Resources, Communicate, Report, Automate, and Manage. Below this is a breadcrumb trail: Home || Course > Manage > Gradebook > Assignments. The user is identified as "Carolyn Emberley - Editor".

On the left side, there is a "guide" sidebar with a "What's New" section. It shows "last logon" and "No items found." Below this are links for "Map", "What's New", "Tasks", "Search", and "Design Help".

The main content area is titled "Assignments" and contains a table with the following data:

| <input type="checkbox"/> | Title | Category | Points Possible | Release Date |
|--------------------------|----------------------------|---------------|-----------------|--------------|
| <input type="checkbox"/> | iClicker assignment import | Uncategorized | 10 | 7/18/200 |
| <input type="checkbox"/> | test123 | Uncategorized | 100 | 6/27/200 |
| <input type="checkbox"/> | iClicker ID? | Uncategorized | 0 | 7/6/200 |

Below the table, there is a toolbar with buttons: "Add New" (circled in red), "Show Tasks", "Edit Selected", and "Delete Selected". A link "<< Back To Main Menu" is also present.

The browser's status bar at the bottom shows "Done".

5. Fill out the options for the assignment (title, total points possible, etc.) and click Save

The screenshot shows a Mozilla Firefox browser window titled "Sandbox course - Mozilla Firefox". The address bar contains the URL <http://206.53.229.196/section/default.asp?id=Test%2Dtest%2Dmedia%2D002%2D001>. The browser's menu bar includes File, Edit, View, Go, Bookmarks, Tools, and Help. The page content shows a navigation menu with "Sandbox course" and "Manage" selected. Below the navigation menu, there is a breadcrumb trail: "Home || Course > Manage > Gradebook > Assignments". The user is identified as "Carolyn Emberley - Editor".

The main content area is titled "Assignment Editor" and includes a "View:" section with "Normal" selected and "Advanced" as an option. The form fields are as follows:

- Title:
- Description:
- Category:
- Points:
- Display Format:
- Calculation Type:
- Extra Credit

At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in green. Below the form, there is a link: "<< Back To Main Menu".

The status bar at the bottom of the browser window shows the URL: <http://206.53.229.196/Help/GradebookEditor.htm#Description>.

6. Click "Back to main menu" at the bottom of the page

Sandbox course - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://206.53.229.196/section/default.asp?id=Test%2Dtest%2Dmedia%2D002%2D001

Firefox Help Firefox Support Plug-in FAQ

Sandbox course

Course Calendar Lessons Resources Communicate Report Automate Manage

Home || Course > Manage > Gradebook > Assignments

Carolyn Emberley - Editor

What's New

last logon Refresh

No items found.

Assignments

| | Title | Category | Points Possible | Release Date |
|--------------------------|----------------------------|---------------|-----------------|--------------|
| <input type="checkbox"/> | iClicker assignment import | Uncategorized | 10 | 7/18/200 |
| <input type="checkbox"/> | test123 | Uncategorized | 100 | 6/27/200 |
| <input type="checkbox"/> | iClicker ID? | Uncategorized | 0 | 7/6/200 |
| <input type="checkbox"/> | iClicker Quiz 1 | Uncategorized | 100 | 7/19/200 |

Add New Show Tasks Edit Selected Delete Selected

<< Back To Main Menu

Map

What's New

Tasks

Search

Design Help

508

PDA

http://206.53.229.196/section/Gradebook/Editor/Assignments.aspx

7. Under the Gradebook Setup section, click “Import Grades”

The screenshot shows a Mozilla Firefox browser window with the address bar displaying `http://206.53.229.196/section/default.asp?id=Test%2Dtest%2Dmedia%2D002%2D001`. The page title is "Sandbox course" and the navigation menu includes "Course", "Calendar", "Lessons", "Resources", "Communicate", "Report", "Automate", and "Manage". The current page is "Gradebook", and the user is logged in as "Carolyn Emberley - Editor".

The main content area is titled "Gradebook" and is divided into several sections:

- View**
 - View All Grades**: View all the grades in all the categories.
 - View Grades**: Includes dropdown menus for "All Categories" and "All Users", and a "Go" button.
 - Print Grades**: Create a printer-friendly PDF View of the gradebook.
- Enter/Edit Grade**
 - By Assignment**: Enter grades on a per assignment basis.
 - By User**: Enter grades on a per user basis.
- Gradebook Setup**
 - Preferences**: Maintain overall preferences of the gradebook.
 - Import Grades**: Import grades from an external file. (This link is circled in red in the original image.)
 - Export Grades**: Export grades to a file.
 - Import Assignments**: Import assignments from repositories.
 - Publish Course Grades**

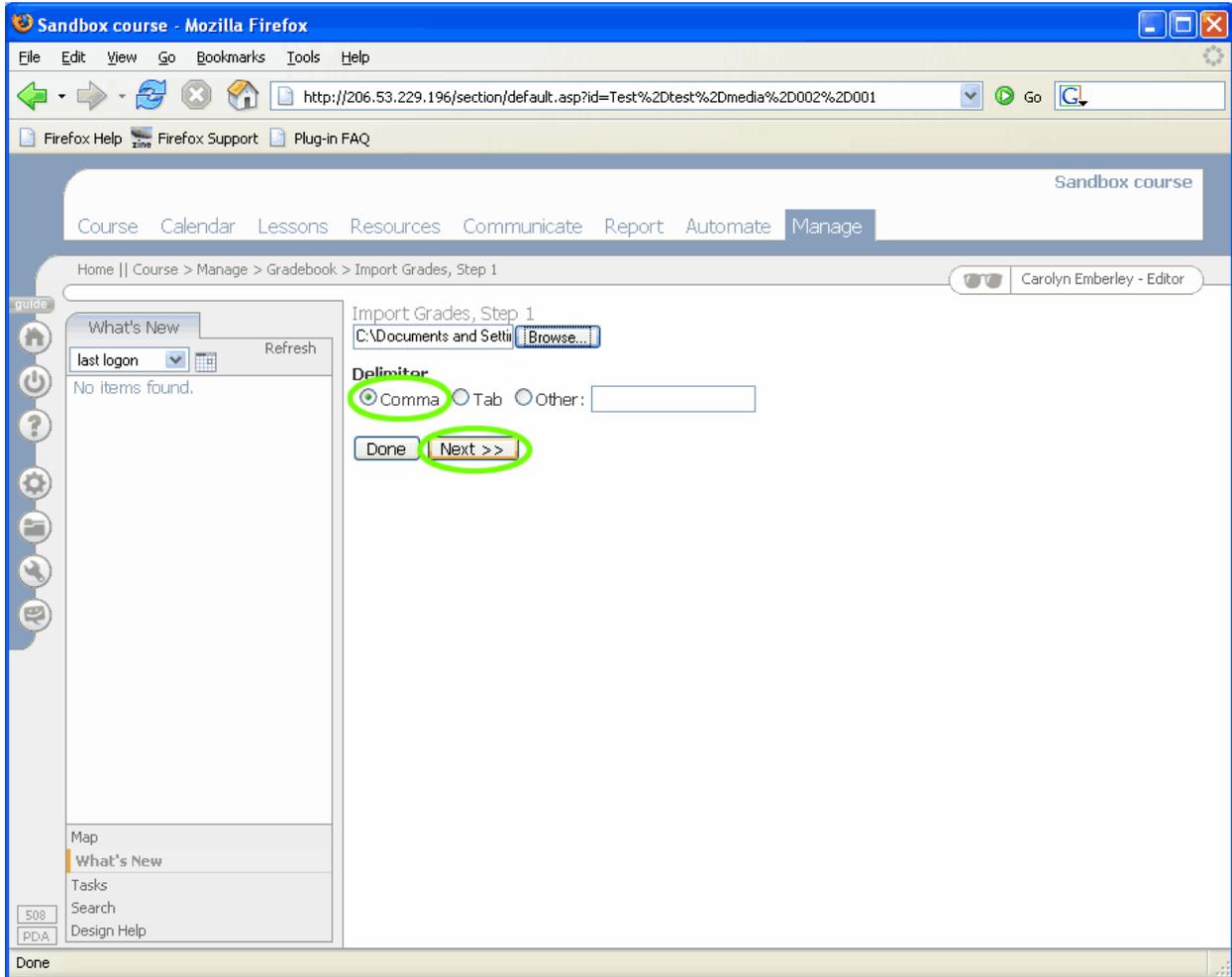
On the right side, there is a "Gradebook Management" section with a list of tasks:

- Categories**: Create and edit categories. A category is a "bucket!" for assignments, for example "Quizzes" or "Homework" are categories.
- Assignments**: Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.
- Macros**: Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.
- Grading Scale**: Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

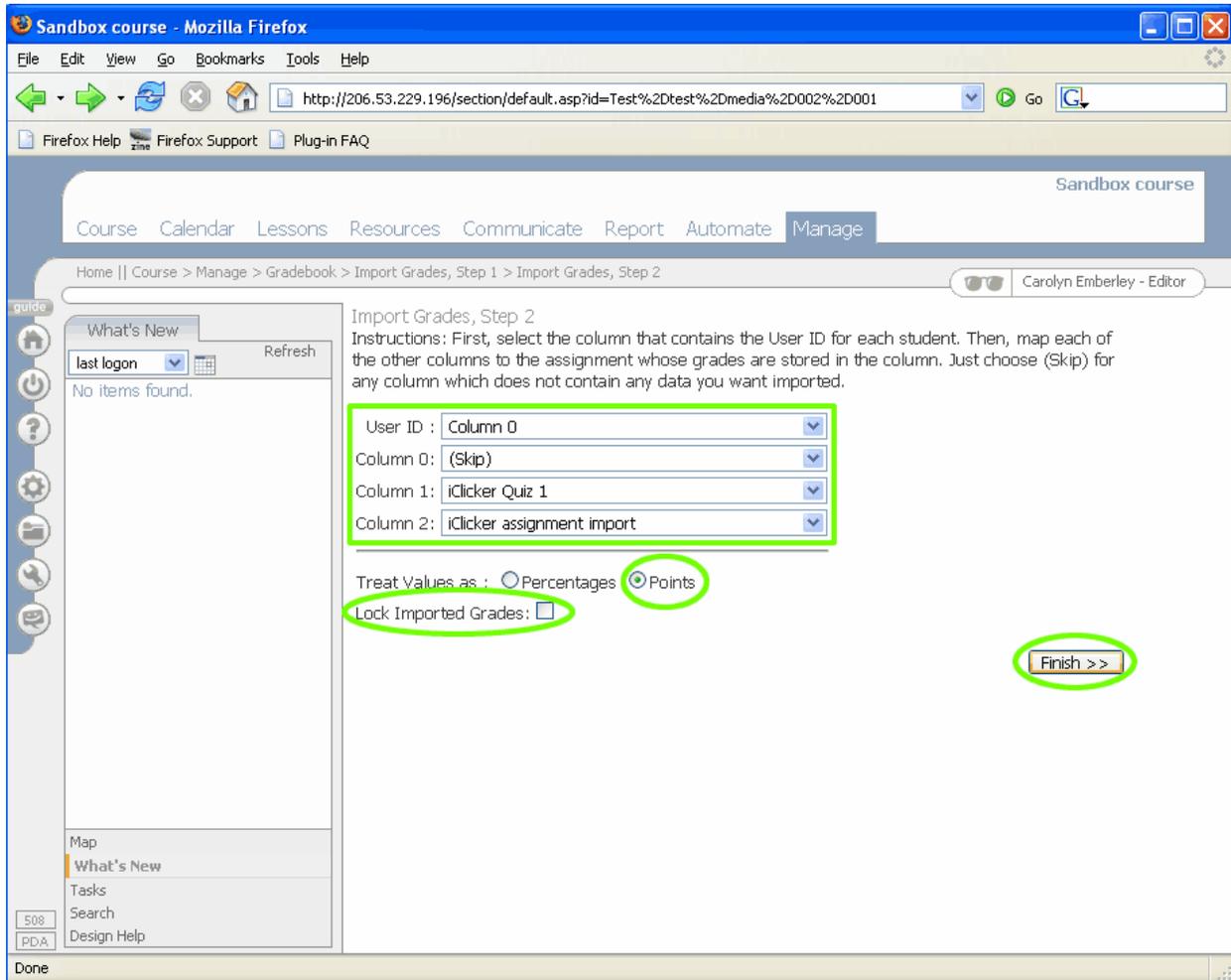
Below this is a "Gradebook Tutorial" section with an "Overview" link: "Learn about the gradebook setup wizard and other commonly used gradebook features."

The left sidebar contains a "What's New" section with a "last logon" dropdown and a "Refresh" button. Below it are links for "Map", "What's New", "Tasks", "Search", and "Design Help".

8. Browse to the file on your desktop, leave “Delimiter: Comma” selected, and click the Next button.



9. Select which column of the .csv file corresponds to the student ID numbers. The student ID drop-down should be automatically set to column 0, which contains the student IDs in the .csv file.
10. Select which columns correlate to which assignments. Keep in mind that column 0 as referenced in ANGEL refers to column A if you open the .csv file in Microsoft Excel, column 1 = B, column 2 = C, etc. Column 0 should be set to “(skip)” since it contains student IDs, not scores. If your iClicker sessions have the same titles as the assignments you just created in your course, the Column drop-down menus should have the assignment titles automatically selected.
11. Select whether the grades you are importing are points or percentages (you will usually want points)
12. Select if you want the grades locked or not (you probably do NOT want them locked – this way you can manually change the grades if necessary)
13. Click the Finish button.



14. The new assignment scores will appear in the gradebook.

Course Calendar Lessons Resources Communicate Report Automate **Manage**

Home | Course > Manage > Gradebook > Import Grades, Step 1 > Import Grades, Step 2 > View Grades

Carolyn Emberley - Editor

View Grades

Show: **All Users** Only Students Number to Display: 25

View: Default Points Percentage

| Username | Overall | Uncategorized Over | iClicker Quiz 1 (1 | iClicker assignme | test123 (1 |
|------------------------------|---------|--------------------|--------------------|-------------------|------------|
| Raw Class Average | ' | 0 (57.3%) | 8.33 (8.33%) | 56 (560%) | 56 (56%) |
| Demo, BFW (bfgdemo) | 0% | 0 (100%) | 10 (10%) | 100 (1000%) | 100 (100%) |
| Emberley, Carolyn (bfn) | 0% | 0 (181.82%) | ' | 100 (1000%) | 100 (100%) |
| quest, bfw (bfgquest) | 0% | 0 (41.43%) | 7 (7%) | 40 (400%) | 40 (40%) |
| smith, student (student_smi) | 0% | 0 (99.05%) | 8 (8%) | 100 (1000%) | 100 (100%) |
| Student, PBCC (PBCCstuden | 0% | 0 (72.73%) | ' | 40 (400%) | 40 (40%) |
| swank, hillary (hswank) | 0% | 0 (0%) | ' | 0 (0%) | 0 (0%) |