

EDUCOSOFT USER GUIDES

Gradebook Overview

Gradebook Overview

The EducoSoft Grade Book provides a comprehensive system for managing student grades. Instructors can define assessment categories, assign weights, drop low scores, and customize grade scales. The tool also supports additional functions like attendance tracking and tutorial times to offer a more holistic view of student progress.

The screenshot displays the 'Grade Book Settings' interface. At the top, there's a section for 'Edit Grade Report' with options to manage grade categories, grade scale, and score rounding. Below this, users can select another section by choosing a Term (Semestre Agosto-Diciembre (2024-10)), Section (83221 - (HTML_GEMA 1000 Pre-Algebra (Español))), and Grading Period (Full Term). There are also buttons for 'Save GradeBook Settings', 'Copy', and 'Copy to Multiple Sections'. The 'Grade Book Categories' section features a table with columns for Category, Weight(%), Drop Count, Edit, and Delete. Categories include Homework (10%), Quiz (15%), Examen parcial 1 (17%), Examen parcial 2 (17%), Examen parcial 3 (17%), Examen final (20%), Prueba diagnóstica (0%), and Tutorial Time (4%). A 'Total Weight' of 100% is shown. Below the table is a 'Grade Scale' section with a table of grades (A-F) and their descriptions, along with 'Import Grade Scale' and 'Add' buttons. At the bottom, there are 'Other Options' for 'Final Weighted Score Rounding Option' with radio buttons for Rounding, Rounding to 2 decimal places, and Rounding UP. Buttons for 'Save GradeBook Settings' and 'View Grade Report' are at the very bottom.

Key Features of Grade Book

1. Term and Section Selection:

- Instructors can select the specific **Term**, **Section**, and **Grading Period** they wish to manage. This allows flexibility in managing multiple classes or sections within the same system.

This close-up shows the 'Select another section' area. It includes dropdown menus for Term (Semestre Agosto-Diciembre (2024-10)), Section (83221 - (HTML_GEMA 1000 Pre-Algebra (Español))), and Grading Period (Full Term). To the right, there are 'Copy from another section' options with dropdowns for Term, Section, and Grading Period. Buttons for 'Save GradeBook Settings', 'Copy', and 'Copy to Multiple Sections' are also visible.

2. Grade Book Categories:

- The grade book is divided into several categories: Homework, Quizzes, **Exams**, and **Tutorial Time**. Each category can be assigned a weight that contributes to the final grade.
- Weight (%)**: The percentage weight for each category (e.g., Homework might be weighted at 10%, Quizzes at 15%, etc.). These weights must add up to 100%.
- Drop Count**: Instructors can specify how many low-scoring assignments to drop from each category. This is useful for mitigating the impact of poor performance on a single assessment.

- **Edit/Delete:** Instructors can edit or delete each grade category, which provides flexibility in adjusting grading criteria throughout the course.
- **Show Assessments:** A link allows instructors to view specific assessments tied to each category.

Grade Book Settings

Edit Grade Report
Manage grade categories, grade scale, and score rounding options.

Selected Grading Period : Full Term

Select another section
Term : Semestre Agosto-Diciembre (2024-10)
Section : 83221 - (HTML_GEMA 1000 Pre-Álgebra (Español))
Grading Period : Full Term

Start Date: 8/14/2023 End Date: 12/13/2023 Weight: 100% [Save GradeBook Settings](#)

[Copy from another section](#)
Select Term -->
Select Section -->
Select Grading Period -->
[Copy](#) [Copy to Multiple Sections](#)

Grade Book Categories [Add Category](#) [Add Tutorial Time](#) [Add Attendance](#) [Add Discussion Forum](#)

Category	Weight(%)	Drop Count	Edit	Delete	Show Assessments
Homework	10	0	Edit	Delete	Show Assessments
Quiz	15	0	Edit	Delete	Show Assessments
Examen parcial 1	17	0	Edit	Delete	Show Assessments
Examen parcial 2	17	0	Edit	Delete	Show Assessments
Examen parcial 3	17	0	Edit	Delete	Show Assessments
Examen final	20	0	Edit	Delete	Show Assessments
Prueba diagnóstica	0	0	Edit	Delete	Show Assessments
Tutorial Time	4	--NA--	Edit	Delete	Show Assessments
Total Weight:		100 %			

3. Adding Categories and Tools:

- Instructors can **Add Categories** to introduce new types of assessments.
- Additional options like **Add Tutorial Time**, **Add Attendance**, and **Add Discussion Forum** allow instructors to include other aspects of student engagement in the grading system.

Grade Book Categories [Add Category](#) [Add Tutorial Time](#) [Add Attendance](#) [Add Discussion Forum](#)

Category	Weight(%)	Drop Count	Edit	Delete	Show Assessments
Homework	10	0	Edit	Delete	Show Assessments
Quiz	15	0	Edit	Delete	Show Assessments
Examen parcial 1	17	0	Save Cancel	Delete	Show Assessments
Examen parcial 2	17	0	Edit	Delete	Show Assessments
Examen parcial 3	17	0	Edit	Delete	Show Assessments
Examen final	20	0	Edit	Delete	Show Assessments
Prueba diagnóstica	0	0	Edit	Delete	Show Assessments
Tutorial Time	4	--NA--	Edit	Delete	Show Assessments
Total Weight:		100 %			

Note: The total weight of all categories must add up to 100%. You must at least have one category to create assessments.

4. Grade Scale:

- The **Grade Scale** section outlines the grading system. Instructors can customize how letter grades (A, B, C, etc.) correspond to percentages.
- Each grade level includes a **Description/Comment** to provide feedback to students based on their performance, such as:
 - **A:** "Congratulations! Your performance is Excellent."
 - **F:** "You are not passing. You need to learn the concepts."
- **Minimum % of Total Score:** This column shows the percentage range required for each grade. For example, the minimum score for an A might be set at 90%.

Grade Scale [Import Grade Scale](#) [Add](#)

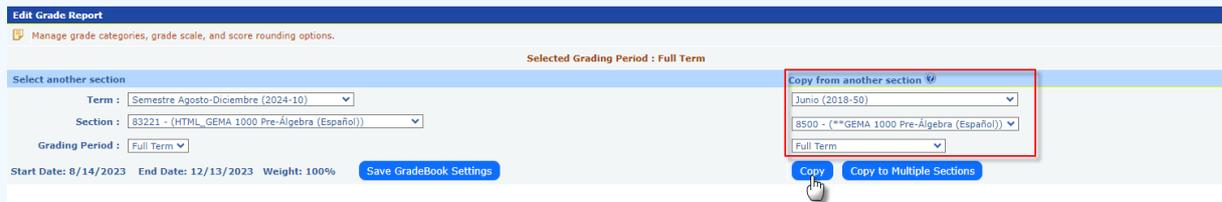
#	Grade	Description/Comment	Minimum % of the total score	Edit	Remove
1.	A	Congratulations! Your performance is Excellent	90	Edit	Delete
2.	B	Keep up the good work.	80	Edit	Delete
3.	C	Satisfactory, but there is room for improvement.	70	Edit	Delete
4.	D	You need to work harder.	60	Edit	Delete
5.	F	You are not passing. You need to learn the concepts.	0	Edit	Delete
		Keep up the good work.		Save	Cancel

Copying Grade Book Template

In **EducoSoft**, copying an existing Grade Book template allows instructors to efficiently set up their grading system by reusing configurations from another section, term, or grading period. Here's how the **Copying Existing Grade Book Template** functionality works:

Copy Grade Book Settings from Another Section or Term:

The **Copy** feature enables instructors to replicate Grade Book settings across multiple sections or terms. This saves time and ensures consistency in grading criteria across courses.



1. Select Term:

- Choose the term from which the Grade Book settings are to be copied. For example, instructors can select a previous semester's setup to apply to a current one.

2. Select Section:

- After selecting the term, instructors can choose the specific section from which they want to copy the Grade Book configuration. This is useful if different sections of the same course should have identical grading setups.

3. Select Grading Period:

- This allows the instructor to pick the grading period (e.g., Full Term, Midterm) from which the settings should be copied.

4. Copy to Multiple Sections:

- Once a template is selected, the settings can simultaneously be applied to multiple sections. This feature is useful for instructors handling several course sections and helps maintain uniform grading policies.
- Instructors can customize the settings further once copied if needed or apply the same settings without modifications.

Benefits of Copying Grade Book Settings:

- **Time-saving:** Reduces the need to manually configure Grade Book categories and grading policies for each course section.

- **Consistency:** Ensures grading policies remain uniform across different sections or terms.
- **Flexibility:** After copying, instructors can still adjust the settings (e.g., category weights, or assessment types) to suit the specific needs of a particular course or term.

EducoSoft allows instructors to maintain grading standards across sections while minimizing repetitive tasks by using this feature.

Adding Tutorial Credit Category

1. Click on the "Add Tutorial Time" button:

- This button is located under the **Grade Book Categories** grid.
- It is only enabled if a **Tutorial Time** category does not already exist in the Grade Book.
- The system allows the creation of only **one Tutorial Time category**.

Grade Book Categories

Add Category Add Tutorial Time Add Attendance Add Discussion Forum

Add/Edit Tutorial Time Category

Enter the weight information; click on add to enter tutorial time and score; and click on save.

Category: Tutorial Time

Weight: 4 %

Enter a tutorial-time scoring scale for the term
 Enter the same tutorial-time scoring scale for each week
 Enter a tutorial-time scoring scale for each time period
 Enter maximum and minimum time for the entire term

The start date is the same as the term start date and the end date is the same as term end date. Also the week starts on Sunday and ends on Saturday.

Start date for grading period 08/14/2023 End date for grading period 12/13/2023

Hours	Score (%)
10.00	100
7.50	75
5.00	50
2.50	25

Save Cancel

2. Category Information:

- **Category Name:** This will typically default to "Tutorial Time."
- **Weight (%):** You can assign a specific weight to the tutorial time (e.g., 4% of the total grade).

3. Scoring Scale Options: Instructors can select from one of the following options to define how tutorial time is scored:

- **Enter a tutorial-time scoring scale for the term:** This option allows you to enter a total score for tutorial time across the entire term.
- **Enter the same tutorial-time scoring scale for each week:** This option allows instructors to score tutorial time on a weekly basis.

- **Enter a tutorial-time scoring scale for each time period:** The tutorial time can be divided and scored for specific time periods.
 - **Enter maximum and minimum time for the entire term:** You can define the range of hours that contribute to the final score for the term.
4. **Start and End Dates:**
- **Start Date:** Defaults to the term start date (e.g., 08/14/2023).
 - **End Date:** Defaults to the term end date (e.g., 12/13/2023).
 - These dates can be adjusted based on the course schedule.
5. **Hours and Score (%) Grid:** Instructors can input tutorial hours and assign corresponding percentages:
- For example:
 - **10 hours** = 100% score
 - **7.5 hours** = 75% score
 - **5 hours** = 50% score
 - **2.5 hours** = 25% score
 - This helps map how the total time spent in tutorials converts into grades.
6. **Add and Save:**
- After entering the required details, click the **Add** button to finalize the tutorial time settings.
 - Once all configurations are made, click **Save** to apply the settings to the Grade Book.

Note:

- The **Add Tutorial Time** button is only available when no other **Tutorial Credit Category** exists in the current Grade Book setup.
- Once a Tutorial category is added, the button becomes disabled, preventing the creation of multiple Tutorial categories for the same course section.

This functionality ensures that each section has a standardized and clearly defined method of allocating credit for tutorial time, ensuring that students are graded consistently across sections.

Add/Edit Attendance Category

In the **Add/Edit Attendance Category** section, instructors can assign a weight to attendance and define how tardies and attendance percentages translate into scores. Here's how it works:

The screenshot shows the 'Add/Edit Attendance Category' form within a 'Grade Book' interface. The form includes the following elements:

- Category:** A text field containing 'Attendance'.
- Weight:** A text field containing '2' followed by a '%' sign.
- Tardy Settings:** A text field containing '3' followed by the label 'number of tardy counted as an absent'. Below this are two radio buttons: 'Define Scale' (selected) and 'Compute score based on % present'.
- Score Calculation Table:** A table with two columns: 'Present (%)' and 'Score (%)'. The rows contain the following values:

Present (%)	Score (%)
100	90
80	70
70	50
60	40
50	20
- Buttons:** 'Save', 'Cancel', and 'Add'.

1. Category Information:

- **Category Name:** This field is labeled as "Attendance" by default.
- **Weight (%):** Instructors can assign a specific weight to attendance (e.g., 2% of the total grade).

2. Tardy Settings:

- **Tardy Count:** You can specify how many tardies equal one absence. For example, setting it to "3" means that three instances of being tardy will be equivalent to one absence.

3. Score Calculation Options: Instructors can choose how to calculate the score based on attendance:

- **Define Scale:** Manually enter percentages for attendance and map them to corresponding scores.
 - For example:
 - **100% Present = 90% Score**
 - **80% Present = 70% Score**
 - **70% Present = 50% Score**
 - **60% Present = 40% Score**
 - **50% Present = 20% Score**
- **Compute score based on % present:** This option automatically calculates the score based on the percentage of days present without manually entering specific percentages.

Add and Save:

- After entering the required information, click **Add** to finalize the settings.
- Clicking **Save** will update the grade book with the attendance category, associated weight, and scoring rules.

This system ensures that student attendance contributes to their overall performance in the course, and instructors can adjust how absences and tardies affect the final grade.

How to Drop the lowest scores at the end of the Term

Click on Tools > Gradebook to open online Gradebook.

Grade Book Settings

Edit Grade Report

Manage grade categories, grade scale, and score rounding options.

Selected Grading Period : Full Term

Select another section

Term : Semestre Agosto-Diciembre (2024-10)

Section : 83221 - (HTML_GEMA 1000 Pre-Álgebra (Español))

Grading Period : Full Term

Start Date: 8/14/2023 End Date: 12/13/2024 Weight: 100%

Save GradeBook Settings

Copy Copy to Multiple Sections

Grade Book Categories

Category	Weight(%)	Drop Count	Edit	Delete	Show Assessments
Homework	10	0	Edit	Delete	Show Assessments
Quiz	15	0	Edit	Delete	Show Assessments
Examen parcial 1	17	0	Edit	Delete	Show Assessments
Examen parcial 2	17	0	Edit	Delete	Show Assessments
Examen parcial 3	17	0	Edit	Delete	Show Assessments
Examen final	20	0	Edit	Delete	Show Assessments
Prueba diagnóstica	0	0	Edit	Delete	Show Assessments
Tutorial Time	4	--NA--	Edit	Delete	Show Assessments

Click on Edit link for the Grade book category for which you want to drop the lowest scores.

Grade Book Settings

Edit Grade Report

Manage grade categories, grade scale, and score rounding options.

Selected Grading Period : Full Term

Select another section

Term : Semestre Agosto-Diciembre (2024-10)

Section : 83221 - (HTML_GEMA 1000 Pre-Álgebra (Español))

Grading Period : Full Term

Start Date: 8/14/2023 End Date: 12/13/2024 Weight: 100%

Save GradeBook Settings

Copy Copy to Multiple Sections

Grade Book Categories

Category	Weight(%)	Drop Count	Edit	Delete	Show Assessments
Homework	10	0	Edit	Delete	Show Assessments
Quiz	15	0	Save Cancel	Delete	Show Assessments
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Examen parcial 2	17	0	Edit	Delete	Show Assessments
Examen parcial 3	17	0	Edit	Delete	Show Assessments
Examen final	20	0	Edit	Delete	Show Assessments
Prueba diagnóstica	0	0	Edit	Delete	Show Assessments
Tutorial Time	4	--NA--	Edit	Delete	Show Assessments

Enter the Drop Count Number and click on Save.

- System will automatically pick the lowest scores and drop from count in grade calculation of all students in the class.
- Number of score drops can be re-edited to reduce or increase the number of drops any time before the term expires