GRADE SET UP & SUBMISSION OVERVIEW

Overview of OWL Grade Submission Process

1. Instructor/Professor sets up Gradebook according to individual preferences.
2. Instructor/Professor **submits** the course grades for approval in OWL Gradebook (resubmissions are possible). It is important that all faculty use Gradebook in OWL to submit final course grades. This process improves accuracy and frees up the Grade Administrator's (Vicky Scott) time.
3. The Grade Administrator obtains approval of the grades from Chair and Dean and uses OWL to transfer them securely in electronic format to the Office of the Registrar (Western).

Phase 1 – Set Up Gradebook

You can choose to use Gradebook to communicate **all evaluation component** grades to students **or just the final grade** for submission to the Registrar's Office. Remember that the only means you are able to use to communicate student grades are on a returned paper or test, orally or through OWL.

The following instructions take you through the processes required to use Gradebook for all evaluation components. If you choose not to use OWL to communicate all evaluation components then skip to Phase 2. There are other tips and tricks that can be used; however, these methods will allow you to use the basic functions of Gradebook to allow you to submit final course grades.

Gradebook Instructions – All Evaluation Components

1. **Set up your Gradebook so that it mirrors your Course Outline grade overview.** From Gradebook, go to "Gradebook Setup".
   a. Decide if you want to communicate grades in point or percentage format.
   b. Ensure the "Display released Gradebook Items to students" box is checked.
   c. Choose "Categories & Weighting" from the next section. Click "Add Category" to enter each individual evaluation component for your course along with the percentage/point value. Your Gradebook is now set up. See next page for an example:

Categories & Weighting

○ No categories
○ Categories only
◉ Categories & Weighting

☐ Enable Drop Highest ☐ Enable Drop Lowest ☐ Enable Keep Highest
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Applied Learning Exercis	10	☐	1 item(s)	Remove
Blog Posts and Commen	30	☐	1 item(s)	Remove
Contribution	10	☐	2 item(s)	Remove
Group Presentation	15	☐	1 item(s)	Remove
Informational Interview R	20	☐	1 item(s)	Remove
Short Writing Assignmen	15	☐	3 item(s)	Remove

Add a Category

Running Total 100%
Needed Total 0%

2. **Enter the individual assignments/tests/etc. that students will need to complete.** From Gradebook, go to "Gradebook Items"
    a. Click "Add Gradebook Item(s)" and add each individual assessment that students must complete during the course. This includes multiple items for each category. You will see in the example below three assignments that fall under the "Short Writing Assignments" category. Make sure that you click the appropriate category from the drop down menu. "Unassigned" is the default but this is not what you want. In the example below only two of the categories have more than one component (Contribution and Short Writing Assignments). On the next page is an example of how the Gradebook Items Summary might look:

```
Gradebook Items Summary
Click a title to view complete details and to grade the item.

▼   Title*
▼   Applied Learning Exercises
    Applied Learning Exercises                          Edit
▼   Blog Posts and Comments
    Blog Posts and Comments                             Edit
▼   Contribution
    Final Contribution                                  Edit
    Interim Contribution Feedback                       Edit
▼   Group Presentation
    Presentation                                        Edit
▼   Informational Interview Reflection
    Informational Interview Reflection                  Edit
▼   Short Writing Assignments
    Negative Message                                    Edit
    Persuasive Message                                  Edit
    Executive Summary                                   Edit
```
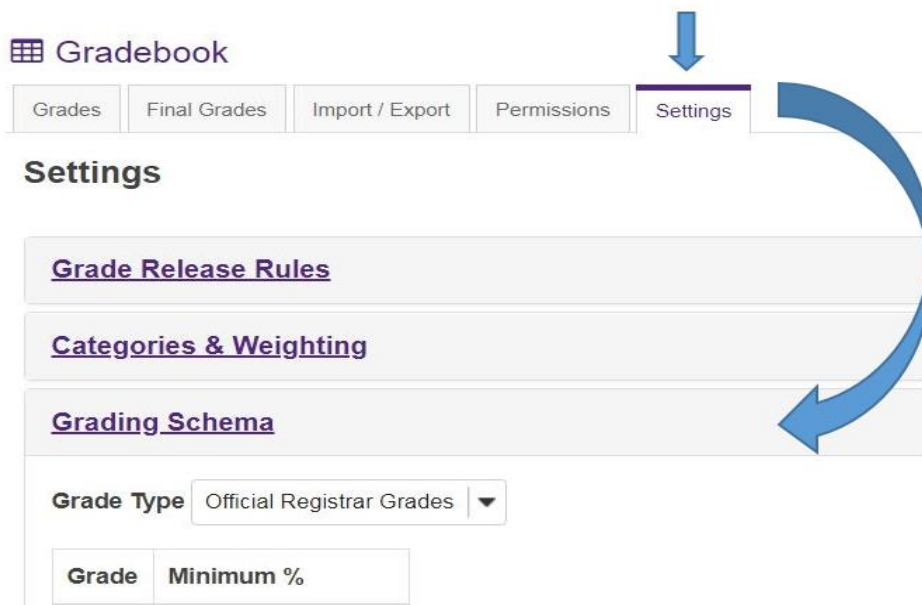
3. **When you are ready to enter the grades**, go to Gradebook and click the row underneath the assessment column to manually enter the grades. You can also perform an export/import of the file.

Selecting your grades

1. Go to your OWL site.
2. Click Gradebook on the side navigation.
3. Click "Settings" from the tabs at the top.
4. Ensure that the Grade Schema is "Official Registrar Grades".
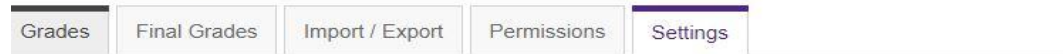
Phase 2 – Instructor/Professor Submits Grades

Step 1. Grades visible to students

BEFORE you start, some faculty like to hide the grades so they can work on the Gradebook. Ensure that neither of the boxes are checked if you do not wish to release grades yet.

Option 1 – In Gradebook

Option 2 – Settings – Tool Order

BE CAREFUL NOT TO SELECT "Delete This Tool"

Step 2: Submit Course Grades to Grade Administrator (Vicky Scott)

1. Click Final Grades from Gradebook. If you have used OWL to communicate all evaluation components then you will see the calculated course grade. If you have not used OWL then you will need to manually enter the grades in the "Final Grade" column.

Before you submit final grades, check to make sure that the calculated course grade is correct (many faculty keep an excel file of the grades so this could be used). Click on "Grades" where you can view a summary of the course grades and individual components or click on "Course Grades" to just see the final calculated total. Note that OWL will round down any grade at 0.4 or below and round up any grade at 0.5 and above.

2. Once you have clicked the submit button, you will receive an automated email indicating a submission took place. At this point the grades have just been submitted to the Grade Administrator (Vicky Scott). Only when signatures from the Chair and Dean have been acquired will they be approved and sent to Western by the Grade Administrator (Vicky Scott).

IMPORTANT NOTE:

When the Dean has approved the grades **you will receive an automated email** letting you know that they have been submitted to Western. At this time you can uncheck the "Display course grade to students now box".

Please do not release/hand back <u>ALL</u> evaluation component grades to students before submitting the final course grade. The final exam/paper or contribution component grades are good ones to hold back until the final grades have been approved by the Dean. If there are any issues with the overall course grade that require you to make an adjustment, it is much easier and painless to do so if at least one component has not been released to the students.

The **calculated grade should be the final grade for the student** UNLESS one of the following has taken place:

- If a student has been approved for a makeup exam (i.e. an Academic Advisor has contacted you with a recommendation for accommodation or you have signed a **"Recommendation of Special Exam Form"**) you can insert **SPC** for this student.
- If you have been contacted by an Academic Advisor with a recommendation that the student is not in a position to write the final exam and will do so at a later date or if there is other work to complete for the course (or you have signed a **"Recommendation of Incomplete"**) you may insert an **INC** for this student. These forms should have a due date for the completed work or exam to be graded by the Instructor.

You should never leave a grade blank. If the student has only completed some of the work for the course and has not officially dropped the course, they should receive the calculated grade up to that point.

Phase 3 – If Revisions are Required

Grades for a given section can be resubmitted multiple times, even after approval. Note that any submission after the initial one is considered a revision within OWL. Unless grades for the section have been approved previously, the term "revision" will not appear on the PDF report.

Any time you submit a new grade you will receive an automated email as before. Revisions will definitely be required for students who you had entered **SPC** or **INC** for in the original submission.

To resubmit a grade, simply make the change and OWL will recognise that a grade has been changed. It will make the submit button BOLD again for you to proceed

The PDF report will differ slightly if grades have been approved previously. For each student, both the original grade and the current grade will appear, separated by an arrow. If the original grade and current grade are different, the line will appear in **bold.**