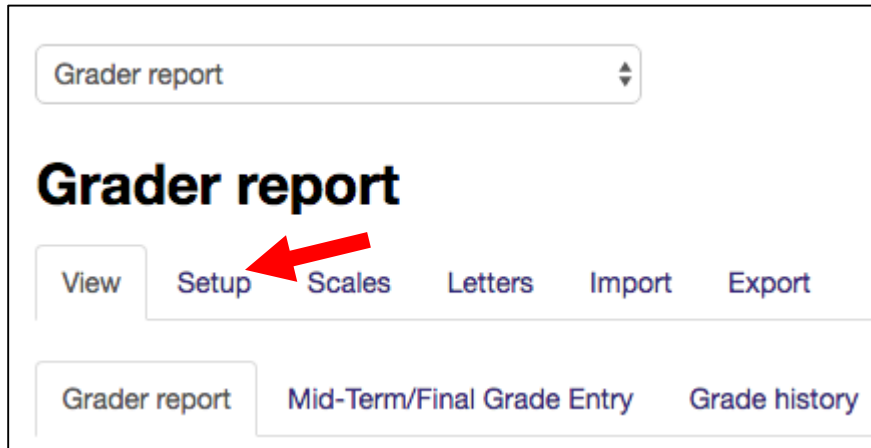


Excluding Grades from Course Totals

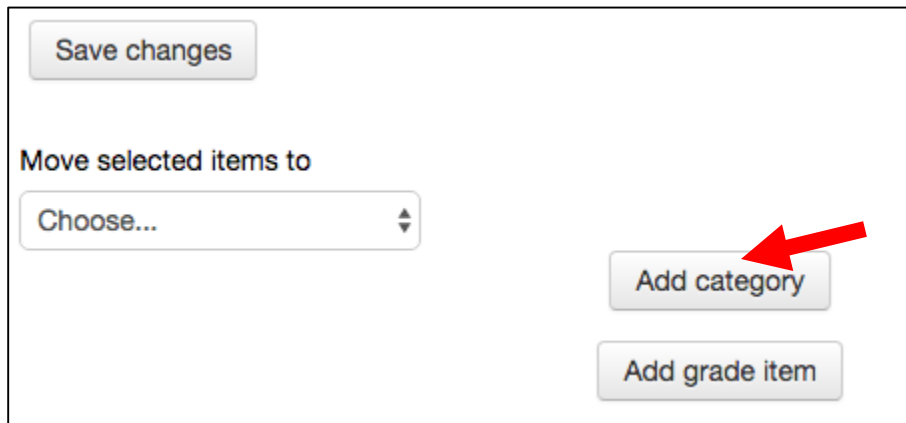
There may be instances where you want to give assignments for data purposes but not necessarily for a grade. You have a way of excluding that assignment from the course total while keeping the student's attempt available for your review.

- 1) Create assignments, quizzes, forums, and/or manual grade items as you normally would.
- 2) Open the gradebook and select the setup tab.



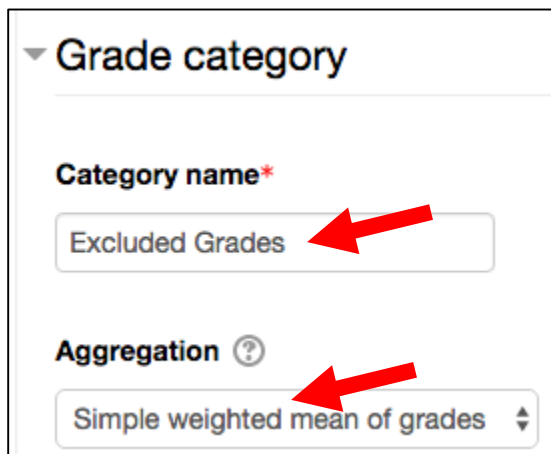
The screenshot shows the 'Grader report' interface. At the top, there is a dropdown menu labeled 'Grader report'. Below it, the title 'Grader report' is displayed in large bold text. A row of tabs includes 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. A red arrow points to the 'Setup' tab. Below the tabs, there is a row of buttons: 'Grader report', 'Mid-Term/Final Grade Entry', and 'Grade history'.

- 3) Scroll to the very bottom of the page and select "Add Category".



The screenshot shows the bottom section of the 'Grader report' interface. It includes a 'Save changes' button at the top left. Below it, there is a section titled 'Move selected items to' with a dropdown menu labeled 'Choose...'. To the right of this section, there are two buttons: 'Add category' and 'Add grade item'. A red arrow points to the 'Add category' button.

- 4) A suggested category name is "Excluded Grades". Adjust the aggregation to whatever style you prefer. Most commonly used are "Simple Weighted Mean of Grades" or "Natural."



The screenshot shows the 'Grade category' setup form. It has a title 'Grade category' with a dropdown arrow. Below the title, there is a section for 'Category name*' with a text input field containing 'Excluded Grades'. A red arrow points to this input field. Below that, there is a section for 'Aggregation ?' with a dropdown menu showing 'Simple weighted mean of grades'. A red arrow points to this dropdown menu.

- 5) Next, drop down the Parent Category options. Check the box next to “weight adjusted”. Leave, or set, the weight to zero. What this will do is allow the assignment grades to show to the instructor but will have NO weight impact on the course total. Once making these adjustments, select save changes.

Parent category

Weight adjusted ? ☒

Weight ?

0

Parent category

Pearson_Plugin_TestCourse

Save changes

Cancel

- 6) Additional customization options: You can completely hide the category from student’s view if you would prefer them not to see the items on their grader report. To adjust the view, select edit, then hide next to the category folder.

Excluded Grades

☒ 0.0

-

Edit

Examin Quiz

☐ 100.0

100.00

Excluded Grades total

100.00

Course total

1481.00

ve changes

Edit

Edit settings

Delete















Hide

Reset weights

- 7) The category will now be grayed out indicating that it is hidden from student’s view. The instructor, however, will always see the content on their main grader report page.



















Excluded Grades		
Examin Quiz	Σ Excluded Grades total	Σ Course total
100.00	100.00	102.00
-	-	6.00

Student View of Gradebook

<div>Overview report User report</div>				
Grade item	Grade	Range	Feedback	Contribution to course total
Pearson_Plugin_TestCourse				
 MyLab & Mastering Tools	-	0-100		-
 Chapter 6 Review Homework	102.00	0-111	Great job!	91.89 %
 Chapter 4 Review Homework	-	0-150		-
 Chapter 2 Review Homework	-	0-107		-
 Chapter 9 Review Homework	-	0-122		-
 Chapter 8 Review Homework	-	0-117		-
 Chapter 7 Review Homework	-	0-96		-
 Chapter 5 Review Homework	-	0-117		-
 Chapter 10 Review Homework	-	0-108		-
 Chapter R Review Homework	-	0-131		-
 Chapter 3 Review Homework	-	0-102		-
 Chapter 1 Review Homework	-	0-120		-
 Chapter 11 Review Homework	-	0-100		-
 Course total	102.00	0-111		-

You will notice that the "Excluded Grades" category does not appear on the student view.

Instructor View of Gradebook

Name	Weights [?]	Max grade	Actions	Select
 Pearson_Plugin_TestCourse		-	Edit ▾	All / None
 MyLab & Mastering Tools	<input type="checkbox"/> <input type="text" value="6.752"/>	100.00	Edit ▾	<input type="checkbox"/>
 Chapter 6 Review Homework	<input type="checkbox"/> <input type="text" value="7.495"/>	111.00	Edit ▾	<input type="checkbox"/>
 Chapter 4 Review Homework	<input type="checkbox"/> <input type="text" value="10.128"/>	150.00	Edit ▾	<input type="checkbox"/>
 Chapter 2 Review Homework	<input type="checkbox"/> <input type="text" value="7.225"/>	107.00	Edit ▾	<input type="checkbox"/>
 Chapter 9 Review Homework	<input type="checkbox"/> <input type="text" value="8.238"/>	122.00	Edit ▾	<input type="checkbox"/>
 Chapter 8 Review Homework	<input type="checkbox"/> <input type="text" value="7.9"/>	117.00	Edit ▾	<input type="checkbox"/>
 Chapter 7 Review Homework	<input type="checkbox"/> <input type="text" value="6.482"/>	96.00	Edit ▾	<input type="checkbox"/>
 Chapter 5 Review Homework	<input type="checkbox"/> <input type="text" value="7.9"/>	117.00	Edit ▾	<input type="checkbox"/>
 Chapter 10 Review Homework	<input type="checkbox"/> <input type="text" value="7.292"/>	108.00	Edit ▾	<input type="checkbox"/>
 Chapter R Review Homework	<input type="checkbox"/> <input type="text" value="8.845"/>	131.00	Edit ▾	<input type="checkbox"/>
 Chapter 3 Review Homework	<input type="checkbox"/> <input type="text" value="6.887"/>	102.00	Edit ▾	<input type="checkbox"/>
 Chapter 1 Review Homework	<input type="checkbox"/> <input type="text" value="8.103"/>	120.00	Edit ▾	<input type="checkbox"/>
 Chapter 11 Review Homework	<input type="checkbox"/> <input type="text" value="6.752"/>	100.00	Edit ▾	<input type="checkbox"/>
 Excluded Grades	<input checked="" type="checkbox"/> <input type="text" value="0.0"/>	-	Edit ▾	All / None
 Examity Quiz	<input type="checkbox"/> <input type="text" value="100.0"/>	100.00	Edit ▾	<input type="checkbox"/>
 Excluded Grades total		100.00	Edit ▾	
 Course total		1481.00	Edit ▾	