



Grades

The MSi Learning Management System (LMS) makes grading your students course work easy. Grades are automatically captured after each gradable instance in the course and entered into your course grade book. Those grades can then be downloaded and imported into your district or institution grading system. This feature eliminates the need for you to create additional assessments.

The Learning Management System automatically captures grades for the following actions:

- Activities
- Exams
- Knowledge Checks
- Projects
- Quizzes
- Software Activity Simulations
- Software Assessment Simulations

The grades are seamlessly entered into the course gradebook.

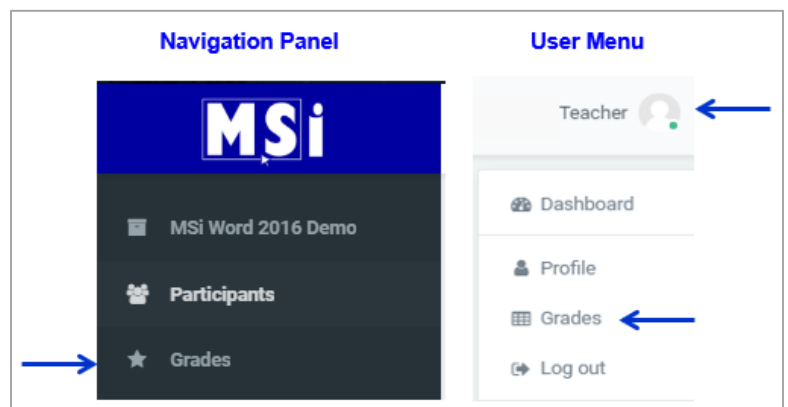
- **Transferring Grades:** Transferring grades from your MSi course to your district or institution gradebook is easy, simply download the grades and import them to your gradebook.
- **Grade Weighting:** Grade weighting for activities, assessments, knowledge checks, and simulations are taken care of. The teacher can change the grade weighting if they would like to.
- **Students:** Can view their grade report at any time to view up to the minute course progress.

To view, select **Grades** from the left side navigation panel. You can also view Grades by opening the user menu in the top right corner of the page and selecting the **Grades** link.

Quick Reference Guide:

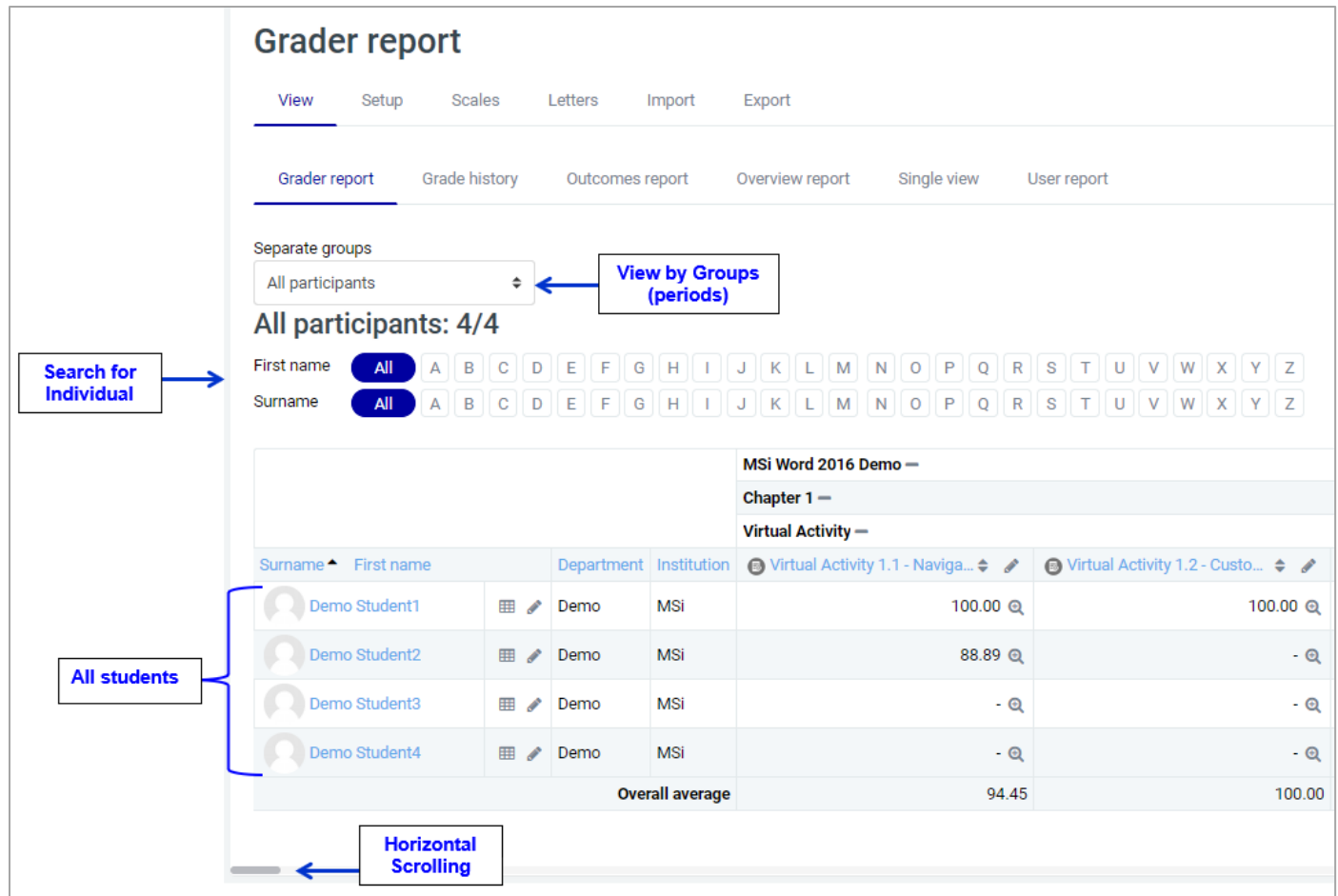
(Select a topic to go directly to that page)

- Grade Book Overview
- Sort Grade Book by Columns
- User Report
- Single View
- Overview Report
- Grade Export



Grade Book Overview (Grader Report)

There are many ways to review grades. You can view all your students, view separate groups (periods) or an individual student.



Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Separate groups
All participants

All participants: 4/4

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname	First name	Department	Institution	MSi Word 2016 Demo -- Chapter 1 -- Virtual Activity -- Virtual Activity 1.1 - Naviga...	Virtual Activity 1.2 - Custo...
Demo Student1		Demo	MSi	100.00	100.00
Demo Student2		Demo	MSi	88.89	-
Demo Student3		Demo	MSi	-	-
Demo Student4		Demo	MSi	-	-
Overall average				94.45	100.00

To view student grades by **Separate groups** (periods) select the dropdown arrow to select the period. This will show only student grades from the period that you choose. To go back, just select **All participants**.



Separate groups

All participants

All participants

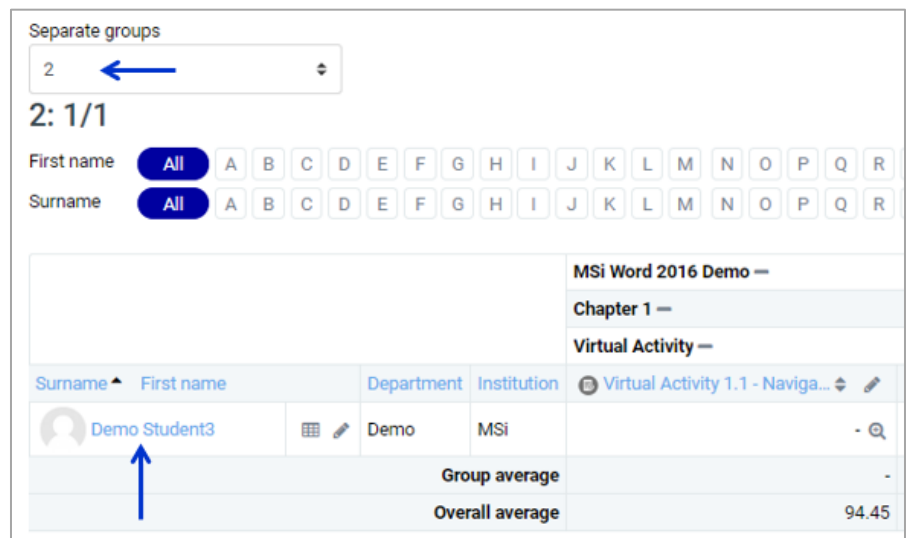
My groups

1

Other groups

2

3



Separate groups
2

2: 1/1

First name All A B C D E F G H I J K L M N O P Q R
Surname All A B C D E F G H I J K L M N O P Q R

Surname	First name	Department	Institution	MSi Word 2016 Demo -- Chapter 1 -- Virtual Activity -- Virtual Activity 1.1 - Naviga...
Demo Student3		Demo	MSi	-
Group average				-
Overall average				94.45

To view an individual student, you can select the first letter of the **First name** and **Surname** or just one or the other. To go back, select **All**.


All participants: 4/4





First name: All A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K **L** M N O P Q R **S** T U V W X Y Z





Sorting by Columns

When viewing all students, if preferred, you can sort columns various ways.

You can sort by any column. Select the  symbol near the top of a column to sort by that column. This will change the symbol to a single down arrow. Selecting it again will sort lowest-to-highest, changing the symbol to an up arrow. The arrows will toggle between these two states until you click on a different column.





Surname	First name		Department	Institution	Virtual Activity 1.1 - Naviga...	Virtual Activity
	Demo Student1	 	Demo	MSi	100	 Sort in ascending order
	Demo Student2	 	Demo	MSi	88.89	
	Demo Student3	 	Demo	MSi	-	
	Demo Student4	 	Demo	MSi	-	
Overall average					94.45	

You can sort the students by Surname or First name by selecting either one of the titles. An arrow upward arrow will then appear that you have sorted by ascending and a downward arrow if sorted by descending order.

Surname	First name
	Demo Student4
	Demo Student3
	Demo Student2
	Demo Student1

User Report

To access an individual **User report**, you can select the **grade icon** beside the name or select **User report** from the menu at the top of the grade book.

Surname First name	Department	Institut
 Demo Student1	  Demo	MSi
 Demo Student2		

Grades for Demo Student1

Grader report

[View](#) [Setup](#) [Scales](#) [Letters](#) [Import](#) [Export](#)

[Grader report](#) [Grade history](#) [Outcomes report](#) [Overview report](#) [Single view](#) [User report](#)

The User report will show the Grade item, Calculated weight, Grade, Range, Percentage, Feedback and Contribution to course totals.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
MSi Word 2016 Demo						
Chapter 1						
Virtual Activity						
 Virtual Activity 1.1 - Navigate the Ribbon	33.33 %	100.00	0-100	100.00 %		6.67 %
 Virtual Activity 1.2 - Customize Status Bar	33.33 %	100.00	0-100	100.00 %		6.67 %
 Virtual Activity 1.3 - Change the AutoRecover File Location	33.33 %	100.00	0-100	100.00 %		6.67 %

From here you can also view a group (period) or another user.

Demo Student1

[Dashboard](#) / [My courses](#) / [MSi Word 2016 Demo](#) / [Grade administration](#) / [User report](#)

[View](#) [Setup](#) [Scales](#) [Letters](#) [Import](#) [Export](#)

[Grader report](#) [Grade history](#) [Outcomes report](#) [Overview report](#) [Single view](#) [User report](#)

Separate groups

All participants

Select all or one user

Demo Student1

Single View

Single view allows a course teacher to view either all the grades of one single student or a single grade item for all students.

To access an individual by **Single view**, you can select the **pencil icon** beside the name or select **Single View** from the menu at the top of the grade book. Grades can also be edited when the pencil icon is selected.

Surname	First name	Department	Institution
	Demo Student1	Demo	MSi
	Demo Student2		

Grader report					
View	Setup	Scales	Letters	Import	Export
Grader report	Grade history	Outcomes report	Overview report	Single view	User report

The Single view will show the Grade item, Grade Category, Range, Grade, Feedback. Also, an Override all and Exclude all checkboxes for editing grades.

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
Virtual Activity 1.1 - Navigate the Ribbon	Virtual Activity	0.00 - 100.00	100.00		<input type="checkbox"/>	<input type="checkbox"/>
Virtual Activity 1.2 - Customize Status Bar	Virtual Activity	0.00 - 100.00	100.00		<input type="checkbox"/>	<input type="checkbox"/>

As with the User report, you can select a specific Group (period) or User.

Grader report
Grade history
Outcomes report
Overview report
Single view
User report

1
2
>

Demo Student2

Select grade item...

Separate groups
All participants

Select user...

Save

You can also select to view a **grade item** to view all the student grades for a single graded assignment. Select the grade item drop down arrow.

Separate groups
All participants

Select grade item...

Virtual Activity 1.1 - Navigate the Ribbon
Virtual Activity 1.2 - Customize Status Bar
Virtual Activity 1.3 - Change the AutoRecover File Location
Virtual Activity 1.4 - Using AutoCorrect
Virtual Activity 1.5 - Document Properties
Virtual Activity 1.7 - Saving File as a PDF
Category total
Virtual Assessment 1.1 - Navigate the Ribbon
Virtual Assessment 1.2 - Customize Status Bar
Virtual Assessment 1.3 - Change the AutoRecover File Location
Virtual Assessment 1.4 - Using AutoCorrect
Virtual Assessment 1.5 - Document Properties
Virtual Assessment 1.6 - View Split Window

To edit a grade in single view, select the student under **Select user**.

Demo Student1 ← **Selected user will show here**

Dashboard / My courses / MSI Word 2016 Demo / Single view

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report **Single view** User report

1 2 >

For easy access, the next user will show here → Demo Student2 ▶

Separate groups
All participants

Select grade item... Select user... Save

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
Virtual Activity 1.1 - Navigate the Ribbon	Virtual Activity	0.00 - 100.00	100.00		<input type="checkbox"/>	<input type="checkbox"/>

Select the **Override All / None** checkbox, type in new grade and select **Save**.

Separate groups
All participants

Select grade item... Select user... Save

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
Virtual Activity 1.1 - Navigate the Ribbon	Virtual Activity	0.00 - 100.00	50.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select **Continue** on the next 2 screens that will appear.

✖ Grades were set for 1 items

Continue

Recalculating grades

100%

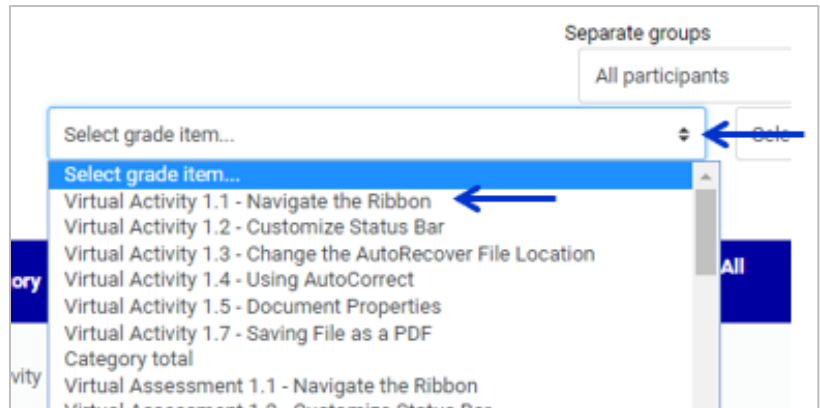
Continue

When you return to the Grader report, any overridden grade items will be displayed with an orange background.

Surname	First name	Department	Institution	Virtual Activity 1.1 - Naviga...
Demo Student1		Demo	MSi	50.00
Demo Student2		Demo	MSi	88.89

It is also possible to bulk insert a grade, which might be useful for example if you wish to give the grade 0 to all students who did not submit work.

In Single view, select the assignment from the **Select grade item** dropdown arrow.



Select the students by placing a checkmark in the **Exclude All / None** checkboxes. Check **Perform bulk insert** checkbox. On the **For** dropdown arrow, select All grades or Empty grades. Place the grade

number in Insert value and select **Save**.

Grade item: Virtual Activity 1.1 - Navigate the Ribbon

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report **Single view** User report

Virtual Activity 1.2 - Customize Status Bar ▶

Separate groups
All participants

Select grade item... Select user... Save

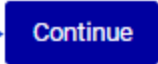
First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
Demo Student1	0.00 - 100.00	100.00		<input type="checkbox"/>	<input type="checkbox"/>
Demo Student2	0.00 - 100.00	88.89		<input type="checkbox"/>	<input type="checkbox"/>
Demo Student3	0.00 - 100.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Student4	0.00 - 100.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>

☒ Perform bulk insert


For **Empty grades** Insert value 0 Save

Select **Continue** on the next 2 screens that will appear.

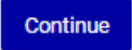
✖ Grades were set for 2 items















Recalculating grades











100%



Now the new grade of zero is shown. The Override All boxes are automatically checked.

First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
  Demo Student1	0.00 - 100.00	100.00 	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
  Demo Student2	0.00 - 100.00	88.89 	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
  Demo Student3	0.00 - 100.00	0.00 	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
  Demo Student4	0.00 - 100.00	0.00 	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When you return to the Grader report, overridden grade items will be displayed with an orange background and marked "Excluded".

 Demo Student3	 	Demo	MSi	Excluded	0.00 
 Demo Student4	 	Demo	MSi	Excluded	0.00 

NOTE: A grade item that is excluded from a category calculation is also excluded from the *Course Total*.

To clear exclusions, return to the *Single View* grading page, uncheck the item(s), and click **Save**.



Overview Report

The overview report lists all the courses a student is enrolled in together with the total grade for each course. Students can access their overview report from within any course by following the grades link.

Demo Student1

[Dashboard](#) / [My courses](#) / [MSi Excel 2016 Demo](#) / [Overview report](#)

[View](#) [Setup](#) [Scales](#) [Letters](#) [Import](#) [Export](#)

[Grader report](#) [Grade history](#) [Outcomes report](#) [Overview report](#) [Single view](#) [User report](#)

Separate groups

All participants

Select a user

Demo Student1

Course name	Grade
MSi ESB Demo	-
MSi Photoshop Demo	-
MSi Excel 2016 Demo	93.61
MSi PowerPoint 2016 Demo	586.50
MSi Word 2016 Demo	600.00

By choosing a course, it will take you to the User report for activities in that course

Grade Export

Go to **Grades** and select **Export**.

Grader report ←

View	Setup	Scales	Letters	Import	Export ←
Grader report	Grade history	Outcomes report	Overview report	Single view	User report

- Select preferred export format
- Select all participants or a separate group (period)
- Select the grade items to be included
- Select your preferred options
- Select Download

Export to OpenDocument spreadsheet

View	Setup	Scales	Letters	Import	Export
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OpenDocument spreadsheet Plain text file Excel spreadsheet XML file ← **Select Format**

Separate groups

All participants ⇅ **Select All or Separate Periods**

▼ Collapse all

▼ **Grade items to be included**

- ☒ Virtual Activity 1.1 - Navigate the Ribbon
- ☒ Virtual Activity 1.2 - Customize Status Bar
- ☒ Hands on Lab Chapter 6: Project (Optional)
- ☒ Course total

Select all/none ← **Select All or Select none to mark only what you want to export (at bottom of page)**

The screenshot shows the 'Export format options' section of a software interface. A box labeled 'Make Selections' has a bracket pointing to the 'Grade export display types' and 'Grade export decimal points' options. The 'Exclude suspended users' checkbox is checked, with a callout box stating: 'Only include students in the export whose enrolment is active and has not been suspended'. The 'Real' radio button is selected for the grade display type, and the decimal points are set to 2. A 'Download' button is at the bottom, with an arrow pointing to it.

▼ Export format options

Make Selections

Grade export display types

Grade export decimal points

☐ Include feedback in export

☒ Exclude suspended users ? → Only include students in the export whose enrolment is active and has not been suspended

☒ Real ☐ Percentage ☐ Letter

2

Download

How to Change Grade Points to Percentages

- Select **Grades**
- On the Grader report, select **Setup**

The screenshot shows the 'Grader report' interface. The 'Setup' tab is selected in the top navigation bar. The bottom navigation bar shows 'Grader report' as the active section.

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

- Then select **Course grade settings**

The screenshot shows the 'Gradebook setup' interface. The 'Setup' tab is selected in the top navigation bar. The bottom navigation bar shows 'Course grade settings' as the active section.

Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

- In the Grade item settings, select the Grade display type dropdown arrow and select which percentage you would like your grades to appear as.

Grade item settings

Change defaults

Grade display type

Default (Real)

Default (Real)

Real

Real (percentage)

Real (letter)

Percentage

Percentage (real)

Percentage (letter)

Letter

Letter (real)

Letter (percentage)

Overview report

Change defaults

Show rank

Default (Hide)

Hide totals if they contain hidden items

Show totals excluding hidden items

Virtual Assessment total	Virtual Project 1	Virtual Project total	Chapter 1 total
160.00 (80.00 %)	-	-	312.00 (78.00 %)
-	-	-	-
160.00 (80.00 %)	-	-	312.00 (78.00 %)