Grades

The MSi **L**earning **M**anagement **S**ystem (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.
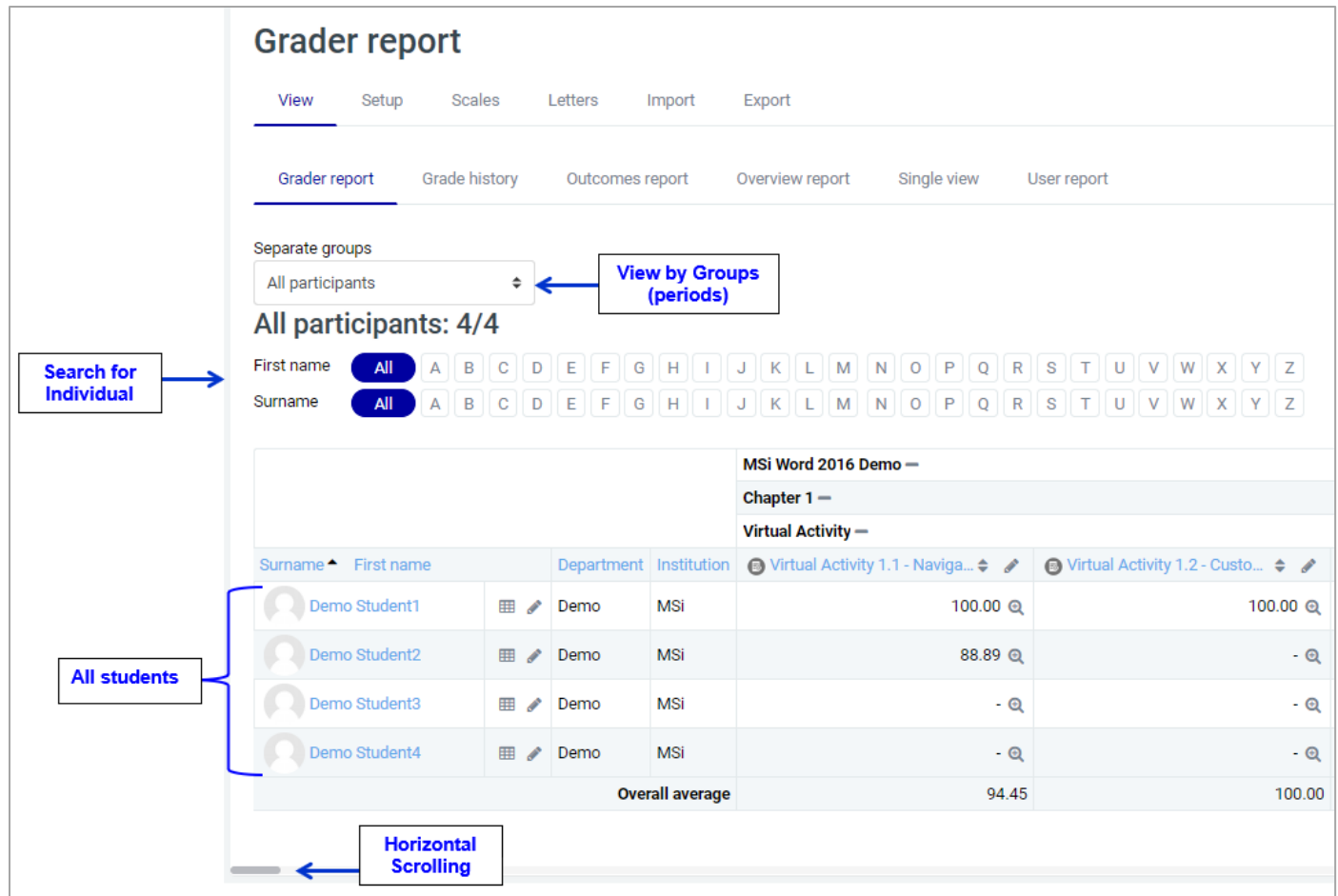
Quick Reference Guide:

(*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
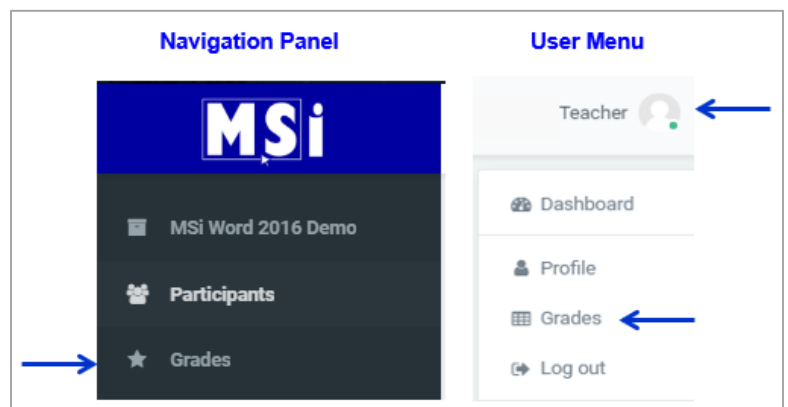
Grade Book Overview (Grader Report)

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

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**.

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**.

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.

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.

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.

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.

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.

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 🔍		☐	☐
✏	📄 Virtual Activity 1.2 - Customize Status Bar	Virtual Activity	0.00 - 100.00	100.00 🔍		☐	☐

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

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.

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

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

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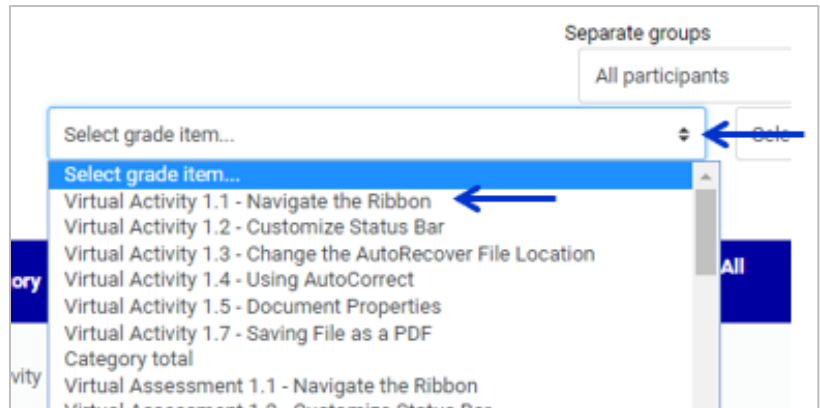

When you return to the Grader report, any overridden grade items will be displayed with an orange background.

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**.

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

✕ Grades were set for 2 items	**Recalculating grades**
→ **Continue**	100% → **Continue**

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 🔍		☐	☐
Demo Student2	0.00 - 100.00	88.89 🔍		☐	☐
Demo Student3	0.00 - 100.00	0.00 🔍		☑	☑
Demo Student4	0.00 - 100.00	0.00 🔍		☑	☑

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.

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**.

- ➢ 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

How to Change Grade Points to Percentages

➢ Select **Grades**

➢ On the Grader report, select **Setup**

➢ Then select **Course grade settings**

➢ 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) |

Overall decimal points ❓

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 ⇕ ✏	Σ Virtual Project total ⇕ ✏	Σ Chapter 1 total ⇕ ✏
160.00 (80.00 %)	- 🔍	-	312.00 (78.00 %)
-	- 🔍	-	-
160.00 (80.00 %)	-	-	312.00 (78.00 %)