

Banner Electronic Gradebook

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Introduction

Banner Electronic Gradebook is a tool for keeping assignment and test grades in STAR and automatically rolling final grades to students' Academic History. Below you will find the steps to set up your gradebook and enter grades into STAR.

Steps

- Set up your course's grading scale
- Set up the various assignments that make up your course
- Enter students' grades on assignments
- Verify final grades

Grading Scale

- The first step is to tell STAR what grading scale it should use to convert your numeric grades into letter grades. This is done on SHAGSCH.

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > SHAGSCH". The browser's address bar shows "Grade Scale Definition SHAGSCH 8.0 (stardev)". The form itself has a title bar "Grade Scale: [dropdown]" and a main content area with the following fields:

Grade Scale Description:	[text box]	Default Grade Code:	[text box]
Pass Percentage:	[text box]	Associated with Grade Component:	<input type="checkbox"/>
Term:	[dropdown]	Section:	[text box]
CRN:	[dropdown]		
Subject:	[dropdown]		
Course:	[dropdown]		
Campus:	[dropdown]		
College:	[dropdown]		
Department:	[dropdown]		
Division:	[dropdown]		
Level:	[dropdown]		

At the bottom of the form, there is a status bar with the text "Grade Scale Name; press LIST for valid codes." and a record indicator "Record: 1/1".

Grading Scale

- Name your grading scale. The name should be of the format “INITIALS-DEPT-IDENTIFIER”
 - INITIALS – Your initials
 - DEPT – Abbreviation of your department (HIST for History, for example).
 - IDENTIFIER – Something to help you identify your grade scale
- Banner allows 10 characters including spaces

Grading Scale

- Type the name of your grading scale into the field labeled “Grade Scale.” Then Next Block.

Oracle Developer Forms Runtime - Web: Open > SHAGSCH

File Edit Options Block Item Record Query T

Grade Scale Definition SHAGSCH 8.0 (stardev)

Grade Scale: KSM-HIST-1

Next Block

Grade Scale

Grade Scale Description:

Default Grade Code:

Pass Percentage:

Associated with Grade Component: ☐

Term: ▼

Section:

CRN: ▼

Subject: ▼

Course: ▼

Campus: ▼

College: ▼

Department: ▼

Division: ▼

Level: ▼

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

<OSC>

Grading Scale

Oracle Developer Forms Runtime - Web: Open > SHAGSCH

File Edit Options Block Item Record Query Tools Help

Grade Scale Definition SHAGSCH 8.0 (stardev)

Grade Scale: KSM-HIST-1

Grade Scale Description:	<input type="text"/>	Default Grade Code:	<input type="text"/>
Pass Percentage:	<input type="text"/>	Associated with Grade Component:	<input type="checkbox"/>
Term:	<input type="text"/> ▼	Section:	<input type="text"/>
CRN:	<input type="text"/> ▼		
Subject:	<input type="text"/> ▼		
Course:	<input type="text"/> ▼		
Campus:	<input type="text"/> ▼		
College:	<input type="text"/> ▼		
Department:	<input type="text"/> ▼		
Division:	<input type="text"/> ▼		
Level:	<input type="text"/> ▼		

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 | ... | <OSC>

Grading Scale

- Grade Scale Description: A longer name for your grading scale. This is free text.
- Pass Percentage: Minimum numeric grade to not fail the course.
- Term, CRN, Subject, Course, Campus, College, Department, Division, Level, Section: Narrow your grading scale to only be used by courses that meet these criteria. NOTE: If you use these criteria, then it is possible you may not be able to use this scale for other courses.
- Default Grade Code: This would be the grade earned by a student who's numeric grade is below the "Pass Percentage".

Grading Scale

Oracle Developer Forms Runtime - Web: Open > SHAGSCH

File Edit Options Block Item Record Query Tools Help

Grade Scale Definition SHAGSCH 8.0 (stardev)

Grade Scale: KSM-HIST-1

Grade Scale Description:	HISTORY 101 Grading Scale	Default Grade Code:	F
Pass Percentage:	60.00	Associated with Grade Component:	<input type="checkbox"/>
Term:		Section:	
CRN:			
Subject:			
Course:			
Campus:			
College:			
Department:			
Division:			
Level:			

Default Grade Code.

Record: 1/1 | | | | <OSC>

Grading Scale

- Required elements are:
 - Grade Scale Description
 - Pass Percentage
 - Default Grade Code
- All other elements are optional.

Grading Scale

- After entering your elements, SAVE then Next Block.

Oracle Developer Forms Runtime - Web: Open > SHAGSCH

File Edit Options Block Item Record Query

Grade Scale Definition SHAGSCH 8.0 (stardev)

Grade Scale: KSM-HIST-1

Grade Scale Description: HISTORY 101 Grading Scale

Default Grade Code: F

Pass Percentage: 60.00

Associated with Grade Component: ☐

Term:

Section:

CRN:

Subject:

Course:

Campus:

College:

Department:

Division:

Level:

Default Grade Code.

Record: 1/1

<OSC>

Grading Scale

- On this screen, you input your numeric grade ranges and their equivalents.

Oracle Developer Forms Runtime - Web: Open > SHAGSCH

File Edit Options Block Item Record Query Tools Help

Grade Scale Definition SHAGSCH 8.0 (stardev)

Grade Scale: KSM-HIST-1 HISTORY 101 Grading Scale

Grade Scale Percentage Definition SHAGSCH 8.0 (stardev)

Percentage	High	Grade	Median
96.66		A+	
93.33		A	
90.00		A-	
86.66		B+	
83.33		B	
80.00		B-	
76.66		C+	
73.33		C	
70.00		C-	
66.66		D+	
63.33		D	
60.00		D-	

Letter Grade

Record: 12/12 | | | | <OSC>

Grading Scale

- You only need to enter the “Low” score and the “Grade”. STAR will calculate the “High”.

Oracle Developer Forms Runtime - Web: Open > SHAGSCH

File Edit Options Block Item Record Query Tools Help

Grade Scale Definition SHAGSCH 8.0 (stardev)

Grade Scale: KSM-HIST-1 HISTORY 101 Grading Scale

Grade Scale Percentage Definition SHAGSCH 8.0 (stardev)

Percentage

Low	High	Grade	Median
96.66	100.00	A+	
93.33	96.65	A	
90.00	93.32	A-	
86.66	89.99	B+	
83.33	86.65	B	
80.00	83.32	B-	
76.66	79.99	C+	
73.33	76.65	C	
70.00	73.32	C-	
66.66	69.99	D+	
63.33	66.65	D	
60.00	63.32	D-	

FRM-40400: Transaction complete: 14 records applied and saved.

Record: 1/12 | | ... | | <OSC>

Grading Scale

- SAVE.

Oracle Developer Forms Runtime - Web: Open > SHAGSCH

File Edit Options Block Item Record Query Tools Help

Grade Scale Definition SHAGSCH 8.0 (stardev)

Grade Scale: KSM-HIST-1 HISTORY 101 Grading Scale

Percentage Definition SHAGSCH 8.0 (stardev)

Percentage Low	High	Grade	Median
96.66	100.00	A+	
93.33	96.65	A	
90.00	93.32	A-	
86.66	89.99	B+	
83.33	86.65	B	
80.00	83.32	B-	
76.66	79.99	C+	
73.33	76.65	C	
70.00	73.32	C-	
66.66	69.99	D+	
63.33	66.65	D	
60.00	63.32	D-	

FRM-40400: Transaction complete: 14 records applied and saved.

Record: 1/12 | ... | <OSC>

Components

- Now, you need to set up your components. This is done on SHAGCOM.

Oracle Developer Forms Runtime - Web: Open > SHAGCOM

File Edit Options Block Item Record Query Tools Help

Gradable Component Definition SHAGCOM 8.0 (stardev)

Term: CRN: Subject: Course: ☐ Sort by And/Or Sequence

Grade Scale Assignment

Grade Scale:

Grades Rolled ☐ Best Of ☐ Subset Of ☐

Component Definition

Sequence	Name	Description	Weight	Marked Out of	Due Date	Must Pass	Include Midterm/Final	Grade Scale	Late Rule	Resit Rule	Pass Mark
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00	20-MAY-2011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			

Components

- Enter the Term and CRN for your course and Next Block.

Oracle Developer Forms Runtime - Web: Open > SHAGCOM

File Edit Options Block Item Record Query Tools Help

Gradable Component Definition SHAGCOM 8.0 (stardev)

Term: 201101 CRN: 14871 Subject: HIST Course: 101 ☐ Sort by And/Or Sequence

Grade Scale Assignment

Grade Scale:

Grades Rolled ☐ Best Of ☐ Subset Of ☐

Component Definition

Sequence	Name	Description	Weight	Marked Out of	Due Date	Must Pass	Include Midterm/Final	Grade Scale	Late Rule	Resit Rule	Pass Mark
				100.00	20-MAY-2011	<input type="checkbox"/>	<input type="checkbox"/> F	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Midterm Total Weight: 0.00 Final Total Weight: 0.00

ERROR Enter Grade Scale before proceeding.

Record: 1/1 ... List of Valu... <OSC>

Components

- Choose your grading scale you just set up.

Oracle Developer Forms Runtime - Web: Open > SHAGCOM

File Edit Options Block Item Record Query Tools Help

Gradable Component Definition SHAGCOM 8.0 (stardev)

Term: 201101 CRN: 14871 Subject: HIST Course: 101 ☐ Sort by And/Or Sequence

Grade Scale Assignment

Grade Scale: KSM-HIST-1 HISTORY 101 Grading Scale

Grades Rolled ☐ Best Of ☐ Subset Of ☐

Component Definition

Sequence	Name	Description	Weight	Marked Out of	Due Date	Must Pass	Include Midterm/Final	Grade Scale	Late Rule	Resit Rule	Pass Mark
				100.00	20-MAY-2011	<input type="checkbox"/>	F				
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					

Midterm Total Weight: 0.00 Final Total Weight: 0.00

Best of Component: Defines how many of the best component scores will be used in an OR subset when calculating the section grade

Record: 1/1 <OSC>

Components

- Save and Next Block to enter your assignments.

Oracle Developer Forms Runtime - Web: Open > SHAGCOM

File Edit Options Block Item Record Query Tools Help

Gradable Component Definition SHAGCOM 8.0 (stardev)

Term: 201101 CRN: 14871 Subject: HIST Course: 101 ☐ Sort by And/Or Sequence

Grade Scale Assignment

Grade Scale: KSM-HIST-1 HISTORY 101 Grading Scale

Grades Rolled ☐ Best Of ☐ Subset Of ☐

Component Definition

Sequence	Name	Description	Weight	Marked Out of	Due Date	Must Pass	Include Midterm/Final	Grade Scale	Late Rule	Resit Rule	Pass Mark
				100.00	20-MAY-2011	<input type="checkbox"/>	F				
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					

Midterm Total Weight: 0.00 Final Total Weight: 0.00

Web Display Sequence Number

Record: 1/1 ... <OSC>

Components

- This is an example assignment schedule.

Oracle Developer Forms Runtime - Web: Open > SHAGCOM

File Edit Options Block Item Record Query Tools Help

Gradable Component Definition SHAGCOM 8.0 (stardev)

Term: 201101 CRN: 14871 Subject: HIST Course: 101 ☐ Sort by And/Or Sequence

Grade Scale Assignment

Grade Scale: KSM-HIST-1 HISTORY 101 Grading Scale

Grades Rolled ☐ Best Of ☐ Subset Of ☐

Component Definition

Sequence	Name	Description	Weight	Marked Out of	Due Date	Must Pass	Include Midterm/Final	Grade Scale	Late Rule	Resit Rule	Pass Mark
1.00	QUIZZES	Weekly Quizzes	25.00	100.00	20-MAY-2011	<input type="checkbox"/>	F	KSM-HIST-1			60.00
2.00	MIDTERM	Midterm Exam	25.00	100.00	01-MAY-2011	<input type="checkbox"/>	F	KSM-HIST-1			60.00
3.00	FINAL	Final Exam	25.00	100.00	20-MAY-2011	<input type="checkbox"/>	F	KSM-HIST-1			60.00
4.00	PARTIC	Participation Grade	25.00	100.00	20-MAY-2011	<input type="checkbox"/>	F	KSM-HIST-1			60.00
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					
						<input type="checkbox"/>					

Midterm Total Weight: 0.00 Final Total Weight: 0.00

Component Resit Rule

Record: 1/4 ... List of Valu... <OSC>

Components

- Sequence: Order in which your assignments appear on the web.
- Name: Short name of the assignment (10 characters)
- Description: Long name of the assignment (200 characters)

Components

- Weight: How much of the total grade the assignment counts. In the example, each are 25% of the total grade.
- Marked Out of: The highest point total a student can receive on the assignment.
- Due Date: Date the assignment is due.
- Must Pass: If checked, a student must attain the minimum grade on the assignment to avoid receiving an automatic failing mark.

Components

- Grade Scale: Should default in to the grade scale you specified above.
- Late Rule: See Section Titled Late Rule.
- Resit Rule: Unused at this time.
- Pass Mark: Should default in from the grading scale you specified.
- Best Of: Will drop the lowest grades. For example, if there are three weekly quizzes, Best Of = 2 will only count the two highest quiz grades entered for a student.

Components

- Subcomponents: If an assignment has multiple parts. For example, the total weekly quiz grade is comprised of the best 2 of the 3 weekly quizzes.

Oracle Developer Forms Runtime - Web: Open > SHAGCOM

File Edit Options Block Item Record Query Tools Help









Gradable Component Definition SHAGCOM 8.0 (stardev)

Term: 201101 CRN: 14871 Subject: HIST Course: 101 ☐ Sort by And/Or Sequence

Grade Scale Assignment

Grade Scale: KSM-HIST-1 HISTORY 101 Grading Scale

Component Definition

Sequence	Name	Description	Weight	Marked Out of	Due Date	Must Pass	Include Midterm/Final	And/Or Sequence	And/Or	Best Of	Subset Of	Sub-Components exist
1.00	QUIZZES	Weekly Quizzes	25.00	100.00	20-MAY-2011	<input type="checkbox"/>	F			2		
2.00	MIDTERM	Midterm Exam	25.00	100.00	01-MAY-2011	<input type="checkbox"/>	F					
3.00	FINAL	Final Exam	25.00	100.00	20-MAY-2011	<input type="checkbox"/>	F					
4.00	PARTIC	Participation Grade	25.00	100.00	20-MAY-2011	<input type="checkbox"/>	F					
						<input type="checkbox"/>						
						<input type="checkbox"/>						
						<input type="checkbox"/>						
						<input type="checkbox"/>						

Midterm Total Weight: 0.00 Final Total Weight: 100.00

Best of Sub-Component; Defines how many of the best x sub-component scores will be used in an OR subset when calculating the component score

Record: 1/4 ... <OSC>

Click here to enter subcomponents.

Components

- Enter your subcomponent information here. It is similar to your component information.

Oracle Developer Forms Runtime - Web: Open > SHAGCOM

File Edit Options Block Item Record Query Tools Help

Gradable Component Definition SHAGCOM 8.0 (stardev)

Term: 201101 CRN: 14871 Subject: HIST Course: 101 ☐ Sort by And/Or Sequence

Sub-Component Definition SHAGCOM 8.0 (stardev)

Component

Sequence	Name	Description	Out of
1.00	QUIZZES	Weekly Quizzes	100.00

Sub-Component Definition

Name	Description	Weight	Must Pass	Marked Out of	Grade Scale	Late Rule	Resit Rule	Pass Mark	Due Date	And/Or Sequence	And/Or
QUIZ1	First Weekly Quiz	33.33	<input type="checkbox"/>	100.00	KSM-HIST-1			60.00	20-MAY-2011	1	OR
QUIZ2	Second Weekly Quiz	33.33	<input type="checkbox"/>	100.00	KSM-HIST-1			60.00	20-MAY-2011	2	OR
QUIZ3	Third Weekly Quiz	33.33	<input type="checkbox"/>	100.00	KSM-HIST-1			60.00	20-MAY-2011	3	
			<input type="checkbox"/>								
			<input type="checkbox"/>								
			<input type="checkbox"/>								
			<input type="checkbox"/>								

Total Weight: 33.33

Gradeable Component Name

Record: 1/3 <OSC>

Components

- Use the And/Or Sequence if you are using the Best of.

Components

- Click Return, then Save. You have now set up your assignments.

Oracle Developer Forms Runtime - Web: Open > SHAGCOM

File Edit Options Block Item Record Query Tools Help

Save

Gradeable Component 8.0 (stardev)

Term: 201101 CRN: 14871 Subject: HIST Course: 101 ☐ Sort by And/Or Sequence

Sub-Component Definition SHAGCOM 8.0 (stardev)

Component

Sequence	Name	Description	Out of
1.00	QUIZZES	Weekly Quizzes	100.00

Sub-Component Definition

Name	Description	Weight	Must Pass	Marked Out of	Grade Scale	Late Rule	Resit Rule	Pass Mark	Due Date	And/Or Sequence	And/Or
QUIZ1	First Weekly Qt	33.33	<input type="checkbox"/>	100.00	KSM-HIST-1	<input type="checkbox"/>	<input type="checkbox"/>	60.00	20-MAY-2011	1	OR
QUIZ2	Second Weekly	33.33	<input type="checkbox"/>	100.00	KSM-HIST-1	<input type="checkbox"/>	<input type="checkbox"/>	60.00	20-MAY-2011	2	OR
QUIZ3	Third Weekly Q	33.33	<input type="checkbox"/>	100.00	KSM-HIST-1	<input type="checkbox"/>	<input type="checkbox"/>	60.00	20-MAY-2011	3	
			<input type="checkbox"/>								
			<input type="checkbox"/>								
			<input type="checkbox"/>								
			<input type="checkbox"/>								

Total Weight: 33.33

Return

Return

Gradeable Component Name

Record: 1/3

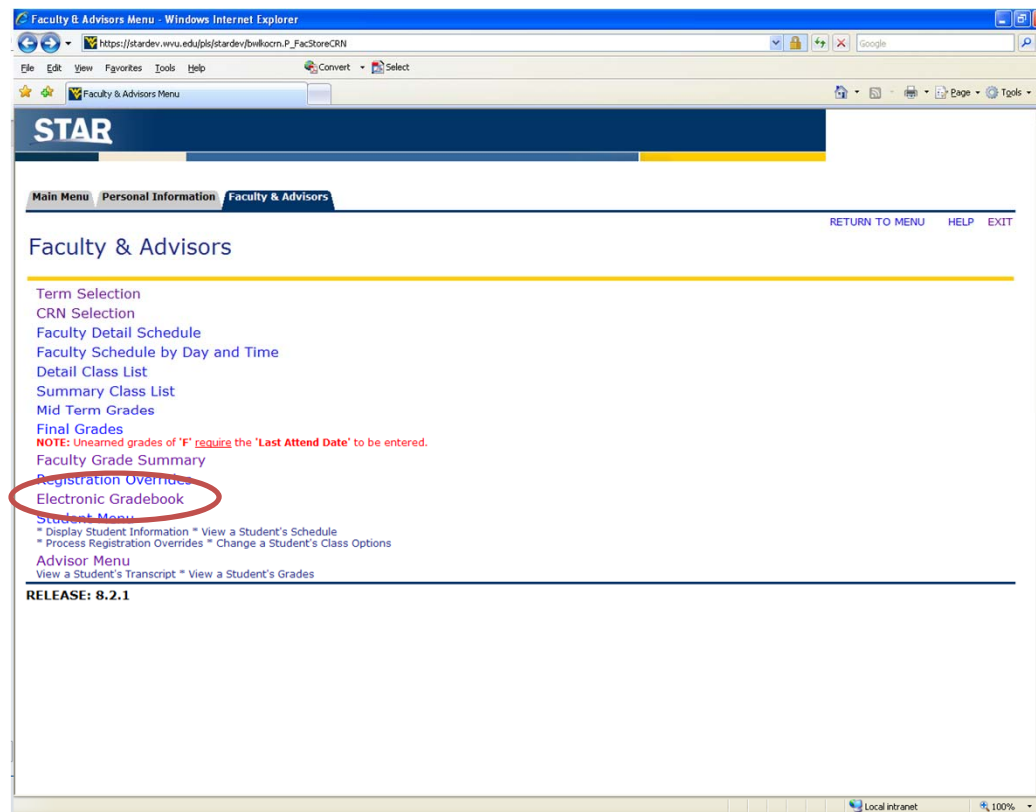
<OSC>

Grading

- Once you have set up your grading scale and assignments you may now enter your students' grades.
- Log into STAR through MIX.

Grading

- Under Faculty and Advisors, click “Electronic Gradebook”



Grading

- If you are not shown the correct course, click “CRN Selection” and choose the correct one.

Grading

- The first screen will show you the assignments for your course. Click on the one that you want to grade.

The screenshot shows the 'Electronic Gradebook' web application running in a Windows Internet Explorer browser. The address bar shows the URL: https://stardev.wvu.edu/pls/stardev/bwllkegrb.P_FacGradeComponents. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page features a blue header with the 'STAR' logo. Below the header, a navigation bar contains links for 'Main Menu', 'Personal Information', and 'Faculty & Advisors'. The main content area is titled 'Electronic Gradebook' and includes a timestamp 'Spring 2011 May 20, 2011 01:08 pm'. A message states: 'Select any of the highlighted grade components to enter student scores for the component. You may also select an individual student and enter scores for their components.' Under the 'Course Attributes' section, the following details are listed: Title: W Civilization:Antiquity-1600, Course: HIST 101 - 7D1, CRN: 14871, and Students Registered: 18. The 'Components' section contains a table with the following data:

Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores	Subcomponents
QUIZZES - Weekly Quizzes	25/100	KSM-HIST-1	No	F	18	View
MIDTERM - Midterm Exam	25/100	KSM-HIST-1	No	F	18	None
FINAL - Final Exam	25/100	KSM-HIST-1	No	F	18	None
PARTIC - Participation Grade	25/100	KSM-HIST-1	No	F	18	None

At the bottom of the page, the text 'RELEASE: 8.1.1' is displayed. The browser's status bar at the bottom indicates 'Local intranet' and '100%' zoom.

Grading

- Enter the grade for each student for the particular assignment and if necessary, the submission date.

Enter Marks - Windows Internet Explorer

https://stardev.wvu.edu/pls/stardev/bwllkgrb.P_FacScorePost

STAR

Main Menu Personal Information Faculty & Advisors

RETURN TO GRADABLE COMPONENTS HELP EXIT

Enter Marks

Spring 2011
May 20, 2011 01:14 pm

Course Attributes

Title: W Civilization:Antiquity-1600
Course: HIST 101 - 7D1
CRN: 14871

Component

Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores
MIDTERM - Midterm Exam	25/100	KSM-HIST-1	No	Final	17

Grade Submission Cutoff Dates

Midterm: Mar 03, 2011
Final: May 31, 2011

Component Marks

Record Number	Student ID	Student Name	Status	Score	Out of	Percent	Grade	Due Date	Submission Date (MM/DD/YYYY)	Extension Date (MM/DD/YYYY)	Marker	Reason
1			**Registered**	85	100	85	B	May 01, 2011	05/01/2011		Morton, Kurt S.	OE-Or
2			**Registered**		100			May 01, 2011	05/01/2011		Morton, Kurt S.	OE-Or
3			**Registered**		100			May	05/01/2011		Morton, Kurt S.	OE-Or

Grading

- Scroll to the bottom and click “Submit”
- Remember, you can enter as few or as many grades as you wish.
- If a grade needs correcting after you have hit submit, choose “RC – Re-Calculated” as the “Reason”.
- To go back to the assignments list, click “Gradable Components” at the bottom of the page.
- Only 25 students per page will appear. If more than that are registered for your course, use the “Record Sets” links.

Grading

- For courses with subcomponents, click the “VIEW” link to grade each one.

The screenshot shows the STAR Electronic Gradebook interface in a Windows Internet Explorer browser. The page title is "Electronic Gradebook". The navigation bar includes "Main Menu", "Personal Information", and "Faculty & Advisors". The "Faculty & Advisors" tab is selected. The page displays course attributes for "W Civilization:Antiquity-1600" (HIST 101 - 7D1, CRN 14871, 18 students registered). Below this is a table of components with columns: Description, Weight, Grade Scale, Must Pass, Include in Midterm or Final, Incomplete Scores, and Subcomponents. The "View" link in the Subcomponents column for the first row is highlighted with a red circle and a red arrow pointing to it from a text box that says "Click to grade sub-components".

Course Attributes

Title: W Civilization:Antiquity-1600
Course: HIST 101 - 7D1
CRN: 14871
Students Registered: 18

Components

Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores	Subcomponents
QUIZZES - Weekly Quizzes	25/100	KSM-HIST-1	No	F	18	View
MIDTERM - Midterm Exam	25/100	KSM-HIST-1	No	F	18	None
FINAL - Final Exam	25/100	KSM-HIST-1	No	F	18	None
PARTIC - Participation Grade	25/100	KSM-HIST-1	No	F	18	None

RELEASE: 8.1.1

Grading

- Once all grades for all students have been entered over the course of the semester, you are done.
- You do not need to fill out the “Final Grades” sheet on STAR. Final Calculated grades will be automatically rolled to history once grading is closed.
- Any student missing a grade will be given an NR on their transcript and a grade modification form will need to be submitted to the Office of the University Registrar.

Grading

- **IMPORTANT:**
 - Before grades are due, please check the “View Final Composite Grades” and verify that all students have a final calculated grade.
 - If any student is missing, please fill in their grades **BEFORE** the grading deadline.
 - Grades may **NOT** be entered after the grading deadline.

Grading

- Click “View Final Composite Grades” to see a student’s final grade in the course once all grades have been entered.

The screenshot shows the STAR Electronic Gradebook interface. The browser window title is "Electronic Gradebook - Windows Internet Explorer". The address bar shows the URL: https://stardev.wvu.edu/pls/stardev/bwllkegrb.P_FacGradeComponents?term=201101&crn=14871. The page has a navigation bar with "Main Menu", "Personal Information", and "Faculty & Advisors". The "Electronic Gradebook" section is active, showing "Spring 2011" and "May 20, 2011 01:27 pm". A message states: "Select any of the highlighted grade components to enter student scores for the component. You may also select an individual student and enter scores for their components." The "Course Attributes" section lists: Title: W Civilization:Antiquity-1600, Course: HIST 101 - 7D1, CRN: 14871, and Students Registered: 18. The "Components" table is as follows:

Description	Weight	Grade Scale	Must Pass	Include in Midterm or Final	Incomplete Scores	Subcomponents
QUIZZES - Weekly Quizzes	25/100	KSM-HIST-1	No	F	17	View
MIDTERM - Midterm Exam	25/100	KSM-HIST-1	No	F	17	None
FINAL - Final Exam	25/100	KSM-HIST-1	No	F	17	None
PARTIC - Participation Grade	25/100	KSM-HIST-1	No	F	17	None

Below the table, the link "View Final Composite Grades" is circled in red. At the bottom, it says "RELEASE: 8.1.1".

Grading

Composite Gradable Component Display - Windows Internet Explorer

https://stardev.wvu.edu/pls/stardev/bwlkegrb.P_FacDispShrcmrk?term=2011101&crn=14871&rectype_ind=F

File Edit View Favorites Tools Help Convert Select

Composite Gradable Component Display

STAR

Main Menu Personal Information **Faculty & Advisors**

RETURN TO MENU HELP EXIT

Composite Gradable Component Display

Spring 2011
May 20, 2011 01:28 pm

The composite grades displayed below are the result of a calculation made on individual gradable components.

Course Attributes

Title: W Civilization:Antiquity-1600
Course: HIST 101 - 7D1
CRN: 14871
Students Registered: 18
Number of Composite Scores: 1

Final Composite Grades

Student ID	Student Name	Percentage	Grade	Activity Date
		87	B+	20-MAY-11

[Return to Gradable Components]

RELEASE: 8.1.1

Local intranet 100%