

BYU Grades

vs.

Agilix Grades

The Agilix Grades is a third-party gradebook no longer used at BYU. In the past, it has also been referred to as the BYU Gradebook and could be accessed at Gradebook.byu.edu. It has been replaced by the Learning Suite component BYU Grades. This document shows some of the common features of BYU Grades and points out some differences from the Agilix gradebook.

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Setup

During initial setup of BYU Grades, you can select to record grades using either a total points method or a weighted category method. During setup, you can also choose to have the gradebook automatically apply a zero score for unscored assignment after a certain period.

Grading Method – Total Points simply calculates a total number of points for all assignments in Grades. Weighted categories allows for the creation of categories such as quizzes, papers, exams and assignment. Each category can be given a specific percentage, or weight, of the students' final grade.

Automatic Zero Entry – Unscored assignments in the gradebook are not calculated in students' overall grades. When you set the “zero unscored assignments” function, the gradebook will enter a zero after the time frame you set. The scores will more accurately represent where your students are without your having to remember to zero their score if the assignment wasn't submitted. To have BYU Grades automatically enter a zero for an assignment after a certain number of days, check the box that says “Automatically enter zero for unscored assignments” and click the dropdown arrow to choose the

number of days/weeks after the due date a zero will be automatically entered. This feature was not available in Agilix Grades.

Grades Setup

[Help with this page ?](#)

Use **BYU Learning Suite Gradebook** ?

Grading Method

Total points ?

Weighted Categories ?

Hide Gradebook from Students ?

Automatically enter zero for unscored assignments

1 week

1 day

3 days

1 week

2 weeks

? after the due date. (Note that before
entering the assignment)

Lin

Do not include Learning Suite Gradebook ?

Scores

Scores shows the gradebook grid for your course and is similar to the grid in Agilix Grades. Assignments which are added to the gradebook are displayed here.

Display Options

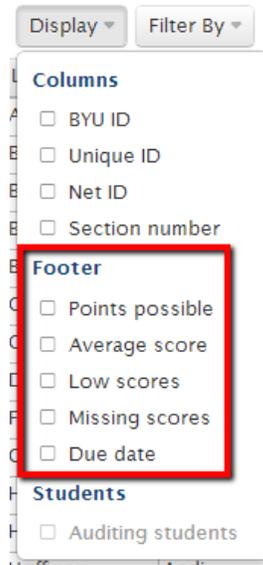
You can select how much information you see, including using a system generated “Unique ID” that could be used to code papers for returning papers without student names being displayed. One difference at this time between BYU Grades and Agilix Grades is that while you can select to view average score for assignments, quizzes, exams, etc., your students will not see this information in their view of the gradebook.

The screenshot shows the 'Grades' section of a course management system. The top navigation bar includes 'Home', 'Content', 'Digital Dialog', 'Exams', 'BYU Grades', 'Schedule', and 'Syllabus'. The 'Grades' section is active, showing a sidebar with options: 'Scores', 'Assignments', 'Grade Scale', 'Import/Export', 'Originality Check', and 'Setup'. The main area displays a table with columns for 'Net ID', 'Overall Score', and '1st homework...'. A dropdown menu is open over the 'Net ID' column, showing options: 'Columns' (BYU ID, Unique ID, Net ID, Section number), 'Footer' (Points possible, Average score, Low scores, Missing scores, Due date), and 'Students' (Auditing students). The 'Net ID' option is checked. A black box highlights the 'Net ID' option in the dropdown menu.

Net ID	Overall Score	1st homework...
	-	-
	-	-
ible	25	25.00
ore	-	-

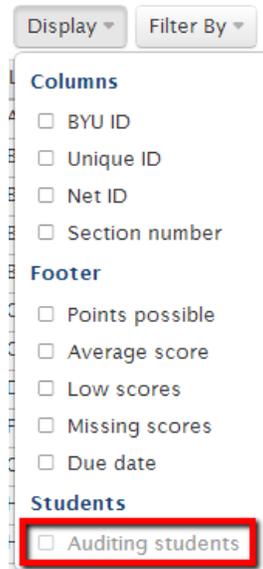
Footer Options

Footer Options – The Visible Rows option in Agilix Grades is called Footer in BYU Grades. To change the Footer options, click on the Display dropdown list and select any of the options under the Footer section (Points possible, Average score, Low scores, Missing scores, and Due date). Once you have selected an option, look to the bottom of the page, under the last row of students, and you'll see the option you selected.



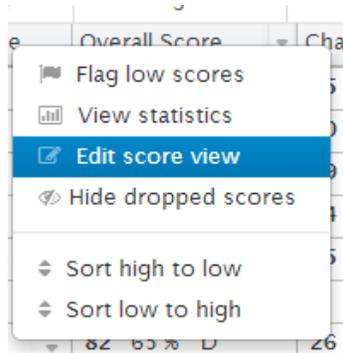
Auditing Students

Show Auditing Students – Auditing students are not automatically listed on the scores page (only active students will be listed automatically). If you have any auditing students, you can make them visible on the Scores page by clicking on the Display dropdown list and checking the box next to the words “Auditing Students.”

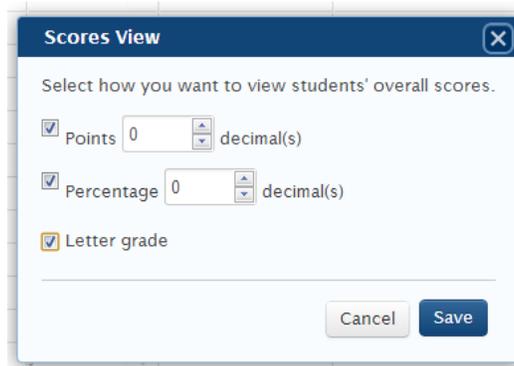


Overall Score Column Header

Edit score view – The Overall Score column shows each student’s current overall grade for the course. You can edit how student’s overall score is viewed (points, percent, and/or Letter Grade). Click on the dropdown arrow for the column and click on the “Edit score view” option.



A popup window will appear that will enable you to select how you want to view students’ overall scores. If you want to add decimal points to the view, such as 23.3, enter 1 decimal point.

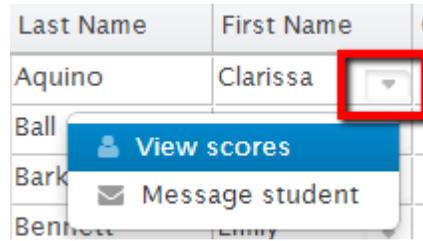


Score Entry

Entering scores into grades –To enter a score, click on the box for the correct student and assignment and type the score. Press enter to proceed down the column to the next student. The score you entered will automatically be saved. If folder icon is displayed, an online submission can be opened for grading by clicking on the folder icon.

Assignments	Homework	Readings	Participation
	Overall Score	1st homework...	2nd homework
	29	24.00 	5.00
	16	12.00	4.00
	-		-

View student grade details – to view an individual student’s grade details, click on the down arrow next to the student’s first name and choose the View scores option.



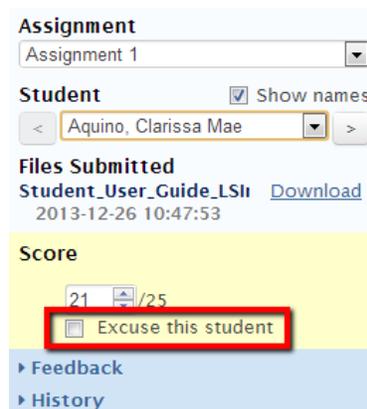
Excuse a Student

Excuse a student in BYU Grades –There are three different ways to excuse a student from an assignment:

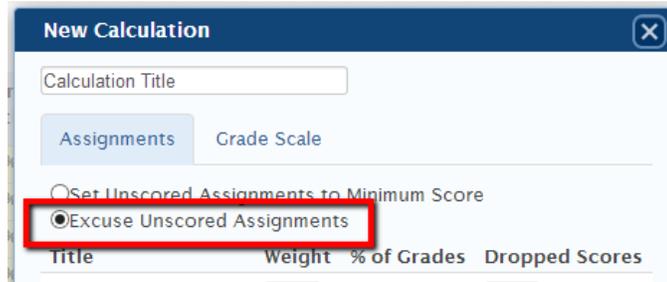
1. The most common way is to type an “X” in the scores page for the student.

A screenshot of a gradebook table for 'Assignment 1'. The table has columns for score, percentage, and grade. The first row shows '21 84% B' with a paper icon. The second row shows '21 84% B'. The third row shows 'X' in the score column, which is highlighted with a red box. The fourth row shows '21 84% B'. The fifth row shows '21 84% B'. The sixth row shows '21 84% B'.

2. If the student submitted an assignment through online submissions, then you can click on the paper icon that appears next to the score entry box. The Grader tool will appear showing the student’s online submission. To excuse the student from the assignment, check the box that says “Excuse this student” (located on the left side of the page).



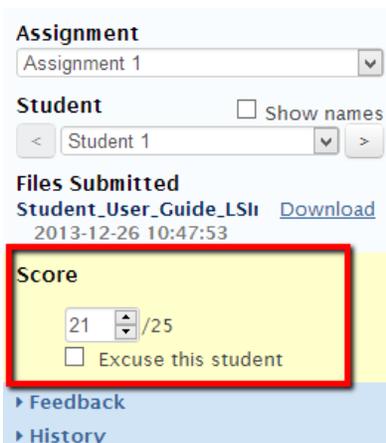
3. Another way to excuse students from assignment is located in the Final Grades tab. Once in this tab, click on the blue button that says "+ New Calculation," and then click the option called "Excuse Unscored Assignments." By clicking this option any assignment that has not been scored on the Scores page will be excused.



The screenshot shows a "New Calculation" dialog box with a dark blue header and a close button (X) in the top right. Below the header is a text input field for "Calculation Title". There are two tabs: "Assignments" (active) and "Grade Scale". Under the "Assignments" tab, there are two radio button options: "Set Unscored Assignments to Minimum Score" and "Excuse Unscored Assignments". The "Excuse Unscored Assignments" option is selected and highlighted with a red rectangular box. Below the radio buttons is a table with columns: "Title", "Weight", "% of Grades", and "Dropped Scores".

Grade an Assignment

Grade an assignment from the Scores page –to grade a student’s assignment from the Scores page click on the paper icon that appears next to the score entry box. Note: only students who have already submitted their assignment will have a paper icon. If the paper icon contains a red mark in it, this indicates that the assignment was late. Hovering over the icon will tell you how late the submission was. Once you click on the paper icon, the Grader tool will appear showing the student’s online submission. Note that in the BYU Grades tool, you may add annotations to student submissions, highlighting specific items and giving direct feedback about that highlighted area. After grading the online submission, enter the score in the left side of the page where it shows the score area.



The screenshot shows a grading tool interface. At the top is a dropdown menu for "Assignment" with "Assignment 1" selected. Below that is a "Student" section with a "Show names" checkbox and a dropdown menu for "Student 1". Underneath is a "Files Submitted" section showing a file named "Student_User_Guide_LSI" with a "Download" link and a timestamp of "2013-12-26 10:47:53". The "Score" section is highlighted with a red box and contains a score input field showing "21" out of "25" and an "Excuse this student" checkbox. At the bottom are two expandable sections: "Feedback" and "History".

You can also provide overall feedback to the student in the Grader tool. Clicking on the word “Feedback” will provide the options to provide feedback through text and/or to upload a document containing feedback. **Note: BYU Grades does not have an option for instructors to partially grade a paper and click “Save for Later”. Any grading feedback to be saved for student viewing unless “Hide this score from student until:” has been selected. Additionally, there is no option for instructors to leave notes for themselves.**

The screenshot shows the Grader tool interface for an assignment. The 'Assignment' dropdown is set to 'Assignment 1'. Under 'Student', there is a 'Show names' checkbox and a dropdown menu showing 'Student 1'. The 'Files Submitted' section shows a file named 'Student_User_Guide_LSI' with a 'Download' link and a timestamp of '2013-12-26 10:47:53'. The 'Score' section shows a score of '21 / 25' and an 'Excuse this student' checkbox. The 'Feedback' section is highlighted with a red box and contains a 'Text' input field and an 'Upload' section with a 'Choose File' button and the text 'No file chosen'.

Options Available on Column Headers

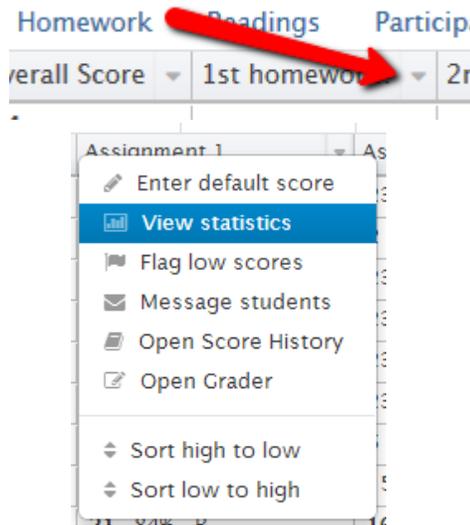
Assign default score to all students – you can assign all students a default score for a particular assignment by clicking the dropdown list next to the assignment and selecting “Set Default Score.”

The screenshot shows a dropdown menu for an assignment column header. The menu items are: 'Enter default score' (highlighted in blue), 'View statistics', 'Flag low scores', 'Message students', 'Open Score History', 'Open Grader', 'Sort high to low', and 'Sort low to high'.

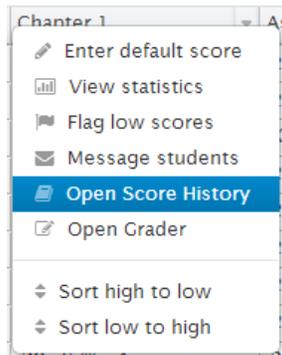
A popup window will appear that will enable you to type in a score that will be defaulted to all students.

The screenshot shows a 'Set Default Score' popup window. The title bar is 'Set Default Score' with a close button. The main content area has the text 'Assign all students the following score' followed by a text input field containing '30' and a slash followed by '30'. Below this is a checkbox labeled 'Override existing scores'. At the bottom right are 'Cancel' and 'Save' buttons.

View Assignment Statistics – To view an assignments statistics for all students, click on the dropdown list next to an assignment and select the “View Statistics” option and a popup window will show the statistics for that assignment (Note: the mode statistic is not available in BYU Grades).

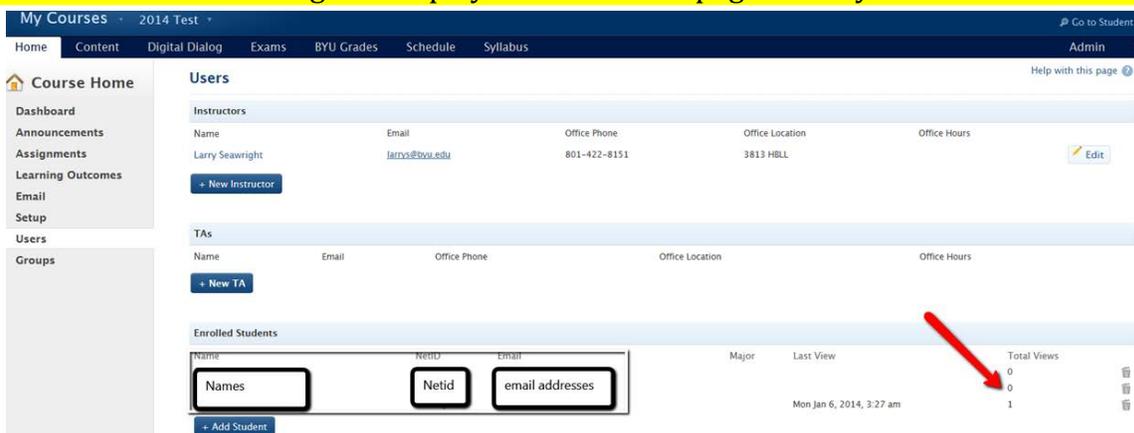


View Score History – To view the history of students’ score changes for an assignment, click on the dropdown list next to the assignment and select “Open Score History.”



General Functions (View Student Last Login)

View Student Last Login – In Agilix Grades a student’s last login was shown on the Scores page, but now in BYU Grades a student’s last login is displayed in the Users page under your course’s Home tab.



Note: You cannot edit or create new assignments from the Scores page

Note: You cannot view the details of an individual assignment on the Scores page

Grade Scale

Set up a Grade Scale – The Grade Scale tab in BYU Grades only allows you to set up a points or percentage grading scale. Note: Currently, a Distribution scale used for curving cannot be set up under the Grade Scale tab. See below for more information.

Grade Scale

Scale:*	Percent	?
	Points	
Grade	Percent	
A	93	%
A-	90	%
B+	87	%
B	83	%

To set up a distribution grading scale to curve scores, click on the Final Grades tab, then click on the blue button called “+ New calculation.” Next, click on the Grade Scale tab, then click the drop down list to select the Distribution option.

Final Grades

New Calculation

Calculation Title

Assignments Grade Scale

Scale:*

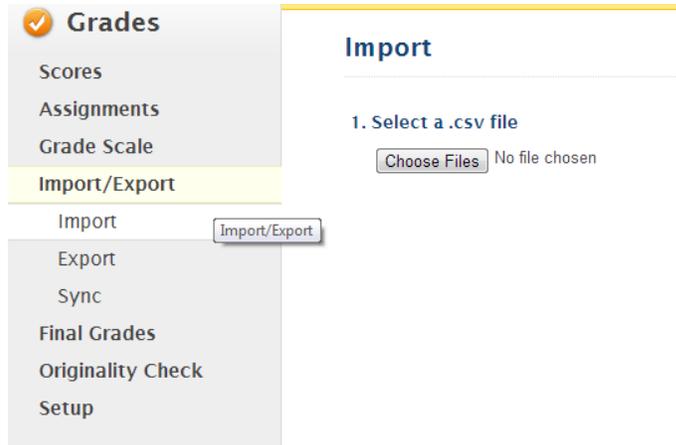
Grade Percent

A	93	%
A-	90	%
B+	87	%
B	83	%
B-	80	%
C+	77	%
C	73	%
C-	70	%
D+	67	%
D	63	%
D-	60	%
E	0	%

Cancel Save

Import/Export

Importing/Exporting scores is not located on the Scores page anymore; instead, it is its own tab in BYU Grades.



Import a column into my BYU Gradebook – You must first create an assignment for each column of data you want to import. After that is done, be sure to include in your CSV file an identifier column in each file you want to import into BYU Grades. The best identifier to use is the Net ID, since it is unique to each student.

What is a csv file? – CSV stands for "Comma Separated Values." It is a file format that is used to store data in a structured table. For example, you can create a CSV file Excel and use it to import iClicker scores.

Final Grades

Grade calculations – In the Final Grades tab you can use the current gradebook calculations and accept those grades. You can also typing a grade directly into the "Final Grades For Submission" column.

Additionally, you can create scenarios by adding a grade. Click on the blue "Calculation," and change and click save. A new calculation column will appear with the saved grade.

The 'New Calculation' dialog box is shown. It has a title bar with a close button. Below the title bar is a text input field for 'Calculation Title'. There are two tabs: 'Assignments' (selected) and 'Grade Scale'. Under the 'Assignments' tab, there are two radio buttons: 'Set Unscored Assignments to Minimum Score' (selected) and 'Excuse Unscored Assignments'. Below this is a table with columns: Title, Weight, % of Grades, and Dropped Scores. The table contains several rows of assignments with checkboxes, weights, percentages, and dropped scores. At the bottom right are 'Cancel' and 'Save' buttons.

Title	Weight	% of Grades	Dropped Scores
<input checked="" type="checkbox"/> Exams	50	50%	0
<input checked="" type="checkbox"/> Exam 1	150	25%	
<input checked="" type="checkbox"/> Exam 2	150	25%	
<input checked="" type="checkbox"/> Assignments	25	25%	0
<input checked="" type="checkbox"/> Assignment 4	25	5%	
<input checked="" type="checkbox"/> Assignment 3	25	5%	
<input checked="" type="checkbox"/> Assignment 1	25	5%	
<input checked="" type="checkbox"/> Assignment 5	25	5%	
<input checked="" type="checkbox"/> Assignment 2	25	5%	
<input checked="" type="checkbox"/> Readings	12.5	12.5%	0
<input checked="" type="checkbox"/> Chapter 1	30	4.17%	
<input checked="" type="checkbox"/> Chapter 3	30	4.17%	
<input checked="" type="checkbox"/> Chapter 2	30	4.17%	
<input checked="" type="checkbox"/> Participation	12.5	12.5%	0
<input checked="" type="checkbox"/> Participation	100	12.5%	

override a grade by into the "Final Grades For

create "what if" grade "New calculation" for the button that says "+New any of the calculations calculation column will calculations you had

If you would like to

edit/delete your grade

calculation, click on the dropdown arrow next to the calculation column you created and select either delete/edit.

[+ New calculation](#)

Current Settings	Calcula... Title	Final Grades For Submission
1.43% E	21.43% E	View Grade Distribution
7.13% E	17.13% E	Compare Calculations
9.69% E	19.69% E	Delete Calculation
6.30% E	16.30% E	Edit Calculation

Originality Check

Grade Now link –The Grade Now link does not take you to the Scores page; instead, it takes you to the BYU Grades “Grader” tool. The Grader gives you the ability to score and give feedback to your students’ submissions.

[Help with this page ?](#)

Originality Check

[Back to list](#)

Assignment 1

[Download All Submissions](#)

Student	Submitted	File	Similarity	GradeMark	Grade
Danielle Ball	Dec 26	Download	0% ■	Mark up paper	Grade Now

