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 It has been replaced by the Learning Suite component BYU Grades.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.

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.

Footer Options

Footer Options – <mark>The Visible Rows option in Agilix Grades is called Footer in BYU Grades.</mark> 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.
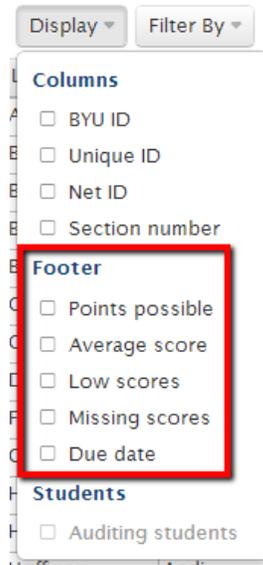
Auditing Students

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."
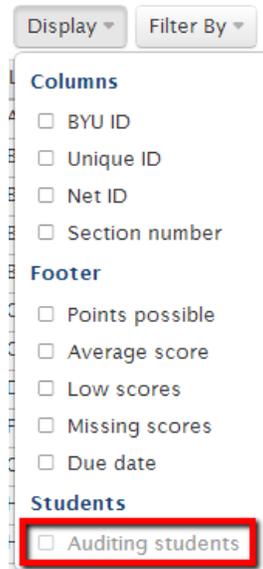
Overall Score Column Header

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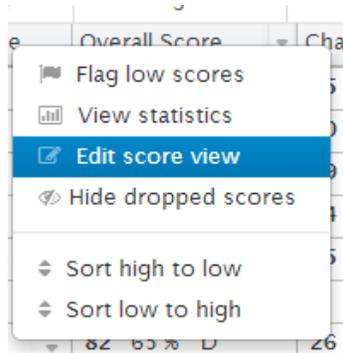
A popup window will appear that will enable you to select how you want to view students' overall scores. If you want to add decimal points to the view, such as 23.3, enter 1 decimal point.
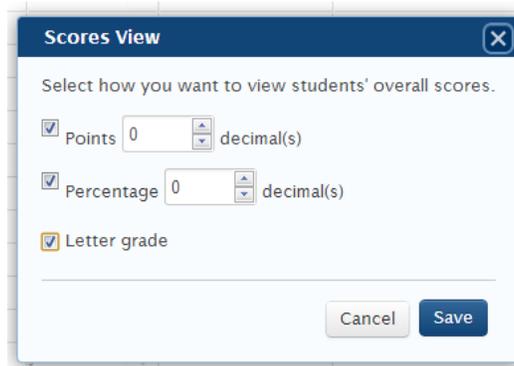

Score Entry

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.

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.
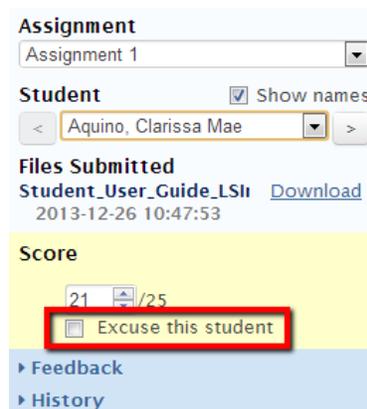
Last Name	First Name	
Aquino	Clarissa	▾
Ball	👤 View scores	
Bark	✉ Message student	
Bennett	Emily	
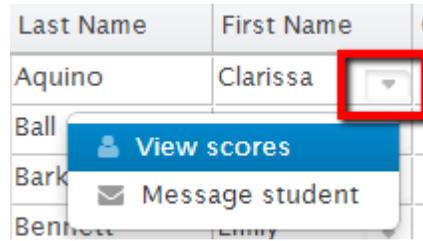
Excuse a Student

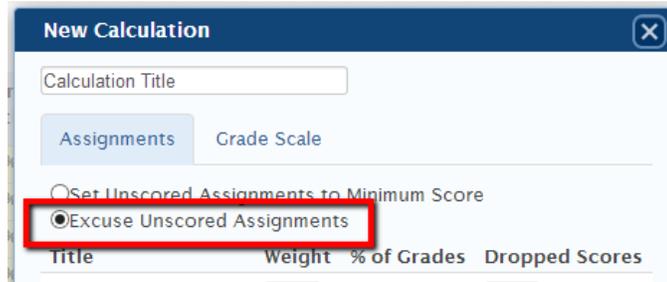**Excuse a student in BYU Grades –**There are three different ways to excuse a student from an assignment:

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

▾ Assignment 1	▾
21 84% B 📄	
21 84% B	
X	
21 84% B	
21 84% B	
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).

Assignment
Assignment 1 ▾

Student ☑ Show names
< | Aquino, Clarissa Mae | ▾ | >

Files Submitted
Student_User_Guide_LSl Download
2013-12-26 10:47:53

Score
21 ⬍/25
☐ Excuse this student

▸ Feedback
▸ History

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.

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.
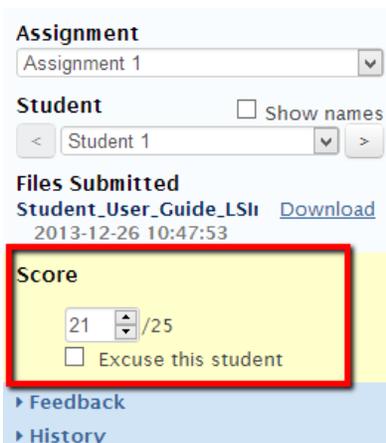
You can also provide overall feedback to the student in the Grader tool. Clicking on the word "Feedback" will provide the options to provide feedback through text and/or to upload a document containing feedback. **Note: BYU Grades does not have an option for instructors to partially grade a paper and 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.**


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."


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

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).
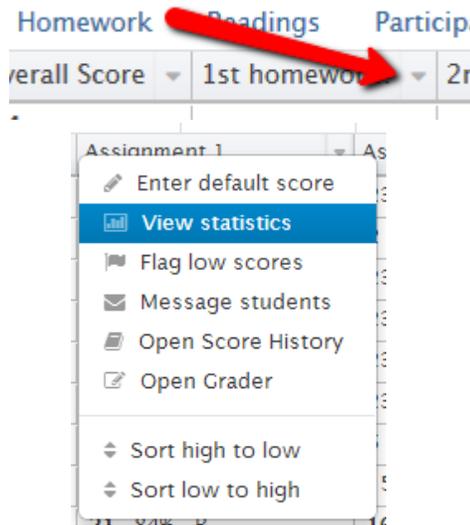

View Score History – To view the history of students' score changes for an assignment, click on the dropdown list next to the assignment and select "Open Score History."
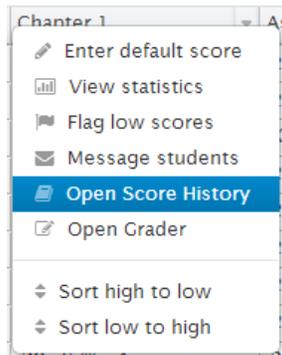
General Functions (View Student Last Login)

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.
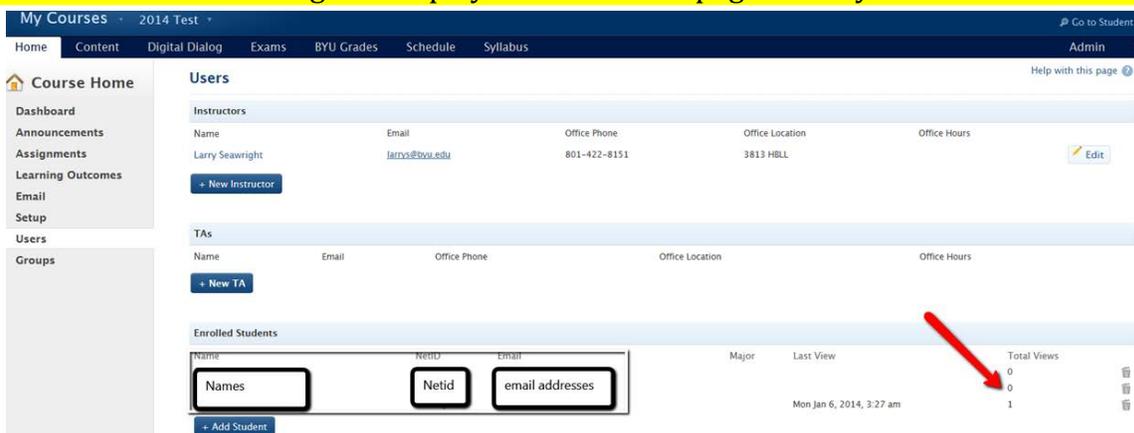
Note: You cannot edit or create new assignments from the Scores page
Note: You cannot view the details of an individual assignment on the Scores page

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.

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.

Import/Export

Importing/Exporting scores is not located on the Scores page anymore; instead, it is its own tab in BYU Grades.
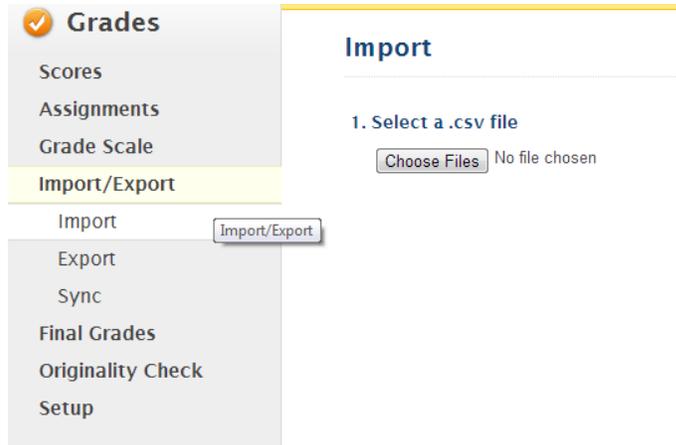
Import a column into my BYU Gradebook – You must first create an assignment for each column of data you want to import. After that is done, be sure to include in your CSV file an identifier column in each file you want to import into BYU Grades. The best identifier to use is the Net ID, since it is unique 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 override a grade by typing a grade directly into the "Final Grades For Submission" column.

Additionally, you can create "what if" grade scenarios by adding a "New calculation" for the grade. Click on the blue button that says "+New Calculation," and change any of the calculations and click save. A new calculation column will appear with the saved calculations you had made.

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.

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.