

PHYSICS ONLINE GRADEBOOK (AUTHOR: BAKI BRAHMIA)

Tad Pryor pryor@physics.rutgers.edu

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1. Send email to Tad Pryor requesting that an online gradebook be initialized for your course. Let him know the course number and the name of the gradebook administrator. In most courses the administrator would be the course lecturer, but in our large intro courses, alternate possibilities are the course administrator or course assistant.
2. After Tad initializes your gradebook, bring up <https://sims.rutgers.edu/rosters> and click on REGIS. Log in, enter the information for your course roster, make sure you check the "Alphabetical Roster" checkbox, and click on Retrieve Roster. In the upper right, click the link to download Comma Separated Text (txt) and then save it on your computer.
3. Bring up <https://gbook.physics.rutgers.edu/gbook/admin.pl?XXX&semester=YYYYYYYYYY> where XXX is course number (e.g. 361) and YYYYYYYYYY is the current semester (e.g. fall2013 using lowercase). Follow the instructions and fill in all fields. In the final step you'll browse to supply the path for your class roster that you downloaded to your hard drive. **PLEASE NOTE THAT A NEW FEATURE IS THAT YOU'LL HAVE THE OPTION TO LOAD THE SETUP PARAMETERS FROM THE PREVIOUS OFFERING OF THE COURSE.**
4. You'll be asked for the number of teachers and their names. Note that the administrator counts as one of the "teachers". You'll be asked to enter categories of entries, e.g. Midterm, Final, Homework, Quiz. It is important to decide what the categories will be, because they cannot be changed.
5. You'll be asked for things like how many homework assignments there will be, how many quizzes, etc. We recommend that you enter the very maximum that you could possibly want in each category like quizzes. It's okay if you end up giving fewer quizzes or homework assignments than the maxima you specify here; that won't be a problem.
6. You'll also be asked for the weighting of each category towards the final grand total score. This can be adjusted later. Similarly, the grade boundaries can be adjusted later.
7. **Restriction:** you'll be asked for the maximum score in each category, e.g. 100 for an exam. However, the same maximum is required for each item within a category that has multiple assignments. So all quizzes have to have the same maximum, e.g. 10 or 100 or whatever. In my course, homework assignments have different maxima from assignment to assignment, so I simply scale the scores to a percent and tell the gradebook that the maximum score is 100.
8. You'll be asked whether you wish to allow students access to their own entries in the gradebook. It is your option; I think it's very helpful. Once the gradebook is configured, teachers and students (if allowed by you) can access the gradebook respectively at these addresses:
<https://gbook.physics.rutgers.edu/gbook/teacher.pl?XXX&semester=YYYYYYYYYY>

<https://gbook.physics.rutgers.edu/gbook/student.pl?XXX&semester=YYYYYYYYYY>

where again XXX should be replaced by the course number (e.g. 361) and YYYYYYYYYY should be replaced by the semester (e.g. fall2009 in lowercase).

9. Using the gradebook: BE SURE TO USE THE URL FOR THE TEACHER PAGE GIVEN IN THE PREVIOUS PARAGRAPH, not the URL from paragraph 3 for the Administrator page. To enter quiz scores, for example, click the button "Class grades" then on the page that appears, select "Quiz" and click "Enter Class Grades". It is especially convenient to enter scores alphabetically. Enter the first student's score and then press the Tab key. That will send the cursor to the next student, thereby eliminating the need to use the mouse to click each student's quiz box. (If you press Shift+Tab, the cursor will move vertically UP).
10. Here is how you can check what a student would see if you have allowed student access. From the main Gradebook page select section(s) and click the Sections Summary button. On the page that appears, click on any student's name to see what the student would see.
11. At the end of the term, here is how you can override the grade that the program gives to a student. Click on Class Roster, then click Update Student Info. For each student there is a column near the far right entitled Status. Click the down arrow and you'll see a drop-down menu of all possible grades. Select the one you want. Click Save Student Info.

CHANGE PASSWORD		Course Configuration File Updated by: A. Brahmia (Step 1 of 3)	
To setup an Online GradeBook for your course, please read the instructions and fill in the course information below. All starred (*) fields must be entered in order to record the information in the course configuration file			
Administrator Name:	<input type="text" value="A. Brahmia"/>	* Example: Prof. George Horton	
Course Name:	<input type="text" value="General Physics"/>	* Example: General Physics	
Course Homepage:	<input type="text" value="http://general.physics.rutgers.edu/203"/>	* Example: http://localhost/201	
Number of Teachers:	<input type="text" value="5"/>	*	
Course Sections:	<input type="text" value="01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20"/>		
Readme!	* Example: 01,02,03,...		
All Assignments:	<input type="text" value="Exam1,Exam2,Final,onlinequiz,quiz"/>	* Example:	
Readme!	Exam1,Exam2,Final,homeowork,quiz,webassign,prs,...		
Allow Student login:	<input checked="" type="checkbox" value="yes"/>	* Change to yes if you wish to allow your students to access their own grades	
Letter Grade Options:	<input type="text" value="Do not allow students to see projected grade"/>	* Change this option to: Post Final Grades when the grades final.	
<input type="button" value="Next"/> <input type="button" value="Reset"/>			

Please fill in the information for the course Administrator and the instructors, select their authorization level, and check their respective sections numbers. [Readme!](#)

Name	Username	Permission	Password	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	20
A. Brahmia	abrahmia	Admin		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wenbo Wang	wenbowang	Teacher	••••••••••	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>
Quan Yin	quanyin	Teacher	••••••••••	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oswaldo Dieguez	dieguez	Teacher	••••••~••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allan Haldane	ahalda	Teacher	••••••~••••	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deepak Iyer	deepaki	Teacher	••••••~••••	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Hassan	dhassan	Teacher	••••••~••••	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please enter the percentage weight and the maximum possible grade for each assignment.

KeyNames	Exam1	Exam2	Final	onlinequiz	quiz
Weights (%) *	15	15	30	20	20
Max. Scores Readme! *	15	15	30	10	10

Please choose a friendly name for each assignment to be used for web display.

KeyNames	Exam1	Exam2	Final	onlinequiz	quiz
Display Name *	Exam1	Exam2	Final	Online Quiz	Quiz

Please select the assignments that **TAs** have permission to update.

Exam1	Exam2	Final	onlinequiz	quiz
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please select the assignments which need to be normalized for differences in grading standards between instructors.

Exam1	Exam2	Final	onlinequiz	quiz
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Do not normalize
- Normalize to the Class Average
- Normalize to the Average of the Easiest Teacher

Please input the standard percentage letter grades for your course. The grade cut-offs may be adjusted later on.

A	B+	B	C+	C	D
86.5	82.5	76.5	72.5	63.5	55.0

Save and Continue

Reset

Course GradeBook File Updated by: A. Brahmia
(Step 3 of 3)

Please enter the short name to use for each assignment and the total number of assignments per activity for the whole semester.

KeyNames	Exam1	Exam2	Final	onlinequiz	quiz
# of Assignments	1	1	1	14	11
Short Name	Exam1	Exam2	Final	oquiz	quiz

Please select one of the two possible options and browse for the class roster file under your local hard drive.

<input checked="" type="radio"/> Option 1: Commas delimited Alphabetical List roster obtained from the registrar see example file
<input type="radio"/> Option 2: Tab delimited roster (StudentName StudentID Email Section) see example file
Class Roster: <input type="text" value="D:\gBook\202\fall2011\csvAlphaReport.txt"/> <input type="button" value="Browse..."/>
<input type="button" value="FINISH"/> <input type="button" value="Reset"/>