Using Micrograde

Version 6

About MicroGrade

MicroGrade is a tool which automates the tasks of scoring assignments, calculating grades, and evaluating student performance.

By using MicroGrade's e-mail feature, professors can easily communicate progress to their students by e-mailing messages and reports to any or all students with a confirming copy to the instructor.

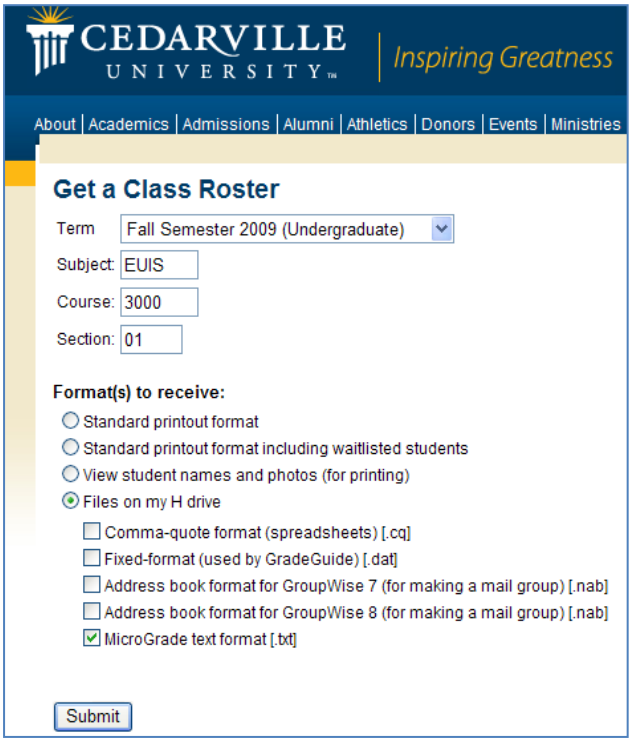
If you do not have your own class data to use for the following exercises, please open the e-mail sent to you earlier today and save the three class files where you can find them again *(e.g., H:\docs).*

The file names are **09 MG class.txt**, **09 Sample DataLink Scores.txt** and **09 MG class.cls**

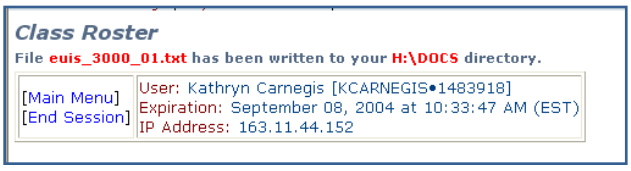
Set Up a Class (One-time Setup)

Exercise #1 – Export a Class Roster from CedarInfo

This step requires faculty access to class rosters. Just look over someone's shoulder if you cannot retrieve a class roster.



1. Use an Internet browser to go to the **FacStaff Homepage**.
2. Click **[CedarInfo]** > Log in using your CedarNet username and password.
3. Under **Curricular Transactions** > Choose **Get a class roster**
4. Choose the appropriate term from the **Term** drop-down list.
5. Type in the **Subject**, **Course**, and **Section** of one of your classes *(see example at right).*
6. Under **Format(s) to receive**: first click the radio button labeled **Files on my H drive**.
7. Then check **MicroGrade text format [.txt]** box.
8. Click **[Submit]**.
9. A screen will appear indicating that a file with the subject, course number, and the .txt extension has been saved on your H: drive in the DOCS folder. **Make a note of the file name**.
10. Using **My Computer** or **Windows Explorer**, locate the .txt file you just created on your H: drive to verify that the steps executed correctly.



Exercise #2 – Import the Class Roster into MicroGrade

Use the sample roster file named **09 MG class.txt** to complete the following exercise.

Open MicroGrade

1. Click **[Start]** > **All Programs** > **_CedarNet** > **Education** > Select **MicroGrade 6.0**.

   *(Click **[Yes]** if prompted. A **Select MicroGrade File** dialog box will open).*

Create a New Class

2. Click **[New Class]**

   *(A **Creating a New Class** dialog box will open).*

3. Choose **[Experienced User]** for these exercises (*you can always choose **[QuickStart]** in the future if you wish to walk through the setup Wizard).*

4. *(A new Untitled class will open in MicroGrade)*

   Choose **Students** from the top grey menu bar > Choose **Import Students**... > Choose **User Defined**....

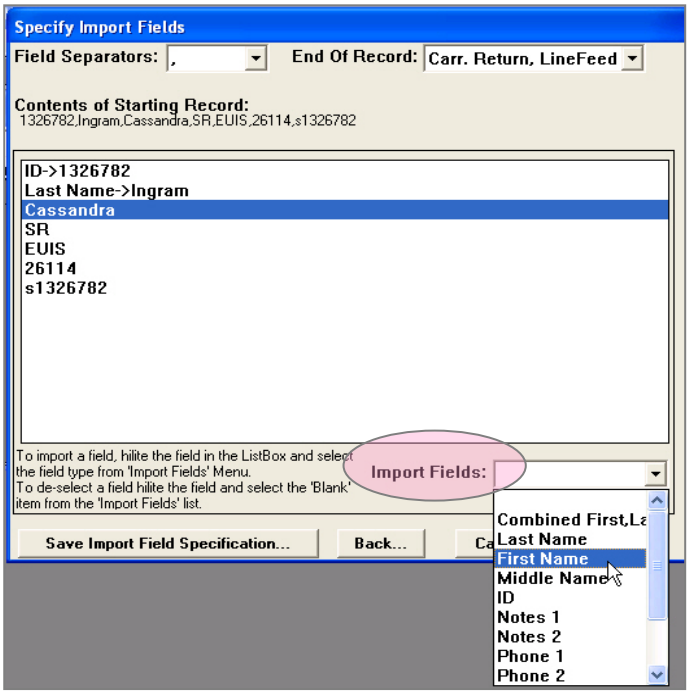
5. Navigate to where you saved the sample class roster file **09 MG class.txt** *(probably H:\docs).*

6. Choose the .txt file > Click **[Open]**.

   *(A **Select Import File Data Format box** will appear. The first line is a file header which you can ignore. The second line should be your first student's information.)*

7. Click the first student *(2nd line)* to select the student > Click **[Continue...]**.

8. A **Specify Import Fields** dialog box will appear *(see example at right)*. Match the student information in the display window with a corresponding field in the MicroGrade **Import Fields**: drop-down list.



9. Match the fields as indicated below:

Highlight:	Select:
1132317	ID
Carson	Last Name
Cammy	First Name
cammycarson	E-mail 1

   (If you do not want to import a field, just leave it unmatched.)

10. After you match all the fields you wish to import, click **[OK]**.

→ ***Important*: When you are prompted regarding automatic ID's, click [No].**

   (*Otherwise, you will replace the actual student ID's with random ID numbers generated by MicroGrade.)*

11. A **message box** will display indicating the import has been completed > Click **[OK]**.

12. An **Import Students Status** dialog box will report how many students were processed.

13. Click **[Finished]**.

(The student information will display in the upper left portion of the screen).

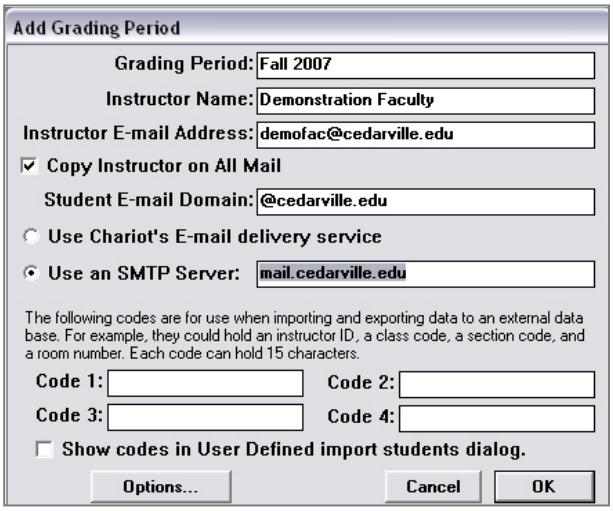
14. To save your class, Click **File** > Select **Save**.
15. Name the file *(the name should include some reference to the class term and year; e.g., **MG Class FA09**).*
16. Navigate to where you wish to save the file > Click **[Save]**.

Exercise #3 – Add a Grading Period

*If you were unable to import the students using the **09 MG class.txt** file in Exercise #2, you can use the **09 MG Class.cls** file that was sent to you before class to complete the following exercises.*

1. Choose **Periods** > Choose **Add Grading Period**... from the gray menu bar.
2. The **Add Grading Period** dialog box will appear. Enter the term and year of your class *(e.g., Fall 2009)*
3. Type the **Instructor Name** and a complete **E-mail Address**.

   *Click the box labeled **Copy Instructor on All Mail** if you wish to receive a copy of sent e-mail.*
4. For the box labeled **Student E-Mail Domain**: type **@cedarville.edu**.
5. Click the radio button labeled **Use an SMTP Server**: > Type **mail.cedarville.edu**.
6. Ignore **Code 1-4**.
7. Click **[OK]**.



Note: These settings will allow you to send e-mail directly from within the MicroGrade program without adding anything to the student usernames that you imported.

Preferences

You have the option of setting student names to display **lastname, firstname** according to your preference.

1. Choose **Edit** > Choose **Preferences For** from the top menu bar.
2. Choose **Display and Sorting**….
3. Under **Display Options**, click the radio button labeled **Smith, Mary**.
4. Click **[OK]**.

hint

Setting Preferences

1. *Choose **Edit** from the grey menu bar > Select **Preferences For** and then choose any of the following options:*
   a. *Display and Sorting…*
   b. *Reports…*
   c. *Grades and Scores…*
   d. *Student Information…*
   e. *Email…*
2. *Make changes according to your preferences (or you may leave all defaults unchanged).*
3. *Ignore the following options as they are not available with Micrograde at Cedarville:*
   a. *Web…*
   b. *Palm…*

Exercise #4 – Set Up Categories, Assignments & Determining Weights

What is a Category? An Assignment?

Set up a ***Category*** for each type of graded activity *(e.g., Tests, Quizzes, Projects, Speeches, Papers, Final Exam, Midterm Exam, etc.)*

An ***Assignment*** is an individual activity within a Category.

For example,

- Category = Exams
- Assignments = Exam 1, Exam 2, Exam 3

Note: Modify Categories and Assignments according to your preferences. For example, a final exam may either be a separate category or an assignment within the Exam category according to how you wish to structure your class. Use your existing syllabus as a starting point.

hint

How are Categories and Assignments weighted?

You should consider categories and assignments independently when determining weights.

The percentage weight for all the Categories combined should add up to 100% (and will determine the contribution to the final class grade).

The Assignments within a given Category will combine automatically to make up 100% of that Category's total weight.

Enter Categories

For this exercise, set up your sample class with three categories: **Exams**, **Presentations**, and **Homework**.

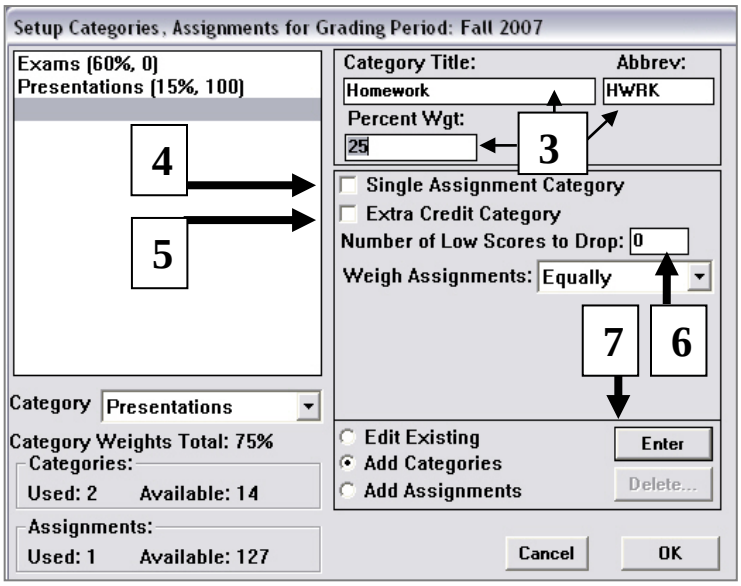
In the following example:

- All four **exams** combined are worth **60%** of the overall grade and are individually worth **100 points** each. You will drop the lowest exam score.
- All 10 **homework** assignments are worth **25%** of the total grade and are individually worth **10 points** each.
- The **presentation** category is **15%** and has one assignment worth **100 points**.

Instructions:

1. From the gray menu bar of your new class, choose **Edit** > Choose **Setup Categories**...
2. The **Setup Categories, Assignments for Grading Period: __** dialog box will appear *(The radio button labeled **Add Categories** should already be selected).*
3. For each new category, enter the **category title**, **abbreviation**, and **overall percentage weight** of the category toward the final grade.
4. To indicate if this is a single assignment category, Click the **Single Assignment Category** checkbox.
5. Click the **Extra Credit Category** checkbox to indicate an extra credit category.

   *Note: Grades for assignments in an **extra credit** category will only be counted in the final grade if they will improve the student's final grade. Otherwise, they will be ignored.*
6. Indicate how many **Low Scores to Drop** *(if any)* from this category by entering a number in the associated box.



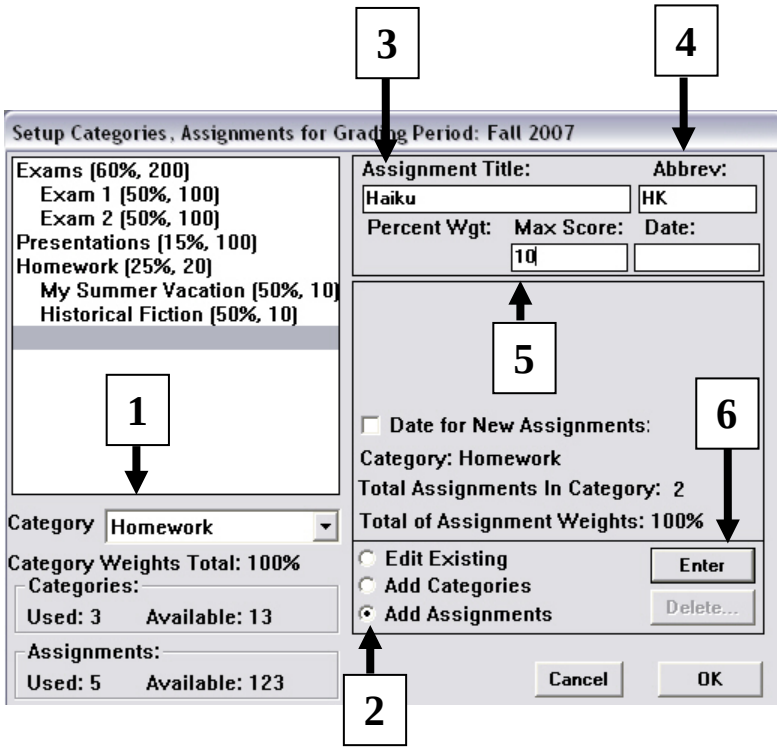
7. Click **[Enter]** to create the category.
8. Follow steps 3-7 *(on the previous page)* to add categories for the **Exams, Presentations** and **Homework** categories for this exercise.

hint

*You will see a running total of the Category percentages displayed in the left of the dialog box as **Category Weights Total**. Make sure this total equals 100% after entering all categories.*

Enter Assignments

1. Choose the **Category** for which you wish to enter assignments from the category display panel *(e.g., Exams)*.
2. Select the radio button labeled **Add Assignments**.
3. Enter the **assignment title** *(e.g., Exam 1)*.
4. Next, enter up to a five-character **abbreviation** for the assignment *(e.g., EX1)*.
5. Enter the **maximum score** possible *(e.g., 100)* and an optional due date.
6. Click **[Enter]** to add the assignment information.
7. Repeat steps 3-6 to add additional assignments for that category.



8. To add assignments in a different category, repeat step one.

   Note: It is recommended that you enter all assignments during your initial class setup, however; it is not required. Go back at any time to add more assignments.

9. Click **[OK]** when you are finished entering all categories and assignments.

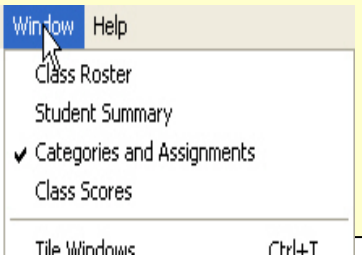
Understand Views

The MicroGrade screen can expand to **four windows**, as explained on the following page.

hint

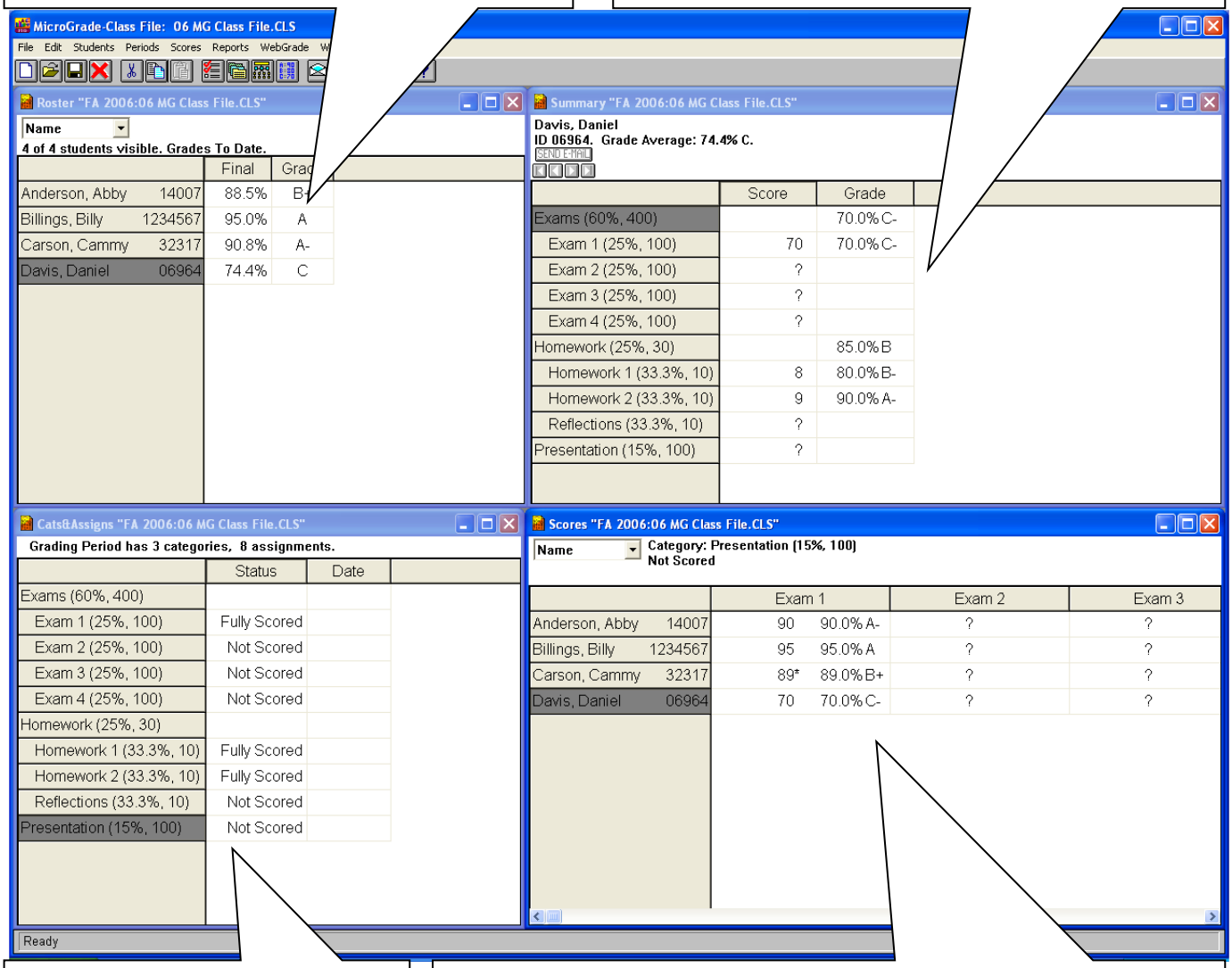
*At any point, if any of these windows are not visible and you would like to display them, select **Window** from the gray menu bar and then select the window of your choice from the list.*

*Choose **Window** then select **Tile Windows** to get the windows to display like illustrated on the next page.*



This is the class ***Roster*** pane. It lists your active students and displays the current cumulative grade for each.

This is the student ***Summary*** window. It displays grade details for the student whose name is highlighted in the *Roster* window *(at left)*.



The ***Cats&Assigns*** (Categories & Assignments) window shows the current grading status for each individual assignment.

Finally, the class ***Scores*** window lists all students and their individual grades by assignment *(no cumulative grades)*.

To view a particular assignment, use the scroll bars or select the assignment name in the *Cats&Assigns* window *(at left)*.

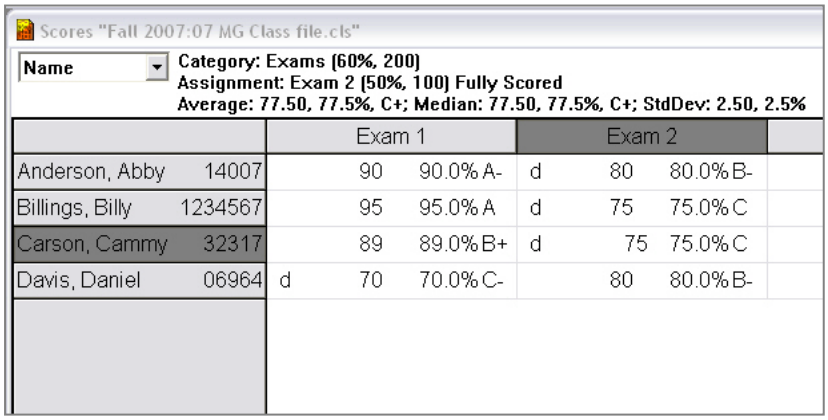
Exercise #5 - Enter & Edit Scores

We are going to enter scores for a few categories and assignments and view how MicroGrade automatically updates the cumulative grades. You may use your own numbers for this exercise.

Enter Scores

Enter scores for Exam 1 and 2 for each student.

1. Maximize the **Scores** Window.
2. Locate the correct column for the first student > Enter his/her score.
3. Click **[Enter]** to continue down the list.
4. Repeat steps **2** and **3** until scores are entered for both exams for all students.



hint

*After you finish the entries, send the score window back to the lower right (Do not click the minimize button to do this. Click the **maximize** button again. Clicking **minimize** will completely minimize the window to the bottom of the screen).*

*Notice that cumulative grades in the upper left are updated, and the grades for each individual student in the upper right are changed, plus the lower left window shows the assignment as being **Fully Scored** (only if you entered a score for each student, otherwise it will be **Partially Scored**).*

Edit Scores

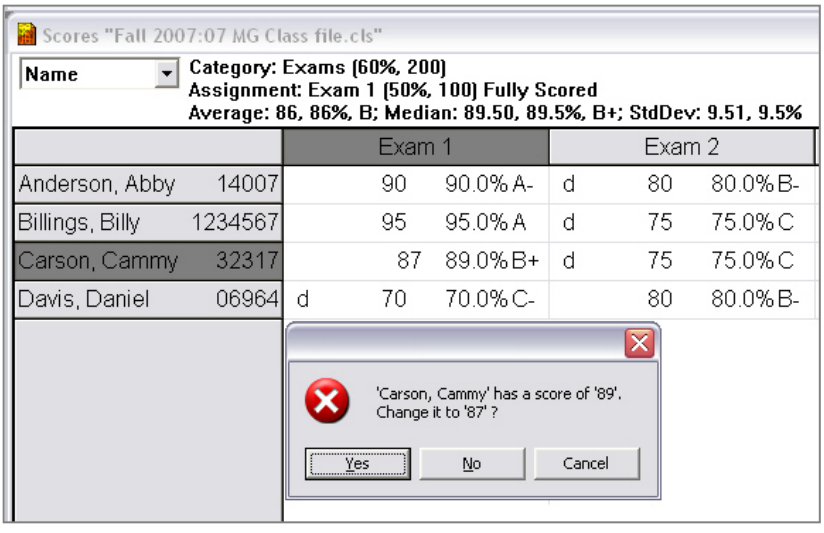
Change Cammy's Exam 1 score to an 87.

5. To change a score, select a score and enter a new value.

   (An asterisk (*) will display next to the new score to indicate that it has been changed)

6. Notice that a "d" displays next to the lowest score in the Exam category after you enter scores for at least two exams.

   (This is only if you chose to drop the lowest score during the Category setup.)



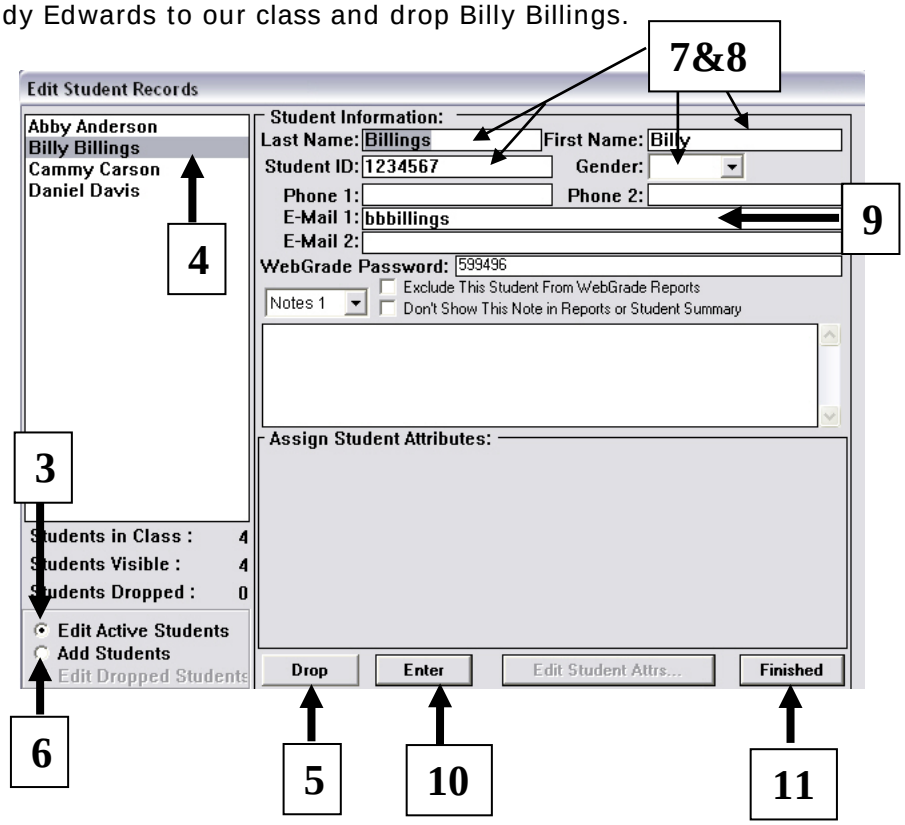
→ ***Warning***: *If you enter a score in the wrong column, do not enter a "zero" or it will negatively affect the final grade.*

7. Click the incorrect score > Choose **Scores** > Choose **Return to Unscored** from the top menu.

Exercise #6 - Add and Drop Students

For this exercise, we are going to add Eddy Edwards to our class and drop Billy Billings.

1. From the top grey menu, choose **Students** > Choose **Students Records**...
2. The **Edit Student Records** dialog box will appear.



Delete a Student

Warning *this will erase <u>all</u> scores and information related to this student!*

3. Select the radio button labeled **Edit Active Students**.
4. Choose the student's name in the left column *(e.g., Billy Billings).*
5. Click **[Drop]** located near the bottom of the window.

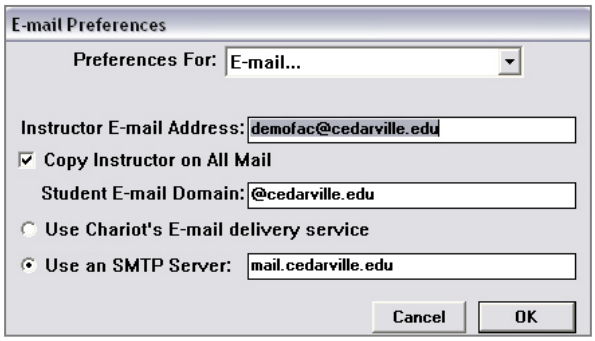
Add a Student

6. Select the radio button labeled **Add Students**.
7. Fill in the appropriate fields at the top of the page for **Eddy Edwards**.
8. Delete the **Student ID** that MicroGrade automatically generated and fill in the Cedarville student ID number **8293041**.
9. Enter the student's username **eddyedwards** in the **E-mail 1:** field.
10. Click **[Enter]** located along the bottom of the window.
11. Click **[Finished]** located at the bottom right of the window.

Additional Functions

Send Grades to Students via E-mail

Setup e-mail preferences



1. Click **Edit** from the top grey menu.
2. Under the **Preferences For** drop-down box choose **Email**….
3. Enter the correct options replacing your e-mail address in the **Instructor E-mail Address:** field *(see example at right).*

   *Note: the most common cause of e-mail failure is if **Use Chariot's E-mail delivery service** is checked (by default) instead of **Use an SMTP Server**.*
4. Make sure the SMTP server option is enabled and type **mail.cedarville.edu** > Click **[OK]**.

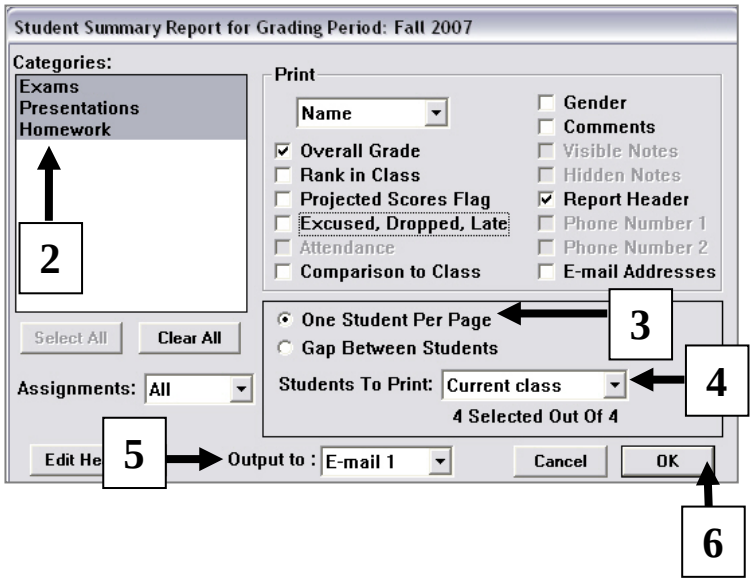
Send the Student Summary report

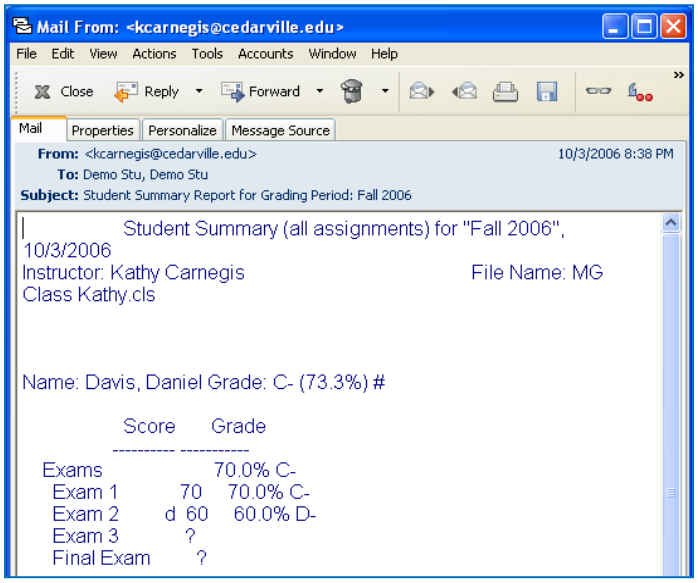
These steps have been tested to ensure that each student only receives his/her individual grades, not the entire classes' grades.

Be very careful to follow these instructions exactly **as you cannot retract e-mail in Micrograde!**

1. Choose **Reports** > Choose **Student Summary…** from the top menu bar.

   *(The **Student Summary Report for Grading Period**: __ dialog box will open.)*
2. Click in the left pane to choose the **Categories** *(e.g., Exams, Presentations, and/or Homework)* that you wish to send.
3. Click the radio button for **One Student Per Page**.
4. Choose **Current class** from the drop-down list of **Students To Print**:





*Note: If you would like to test these options before sending out the student grades, add yourself as a student to the class and enter grades for yourself. Then choose **Your Selection** and highlight **Your Name** in the drop-down box from the **Students to Print:** section.*

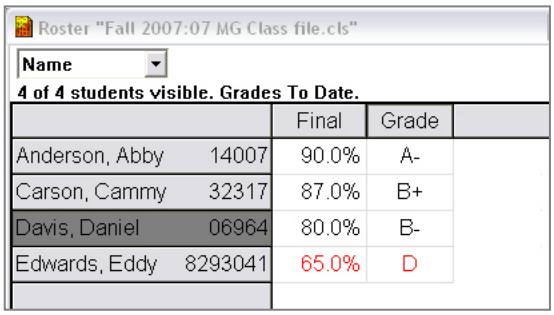
5. To continue to send e-mail to students, choose **E-mail 1** from the drop-down box for **Output to**: .
6. Click **[OK]**.

The e-mail each student receives will look like this report (left).

At Risk Students

You can use MicroGrade to highlight those students "at risk" by following these steps.

1. With MicroGrade open, choose **Edit** from the top menu bar.
2. Choose **Preferences For** > Choose **Display and Sorting**….
3. The **Display&Sort Options for Grading Period**: __ dialog box will open.
4. Choose the grade from the drop-down list at or below which you wish to highlight in **red** *(e.g., D in this example).*
5. Click **[OK]** *(When you look at any grades, everything at or below a D will now display in red).*

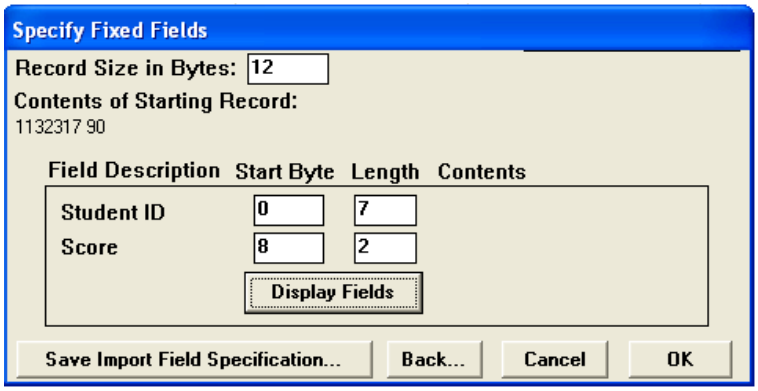


Import Test Scores from DataLink

You will need to ask the students to mark their ID number on the AppScan test form in order to upload scores to Micrograde from DataLink. Save your AppScan scores as a .txt file.

You can use the file that was sent to you before class **09 Sample DataLink Scores.txt** to give these directions a try.

1. Open Micrograde > Choose **Scores** from the top menu bar.
2. Choose **Import Scores** > Choose **User Defined**…
3. Select the **Exam / Quiz** that you want to import scores for from the list > Click **[OK]**.
4. Navigate to the **AppScan scores text file** location > Choose the .txt file > Click **[Open]**.
5. Select the first line that contains an ID# and score > Click **[Continue…]**.
6. Enter the Start Byte and Length for the Student ID and the Score *(see example at right).*
7. Click **[OK]** again > Click **[Finished]**.



Define Grading Standards

You can alter the standard grading scale that accompanies MicroGrade.

1. Choose **Edit** > Choose **Grade Standards**….
2. Click in the left pane to highlight **Class Standards**.

   (Otherwise you'll only change the grading standard for a particular category/assignment.)
3. Alter any **% Cutoffs** or **Grade Names** as you wish.

   (This will become the grading scale for all assignments you set up.)

Important! *If you alter this table, you must click* ***[Calculate]*** *to apply this to grades already in the grade book.*

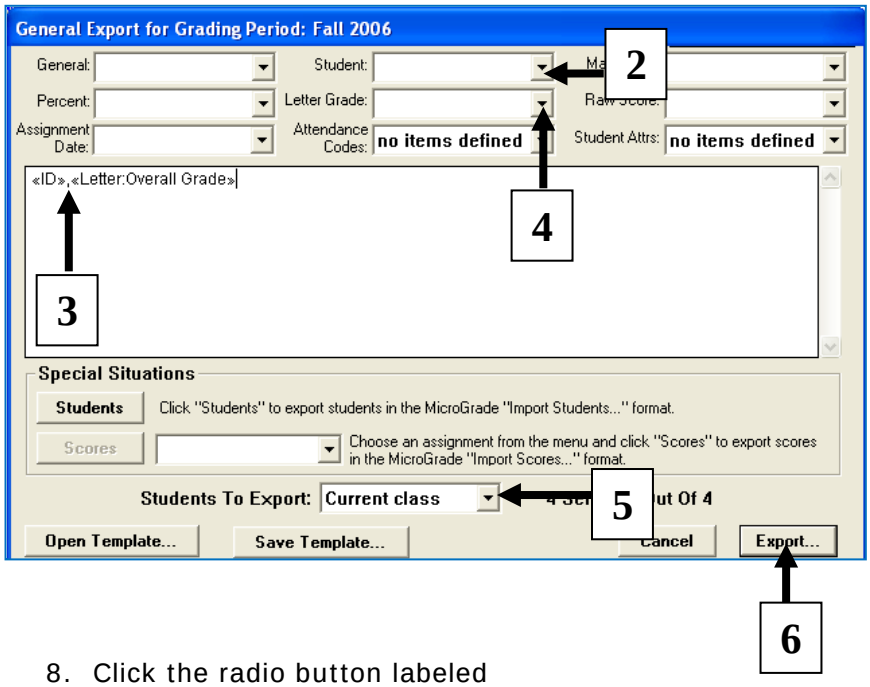
Export Final Grades to CedarInfo

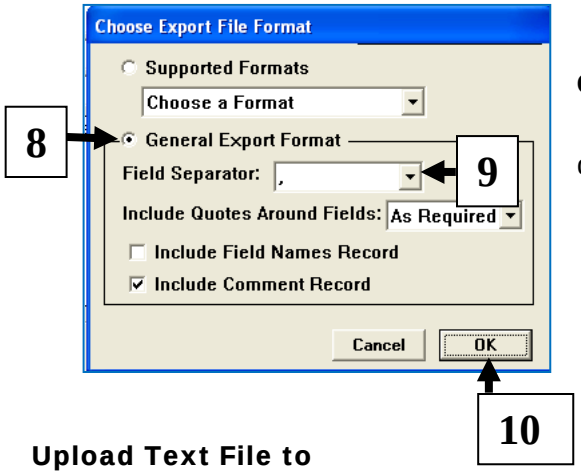
Create Text File in Micrograde

1. From the top menu bar, choose **File** > Choose **Export** > then Choose **General**….

   *(A **General Export for Grading Period:** ___ dialog box will open)*

2. Choose **ID** from the **Student**: drop-down list.
3. Type a **comma**.
4. Choose **Overall Grade** from the **Letter Grade**: drop-down list.
5. Choose **Current class** from the **Students To Export:** drop-down list.
6. Click **[Export…]**.
7. A **Choose Export File Format** dialog box will open *(see below).*





8. Click the radio button labeled **General Export Format**.
9. Choose the comma option "**,**" from the **Field Separator**: drop-down list.
10. Click **[OK]**.
11. Navigate to H:\docs > name the file.
12. Choose file type **Text Files (.txt)**.
13. Click **[Save]**.

Upload Text File to CedarInfo

14. Go to the Cedarville FacStaff homepage > Click **[CedarInfo]**.
15. Log in with your **CedarNet username and password**.
16. Click on **CedarInfo**
17. Go to **Curricular Transactions** > Choose **Enter final grades from text file (faculty)**.
18. Enter the appropriate course data *(term, subject, course, section, etc.)*.
19. Type the name of the text file you created in step 13 in the above field labeled **File name in your H:\DOCS directory**: .
20. Click **[Process Grades]**.

Warning

Make sure your filename does not contain spaces or symbols. Also be sure to include the .txt suffix in your filename.

Copy Class Files

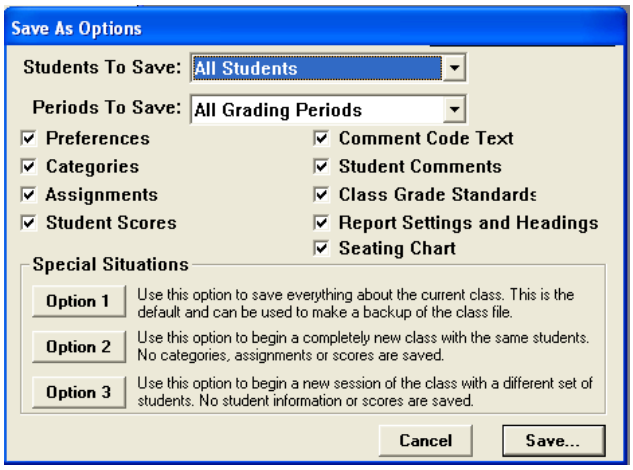
Backup Your Class Files and Data

1. Open the Micrograde class file that you wish to backup.
2. From the top menu bar, choose **File** > Choose **Save As**….

   *(The **Save As Options** dialog box will open.)*
3. Choose **[Option 1]** to create a backup of your current class.
4. Click **[Save…]** > Name the file > Click **[Save]** again.

Create a New Class without Student Data (e.g., for next semester)

1. Open the Micrograde class file that you wish to copy for next semester.
2. Choose **File** > Choose **Save as…** from the top menu bar.
3. The **Save As Options** dialog box will open.
4. Choose **[Option 3]** to create a new class.
5. Click **[Save…]** > Name the file with the new semester info > Choose **[Save]**.
6. From the top menu bar, choose **Periods** > Choose **Modify Grading Period**….
7. Type the new (upcoming) period in the **Grading Period**: field.



8. Proceed to Export a Class Roster and Import the Class Roster. (pg. 1 and 2)