

Train the Trainer Modules: Assessment and Tracking

7.2.3 Manage Assessment Rules

Defining Default Assignments

Access the Course Assignments - Assignments page (Curriculum Management, Gradebook, Define Course Assignments, Assignments).

Assignments Category Weight Grading Scale

Course ID: 101386 ACT505 Graduate
Course Offering Nbr: 2 Subject Area: ACT Catalog Nbr: 505

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 Status: Active

Find | View All First 1 of 1 Last

*Course Component: LEC Lecture

Find | View All First 1 of 1 Last

*Assignment Category: QUIZZES Quizzes

*Description: Charter One Quizzes *Short Description: Quiz 1

Required by Institution

Details	Points	Days/Duration
<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Assessed <input type="checkbox"/> Include for Mid Term Grade <input type="checkbox"/> Import Grades	Maximum Points: <input type="text"/> Weight in Points: <input type="text"/>	Number Days after Class Begins: <input type="text"/> *Duration: <input type="text"/> Estimated Grading Duration: <input type="text"/>

Notes:

Effective Date

Enter an effective date for the course component default data. This date determines when the status that you select is valid.

Status

Select a status for the course component default data. Select Active when adding a new course assignment. Select Inactive only if your institution no longer wants the system to supply this data by default.

Course Component

Select the course component for this assignment.

Assignment Category

Select an assignment category for your first default course assignment. For example, select an assignment category of HW if you are going to create a homework assignment.

Include for Mid Term Grade

Select if you want the assignment to count toward the cumulative midterm grade.

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Import Grades

Select to define this assignment as an import target. If instructors select this check box, they can import grades from another class component into this assignment (almost as a placeholder). For example, because only one component can be graded, you can import the final grade from the ungraded laboratory component gradebook into an assignment for the graded lecture component. Oracle recommends that you assign the target assignment to its own assignment category. Also, when you select the Import Grades check box, the system populates the Maximum Points and Weight in Points fields with 100 and makes the Weight in Points field unavailable for entry.

Number Days after Class Begins

Enter the number of days after the student begins the class during which he or she must start the assignment. For regular classes, the system uses this value to calculate the assignment start date, adding the number of days to the class start date. For open entry and open exit classes, the system uses this value to calculate the assignment begin date for each student based on the student's start date. This value is visible (as a start date) to students for non-open entry and non-open exit classes through an Assignment link in the student gradebook.

Duration

Enter the number of days (including the begin date) that the student has to complete the assignment. For regular classes, the system uses this value in conjunction with the class begin date. For open entry/open exit classes, the system uses this value in conjunction with the student's start date to generate a due date. The due date is calculated as assignment start date, plus duration. For open entry/open exit classes, this date is based on the student's individually calculated start date. This value is visible (as an end date) to students for non-open entry/non-open exit classes through the Assignment link in the student gradebook.

Estimated Grading Duration

Enter the estimated grading duration to let students know when they can expect to see their grades for the assignment. The system uses this value in conjunction with the assignment start date to determine the date on which the student can expect to see his or her grade. This value is visible to students through the Assignment link in the student gradebook.

Notes:- Enter any notes that the instructor might want to communicate to students about this assignment.

Defining Default Weight Values

Access the Course Assignments - Category Weight page (Curriculum Management, Gradebook, Define Course Assignments, Category Weight).

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[Assignments](#) | [Category Weight](#) | [Grading Scale](#)

Course ID: 101386 ACT505 Graduate
 Course Offering Nbr: 2 Subject Area: ACT Catalog Nbr: 505

Effective Date: 01/01/2001 Status: Active

Course Component: Lecture

*Assignment Category	Weight %
<input type="text" value="QUIZZES"/>	<input type="text" value="15"/>

Assignment Category

Enter an assignment category that corresponds to each assignment category that you enter on the Assignments page. If the instructor attempts to save the page in which an assignment exists, but the corresponding assignment category does not appear on this page, a warning message appears.

Defining Default Marks and Grades for Course Grading Schemes

Access the Course Assignments - Grading Scale page (Curriculum Management, Gradebook, Define Course Assignments, Grading Scale).

[Assignments](#) | [Category Weight](#) | [Grading Scale](#)

Course ID: 101386 ACT505 Graduate
 Course Offering Nbr: 2 Subject Area: ACT Catalog Nbr: 505

Effective Date: 01/01/2001 Status: Active

*Course Component: Lecture

*Grading Scheme: KSAUHS Grading Scheme

*Grading Basis: Graded Grading Basis

Mark	Grade
<input type="text" value="80"/>	<input type="text" value="A"/>
<input type="text" value="90"/>	<input type="text" value="A+"/>
<input type="text" value="70"/>	<input type="text" value="B"/>
<input type="text" value="75"/>	<input type="text" value="B+"/>

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You must enter data only for the graded component.

Course Component

Select the course component that you want the system to use as the default for the grading scale and grading basis information.

Grading Scheme

Select the grading scheme that you want the system to use as the default for this component. You can create as many rows as you need to cover all grading scheme values for all components.

Grading Basis

Select the grading basis that you want the system to use as the default for this component and grading scheme. You can create as many rows as you need to cover all grading basis values for all components.

➤ Define/Setup Assignment Categories

Following are the brief summary of steps that you required to define/setup assignment categories:

(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following are the prerequisites to define the course assignments:

1. Create assignment categories on the Gradebook Category page to select the assignment category on "Assignments" & "Category Weight" tabs
2. To define marks and grades for class grading schemes, first define grading schemes and grading bases.
3. Define course component

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Curriculum Management > Gradebook > Define Course Assignments
3. On search page just click on "Search" button or enter the specific course information like (Academic Institution, Subject Area, Campus, Course ID, etc.). This action return the list of courses defined in the system
4. Select the specific course for which you are going to define course assignments
5. Enter the following information to bind this assignment with selected course ID:

Assignments

- **Effective Date:** Assignment effective date (this date should not be greater than course effective date)
- **Course Component :** e.g. "LAB", "Lecture"
- **Assignment Category:** e.g. "Quizzes", "Mid Term Exam"
- **Description:** Assignment description
- **Short Description:** Assignment short description
- (And select/fill optional fields according to your requirements)

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Category Weight

- **Assignment Category:** Select assignment category and define **weightage** for this assignment that should not exceed to 100

Grading Scale

- **Course Component:** e.g. "LAB", "Lecture"
 - **Grading Scheme:** select the grading scheme that should be apply on this course assignment
 - **Grading Basis:** Select the grading basis define under the above selected grading scheme and also define the Mark & Grade rules along with this selected grading basis
6. Click on "Save" button to save this course assignment in the system

➤ **Define Assessment Category Weights**

Following are the brief summary of steps that you required to define assessment category weights:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following are the prerequisites to define the course assignments category weight:

1. Create assignment categories on the Gradebook Category page to select the assignment category on "Assignments" & "Category Weight" tabs

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page:Curriculum Management > Gradebook > Define Course Assignments [Select tab "Category Weight"]
3. On search page just click on "Search" button or enter the specific course information like (Academic Institution, Subject Area, Campus, Course ID, etc.). This action return the list of courses defined in the system
4. Select the specific course for which you are going to define course assignment category weight
5. Click on "Category Weight" tab and enter the following values:
 - **Assignment Category:** Select a value from the lookup. All "assignment category" values selected in the previous tab need to be reflect on this page as well.
 - **Weight %:** Assign a weight-age to the select assignment category.
6. Click on "Save" button to save this assignment category weight in the system

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Notes:- You can add more rows by clicking the [+] button and the sum of all weigh-ages must equal to 100 for correct calculation by the system.

➤ Define Assignment Grading Scale

Following are the brief summary of steps that you required to define assignment grading scale:

(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

The following are the prerequisites to define the course assignments category weight:

1. To define marks and grades for class grading schemes, first define grading schemes and grading bases.
2. Define course component

Summary of Steps

- 1.
2. Login to system using your credentials (username & password)
3. Go to page: Curriculum Management > Gradebook > Define Course Assignments [Select tab "Grading Scale"]
4. On search page just click on "Search" button or enter the specific course information like (Academic Institution, Subject Area, Campus, Course ID, etc.). This action return the list of courses defined in the system
5. Select the specific course for which you are going to define course assignment grading scale
6. Click on "Grading Scale" tab and enter the following values:

Grading Scale

- **Course Component:** e.g. "LAB", "Lecture"
- **Grading Scheme:** Select the grading scheme that should be apply on this course assignment
- **Grading Basis:** Select the grading basis define under the above selected grading scheme and also define the Mark & Grade rules along with this selected grading basis
- **Mark:** Enter the minimum marks that would represent the associated grade
- **Grade:** Select the grade that should correspond to the marks.

7. Click on "Save" button to save this course assignment grading scale in the system

Notes:- If 90 is entered in the marks field, the system will assign the selected grade to marks falling between 90 and 100 i.e., where marks ≥ 90 and Click [+] button to add a row. Click [-] button to delete a row