

Testing Center Gradebook Integration Guide

Updated August 2010

This guide will walk through the Gradebook integration features of the Testing Center.

About the University Gradebook

The University Gradebook is an online, spreadsheet-like application for recording scores and calculating grades. Some of its features include:

- Web services connectivity, allowing integration from external applications
- Flexible assignment definition, allowing for the recording of tests, homework, quizzes, attendance, papers, extra credit, etc.
- Automatic final grade calculation
- Multiple, alternate final grade calculations
- Automated posting of final grades to AIM

Testing Center Gradebook Integration Options

The Testing Center currently supports two types of integration with the University Gradebook for multiple-choice tests:

1. Direct posting of test scores into the Gradebook without the exporting or importing of files.
2. Automatic posting of test scores when a student finishes his/her test (requires setup before test starts).

Direct Posting of Test Scores

The ability to post test scores to the Gradebook is found under the *Student Scores* page. Under the View Options you will find the Export Options. If you have created a Gradebook for the course and section you are viewing, the Export Options will show the *Post to Gradebook...* option as follows:

Testing Center > My Courses > Student Scores

Student Test Scores (Summer 2010)

View Options						
Course / Section / Test	Course:	STAT 105	Section:	001	Test:	All
Student Information	<input checked="" type="checkbox"/> Net ID <input type="checkbox"/> BYU ID					
Test Information	<input checked="" type="checkbox"/> Percent <input type="checkbox"/> Elapsed time <input type="checkbox"/> Entry Date/Time <input type="checkbox"/> Sheet/Booklet <input type="checkbox"/> Form <input type="checkbox"/> Cumulative total					
Sort Options	Sort by: Name					

* Indicates there are multiple tests with the same name. Use the **Test** drop menu to view and select the other test(s).

Export these scores [CSV file | Blackboard upload file... | **Post to Gradebook...**]

Student Information		TST1		TST2		TST3		TST4	
		VIEW STATS		VIEW STATS		VIEW STATS		VIEW STATS	
Name	Net ID	Score	Percent	Score	Percent	Score	Percent	Score	Percent

Note: The *Post to Gradebook* option only appears if a Gradebook exists for the selected course and section.

To post scores to the Gradebook:

1. Make sure you have created a Gradebook for your course and section(s).
2. Click on *Student Scores* link under My Courses.
3. Select the course, section and tests you wish post scores for in the View Options.
4. Click the *Post to Gradebook...* link under the View Options. The following page will be displayed:

Post scores to the Gradebook

This feature allows you to post test scores directly to the University Gradebook. There is no need to download or upload files.

The following gradebooks are available for the selected sections. For each gradebook and test, please select the assignment where the score will be posted.

STAT 105

Test	Section(s)	Post to assignment...
TST1	001	[Don't post] ▾
TST2	001	Exam 2 ▾
TST3	001	Exam 3 ▾
TST4	001	[Post to new assignment TST4] ▾

5. For each of the tests listed, use their respective drop-down menus to select where the scores will be posted in the Gradebook. The drop-down menus will show all the assignments/columns in your Gradebook, including the following options:

[Don't post] – The test scores will not be posted.

[Post to new assignment (Name)] – Will create a new column/assignment and post the scores to the newly created column.

6. Once you have selected where to post the scores, click the *Post Scores* button. The system will begin posting the scores to the Gradebook. **Do not navigate your browser away from the page.** You will receive a message once all scores have been posted, along with any errors that may have occurred.

You can use this feature at any time, even while a test is in progress. However, be aware this feature is only a one-time post. As such, the following limitations apply:

- Rescores or key corrections will not post automatically. You must repost the affected test scores once the corrections have been posted to the web and can be seen on the website.
- If scores are posted while the test is being administered, only the scores of students who have taken the test will be posted. Scores of students who finished the test *after* the scores were posted will not be posted.

Automatic Posting of Test Scores

The Automatic Posting integration feature allows you to specify where test scores should be posted in the Gradebook before the test is administered. Once you have set up the feature, student test scores will be posted automatically in near-real time when the student finishes the test. In order to use this feature, you must first set up a Gradebook for your courses and sections, and your tests must be scheduled and confirmed by the Testing Center.

To set up the automatic posting process:

1. Make sure you have created a Gradebook for your course and section(s).
2. Make sure your tests have been scheduled and confirmed by the Testing Center and that they are listed in the *Test Schedule* page under My courses.
3. Select the *Gradebook Integration* link under My Courses. You will see something like the following:

ng Center > My Courses > Gradebook Integration

Gradebook Integration

From this page you can link your multiple-choice or two-part exams for the current semester with assignments in the University Gradebook. Once linked, you can have the test scores automatically pushed to the Gradebook when each student finishes their test. Please note score changes or rescores will require a manual update through the Student Scores page.

REL C 341

Test	Section(s)	Link to assignment...	Post automatically?
TST1	001, 003	Midterm #1 Multiple Choice Section ▾	<input checked="" type="radio"/> Yes <input type="radio"/> No
TST2	001, 003	Midterm #2 Multiple Choice Section ▾	<input checked="" type="radio"/> Yes <input type="radio"/> No
TST3	001, 003	Final Multiple Choice Section ▾	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save changes

REL C 342

Test	Section(s)	Link to assignment...	Post automatically?
TST1	001	Select assignment... ▾	<input checked="" type="radio"/> Yes <input type="radio"/> No
TST2	001	Select assignment... ▾	<input checked="" type="radio"/> Yes <input type="radio"/> No
TST3	001	Select assignment... ▾	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save changes

4. Select the Gradebook assignment where the scores should be posted for each test and class. If you do not wish to post scores automatically for a particular test, you can select *No* under the Post Automatically heading.
5. When you are done, click the *Save Changes* button.

Please note the following limitations apply:

- Rescores or key corrections will not post automatically. You must repost the affected test scores once the corrections have been posted to the web and can be seen on the website through the *Student Scores* page.
- If you set up this feature or make changes while a test is being administered, only the scores for students that exit the testing center *after* the initial setup or subsequent change will be posted. Any other scores will have to be posted through the *Student Scores* page.