

Add External Assignment Gradebook Categories

Instructors can now rename the External Assignment gradebook category and add additional external assignment categories. This enhanced feature allows instructors to use the ALEKS Gradebook to more accurately capture and grade various non-ALEKS assignments within the ALEKS Gradebook. Whereas before instructors had to record all non-ALEKS assignments in one External Assignment category with a single weight, instructors can now create an unlimited number of external assignment categories, each with a different weight. This results in a more accurate gradebook that reflects total student performance in the course.

For example, let's say that in addition to ALEKS Homework and Objectives, an instructor also requires that students complete a mid-term exam, a group project, and a final exam. Previously an instructor would have had to lump all of these external assignments into one External Assignment category in the ALEKS Gradebook with a single weight. But now, the instructor can create three different external assignment categories, one for Mid-Term, one for Group Project, and one for Final Exam. Each category can be assigned its own weight in the gradebook, allowing for a more detailed gradebook and overview of student performance.

This feature allows instructors to use the ALEKS Gradebook to capture total course performance (inside and outside of ALEKS), and is available in the Basic and Advanced Instructor Modules for all Higher Ed courses.

Basic Instructor Module

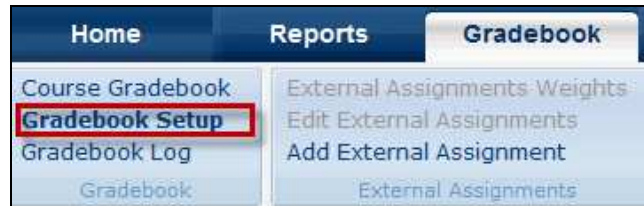
Instructors can find the feature in the course Gradebook in the Basic Instructor Module after selecting a course.

The screenshot displays the ALEKS Gradebook interface. At the top, there is a navigation bar with tabs for Home, Reports, Gradebook (selected), Homework, Quizzes, Tests, Assessments, and Worksheets. Below the navigation bar, the 'Gradebook' section is visible. It includes a 'Show:' dropdown menu set to 'All', a 'Gradebook Log' link, and an 'Add External Assignment' link. A 'Gradebook Setup' button is highlighted with a red rectangular box. Below these elements is a table with columns for 'Students', 'Total Grade', 'Requested Assessment 1', 'Chapter 1 Test', 'Homework 3', and 'Homework 2'. The table contains one row for 'Doe, John' with grades of 88%, 85%, 98%, 88%, and 75% respectively. On the right side of the interface, there is a sidebar with a date 'October 28, 2011', 'Upcoming Due Dates' (Chapter 1 Homework on Oct 31, Quiz 1 on Nov 20), and a 'Course Calendar' link. At the bottom of the sidebar is a 'Gradebook Legend' link.

Students (Name Login Student ID)	Total Grade	Requested Assessment 1 [Edit]	Chapter 1 Test [Edit]	Homework 3 [Edit]	Homework 2 [Edit]
Doe, John	88%	85%	98%	88%	75%

Advanced Instructor Module

Instructors can find the feature under the Gradebook tab in the Advanced Instructor Module after selecting a course.



Examples of How to Add and Use the External Assignment Gradebook Categories

Below are some examples of how instructors can add and use the external assignment gradebook categories for their course.

After clicking on “Gradebook Setup,” instructors will arrive at the Gradebook Setup page. Instructors can rename the External Assignment category by clicking on the “Edit Name” link. A text box will appear that will enable instructors to overwrite the “External Assignment” default name with a preferred name.

The top screenshot shows the 'Gradebook Setup: Beginning Math - 100 / Basic Math' page. It has a 'Gradebook Setup' header and a '<< Return to Gradebook' link. Below is a table of gradebook categories with their weights. The 'External Assignment' category is highlighted, and its 'Edit Name' link is circled in red. A red arrow points from this link to the bottom screenshot.

Gradebook Category	Category Weight (%)
Quiz Edit Weight for Each Quiz	10 %
Test Edit Weight for Each Test	35 %
Homework Edit Weight for Each Homework	30 %
Assessment Edit Weight for Each Assessment	25 %
Objective Edit Weight for Each Objective	0 %
Gradebook External Assignment Category Add New	
External Assignment Edit Name Edit Weight for Each Assignment Add External Assignment	0 %
Total: 100 %	

The bottom screenshot shows the 'Edit Name' dialog box for the 'External Assignment' category. It has a text input field containing 'External Assignment' with a '(character limit: 30)' note. Below the input field is a 'Cancel Edit Name' link. A red arrow points from the 'Edit Name' link in the top screenshot to this dialog box.

After making changes, you must click on the "Save" button at the bottom of the page. **Total: 100 %**

Example 1: In this scenario, an instructor wishes to edit the “External Assignment” default name and call it “Group Work” instead. The instructor also wants to assign a weight to the category.

Gradebook External Assignment Category		Add New
<input type="text" value="Group Work"/> (character limit: 30) Cancel Edit Name	<input type="text" value="5"/>	%
		Total: 100 %

1. First, the instructor will click on the “Edit Name” link.
2. Next, the instructor will edit the “External Assignment” default name and type in “Group Work” for the category name.
3. Finally, the instructor will enter “5” for the percentage weight of the category.

Example 2: In this scenario, an instructor wishes to add additional external assignment categories for “Notes,” “Mid-Term Exam,” and “Final Exam.”

1. First, the instructor will click on the “Add New” link. A text box will appear that will enable the instructor to enter a name for the new category.

Gradebook Category	Category Weight (%)
<input type="checkbox"/> Quiz Edit Weight for Each Quiz	<input type="text" value="10"/> %
<input type="checkbox"/> Test Edit Weight for Each Test	<input type="text" value="35"/> %
<input type="checkbox"/> Homework Edit Weight for Each Homework	<input type="text" value="30"/> %
<input type="checkbox"/> Assessment Edit Weight for Each Assessment	<input type="text" value="10"/> %
<input type="checkbox"/> Objective Edit Weight for Each Objective	<input type="text" value="10"/> %
Gradebook External Assignment Category Add New	
<input type="checkbox"/> Group Work Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="5"/> %
Total: 100 %	

Gradebook External Assignment Category	Add New
<input type="checkbox"/> Group Work Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="5"/> %
<input type="text" value=""/> (character limit: 30) Cancel Add New	<input type="text" value="0"/> %
Total: 100 %	

After making changes, you must click on the "Save" button at the bottom of the page.

- The instructor enters “Notes” for the new category name and “5” for the percentage weight of the category.

Gradebook External Assignment Category		Add New
<input type="checkbox"/> Group Work Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="5"/>	%
<input type="checkbox"/> <input type="text" value="Notes"/> (character limit: 30) Cancel Edit Name	<input type="text" value="5"/>	%

- Next, the instructor clicks on the “Add New” link two more times to add two additional external assignment categories for “Mid-Term Exam” and “Final Exam,” and assigns a weight to each category.

Gradebook Category	Category Weight (%)
<input type="checkbox"/> Quiz Edit Weight for Each Quiz	<input type="text" value="10"/> %
<input type="checkbox"/> Test Edit Weight for Each Test	<input type="text" value="30"/> %
<input type="checkbox"/> Homework Edit Weight for Each Homework	<input type="text" value="30"/> %
<input type="checkbox"/> Assessment Edit Weight for Each Assessment	<input type="text" value="5"/> %
<input type="checkbox"/> Objective Edit Weight for Each Objective	<input type="text" value="5"/> %
Gradebook External Assignment Category Add New	
<input type="checkbox"/> Group Work Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="3"/> %
<input type="checkbox"/> Notes Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="2"/> %
<input type="checkbox"/> Mid-Term Exam Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="5"/> %
<input type="checkbox"/> Final Exam Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="10"/> %
Total: 100 %	

Example 3: In this scenario, the instructor now wants to add an external assignment to the “Group Work” category.

1. First, the instructor clicks on the “Add External Assignment” link under the “Group Work” category.
2. The instructor will arrive at a new page and can enter the details for the external assignment, including the assignment name.

Gradebook External Assignment Category		Add New
<input type="checkbox"/> Group Work	Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="3"/> %
<input type="checkbox"/> Notes	Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="2"/> %
<input type="checkbox"/> Mid-Term Exam	Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="5"/> %
<input type="checkbox"/> Final Exam	Edit Name Edit Weight for Each Assignment Add External Assignment	<input type="text" value="10"/> %

Gradebook Setup: Beginning Math / Basic Math

Gradebook - Edit External Assignment

[<< Return to External Assignment Weights](#)

External Assignment Category:

Name:

Date:

Maximum Score: points

Student Name	Score
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Please enter an Assignment Name and Maximum Score above, and press the "Set Maximum Score" button to activate this table.

NOTE: During external assignment creation, instructors can easily change the External Assignment category by making a new selection in the drop-down menu.

External Assignment Category:	Group Work
Name:	(Choose one) External Assignment Group Work
Date:	Notes Mid-Term Exam Final Exam

Viewing the External Assignment Categories in the Gradebook

The Gradebook will display all external assignment categories that were created in Gradebook Setup.

Course Gradebook: Beginning Math / Basic Math

Gradebook

Show: All

[Display options](#) [Full screen view](#)

Students (Name Login Student ID)	Total Grade	Team Discussion [Edit]	Research Notes [Edit]	Presentation [Edit]	Mid Term Exam [Edit]	Final Exam [Edit]
Marshall, Jane	98%	Nov 16, 2011	Nov 18, 2011	Nov 20, 2011	Nov 25, 2011	Dec 1, 2011

Instructors can use the “Show” drop-down menu to filter by gradebook categories. If instructors want to view a specific external assignment category, the category can be selected from the drop-down.

Course Gradebook: Beginning Math / Basic Math

Gradebook

Show: All

[Display options](#) [Full screen view](#)

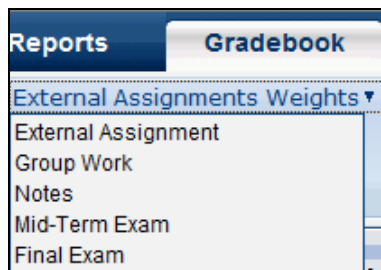
(Name Login Student ID)	Grade	Homework 2 [Edit]	Homework 4 [Edit]	Quiz 2 [Edit]	Homework 3 [Edit]	Homework 1 [Edit]
Marshall, Jane	98%	Apr 6, 2010	Apr 6, 2010	Apr 13, 2010	May 13, 2010	May 13, 2010

Managing External Assignments and Categories in the Advanced Instructor Module

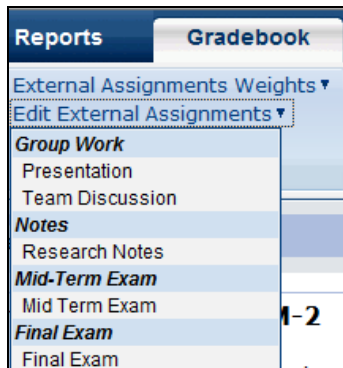
In the Advanced Instructor Module, instructors can manage external assignments and categories from the navigation menu.



Instructors can edit the weight of a specific external assignments category by selecting the category from the “External Assignments Weights” drop-down.



Instructors can edit an external assignment by selecting the assignment name from the “Edit External Assignments” drop-down.



Instructors can add an external assignment by selecting the “Add External Assignment” link.

