

WebCT OWL



Advanced Use of the OWL Grade Book

Overview

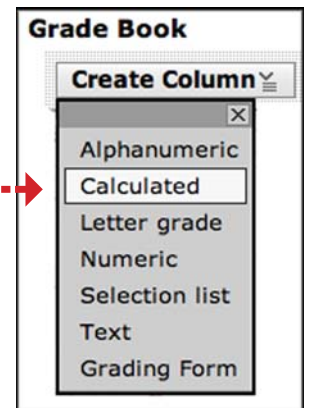
The Grade Book has many features to help you organize, release, and compile grades. This manualette will discuss the following advanced Grade Book features:

- Creating Calculated columns
- Freezing columns
- Importing and exporting grades to spreadsheets
- Viewing Column Statistics

If you are looking for more information on basic features such as accessing the Grade Book, creating columns or adding and releasing grades, please see the Basic Use of the OWL Grade Book manualette.

Calculated Columns

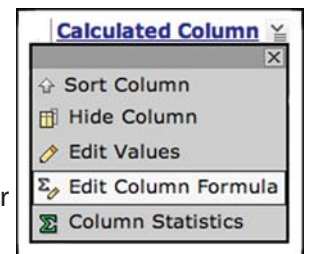
Calculated and Numeric columns are the most commonly used columns in OWL (see the Basic Use of the OWL Grade Book for more information regarding numeric columns). To create a Calculated column click on **Create Column** and then **Calculated**.



The Calculated Column settings window will appear. Here you can enter a name for the column, specify alignment, how many decimals you'd like the values to display as well as whether you'd like the grades to be released to your students upon entry. Once you have entered the values you would like, click **Save**.

Creating a Formula

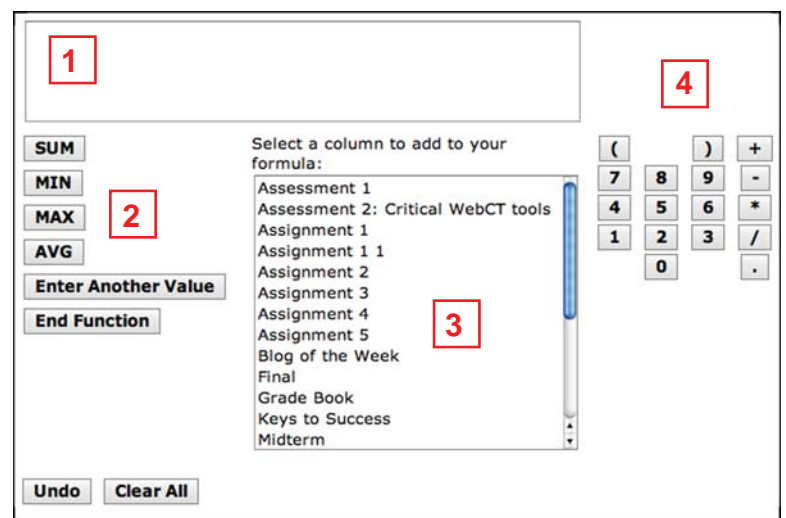
Once you have clicked Save, find your column in the Grade Book, and click on the drop down menu beside the column title. Select the option **Edit Column Formula**.



A window will open that displays calculator functions and a list of your Grade Book columns. This is where you will enter your formula.

1. This is the formula display field. You cannot type in this field, it merely shows the operation and functions you have clicked.

2. Here you will find the four functions available for creating a formula. Selecting a function will place it in the formula display field. To add more than one column to your function you must select the "Enter Another Value" button. When you are finished entering values, be sure to close your function by clicking "End Function".



3. This is a list of all the columns in your Grade Book that can be used to create your formula. Clicking on one of the columns from the list will automatically place it into the formula display

field. This means that your formula will call upon the grade listed in that column for each student, in order to perform the calculation.

4. These are all of the available operators. Clicking one places it into the formula display field.

Below is an example of a formula used to calculate the final grade based on a midterm worth 25%, an assignment worth 25% and a final exam worth 50%. The formula is displayed in the formula display field.

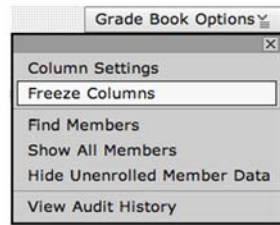
```
SUM{([Midterm]*0.25),([Assignment 1]*0.25),([Final]*0.50)}
```

After saving the formula, you will see that that the calculated column has instantaneously calculated the final grade of the student in your Grade Book. In the example to the right, the formula has used the demo student's grades for the midterm, assignment 1 and final to calculate their final grade as shown in the column titled Calculated Column. **Note:** grades that appear with an upwards pointing arrow (^) indicate the grade has been changed from its original entered value.

Last Name	First Name	User ID	Midterm	Assignment 1	Final	Calculated Column
Student	Demo	webct_demo	^76.00	8.00	^85.00	82.75

Freezing Columns

The Freeze Columns option is found under the Grade Book Options drop-down menu. When you choose to Freeze Columns, the first two columns of the Grade Book, Last Name and First Name, become stationary, while the rest of the columns scroll for ease of use.



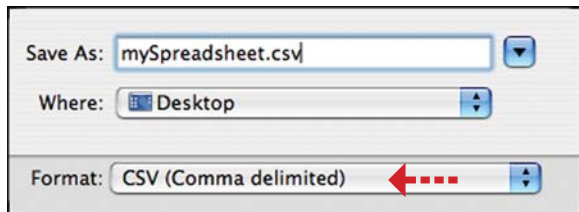
The image below shows the Last Name and First Name column being stationary, while a scroll bar has appeared for the remaining columns to allow scrolling.

Grades	Members	View All	Custom View	SCORM Grades	
Last Name	First Name	User ID	Midterm	Assignment	Final
Student	Demo	webct_demo_12	^76.00	8.00	^85.00

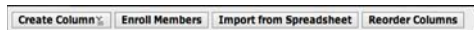
Importing Grades from Spreadsheets

You can import grades into your OWL Grade Book from a spreadsheet by following the steps outlined below:

1. Open your spreadsheet in your preferred spreadsheet program and save it as a CSV (Comma-Separated Value) file. **Note:** cell properties or formulas will not be preserved in this file.



2. In the OWL Grade Book click on **Import from Spreadsheet**.



3. Click on **Choose** (see image on following page) and select the spreadsheet file you wish to upload, then select **Comma** as the Separator.

Once you have clicked **Upload** a new page will open showing a list of the columns in your

Notes

Your location: **Import File**

Import File

Select the course file that you would like to upload.

File: mySpreadsheet.csv

Separator: ←

Character Set:

spreadsheet file, and the matching Grade Book columns.

If you do not have a column in the Grade Book that matches your spreadsheet column, you can choose to create a new column by selecting **Add as new column** from the drop-down menu under Grade Book Column.

You can also choose not to import a spreadsheet column by selecting **Do not import**. Otherwise, you can simply match your spreadsheet column to your Grade Book column by choosing the appropriate one from the list. Once you are finished, click **Import**. Your Grade Book will now update with the appropriate grades from your spreadsheet.

Import File

Match the columns in the file with the columns in the Grade Book. Select "Do not import" for any columns you do not wish to import. The User Name column is a required column for matching purposes only and will not be imported.

Import Column	Match	Grade Book Column
User ID	✓	User ID
Last Name	!	- Do not import -
First Name	!	- Do not import -
Midterm	✓	Midterm
Assignment 1	✓	Assignment 1
Final	✓	Final

Exporting Grades to a Spreadsheet

You can also export grades from your Grade Book to a spreadsheet. To do this, click on **Export to Spreadsheet** found at the bottom of your Grade Book.

 **Export to Spreadsheet**

A page with a list of export parameters will appear. For most cases, you will not need to change the default parameters. Simply click **Export**. A file called *exportedcourse* will automatically save to your desktop in the file format specified.

Export to Spreadsheet

Members to Export:

All members

Columns to Export:

Visible columns
 All columns

Export Format:

Comma-delimited
 Tab-delimited

Character Set:

Unicode (UTF-8)
 Unicode (UCS-2)

Viewing Column Statistics

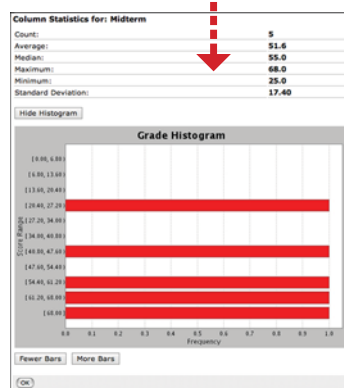
To view a column's statistics, click on the drop-down arrow beside the column and select **Column Statistics**.

Midterm Calculated

- Sort Column
- Hide Column
- Edit Values
- Edit Column Formula
- Column Statistics

^55
^68.00
^45.00

A window will open with a histogram and list of statistics.



Here you can see the number of grades entered in that column (Count), the Average grade, the Median, the highest grade (Maximum) and lowest grade (Minimum) as well as the Standard Deviation.

A histogram is provided to illustrate this information, and you may also choose to add or remove the number of bars used to display this information.

GETTING HELP WITH ONLINE COURSES

The OWL Administrators manage and support the OWL online learning environment and can be contacted at webct-admin@uwo.ca. ITS instructional faculty contacts are listed at: <http://www.uwo.ca/its/itrc/webct-itrc-contacts.pdf>

QUESTIONS ABOUT OWL TOOLS

The Instructional Technology Resource Centre (ITRC) provides support for the development and use of instructional technology materials and tools. The ITRC is available for drop-in faculty support in Room 118, Natural Sciences Centre and the Teaching Support Centre, Room 122, D.B. Weldon Library. The ITRC can be reached at 519-661-2111 Ext. 85513

OWL TRAINING

Hands-on OWL training is offered regularly throughout the year. A link to the training schedule will be on the OWL homepage at <http://webct.uwo.ca/>

INSTRUCTIONAL DESIGN

Faculty are encouraged to visit the Teaching Support Centre, Room 122, D.B. Weldon Library, (519-661-2111, ext. 84622 or tsc@uwo.ca) to discuss issues of course design.

OWL MANUALS, TUTORIALS, AND ONLINE SUPPORT

After logging into OWL, you should see a link to Faculty Support – Online Learning at Western where you can access the OWL reference manual and animated tutorials for common tasks. A faculty discussion area is also available.

STUDENT PROBLEMS WITH OWL

If your students are experiencing problems with OWL, please direct them to the ITS Customer Support Centre at 519-661-3800. Troubleshooting information is also available online. A list of common problems and solutions are available at: <http://webct.uwo.ca/commonProblems.html>.

Students should also ensure their computer is properly prepared by visiting:

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Need Help with OWL?
Instructional Technology Resource Centre
Room 118 Natural Science Centre / Room 122 D.B. Weldon Library
519-661-2111 ext. 85513
<http://www.uwo.ca/its/itrc/>
itrc-admin@uwo.ca

