

# WebCT OWL



## Basic Use of the OWL Grade Book

## Notes

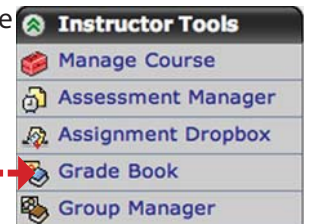
## Overview

The Grade Book tool provides an easy and convenient way for instructors to manage grades and distribute them to students. Using the Grade Book and the My Grades tool, instructors can post grades such that students can only see their own grades. This handout will show you how to:

- Access the Grade Book
- Create a column in the Grade Book
- Add and release grades to the Grade Book
- Edit Grade Book settings

## Getting Started

To access the Grade Book you must be under the **Teach** tab. The Grade Book link is located in the left-hand navigation bar under Instructor Tools. Once you have clicked on the link your Grade Book will be displayed in the right-hand screen. Each row represents a student enrolled in your course while the columns contain comments and grades. **Note:** A student that appears red is no longer enrolled in the course, and cannot be removed from your Grade Book.



## Grade Book Views

There are multiple views available in the Grade Book.

Grades	Members	View All	Custom View	SCORM Grades	Last Name	First Name	User ID	Keys to Suc	Midterm	Quiz 1 The \$	Final	Role	Key to Succ	Assessment	Online vers	Participatio	Participatio
					Student	Demo	webct_demo_12	==		^40.00	(2.00)	Student	^3	^10.00	==	==	N/A
					Doe	Jane						Teaching Assistr					
					Smith	John			^65.00			N/A Student	^10				N/A

**Grades View** displays student and enrollment information, grade columns, and grade values.

**Members View** displays a list of all member enrollment information.

**View All** displays all Grade Book information.

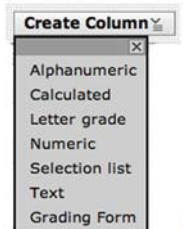
**Custom View** displays a customized Grade Book view.

**SCORM Grades View** displays grades for any SCORM modules you may have in your course.

## Creating a Column

To create a new column in your Grade Book, click the **Create Column** button. A drop-down list will appear with all of the available column types you can create. There are seven types of columns.

1. **Alphanumeric:** allows you to enter data that contains text and numbers.
2. **Calculated:** allows you to specify a formula (that can include other numeric columns) to generate a numeric value.
3. **Letter Grade:** allows you to calculate a letter grade based on the numeric value of another column.
4. **Numeric:** allows you to enter numbers only.
5. **Selection List:** allows you to specify one or more text values that can then be selected.
6. **Text:** allows you to enter text only.



The most common column types are Calculated and Numeric. This manualette will illustrate how to create a Numeric column. Calculated columns are an advanced feature. Please see the Advanced Grade Book manualette for more details.



## Notes

Once you click **Save** and return to the Grade Book, there is an additional way you can edit the grades for individual students. In the column space you will notice what looks to be a line with two hyphens above it.

Grades	Members	View All	Custom View	SCORM Grades
<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User ID Alphanumeric	My New Column Numeric
<input type="checkbox"/>	Student	Demo	webct_demo_12257319051	--

**Edit Value for: My New Column**

Member: Demo Student

Current Value:

Change To:

Comment:

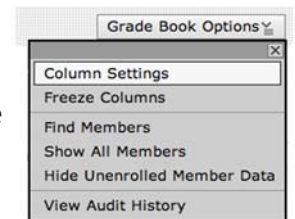
Audit comments will only be saved when a grade change has been made.

Save Cancel View Audit History

Clicking this opens up an Edit Value window. Here you can enter the grade value, leave comments, and view the Audit History just like in the Edit Values page.

## Column Settings

To adjust column settings, release grades or delete a column you need to go into Column Settings. Column Settings is accessible through the **Grade Book Options** link found on the top right-hand corner of the Grade Book.



Once you have clicked **Column Settings**, a window will appear with a list of all of the columns and the all of the available column parameters.

**Column Settings**

Create Column

Select All/None

Label: My New Column

Type: Num

Alignment: L C R

Released to Student: Yes

Grade Column: Yes

Decimals: 2

Maximum value: 20

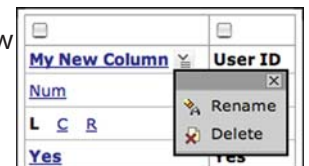
Source:

Release Statistics: None

Delete Release Do Not Release

## Renaming/Deleting a Column

To rename or delete your column click on the grey drop down arrow beside your column name. Click **Delete** to delete your column or **Rename** to rename your column.



To delete more than one column at a time, select each column by clicking the check box above the column name and click the **Delete** button at the bottom of the screen.

## Releasing Grades

There are two ways you can release the grades in your Grade Book to your students. Releasing grades means your students will see their grade appear in their My Grades section. If the column has *not* been released to your students, the word "No" will appear in the row called "Released to Students". Clicking "No" will release the grade to your students, and the column row will now say "Yes" (as shown above).

To release grades from more than one column, select each column and click the **Release** button at the bottom of the screen. You may also choose to not release those grades by clicking **Do Not Release**.

## Additional Settings

You can also change some of the settings regarding column display and type within Column Settings. Clicking the changeable parameters will open a window which will allow you to make the changes necessary.

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](mailto: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](mailto: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:

October 2007



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](mailto:itrc-admin@uwo.ca)

