

BeachBoard Services' End of Semester Grading Tips for CSULB Instructors

Don't Forget MyCSULB!

BeachBoard's Gradebook is not a replacement for the University's official grade roster in MyCSULB, nor is there a way to automatically transfer the grades into the University's official grade roster in MyCSULB at the end of the semester. Regardless of whether or not you use BeachBoard's Gradebook, at the end of the semester you will be required to manually enter your students' final letter grades in MyCSULB.

Check Your Points Possible

When you add or modify a BeachBoard Gradebook item, it is possible for you to accidentally exclude that item from your gradebook's score calculations by clicking "no" in that item's options:

2 Options

Select **No** for the first option to make this Gradebook item unavailable in the Student Gradebook. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No

To verify that all of your BeachBoard Gradebook items are included in the score calculations, manually add the Pts Possible for each of your score columns and check the result against the Pts Possible listed under Running Total. If the numbers don't add up, click on Manage Items and then Modify the missing Gradebook item[s].

Extra Credit Should Have Zero Possible Points

Check your BeachBoard Gradebook's score columns and make sure you see "Pts Possible 0" at the top of any extra credit score columns. If the points possible is anything other than zero, that column is an assignment not extra credit, and students who don't complete the assignment may be penalized.

Blank = Excused [NOT Zero]

Double-check your BeachBoard Gradebook's blank scores and make sure they shouldn't be changed to zeros instead. In BeachBoard's Gradebook, blank scores are considered to be excused absences and are not counted towards the final grade. This is hard to see, though. The trick is to click on the Running Total score column, click on Item Information, and then change the Display As: pull-down list to Percentage or Letter.

Show Final Letter Grades in BeachBoard

There are two ways to display final letter grades in BeachBoard. The first way is to create a new score column in the Gradebook [Add Item], make the points possible zero, choose Text in the Display As: pull-

down list, and then choose NOT to include the item in the Gradebook score calculations. This gives you a score column into which you can type whatever you want.

The second way is to just change the display of the Running Total column so that it automatically calculates and shows the final letter grade instead of the cumulative points. To do this, click on the Running Total score column, click on Item Information, and then change the Display As: pull-down list to Percentage or Letter. If you choose to do this, remember that blank = excused [not zero].

Use a Spreadsheet to Verify Weights

If you weight your BeachBoard Gradebook and want to verify that the weighted scores are correct, you need to use a spreadsheet program like Microsoft Excel, not your calculator. The formula to calculate each student's final weighted final grade is

$$\frac{\left(\frac{\text{Item 1 Pts}}{\text{Item 1 Pts Poss}}\right) \times (\text{Running Total Pts Poss} \times \text{Item 1 Weight}) + \dots + \left(\frac{\text{Item n Pts}}{\text{Item n Pts Poss}}\right) \times (\text{Running Total Pts Poss} \times \text{Item n Weight})}{\text{Running Total Pts Poss}}$$

where *Pts* = the student's raw score on an item, *Pts Poss* = the total possible points for that item, *Running Total Pts Poss* = total points possible for the entire course, and *Weight* = the item's weight expressed as a decimal [for example 10% = 0.10, 20% = 0.20, etc.]

The following is a fake spreadsheet for a class with one student:

	A	B	C	D
1	Homework Pts Poss 100 Weight 25%	Midterm Pts Poss 100 Weight 25%	Final Pts Poss 100 Weight 50%	Running Total Pts Poss 300
2	93	92	85	270

While it is tempting to simply divide the running total by the total possible points [270/300] to calculate the final grade, this would yield an incorrect result [90%]. The correct way to calculate the student's final weighted grade would be to use the following Excel formula:

$$=(((A2/100)*(300*0.25))+((B2/100)*(300*0.25))+((C2/100)*(300*0.5)))/300$$

This results in a final grade of 88.75%, not 90%.

Backup Your Gradebook

It is the instructor's responsibility to archive, download, and print out the Gradebook at the end of the semester.