

eFundi Tutorial: Gradebook



Gradebook is a tool that allows lecturers to calculate and store grade information and distribute it to students online. In Gradebook, students can view their scores for all items; view their course grades, once a lecturer releases it; and sort their items by title, due date, grade, and weight, where applicable. The Gradebook setup options allow you to easily do your course grade calculations.

Important: The Gradebook is not linked to Academic Administration and is not the final place to upload grades. Grades must still be uploaded to VSS.

The following functionalities will be addressed in this tutorial:

1. [What is the difference between Gradebook & Markbook?](#)

Gradebook

2. [How to set up my Gradebook](#)
3. [How to add a Gradebook item](#)
4. [How to enter/edit grades](#)
5. [How to import grades](#)
6. [How to export grades](#)
7. [How does extra credit work in Gradebook?](#)
8. [How to set ungraded items to zero](#)

Markbook

9. [How to set up my Markbook](#)
10. [How to add a Markbook item](#)
11. [How to enter/edit grades](#)
12. [How to import grades](#)
13. [How to export grades](#)
14. [How does extra credit work in Markbook?](#)

A screenshot of the eFundi Gradebook interface. The top navigation bar is purple with the 'eFundi' logo. Below it, there are dropdown menus for 'Home', 'AAAA 111 V Year 2019', 'eFundi Staff Training', and 'Adm'. A sidebar menu on the left contains options: Overview, Announcements, PostEm, Gradebook (highlighted with a red vertical bar), Markbook, and Tests & Quizzes. The main content area is titled 'GRADEBOOK' and has sub-tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. A blue message box states 'There are no Gradebook items' with an 'Add Gradebook Item' button below it.

What is the difference between Gradebook & Markbook?

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A new Gradebook tool was made available in the Sakai 11 update of December 2016.

Markbook is the same Gradebook you have been used to in Sakai 10 and will remain as a tool option for the coming few semesters in case you would like to have it in your course.

The main difference between the two tools is the layout. **Markbook** still has the list of items and you click on an item to insert the grades. With the **Gradebook** tool has an editable spreadsheet view as well as an auto-save feature.

The two tools are linked, so you can use either one or both, any changes made in one will also be applied in the other.

Gradebook

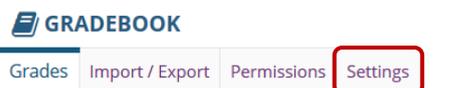
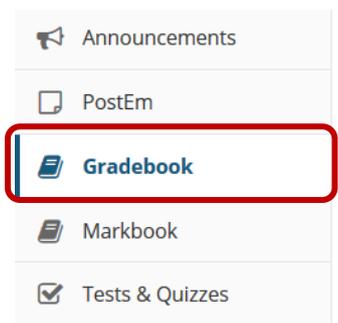
How to set up my Gradebook

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Settings you can set for your site Gradebook include: Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

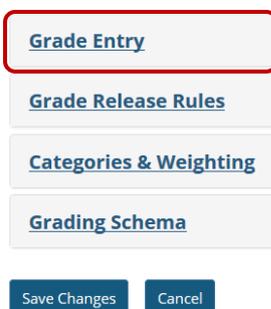
Start by selecting the Gradebook tool on your module site.

Click the Settings tab at the top of the screen.

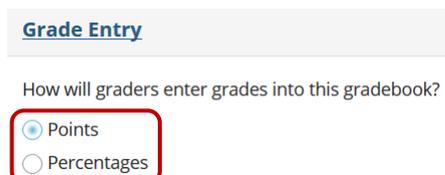


Then choose the settings you would like to edit.

Settings



- **Grade Entry**
Choose if you want to work with points or percentages. You can change this setting at any time and the Gradebook will do the necessary calculations to convert the grades accordingly.



Settings

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

[Grading Schema](#)

[Save Changes](#) [Cancel](#)

- **Grade Release Rules**

This is the universal setting for your Gradebook. Here you indicate if you want students to be able to see their grades that you have released. The default setting is for released grades to be visible to students.

Grade Release Rules

Display released Gradebook items to students

You can release a Gradebook item when creating or editing the Gradebook item.

Display final course grade to students

Settings

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

[Grading Schema](#)

[Save Changes](#) [Cancel](#)

- **Categories & Weighting**

You can choose to have **No categories, categories only or categories & weighting.**

*Note: If you would like to be able to drop grades, you should select **Categories & Weighting***

Categories & Weighting

No categories
 Categories only
 Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it. If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest Drop lowest Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	%	Extra Credit	Gradebook Items	Remove
Category 1	20	<input type="checkbox"/>	0 item(s)	Remove
Total:	20%	Weighting for the categories must equal 100%		

[Add a category](#)

Select the relevant option to add your categories.

Enter a title for the category and a weight if you chose the last option.

Click the **Add category** button to add more categories.

Note: The percentage of the categories' weights must add up to a total of 100%.

To enable drop lowest and/or keep highest, you must have selected the option **Categories & Weighting**.

The checkboxes will then appear. Once you have marked the relevant check boxes, additional columns will appear:

Drop highest Drop lowest Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	Category 1	20	<input type="checkbox"/>	0 items(s)	0	0	0	Remove
☰	Category 2	30	<input type="checkbox"/>	0 items(s)	0	0	0	Remove
☰	Category 3	50	<input type="checkbox"/>	0 items(s)	0	0	0	Remove
Total:		100%						

In the appropriate column, enter the number of items in each category that you wish to drop or keep.

*Note: It is preferable to use **Keep Highest** as opposed to **Drop Lowest**, since it reflects a more accurate running total of student grades during the semester. Items that students have not yet completed are not automatically dropped, so one or more higher scores may be dropped until all items have been completed.*

Extra credit can be allocated to a category in the **Extra Credit** column. Extra credit items are added to the student's total module grade, but points do not detract from the overall grade if not completed. **Take note that VSS does not make provision for this feature.**

Settings

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

[Grading Schema](#)

Save Changes

Cancel

- **Grading Schema**

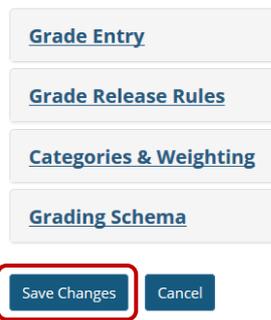
Choose your preferred Grade Type to display the module grade: **Letter Grades**, **Letter Grades with +/-**, or **Pass/ Not Pass**.

Grading Schema

Grade Type

Grade	Minimum %	Remove
A+	100	Remove
A	95	Remove
A-	90	Remove

Settings



The screenshot shows a vertical list of settings options: [Grade Entry](#), [Grade Release Rules](#), [Categories & Weighting](#), and [Grading Schema](#). Below these options are two buttons: **Save Changes** and **Cancel**. The **Save Changes** button is highlighted with a red rectangular border.

Remember to click the **Save Changes** button once you are done inserting your preferred settings.

How to add a Gradebook item

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Lecturers typically add items to the gradebook manually for things such as:

- Posting grades for work completed offline (e.g. class work, presentations, class tests, etc.)
- Discussion Forum grades
- Attendance or participation

Go to **Gradebook** and click the **Add Gradebook Item** button.



The screenshot shows the 'GRADEBOOK' interface. At the top, there is a navigation bar with tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. Below the navigation bar, a blue message box states 'There are no Gradebook items'. At the bottom of the interface, there is a button labeled 'Add Gradebook Item', which is highlighted with a red rectangular border.

Next you will insert the **Gradebook Item Settings**:

1. **Title:** Give your item a name
2. **Point Value:** Indicate what this item will count out off.
3. **Extra Credit:** Indicate if this item will only be for extra credit
4. **Due date:** It is optional to insert the due date for the item.
5. **Category:** This option will only appear if you have setup your Gradebook categories. Use the drop-down menu to choose which category this item belongs to.
6. **Release item and include in course grade:** Use the check boxes to indicate if you want to already release the item to students and if you wish to include the grades of this item in the final module grade.
7. **Create/Cancel:** Once you have set all the settings, click the Create button to create the item.

The screenshot shows the 'Add Gradebook Item' form with the following fields and callouts:

- 1. Title: Class Test 1
- 2. Point value: 100
- 3. Extra credit:
- 4. Due date: 06/03/2019
- 5. Category: Category 1 (20%)
- 6. Release item to students? Include item in course grade calculations?
- 7. Create/Cancel buttons

A warning box states: 'Items not assigned to a category will not count toward the course grade.'

After you have added items to your gradebook, you will be able to view all gradebook items on the **Grades** tab (which is also the tool landing page).

If you have categories and your gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

The screenshot shows the Gradebook interface with the following table structure:

Students	Course Grade	Class Test 1 Cat: Category 1 [20%] Total: 100 Due: 06/03/2019	Category 1 Weighted Average [20%]
Test, Test (s75)	-		-
Test, Test (s74)	-		-

How to enter/edit grades

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Note: Grades that are sent to the Gradebook from other tools, such as Assignments, Forums or Tests & Quizzes, are managed within their respective tools. You cannot enter or edit them via the Gradebook.

Go to **Gradebook** and find the item you wish to add the Grades to.

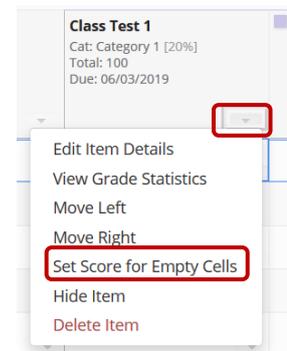
Students	Course Grade	Class Test 1 Cat: Category 1 [20%] Total: 100 Due: 06/03/2019	Category 1 Weighted Average [20%]
Test, Test (s75)	-	/100	-
Test, Test (s74)	-		-

Click on the appropriate cell to enter a grade. The cell will change to show a score entry field out of the total number of points for that item. You can click out of the cell, select the **Enter** key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

Grades will save automatically when typing **Enter** on your keyboard.

To set a Grade for all empty cells, click on the menu button for the specific icon and choose option **Set Score for Empty Cells**.

Insert the score you want to insert for all the empty cells, then click the **Done** button.



Set Score for Empty Cells

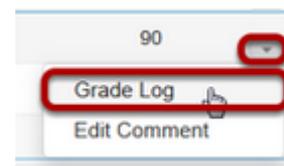
Provide a value below to override all currently ungraded (i.e., empty) cells.

Note: The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section: All Sections/Groups

Grade Override: /100

You can view the log of who awarded what grade when, by clicking on menu button of an individual grade and selecting the **Grade log** option .

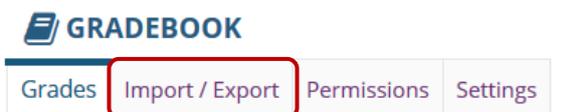


Use the same method to add/edit comments for each individual grade.

How to export grades

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Go to **Gradebook** and click the **Import/Export** tab.



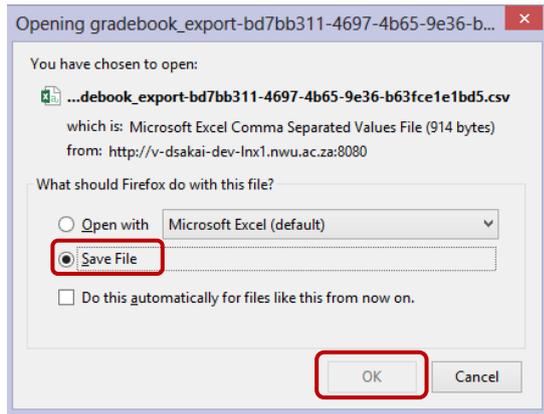
Click the **Export Gradebook** button.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



Save the document on your computer.

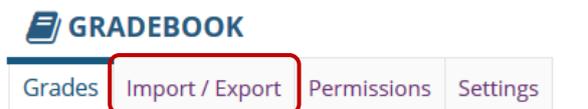


***Important:** If you want to insert grades into an Excel spreadsheet offline, remember to always first create your items in Gradebook and then download the spreadsheet template to enable easy upload.*

How to import grades

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Go to **Gradebook** and click the **Import/Export** tab.



Click the **Browse** button, and locate the spreadsheet you want to upload, then click the **Continue** button.

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions in the downloadable Gradebook file above.



A preview of all the items will appear on the next screen. Check the box next to each item(s) you would like to update. Then, click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

GRADEBOOK

Grades Import / Export Permissions Settings

Gradebook Item Import Selection

The system has analyzed the contents of your file upload and has identified new/updated information where applicable. Please select from the desired items below.

Note: Selecting "Update" items will override existing values for that item.

Hide items with no changes

	Title	Points	Status
<input checked="" type="checkbox"/>	Class Test 1 <i>+ comments</i>	100	Update No changes
	Semester Test <i>+ comments</i>	100	No changes No changes

If selecting new items, you will be asked to confirm their settings on the following screen(s).

Back Next Cancel

If necessary you will be prompted to insert settings for new items. Once done, click the **Finish** button.

Confirmation

Upon clicking **Finish**, you will be completing the following actions:

Updating data for existing Gradebook Item(s):

Title	Points
Class Test 1	100

Back Finish Cancel

The following banner will appear once the import is complete.

Gradebook items imported successfully!

How does extra credit work in Gradebook?

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The extra credit (EC) feature in Gradebook can be enabled (1) at the item level or (2) at the category level.

Title

Point value

Extra credit

Due date

Category

Items not assigned to a category will not be counted toward the course grade calculation.

Release item to students?

Include item in course grade calculations?

To enable EC at item level, choose the Extra Credit check box in the item settings.

To enable EC at category level, choose the Extra credit check box next to the category in the Gradebook Settings.

	Category	%	Extra Credit	Gradebook Items	Remove
☰	<input type="text" value="Category 1"/>	<input type="text" value="20"/>	<input type="checkbox"/>	2 items(s)	<input type="button" value="Remove"/>
☰	<input type="text" value="Category 2"/>	<input type="text" value="20"/>	<input type="checkbox"/>	1 items(s)	<input type="button" value="Remove"/>
☰	<input type="text" value="Category 3"/>	<input type="text" value="20"/>	<input type="checkbox"/>	0 items(s)	<input type="button" value="Remove"/>
☰	<input type="text" value="Category 4"/>	<input type="text" value="20"/>	<input type="checkbox"/>	1 items(s)	<input type="button" value="Remove"/>
☰	<input type="text" value="Category 5"/>	<input type="text" value="20"/>	<input checked="" type="checkbox"/>	0 items(s)	<input type="button" value="Remove"/>

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. No points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

Note: It is important that you DO NOT make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.

Important: Remember that the official NWU student marks system does NOT allow for extra credit. Using this feature might result in issues at the end of the semester.

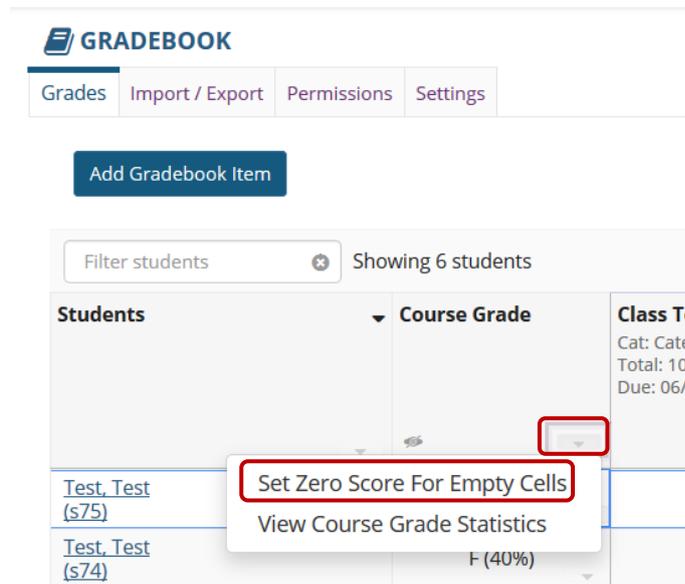
How to set ungraded items to zero

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Why would you want to set ungraded items to zero?

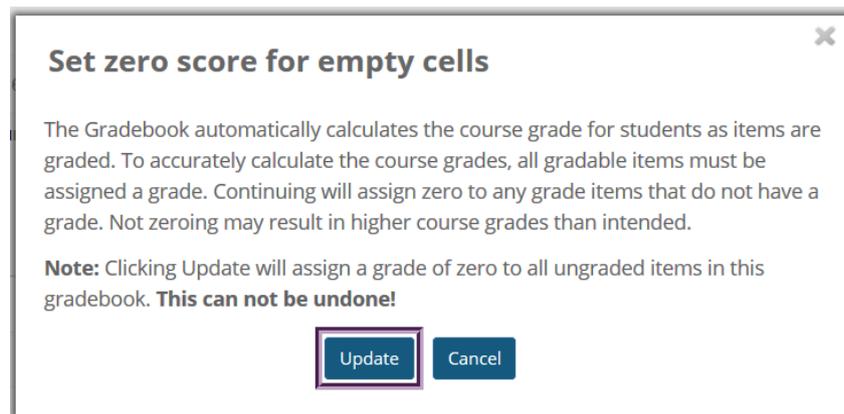
Gradebook does not include ungraded items in the course grade calculation. This could result in a higher course grade average for a student if they have incomplete items. Gradebook items are included in the course or module grade calculation by entering a grade of zero or higher. If you want to enter zeros for all gradebook items that have not been graded, you should set ungraded items to zero. This can be done for all students and all gradebook items in a single step.

Go to **Gradebook** and click the **menu button** in the **Course Grades** column.



The screenshot shows the Gradebook interface. At the top, there is a navigation bar with tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. Below this is a button labeled 'Add Gradebook Item'. A search bar labeled 'Filter students' shows 'Showing 6 students'. The main area is a table with columns for 'Students', 'Course Grade', and 'Class T...'. A dropdown menu is open over the 'Course Grade' column, showing two options: 'Set Zero Score For Empty Cells' (highlighted with a red box) and 'View Course Grade Statistics'. The table rows show 'Test, Test (s75)' and 'Test, Test (s74)' with a grade of 'F (40%)'.

Click the option **Set Zero Score For Empty Cells**.



The dialog box is titled 'Set zero score for empty cells' and contains the following text: 'The Gradebook automatically calculates the course grade for students as items are graded. To accurately calculate the course grades, all gradable items must be assigned a grade. Continuing will assign zero to any grade items that do not have a grade. Not zeroing may result in higher course grades than intended.' Below this is a note: 'Note: Clicking Update will assign a grade of zero to all ungraded items in this gradebook. This can not be undone!' At the bottom, there are two buttons: 'Update' (highlighted with a red box) and 'Cancel'.

Then, click **Update**.

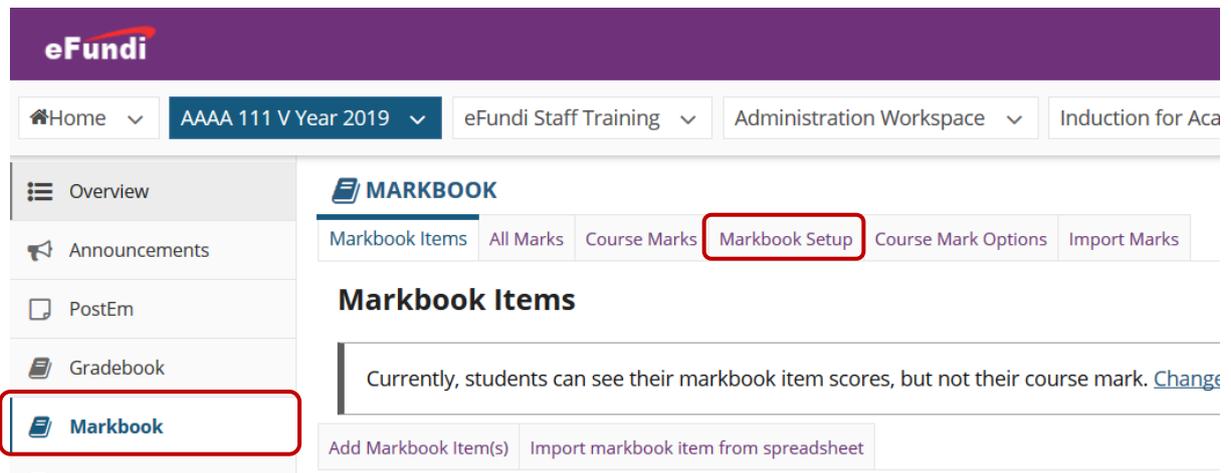
Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!

Markbook

How to set up my Markbook

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Go to **Markbook** and click the **Markbook Setup** tab.



Next you can choose your preferred settings for Gradebook.

Mark Entry

How will you enter your marks?

- Points
- Percentages

- **Grade Entry**

Choose if you want to work with points or percentages. You can change this setting at any time and the Gradebook will do the necessary calculations to convert the grades accordingly.

Markbook Items Display

Display released Markbook Items to students

You can release a markbook item when creating or editing the markbook item.

- **Gradebook Items Display**

This is the universal setting for your Gradebook. Here you indicate if you want students to be able to see their grades that you have released. The default setting is for released grades to be visible to students.

Categories & Weighting

- No categories
- Categories only
- Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

- **Categories & Weighting**

You can choose to have **No categories**, **categories only** or **categories & weighting**.

Note: If you would like to be able to drop grades, you should either Categories only or Categories & Weighting

Select the relevant option to add your categories.

Enter a title for each category and a weight if you chose the last option. Click the **Add category** button to add more categories.

Category	%	Extra Credit	Markbook Items	Remove
Category 1	20	<input type="checkbox"/>	1 item(s)	Remove
Category 2	30	<input type="checkbox"/>	1 item(s)	Remove
Category 3	50	<input type="checkbox"/>	0 item(s)	Remove

[Add a Category](#)

Running Total 100%
Needed Total 0%

[Save Changes](#) [Cancel](#)

Note: The percentage of the categories' weights must add up to a total of 100%.

To enable drop lowest and/or keep highest, you must have selected the option **Categories & Weighting**.

The checkboxes will then appear. Once you have marked the relevant check boxes, additional columns will appear:

Categories & Weighting

Enable Drop Highest Enable Drop Lowest Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course mark, use 0% for the weight.

Category	%	Extra Credit	Markbook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
Category 1	20	<input type="checkbox"/>	1 item(s)	0	0	0	Remove
Category 2	30	<input type="checkbox"/>	1 item(s)	0	0	0	Remove
Category 3	50	<input type="checkbox"/>	0 item(s)	0	0	0	Remove

[Add a Category](#)

Running Total 100%
Needed Total 0%

In the appropriate column, enter the number of items in each category that you wish to drop or keep.

Note: It is preferable to use **Keep Highest** as opposed to **Drop Lowest**, since it reflects a more accurate running total of student grades during the semester. Items that students have not yet completed are not automatically dropped, so one or more higher scores may be dropped until all items have been completed.

Extra credit can be allocated to a category in the **Extra Credit** column. Extra credit items are added to the student's total module grade, but points do not detract from the overall grade if not completed. **Take note that VSS does not make provision for this feature.**

[Add a Category](#)

Remember to Save your changes before continuing. **Running Total**100%
Needed Total 0%

Save Changes Cancel

How to add a Markbook item

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Go to **Markbook** and click the **Add Markbook Item(s)** button.

Markbook Items

Currently, students can see their markbook item scores, but not their course mark. [Change course marking options.](#)

Add Markbook Item(s) Import markbook item from spreadsheet

Average Course Mark D (65%)

Markbook Items Summary

Insert all the item settings

1 Title *

2 Markbook Item Point Value *

Extra Credit 3

4 Due Date (mm/dd/yy)

5 Category

6 Release this item to Students
 Include this item in course mark calculations

7 [Add Another Markbook Item](#)

8 Add Item(s) Cancel

1. **Title:** Give your item a name.
2. **Markbook Item Point Value:** Indicate what this item will count of.
3. **Extra Credit:** Click the check box if this item will be for extra credit.
4. **Due date:** It is optional to indicate the due date of the item, but it is recommended to include dates.
5. **Category:** This option will only appear if your Gradebook is setup with categories.

6. **Release item and include in course grade:** Click the relevant check box. Remember that you can always come back later to change this setting.
7. **Add Another Gradebook Item:** Click the link if you want to create more items.
8. **Add Item(s):** Remember to click the button to add the items.

How to enter/edit grades

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Note: Grades that are being sent to the Markbook from other tools, such as Assignments, Forums or Tests & Quizzes, are managed within their respective tools. You cannot enter or edit them via the Markbook.

Go to **Markbook** and click on the name of the item for which you would like to enter grades.

Title*		Class Avg**	Weight
Category 1		65%	20%
Class Test 1	Edit	65/100	
Class Test 2	Edit	-	
Category 2		-	30%
Semester Test	Edit	-	
Category 3		-	50%

Insert the grades in the space provided then click the **Save Changes** button.

Student Name	Student ID	Log	Points	Comments
Test_Test	s74		<input type="text"/>	
Test_Test	s71		<input type="text"/>	
Test_Test	s75		<input type="text"/>	

Once you have saved the grades, a **Log** icon will appear in the Log column. Click on the icon to see a pop-up window that will display the date, score, and name of the user that entered the grade.

Student Name	Student ID	Log	Points	Comments
Test_Test	s71		80	
Test_Test	s74			

Mark Log: Test Test

07/01/19 14:53:03 **Score Set** to 80.0 by ELNE VAN NIEKERK

How to export grades

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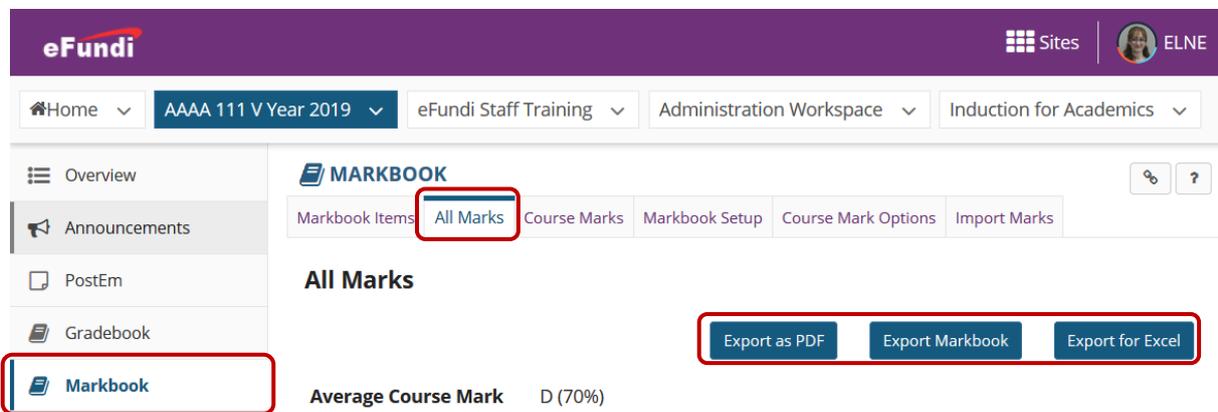
You can export your grades from three locations in Markbook: **All Marks**, **Course Marks** or **Import Marks**.

All Marks

Go to **Markbook** and click on the **All Marks** tab at the top.

A spreadsheet-style view of your student grades will appear with all of the individual gradebook items shown. Choose the format you would like to export the grades to.

The export file will download to your local computer.



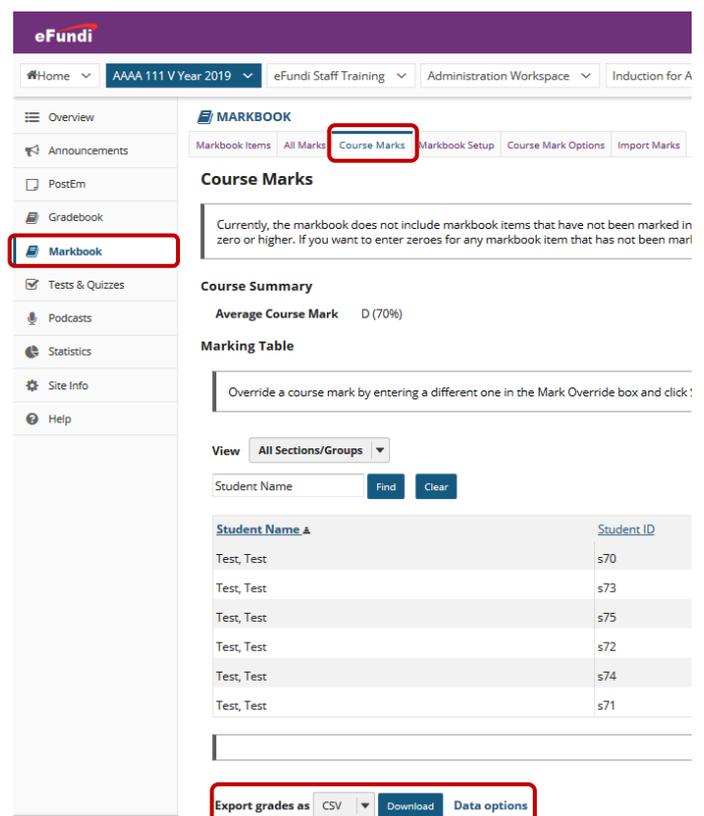
The screenshot shows the eFundi Markbook interface. The top navigation bar includes the eFundi logo, 'Sites', and a user profile 'ELNE'. Below this is a breadcrumb trail: Home > AAAA 111 V Year 2019 > eFundi Staff Training > Administration Workspace > Induction for Academics. The left sidebar contains a menu with 'Overview', 'Announcements', 'PostEm', 'Gradebook', and 'Markbook'. The 'Markbook' item is highlighted with a red box. The main content area shows the 'MARKBOOK' header with tabs for 'Markbook Items', 'All Marks', 'Course Marks', 'Markbook Setup', 'Course Mark Options', and 'Import Marks'. The 'All Marks' tab is highlighted with a red box. Below the tabs, there are three buttons: 'Export as PDF', 'Export Markbook', and 'Export for Excel', all highlighted with a red box. The average course mark is displayed as 'Average Course Mark D (70%)'.

Course Marks

Go to **Markbook** and click on the **Course Marks** tab at the top.

In the Course Grades screen, you also have several options:

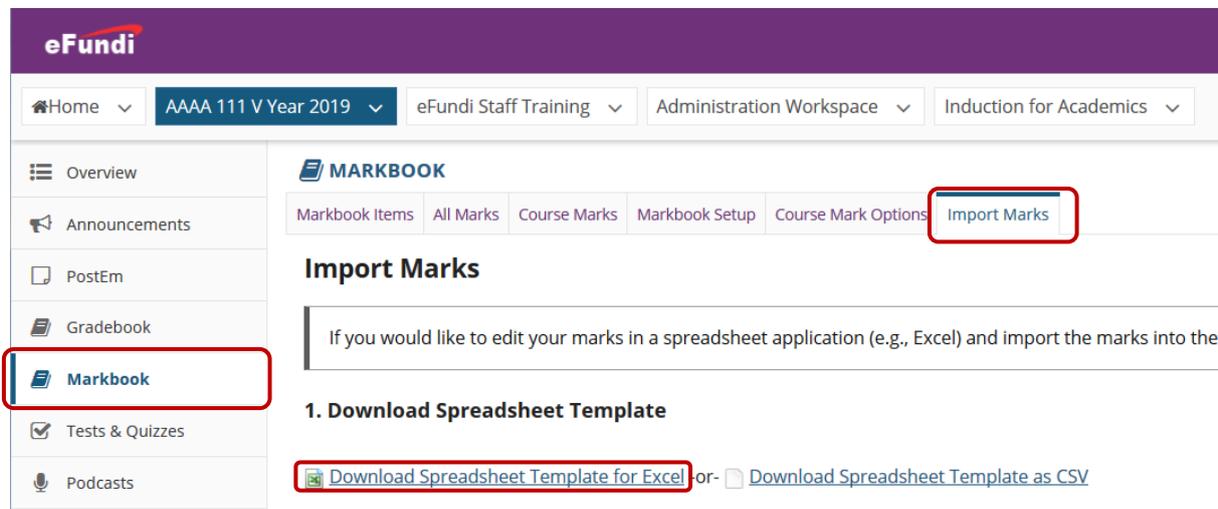
- Choose the desired export format from the Export grades as drop-down menu. You may choose from **PDF**, **CSV**, or **Excel**.
- Click the **Download** button to download the export file to your computer.
- You may also click **Data Options** to modify the settings for the data that will be included in the export.



The screenshot shows the eFundi Markbook interface. The top navigation bar includes the eFundi logo, 'Sites', and a user profile 'ELNE'. Below this is a breadcrumb trail: Home > AAAA 111 V Year 2019 > eFundi Staff Training > Administration Workspace > Induction for A. The left sidebar contains a menu with 'Overview', 'Announcements', 'PostEm', 'Gradebook', 'Markbook', 'Tests & Quizzes', 'Podcasts', 'Statistics', 'Site Info', and 'Help'. The 'Markbook' item is highlighted with a red box. The main content area shows the 'MARKBOOK' header with tabs for 'Markbook Items', 'All Marks', 'Course Marks', 'Markbook Setup', 'Course Mark Options', and 'Import Marks'. The 'Course Marks' tab is highlighted with a red box. Below the tabs, there are three buttons: 'Export as PDF', 'Export Markbook', and 'Export for Excel', all highlighted with a red box. The average course mark is displayed as 'Average Course Mark D (70%)'. The 'Marking Table' section shows a table with columns for 'Student Name' and 'Student ID'. The 'Export grades as' dropdown menu is highlighted with a red box, showing 'CSV' selected, and the 'Download' button is also highlighted with a red box.

Import Grades

Go to **Markbook** and click on the **Import Marks** tab at the top, then click the **Download Spreadsheet Template for Excel** option, and save the document to your computer.

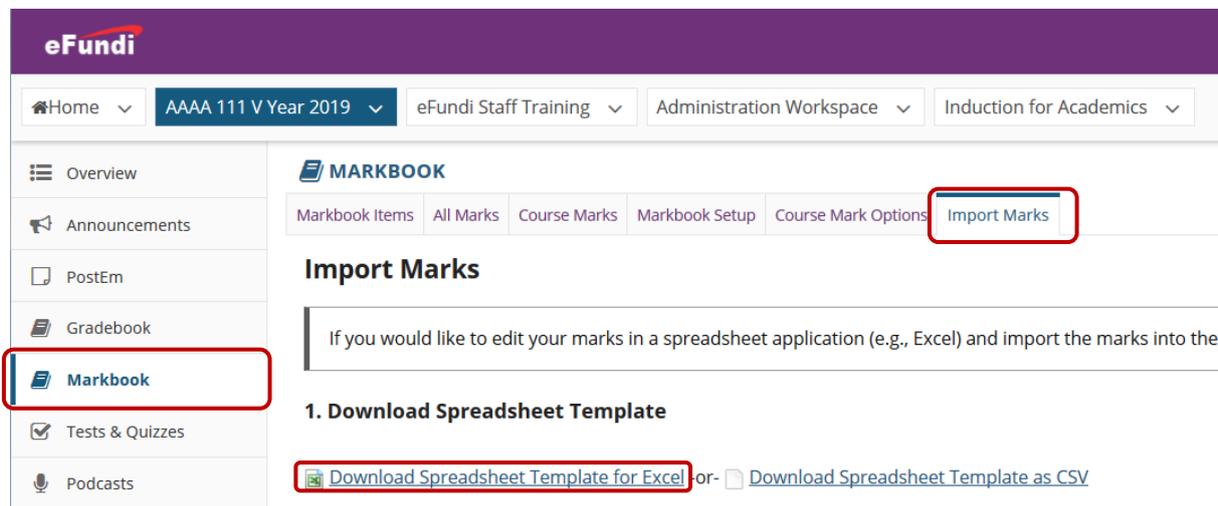


The screenshot shows the eFundi Markbook interface. The top navigation bar includes the eFundi logo and several dropdown menus: Home, AAAA 111 V Year 2019, eFundi Staff Training, Administration Workspace, and Induction for Academics. On the left sidebar, the 'Markbook' option is highlighted with a red box. The main content area is titled 'MARKBOOK' and has several tabs: Markbook Items, All Marks, Course Marks, Markbook Setup, Course Mark Options, and 'Import Marks', which is also highlighted with a red box. Below the tabs, the 'Import Marks' section contains a text box with the instruction: 'If you would like to edit your marks in a spreadsheet application (e.g., Excel) and import the marks into the'. Underneath, there is a heading '1. Download Spreadsheet Template' followed by two options: 'Download Spreadsheet Template for Excel' (highlighted with a red box) and 'Download Spreadsheet Template as CSV'.

How to import grades

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Go to **Markbook** and click on the **Import Marks** tab at the top, then click the **Download Spreadsheet Template for Excel** option, and save the document to your computer.



This screenshot is identical to the one above, showing the eFundi Markbook interface with the 'Import Marks' tab and the 'Download Spreadsheet Template for Excel' option highlighted with red boxes.

Use this template to enter or adjust grades as needed.

Important: You must create all items before downloading the template. New items cannot be added using the template.

Next, you will upload the edited spreadsheet template. Click on the **Choose File** button.

3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename * **Choose File**

Import Spreadsheet

Click the **Browse** button, locate your file and then click **continue**.

Upload a spreadsheet (csv or xls format) to Loading Dock

Your Spreadsheet file must be saved in csv or xls format.
One column of your file must contain individual's usernames.
The first row of your file must contain headings for the columns.

Upload local file
Browse... No file selected.

Items to attach
Markbook test.xls

Upload local file
Browse... No file selected.

or a URL (link to website) **Add**

Continue **Cancel**

3. Import Spreadsheet

Click Choose File, then Browse to select the file you saved in step 2, then click Import Spreadsheet.

Filename * Markbook test.xls **Choose File**

Import Spreadsheet

Click the **Import Spreadsheet** button to start the import.

Verify that the grades have been imported correctly, then click **OK**.

Verify Mark Import

You are importing a spreadsheet file with:

- 3 markbook item(s)
- 6 students

Below is a display of the contents of your spreadsheet. If it is not correct, click the Back button, make changes to your file, and import it again.

Student Name	Student ID	Class Test 1 [100]	Class Test 2 [100]
Test Test	s71	60	80
Test Test	s74	40	90
Test Test	s73	100	100
Test Test	s70	80	70
Test Test	s75	20	60
Test Test	s72	90	75

OK **Back**

A confirmation message will appear on the next screen to confirm successful upload.

Import Marks

If you would like to edit your marks in a spreadsheet application (e.g., Excel) and import the marks into the markbook, then follow the steps below:

Your spreadsheet has imported successfully

How does extra credit work in Markbook?

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The extra credit (EC) feature in Markbook can be enabled (1) at the item level or (2) at the category level.

Title *

Gradebook Item Point Value *

Extra Credit

Due Date (mm/dd/yy)

Category

To enable EC at item level, choose the Extra Credit check box in the item settings.

To enable EC at category level, choose the Extra credit check box next to the category in the **Gradebook Setup**.

Category	%	Extra Credit	Gradebook Items	Remove
<input type="text" value="Category 1"/>	<input type="text" value="20"/>	<input checked="" type="checkbox"/>	2 item(s)	Remove
<input type="text" value="Category 2"/>	<input type="text" value="20"/>	<input type="checkbox"/>	2 item(s)	Remove
<input type="text" value="Category 3"/>	<input type="text" value="20"/>	<input type="checkbox"/>	0 item(s)	Remove
<input type="text" value="Category 4"/>	<input type="text" value="20"/>	<input type="checkbox"/>	1 item(s)	Remove
<input type="text" value="Category 5"/>	<input type="text" value="20"/>	<input type="checkbox"/>	0 item(s)	Remove

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. No points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

Note: It is important that you **DO NOT** make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.

Important: Remember that the official NWU student marks system does **NOT** allow for extra credit. Using this feature might result in issues at the end of the semester.