

LEA Online Gradebook Guide

Your Online Gradebook in LEA will allow you to use a number of features to manage your grades for your courses in LEA. You can enter your grades for each assignment, check your course and student statistics, and enter your mid-term assessments and final grades.

This guide will show you how to use the features in your Online Gradebook. To use many of the features in your Gradebook you will first need to create an evaluation chart. For step by step instructions on creating evaluation charts in LEA, check the Creating Evaluation Charts LEA Guide.

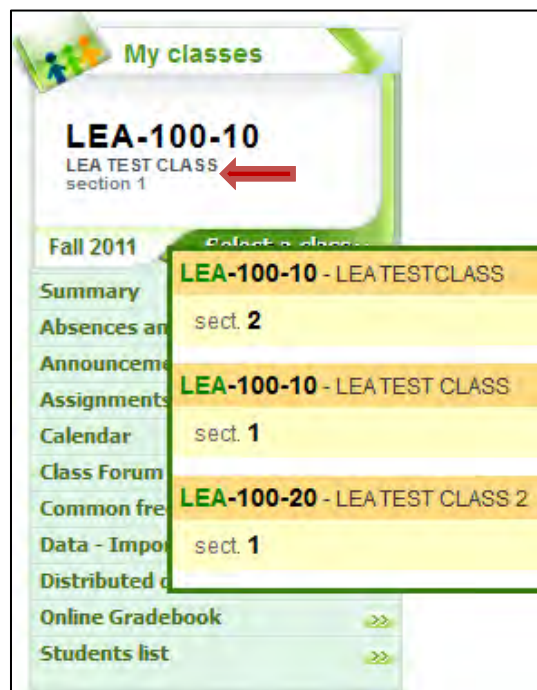
You can use this guide to do the following:

- [Access your Gradebook for a specific course](#)
- [Enter your grades for an assessment](#)
- [Read the Assessment Summary](#)
- [Submit your Mid-Term Assessment](#)
- [Submit your final grades](#)

Access your Gradebook for a Specific Course

Each of your courses in LEA will have its own gradebook. When you access any of the Gradebook features, make sure you are in the right course first.

- You will see your course displayed in the white section in your *My Classes* menu on the left hand side.
- If this is not the course you want, first make sure you have the right semester selected (Fall/Winter/Summer). Then select your course from the dropdown menu under *select a class*.



Enter Your Grades for an Assessment

Once you have set up an evaluation chart for your course, you can enter your grades for your assessments directly in LEA. This will allow your students to see their grades in their LEA.

- To enter your grades for an assessment, click on *Enter results* under *Online Gradebook*.

- You will be shown a copy of your evaluation chart. Click on the name of the assessment you would like to grade from the chart.

Assessments	Out of	Weight	Nb of captured marks	Assessment Date
Grammar test #1	40	10% / 2	26	Sep 27, 2011
Grammar test #2	25	10% / 2	26	---

- You will be taken to the Assessment marks page for that assessment. Here you will see a list with all of your students and a space to enter each grade.

- Enter your grades on the grade point (denominator) value that you assigned for the assessment. If you forgot what grade point value you assigned you can see it listed next to Mark/ at the top of the table.

o Note: To make things easier, grade your assignments on the same grade point denominator.

- Note: you don't have to worry about finding the percentage value of the assignment for the final grade. Simply enter the grade point value and LEA will convert the grade to the percentage you designated when you created the assessment.

- If you would like to add a bonus point or a penalty for the assignment, click on either *Add a Bonus points column* or *Add a Penalty points column*. This will add a column to the

Student number	Section	Last name, First name	Mark / 40	Feedback	Mark after adjustment	Comments
00063			20	+ 1	21	
00063			27	+ 3	30	
00063			29	+ 2	31	
00063			17	+ 3	20	
00063			18	+ 1	19	
00063			15	+ 2	17	
Average:			25.4 63%		27.5 69%	
Median:			26.0 65%		28.0 70%	
Standard deviation:			4.8		5.1	
Grades distribution:						

assessment grid which will allow you to add points (bonus) or subtract points (penalty) to a student's grade. The grade plus the bonus/penalty will be calculated and entered into the next column entitled *Mark after adjustment*.

- You can also send comments to your students when you post their grades. To send a comment to the whole class click on the large blue *Add a comment* bar in the upper left. To send a comment to a single student or a group of students, click on the paper icon under the *Comments* column.
- If you are sending a comment to the whole class, you will be taken to the *Add a comment intended for the entire class* page. Here you can enter your comment in the text box area and click on save. When you click on save it will store the comment in the system with the grades. The comment will only be sent out when you choose to send out the grades.
- To edit or delete a class comment, click on the paper icon in the upper left and edit the comment and save it, or choose delete.
- If you would like to send the comment to one student only, make sure to click the paper icon next to their name. You will be taken to the *Add a comment* page. Then enter your comment in the text box area and make sure that the option *only to the student...* is selected. Then click on save. The comment will only be sent out when you choose to send out the grades.
- To edit or delete an individual comment, click on the paper icon next to the students name and edit the comment and save it, or choose delete.
- If you would like to send a comment to a selection of students, click on the name of at least one student who will receive the comment. Enter your comment in the text box area and make sure that the option *to the selected students...* is selected. When you click on save you will be taken to a list of all the students in the course. Select the students who will receive the comment and then click ok. The comment will only be sent out when you choose to send out the grades.

Add a comment intended for the entire class

Please input your comment:

This comment will be available to all students of the class.

Saving the comment will publish it immediately.

Save Cancel

Add a comment

Please input your comment:

This comment will be available:




only to the student *student name (student number)*

to the selected students (you will be able to select these students after you click on 'OK')

Saving the comment will publish it immediately.

Save Cancel

- You can also get statistics for the assignment just under the section for entering the grades. You can get the class averages with and without the adjustments for bonuses and penalties.
- When you have finished entering your grades and comments you can choose when to send the grades to the students
 - *Student's mark, comments and class average*: If you choose this option and click save the students will receive their mark, the comments and the class average right away.
 - *Student's mark and comments*: If you choose this option students will receive their mark and the comments right away.
 - *Do not communicate any information about this assessment*: If you choose this option students will not receive any information about their grades. If you are not finished entering the grades and comments for the assessment, you can choose this option and then come back and change your option when you are ready to have the grades sent to the students.
- Warning: It is always best if you keep a second copy of your grades. After you have entered the grades you must click on the save button to register them in the system. If for some reason you forget to hit save, there is no way to retrieve your lost work.

Average:	25.4 63%	27.5 69%	 Recalculate
Median:	26.0 65%	28.0 70%	
Standard deviation:	4.8	5.1	
Grades distribution:			

26 students, generated on 23 January 2012, 16:07:08 Import results from a spreadsheet

Please select elements of this assessment that will be available to the class students:

Student's mark, comments and class average

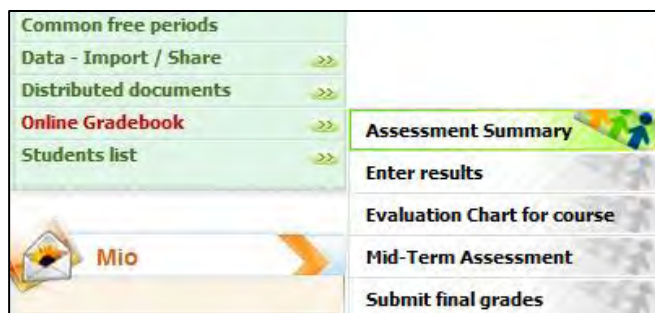
Student's mark and comments

Do not communicate any information about this assessment

Read the Assessment Summary

When you create an evaluation chart, LEA will automatically create your assessment summary. When you enter grades for your assessments, LEA will enter those grades in the assessment summary and calculate information such as class and assignment averages for you. You can use the assessment summary to see all of your students' grades and statistical information for the course.

- To access the Assessment Summary for a course, click on *Assessment Summary* under *Online Gradebook*.



When you click on *Assessment Summary* you will be shown a chart with all of the evaluations that you have created in your evaluation chart. If you have entered grades for some of these assessments, you will see the grades entered on the chart.

Here is a sample of an assessment summary:

Printable version Excel Version

Assessment Summary

603-101-MQ LITERATURE & COMPOSITION class 00063

Assessments Legend

1	Grammar test #1 (Sep 27)	7	Grammar quiz review (Dec 08)	11	Reading quiz 4
2	Grammar test #2	8	Grammar quiz 4	12	Reading quiz 5
3	Grammar quiz 1 (in-text exercises)	9	Reading quiz 1 Yellow Wallpaper (Sep 02)	13	In-class essay 1
4	Grammar quiz 2 Parallel list	10	Reading quiz 2 Everyday Use (Oct 04)	14	In-class essay 2
5	Grammar quiz Auxiliary Verbs (Dec 08)	11	Reading quiz 3	15	Final essay (Dec 10)

List sorted by: Last name, First name

Student number	Section	Last name, First name	Exams (10%)			Grammar quizzes (10%)					Reading quizzes (10%)					Essays			Current average	Final grade	Students excluded from calculations		
			1 /40 5%	2 /25 5%	Avg.	3 /1 2.5%	4 /5 2.5%	5 /20 2.5%	6 /14 2.5%	7 /7 2.5%	Avg.	8 /5 2.5%	9 /8 2.5%	10 /10 2.5%	11 /10 2.5%	12 /10 2.5%	Avg.	13 /10 10%				14 /15 15%	15 /25 25%
00063			21	8.5	3.9/10 39.2%	[0.00]	3.5	0	0	1.0	2.1/10 21.1%	[0.0]	3	7	7	4.4/8 55.0%	0.0	0.00	12.05	12.1/50 24.1%	33.2/88 33.9%	34	<input type="checkbox"/>
00063			30	18.5	7.45/10 74.5%	[1.00]	5.0	[18]	12	5.5	9.1/10 91.1%	[2.5]	7	8	8	8.7/10 86.9%	9.0	13.25	20.20	42.45/50 84.9%	52.9/100 52.9%	53	<input type="checkbox"/>
00063			35	0.0	4.4/10 43.8%	[0.00]	0.0	0	0	0.0	0.0/10 0.0%	[0.0]	0	0	0	0.0/10 0.0%	7.9	0.00	0.00	7.9/50 15.8%	13.3/100 13.3%	IN	<input type="checkbox"/>
00063			28	18.0	7.1/10 71.0%	[0.50]	4.0	19	7	[0.0]	6.9/10 69.8%	5.0	[0]	10	8	9.3/10 92.5%	9.2	12.50	23.30	45.0/50 90.0%	86.9/100 86.9%	87	<input type="checkbox"/>
00063			27	17.0	6.8/10 67.8%	[1.00]	4.0	14	[8]	5.0	8.0/10 80.4%	2.5	[0]	8	7	6.6/10 65.0%	7.4	10.00	19.70	37.1/50 74.2%	76.1/100 76.1%	76	<input type="checkbox"/>
00063			20	0.0	2.5/10 25.0%	[0.00]	4.0	0	0	0.0	2.0/10 20.0%	[0.0]	0	0	0	0.0/10 0.0%	0.0	0.00	0.00	0.0/50 0.0%	16.5/100 16.5%	17	<input type="checkbox"/>
00063			28	18.0	7.1/10 71.0%	[1.00]	5.0	[14]	12	6.0	9.3/10 92.8%	[0.0]	7	0	6	4.4/10 44.4%	8.0	10.75	19.25	38.8/50 77.2%	76.8/100 76.8%	77	<input type="checkbox"/>
00063			28	15.5	6.6/10 66.0%	[0.50]	[0.0]	0	0	3.5	2.5/10 25.0%	2.5	[0]	4	4	3.3/10 32.5%	6.7	7.75	13.95	28.4/50 56.8%	54.4/100 54.4%	54	<input type="checkbox"/>
00063			19	0.0	2.4/10 23.8%	[0.00]	0.0	0	0	0.0	0.0/10 0.0%	[0.0]	0	0	0	0.0/10 0.0%	5.4	0.00	0.00	5.4/50 10.8%	10.8/100 10.8%	11	<input type="checkbox"/>
00063			17	10.0	4.1/10 41.2%	[0.00]	0.0	0	0	0.0	0.0/10 0.0%	5.0	8	[0]	0	5.8/10 57.5%	7.3	9.00	15.50	31.8/50 63.6%	51.1/100 51.1%	51	<input type="checkbox"/>
Number of students:			26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	—
Average:			27.5	9.4	53.3%	0.49	2.3	8.0	4.3	2.0	43.46%	1.6	3.3	4.1	4.2	3.9	45.6%	6.1	6.9	11.9	49.7%	50.7%*	
Median:			28.0	12.8	58.5%	0.5	2.3	0.0	0.0	0.0	23.1%	0.0	1.5	3.5	5.0	2.0	51.0%	7.1	8.9	15.2	60.1%	53.7%	
Standard deviation:			5.1	3.0	19.0%	0.4	2.1	8.8	5.0	2.4	38.2%	2.1	3.5	4.1	3.6	4.2	35.7%	3.1	4.9	9.1	31.4%	30.6%	
Grades distribution:			1	2		3	4	5	6	7		8	9	10	11	12		13	14	15		Total	

26 students, generated on 18 January 2012, 16:55:29
 * The average shown is calculated using student grades shown on this page. If this course is part of a class (linked sections), the average displayed to the student will be calculated using all the grades of students belonging to this class.

DISPLAY LEGEND

- mark: A blue-colored assessment mark indicates that the student already consulted that grade.
- [mark] An assessment mark shown between brackets indicates that this result will be discarded when calculating the category average and the student's final grade.
- The student has a comment common to the whole class for the assessment.
- The student has a comment common to the whole class and a private comment for the assessment.

Grades distribution
Reading quizzes

603-101-MQ LITERATURE & COMPOSITION class 00063

- In the upper left hand corner of your assessment summary you will see a section entitled *Assessment Legend*. This is a listing of all of the assessments you have created for the course. They are each given a number, which corresponds to their number in the chart below. If you assigned a due date to the assessment, it will appear in the Assessment Legend next to the assessment name.
- Down the left hand side of the assessment chart you will have the names and numbers for all of your students registered in the course. If your assessment summary is very wide, the section with the student names and numbers will scroll horizontally so you can easily match the student to the grade in the chart.
- Across the top of the chart you will have each of your assessments listed. The assessments are automatically grouped by category.
- On the right hand side of the chart you will see the information concerning the overall averages for the course.
- On the right hand side of the chart, above the overall averages, there is a dropdown menu that will allow you to change how the chart is sorted.

Assessment categories

Your assessment chart will include important information about your assessments in the section along the top.

- Each of your assessments will be grouped by category. The category title will be highlighted in grey above the assessments. Next to the title you will find the percentage value for the whole category if you chose to have a fixed percentage weight for that category when you created your evaluation chart.
- Below the category title you will see listed each of the assessments under that category. Each assessment will be given a number and a short name that corresponds to the numbers given in the Assessment Legend above. For each assessment, you will see the points value (denominator) for the assessment as well as its percentage value towards the final grade.
- Highlighted in grey, on the right hand side of each category, you will see a column for the average for this assessment.

Reading quizzes (10%)						Essays			
8 Read /5 2.5%	9 Read /8 2.5%	10 Read /10 2.5%	11 Read /10 2.5%	12 Read /10 2.5%	Avg.	13 In-c /10 10%	14 In-c /15 15%	15 Fina /25 25%	Avg.

Reading student grades

- If you read across a row for a particular student you can see all the information about that student's grades.
- If a grade has been entered for a particular assessment, you will see the grade listed in the column for that assessment. The grade shown will be the grade point value for the assessment and not the percentage value.
- If no grade has been entered for an assessment the box will appear empty.
- If a grade appears in blue a student has checked their mark for that grade. If it appears in black they have not checked their grade.
- Grades that appear in parentheses [] are grades that will be dropped from the overall calculation if you chose to drop assignments when you created your categories in your evaluation chart.
- The grey column on the right hand side of each category shows the student's average for that category. You will see both a grade as a point value (denominator) and a percentage grade. Be careful with the point value grade, as the denominator is not the total of all the point value denominators in this category. The denominator value is actually the percentage value for all the assessments in the category. The percentage value is then the percentile average for all the graded assessments in that category.
 - Note: If a student did not receive a grade for an assessment, LEA will calculate their average only for those assessments that have been graded. You will know if an assessment has been excluded from the average by looking at the denominator value in the averages column. In our example the final mark should be on 10; however, the first student has a grade on 8. This means that one of their assessments has not received a grade, so the total is being calculated without that assessment.

Reading quizzes (10%)						Essays			
8 Read /5 2.5%	9 Read /8 2.5%	10 Read /10 2.5%	11 Read /10 2.5%	12 Read /10 2.5%	Avg.	13 In-c /10 10%	14 In-c /15 15%	15 Fina /25 25%	Avg.
[0.0]	3	7	7		4.4/8 55.0%	0.0	0.00	12.05	12.1/50 24.1%
[2.5]	7	8	8	10	8.7/10 86.9%	9.0	13.25	20.20	42.45/50 84.9%
[0.0]	0	0	0	0	0.0/10 0.0%	7.9	0.00	0.00	7.9/50 15.8%

- If a student received a comment with their assessment grade, you will see an orange or green square next to that grade. A green square indicates a comment sent to the whole class, an orange square is a comment sent to just that student. If you hover your mouse over the squares you can see the comments.

Reading the average and final grade for a student

- On the right hand side of the assessment summary chart you will find information about a student's average and final grades.

Current average	Final grade	Students excluded from calculations
33.2/98 33.9%	34	<input type="checkbox"/>
52.9/100 52.9%	53	<input type="checkbox"/>
13.3/100 13.3%	IN	<input type="checkbox"/>

- Under the column entitled *Current Average*, you will find the student's average up to that point in the semester. You will know if an assessment is missing from the calculation if the total is not over 100. The percentage grade indicated is the percentage value of the student's grade based on the assessments that have already been graded. This number will help you to get an idea of how the student is doing in the course and can be useful information at the time of mid-term assessments.
- The column entitled *Final grade* will only appear once you have submitted the final grades for the course. It will indicate the final grade submitted.
- The last column, entitled *Students excluded from calculations* allows you to exclude the selected student from the class average calculations.

Reading course statistics

- At the bottom of your assessment summary you can find all of the statistical information on your course. If you follow the rows, you can get information on the class average, median and standard deviation for each assignment and each category.

Number of students:	26	26	26	26	26	26	26	26	26	26
Average:	27.5	9.4	53.3%	0.49	2.3	8.0	4.3	2.0	43.46%	50.7% *
Median:	28.0	12.8	58.5%	0.5	2.3	0.0	0.0	0.0	23.1%	53.7%
Standard deviation:	5.1	8.0	19.0%	0.4	2.1	8.8	5.0	2.4	38.2%	30.6%
Grades distribution:	1	2		3	4	5	6	7		Total

- Your class average, median and standard deviation will be listed under the *Current average* column on the bottom right of your chart. Keep in mind that this class average is calculated based on the marks in your assessment grid. It may not reflect the final class average for the course.
- You can also get a graph of the grade distribution for each assignment, each category and the whole class.
 - To see a graph of a particular assignment, click on the number in the column for that assignment in the *Grade distribution* row.
 - To see a graph for a category, click on the graph icon under the column for that category in the in the *Grade distribution* row.
 - To see a graph for the whole course, click on *Total* under the *Current average* column in the *Grade distribution* row.

Printing your assessment summary

- You can print your assessment summary by clicking on the *Printable version* icon in the top left hand corner.
- When you click on the printable version, you will see a dialogue box that will give you a number of options for your document. Here you can choose which information will show up on your chart.
 - Standard version: Will print your assessment summary with all of the information.
 - Public display version: Will print your assessment summary without student names or numbers.
 - Advanced version: Will allow you to choose which information will be displayed from your assessment summary. Choose this option if you only want to print certain portions of the summary



Parameters

Please select list type:

Standard version
Most important information will be displayed

Public display version
Student names will not appear on the list

Advanced options
You can choose which information you want to be displayed on the list

Select the sorting criterion:

List sorted by: Student name ▼

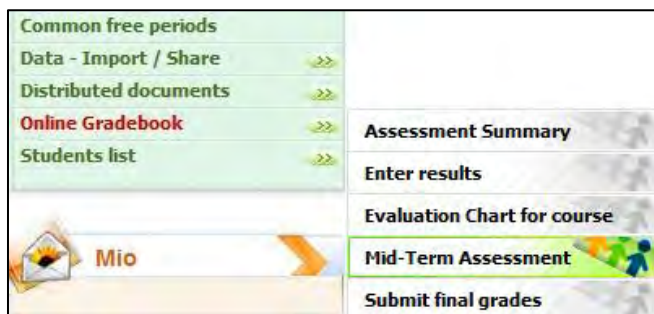
Please select the desired font size:

Font size: Small ▼

- You can change how the assessment summary will be sorted with the options in the pulldown menu under *Select the sorting criterion*.
- You can also choose the font size for your chart between small and medium under *Please select the desired font size*.
- Once you have chosen how you want your assessment summary displayed, click on continue. You will see a preview version of the chart and your printer options will appear.
- Note: When you print your chart your printer will either try to shrink the image so that it fits on one page, or print the chart at the same size, but not include anything that goes off the page. Unfortunately, there is no easy way to adjust this. The best option would be to create an Excel file and print it from there.
- You can also create an Excel file version of your summary by clicking on the *Excel version* in the top left hand corner. When you click on the *Excel version* icon you will see the same options for choosing the chart layout as you would if you were printing.
- Note: You need to have a copy of Excel on your computer to be able to open and save the assessment summary as an Excel file.

Submit your Mid-Term Assessment

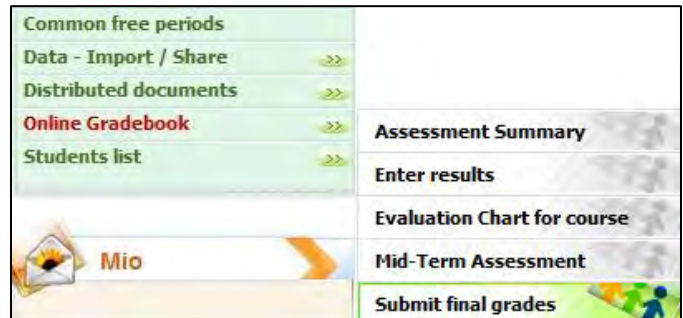
- To submit your mid-term assessment for a course, click on *Mid-Term Assessment* under *Online Gradebook*.



Submit your final grades

Once you have set up your evaluation chart and entered your students' grades, it is really easy to submit your final grades. You do not need to have an evaluation chart to use the Submit Final Grades feature of your Online Gradebook. If you do not have an evaluation chart, the system will simply ask you to enter the grades manually. If you have an evaluation chart, the system will ask you if you would like to transfer the grades from your chart. You will still be able to make adjustments before you send in your grades.

- To submit your final grades for a course, click on *Submit final grades* under *Online Gradebook*.



- If you have not entered a grade for certain students or certain assignments, LEA will warn you of this before you submit your final grades.
- If there are grades missing, you will see a list of each assessment that is missing grades, and how many grades are missing from that assessment. If you click on the assessment name in blue, you will be taken directly to the Enter Results page for that assessment, where you can add the missing grades. Make sure to click save at the bottom before returning to the final grades submission page.
- If you do not wish to enter grades for that assessment, you can choose the option *transfer the computed averages to the final grade submission form* in blue at the bottom of the page.
 - Note: You may choose not to enter the missing grades for a student that was given an exemption for a particular assignment. If you leave the grade blank in the evaluation chart, the student's final grade will be calculated based on the assignments that they did complete.
- If you do not wish to transfer any of the grades from the evaluation chart, click on the blue text that reads *Go to the Final Grades Submission Form WITHOUT transferring the computer averages*.

The final computed average for every student will now be transferred to the final grades submission form. You will be able to send those grades as is, or modify them as you wish before final submittal to the College.

IMPORTANT: EMPTY GRADES LEFT

Omnivox has noticed that you have not entered evaluation grades to some of your students. For each student in this situation, those for which at least one evaluation grade is missing, you will need to enter the final grade by yourself on the Final Grades Submission Form.

If you wish to complete the missing evaluation grades, you can go back to the evaluations screen to enter the missing grades, such as 0 (zero), by clicking on the evaluation below.

Assessments containing at least one empty grade:

Test	32 empty grades
Test 2	38 empty grades

TIPS

If you wish to go ahead and submit your final grades, Omnivox will still display the number of points obtained by the student until now and his average in percentage in order to assist you in determining the final grade. For example, Eric until now has 52/80, which corresponds to a 65% average.

If you consider that an evaluation grade that you have not entered corresponds to zero, you should enter, as the final grade, the number of points obtained by the student (in our example: 52).

However, if you consider that an evaluation that you have not entered corresponds to an exemption, you should enter, as the final grade, the student's current average (in our example: 65).



Transfer the computed averages to the final grades submission form

[Go to the Final Grades Submission Form WITHOUT transferring the computed averages](#)

[Select another class](#)

- If you choose to include your grades from the evaluation chart, you will see the final grade from the evaluation chart next to each student's name under the *Current average* column. LEA will automatically copy this grade over to the *Final grade* column. You can change the grades in this column if you wish.
 - Note: If you did not enter all of the grades for a particular student, the student's average will be listed over a total that is less than 100 and the final grade box will be left blank. The average listed will be the average for all graded assessments. If you have a student that was excused from completing a particular assignment, you can use this grade as their average for the course.
- Once you have finished entering all of your grades, check them over carefully. If you make a mistake and click submit, you will have to contact the Registrar's to make the correction.
- Once you have made certain all your grades are correct, enter your Omnivox password in the box and then click the *Submit to the College* button.

Final Grade Submission

603-102-MQ FORMULA FICTION class 00020
38 students

Quick Instructions
 - Please input grades (on 100) for every student in the class.
 - To move to the next field, you can use the **TAB** or **ENTER** key on your keyboard.

List sorted by: Last name, First name ▾

Student number	Section	Last name, First name	Current average	Final grade
	00020		64.0/100 64.0%	64
	00020		54.0/100 54.0%	54
	00020		30.0/80 37.5%	
	00020		46.0/100 46.0%	46
	00020		22.0/100 22.0%	22
	00020		62.0/100 62.0%	62
	00020		70.0/100 70.0%	70
	00020		72.0/100 75.0%	72
			Average: 70.6%	60.4
			Median: 75.0%	64.0
			Standard deviation: 11.6%	16.7

Recalculate the average, the median and the standard deviation

GRADE SUBMISSION FOR THIS CLASS

Warning: once the grade for this class are submitted to the College, you will not be able to modify them unless you contact the Registrar's Office at 514.744.7100. For Continuing Education, please contact the Continuing Education Office at 514.744.7500 x7035 or x7898. Before you hand in the grade to the College, please check for any errors in the grades you have entered on this screen.

Password:

Select another class

Please note that the final class average shown above may differ from the students class averages on transcripts, since the class average on transcript is not a standard average but is calculated based on specific rules from the ministère, namely by bringing to 30 any grade under 30.