
Tip sheet – Using gradebook

The grades for every assessment should be recorded in FLO. This has several benefits:

- Students have a consistent way of accessing grades
- Feedback and grades can be easily returned
- Final grades can be processed more efficiently
- Standardisation reduces the number of errors made
- Grades are recoverable in case of an emergency

Topic total/final grade

- Hide your topic's total mark from your students. Because final grades are reviewed at Exam Board, the grade in the Student System may not match what is recorded in FLO.
- During Exam Board the topic total will be rounded off to the nearest whole number (e.g. 74.4 becomes 74, 74.5 becomes 75).



Gradebook setup

Simplicity

The gradebook works best for students when it matches what's in the SAM and what's in FLO.

- Put your assignments in a logical order or group similar activities together (e.g. weekly quizzes).
- The [weightings](#) should add up to 100, and should match the percentages in the SAM.
- The names of your assessments should match what is in the SAM.
- Use a consistent naming structure for your assessments and activities, as it will make it easier for people to find things. If you are setting up a gradebook, try to use the default weightings and categories instead of formulas.
- If you have a unique situation that requires a custom formula, talk to your [eLearning team](#) to make sure there aren't any unintended consequences.

Accuracy

- Topic coordinators should check the gradebook for errors at the end of the semester. The easiest way to do this is to manually calculate the grades of a couple of students and check it against the topic total in FLO.
Try not to leave it until the last minute – do it a couple of weeks before exam board.
- You can view the gradebook as a student to check what they can (and can't) see. To do this, open the user report, select the student's name and then select 'View as a user'.

Letter grades

You can [display grades as letters](#) instead of numbers, but there are a few issues to be aware of.

- To set a letter grade, enter a numerical value and then change how the mark displays in FLO. It may seem like a backwards approach, but it makes it much easier to calculate the topic total and significantly reduces the chance of accidental errors.
- If showing grades, consider doing it for every assessment, to reduce confusion.
- For the grade to display correctly, the numerical mark needs a minimum of two decimal places.

Large student numbers

- If your topic has lots of students, turn on group mode in your topic's settings to filter your gradebook by groups. This will also add group mode to any new activities, but you can turn it off in any activity where it is not required.

Marking tips

Use the following tips to save time when marking your assessments.

- Assignments have a built in feature to process [resubmissions](#) and don't need a separate drop box.
- Pick a maximum grade that works best for your assessment and don't worry about how it will affect the gradebook. The gradebook can generally be set up to meet your needs.
- Don't change the number of decimal places of individual assessment items, as it can distort student's expectations of the final grade.
- To record grades for an assessment without a submission [create an assignment purely designed to records marks](#).



Entering grades directly into gradebook

Avoid entering marks directly into the gradebook as it can create unexpected problems.

- Grades entered directly into the gradebook will permanently override what is entered in an assessment/ activity. This should only be done in exceptional circumstances.
- Grades overridden in the gradebook do not show inside the activity.
- Tutors cannot enter grades directly into the gradebook. If you want tutors to enter marks, [create an assignment that does not require a submission](#).