

## Setting Grade Preferences

### Grade Templates

There are two ways to set grade preferences: Globally or Individually. To set grade preferences globally, on the blue menu across the top of your page, hover your mouse pointer over **Instructor**. A drop-down menu will give you the option to select **Grade Preferences**. Click on this and it will take you to the following screen.

Figure 1: Setting Global Grade Preferences

Class Management | Instructor | Help

Grade Preferences

For help on this page click here.

#### Grade Preference Templates

Instructor Default  
Homework  
Test

Please Select...

#### Instructor Default Template

##### Grade Preferences for the Following question types: Equations, Numeric, Multiple Select

Students are allowed to access Hints?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Deduction for each accessed Hint	3 (% of part value) Range: 0 to 100
Number of allowed Submission Attempts	5 (number of attempts) Range: 1 to 20
Deduction for each Incorrect Submission Attempt	4 (% of part value) Range: 0 to 100
Students are allowed to access Feedback?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Deduction for each accessed Feedback	5 (% of part value) Range: 0 to 100
Students are allowed to access the Correct Answer?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Deduction for accessing Correct Answer	100 (% of part value) Range: 0 to 100
Max. % for Late Work	50 (% of part value) Range: 0 to 100
Randomize Variables?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Randomize Phrases?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Final Answer Partial Credit Allowed?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save Preferences

#### Grade Schema for Multiple Choice

For multiple choice questions (where N choices are available), the number of attempts students are given is the number of choices minus one (N-1). The deduction for each incorrect submission is equal to  $\%deduction = 100/(N-1)$ .

**Note:** If the deduction for incorrect submissions in the table above is equal to 0, the deduction amount for multiple choice incorrect submissions will also be set to 0. In this case the number of submission attempts is also changed and is equal to the 'Number of Allowed Submission Attempts' specified in the table above.

#### Grade Schema for True/False

For True/False questions students are given one attempt and deduction amount for an incorrect answer is 100%.

**Note:** If the deduction for incorrect submissions in the table above is equal to 0, the deduction amount for true/false incorrect submissions will also be set to 0. In this case the number of submission attempts is also changed and is equal to 2.

On the left side of the *Grade Preferences* screen is a panel that allows you to create Templates for grade preferences. At the bottom of this panel is a drop-down menu which will allow you to add or delete a template. If you elect to not create any templates, the default grade preferences for each assignment will remain as is shown in the window on the right side of this screen. Use the drop down menu under *Grade Preference Templates* to select **Add Template**.

Figure 2: Adding Grading Template

#### Grade Preference Templates

Instructor Default

Please Select...

Please Select...  
Add Template

#### Grading Template Options -ADD

Homework

Save Cancel

Type in the name of the preference you wish to add, and click the *Save* button. With the panel on the right, you can set your preferences for that template you just named. In **Figure 3** the preferences have been set to the default values,

which allow the students to access Hints, but 4% of their grade for that assignment is deducted for each Hint accessed. They can make 3 submission attempts for each assignment, but lose 5% of their grade for time they make incorrect submissions. Finally, they can access Feedback, but lose 1% of their grade for each time Feedback is accessed. If you use the left scroll bar on the right of the window, you will find three more Grade Preferences you can change: Feedback Style allows you to choose between Socratic and Direct; students can be allowed to access the correct answer to each problem; and a percentage of the grade can be deducted for each problem the correct answer is accessed. When you have these preferences set click **Save Preferences** to save your work. Now when you create or edit an assignment, you can set the grade template for that assignment to adhere to these settings.

### Late Work Percentage

In the grade preferences table you will also see an item labeled “Late Work Percentage”. This allows you to give students an incentive to complete an assignment, even if the due date has passed. In the Assignment Management area you will be able to set a start date, due date, and end date for an assignment. Students will earn full credit for any work done between the start and due dates. For any work done between the due date and the end date, the student will earn whatever score they get, multiplied by the late work percentage. The Late Work Percentage is the credit the student will earn; and not the deduction percentage.

Example: You have an assignment with 10 problems and you have set the Late Work Percentage to be 75%. A student completes six of these problems perfectly, prior to the due date. The student is not able to attempt the other four problems at all. The student would have a 60 on the assignment as of the due date. If the student later completed the other four problems without error, they would earn an additional  $40 \times .75 = 30$  points, bringing their final grade to a 90

### Individual Custom Preferences

To set grade preferences individually, after you have created an assignment, in the *Assignment Edit Create* screen, pull down the menu next to *Grade Template* and select **Custom**. You will be given the *Assignment Custom Grade Template* screen, as seen in **Figure 3**.

Figure 3: Assignment Custom Grade Template

The screenshot shows the 'Assignment Custom Grade Template' interface for 'PHYS 112'. At the top, there are navigation links for 'Class Management', 'Instructor', and 'Help'. The assignment name is 'Homework 2' with a weight of 5 and a 'Custom' grade template. The description is 'Newton Law's'. Below this is a table of problems:

Add Question Pool	Prob #	Weight	Problems
Add To	Prob 1	1	5.3.5 x, 5.3.8 x, 5.3.13 x
Expand	Prob 2	1	5.6.1 x, 5.6.6 x
	Prob 3	1	5.7.8 x
	Prob 4	1	c5.6.1 x, c5.6.2 x

Below the table are sections for 'Books' (Expert TA: Introduction to Physics, Chapters: 1. Units and Physical Quantities) and 'Filter by Problem Difficulty and Type' (All Problems, 1 Easy, 2 Medium-Easy, 3 Medium, 4 Medium-Hard, 5 Hard, All Problems, Algebra, Calculus, Conceptual). On the right, there are sections for 'Assignment Dates' (Start: 08/29/2016, Due: 09/05/2016, End: 09/19/2016), 'Student Access To Solutions' (Until: 12/31/2016), and 'Additional Options' (Extensions, Security, Solution, Save Only, Save And Exit, Delete).

In this screen you can change the grade preferences for that assignment only, and when you are finished, click the **Save** button. To exit without saving, click the **x** button on the top right corner of the screen.