

## Preparing for Report Cards

### Ensure your term is weighted properly

1. In Simple View, ensure the whole course (top dropdown) is Weighted men of grades.
2. The **term category is weighted 100%** and other terms are 0 (eg Term 1 100 or 1)
3. Extra Credit boxes must be unchecked. These only appear in Simple weighted categories.
4. Click **Save** after making any changes in simple view

The screenshot shows the 'test101' course configuration. The 'Aggregation' dropdown is set to 'Weighted mean of grades'. Below it, 'Term 1' is set to 'Simple weighted mean of grades' with a weight of '100.0000'. 'Term 2' is also set to 'Simple weighted mean of grades' with a weight of '0.0000'. The 'Category total' for each term is set to '100.0'. Red callout boxes provide instructions: '1. Top Course must be weighted', '2. Current term must be 100 or 1. Others must be 0', and '3. Extra Credit checkboxes must be unchecked'.

### Enter final comments

1. Go to the Grader Report
2. Hide all categories by **clicking the icon next to the course name** until it shows Course total only

The screenshot shows the 'Grader report' for 'test101'. A red arrow points to a small icon next to the course name with the text 'click here to hide the categories'. The report table shows columns for 'Term 1', 'Term 2', and 'Term 3', each with 'achievement' and 'term X assign' categories. The 'Overall average' is shown as 'Ex'.

The screenshot shows the 'Grader report' for 'test101' with editing turned on. A red arrow points to a 'Turn editing on' button with the text 'click here to edit marks/comments'. The report table shows the 'Course total' and 'Overall average'.

3. **Turn on editing** to enter comments or adjust the grade
  - a. Type the comments.
  - b. Click **Update** when complete!


The screenshot shows the 'Grader report' for 'test101' with editing turned on. A student's name 'Ivana Ardesai' is highlighted in yellow. The 'Overall average' is '51.5'. A red arrow points to the comment field with the text 'Type comment in here. Limit to 255 characters'. Another red arrow points to the pencil icon with the text 'Click the Edit (pencil) icon to view/edit the entire comment.' A third red arrow points to the 'Update' button with the text 'Copy & Paste between comments between students.'

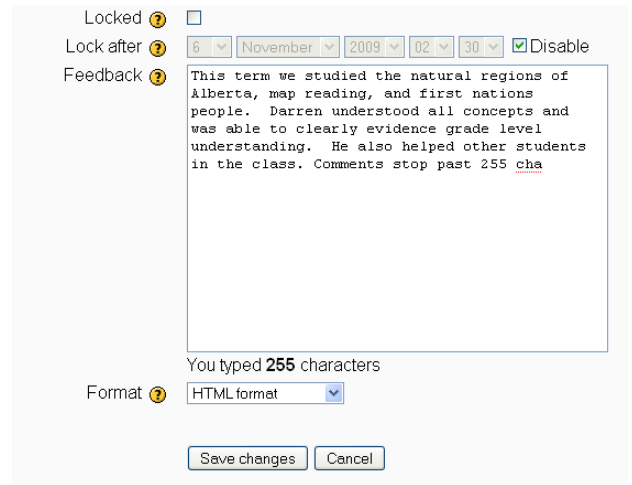
Type comment in here.  
Limit to 255 characters

Click the Edit (pencil) icon to  
view/edit the entire comment.

Copy & Paste between  
comments between students.

## Editing the Comment

1. click the **Edit** icon 
2. Type comments. **Spellcheck** will underline in Red when using **Firefox** browser. Right click to view suggested spelling.
3. **Comments imported into SIRS are limited to 255 characters.** The text box will not let you type past that. Also, type in 1 paragraph as SIRS will remove new paragraph lines and breaks. Open comments in SIRS Mark Entry to type more comments.
4. Click **Save Changes** when completed  
Comments may then be copied to other students



## If Pasting from Microsoft Word

Microsoft Word includes hidden HTML characters that need to be cleaned up. If you

paste comments from MS Word, you may see them show up as follows: Click the edit button Clean up Word icon to get rid of the extra characters.



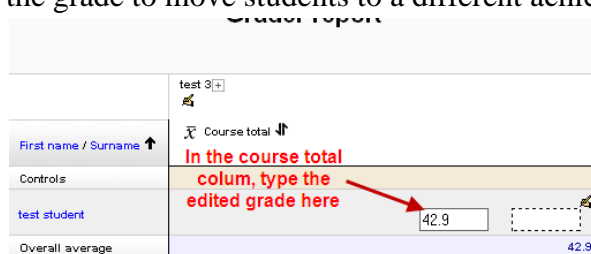
Remember to click Save Changes. You may notice `<p>` `</br>` characters in your comments. These can safely be removed.

## Overriding a Grade

**Be sure the final grade for each student makes sense!**

Adjustments may be made to the grade to move students to a different achievement indicator. The range is as follows.

Ex	80+
M	66-79.9
Dev	50-65.9
NY	0-50



Moving a student from a 42 to a 50 will give them a Dev.

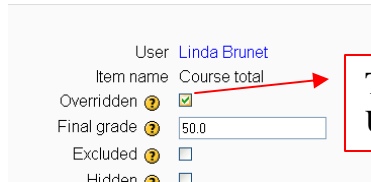
## To Override a grade

1. When editing the course total column, replace the grade with the edited grade.
2. Click the Edit button to turn off overriding
3. Click **Save Changes** when done



The screenshot shows a table with three rows. The middle row has a tan background and contains the text "Edited grades are highlighted with a Tan color" in red. To the right of this row is a column with input fields containing the values 66.7, 50.0, and 51.5. Each input field has a small "Edit" button to its right. A red arrow points from the "Edit" button of the middle row to a red-bordered box on the right.

1. Click here to turn off



The screenshot shows the Moodle gradebook override form. It includes the following fields:

- User: Linda Brunet
- Item name: Course total
- Overridden:
- Final grade:
- Excluded:
- Hidden:

A red arrow points from the "Overridden" checkbox to a red-bordered box on the right.

This box is checked when overriding. Uncheck to turn off overriding.

## Importing Marks/Comments into SIRS

Marks and comments will be imported from Moodle into SIRS. After that time, any changes made to Marks in Moodle will not be reflected on the report card. Changes must be made through SIRS. Contact the office for more details.