

Overview of the Gradebook

For every Course in Leo, there is a Gradebook:

- Each entry in the Gradebook can be manually adjusted and scores from the Gradebook can be exported to a spreadsheet (.CSV format) for use in other applications.
- Grades for each Course Section will also appear in students' Academic Portraits if the option is enabled.

Path: Home > Courses > [Course Screen] > Assessment > Gradebook

The screenshot displays the Leo application interface. At the top, the 'Courses' tab is selected in the navigation bar. The left sidebar shows the 'Assessments' menu expanded, with 'Gradebook' selected and the 'View' option highlighted. The main content area shows the details for 'Section: Medical Science, 5' for 'SOM 2021/2022'. The details include:

- Mapping:** Primary Mapping Section for Course
- Begin Date:** 2021-01-29
- End Date:** 2021-05-19
- School Year:** MED Second Year
- Campus:** Virtual1
- Your Role:** Admin
- Course Director:** Ann Alexander, Frank Clinician, Indira Nettleton, Leo Administrator, Teresa Aoki
- Course Coordinator:** Bart Steveman, Frank Clinician
- Staff:** Administrator, Leo, Dean, Staff, Iannuzzi, Bekah, Staff, New

NOTE: Only Users with sufficient access privileges can see and manage the Gradebook. Typically, these include the Faculty and Course Directors, that have been assigned to the Course and/or its Events, or Staff Administrators that have access to the entire curriculum.

However, this may be different at your school or program. Your local Administrator will know more about any specific access settings that are in place at your institution.

Gradebook Menu

Gradebook Nervous System 2020/2021 - Main Campus Close										
<div> <div>1</div> <div>Options ▾ Manage Categories Manage Assignments</div> <div>Show 10 entries</div> <div>Search In Results: <input type="text"/></div> </div>										
Last Name	First Name	Grade	Quizzes		Discussions		Assignments		Exams	
			Marvel Cinematic Universe Quiz	Total	Nervous System Discussion Board	Total	Nervous System Case Presentation	Total	Exam I	Exam II
Abbott	Ayden	70.48	No Score	--	15	75%	20	80%	57.38	
Aguirre	Ahmed	60.24	16	64%	20	100%	10	40%	67.21	
Alvarez	Frank	86.20	20	80%	20	100%	25	100%	100	
Andrade	Vance	81.63	20	80%	20	100%	20	80%	90.16	
Auer	Rosalia	66.47	21	84%	20	100%	7	28%	98.36	
Bahringer	Marisol	81.35	20	80%	20	100%	25	100%	73.77	

Manage Categories

1. Click the **Manage Categories** button. Use the Manage Categories window to add new categories and to adjust settings for existing categories (see below).

A **Category** in the Gradebook is what determines how the final grade for the Course can be calculated.

- Each Category can be assigned a percentage of the total grade.
- When these category percentages are totaled, they must equal 100%.

Manage Categories

Search... **Add Category**

Categories	Critical Score	Course Fail	Exclude	Released	Percentage	
Assignments	90.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10.00	
Course Discussion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.00	
Evaluations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.00	
Lab Assessments		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.00	
Exams		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30.00	

100.00%

Cancel **Save**

NOTE: All category changes remain unsaved until the **Save** button is pressed.

2. Choose "Add Category".
3. Enter a category name.
4. Delete an existing Category by choosing the trash icon next to the category settings.
5. Adjust relevant settings, including the Category percentage, name, release status, etc.
6. Drag and drop to re-order how categories will be displayed in the gradebook.
7. Click Save before closing the screen to accept/apply your changes.

Tip: You must release a category before any assignments in that category can be released to students. See Manage Assignments below.

NOTE: If you delete a Category, all entries within that Category will also be deleted.

Manage Assignments

An Assignment holds scores for students enrolled in the course section. There are many sources of Assignments, such as:

- Exams
- Evaluations

- Assignments (documents to be uploaded and graded)
- Evaluations
- Manual Entry/Import

Gradebook | Nervous System 2020/2021 - Main Campus

Options ▾ Manage Categories **Manage Assignments**

Show 10 ▾ entries

Last Name ▴▾	First Name ▴▾	Grade ▴▾	Quizzes	Total
Abbott	Ayden	70.48	Marvel Cinematic Universe Quiz	--

1. Click **Manage Assignments**. Use the Manage Assignments window to add new assignments and to adjust settings for existing assignments (see below).

Manage Assignments

-- Select Category To Filter -- Search... Add Assignment

Assignment Name	Link	Max Score	Percentage	Released
Category: Assignments 100% Auto				
assignment 1		20.00	50.00	<input checked="" type="checkbox"/>
assignment 2		20.00	50.00	<input type="checkbox"/>
Category: Course Discussion				
Discussion 1		25.00	50.00	<input type="checkbox"/>
Discussion 2		25.00	50.00	<input type="checkbox"/>

Cancel Save

NOTE: All assignment changes remain unsaved until the **Save** button is pressed.

2. Click **Add Assignment** to create a new column in the gradebook.
3. Use the settings to re-name, adjust the max score, percentage, and released status of each assignment. Note! All assignments within a given category must equal 100% before you can save your assignments.
4. Drag and drop to change the sequence of assignments and/or move an assignment to a different category.
5. Use the trash icon to remove the assignment from the gradebook.
6. Use the merge icon to merge one assignment into another. Click on the icon for assignment you want to disappear, and select the assignment you want to remain.
7. Click **Save** to close the Manage Assignments window.

Assignments					Total
Statistics	Import	Export Scores	Edit Scores	assignment 2	Total
Sample Student	Pass with honors	99%	18	No Score	90%

8. Click the gear wheel for options to export and import grades for a specific assignment, and view assignment statistics.
9. Any assignment that is not visible to students (i.e. not **released**) will have a lock icon visible in the administrative view of the gradebook. Open the Manage Assignments and/or Manage Categories window to make changes to an assignments released status.
10. Click on a student's score to open the input screen to adjust a student's grade.
11. The comment bubble will appear if a comment is present. Mouseover this icon to view the comment, or edit it from the Edit Scores window.

💡 For more information refer to the article on [Input Grades to Course Gradebook](#)

Export Gradebook

The **Gradebook** data can be exported as a spreadsheet in .CSV format.

There are two export options:

- Include **Comments**: the report will include a comment column for each assignment.
- Include **Incompletes**: the report will include an incomplete column for each assignment.

Gradebook | Leo Professional Development UME

Options ▾
Manage Categories
Manage Assignments
Manage Del

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Export Gradebook
Import Gradebook
Finalize
Show Grades in Portrait

Last Name ▴ ▾	First Name ▴ ▾	Affiliation ▴ ▾	Grade ▴ ▾
Student	Sally	sample student	91.50%
Student	Sam	sample student	88%
Student	Suzanne	sample student	87.50%

Showing 1 to 3 of 3 entries

Click **Options > Export Gradebook** to begin exporting. You will then be prompted to select the export format you prefer.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	Affiliation	Net ID	Score	Grade	43361 - Quizzes	43361 - Quizzes	43361 - Quizzes	51111 - Discussions	51111 - Discussions	51111 - Discussions
2							140036 - Marvel Cinematic Universe Quiz Score	140036 - Marvel Cinematic Universe Quiz Alpha	140036 - Marvel Cinematic Universe Quiz Comments	140037 - Nervous System Discussion Board Score	140037 - Nervous System Discussion Board Alpha	140037 - Nervous System Discussion Board Comments
3							25 Max Possible			20 Max Possible		
4	Abbott	Ayden	Sample Student		70.48		25			15		
5	Aguirre	Ahmed	Sample Student		60.24		16			20		
6	Alvarez	Frank	Sample Student		86.2		20			20		
7	Andrade	Vance	Sample Student		81.63		20			20		
8	Auer	Rosalia	Sample Student		66.47		21			20		
9	Bahringer	Marisol	Sample Student		81.35		20			20		

This example is using with comments without incompletes.

Import Gradebook

To utilize the Import Gradebook option for importing scores your data source **must be a .CSV file from the Export Gradebook option** in the Gradebook.

The Import Gradebook .CSV file should include the following fields in this order:

1. Column Number 1: Student last name.
2. Column Number 2: Student first name.
3. Column Number 3: Affiliation.
4. Column Number 4: A valid System User ID or Alternate User ID.
5. Column Number 5: The Average Score, which can be any real number, such as 1.25, 4, 22.8. Blank or 0 values will NOT update the Score after Upload.
6. Columns 7-9 (and beyond): Numeric score, Alpha score, comments, and incomplete flag. Each assignment will have 2-4 columns available for updates depending on your export settings (e.g. include comments and include incompletes).
7. Rows Number 1-3: The content included in the Gradebook export file, including the Column Headers, Assignment Name and Column ID - Score Type. **These rows should not be edited.**

NOTE That the first three rows are reserved for headers. You must leave the structure of the download CSV template intact for the upload CSV to work. This means do not remove columns or headers from after downloading the CSV template.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	Affiliation	Net ID	Score	Grade	43361 - Quizzes	43361 - Quizzes	43361 - Quizzes	51111 - Discussions	51111 - Discussions	51111 - Discussions
							140036 - Marvel Cinematic Universe Quiz	140036 - Marvel Cinematic Universe Quiz	140036 - Marvel Cinematic Universe Quiz	140037 - Nervous System Discussion Board	140037 - Nervous System Discussion Board	140037 - Nervous System Discussion Board
2							Score	Alpha	Comments	Score	Alpha	Comments
3							25 Max Possible			20 Max Possible		
4	Abbott	Ayden	Sample Student		70.48		25			15		
5	Aguirre	Ahmed	Sample Student		60.24		16			20		
6	Alvarez	Frank	Sample Student		86.2		20			20		
7	Andrade	Vance	Sample Student		81.63		20			20		
8	Auer	Rosalia	Sample Student		66.47		21			20		
9	Bahringer	Marisol	Sample Student		81.35		20			20		

Once the .CSV file is updated and ready for upload utilize the **Options > Import Gradebook** item to import scores to the Gradebook

1. Click the **Import Gradebook** option.
2. Select **Choose File** and browse to select modified CSV export file.
3. Select **Submit** to Upload CSV file.

Gradebook

Leo Professional Development UME

Options

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Export Gradebook


Import Gradebook

Finalize

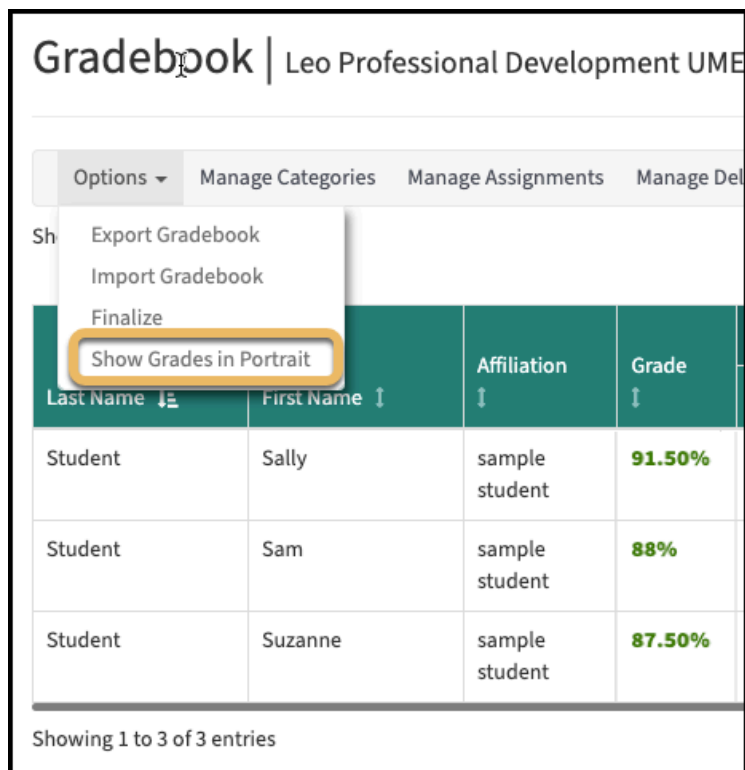
Show Grades in Portrait

Last Name	First Name	Affiliation	Grade
Student	Sally	sample student	91.50%
Student	Sam	sample student	88%
Student	Suzanne	sample student	87.50%

Showing 1 to 3 of 3 entries

 **NOTE:** You cannot upload a New Assignment via the full gradebook import function. Assignments must be created in the Gradebook Screen.

Show Grades in Academic Portrait



The screenshot shows the 'Gradebook' interface for 'Leo Professional Development UME'. The 'Options' dropdown menu is open, and the 'Show Grades in Portrait' option is highlighted with an orange box. The table below displays student grades.

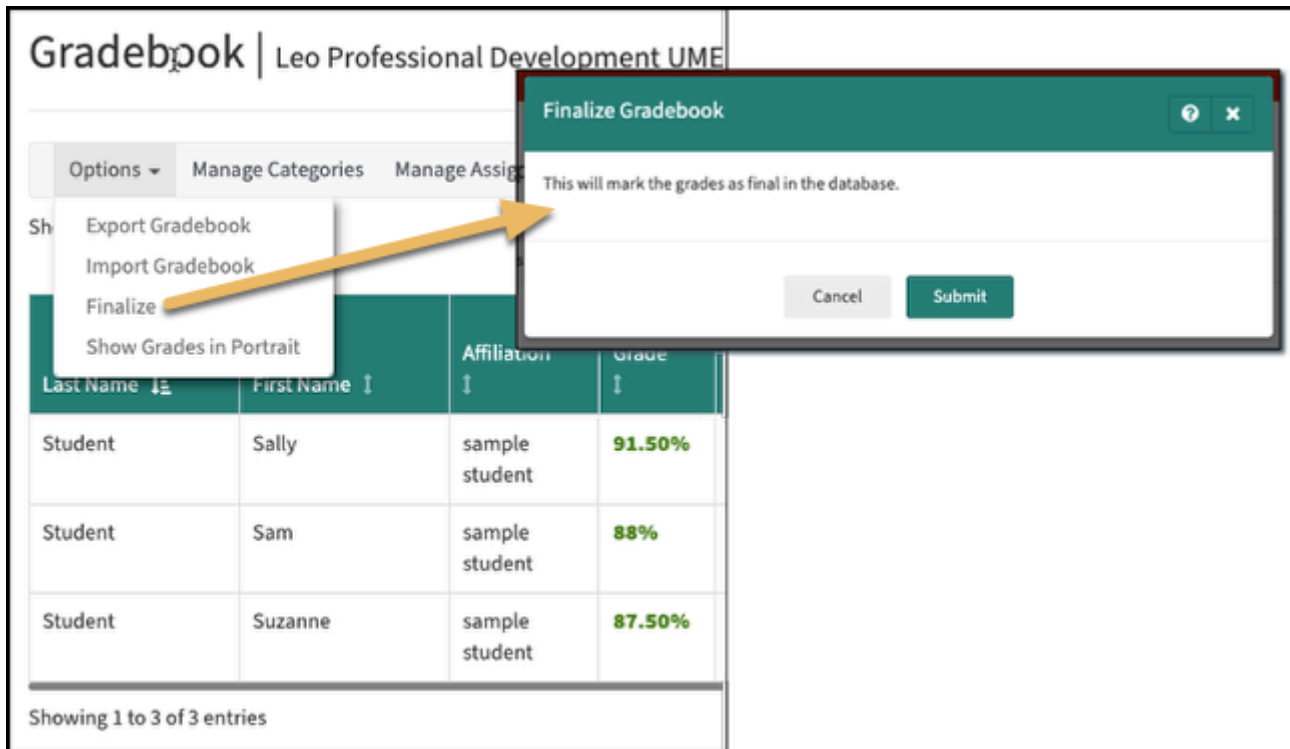
Last Name	First Name	Affiliation	Grade
Student	Sally	sample student	91.50%
Student	Sam	sample student	88%
Student	Suzanne	sample student	87.50%

Showing 1 to 3 of 3 entries

If you want scores from a course gradebook to also be visible to students and student mentors in the Academic Portrait, choose "Show Grades in Portrait".

Only the grades, assignments, and final grades that are **released** in the section gradebook will show in the Academic Portrait.

Finalize



The screenshot shows the 'Gradebook' interface for 'Leo Professional Development UME'. The 'Options' menu is open, and the 'Finalize' option is highlighted. A confirmation dialog box titled 'Finalize Gradebook' is displayed, stating 'This will mark the grades as final in the database.' with 'Cancel' and 'Submit' buttons. An orange arrow points from the 'Finalize' menu item to the dialog box.

Last Name	First Name	Affiliation	Grade
Student	Sally	sample student	91.50%
Student	Sam	sample student	88%
Student	Suzanne	sample student	87.50%

Showing 1 to 3 of 3 entries

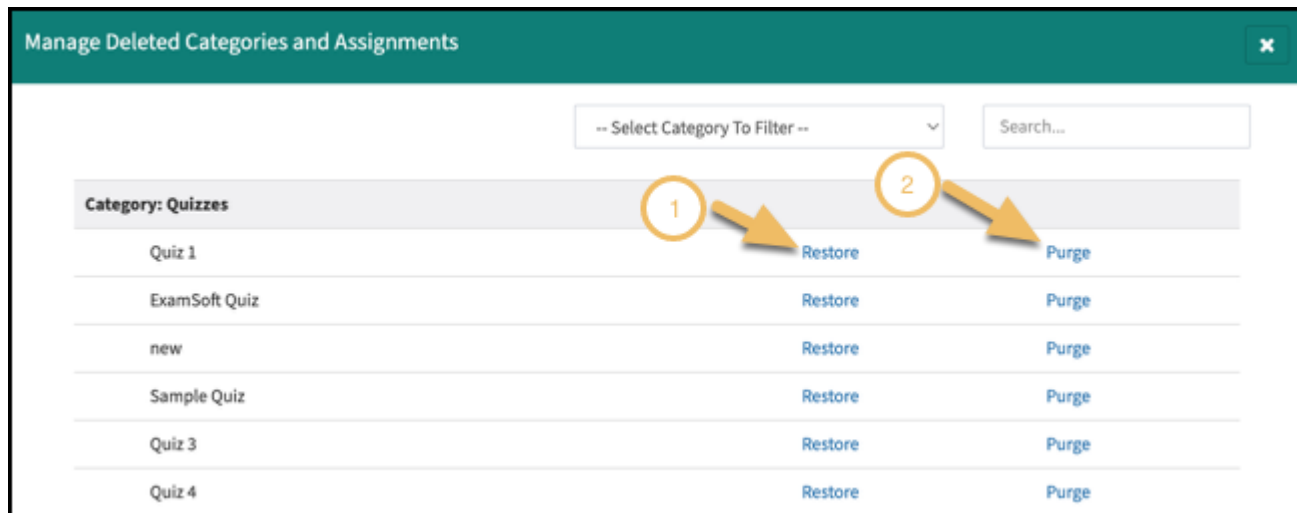
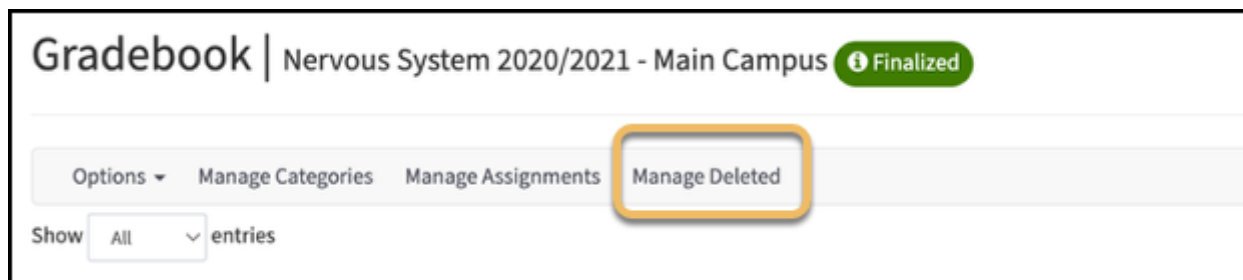
The Finalize option will flag the grades as final. The data is then data available to the Institution for analysis and will also update the Academic Portfolio. Once the gradebook is finalized, it cannot be changed. You will see a "Finalized" flag and the date it was finalized on the main gradebook screen.

You can also see which sections in a course are finalized by accessing the section screen > R1 (or other number to access multiple rotations in a single academic year) > Finalized column.

If needed, grade changes, remediation, etc., student grades can be adjusted after a gradebook is finalized. This option only sets a flag for when the course grading was generally complete for all students.

NOTE: The finalize feature does not have significant bearing on gradebook functionality. This was designed for schools with someone with SQL experience who can retrieve that data from the database and put it into a program like SPSS or SAS. If the finalized option is grayed out, the course section gradebook has already been finalized.

Deleted Items



Click the **Manage Deleted** link to see a list of all Assignments or Categories that have been marked as Deleted from the Gradebook.

1. You can restore an assignment by using the restore function.
2. To completely remove an assignment from Leo, use the Purge function.

NOTE: You can always restore deleted entries in the **Gradebook** by viewing the **Deleted Items** list and restoring the individual items.

Additional Gradebook Features

Export / Import Individual Assignment Scores

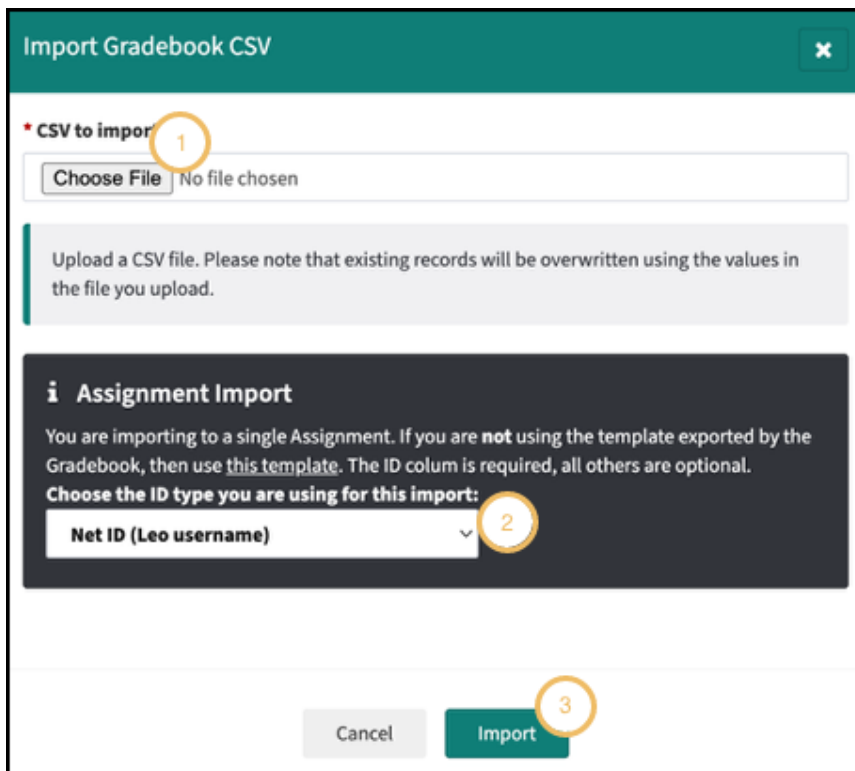
First Name		Quizzes		Total	
		Statistics	Import	Export Scores	Edit Scores
Ayden		Sample Student	80	100	No Score
					100%

1. Use the Export Scores option to export individual gradebook assignments as a .csv file. Numeric scores, alpha scores, incomplete status, and comments can be entered and the file can be re-uploaded to Leo to record the changes.

2. Use the import option to import individual gradebook assignments. You can upload either (1) the edited .csv that was generated via the "Export Scores" option, or (2) your own .csv file with the following headers:

- **Column A:** ID (this can be their NetID, or other alternate ID). **Required.**
- **Column B:** Last Name. Optional.
- **Column C:** First Name. Optional.
- **Column D:** Numeric score. Optional.
- **Column E:** Alpha score. Optional.
- **Column F:** Comments. Optional.
- **Column G:** Incomplete (yes/no). The default for this field is "no", so leaving this empty or entering no will both result in not marking the assignment incomplete. To mark an assignment incomplete enter "Yes". Optional.

The only required field if you utilize your own .csv to import scores is the ID field. The name fields will be ignored and their official names in Leo will be used. Any values entered in columns D - G will updates the corresponding fields in the course gradebook.



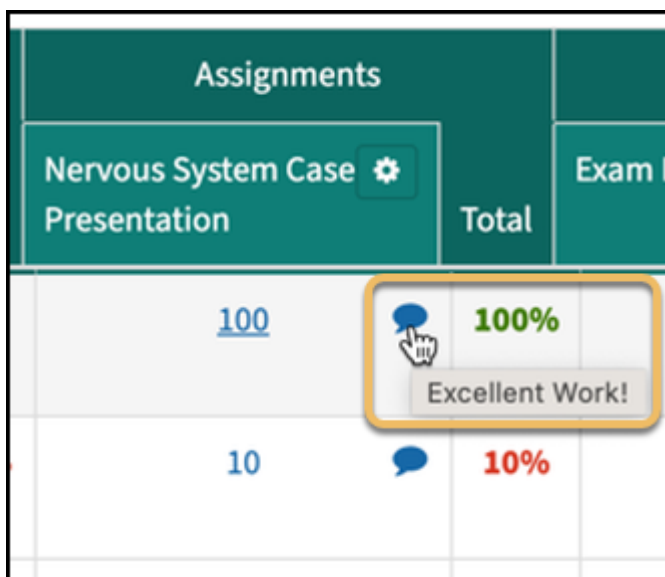
The dialog box is titled "Import Gradebook CSV" and has a close button (X) in the top right corner. It contains the following elements:

- A section labeled "CSV to import" with a "Choose File" button and the text "No file chosen". A yellow circle with the number "1" is next to the "Choose File" button.
- A text box with the message: "Upload a CSV file. Please note that existing records will be overwritten using the values in the file you upload."
- An "Assignment Import" section with an information icon (i) and the text: "You are importing to a single Assignment. If you are **not** using the template exported by the Gradebook, then use [this template](#). The ID column is required, all others are optional. Choose the ID type you are using for this import:".
- A dropdown menu showing "Net ID (Leo username)" with a downward arrow. A yellow circle with the number "2" is next to the dropdown.
- At the bottom, there are two buttons: "Cancel" and "Import". A yellow circle with the number "3" is next to the "Import" button.

To import an individual assignment, choose the "Import" option for the relevant assignment in the gradebook.

1. Select the .csv file with the updated information.
2. Select the ID source utilized in your import file.
3. Select "Import".

Comment icons




The table shows a gradebook with columns for assignments and scores. A comment icon (speech bubble with a hand) is highlighted over the "100%" score for the "Nervous System Case Presentation" assignment. A tooltip appears with the text "Excellent Work!".

Assignments		
Nervous System Case Presentation	Total	Exam I
100	100%	
10	10%	

Comments or notes for Students can be added to individual Assignments via direct entry in the edit scores window, or via gradebook or assignment upload.

1. Hover over a comment icon in the gradebook to see the comment for that individual student assignment.
2. To edit a comment, click the grade to open the edit score window.
3. Make the needed changes to add/edit a comment to the comment field for that student.
4. Click **Save**.

 **Remember!** Any comments added to student event assignments or discussion grades will automatically show up in this field when scores are pushed to the gradebook.