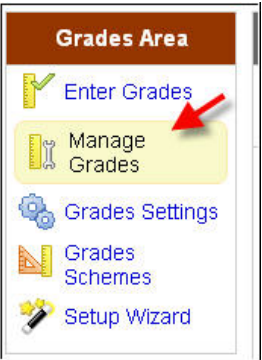




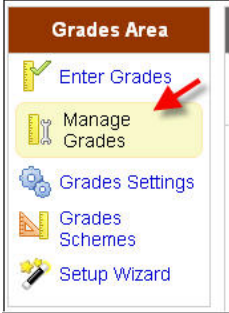

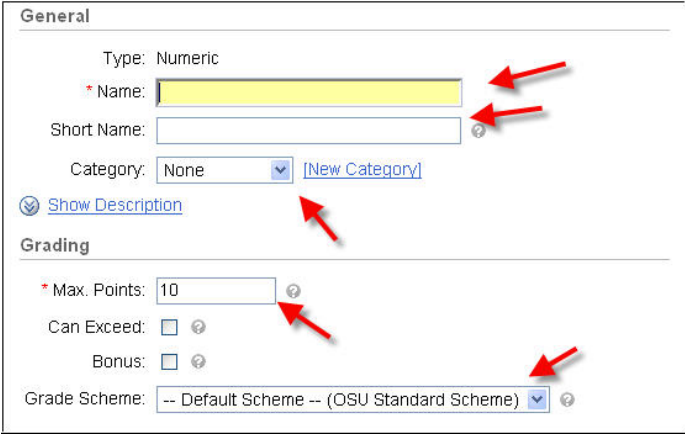

Carmen How-To Working with Carmen Grades

Brought to you by: Educational Technologies, Online Learning Support Unit



Placing a Grade Item in your Carmen Gradebook is a two step process. You first should create a Category. A Category is an overarching structure under which individual grade items reside. Then you create the actual grade item. [NOTE: In the case where you only have a single grade item, you may not want to create a category]

<p>Select Grades.</p>	
<p>Select Manage Grades.</p>	
<p>On the New Category Page Select New Category.</p>	
<p>Name the Category. The * Name area is what is visible to students. You can abbreviate the Short Name.</p>	<p>* Name: <input type="text"/></p> <p>Short Name: <input type="text"/></p>
<p>Choose the grading options applicable to the category.</p>	<p>Grading</p> <hr/> <p>Can Exceed: <input type="checkbox"/> ?</p> <p>Distribution: <input type="checkbox"/> Distribute points across all items ?</p> <p><input type="text" value="10"/> Points per item ?</p> <p><input type="text" value="0"/> Number of highest non-bonus items to drop for each user ?</p> <p><input type="text" value="0"/> Number of lowest non-bonus items to drop for each user ?</p>
<p>Click on Save.</p>	

<p>If your grade category is successfully saved you will receive a confirmation message.</p>	<div style="text-align: center;">  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Created successfully (Jul 2, 2008 1:30 PM)</div> </div>
<p>To add an Item to the Category: Select Manage Grades.</p>	<div style="text-align: center;">  </div>
<p>Select New Item</p>	<div style="text-align: center;">  </div>
<p>Choose a Grade Item Type. Options include Numeric, Pass/Fail, Formula, Calculated, and Text. Numeric is your best option.</p>	<div style="text-align: center;"> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: auto;"> <p>Choose a Grade Item Type</p> <p><input checked="" type="radio"/> Numeric Grade students by assigning a value out of a specified total number of points.
E.g. 8/10</p> </div> </div>
<p>There are several sub-steps to the creating an item</p> <ul style="list-style-type: none"> - Enter a name - Enter a short name - Select the Category you want to the New Item to appear - Enter the Points for the New Item - Determine if the grade item can exceed the Points or if it is a Bonus - It is suggested that you stick with the OSU Scheme 	<div style="text-align: center;">  </div>
<p>Once you completed any necessary fields click Save.</p>	<div style="text-align: center;">  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Created successfully (Jul 2, 2008 1:56 PM)</div> </div>

