

Log to myTLU site & locate your courses under Quick links. Click to open the intended course

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MY.TLU.EDU

Home

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My.TLU.EDU Public Page

Welcome to TLU's new web portal and replacement for IRISLink! Content will be built on this web platform for students, faculty, staff, and you. To access these services, please login with your TLU username and password.

If you have any questions, please contact the TLU IT Help desk at 281.297.2222 Monday thru Friday from 8am-5pm

* The My.TLU.EDU portal is normally available 7 days a week, 24 hours a day. A 2-hour window from 4am-6am will be observed as needed.

Click on Gradebook



ISYS 133 02 - APPLICATIONS SOFTWARE

Attendance

Collaboration

Course Information

Coursework

Gradebook

Click on **Setup** (tab)...**Continue**

Gradebook

 Edit page  Printer Friendly

Gradebook



Setup

Gradebook

Introduction to the Gradebook

Welcome to the Gradebook for Applications Software.

Before you can use your Gradebook, you must set-up your grading methods.

There are two main parts of a student's final grade: Attendance and Coursework. Attendance information and Coursework assignment scores are automatically imported directly into the Gradebook. But first, you must assign weights to these elements, so that the Gradebook can later determine final grades for your students.

[Continue](#)

Two choices: Basic & Advance modes. This tutorial will proceed with **Advanced mode**. Click on **Save**

Gradebook Weighting Method

The first step is to make a decision: do you want to weight your Coursework assignments by their original point values (Basic Mode) or by percentage weights (Advanced Mode).

Basic Mode -- Points:

When you choose the Basic Mode, the weight for each assignment is taken directly from its original point value, which is given on the Coursework page. Since most assignments already have point values, very little additional set-up work is required in the Gradebook. Basic Mode is easier to set up, but it is also less flexible than the Advanced Mode.

Advanced Mode -- Percentage:

You should choose Advanced Mode if you want more control over the breakdown of your final grade. In Advanced Mode you give percentage weights to all Coursework assignments. These weights do not have to have any correlation to their original Coursework point values. The final grade is calculated by weighting assignments at three levels:

Overall: Sets the relative weights for the overall Attendance score versus the overall Coursework score.

Units/Types: Sets weights for the various Units or Types of Coursework assignments.

Assignments: Set weights for each assignment relative to the other assignments in a Unit.

The Advanced Mode involves more work to set up, but it is much more flexible in setting the relative weights for Gradebook elements, without having to change the point values of individual assignments.

Use "Basic Mode -- Points"

Use "Advanced Mode -- Percentage"

NOTE: This setting can be changed at a later date, but the change may require additional work to re-weight your assignments.

Save

Use Units method...Save

Gradebook



Setup

Gradebook

Coursework Organization Method

In the Gradebook, Coursework assignments can be organized in one of two ways:

Units:

Grouping by Units mirrors the organization system from the Coursework page. Assignments will be organized, grouped, and weighted by the Units they were given when created.

Type:

With this method, assignments will be organized, grouped, and weighted by the type they were given in Coursework (Quiz, Test, Paper, etc).

Use Units

Use Type

This setting can be changed at a later date, but if it is changed all relative weights for the current method will be lost.

Save

Select Weight All Together....Save

Gradebook



Setup

Gradebook

Assignment Weighting Method

There are two methods you can use to assign weights to your assignments:

Weight All Together:

This puts all your Coursework assignments in one pool and lets you weight each one relative to all the others.

Weight by [Unit/Type]:

In this method, each assignment is weighted relative to the other assignments in its [unit/type]. Additionally, each [unit/type] must be weighted relative to the other [unit/type]s in the course. This method involves a little more set-up time, but it is more flexible and customizable than weighting assignments all together.

Weight All Together

Weight by Unit

This setting can be changed at a later date, but if it is changed all relative weights for the current method will be lost.

Save

Click on Go to Coursework Breakdown

Gradebook

 Edit page  Printer Friendly

Gradebook



Setup

Gradebook

Page 1:

Overview

Page 2:

Attendance Detail

Page 3:

Coursework Detail

Excel File:

Full View (All Information)

NOTE: You have assignments that need to be weighted. The Gradebook will not display accurate grades until you go to Coursework Breakdown and weight these items.

[Click Here to Go to Coursework Breakdown](#)

Click on Weight Coursework Items

Gradebook

Gradebook

Setup

Gradebook

Coursework Grade Breakdown

Unit	Relative Weight	% of Grade
Homework Assignments	0.00 %	0.00%
Quizzes	0.00 %	0.00%
Projects	0.00 %	0.00%
Final Exam	0.00 %	0.00%
Totals:	0.00%	85.00%

Weight Coursework Items

Click on Edit Relative Weight

Gradebook



Setup

Gradebook

Grade Breakdown:

Due Date	Name	Unit	Type	Relative Weight	% of Grade
4/11/2010	Quiz 4 on-line	Quizzes	Quiz	0.00 %	0.00%
4/18/2010	Ass: Successful Presentations pg.852 [10 points]	Homework Assignments	Homework	0.00 %	0.00%
4/18/2010	Ass: University Housing pg. 858 [10 points]	Homework Assignments	Homework	0.00 %	0.00%
4/18/2010	Access 2007	Projects	Test	0.00 %	0.00%
4/30/2010	Webpage	Homework Assignments	Exam	0.00 %	0.00%
5/3/2010	Comprehensive Final Exam	Final Exam	Exam	0.00 %	0.00%
			Totals:	0.00%	0.00%

[Back to Coursework Grade Breakdown](#)

[Edit Relative Weights](#)

Assigning weights

Gradebook





Setup



Gradebook

Grade Breakdown:

<u>Due Date</u>	<u>Name</u>	<u>Unit</u>	<u>Type</u>	<u>Relative Weight</u>	<u>% of Grade</u>
1/29/2010	Quiz 1 on-line	Quizzes	Quiz	1.57 %	0.00%
1/31/2010	Ass: Keyboard shortcut: pg 121 [10 points]	Homework Assignments	Homework	1.57 %	0.00%
1/31/2010	Ass: Capstone Exercise: pg 127 [20 points]	Homework Assignments	Homework	1.57 %	0.00%
2/7/2010	Ass: Editing a memo to the HR... pg.186 [10 points]	Homework Assignments	Homework	1.57 %	0.00%
2/7/2010	Ass: Creating & updating a table of contents...pg 185 [10 points]	Homework Assignments	Homework	1.57 %	0.00%
2/14/2010	Ass: Mail-Merge [20 points]	Homework Assignments	Homework	1.57 %	0.00%
2/14/2010	Word 2007	Projects	Test	10 %	0.00%

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Gradebook  Edit page  Printer Friendly

Gradebook  

Setup **Gradebook**

Page 1: Overview	Page 2: Attendance Detail	Page 3: Coursework Detail	Excel File: <u>Full View (All Information)</u>
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E-mail ishelp@tlu.edu
for further help