

## Gradebook and Quizdom

### *Getting in*

- Log in to <https://cats.lsa.umich.edu/Gtools/login.cgi>. You MUST include the **entire** URL including the <https://> part. It should ask you to re-authenticate if you are already logged in through Cosign. It may also ask you to re-authenticate if you were already logged in but left that window for a while.
- Click “Enter Gtools”
- Select the course you want to work with from the drop down menu at the top and click “Go”. Your available courses will appear as a list below the drop down menu, but these are not links.

### *Setting up the class*

#### **For lecture**

- Click “Course Profile” under “General Access”. Main content area will refresh.
- Click “Modify Class Profile”
- Enter the amount of credit you want applied to attending the lecture as a number of points. Do not include units. This is where the credit for using the clickers in lecture is applied.
- Scroll down to the section titled “Lecture credit”. “Full Credit” is the credit to give for each question if they get the answer correct, “Partial Credit” is the credit to give if they get the answer wrong. No credit is given if they don’t answer. If you only want to use the clickers for attendance, make both the full credit and the partial credit the same (e.g. 1 point). If they come late or leave early, they will only get credit for the questions they were there to answer.

#### **Discussion (with clicker)**

This is for any non-lecture section (discussion, lab, or recitation, hereby called “section”)

- The teaching faculty or course coordinator must set up this section. Again, click the “modify class profile” button under “course profile” in the “General access” menu.
- Enter the amount of credit you want applied to using the clickers in section.
- Scroll down to the section titled “discussion (with clicker)” and enter the appropriate points for full and partial credit. Again to use it for attendance only make both points the same.
- At the bottom of the screen, click “Update class Profile”.
- Click the “refresh menus” button on your browser to have the menus on the left update.

#### **Lab Omnibus**

There are two possible ways to include clicker data in the lab omnibus. One is simply use the grades collected by Quizdom as part of an activity. The other used to include an extra activity in the lab omnibus that will actually be points from the Quizdom gradebook.

There is no extra set up if you want to include Quizdom points in part of an activity.

To include an extra activity that will actually be points from the Qwizdom gradebook, simply add an extra activity to the lab omnibus with a date near the end of this semester.

## ***Downloading the Roster***

### **Lecture**

- Click “Student Roster” under the “Lecture” menu in the left side navigation area.
- At the top of the main content area you should have buttons to “Export Section X” where X is the section number. There will be a button for each section. Click the button for the first section you want to download.
- A new window opens with the roster displayed in it. Go to File -> Save as or File -> Save Page as. Save it as a comma delimited CSV. Some browsers (like Safari) will try to put a .txt extension on. Delete the extension and tell it not to append the extension. Check the location to make sure you can find it again.

### **Discussion or Lab**

- Click “Student Info” under the “Student Data Access” menu in the left side navigation area.
- Under “Select a Section and get the Student Name List” choose a section and click “continue”.
- The roster will display in the main content area. Click the “Export Roster File” button that appears on the right below the roster to export your roster in CSV format.

## ***Preparing the roster for uploading into Qwizdom***

Before trying to upload your roster into Qwizdom, there are a few things you need to know about it.

- Open your roster. Note what information is in the first row: is it a header, or the first student on the roster?
- Scan down the student ID numbers. If any of the numbers are only seven digits long, you will have to replace the leading zeros. If using excel, select the ID column, then choose format -> cells. Under the number tab, click custom. In the field provided in the custom window, type 00000000 (eight zeros). Click OK and review the numbers again. Save your file.

## ***Uploading into Quizdom Interact***

- Click on the students tab in interact.
- Under the class menu, select new class
- Give your new class name. You can leave the other spaces as the default setting, or change them however you like. Note you if you want to assign a specific teacher, you must set up the teacher first.
- Press enter or click done to finish creating the new class.
- To add your roster to the class, go to file -> import -> students
- Browse to find your roster. Click “Open”.
- If your roster had a header file, check the box next to “first record is header”. Otherwise uncheck the box.

- The top of the window should have two columns, the left with the first record (probably the student's name and ID unless your file had a header row), the right one blank. For Mac, click on the arrows in the right column to get a drop down menu. For PC, click in the space to get the drop down menu. Select the item from the drop down menu that matches what is in the left hand column.
  - o The "Participant ID" is the UMID and is required
  - o Names are recommended in case the student types their ID wrong.
- Click "Import" to finish.
- If you are importing students that already exist in the master list you will get a warning that the student already exists and it will ask you what to do. Tell it to NOT import the student: either other option results in Interact creating a new student ID. See the next step for adding existing students.
- **To add a student to the class roster who already exists in the database**, click the add student button. Select "I want to add an existing student..." Select the student from the list. To select multiple students on a Mac, hold command (apple) and click on each student you want to add. To select multiple students on a PC, hold control and click on each student you want to add. Click "done" to finish.
- **To edit the master list** go to Class -> Edit Master List. To add a single student, click "Add". To import a set of students from a CSV file, click "Import". To remove students, select them from the list and click "Delete".

### ***Uploading into Quizdom ActionPoint for Powerpoint (PC)***

- Click on the participant button at the end of the toolbar. It looks like two people.
- Select "import from a CSV file."
- Click browse (the ... button) and browse to your class list, then click "OK".
- Click "Next"
- Click "Next" again (the templates are pointless for us)
- If your roster has a header row, check the box next to "First record is header...". Otherwise leave this blank. The first row will show up in the left column.
- Match the field on the left side of the window to the field on the right side. If you do not know what the field is select "none", however you need the ID, last name and first name to be sure it will work correctly with SAMs.
- Click next.
- If you want to create groups enter the name of the group in the "create new group" field and click add.
- If the class list looks correct click finish. Otherwise click back to go back and change the information.
- Give the class a name, navigate to an appropriate file location to save the file to, and click save.

### ***Exporting the grades from Quizdom Interact***

#### **Exporting the grades for one activity (normal use)**

- Click the students tab to view the gradebook

- Click the activity title in the top row.
- Select File -> export -> Answer Data
- Save the file in tab delimited (txt) format. The quotes don't matter, however you may find it easier to edit the file without them.
- Interact may drop the leading zeros (this seems to depend on the computer). Open the file in a text editor and check the student ID column.
- To make the import into SAMs easier, you can add the answer key to the file. Open the file to edit it. Replace the "Q1", "Q2" etc with the correct answers for each question. See "Importing the grades into SAMs" for details on the answer format.

### **Exporting the entire gradebook**

- Click the students tab to view the gradebook.
- Select file -> export -> Grades.
- Save the file in coma delimited (csv) format.
- You will need the file format set up in advance in SAMs to import the gradebook grades. See the SAMs user guide for available formats.
- Open the file in Excel. Check for leading zeros. If they are missing, select the column, choose Format ->cells, select the numbers tab, choose custom, and type in 00000000 (eight zeros). Make any adjustments to the file format, such as removing columns or headers.

### ***Exporting the grades from Quizdom ActionPoint***

When you run a show using ActionPoint in PowerPoint, you must specify a file name and location for the results. As long as you save it in CSV format, it is ready to import into SAMs. See the Action Point guide for more information.

### ***Importing the grades to SAMs***

#### **Answer Key Format**

- -Enter the answers exactly as you expect them to appear in Qwizdom, although upper and lower case don't matter.
- Separate answers with commas
- To exclude a question, type a dash
- To allow multiple answers, use a pipe
- Example: an activity with 3 multiple choice questions where the second one is excluded, one yes/no, one multiple answer, and one numeric, the answer key might look like "b,-,a,no,acd,3.14|3.142|3.1416|"

#### **Importing lecture grades for one activity (normal use)**

- The dates and assignments need to be set up in advance. See the SAMs user guide for details.
- Select "Posting Score" under the Lecture menu.
- Select "Interact" or "ActionPoint", whichever one you used to collect the data.
- Select the date of the lecture.

- If you used ActionPoint or if you edited the txt file to include the answers, check the box next to “Answer Keys Included?”. Otherwise, enter the answers in the space. See above for how to write the key.
- Click “Choose File” and browse to your file.
- Click “Post Scores”
- If there are any problems (e.g. students who enter their ID wrong or come to the wrong section), you will get another window that asks to resolve conflicts. Resolve all the conflicts you can, note the ones you can’t, and click the button to finish.
- You can repeat the file upload latter to fix any problems, however it will overwrite any changes you make using the handgrading.
- To review the grades, select “Score Report” under the Lecture menu. Click the radio button next to “For Set” and select the set you want to review from the drop down list.
- To give credit for individual questions for individual students, click “Hand Grading” under the Lecture menu. Select the student whose score you want to update through one of the methods available. To excuse the entire set, click “Excuse Set.” For any incorrect response, you can use the radio buttons to change it to no credit (-), correct (Y), incorrect (N), or excused (E). You can NOT take credit away from a correct answer. To change that, you must repeat the file upload and change the answer key, which changes the key for the whole class. You must repeat all the handgrading if you do another file upload.
- Use “Student Grade” under the Student Data Access menu to automatically drop the two lowest scores. See the SAMs user guide for instructions.

### **Importing grades for Discussion (with Clicker)**

- Only teaching faculty and course coordinator roles have access to this section.
- Dates must be set up in advance.
- Click “Posting Score” under the Discussion (with Clicker) menu.
- Select the discussion date
- Enter the answer key. See “Answer Key Format” above for details on what the answer key should look like.
- Click “Choose File” next to “Upload CSV file” Note this section cannot take the text file from interact, and it cannot read the answers from the Actionpoint file. Browse to your file.
- Click “Post Scores”
- Make corrections and updates using ‘Hand Grading’. See the end of “Importing lecture grades...” for details on using this section. Again, if you re-post scores, you will have to re-do all the handgrading.

### **Importing the grades for Lab**

There is no easy way to import the grades for lab since all lab grades are entered by hand. The simplest thing is to collect the answers for part or all of a lab activity using Qwizdom, export the answers, and open it in Excel to get the scores. You can add this to the rest of their lab, or enter the score as the lab score.

**Importing the gradebook**

To use the entire gradebook, you'll need to import it into the omnibus. In order to do this, you will need to either use one of the existing file formats or have a new file format created by the programmer. This second choice may take awhile. Also note: Quizdom only gives points for perfectly correct answers. Therefore you may want to edit the file before putting it into SAMs to make sure it has the grades the you want. Students who answer a question but do not answer correctly will get zero points, students do not answer will not have any entry.