

What is a Grade Type? A Grade Type may be a letter grade, a numerical value, or a distinction between pass and fail. The Grade Types you define are then used to create Grading Templates for sections or can be assigned to be used in conferences on the conference module’s General Settings page.

You’ll set up the type of grading scale used in your sections. You can create a master type that can be applied to each course or create one for specific course needs.

For each Grade Type, a name must be entered and then the grade type is defined. Grade type values can be defined as either a numeric grade type or a selection made from a grade type select list.

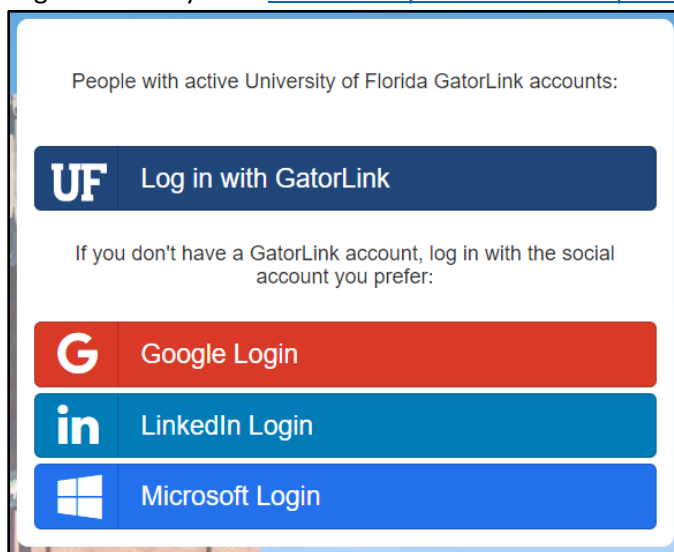
- Numeric means that users can enter the grade as a numeric value. For example, a student may be given a mark of 43 on an assignment that had a minimum value of 40 or maximum of 50. This grade would be manually entered by the instructor.
- Select List Grade Type means that users may choose the assigned grade from a drop down select list. For example, a student may receive either a Pass or a Fail for the final exam. This grade would be selected from a drop-down list.

Note: Once grades have been assigned to a student, the Grade Type cannot be changed. Changes can be made only to Grade Types that are not yet associated with student data. You will only be able to change the status from “Active” to “Inactive”.

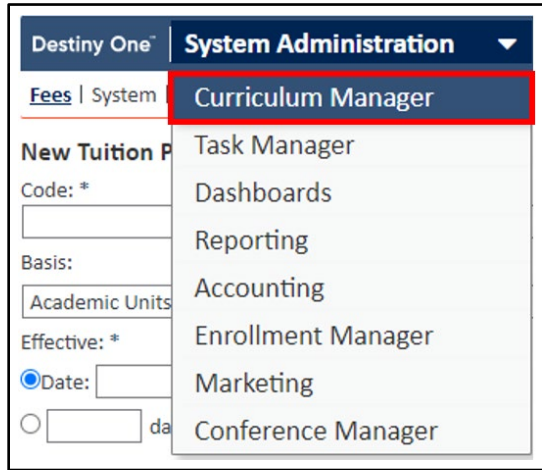
Create Grade Type

Curriculum Manager > Grading > Grade Type

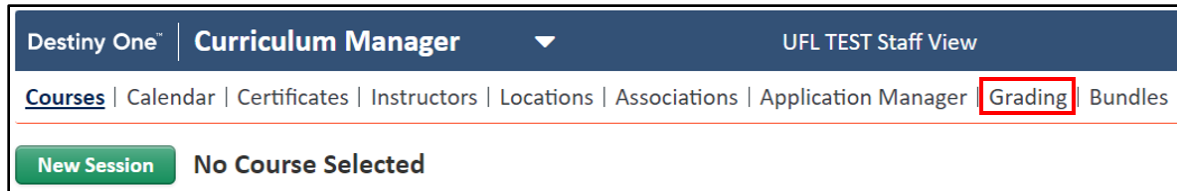
1. Log into Destiny One: uflsv.destinyone.moderncampus.net



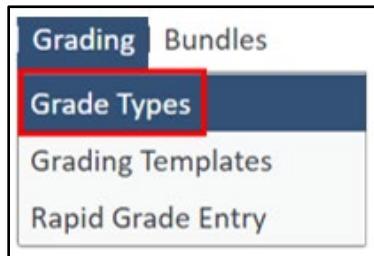
2. At the top left of your screen, use the dropdown menu to switch to the “Curriculum Manager”.



3. Hover over the “Grading” tab on the top right.



4. Click the “Grade Type” option.



5. Add the following information:

- Grade Type Name:** Name of your grade type. Use a name that will easily distinguish the scale you plan to create and use.
- Availability:** Decide if you want to make it available for assignments or just the overall transcript grade. If both, select All.
- Status:** Status: Indicates whether the Grade Type is active or inactive.

Note: Code is marked as required but will be automatically assigned once you select the “Save” button.

Example of Grade Type Names	
Code ^	Grade Type
GT0002	70% Pass
GT0003	75% Pass
GT0004	80% Pass

New Grade Type

Code:* Grade Type Name:* Availability:* Status:*

6. For a Numeric Grade Type:
 - a. Select the “Numeric grade type” check box.
 - b. Enter the Minimum, Maximum, Decimal, and Pass Threshold

Values

Numeric grade type

Minimum	Maximum	Decimals	Pass Threshold(>)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Example: 70% or Higher to Pass

Code:* Grade Type Name:* Availability:* Status:*

Values

Numeric grade type

Minimum	Maximum	Decimals	Pass Threshold(>)
<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="2"/>	<input type="text" value="70"/>

7. For a Grade Type Select List:
 - a. Select the “Select list grade type” check box.
 - b. Enter the Order number, Display Value, Numeric Equivalent, and Pass/Fail.

Note: To add additional values, select the “+” button on the right of the last value. To remove a value, click the “Delete” checkbox next to the appropriate value. The value will be deleted upon saving.

Select list grade type

Order:	Display Value:*	Numeric Equivalent:	Pass / Fail:*	Display On Transcript:	Delete:
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pass"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pass"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pass"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pass"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pass"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example: 70% or Higher to Pass

Order:	Display Value:*	Numeric Equivalent:	Pass / Fail:*	Display On Transcript:	Delete:
<input type="text" value="1"/>	<input type="text" value="Satisfactory"/>	<input type="text" value="70"/>	<input type="text" value="Pass"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="2"/>	<input type="text" value="Fail"/>	<input type="text" value="69"/>	<input type="text" value="Fail"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Once all the needed information has been entered, select the “Save” button at the bottom of screen.

Note: If you have more than one grading scheme, this is where you would generate new grade types in order to grade for multiple assignments. Repeat Steps 5-8 as needed.

<input type="text" value="5"/>	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

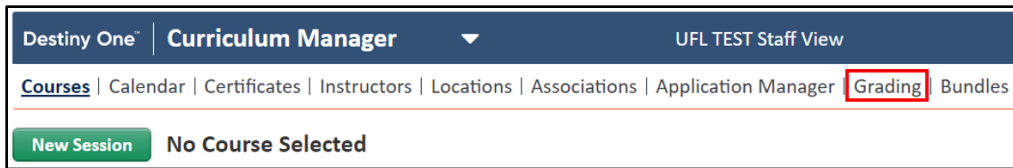
Setup Grading Template

Curriculum Manager > Grading > Grading Templates

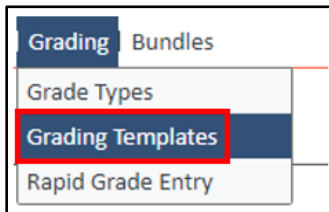
What does a Grading Template do? The Grading Templates page enables you to create templates containing multiple Grade Types for grading students' performances in a course section. Grade Templates are assigned to course sections and can be modified at the section level for applicability to the specific section.

Grading Templates can be associated with sections on an individual basis or can be assigned to all sections within a given Costing Unit. When a Grading Template is associated with a Costing Unit, it becomes available for all course sections within that Costing Unit. Each costing unit can have only one default Grading Template associated with it.

1. Hover over the "Grading" tab on the top right.



2. Click the "Grading Templates" option.



3. Enter the "Grade Template Name" and "Status".

Note: Code is marked as required but will be automatically assigned once you select the "Save" button.

New Grade Template

Code:* Grade Template Name:* Status:*

4. Indicate the grade components to display for each student.

Note: This information may be entered at the Section Level.

Display for each student

Total Sessions Attended Calculated Grade
 Individual Sessions Attended Certificate or Program Requirements Met
 Modify Present Status Hours Professional Credits
 Student Notes Due Date
 Received Date Total Hours Completed
 Awarded CEUs

Processing Rules and Validations

Automatically Fail When Overdue
 Prevent Final Approval of Grades for days after enrollment
 Automatically set transcript grade, completion date and Program Approved status when all LMS grades are received
 Automatically set Instructor Approved grades to Program Approved
 Automatically Finalize Program Approved grades if minimum time since enrollment rules are cleared
 Automatically Finalize Program Approved grades if overdue invoice and/or minimum time since enrollment rules are cleared
 Automatically calculate Transcript grade on save when all assignment grades are entered
 Automatically Final Approve and change transcript grade From To days after section end date

5. Indicate the processing rules and validations.

Note: This information may be entered at the Section Level.

Display for each student

<input type="checkbox"/> Total Sessions Attended	<input type="checkbox"/> Calculated Grade
<input type="checkbox"/> Individual Sessions Attended	<input type="checkbox"/> Certificate or Program Requirements Met
<input type="checkbox"/> Modify Present Status Hours	<input type="checkbox"/> Professional Credits
<input type="checkbox"/> Student Notes	<input type="checkbox"/> Due Date
<input type="checkbox"/> Received Date	<input type="checkbox"/> Total Hours Completed
<input type="checkbox"/> Awarded CEUs	

Processing Rules and Validations

Automatically Fail When Overdue

Prevent Final Approval of Grades for days after enrollment

Automatically set transcript grade, completion date and Program Approved status when all LMS grades are received

Automatically set Instructor Approved grades to Program Approved

Automatically Finalize Program Approved grades if minimum time since enrollment rules are cleared

Automatically Finalize Program Approved grades if overdue invoice and/or minimum time since enrollment rules are cleared

Automatically calculate Transcript grade on save when all assignment grades are entered

Automatically Final Approve and change transcript grade From To days after section end date

6. If applicable, select the Enable download of LMS assessments and grades checkbox to update Destiny One with grade information from an LMS system. When selected, the grading sheet contains a table for LMS Assessments and the section becomes eligible for LMS assessment import.
7. Optionally, select Notify Staff when all instructor grades have been entered to enable the Graded Section Notification workflow.

Enable download of LMS assessments and grades

Notify staff when all instructor grades have been entered

8. In the “Assignments” section, use the drop-down list to select the Grade Type you created in the “Create Grade Type” instructions. Click the “+” button to the right of the drop-down menu to add the Grade Type. Here you can add more grade types such as assignments, or just use the student’s final exam grade.

Assignments

Choose a grade type to add the transcript grade or an assignment

▼ ⊕

9. Once all the Grade Types are added under “Assignments”, enter the following information:
 - a. **Order:** Use the select list to identify the order in which assignments will appear in the select list on the grading sheet screen.
 - b. **Transcript:** Select the checkbox if the grade is to be included on the Transcript.

Note: One assignment in the Grading Template must be identified for the Transcript. Failure to do this will result in the inability to move the student from "In Progress" to "Complete" for their final grade, the inability to print their student grade report and the Section Grading Distribution will not update

correctly upon each save of the Section Grading Sheet. Whichever assignment is selected for the transcript appears on the grading sheet with a (T) beside the assignment name.

Tip: Many schools name the assignment marked for the Transcript as "Final Grade".

- c. **Name:** Enter the value that will appear in the select list on the grading sheet (ex: Quiz 1, Essay 1).
- d. **Weight:** Optionally, enter the numerical value for weight in the calculation of weighted grade types. This value will be used on the grading sheet screen to calculate the grade based on the numeric value of the grade. The total weight must equal 100.

Note: This information may be entered at the Section Level.



- e. **Include on:** Use the drop-down list to select either Statement of Proficiency, Certificate or Both. This allows the user to indicate on which documents the assignment should be included.

Note: This information is not required.

Note: To remove a Grade Type from the Grading Template, click the "Delete" checkbox next to the appropriate value. The value will be deleted upon saving.

Assignments						
Order:	Transcript:	Name:*	Grade Type:	Weight:	Include on:	Delete:
1 ▾	<input type="checkbox"/>	<input type="text"/>	70% Pass	<input type="text"/>	<input type="button" value="Both ▾"/>	<input type="checkbox"/>
2 ▾	<input type="checkbox"/>	<input type="text"/>	80% Pass	<input type="text"/>	<input type="button" value="Both ▾"/>	<input type="checkbox"/>

- 10. Select the Costing Units for which the grading template is applicable. Multiple costing units added or removed from the list.

Note: To add a costing unit, click the small gray  button. To remove a costing unit, click the gray  button next to the costing unit you wish to remove.

Available to be applied to the following costing units:

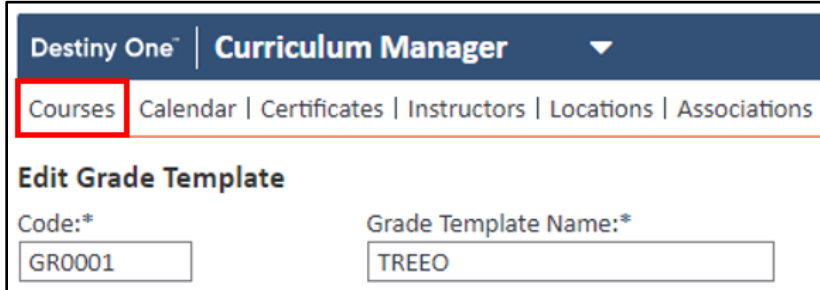
- Office of Professional and Workforce Development - PO0001 > Asbestos - CU0002
- Office of Professional and Workforce Development - PO0001 > Backflow - CU0005
- Office of Professional and Workforce Development - PO0001 > Basic Service-Conference Account - CU0003

- 11. Once all information is entered, click the "Save" button at the bottom of the page. If there is an error, it will be displayed at the top of the screen. Your progress will not be saved until all errors are corrected.

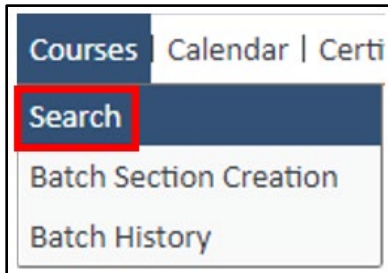
Apply Grading Template to Your Course Sections

Curriculum Manager > Course Search > Section Profile > Grading Sheet

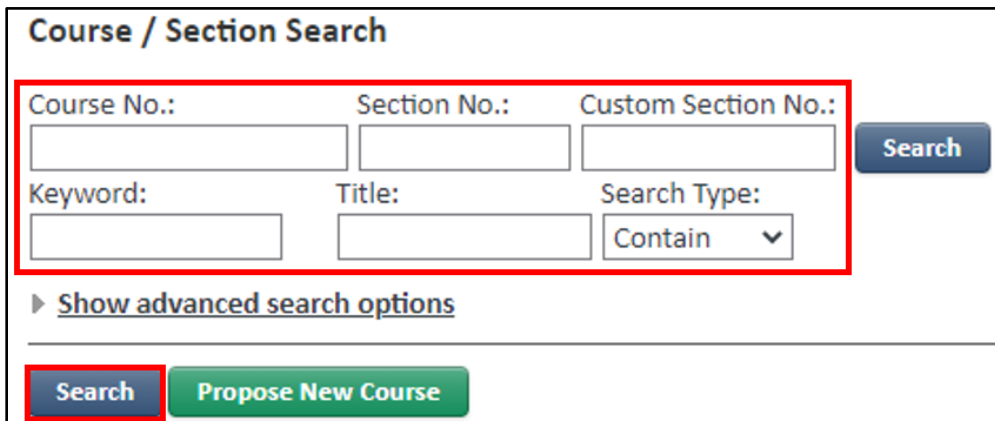
1. Hover over the “Courses” tab on the top right.



2. Click the “Course Search” option.



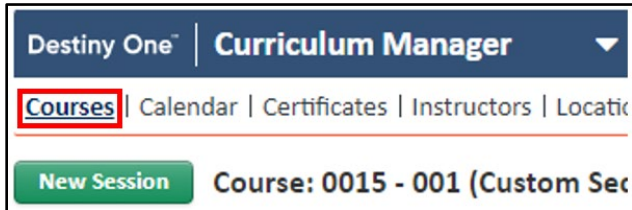
3. Use the search options to search for the section you wish to apply the Grading Template to and click the “Search” button.



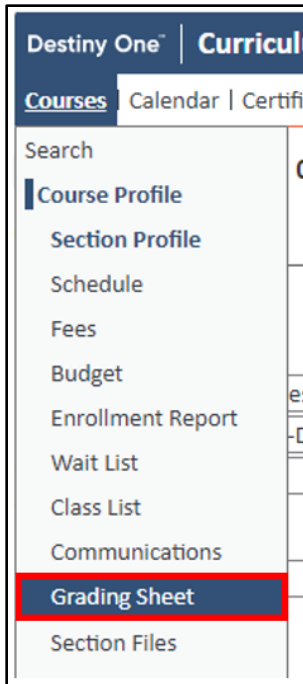
4. Click the appropriate hyperlinked section number.



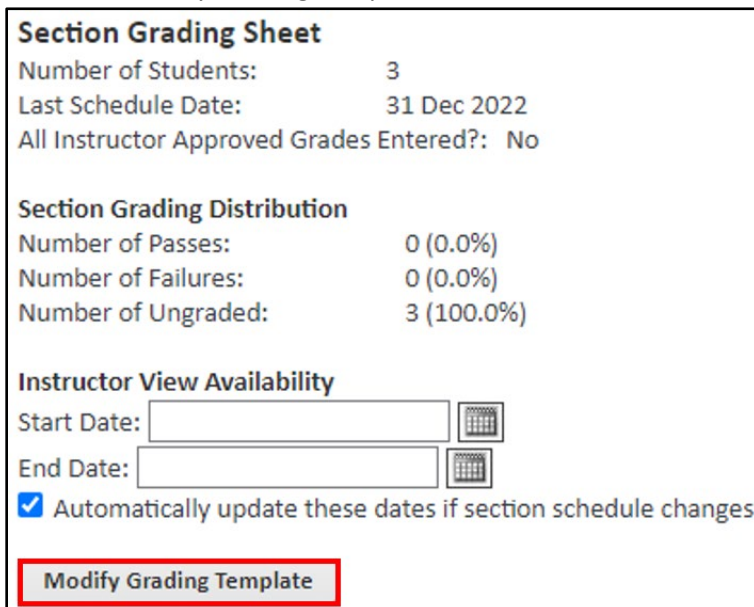
5. Hover over the “Courses” tab on the top right.



6. Click the “Grading Sheet” option.



7. Click the “Modify Grading Template” button.



- Use the dropdown menu to select the template you created in the “Setup Grading Template” instructions. Then click the “Go” button.

Section Grading Sheet Template

Grading Template:

- Indicate the grade components to display for each student and the rules and validations as needed.

Note: These settings are specific to the course section.
- Adjust settings and assignments as needed. For in-depth assistance, reference steps 4-9 of the “Setup Grading Template” instructions.

Note: These settings are specific to the course section.

Section Grading Sheet Template

Grading Template:

Display for each student*

Total Sessions Attended Calculated Grade
 Individual Sessions Attended Certificate or Program Requirements Met
 Modify Present Status Hours Professional Credits
 Student Notes Due Date
 Received Date Total Hours Completed
 Awarded CEUs

Processing Rules and Validations

Automatically Fail When Overdue
 Prevent Final Approval of Grades for days after enrollment
 Automatically set transcript grade, completion date and Program Approved status when all LMS grades are received
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 Automatically Finalize Program Approved grades if overdue invoice and/or minimum time since enrollment rules are cleared
 Automatically calculate Transcript grade on save when all assignment grades are entered
 Automatically Final Approve and change transcript grade From To days after section end date

Enable download of LMS assessments and grades
 Notify staff when all instructor grades have been entered

Assignments

Order:	Transcript:	Name:*	Grade Type:	Weight:	Include on:	Delete:
<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="text" value="Final Grade"/>	70% Pass	<input type="text" value="100"/>	<input type="text" value="Both"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>				

- Once all settings have been adjusted/added, click the “Save” button at the bottom of the screen.

Assignments

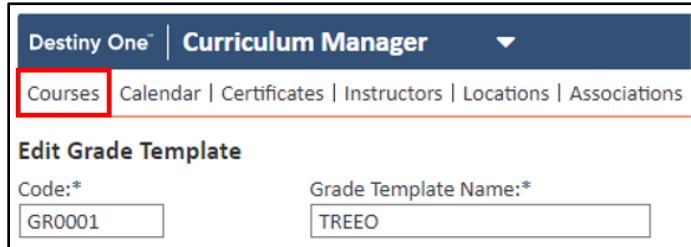
Order:	Transcript:	Name:*
<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="text" value="Final Grade"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Enter Grades

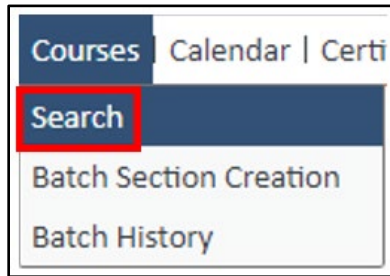
Curriculum Manager > Course Search > Section Profile > Grading Sheet

If you are still on the Grading Sheet page for the section that needs grading, select the “Back” button at the bottom of the “Modify Grading Sheet” then go to Step 7 of the “Enter Grades” instructions.

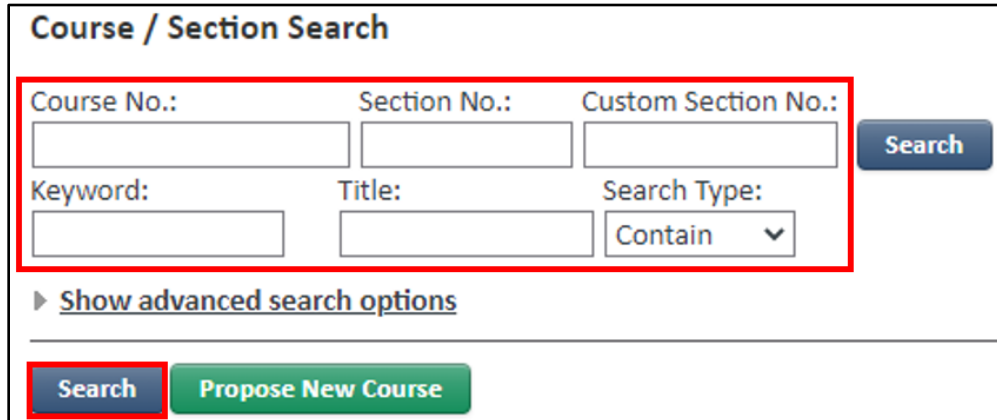
1. Hover over the “Courses” tab on the top right.



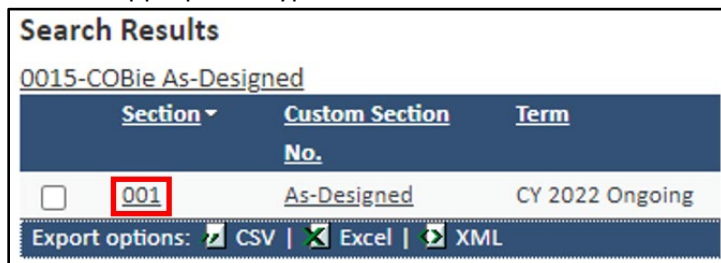
2. Click the “Course Search” option.



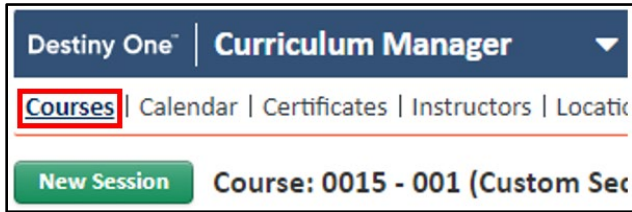
3. Use the search options to search for the section you wish to Grade and click the “Search” button.



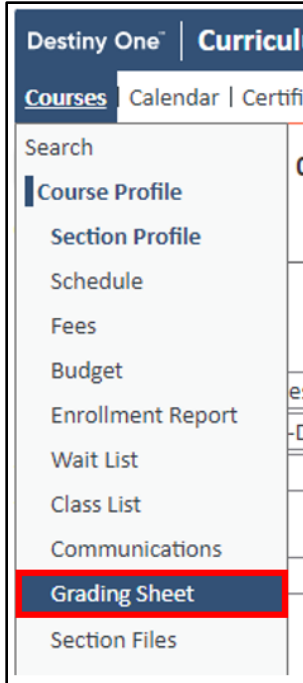
4. Click the appropriate hyperlinked section number.



5. Hover over the “Courses” tab on the top right.



6. Click the “Grading Sheet” option.

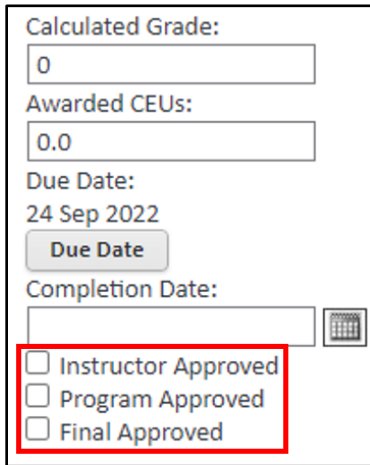


7. Scroll down past the Grading Sheet settings to view the students. Using the template(s) you created in the “Create Grade Type” instructions, you will enter assignment grades for each student.

Note: The grade will be calculated automatically depending on the grade weight used at setup. If only a final exam grade is used, that weight is 100% and you’ll see only one grade to enter.

Note: The image below is an example. The setup of the Grading Sheet will affect the look of this page.

8. Once the grades are entered, you will need to approve the grades. Select the checkbox(es) below each grade.
Note: Instructor, Program, and Final approval are required to process. Your department will determine who will need to verify your grades.



Calculated Grade:
0

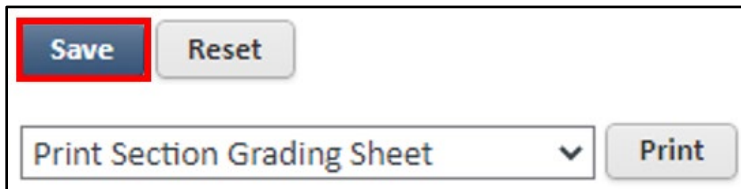
Awarded CEUs:
0.0

Due Date:
24 Sep 2022
Due Date

Completion Date:
[Calendar icon]

Instructor Approved
 Program Approved
 Final Approved

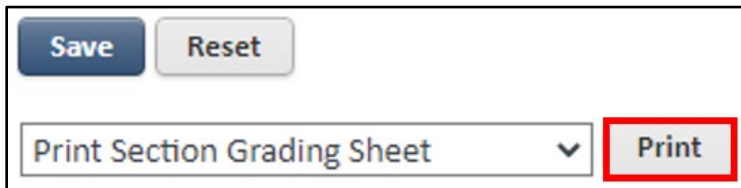
9. Once grades are entered and approved, click the “Save” button.



Save Reset

Print Section Grading Sheet Print

10. If needed, you can print the grading sheet by using the dropdown menu at the bottom of the page.



Save Reset

Print Section Grading Sheet Print