

Seaport 3: Setting Up the Assessments List

1. After logging in and selecting your course, click **Gradebook** in the left navigation menu (Figure 1).

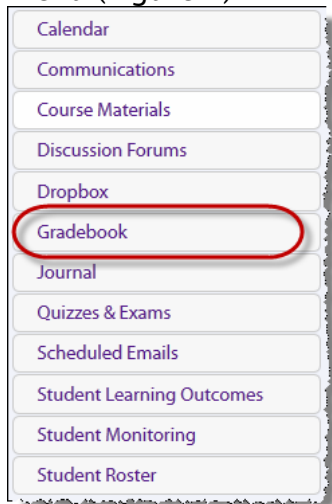


Figure 1

2. Click **Assessments List** (Figure 2).

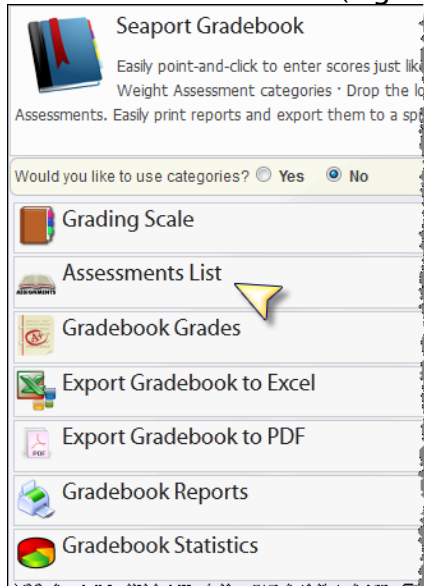


Figure 2

3. In the Assessments window click **Add New Assessment** (Figure 3). *If the assessment is already listed, click the **Edit** icon instead and skip to step 5.*

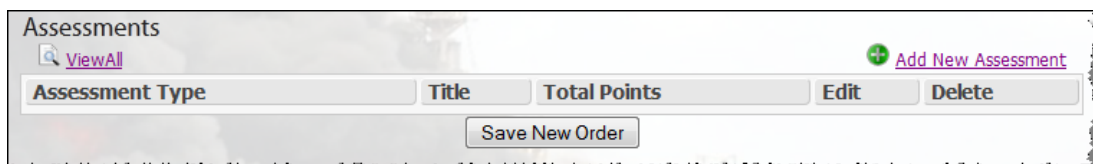


Figure 3

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4. In the Create Assessment dialog box enter a Title. You may also enter notes to yourself. These notes will not be seen by students (Figure 4).

Create Assessment

Please take a moment and review your Assessment information. Thank you.

Title*: Shipboard Navigation

Notes (faculty use)*:

Style [dropdown] [icons] Source [icons] [B] [I] [ABC] [T]

This paper will be submitted after students complete a draft. Use the rubric I created to grade this assessment.

Figure 4

5. Click inside the **Due By** field to open a calendar. Select the date this assessment is due (Figure 5). The due date will appear to students under **Calendar – Course Calendar**. The assessment due date does not affect any other dates such as the open and close dates of a discussion forum, dropbox, journal, or quiz.

Due By*: 05/24/2012 11:59 PM

Total Points*:

Grade Status:

Tool Type:

Tool Title*:

Time 11 : 59 PM

May 2012						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Figure 5

6. In the **Total Points** field enter the maximum number of points possible for this assessment (Figure 6).

Total Points*: 100

Figure 6

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- From the **Grade Status** dropdown list select either Regular for a normal assessment or Extra Credit for an extra credit assessment (Figure 7). For an explanation of how Extra Credit points are used in grade calculations, see the **Extra Credit** section at the end of this document.

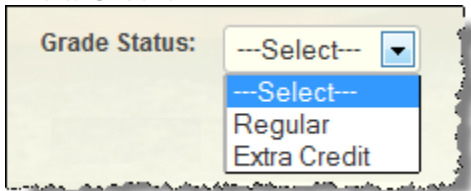


Figure 7

- From the **Tool Type** dropdown list select the appropriate type from the list (Figure 8).
 - If you select the LOA tool type, points will automatically be sent to the gradebook when a student submits the online Letter of Agreement.
 - If you will be manually entering in points, select the “Seaport” or “Others” tool type.
 - Select Dropbox, Forum, Journal, or SQUID to allow the grading of the assessment directly from the tool itself. For example, enter grades for a student’s forum posting from inside the forum thread.

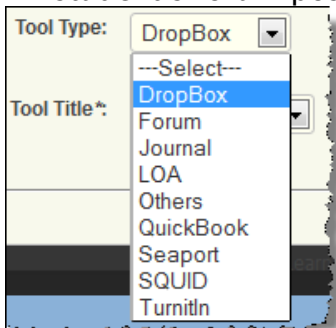


Figure 8

- From the **Tool Title** dropdown list select the appropriate title of the tool assessment from the list (Figure 9).

NOTE: You must have previously created the tool and linked to it from inside a lesson in order for it to appear in this list.

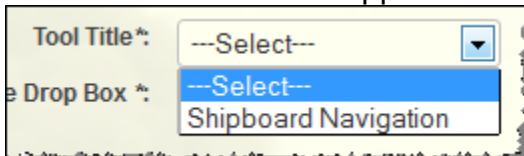


Figure 9

- Select **Save**.

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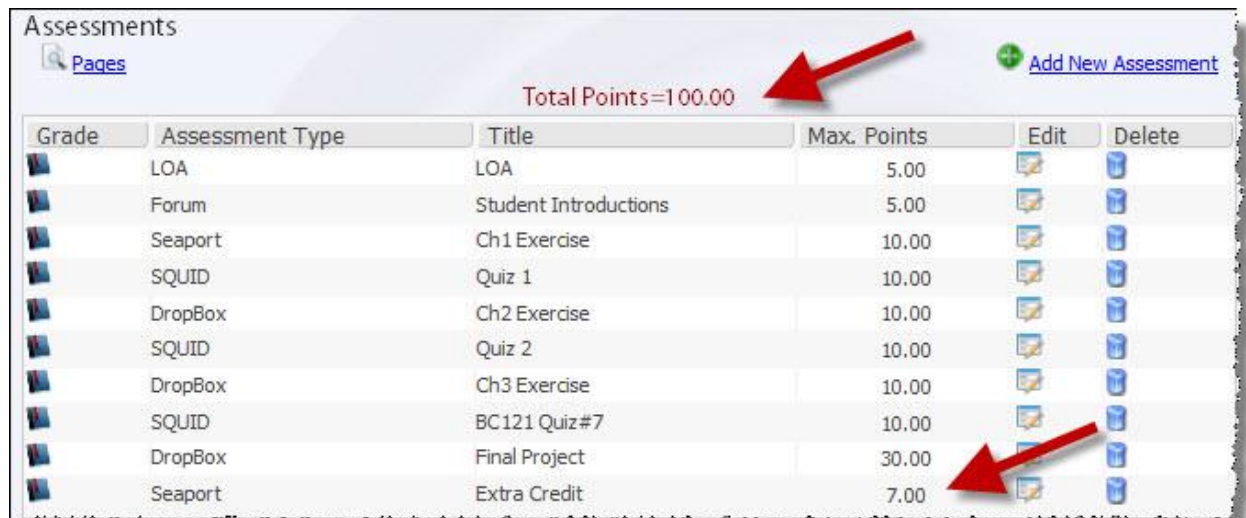
11.Repeat steps 3 – 10 for each graded assessment.

Extra Credit

Assessments List

When setting up an assessment where the **Grade Status** is Extra Credit, you must enter a numerical value in the **Total Point** box. This value should be the maximum number of extra credit points you anticipate any student may earn for the course. This value can be changed at any time.

The Total Points displayed at the top of the Assessments List does not include any points from an Extra Credit assessment (see Figure 10).



The screenshot shows the 'Assessments' page with a table of assessments. The total points for all graded assessments is 100.00. The 'Extra Credit' assessment is listed with a maximum of 7.00 points, which is not included in the total.

Grade	Assessment Type	Title	Max. Points	Edit	Delete
	LOA	LOA	5.00		
	Forum	Student Introductions	5.00		
	Seaport	Ch1 Exercise	10.00		
	SQUID	Quiz 1	10.00		
	DropBox	Ch2 Exercise	10.00		
	SQUID	Quiz 2	10.00		
	DropBox	Ch3 Exercise	10.00		
	SQUID	BC121 Quiz#7	10.00		
	DropBox	Final Project	30.00		
	Seaport	Extra Credit	7.00		

Figure 10

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Gradebook Grades

When entering grades for the extra credit assignment, the number cannot exceed the value you put in the Total Point box in the Assessments List.

Student Summary

In Student Summary, the **Max. Points** total does not include points from an Extra Credit assessment. The **Earned Points** total for a student does include points for an extra credit assessment (see Figure 11).

Assessment Title	Assessment Type		Max. Points	Earned Points	Letter Grade	Instructor Feedback
LOA...	LOA		5.00	5.00	A	
Student Introductions...	Forum		5.00	5.00	A	
Ch1 Exercise...	Seaport		10.00	10.00	A	FeedBack
Quiz 1...	SQUID		10.00	10.00	A	
Ch2 Exercise...			10.00	9.00		
Quiz 2...			10.00			
Ch3 Exercise...			10.00			
BC121 Quiz#7...			10.00			
Final Project...	DropBox		30.00			
Extra Credit...	Seaport	Extra Credit	7.00	2.00		FeedBack
Total			100.00	41.00		

Figure 11