

## ANGEL Gradebook Handout

### **\*\*VERY IMPORTANT\*\***

- Export or print gradebook each time you enter a new set of grades. The ANGEL gradebook is useful for calculating and sharing grade. It should not be your only copy of your gradebook.
- If you need to change the settings of the assignment (grade value) do it BEFORE you enter the grades. If you enter the grades and then need to change the value, contact ANGEL Support.

### **Gradebook Backup**

A gradebook can be exported into a CSV (comma Separated Value) file that can be opened in Excel. By backing up a gradebook, your grades will be available to you even if ANGEL is not. This is also a good way to save your gradebook after the semester ends.

To backup your gradebook:

1. Login to ANGEL and enter the course that contains the gradebook you'd like to back-up.
2. Click on the Manage tab.
3. Under Gradebook Setup click on Export Grades.
4. Select Comma Separated.
5. If you would like to have the Averages and/or Course ID included in the export check those boxes.
6. Choose points. Choosing points will export the exact grade that you entered into your gradebook.
7. Click Export and Save.
8. Choose a file location and give your file a meaningful name (EDU-106-01-FA07.csv)

This file can be opened in Excel or if a gradebook in ANGEL is lost this backup file can be used to restore a course gradebook. At the end of each semester a final backup should be made and stored in a secure location. (Suggestion: burned on a CD or DVD)

### **Gradebook Associations**

Any content item that can be graded in the Content tab (assessment, discussion board, dropbox, etc.) can be configured to automatically add these grades to the gradebook. Each content item can only be associated with a single assignment. It's a one-to-one configuration.

To associate a content item with a gradebook assignment:

1. Login to ANGEL and enter the course that contains the content item.
2. Click on the Content tab.
3. Hover over the graded content item and choose Settings.
4. Select the Assignment tab.
5. In the Gradebook Settings drop-down list, choose an existing assignment -or- choose (New Assignment) to create a new one. If you choose an existing assignment, you may check the settings by clicking the Edit button.
6. For automatic grade entry, the Calculation Type must be set to anything but the Manual option.
7. Enter the settings for the assignment and then click Save.