Documentation for Hofstra Law School Grading System 5.0

(Electronic Grade Book)

**MAURICE A. DEANE SCHOOL OF LAW**

HOFSTRA LAW

Description: Faculty members will be able to access the Electronic Grade Book to enter final grades and to ensure that the grades fall into any applicable grading curve for the course. Please follow the instructions below, and use them as a guide to help you access and understand our Electronic Grade Book.

Step 1: Go to My.Hofstra.edu and log in. **You should get a screen that looks like this:**
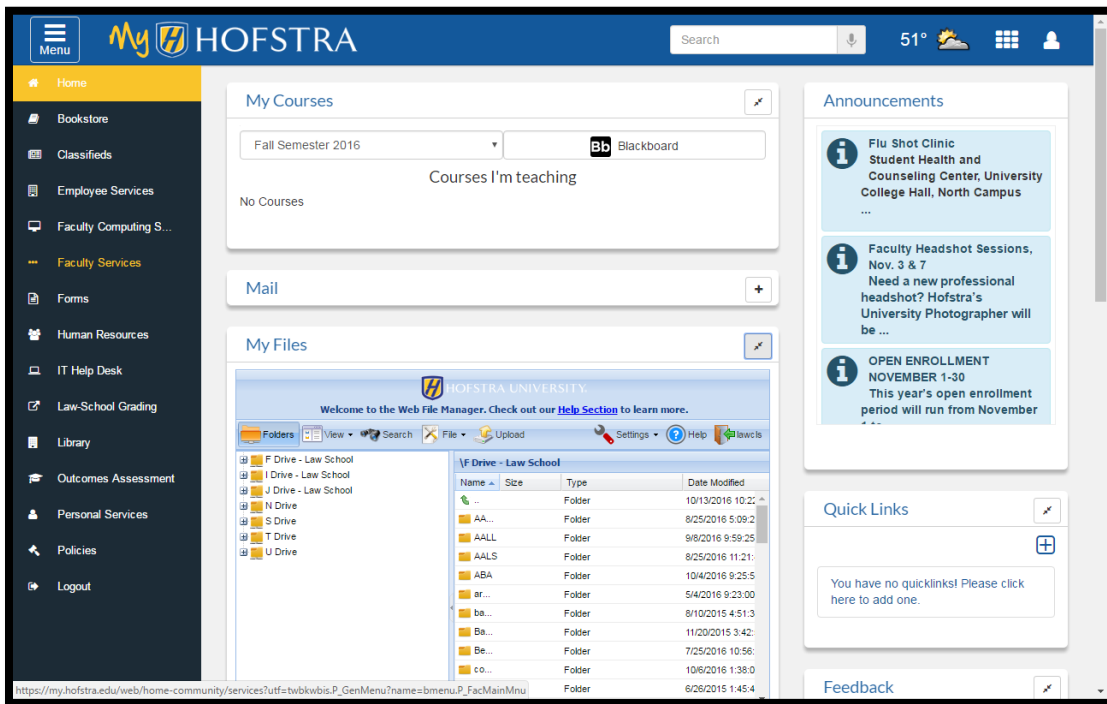
Step 2: Click on "Faculty Services" on the left. **You will get a screen that looks like this:**
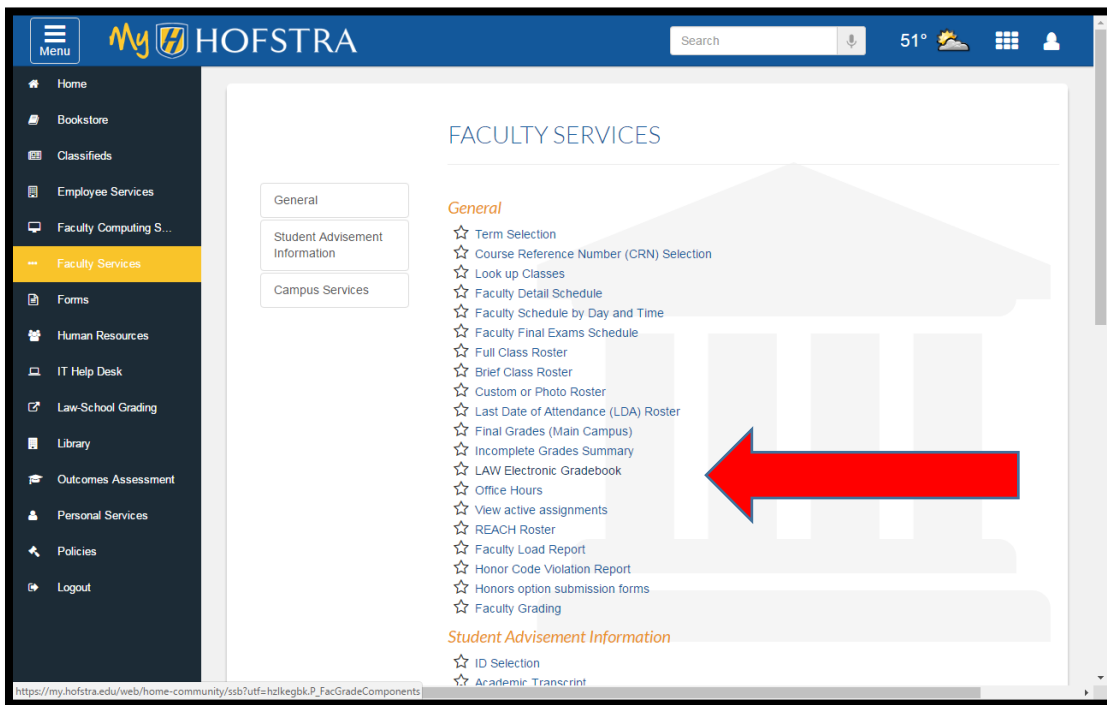
Step 3: Click on "LAW Electronic Gradebook."

(NOTE* The rest of this Documentation is based on a past course with invented data for the purposes of demonstrating the steps in grading. Your grade sheets will look similar but will reflect the specifics of your current course(s) instead of this past course).

Step 4: You will then be asked to select a term. Make sure you use the drop down menu to pick the current term – example "Fall Semester 2012" and click Submit.

Home > Faculty Services > **Select Term**

If you are using IE7 and you are experiencing difficulty with the select term drop down, **TRY using the KEYBOARD down a**

Select a Term: Medical School Fall 2012

Medical School Fall 2012
Paralegal Fall 2012
Fall Semester 2012
Summer Session III 2012
Summer Session II 2012
Summer Session I 2012
Paralegal Summer 2012
Medical School Spring 2012
Paralegal Spring 2012
Spring Semester 2012
January Session 2012
Medical School Fall 2011
Paralegal Fall 2011
Fall Semester 2011
Summer Session III 2011

Submit

RELEASE: 8.4

Step 5: You will then be asked to select a CRN. All of your courses should be listed in the drop down menu next to the "CRN:" tag. *Click on the box and then click on the CRN you would like to grade and click Submit.*

Select CRN

Home > Faculty Services > **CRN Selection**

Please enter the CRN you wish to access, or select a different term from the menu or the link below.

CRN: LAW 1700 M: CIVIL PROCEDURE I, 94883 (128)

Submit

Step 6: The next screen will give you default information about your class, including the class name, number of enrolled students, etc. You will use this page to set up the grading for your course.

To set up your course for grading, you first need to set up components. Components are the pieces that are calculated into the final grade (for example, 10% participation, 15% midterm, 75% final). If you completed all of your calculations in advance and just want to enter the final grade, you will set up only a single component: a final exam (if grading anonymously) or a final paper (if grading non-anonymously). Click "Add New Component" to start creating components.

(The number of students may be different as well as the Applicable GPA Requirements and the Percentage Grading Guidelines. These may be different because the Applicable GPA Requirements and the Percentage Grading Guidelines depend on how many students are registered for the class and if the class has a writing component.)

Please Note* If you would like to see the breakdown of the grading curve from the handbook you can click on this link at any point. This link is provided for professors who do not have a grading curve requirement for their class but who would like to see the breakdown so they can reference it while entering grades.

Course:	50 LAW 1700 - A2 - 94686	
Title:	CIVIL PROCEDURE I	
Grading Mode:	Standard Letter	
Students Registered:	0	LLM/EXCH: 0

💬 Though classes with twenty five J.D. Students or under are not subject to the grading curve, it is recommended that the faculty member should still try to meet the guidelines for the curve, click here for details

Percent Guidelines

Grade Range	Min/Max Restrictions	Mandatory Curve Frequency	Recommended Target Frequency
A+,A	MAXIMUM	3	2
A+, A, A-	MAXIMUM	8	7
A+, A, A-,B+	MINIMUM	9	
.	MAXIMUM	22	15
A+, A, A-,B+,B	MINIMUM	16	
.	MAXIMUM	25	21
B-,C+,C,C-,D+,D,F	MINIMUM	6	
.	MAXIMUM	16	10
C+,C,C-,D+,D,F	MINIMUM	5	
.	MAXIMUM	8	6
C,C-,D+,D,F	MINIMUM	3	
.	MAXIMUM	6	4
C-,D+,D,F	MINIMUM	2	
.	MAXIMUM	5	2
D+,D,F	MAXIMUM	3	1
F	MAXIMUM	1	0

Click on Add New Component to add components to grade.
If you have only one component to grade, it must be a FINALEXAM or a FINALPAPER. Please make sure to fill in the "weight percent" field accordingly.

💬 COMPONENT SET UP INFORMATION :

If you wish to grade the components of your final exam SEPARATELY (i.e., an essay and a multiple-choice section), you can choose FINALEXAM and FINALEXAM02 for each component.

PLEASE NOTE:
If you choose more than one component for your Final Exam, the total weight of the two Final Exam components must add up to equal the overall percentage weight of the final exam for the course. For example, if your exam is worth 80% of the grade in the course and you have an essay portion worth 50% and a multiple choice portion worth 50%, the weighted percentages for these components must total 80% (i.e., 40% each). Similarly, if your essay portion is instead worth 30% and a multiple-choice portion worth 70%, the weighted percentages would be 20% and 60%, respectively).

[Add New Component]

After looking over all the information on this screen, click "Add New Component" in order to start entering components

Step 7: Adding Components: After clicking the 'Add Component' button, the next screen will look like this:

🖙 **Select the new component to add from dropdown list.**
- Use Component01-Component 09 for any assignment or exam aside from the final paper, final exam, or participation.
- For either a final paper or exam, please select FINALPAPER or FINALEXAM as appropriate.
- **You MUST create a FINALPAPER or a FINALEXAM for each course;**
 If you have only one component to grade, it must be a FINALEXAM or a FINALPAPER.
 Please select FINALEXAM (if it's graded anonymously) or FINALPAPER (if it's not graded anonymously). If you are teaching a course that requires a FINALPAPER instead of FINALEXAM and the FINALPAPER choice is not available for selection, please contact Brian Kaspar at 3-6041.

 Please also note that the participation component is very specific.
 This only permits bumping up (e.g., A- from B+) and bumping down (e.g., B from B+). If you calculate attendance as a particular percentage of the grade, then you should use one of the Components (Components 01-09) for its calculation.

 NOTE: Please make sure to fill in the "weight Percent" field accordingly.

CRN: 94686

Select Component Code to ADD: *

FINALEXAM - Final Exam ▼
- COMPONENT01 – Component One
- COMPONENT02 – Component Two
- COMPONENT03 – Component Three
- COMPONENT04 – Component Four
- COMPONENT05 – Component Five
- COMPONENT06 – Component Six
- COMPONENT07 – Component Seven
- COMPONENT08 – Component Eight
- COMPONENT09 – Component Nine
- MIDTERM - Mid Term Exam
- FINALEXAM - Final Exam
- FINALEXAM02 - Final Exam part 2
- PARTICIPATION - Participation

Submit

Electronic Gradebook - Components list

RELEASE: 8.5   SITE MAP

First choose which component you would like to create. You do not need to do these in any specific order. For instance, say there was a paper assigned, and you would like to enter the grades for that paper. You can click Component01 (or any others). For this example, let's *pick Component01. Click it, and then click Submit.*

*Note: If you have only one component, it must be a final exam (if grading anonymously) or a final paper (if grading non-anonymously).

Step 8: You will now have to set up information for your component.

When you first get to the screen, it will be blank. I have entered in an example of what you could type:

 -In my example, I have the name (or title) of the component as First Paper Assignment.

- I also have it weighted at 10%. So in this example, the paper will only count for 10% of their entire grade.

- I have selected to grade using "alpha" values, which means grading along the A+ to F scale. If you prefer to grade on a point system, you would select "numeric" values instead.

-Since I'm grading using "alpha" values, the highest grade that anyone can receive is a 4.0 (A+). If you grade using "numeric" values, you would set this number to the highest possible point score that a student could achieve on that given component.

-This component will NOT be graded anonymously. (The professor will see the students' names while entering grades for the component).

Once you have completed this screen, click "Submit Updates".

***NOTE:** Once you have entered in any grades for this component you will no longer be able to edit it. (That is, you will not be able to change the name of it, weight of it, how it is graded, high score allowed, or if it will be graded anonymously.

Step 9: After you click Submit Updates it will take you back to the initial course page, and the page will reflect the component you created.

Course Attributes

Course:	50 LAW 1700 - M - 94883
Title:	CIVIL PROCEDURE I
Grading Mode:	Standard Letter
Students Registered:	128	LLM/EXCH: 1

Percent Guidelines

Grade Range		Min/Max Restrictions	Mandatory Curve Frequency	Recommended Target Frequency
A+,A		MAXIMUM	13	10
A+, A, A-		MAXIMUM	32	28
A+, A, A-,B+		MINIMUM	38	
.		MAXIMUM	89	61
A+, A, A-,B+,B		MINIMUM	64	
.		MAXIMUM	102	85
B-,C+,C,C-,D+,D,F		MINIMUM	25	
.		MAXIMUM	64	42
C+,C,C-,D+,D,F		MINIMUM	19	
.		MAXIMUM	32	25
C,C-,D+,D,F		MINIMUM	13	
.		MAXIMUM	25	17
C-,D+,D,F		MINIMUM	8	
.		MAXIMUM	20	9
D+,D,F		MAXIMUM	11	3
F		MAXIMUM	5	0

Components

Click for Component SETUP Changes	Component Title	Weight	Must Pass	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation	Highest Score Allowed	Number Graded, Exempt or Incomplete	Number NOT Graded	Click to GRADE Students
SETUP: COMPONENT01	First Paper Assignment	10	N	N	A		4	0	128	GRADE: COMPONENT01
Total Weighted Components	01 **Total Weight**	10							

Add New Component

You can either add more components by clicking "Add New Component" and repeat steps 7-8, or you can go and grade the assignment you just created.

Step 10: If you create a component and decide you would no longer like to use it, or if you set it up incorrectly, you can also delete that component. *Please note that this is a new addition to the grading system.

To delete the component first click on "Setup: Component01" (or whichever one you would like to delete).

Components

Click for Component SETUP Changes	Component Title	Weight	Must Pass	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation	Highest Score Allowed	Number Graded, Exempt or Incomplete	Number NOT Graded	Click to GRADE Students
SETUP: COMPONENT01	First Paper Assignment	10	N	N	A	4	0	0	GRADE: COMPONENT01
Total Weighted Components	01 Total Weight	10							

Add New Component

Then click "DELETE Component".

Components Set Up

Home > Components Set Up

Jennifer A. Gui
Fall Semeste
Jul 26, 2012 10:
PRINT

💬 COMPONENT SET UP INFORMATION :

If you wish to grade the components of your final exam SEPARATELY(i.e., an essay and a multiple-choice section), you can choose FINALEXAM and FINALEXAM02 for each component.

PLEASE NOTE:
If you choose more than one component for your Final Exam, the total weight of the two Final Exam components must add up to equal the overall percentage weight of the final exam for the course. For example, if your exam is worth 80% of the grade in the course and you have an essay portion worth 50% and a multiple choice portion worth 50%, the weighted percentages for these components must total 80% (i.e., 40% each). Similarly, if your essay portion is instead worth 30% and a multiple-choice portion worth 70%, the weighted percentages would be 20% and 60%, respectively).

CRN:	94686
Component Code:	COMPONENT01

💬 As students have not yet received grades for this component, you may make modifications to its attributes.
NOTE: Once students are graded you are NOT able to make modifications to the attributes for the components.

Once you are satisfied with the updates to the component click below on the "Submit Updates" button to continue.

Component Attributes

Title or Description of Component :	First Paper Assignment
Weight Percent-Enter up to 100 Weight=0 to exclude from Final grade Please use whole numbers (e.g., 80% = 80)	10 ▾
How this component is graded	○ N - Use numeric values. On next field, ENTER highest score for this component. ⦿ A - Use alpha(letter) values. On next field, highest score will default to 4 .
Highest score allowed for component	4.000
This component is graded ANONYMOUSLY	○ Yes ⦿ No

Submit Updates

DELETE Component

Once you click on "DELETE Component" you will automatically be redirected to the initial course page and the page will reflect the deletion of the component you just deleted.

***Please note** that you CAN only delete a Component up UNTIL you enter ANY grades into it. Once you enter in a grade (even if it is only one) and you try to delete a component using the step just shown, you will see the following screen with this message:

Step 11: To Grade a component click the GRADE: COMPONENT01(or whichever component you would like to grade) button on the right of the screen (under the label "Click to GRADE Students"):

Once you click GRADE COMPONENT01, your screen will look like the below screen:

Enter student component marks

Home > Enter student component marks

Joanna L. Grossman
Fall Semester 2010
Oct 29, 2010 01:01 pm
PRINT

Course Attributes

Course:	50 LAW 2963 - A - 95345
Title:	COLLABORATIVE FAMILY LAW SEMNR
Students Registered: 2	LLM/EXCH: 0

Component

Name	Component Title	Weight	Must Pass Y or N	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation	Highest Score Allowed	Number Graded, Exempt or Incomplete	Number NOT Graded
COMPONENT01	First Paper Assignment	10	N	N	A	4	0	2

Component Marks

Record Number	Student ID	Student Name	LLM/EXCH	Grade	Out Of	Percent	Exempt or Incomplete
1	700881633	Doe, John		A	4.000		-None-
2	700316035	Lamb, Mary		A	4.000		-None-

SAVE COMPONENT MARKS

In this example, I gave both of the students As. However if you click on the down arrow it will give you all of the grade choices (from A+ to F). Also, there is an option to have the student either be Exempt or Incomplete.

Exempt means that the student need not complete this component; you've decided that s/he should be exempt from the component and should only be graded on any other existing components. Incomplete means that the student will turn in the component at a later date, but has not yet done so.

You can enter both a Grade and have the Student be Exempt/Incomplete from the component. It DOES NOT have to be one or the other. For example, you would both enter a grade and make the grade exempt if you promised certain students that you would drop their lowest component score. You would still want a record of the lowest grade, but it wouldn't count towards the final calculation.

Once you are done with entering your grades, click "Save Component Marks" on the bottom left.

Step 12: After you click SAVE COMPONENT MARKS, it may not look like your screen has really changed, yet you should see "YOU HAVE SUCCESSFULLY UPDATED YOUR COMPONENT MARKS" at the top left of the screen in green.

Enter student component marks

Home > Enter student component marks

Joanna L. Grossman
Fall Semester 2010
Oct 29, 2010 01:09 pm
PRINT

You have successfully updated your component Marks

Course Attributes

Course:	50 LAW 2963 - A - 95345
Title:	COLLABORATIVE FAMILY LAW SEMNR
Students Registered: 2	LLM/EXCH: 0

Component

Name	Component Title	Weight	Must Pass Y or N	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation	Highest Score Allowed	Number Graded, Exempt or Incomplete	Number NOT Graded
COMPONENT01	First Paper Assignment	10	N	N	A	4	2	0

Component Marks

Record Number	Student ID	Student Name	LLM/EXCH	Grade	Out Of	Percent	Exempt or Incomplete
1	700881633	Doe, John		A	4.000	98.500	-None-
2	700316035	Lamb, Mary		A	4.000	98.500	-None-

SAVE COMPONENT MARKS

After you see that, scroll to the bottom of the screen where it says "**Electronic Grade Book- Component List**" on the bottom of the screen and click it.

Name	Component Title	Weight	Must Pass Y or N	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation	Highest Score Allowed	Number Graded, Exempt or Incomplete	Number NOT Graded
COMPONENT01	First Paper Assignment	10	N	N	A	4	2	0

Component Marks

Record Number	Student ID	Student Name	LLM/EXCH	Grade	Out Of	Percent	Exempt or Incomplete
1	700888888	Mary Lamb		A	4.000	98.500	-None-
2	700333333	John Doe		A	4.000	98.500	-None-

SAVE COMPONENT MARKS

Electronic Grade book - Component List

Step 13: If you have already created a FINAL PAPER or FINAL EXAM and graded this component, please skip to step 17. If you have only entered non-FINAL PAPER and non-FINAL EXAM components, then you now must create your FINAL PAPER or FINAL EXAM component. Again, you must create one of these (not both) and grade it in order to be able proceed to the FINAL GRADES screen.

To enter in a FINAL PAPER or FINAL EXAM click on ADD NEW COMPONENT again.

Course Attributes

Course:	50 LAW 1700 - M - 94883
Title:	CIVIL PROCEDURE I
Grading Mode:	Standard Letter
Students Registered: 128	**LLM/EXCH:** 1

Percent Guidelines

Grade Range	Min/Max Restrictions	Mandatory Curve Frequency	Recommended Target Frequency
A+,A	MAXIMUM	13	10
A+, A, A-	MAXIMUM	32	28
A+, A, A-,B+	MINIMUM	38	
.	MAXIMUM	89	61
A+, A, A-,B+,B	MINIMUM	64	
.	MAXIMUM	102	85
B-,C+,C,C-,D+,D,F	MINIMUM	25	
.	MAXIMUM	64	42
C+,C,C-,D+,D,F	MINIMUM	19	
.	MAXIMUM	32	25
C,C-,D+,D,F	MINIMUM	13	
.	MAXIMUM	25	17
C-,D+,D,F	MINIMUM	8	
.	MAXIMUM	20	9
D+,D,F	MAXIMUM	11	3
F	MAXIMUM	5	0

Components

Click for Component SETUP Changes	Component Title	Weight	Must Pass	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation
SETUP: COMPONENT01	First Paper Assignment	10	N	N	A
Total Weighted Components ▶	01 **Total Weight**	10			

Add New Component

*In this example I am going to choose **Final Exam.***

Electronic Gradebook Add Components

Home > **Electronic Gradebook Add Components**

💬 **Select the new component to add from dropdown list.**
- Use Component01-Component 09 for any assignment or exam aside from the final paper, final exam, or participation.
- For either a final paper or exam, please select FINALPAPER or FINALEXAM as appropriate.
☆ - **You MUST create a FINALPAPER or a FINALEXAM for each course;**
If you have only one component to grade, it must be a FINALEXAM or a FINALPAPER.
Please select FINALEXAM (if it's graded anonymously) or FINALPAPER (if it's not graded anonymously). If you are teaching a course that requires a choice is not available for selection, please contact Brian Kaspar at 3-6041.

Please also note that the participation component is very specific.
This only permits bumping up (e.g., A- from B+) and bumping down (e.g., B from B+). If you calculate attendance as a particular percentage of the gr (Components 01-09) for its calculation.

NOTE: Please make sure to fill in the "weight Percent" field accordingly.

CRN:	95021
Select Component Code to ADD: ❋	FINALEXAM - Final Exam ▾

[Submit]

My next screen looks like this (just like when we clicked Component01).

Components Set Up

Home > **Components Set Up**

Jennifer A. Gundlach
Fall Semester 2012
Aug 08, 2012 09:33 am
PRINT | EXIT

💬 **COMPONENT SET UP INFORMATION :**

If you wish to grade the components of your final exam SEPARATELY(i.e., an essay and a multiple-choice section), you can choose FINALEXAM and FINALEXAM02 for each component.

PLEASE NOTE:
If you choose more than one component for your Final Exam, the total weight of the two Final Exam components must add up to equal the overall percentage weight of the final exam for the course.
For example, if your exam is worth 80% of the grade in the course and you have an essay portion worth 50% and a multiple choice portion worth 50%, the weighted percentages for these components must total 80% (i.e., 40% each). Similarly, if your essay portion is instead worth 30% and a multiple-choice portion worth 70%, the weighted percentages would be 20% and 60%, respectively).

CRN:	94708
Component Code:	FINALEXAM

💬 As students have not yet received grades for this component, you may make modifications to its attributes.
NOTE: Once students are graded you are NOT able to make modifications to the attributes for the components.

Once you are satisfied with the updates to the component click below on the "Submit Updates" button to continue.

Component Attributes

Title or Description of Component :	Final Exam- Multiple Choice
Weight Percent-Enter up to 100 Weight=0 to exclude from Final grade Please use whole numbers (e.g., 80% = 80)	25 ▾
How this component is graded	◯ N - Use numeric values. On next field, ENTER highest score for this component. ◉ A - Use alpha(letter) values. On next field, highest score will default to 4 .
Highest score allowed for component	4.000
This component MUST be graded ANONYMOUSLY	◉ Yes

[Submit Updates]

[DELETE Component]

(*Note that when doing Final Exam the component must be graded ANONYMOUSLY. It will not give you the option to not grade anonymously).

After you are done filling in the Component Attributes, click "Submit Updates".

NOTE: A *new addition* to this grade book is the opportunity to add a Final Exam Part 2 component. This has been added so that you can grade an exam in two parts. For example, if you have a final exam which has both a multiple choice section and an essay section. For the multiple choice section of your Final Exam you can label it as your Final Exam Component (such as I did above), and for the essay section of your Final Exam, you can label it as your Final Exam 2 component. Please know that, you DO NOT NEED to use the Final Exam 2 Component. It has been added to give an additional way to grade Final Exams. You DO, however, need to have added and grade at least a Final Exam Component or a Final Paper Component in order to be able to calculate your overall final grades.

◁▷ | Faculty Services | | Employee Services | | Personal Services

Electronic Gradebook Add Components

Home > Electronic Gradebook Add Components

Jennifer
Fall Se
Jul 26, 20

🖵 **Select the new component to add from dropdown list.**
- Use Component01-Component 09 for any assignment or exam aside from the final paper, final exam, or participation.
- For either a final paper or exam, please select FINALPAPER or FINALEXAM as appropriate.
- **You MUST create a FINALPAPER or a FINALEXAM for each course;**
  If you have only one component to grade, it must be a FINALEXAM or a FINALPAPER.
  Please select FINALEXAM (if it's graded anonymously) or FINALPAPER (if it's not graded anonymously). If you are teaching a course that requires a FINALPAPER instead of FINALEXAM and the FINALPAPER choice is not available selection, please contact Brian Kaspar at 3-6041.

  Please also note that the participation component is very specific.
  This only permits bumping up (e.g., A- from B+) and bumping down (e.g., B from B+). If you calculate attendance as a particular percentage of the grade, then you should use one of the Components (Components 01-09) for its calculation.

  NOTE: Please make sure to fill in the "weight Percent" field accordingly.

CRN:	94828
Select Component Code to ADD: ✱	FINALEXAM - Final Exam ▾

[Submit]

COMPONENT02 - Component Two
COMPONENT03 - Component Three
COMPONENT04 - Component Four
COMPONENT05 - Component Five
COMPONENT06 - Component Six
COMPONENT07 - Component Seven
COMPONENT08 - Component Eight
COMPONENT09 - Component Nine
MIDTERM - Mid Term Exam
FINALEXAM - Final Exam
FINALEXAM02 - Final Exam part 2
PARTICIPATION - Participation

Electronic Gradebook - Components list

RELEASE: 8.5

You would fill out the Final Exam 2 Component similar to how you did the Final Exam Component such as I did below:

*Note that I used the Final Exam 2 Component to split up the scoring of the Final Exam. I used the Final Exam 2 Component to grade the essay section of the exam and used the Final Exam Component to grade the multiple choice section of the exam (as seen above on page 14). I weighed each component as 25% so that the Final Exam as a whole will make up 50% of the overall grade.

Also- like the Final Exam Component, the Final Exam 2 Component also MUST be graded anonymously.

After you are done filling in the Component Attributes, click "Submit Updates".

Step 14: Like before, once back at the main components screen click on "GRADE: FINALEXAM" on the right side of the screen under "Click to GRADE Students".

Components

Click for Component SETUP Changes	Component Title	Weight	Must Pass Y or N	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation	Highest Score Allowed	Number Graded, Exempt or Incomplete	Number NOT Graded	Click to GRADE Students
SETUP: COMPONENT01	First Paper Assignment	10	N	N	A	4	0	12	GRADE: COMPONENT01
SETUP: FINALEXAM	Final Exam- Multiple Choice	25	N	Y	A	4	0	12	GRADE: FINALEXAM
SETUP: FINALEXAM02	Final Exam Part 2: Essay	25	N	Y	A	4	0	12	GRADE: FINALEXAM02
Total Weighted Components	03 **Total Weight**	60							

Add New Component

Step 15: Your screen will then look similar to this:

Course Attributes

Course:	50 LAW 1700 - M - 94883
Title:	CIVIL PROCEDURE I
Students Registered:	128 LLM/EXCH: 1

Component

Name	Component Title	Weight	Must Pass Y or N	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation	Highest Score Allowed	Number Graded, Exempt or Incomplete	Number NOT Graded
FINALEXAM	Final Exam	50	N	Y	A	4	0	128

Record Sets: 1 - 25 26 - 50 51 - 75 76 - 100 101 - 125 126 - 128
Component Marks

Record Number	FINALEXAM Random#	Student Name	LLM/EXCH	Grade	Out Of	Percent	Exempt or Incomplete
1	10120	ANONYMOUS		None	4.000		-None-
2	10150	ANONYMOUS		None	4.000		-None-
3	10727	ANONYMOUS		None	4.000		-None-

SAVE COMPONENT MARKS

Electronic Grade book - Component List

Note that unlike before, the only thing you see now about the student is their random exam number. This is used to keep anonymous grading anonymous.

Enter in the students' grades and then click SAVE COMPONENT MARKS.

Step 16: Once you see the green text which says "You have successfully updated your component marks" in the top right corner. Click on "Electronic Grade book - Component List" in the bottom middle of the screen.

NOTE* If you have added a Final Exam 2 Component you will grade it exactly the same way that you graded your Final Exam Component following Steps 15 & 16.

Step 17: For faculty who bump up or bump down grades, you may add a preconfigured participation component that will handle this calculation for you. Bump up means bumping up by a single step (e.g., A- to A), and bump down means bumping down by a single step (e.g. A- to B+). If you calculate participation as a percentage (e.g. 25% of the grade), then you should add participation as a component instead of selecting the preconfigured Participation component). To use the preconfigured Participation component, simply select the component labeled "Participation". After selecting this, you will grade this component like you would any other, except instead of grades or numbers, you'll enter a "+" for any student you want to bump up and a "-" for any student you want to bump down.

Electronic Gradebook Add Components

Select the new component to add from dropdown list.
- Use Component01-Component 09 for any assignment or exam aside from the final paper, final exam, or participation.
- For either a final paper or exam, please select FINALPAPER or FINALEXAM as appropriate.
- You must create a FINALPAPER or a FINALEXAM for each course; if you have neither a final paper nor a final exam, for your last graded element (e.g., select FINALEXAM (if it's graded anonymously) or FINALPAPER (if it's not graded anonymously). If you are teaching a course that requires a FINALPAPER in the FINALPAPER choice is not available for selection, please contact Brian Kaspar at 3-6041.

Please also note that the participation component is very specific.
This only permits bumping up (e.g., A- from B+) and bumping down (e.g., B from B+). If you calculate attendance as a particular percentage of the grade one of the Components (Components 01-09) for its calculation

CRN: 24963

Select Component Code to ADD: ✱   COMPONENT01 - Component One ▼

[Submit]   COMPONENT01 - Component One
                                                             COMPONENT02 - Component Two
                                                             COMPONENT03 - Component Three
                                                             COMPONENT04 - Component Four
                                                             COMPONENT05 - Component Five
                                      [Electronic Gradebook COMPONENT06 - Component Six
                                                             COMPONENT07 - Component Seven
RELEASE: 8.1   COMPONENT08 - Component Eight
                                                             COMPONENT09 - Component Nine
                                                             MIDTERM - Mid Term Exam
                                                             PARTICIPATION - Participation

Step 18: Once you have finished entering grades for any graded component, you will see a "CALCULATE PRELIMINARY GRADES" button in the bottom left corner.

⚠ You have completed the Component grades and Final Grades have been calculated, **BUT final grades have NOT been completed or submitted.**

Course Attributes

Course:	50 LAW 1705 - A - 94866
Title:	CONTRACTS I
Grading Mode:	Standard Letter
Students Registered:	10

LLM/EXCH: 0

Percent Guidelines

Grade Range	Min/Max Restrictions	Mandatory Curve Frequency	Recommended Target Frequency
A+,A	MAXIMUM	1	1
A+, A, A-	MAXIMUM	3	2
A+, A, A-,B+	MINIMUM	3	
.	MAXIMUM	7	5
A+, A, A-,B+,B	MINIMUM	5	
.	MAXIMUM	8	7
B-,C+,C,C-,D+,D,F	MINIMUM	2	
.	MAXIMUM	5	3
C+,C,C-,D+,D,F	MINIMUM	2	
.	MAXIMUM	3	2
C,C-,D+,D,F	MINIMUM	1	
.	MAXIMUM	2	1
C-,D+,D,F	MINIMUM	1	
.	MAXIMUM	2	1
D+,D,F	MAXIMUM	1	0
F	MAXIMUM	0	0

Components

Click for Component SETUP Changes	Component Title	Weight	Must Pass	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation
SETUP: FINALEXAM	Final Exam	100	N	Y	A
Total Weighted Components	01 **Total Weight**	100			

💬 Component marks have been completed and rolled to final grades. You can no longer add a new component.

PRELIMINARY FINAL GRADES

*Only click on this if you have successfully entered in all your grades for all your components correctly, because once you calculate your final grades, you <u>CANNOT</u> change any of the individual component grades. You will still be able to change the final grades in future screens.

Step 19: If you are ready to proceed, click on the Calculate Final Grades button. It will take you to a screen that looks like this:

HOFSTRA UNIVERSITY
ELECTRONIC GRADEBOOK

Submission of component grades for preliminary final grade.

CALCULATE FINAL GRADES
By clicking "I Submit", I confirm that I have reviewed all of my components and I am ready to calculate final preliminary grades. **I UNDERSTAND THAT I WILL NOT BE ABLE TO MAK CHANGES TO ANY COMPONENT GRADES AFTER I CLICK SUBMIT.**

NOT READY TO CALCULATE – GO BACK
I AM NOT READY TO CALCULATE FINAL PRELIMINARY GRADES. I will review my components grades.

[SUBMIT]

RELEASE: 8.1   CLICK HERE TO

Click "Calculate Final Grades" and click "Submit".

Step 20: Your screen will then look like this.

You may change any of the final grades of your students on this page, and click Submit to save such changes.

To **SAVE** any students final grade changes on this page YOU MUST click the **"SAVE GRADE CHANGES" button** below
When the grading curve has been satisfied and you have processed and **SAVED ALL** of your changes you must click on **"COMPLETE FINAL GRADES" button** to send your Final grades to the School of Law Office of Academic Records.

Course Attributes

Course:	50 LAW 1705 - M - 94885
Title:	CONTRACTS I
Grading Mode:	Standard Letter
Students Registered:	128 #In Curve: 127 LLM/EXCH: 1 Curve Enforced: YES - Curve MUST be met to Complete
Course Mean GPA:	2.641

Percent Guidelines

Grade Range	Min/Max Restrictions	Mandatory Curve Frequency	Amount of Students	Actual Frequency	Recommended Target Frequency
A+,A	MAXIMUM	13	Within Range	9	10
A+, A, A-	MAXIMUM	32	Within Range	27	28
A+, A, A-,B+	MINIMUM	38	Within Range	42	
.	MAXIMUM	89	Within Range	42	61
A+, A, A-,B+,B	MINIMUM	64	TOO LOW	56	
.	MAXIMUM	102	Within Range	56	85
B-,C+,C,C-,D+,D,F	MINIMUM	25	Within Range	71	
.	MAXIMUM	64	TOO HIGH	71	42
C+,C,C-,D+,D,F	MINIMUM	19	Within Range	56	
.	MAXIMUM	32	TOO HIGH	56	25
C,C-,D+,D,F	MINIMUM	13	Within Range	44	
.	MAXIMUM	25	TOO HIGH	44	17
C-,D+,D,F	MINIMUM	8	Within Range	27	
.	MAXIMUM	20	TOO HIGH	27	9
D+,D,F	MAXIMUM	11	TOO HIGH	12	3
F	MAXIMUM	5	Within Range	0	0

[Send Calculated and Detail Grades to EXCEL]
Record Sets: 1 - 25 26 - 50 51 - 75 76 - 100 101 - 125 126 - 128
Final Grades

Record Number	FINALEXAM Random#	Student Name	LLM/EXCH	Calculated Percent	Final Grade	Final GPA
1	55569	ANONYMOUS		94.500	A ▾	4.000
2	70361	ANONYMOUS		94.500	A ▾	4.000
3	60380	ANONYMOUS		94.500	A ▾	4.000

[SAVE GRADE CHANGES]

Once you have entered all of your final grades, click "SAVE GRADE CHANGES"

NOTE- YOU MUST CLICK SUBMIT FIRST. IF YOU ENTER IN ALL OF YOUR GRADES AND CLICK "COMPLETE FINAL GRADES" NONE OF YOUR INFORMATION WILL BE SAVED!

After you click "Save Grade Changes", you can then click COMPLETE FINAL GRADES.

You may also view the calculated grades of your students in an Excel worksheet before adjusting the final grades.

You **must** be within range for every Min/Max Restriction before completing the final grades.

Course Attributes

Course:	50 LAW 1705 - M - 94885
Title:	CONTRACTS I
Grading Mode:	Standard Letter
Students Registered:	128
Course Mean GPA:	2.903

#In Curve: 127 LLM/EXCH: 1 Curve Enforced: YES - Curve MUST be met to Complete

Percent Guidelines

Grade Range	Min/Max Restrictions	Mandatory Curve Frequency	Amount of Students	Actual Frequency	Recommend Target Frequency
A+,A	MAXIMUM	13	Within Range	10	10
A+, A, A-	MAXIMUM	32	Within Range	29	28
A+, A, A-,B+	MINIMUM	38	Within Range	46	
.	MAXIMUM	89	Within Range	46	61
A+, A, A-,B+,B	MINIMUM	64	Within Range	83	
.	MAXIMUM	102	Within Range	83	85
B-,C+,C,C-,D+,D,F	MINIMUM	25	Within Range	44	
.	MAXIMUM	64	Within Range	44	42
C+,C,C-,D+,D,F	MINIMUM	19	Within Range	29	
.	MAXIMUM	32	Within Range	29	25
C,C-,D+,D,F	MINIMUM	13	Within Range	25	
.	MAXIMUM	25	Within Range	25	17
C-,D+,D,F	MINIMUM	8	Within Range	13	
.	MAXIMUM	20	Within Range	13	9
D+,D,F	MAXIMUM	11	Within Range	9	3
F	MAXIMUM	5	Within Range	0	0

Send Calculated and Detail Grades to EXCEL

You have met the Grading Curve requirements for this course. When the grading curve has been satisfied and you have processed and **SAVED ALL** of your changes you must click on **"COMPL**
Once you have clicked this button, any further modifications to grades will have to be done by following the grade change procedure.

NOTE: MAKE SURE YOU HAVE SAVED ALL YOUR CHANGES BY CLICKING the **"SAVE GRADE CHANGES" button** BEFORE you click **"COMPLETE FINAL GRADES"**.

Step 21: After you click COMPLETE FINAL GRADES, it will take you to a screen that looks like this:

If you are satisfied with the grades you have entered click on "DO COMPLETE FINAL GRADES". Once you do this, you may not change the final grades further. Any change of a final grade after this point would need to be approved by the Vice Dean of Academic Affairs.

(If you are not satisfied and would still like to review the grades, click the second button- "NOT READY TO COMPLETE- GO BACK".)

Step 22: If you click "DO COMPLETE FINAL GRADES" and click "Submit Choice" your screen will then look like this:

Welcome to Hofstra's Electronic Gradebook.

Your Final Grades have been completed and submitted to the School of Law, Office of Academic Records. You now have view access to your Final Grades.

Course Attributes

Course:	50 LAW 1705 - A - 94866	
Title:	CONTRACTS I	
Grading Mode:	Standard Letter	
Students Registered:	10	LLM/EXCH: 0

Percent Guidelines

Grade Range	Min/Max Restrictions	Mandatory Curve Frequency	Recommended Target Frequency
A+,A	MAXIMUM	1	1
A+, A, A-	MAXIMUM	3	2
A+, A, A-,B+	MINIMUM	3	
.	MAXIMUM	7	5
A+, A, A-,B+,B	MINIMUM	5	
.	MAXIMUM	8	7
B-,C+,C,C-,D+,D,F	MINIMUM	2	
.	MAXIMUM	5	3
C+,C,C-,D+,D,F	MINIMUM	2	
.	MAXIMUM	3	2
C,C-,D+,D,F	MINIMUM	1	
.	MAXIMUM	2	1
C-,D+,D,F	MINIMUM	1	
.	MAXIMUM	2	1
D+,D,F	MAXIMUM	1	0
F	MAXIMUM	0	0

Components

Click for Component SETUP Changes	Component Title	Weight	Must Pass	Anonymous Y or N	N=Numeric A=Alpha(Letter) P=Participation
SETUP: FINALEXAM	Final Exam	100	N	Y	A
Total Weighted Components	01 **Total Weight**	100			

Component marks have been completed and rolled to final grades. You can no longer add a new component.

VIEW COMPLETED FINAL GRADES

At this point you are done making any changes to your grades. All you can do now is review what you have entered. You can no longer make any changes and are done grading this CRN.

Step 23: If you would then like to go and grade other CRNs, scroll to the bottom of the screen where it says "Select Term- Select CRN" and click "Select CRN"

Component marks have been completed and rolled to final grades. You can no longer add a new component.

VIEW COMPLETED FINAL GRADES

Select Term ▪ Select CRN

Step 23: It will then bring you to this screen, where you select a different CRN and repeat the above process *ad infinitum.*

Select CRN

ⓘ Please enter the CRN you wish to access, or select a different term from the menu or the link below.

CRN: PROPERTY - LAW 1730 A - 24962

        PROPERTY - LAW 1730 A - 24962
Submit TELECOMMUNICATIONS LAW - LAW 3982 A - 24979
        INDEPENDENT STUDY - LAW 2867 7 - 25254
        INDEPENDENT STUDY - LAW 2867 16 - 25282

                                        [Term Selection]