

Grading Students in Mosaic

At this point, you should have a gradebook already created in Mosaic; if not, please refer to the other tutorials in this series under Gradebook Setup.

Grading Items Created in Mosaic

You can grade individual assignments and quizzes that you have created in Mosaic using the Mosaic Grade function found at the bottom of the assignment:

Summary of Chalmers reading from Week 1

Please give a brief summary of the Chalmers' reading you were assigned in week 1. Maximum 500 words.

Grading summary

| | |
|----------------|------------------------------|
| Participants | 6 |
| Drafts | 0 |
| Submitted | 0 |
| Needs grading | 0 |
| Due date | Friday, 4 May 2018, 12:00 AM |
| Time remaining | Assignment is due |

[View all submissions](#)

[Grade](#)

The Grading Window that pops up will depend on how you set up your assignment in the first place, so your window may look slightly different than this one:

Grade

Grade out of 5

Current grade in gradebook
-

Feedback comments

Notify students [Save changes](#) [Save and show next](#) [Reset](#)

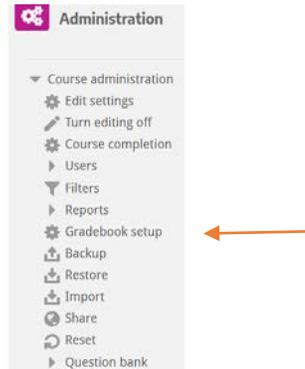
Here you can enter the grade and any feedback comments (if you selected this function in the assignment creation stage) you may have.

Marking Quizzes can also be done in Mosaic; however, if your Quiz was multiple choice or any other “fixed answer” type of Quiz, Mosaic will automatically grade for you and enter the grades in the Gradebook.

Grading Items Created Outside of Mosaic

If you have assignments that are to be completed outside of the Mosaic environment (e.g., oral presentations, attendance, papers handed in to you, final written exams, etc.) you can still use the Gradebook to provide marks and feedback to students, or just use the gradebook to record the mark for the student's reference in their Gradebook Report.

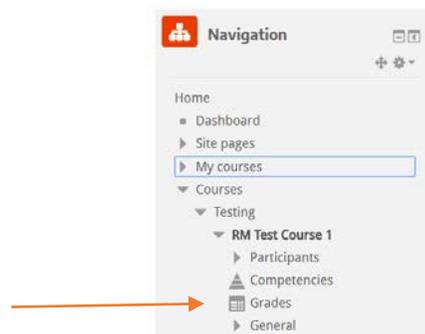
To navigate to the Grader Report, you can navigate to Gradebook Setup in the left navigation bar:



Then chose Grader report in the top navigation dropdown menu:



Or select Grades in the left Navigation block under your Course:



Your Grader report should now appear:

Grader report

Grader report

All participants: 6/6

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| | | | Rene Test Course 1 | | Quizzes and Assignments 20% | |
|--------------|------------|----------------------|--------------------|-------------------|-----------------------------|---------|
| Surname | First name | Email address | Attendance | Participation 10% | Participation 10% total | Summary |
| Bill Austin | | Bill.Austin@ecad.ca | | | | |
| Irene Guidos | | Irene.Guidos@acad.ca | | | | |

You can add grades to the Grader Report in one of two ways:

1. for multiple assignments for each student
2. for multiple students for one assignment.

For option 1, click on the  icon beside the student name in the Grader Report and the Single view window will pop up for the student you have selected. You will notice that some items will have fillable windows in white, and some will have non-fillable windows in grey. The grey windows represent either assignments that Mosaic will grade for you, or they are the Parent Category grades that are automatically filled in once the grades are entered for each item under the Parent Category.

Fill in the grades and any Feedback you may want to provide in the corresponding white boxes

| Grade item | Grade category | Range | Grade | Feedback | Over |
|---|-----------------------------|---------------|--------|----------------------------|------|
|  Attendance | Participation 10% | 0.00 - 13.00 | 12 | 1 unexcused absence | |
|  Participation 10% total | Participation 10% | 0.00 - 100.00 | | | |
|  Summary of Chalmers reading from Week 1 | Quizzes and Assignments 20% | 0.00 - 5.00 | | | |
|  Quiz Week 3 | Quizzes and Assignments 20% | 0.00 - 5.00 | | | |
|  Short answer Quiz - Week Three | Quizzes and Assignments 20% | 0.00 - 10.00 | | | |
|  Quizzes and Assignments 20% total | Quizzes and Assignments 20% | 0.00 - 100.00 | | | |
|  Writing Project 1 | Writing Project 1 10% | 0.00 - 20.00 | 18 | See comments on assignment | |
|  Writing Project 1 10% total | Writing Project 1 10% | 0.00 - 100.00 | | | |
|  Writing Project 2 - Proposal | Writing Project 2 20% | 0.00 - 5.00 | 5.00 | | |
|  Writing Project 2 - Main Essay | Writing Project 2 20% | 0.00 - 30.00 | 30.00 | | |
|  Writing Project 2 - Abstract | Writing Project 2 20% | 0.00 - 10.00 | 10.00 | | |
|  Writing Project 2 20% total | Writing Project 2 20% | 0.00 - 100.00 | 100.00 | | |

Make sure you  your grades prior to moving on to the next student. If you want to modify or overwrite a grade in any of the greyed out areas, click the box under the Override All / None column. You can now navigate to User Report, select the user you would like to see the report for and see their grades and current overall mark in the class:

User report

Select all or one user Bill Austin

| Grade item | Calculated weight | Grade | Range | Percentage | Letter grade | Feedback | Contribution to course total |
|---|---------------------|-------|-------|------------|--------------|----------------------------|------------------------------|
| Rene Test Course 1 | | | | | | | |
| Participation 10% | | | | | | | |
| Attendance | 100.00 % | 12.00 | 0-13 | 92.31 % | A | 1 unexcused absence | 23.08 % |
| Participation 10% total | 25.00 % | 92.31 | 0-100 | 92.31 % | A | | - |
| Simple weighted mean of grades. | | | | | | | |
| Quizzes and Assignments 20% | | | | | | | |
| Summary of Chalmers reading from Week 1 | 0.00 % (Empty) | - | 0-5 | - | - | | 0.00 % |
| Quiz Week 3 | 0.00 % (Empty) | - | 0-5 | - | - | | 0.00 % |
| Short answer Quiz - Week Three | 0.00 % (Empty) | - | 0-10 | - | - | | 0.00 % |
| Quizzes and Assignments 20% total | 0.00 % (Empty) | - | 0-100 | - | - | | - |
| Simple weighted mean of grades. | | | | | | | |
| Writing Project 1 10% | | | | | | | |
| Writing Project 1 | 100.00 % | 18.00 | 0-20 | 90.00 % | A | See comments on assignment | 22.50 % |
| Writing Project 1 10% total | 25.00 % | 90.00 | 0-100 | 90.00 % | A | | - |
| Simple weighted mean of grades. | | | | | | | |
| Course total | | - | | 95.58 | 0-100 | 95.58 % | A+ |
| Weighted mean of grades. | | | | | | | |

This is also the report the student will see when they are checking their grades.

For option 2, adding grades for one assignment for multiple students, click on the  icon beside the grade item you want to add grades to. Add the grades and any feed back you want to provide under the corresponding column:

Single view

Grade item: Attendance

Select

| First name (Alternate name) Surname | Range | Grade | Feedback |
|--|--------------|-------|---------------------|
|   Bill Austin | 0.00 - 13.00 | 12.00 | 1 unexcused absence |
|   Irene Guidos | 0.00 - 13.00 | | |
|   Fong Ku | 0.00 - 13.00 | | |