Grader User Guide for LUMS Faculty

2016

Version 2.0

This grader user guide is developed by Office of the Registrar (RO) in close coordination with Information Systems and Technology (IST) team.

Please direct:

- *Technical queries related to grader at kashif.mehmud@lums.edu.pk*
- *Functional queries related to grading at ro@lums.edu.pk*

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CHECKLIST: Verifications Required (Prior to running the grader)

1) Please ensure that the following boxes are checked for all the components/sub-components in Class assignments menu in the Zambeel gradebook:
   - ✓ Required
   - ✓ Assessed
   - ✓ Allow students to view grades

2) Due dates for all components/sub-components in Class Assignments and Grade by Assignment should be previous than the date of running the grader.

3) Maximum points and Weight in points are correctly entered in Class Assignments for all components/sub-components.

4) Kindly ensure that **N-1** Policy is applied before running the grader (if required).
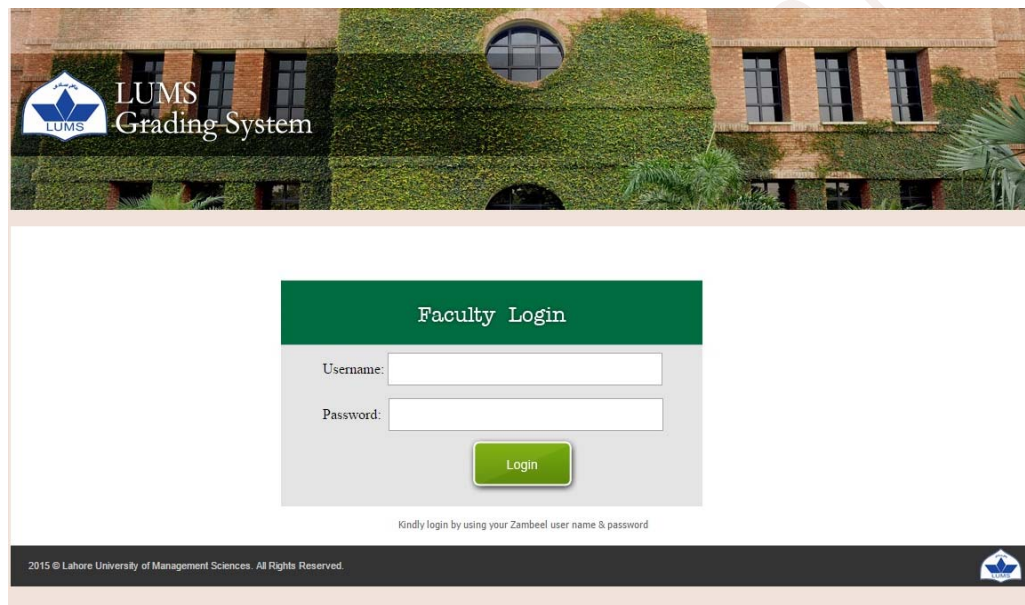
Following are the steps to run the grader:

Step 1: Grader Log-in

There are two methods of starting the Grading Assistant (Grader):

i)   Login to Zambeel via https://zambeel.lums.edu.pk*

         Navigate to Self Service>Grading Assistant

OR

ii)   Directly go to the URL: https://zambeel.lums.edu.pk/grader*

LUMS domain Username and Password is required to Sign In in the system.

Figure 1: Grader Login Screen

Step 2: **Add Current Term & Course Code**

Please enter Course Code and search to open the grades of the relevant class.
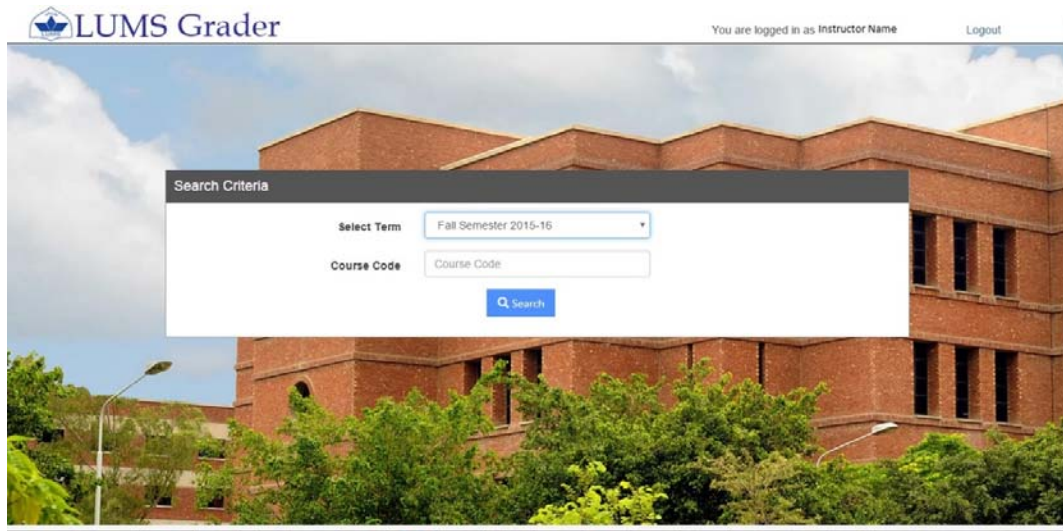
In order to bring up all the courses that have not been graded in the current semester:

i)   Make sure that the selected Semester is **Spring Semester 2015-2016** by clicking on the arrow sign in the drop down menu.

ii)   Click on the Search button and select the course which is to be graded by clicking on the **Select** checkbox and press the **Grade** button.

iii)   The status of the course will be **"Grading Not Started"**.

Figure 3: List of Classes

Note: *For Cross-listed courses, select any of the cross-listed course. The second section of the course will automatically be open as combined course in the Grader.*
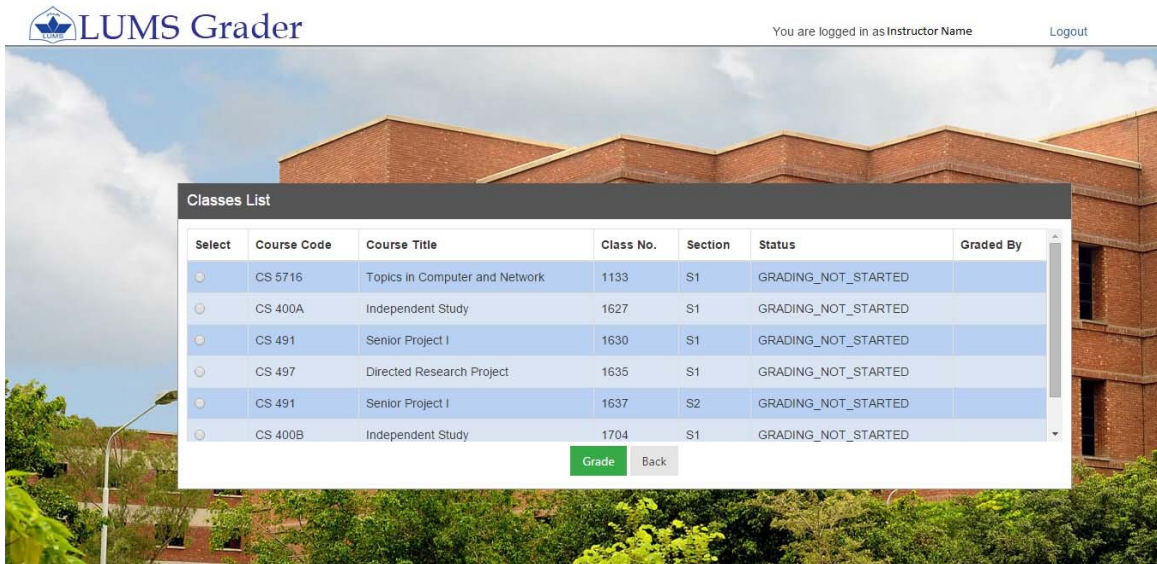
- *Prior to running the grader, please ensure that the total no of components/sub-components, their weightages and titles/description should be **IDENTICAL.***

Step 3: Grading the Course

i. The grader visually displays each student as a mark on a graph positioned according to his/her aggregate score and displays cut-off lines in black between each grade boundary.

ii. Each grade is displayed in a separate color for clarity and the applet allows to move the black cut-off lines up or down.

iii. When one moves these cut-offs beyond tolerance limit the color of the line becomes red (down) or green (up).

iv. Point 3, the colour **RED** indicates that the grades are required to be submitted to the Dean.

v. When the cut-off lines are repositioned according to the Instructor preferences, please click on the **Finalize** button.

OR

vi. If one finds it difficult to move the applet, simply, change the cutoff values in **"Grade Cut-off"** column and click **Finalize** button.

The instructors have the option to toggle **Horizontal** and **Vertical** alignment of the graph.

Figure 4: Course Grading with Vertical Graph

Figure 4.1: Course Grading with Horizontal Graph

***Step 4:* Submitting Grades to the Dean**

i. **Within Tolerance Limit:** If the cut-offs are within tolerance limits, the grader will allow finalizing the grades. The instructor may simply proceed to **Step 5** in order to print and send a duly signed copy of grades to the Office of the Registrar.

ii. **Outside Tolerance Limit:** If the grades are outside tolerance limits one or more cut-off lines will appear *Red*. Clicking the **Finalize** button will result in a message to the effect that the grades will be submitted to the Dean for approval.

iii. On submission of grades, the Dean can then have a look at grades through their login and either approve or reject/suggest alternative cutoffs. In both the scenarios, the grades will come back to the respective instructor. The Instructor will receive a notification, through an auto-generated email message.

Figure 5: Submission of Grades to the Dean

***Step 5:* Finalizing the Grades**

i. Login again by repeating Step 1 &2

ii. The instructor will be required to open grades with **"Approved"** status and finalize them.

iii. If no changes are required, click on the "**Finalize"** button and this may result in your grades being finalized (if no changes are made) or another round where the grades will be re-sent to the Dean.

Step 6: **Grade Report Overview**

i. The grade report provides a detailed overview pertaining to the grading of that particular course section(s).

Following features have been introduced in the grade report:

a. Course/Section(s) Standard Deviation, Mean, Minimum, Maximum and Average GPA of that particular class is visible to give a thorough statistics of the grading.

b. A table has been added containing letter grades, finalized cut-off values, the number of grades awarded, the percentage distribution of the grades and distribution of grades band-wise.

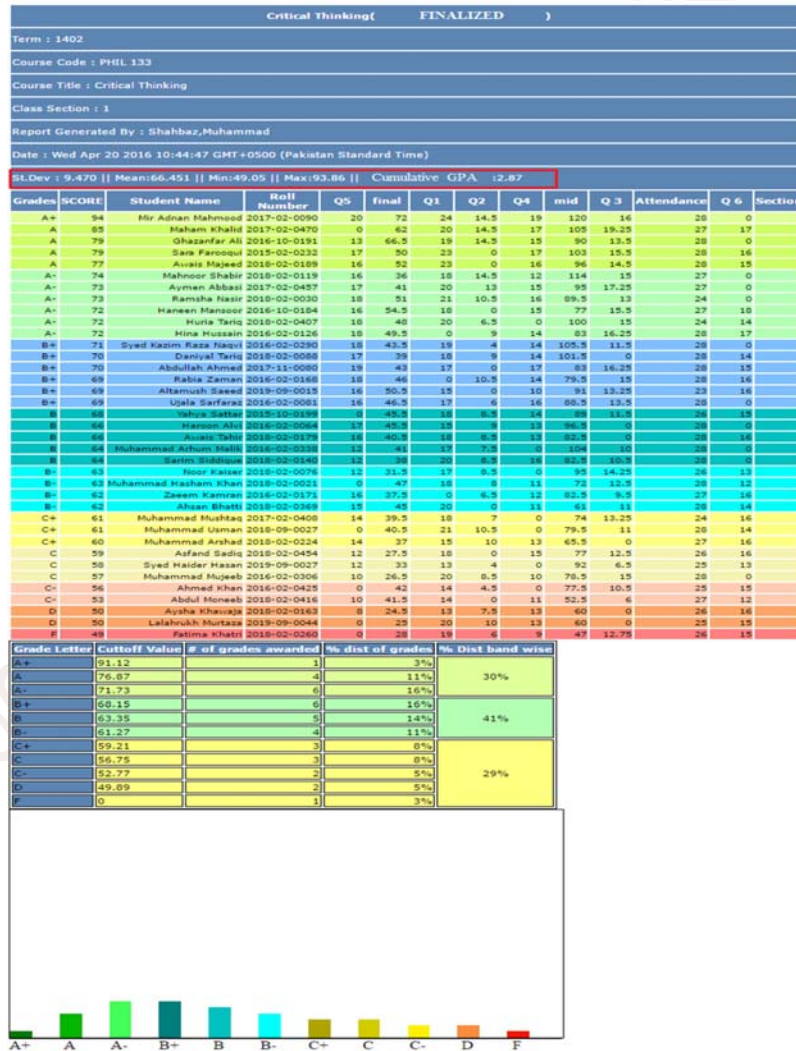c. The grading histogram has been added in the report so that the instructor could review the distribution curve.

Figure 6: Grades Report

Step 7: **Submission of Finalized Grades (hardcopy)**

i.   The instructor(s) are required to submit a hardcopy of grades with *"Finalized"* status to Office of the Registrar.

ii.   In order to print and send a hard copy of Grades, simply click on the **Generate Report** button at the bottom right side of the grader window.

iii. A new browser window will open with the final grades and scores (final aggregate) appearing in descending order along with grade letter and cut-off values (grading scale).

iv.   It is recommended to print the report in Black & White format.

Note: *On the printed Final Report, the course Instructor is required to sign on each page and send a complete hardcopy with* **"Finalized"** *status to Office of the Registrar.*