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What is a Grade Item?

Within Springboard!, you can create six different types of grade items:

Numeric Use this item to award a number value.

Pass/Fail When entering grades, you select either "Pass" or "Fail" from a drop-down list. Selecting "*Pass*" awards students the full number of points you specify for the item. "*Fail*" gives the student a zero.

Text Use this item to provide text feedback. Text items are not included in grade calculations.

Calculated Use this item to calculate a running total or average of selected grade items in Points System Grades. While it may be useful for calculating midterm grades, it is not exportable and cannot be included in Final Grade calculations.

With the Weighted System, the Calculated item type can give misleading results (Springboard! re-distributes weights and ignores any instructions to drop highest/lowest grades).

With the Formula System, the Formula item type is a better alternative than the Calculated item.

Formula Use this item type to enter a formula for calculating selected items within the Grades List. The Formula item type can be included in the final grade calculation for the Formula System but not for Points or Weighted systems. This item can be exported.



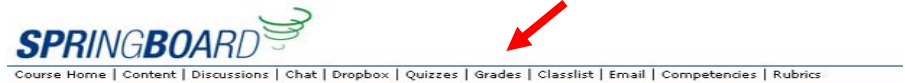
Each Grade Item type will be discussed in greater detail



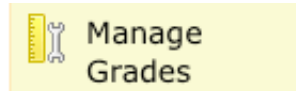
Numeric type Grade Items can be used to create **bonus items**. (Instructions for creating a bonus item are included with the individual grade item types.) When you create a bonus item, the Out of Points grade for that item will display as zero "0." However, if selected the bonus points will be included in the final adjusted grade calculation.

Creating a Numeric Grade Item

1. Click Grades in the Course Navbar



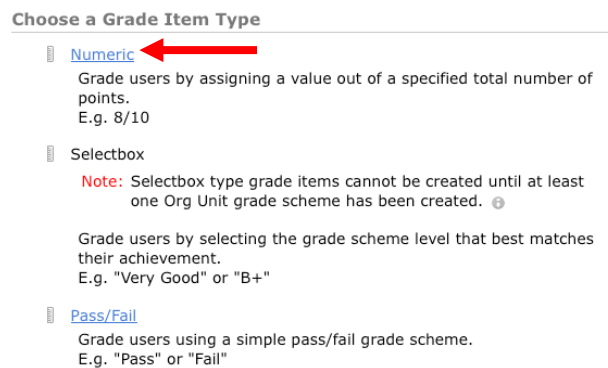
2. Click **Manage Grades**



3. Click **New Item**



4. Click **Numeric**. (Note: You won't be able to change the grade item type after you have saved the item.)



5. Enter an item name (e.g., Homework 1) and a short name for Grades that will appear as the column label (e.g., HW 1). If you don't enter a short name, Springboard! will use the full item name in Grades. By using the Short Name columns in Grades will be smaller reducing the amount of horizontal scrolling required thus making Grades easier to navigate.

The 'New Item' form shows the 'Properties' tab. The 'Type' is set to 'Numeric'. The 'Name' field contains 'Homework 1' and the 'Short Name' field contains 'HW1'. The 'Category' is set to 'None'. The 'Description' field is empty. The 'Basic' tab is selected. The 'Allow users to view grade item description' checkbox is unchecked.

New Item

Grades List New Item

Properties Restrictions Activities

Cancel Save and New Save

General

Type: Numeric

Name: Homework 1

Short Name: HW1

Category: None [New Category]

Hide Description

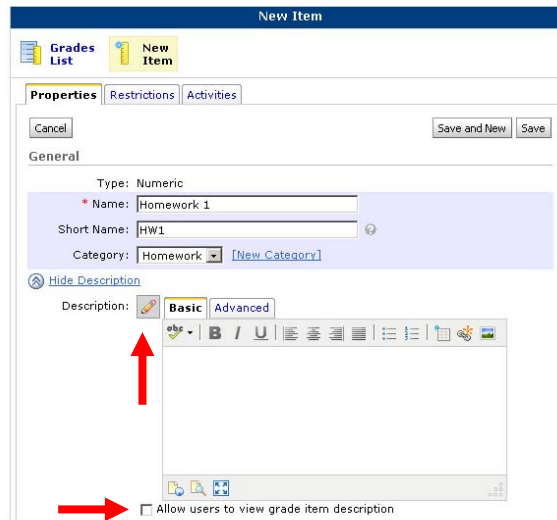
Description: Basic Advanced

Allow users to view grade item description

6. **Select the parent category** (e.g., Homework) if applicable. (If you are organizing your Grade List by categories and you haven't yet created the category for this item, you can do so now by clicking New Category.

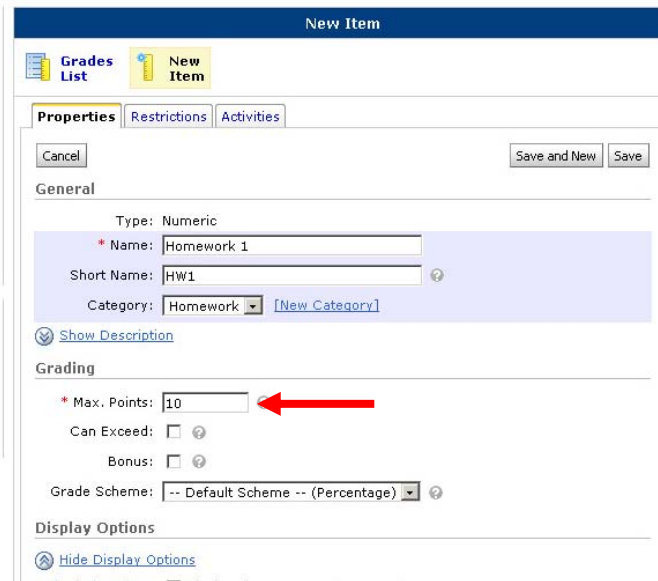
Category:  [\[New Category\]](#)

7. To enter a description of the Grade Item (optional), click **Show Description**. Type the description of the Grade Item in the HTML Editor, and check if you want students to view the grade item description.



The screenshot shows the 'New Item' form with the 'General' tab selected. The 'Description' field is highlighted with a red arrow. Below the field is a checkbox labeled 'Allow users to view grade item description' with a red arrow pointing to it.

8. Enter the **Maximum number of points** for the Grade Item. (If you are using the Weighted System, enter the **weight/percentage** this item will contribute.)



The screenshot shows the 'New Item' form with the 'Grading' tab selected. The 'Max. Points' field is highlighted with a red arrow.

9. Indicate whether this item can exceed the maximum points or if it is a bonus grade item.

New Item

Properties Restrictions Activities

Cancel Save and New Save

General

Type: Numeric

* Name: Homework 1

Short Name: HW1

Category: Homework [New Category]

[Show Description](#)

Grading

* Max. Points: 10

Can Exceed: ☐ [?](#)

Bonus: ☐ [?](#)

Grade Scheme: -- Default Scheme -- (Percentage) [?](#)

Display Options

[Hide Display Options](#)

F.Y.I.

The points for a bonus item are not included in the maximum points/percentages for the course by default. In Grades, the Out of Grade (Weighted System) or Points grade (Points System in the Bonus Item Column) will display as zero "0"; however, any points/percentages earned on this item can be added to the category and/or final adjusted grade.

10. Select a grade scheme from the drop down list.

11. Under the heading **Display Options** you can show statistics such as class average or grade item distribution to your students.

* Max. Points: 10

Can Exceed: ☐ [?](#)

Bonus: ☐ [?](#)

Grade Scheme: -- Default Scheme -- (Percentage) [?](#)

Display Options

[Hide Display Options](#)

Submission View: ☒ Display class average to users [?](#)

☒ Display grade distribution to users [?](#)

In addition, in the Managing View, you can opt to **Override Display Options** and show students the Points Grade, Grade Scheme Symbol (Letter or Percentage) and Grade Scheme Color.

[Hide Display Options](#)

Submission View: ☒ Display class average to users [?](#)

☒ Display grade distribution to users [?](#)

Managing View: ☒ Override display options for this item [?](#)

Show: ☐ Points grade

☒ Grade scheme symbol

☒ Grade scheme color

12. Click **Save** to complete this grade item or **Save and New** to save this Grade Item and create another.

New Item

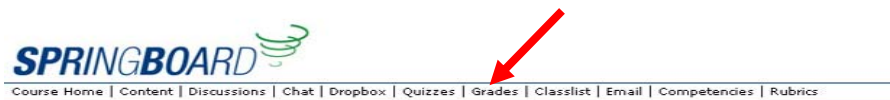
Properties Restrictions Activities

Cancel Save and New Save

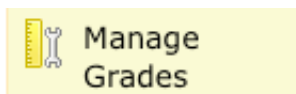
General

Creating a Pass/Fail Grade Item

1. Click Grades in the Course Navbar



2. Click **Manage Grades**

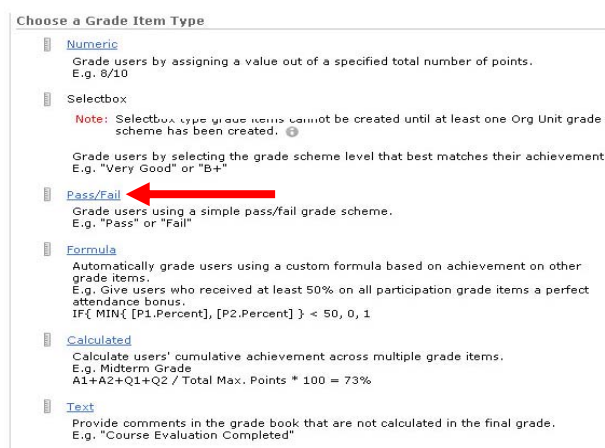


3. Click **New Item**



4. Click **Pass/Fail**

(Note: You won't be able to change the grade item type after you have saved the item.)



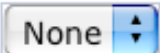
5. Enter an item name (e.g., Homework 1) and a short name for the Grade List column label (e.g., HW 1). If you don't enter a short name, Springboard! will use the full item name in Grades. By using the Short Name columns in Grades will be smaller reducing the amount of horizontal scrolling required thus making Grades easier to navigate.

 The image shows the 'New Item' form with the 'Properties' tab selected. The 'General' section contains the following fields:

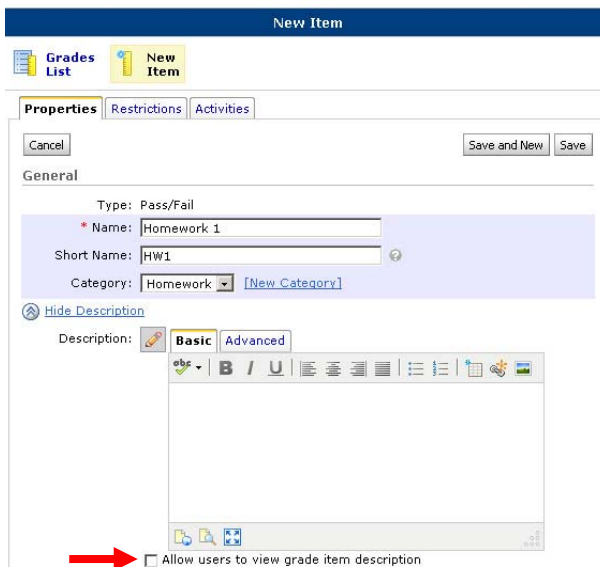
- Type: Pass/Fail
- Name: Homework 1
- Short Name: HW1
- Category: None (with a link to 'New Category')
- Description: (empty text area)

 At the bottom, there is a checkbox labeled 'Allow users to view grade item description' which is currently unchecked.

6. **Select the parent category** (e.g., Homework) if applicable. (If you are organizing your Grade List by categories and you haven't yet created the category for this item, you can do so now by clicking New Category.

Category:  [\[New Category\]](#)

7. To enter a description for the item click **Show Description**. Type the description of the Grade Item into the HTML Editor, and check if you want students to view the Grade Item Description.



New Item

Properties | Restrictions | Activities

Cancel Save and New Save

General

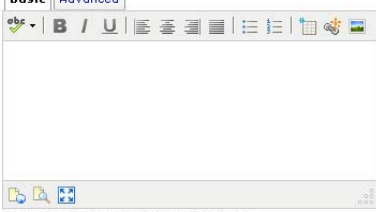
Type: Pass/Fail

* Name:

Short Name:

Category: [\[New Category\]](#)

[Hide Description](#)

Description: 

☐ Allow users to view grade item description

8. Enter the **total number of points** for the Grade Item. (If you are using the Weighted System, enter the **weight/percentage this item will contribute**.)



Cancel Save and New Save

General

Grading

* Max. Points:

Bonus: ☐

Grade Scheme:

Display Options

[Hide Display Options](#)

Submission View: ☒ Display class average to users
 ☒ Display grade distribution to users

Managing View: ☐ Override display options for this item

Show: ☐ Points grade
 ☒ Grade scheme symbol
 ☒ Grade scheme color

Cancel Save and New Save

9. Indicate whether this is a bonus grade item.

The screenshot shows the 'Grading' section of the Springboard! Grade Item form. At the top, there are buttons for 'Cancel', 'Save and New', and 'Save'. Below these, the 'General' section is visible. The 'Grading' section includes a 'Max. Points' field set to 10, a 'Bonus' checkbox which is unchecked, and a 'Grade Scheme' dropdown menu currently set to '-- Default Scheme -- (Percentage)'. Below the 'Grading' section is the 'Display Options' section, which includes a 'Hide Display Options' link, 'Submission View' checkboxes for 'Display class average to users' and 'Display grade distribution to users' (both checked), and a 'Managing View' checkbox for 'Override display options for this item' (unchecked). Under 'Managing View', there are 'Show' checkboxes for 'Points grade', 'Grade scheme symbol', and 'Grade scheme color' (all checked). At the bottom of the form, there are buttons for 'Cancel', 'Save and New', and 'Save'.

10. Select a grade scheme from the drop down list.

11. Under the heading **Display Options**, you can show statistics such as class average or grade item distribution to your students.

You can also click **Override Display Options** and show students the Points Grade, Grade Scheme Symbol (Letter /Percentage) and Grade Scheme Color.

12. Click **Save** to complete this Grade Item or **Save and New** to create another Grade Item.

This screenshot is a closer view of the 'Grading' section. A red arrow points to the 'Grade Scheme' dropdown menu, which is currently set to '-- Default Scheme -- (Percentage)'. The 'Max. Points' field is 10, and the 'Bonus' checkbox is unchecked. Below this is the 'Display Options' section, which includes a 'Hide Display Options' link, 'Submission View' checkboxes for 'Display class average to users' and 'Display grade distribution to users' (both checked), and a 'Managing View' checkbox for 'Override display options for this item' (unchecked). Under 'Managing View', there are 'Show' checkboxes for 'Points grade', 'Grade scheme symbol', and 'Grade scheme color' (all checked).

This screenshot shows the bottom of the form with three buttons: 'Cancel', 'Save and New', and 'Save'. A red arrow points to the 'Save' button.

Creating a Select Box/Formula Grade Item

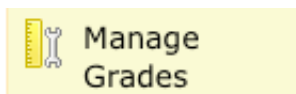
For Assistance with Creating a Select Box or Formula Grade Item, please contact the Zip Support Center at (330) 972 – 6888 for assistance.

Creating a Text Grade Item

1. Click Grades in the Course Navbar



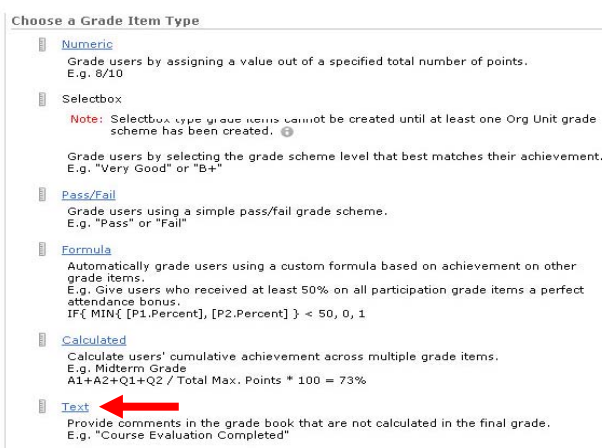
2. Click **Manage Grades**



3. Click **New Item**



4. Click **Text** (Note: You won't be able to change the grade item type after you have saved the item.)



5. Enter an item name (e.g., Project Proposal) and a short name (PR1) that will appear as the column label in Grades. If you don't enter a short name, Springboard! will use the full item name in Grades. By using the Short Name columns in Grades will be smaller reducing the amount of horizontal scrolling required thus making Grades easier to navigate.

 The image shows the 'New Item' form. The 'Name' field contains 'Project Proposal' and the 'Short Name' field contains 'PR1'. A red arrow points to the 'Short Name' field. The form includes tabs for Properties, Restrictions, and Activities. The 'General' section is active, showing the 'Type' as 'Text'. There are 'Cancel', 'Save and New', and 'Save' buttons at the top and bottom.

6. To enter a description for the item click **Show Description**. Type the description of the Grade Item into the HTML Editor, and check if you want students to view the Grade Item Description.

The screenshot shows the 'New Item' form with the 'Properties' tab selected. Under the 'General' section, the 'Name' field contains 'Project Proposal' and the 'Short Name' field contains 'PRI'. The 'Description' section is visible, showing a 'Hide Description' link and a 'Basic' tab. A red arrow points to the checkbox labeled 'Allow users to view grade item description' at the bottom left of the form.

7. Click **Save** to complete this Grade Item, or **Save and New** to create another Grade Item.

The screenshot shows the 'New Item' form with the 'Properties' tab selected. Under the 'General' section, the 'Name' field contains 'Project Proposal' and the 'Short Name' field contains 'PRI'. The 'Description' section is visible. A red arrow points to the 'Save' button at the bottom right of the form.

Creating a Calculated Grade Item

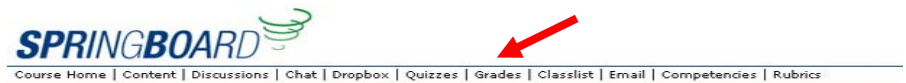


You can use the Calculated Grade Item to total grades of specific columns. Springboard! calculates the Grade-to-Date using the same rules it applies when calculating the Final Grade (**Exception:** it will not drop the highest/lowest grades in a category).

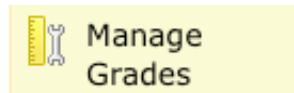


Calculated Grade Items cannot be included in Formula Items or in Final Grade Calculations.

1. Click Grades in the Navbar



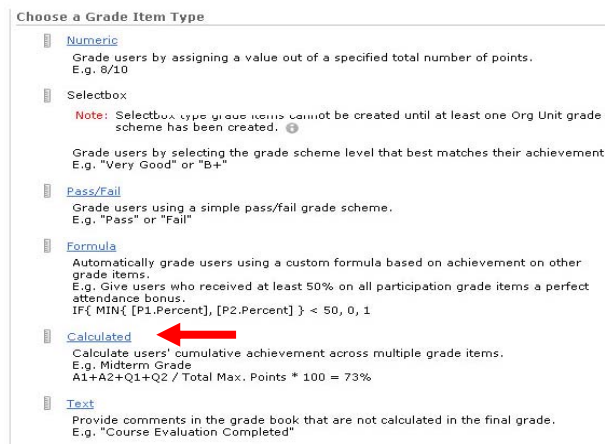
2. Click **Manage Grades**



3. Click **New Item**



4. Click **Calculated** (Note: You won't be able to change the grade item type after you have saved the item.)



5. Enter an item name (e.g., Midterm Grade) and a short name for Grades that will appear as the column label (e.g., Midterm). If you don't enter a short name, Springboard! will use the full item name in Grades. By using a Short Name, the columns in Grades will be shorter and reduce the amount of horizontal scrolling required, thus making Grades easier to utilize.

The screenshot shows the 'New Item' form with the 'General' tab selected. The 'Name' field is 'Midterm Grade' and the 'Short Name' field is 'Midterm'. The 'Description' field is empty. At the bottom, there is a checkbox labeled 'Allow users to view grade item description'.

6. Click **Show Description** to enter a description for the item. Click on the description box then type the description of the Grade Item into the HTML Editor and check whether you want the students to view the Grade Item Description.

This screenshot is identical to the previous one, but a red arrow points to the 'Allow users to view grade item description' checkbox at the bottom, which is currently unchecked.

7. Under the heading Grading, you will be able to **select the Grading Scheme** to use, and the **grades you would like to include in the Calculated Grade Item**. In this case we have selected the Homework Category and Test 1 from the Test category. We have excluded Test 2 because this has not been completed by the students.

The screenshot shows the 'Grading' tab. The 'Grade Scheme' is 'Default Scheme -- (Percentage)'. Under 'Calculation', 'Homework' and 'Test 1' are checked, while 'Test 2' is unchecked. Under 'Display Options', 'Display class average to users' and 'Display grade distribution to users' are checked. 'Override display options for this item' is unchecked. The 'Show' section has 'Points grade', 'Grade scheme symbol', and 'Grade scheme color' all checked.

8. Under the heading **Display Options** you can show statistics such as class average or grade item distribution to your students, you can also click override display options and show students the Points Grade, Grade Scheme Symbol (Letter/Percentage Grade) and Grade Scheme Color.

Display Options

[Hide Display Options](#)

Submission View: ☒ Display class average to users ?
☒ Display grade distribution to users ?

Managing View: ☐ Override display options for this item ?

Show: ☐ Points grade
☒ Grade scheme symbol
☒ Grade scheme color

Cancel Save and New Save

9. Click **Save** to Complete this Grade Item or **Save and New** to create a new item.

Cancel Save and New Save

Setting Conditional Release



Conditional Release Criteria is beneficial if there are conditions that need to be met before a grade is released. For example, a student may not see their grade until a specific date, or until after they have completed a Quiz, or submitted Homework, etc...

1. To limit when a Grade Item will be visible to students, click **Manage Grades**, select the **Grade Item** then click the **Restrictions** tab.

If applicable, select dates when the Grade Item will be visible/available to students. For example, you may wish to make the item visible for a range of time or to hide the item while entering grades.

Edit Item:

Grades List Edit Item Event Log

Properties Restrictions Activities

Saved successfully

Cancel Save

General

Visibility: ☐ Grade item is always visible
☐ Hide this grade item
☒ Grade item is visible for a specific date range

☒ Has Start Date
 January 1 2009 Now

☒ Has End Date
 January 1 2010 Now

☐ Display in Schedule

Release Conditions

[Hide Release Conditions](#)

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

2. To restrict display of the Grade Item based on group membership or completion of a task, click on the **Show Release Conditions**.

You will need to create your conditions. Begin by clicking **Create & Attach**.

Edit Item:

Grades List Edit Item Event Log

Properties Restrictions Activities

Saved successfully

Cancel Save

General

Visibility: ☐ Grade item is always visible
☐ Hide this grade item
☒ Grade item is visible for a specific date range

☒ Has Start Date
 January 1 2009 Now

☒ Has End Date
 January 1 2010 Now

☐ Display in Schedule

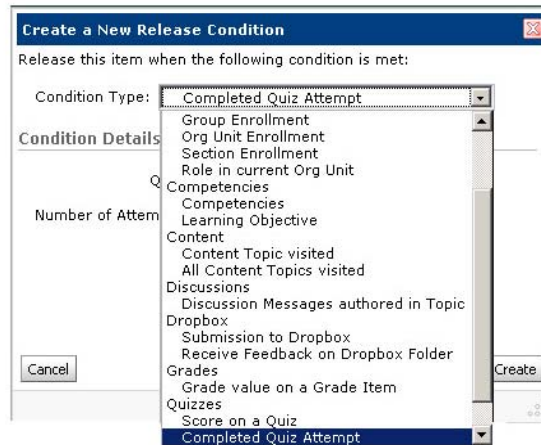
Release Conditions

[Hide Release Conditions](#)

Attach Existing Create and Attach Remove All Conditions

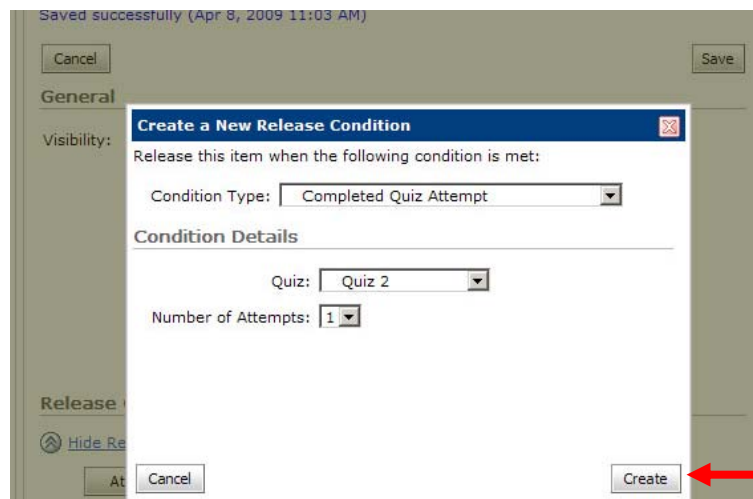
There are no conditions attached to this item.

3. In the popup window, **select the condition type** (e.g., Quizzes - Completed Quiz Attempt).



4. Under **Condition Details**, select the additional criteria to complete the restriction. In this example, we have selected Quiz 2 and have selected 1 Attempt. This means this Grade Item will only be visible to those students who have completed at least one attempt at Quiz 2.

Once you have created your Condition Details, click **Create**.



5. Click **Save** to finish adding the restriction to the Grade Item.

