



# iLearn: How to Determine Student Grade Before the End of the Semester

Center for Innovation in Teaching and Learning

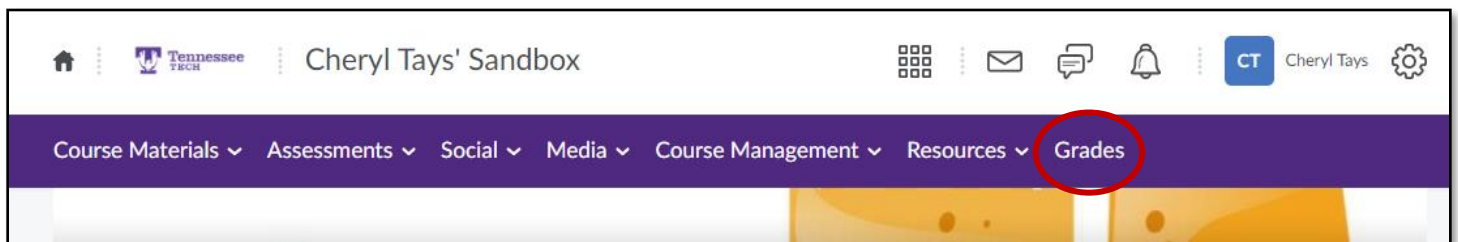
There are 2 methods that can be used to calculate student grades before the end of the semester (their current standing in the course, without including future assignments). This can also be used when instructor needs a mid-term grade.

**Method A:** Dropping ungraded items

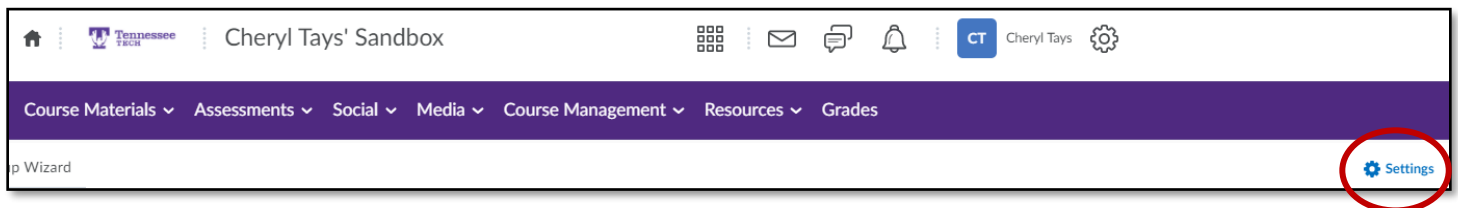
**Method B:** Create a new grade item

## Method A: Dropping ungraded items

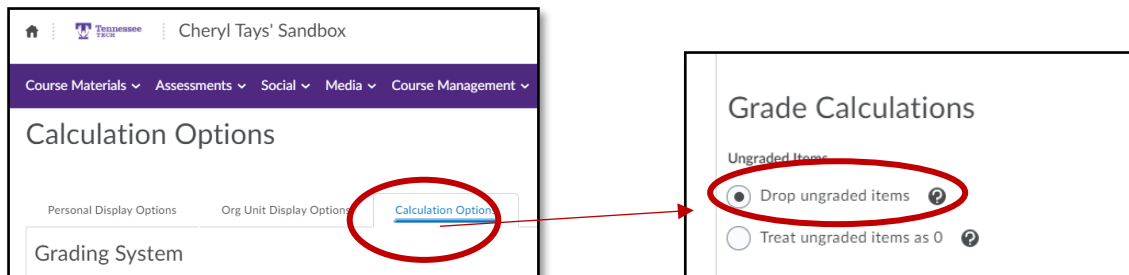
1. Choose **Grades** on the navigation bar



2. Click on **Settings**



3. Choose the **Calculation Option Tab**
4. Scroll towards bottom of the page of that tab, select the radio button to “**Drop ungraded items**”
5. Click **Save** at the bottom of page

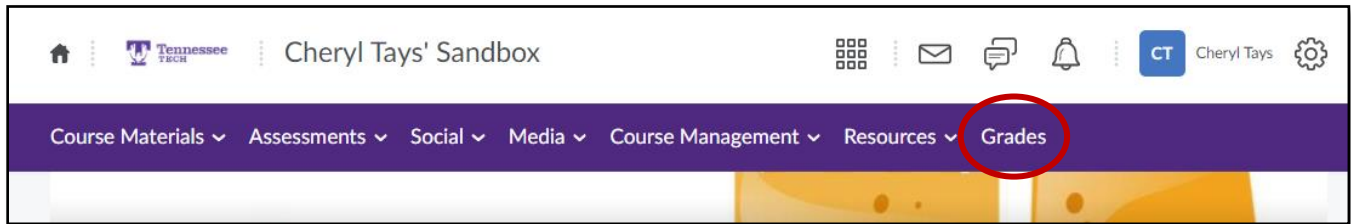


**Note:** Remember to enter zeroes where students have missed assignments, discussions or quizzes to reflect missing work.

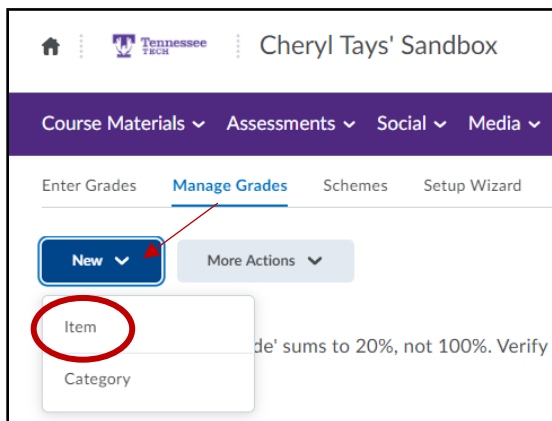
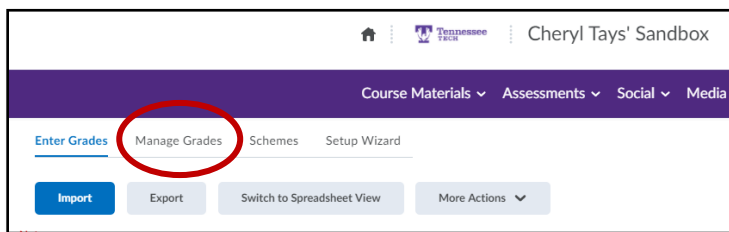
**Note:** If instructor wants students to view the ongoing average, be sure to release the **Final Calculated Grade** in Settings.

**Method B: Create a New Grade Item**

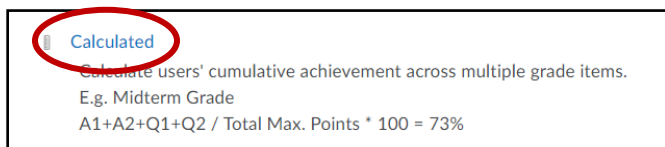
1. Choose **Grades** on the navigation bar



2. Choose the Manage Grades tab
3. Click New, then Item on the drop menu



4. On the next screen, choose Calculated



5. On the next screen, complete the Properties fields.

Properties Restrictions Objectives

**General**

Type  
Calculated

Name \*  
Mid Term Average

- Enter a **Name** (short name is optional)
- Click **Can Exceed** if grade can show higher than 100%
- Select the grade items to be included in the calculation
  - If “treat ungraded items as zero”, only include items where due date has passed.
  - If “drop ungraded items”, you may select all items to be included in grade calculation but remember to enter zeroes when student has missed assignment, discussion, or quiz.
- Click **Save and Close**

**Note:** Instructor can edit the settings of the Grade Item to hide from users if faculty member wants to see calculation of Mid Term average but doesn't want students to see the grade. Grade item can also be deleted from grades once calculations are made because this grade item will not be part of the final grade calculation.

<input type="checkbox"/>	Mid Term Average	▼	Calculated	-	-	-
<input type="checkbox"/>	Final Calculated Grade	Edit				
<input type="checkbox"/>	Final Adjusted Grade	Hide from Users				
		Enter Grades				
		View Statistics				