

## Creating Evaluation Charts in LEA

To use many of the features in your Online Gradebook in LEA you will first need to create an evaluation chart for your course. Once you have created your evaluation chart you can then record and submit your grades to your students electronically, track course statistics and submit your final grades easily.

This guide will show you how to create evaluation charts for your courses. For step by step instructions on the other LEA Gradebook features, check the LEA Gradebook Guide.

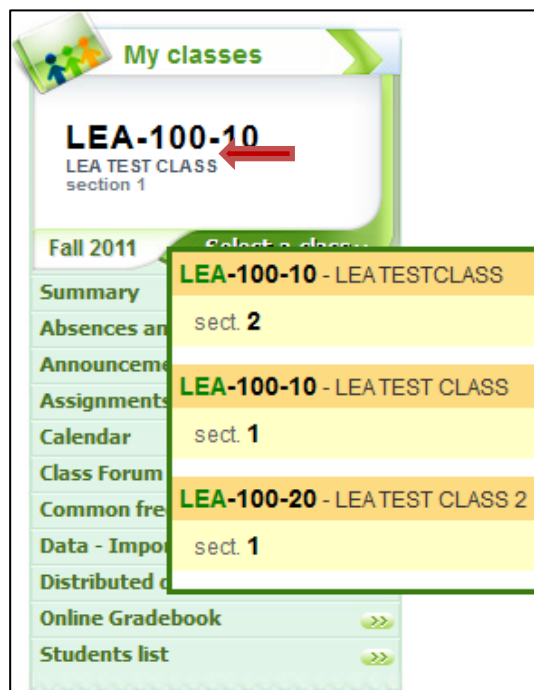
You can use this guide to do the following:

- [Access your evaluation chart for a specific course](#)
- [Create an assessment](#)
- [Use categories](#)
- [Create bonus assessments](#)
- [Create penalty assessments](#)
- [Import an evaluation chart from another course](#)
- [Share your evaluation charts](#)

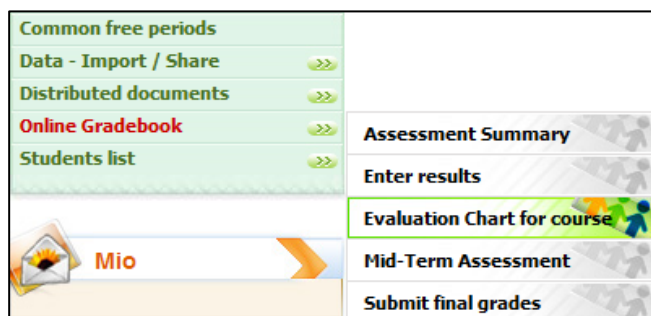
### Access your Evaluation Chart for a Specific Course

Each of your courses in LEA will have its own gradebook and evaluation chart. When you access your evaluation chart, make sure you are in the right course first.

- You will see your course displayed in the white section in your *My Classes* menu on the left hand side.
- If this is not the course you want, first make sure you have the right semester selected (Fall/Winter/Summer). Then select your course from the dropdown menu under *select a class*.
- Note: you can only create an evaluation chart for the course you have selected. If you would like to create the same chart for multiple courses or course sections, simply create the chart in one course and import it into your other courses. See [Import an Evaluation Chart from Another Course](#) below.



- Once you have selected the right course, select *Evaluation Chart for course* under *Online Gradebook*.

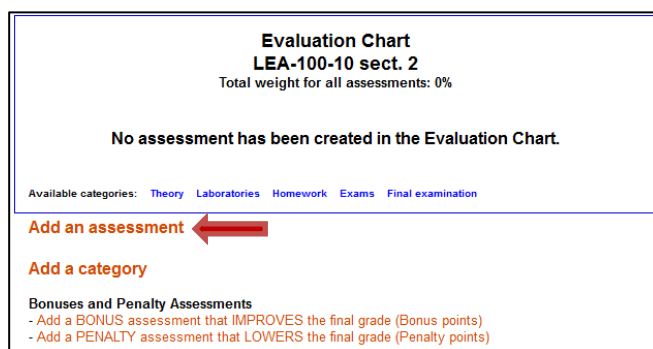


## Create an Assessment

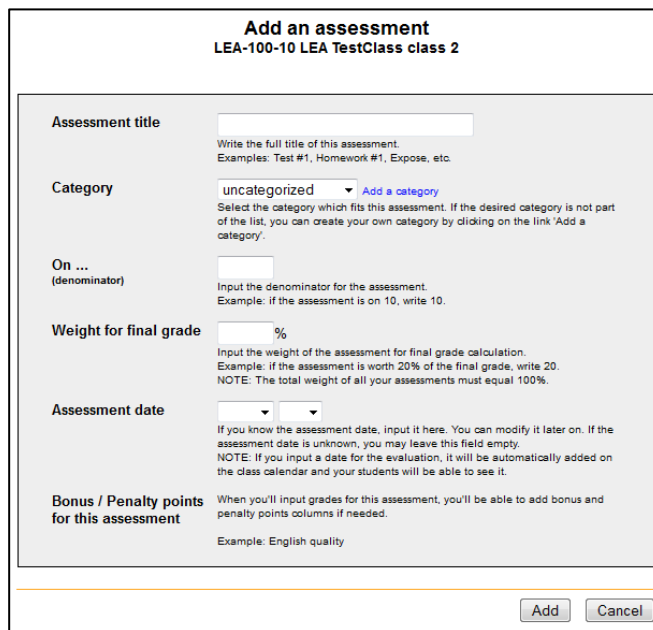
An evaluation chart is made up of all of the assessments that you create for the course. LEA will automatically create the chart. All you have to do is create your assessments.

Repeat the following process for each of your assessments:

- To create a new evaluation, click on *Add an assessment* at the bottom of the Evaluation Chart page.



- On the Add an Assessment page you can edit all of the features that you need to decide how the assessment will be graded and the due date.
- Assessment title:** Enter the title of the assessment. This is the title that students will see for the assessment in their gradebook, so try to pick something that will be clear for everyone.
- Category:** Here you may choose a category for the assessment. See [Use Categories](#) below for an explanation on using categories.
- On... (denominator):** Here you can enter the point value for the assignment. For example, if you would like the assignment to be graded on 10 points, put 10 as the denominator.
- Weight for final grade:** Here you can enter the percentage weight on the final grade for the assessment. For example, if this assignment is worth 15% of the final grade, put 15 as the grade percentage.
- Note: LEA will do all of the calculations for you when you enter your grades. When entering grades, LEA will ask you to put the grade as a denominator (8/10). It will then calculate the



percentage grade on for you. Therefore, you can create assessments with any denominator you want (ie on 8) and the system will calculate for you the percentage value.

- **Assessment date:** You can enter the date that the assessment is due. If you enter a date here it will automatically be put on the student’s calendar. If you have also created assignments in LEA with due dates it is best to leave this section blank so that students do not get confused with too many listings of the same assignment on their calendar.
- **Bonus/Penalty points:** You can add bonus and penalty points to specific assignments when you enter the grades.
- Once you have finished entering the information for your assignment, click on the *Add* button at the bottom.
- To edit or delete an assessment, click on the assessment you wish to change on the Evaluation Chart page. This will bring up the Modification of an Assessment page.
- To edit your assessment, simply make the necessary changes on the modification page, then click *Save* at the bottom
- To delete an assessment click on *Delete* at the bottom of the page.

**Modification of an assessment**  
LEA-100-10 LEA Test class class 1

<b>Assessment title</b>	Exam 1 <small>Write the full title of this assessment. Examples: Test #1, Homework #1, Expose, etc.</small>
<b>Category</b>	Exams <span style="float: right;"><a href="#">Add a category</a></span> <small>Select the category which fits this assessment. If the desired category is not part of the list, you can create your own category by clicking on the link 'Add a category'.</small>
<b>On ... (denominator)</b>	25 <small>Input the denominator for the assessment. Example: if the assessment is on 10, write 10.</small>
<b>Weight for final grade</b>	20 % <small>Input the weight of the assessment for final grade calculation. Example: if the assessment is worth 20% of the final grade, write 20. NOTE: The total weight of all your assessments must equal 100%.</small>
<b>Assessment date</b>	Nov 7 <small>If you know the assessment date, input it here. You can modify it later on. If the assessment date is unknown, you may leave this field empty. NOTE: If you input a date for the evaluation, it will be automatically added on the class calendar and your students will be able to see it.</small>
<b>Bonus / Penalty points for this assessment</b>	<small>When you'll input grades for this assessment, you'll be able to add bonus and penalty points columns if needed. Example: English quality</small>

- When you have completed building your evaluation chart, check to make sure that your evaluations equal a total of 100% for the final grade. If it does not, the system will give you a warning.

**WARNING**

Total weight for all assessments is currently 30%.  
We strongly suggest that total weight equal 100%.

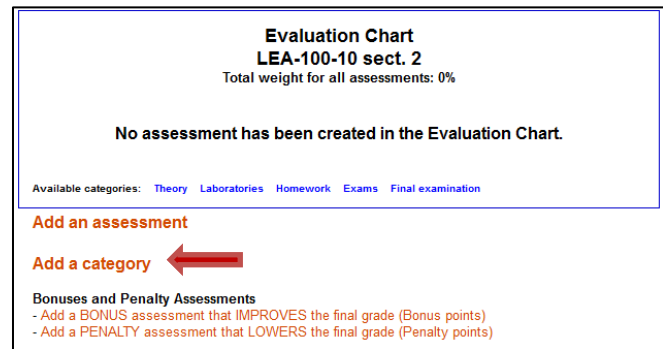
Possible solutions:     - add some assessments  
                                  or   - modify the weight of the assessments

## Use Categories

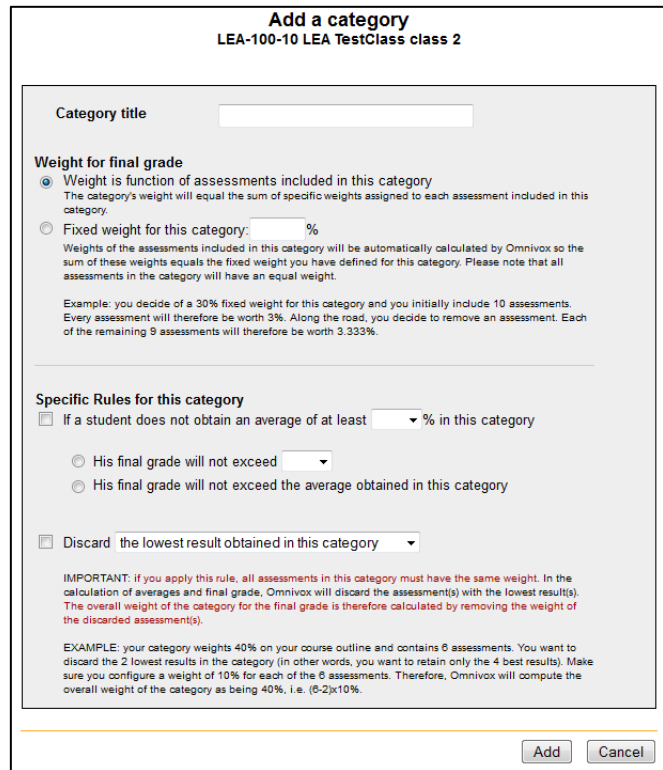
You can use the categories option within your assessments to help organize your Evaluation Chart. You also have access to a number of grading options within categories. When you create a category, any assessment that you assign to that category will follow the same grading scheme. For instructions on how to assign a particular assessment to a category click [here](#).

LEA automatically comes with the categories Theory, Laboratories, Homework, Exams and Final Examination. These categories can be edited but they cannot be deleted.

- To create a new category, click on *Add a category* at the bottom of the Evaluation Chart page.



- On the Add a Category page you can edit all of the options for your category, including the grade percentage for the category and dropping the lowest grades.
- Category title:** Enter the title for the category. Students will also see the category so try to pick something that will be clear for everyone.



- Weight for final grade:** In this section you can decide how the assessments in this category will be weighted for the final grade.

- Weight is function of assessments...* simply means that the weight given to the assessment in the assessment creation will be the weight of that assignment for the final grade.

- Fixed weight for the category* allows you to choose a percentage value for the whole category. If you choose this option, you can make all the assignments for the category total a fixed percentage. For example, you could create a journal category where all of the journals combined equal a total of 15% to the final grade.

- Note: when you choose the Fixed Weight option, the system automatically makes each assessment worth the same amount. You cannot have some assessments worth one percentage and other assessments worth another. If you wish to build the assessments in a particular category with different percentage values, you will have to do so with the *weight is function of assessments* option.

- Specific rules for this category:** In this section you can designate how certain the grades for assessments will be treated in calculating the final grade.

- You can set specific conditions for a student's final grade based on the grade obtained in a category. This can be very useful when a student must pass a particular assignment or group of assignments in order to pass the course.

- You can also choose to discard the lowest grades for this category. You may select to drop up to 9 of the lowest grades in a category. If you choose this option, LEA will automatically drop the lowest grades and calculate the average for you.
- Once you have finished entering the information for your category, click on the *Add* button at the bottom.
- To edit or delete a category, click on the category you wish to change on the Evaluation Chart page. This will bring up the Modification of a Category page.
- To edit your category, simply make the necessary changes on the modification page, then click *Save* at the bottom
- To delete a category click on *Delete* at the bottom of the page.

**Modification of a category**  
LEA-100-10 LEA Test class class 1

Category title

**Weight for final grade**

Weight is function of assessments included in this category  
The category's weight will equal the sum of specific weights assigned to each assessment included in this category.

Fixed weight for this category:  %  
Weights of the assessments included in this category will be automatically calculated by Omnivox so the sum of these weights equals the fixed weight you have defined for this category. Please note that all assessments in the category will have an equal weight.

Example: you decide of a 30% fixed weight for this category and you initially include 10 assessments. Every assessment will therefore be worth 3%. Along the road, you decide to remove an assessment. Each of the remaining 9 assessments will therefore be worth 3.333%.

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**Specific Rules for this category**

If a student does not obtain an average of at least  % in this category

His final grade will not exceed

His final grade will not exceed the average obtained in this category

Discard: the lowest result obtained in this category

IMPORTANT: if you apply this rule, all assessments in this category must have the same weight. In the calculation of averages and final grade, Omnivox will discard the assessment(s) with the lowest result(s). The overall weight of the category for the final grade is therefore calculated by removing the weight of the discarded assessment(s).

EXAMPLE: your category weights 40% on your course outline and contains 6 assessments. You want to discard the 2 lowest results in the category (in other words, you want to retain only the 4 best results). Make sure you configure a weight of 10% for each of the 6 assessments. Therefore, Omnivox will compute the overall weight of the category as being 40%, i.e. (6-2)x10%.

## Create Bonus Assessments

If you want to give students assignments that will be done for bonus marks you can use the Bonus Assessment feature.

- To create a new bonus assessment, click on *Add a Bonus Assessment..* at the bottom of the Evaluation Chart page.

**Evaluation Chart**  
LEA-100-10 sect. 2  
Total weight for all assessments: 0%

**No assessment has been created in the Evaluation Chart.**

Available categories: [Theory](#) [Laboratories](#) [Homework](#) [Exams](#) [Final examination](#)

**Add an assessment**

**Add a category**

**Bonuses and Penalty Assessments**

- Add a **BONUS** assessment that **IMPROVES** the final grade (Bonus points)
- Add a **PENALTY** assessment that **LOWERS** the final grade (Penalty points)

- On the Add a Bonus Assessment page you can edit how the bonus assessment will be calculated for the final grade.
- **Bonus assessment title:** Enter the title for the bonus assessment. Students will also see the bonus assessment so try to pick something that will be clear for everyone.
- **Grading Type:** The grading type will allow you to select how the bonus assessment will be added to the final grade.

- *Absolute value* will add the points received for the assessment directly to the final grade. For example, if the student receives 2 points for the assignment, 2 points will be added directly to their final grade.

- *Relative value* will allow you to give the assignment whatever point value (denominator) you would like. You must then choose the maximum number of points that can be awarded directly to the final grade. However, these points are relative, so the student's grade on the assessment will be converted to a grade over the maximum point value and not translated directly to the final grade. So if a student receives a 6/10 for the assessment, but the maximum points allowed is 5, the student will receive 3 points to their final grade and not 5 ( $6/10 = 3/5$ ).

- **Assessment date:** You can enter the date that the bonus assessment is due. If you enter a date here it will automatically be put on the student's calendar. If you have also created the bonus assignments in LEA with due dates it is best to leave this section blank so that students do not get confused with too many listings of the same assignment on their calendar.
- Once you have finished entering the information for your bonus assessment, click on the *Add* button at the bottom.

- To edit or delete a bonus assessment, click on the bonus assessment you wish to change on the Evaluation Chart page. This will bring up the Modification of a Bonus Assessment page.

- To edit your bonus assessment, simply make the necessary changes on the modification page, then click *Save* at the bottom
- To delete a bonus assessment click on *Delete* at the bottom of the page.

**Add a BONUS Assessment**  
LEA-100-10 LEA TestClass class 2

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**Bonus Assessment Title**

Write the full title of this BONUS assessment that can improve the final grade. Examples: Optional Homework, Optional Expose, etc.

**Grading type**

**Absolute value**  
The points awarded will be directly added to the final grade (final grade may not exceed 100).  
  
Example: student has 81/100 at the end of the semester and has obtained 2.0 in the current BONUS assessment. His final grade will therefore be 83/100.

**Relative Value**  
This assessment is on  (denominator).  
  
It can add a maximum of  points to the final grade (final grade may not exceed 100).  
  
Example: student has 81/100 at the end of the semester and got 6/10 in the current BONUS assessment that can add a maximum of 5 points to the final grade. He therefore obtains 3 bonus points for his final grade, that will be 84/100.

**Assessment date**

If you know the assessment date, input it here. You can modify it later on. If the assessment date is unknown or if no date is associated with this assessment (for example: Bonus for involvement during the semester), you may leave this field empty.  
NOTE: If you input a date for the evaluation, it will be automatically added on the class calendar and your students will be able to see it.

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**Modification of a BONUS Assessment**  
LEA-100-10 LEA TestClass class 2

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**Bonus Assessment Title**

Write the full title of this BONUS assessment that can improve the final grade. Examples: Optional Homework, Optional Expose, etc.

**Grading type**

**Absolute value**  
The points awarded will be directly added to the final grade (final grade may not exceed 100).  
  
Example: student has 81/100 at the end of the semester and has obtained 2.0 in the current BONUS assessment. His final grade will therefore be 83/100.

**Relative Value**  
This assessment is on  (denominator).  
  
It can add a maximum of  points to the final grade (final grade may not exceed 100).  
  
Example: student has 81/100 at the end of the semester and got 6/10 in the current BONUS assessment that can add a maximum of 5 points to the final grade. He therefore obtains 3 bonus points for his final grade, that will be 84/100.

**Assessment date**

If you know the assessment date, input it here. You can modify it later on. If the assessment date is unknown or if no date is associated with this assessment (for example: Bonus for involvement during the semester), you may leave this field empty.  
NOTE: If you input a date for the evaluation, it will be automatically added on the class calendar and your students will be able to see it.

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## Create Penalty Assessments

If you have any assessments that would require you take grades directly off a student's final mark, you can use the Penalty Assessments feature.

- To create a new penalty assessment, click on *Add a Penalty Assessment..* at the bottom of the Evaluation Chart page.

**Evaluation Chart**  
**LEA-100-10 sect. 2**  
Total weight for all assessments: 0%

No assessment has been created in the Evaluation Chart.

Available categories: [Theory](#) [Laboratories](#) [Homework](#) [Exams](#) [Final examination](#)

**Add an assessment**

**Add a category**

**Bonuses and Penalty Assessments**  
- Add a BONUS assessment that IMPROVES the final grade (Bonus points)  
- Add a PENALTY assessment that LOWERS the final grade (Penalty points)

- The Add a Penalizing Assessment page does not give you as many options as the other assessments. It simply allows you to create an entry in your Gradebook to record penalty marks for the semester.
- **Penalizing assessment title:** Enter the title for the penalizing assessment. Students will also see the penalizing assessment so try to pick something that will be clear for everyone. It is also a good idea to clearly explain to students in class how and when this penalty will apply.
- **Assessment date:** You can enter a date by which the penalizing assessment will be evaluated.

**Add a PENALIZING Assessment**  
**LEA-100-10 LEA TestClass class 2**

**Penalizing Assessment Title**

Write the full title of this assessment that can PENALIZE the final grade. Examples: Penalty for absences during the semester, Penalty for absence during visit #1, etc.

The points obtained will be directly subtracted from the final grade (final grade will not drop under 0).

**Assessment date**

If you know the assessment date, input it here. You may modify it later on. If the assessment date is unknown or if no date is associated with this assessment (for example: Penalty for absences during the semester), you may leave this field empty.  
NOTE: If you input a date for the evaluation, it will be automatically added on the class calendar and your students will be able to see it.

- To edit or delete a penalizing assessment, click on the penalizing assessment you wish to change on the Evaluation Chart page. This will bring up the Modification of a Bonus Assessment page.
- To edit your penalizing assessment, simply make the necessary changes on the modification page, then click *Save* at the bottom
- To delete a penalizing assessment click on *Delete* at the bottom of the page.

**Modification of a PENALIZING Assessment**  
**LEA-100-10 LEA TestClass class 2**

**Penalizing Assessment Title**

Write the full title of this assessment that can PENALIZE the final grade. Examples: Penalty for absences during the semester, Penalty for absence during visit #1, etc.

The points obtained will be directly subtracted from the final grade (final grade will not drop under 0).

**Assessment date**

If you know the assessment date, input it here. You may modify it later on. If the assessment date is unknown or if no date is associated with this assessment (for example: Penalty for absences during the semester), you may leave this field empty.  
NOTE: If you input a date for the evaluation, it will be automatically added on the class calendar and your students will be able to see it.

## Import an Evaluation Chart from Another Course

Once you have created an evaluation chart in one of your courses you can easily import it to your other courses. You can also make changes to your new evaluation chart without affecting the chart from the previous course. You can share your chart with other teachers and you can import charts from teachers who have chosen to share theirs.

- On the Evaluation Chart page, click on *Import The Evaluation Chart From Another Class* (If you do not see this option, click on *Options* to expand the options view).
- On the Import from Another Class page, select the semester for the class from which you wish to import the Evaluation Chart.
- You can choose to search for an evaluation from one of your other courses. You can also search for an evaluation chart from courses with the same course number or in the same discipline. You may select a chart from another teacher if they have chosen to share their charts (see below).
- You will then see a list of possible course options. LEA will only display courses that have evaluation charts. Select the chart you would like to use from the box.
- If you would like to use the same evaluation dates from the previous chart, check the box under #4.
- Once you have made your selections, click on import.

**Options**

**Usage of an existing Evaluation Chart**  
If you've already built (this semester or from a previous semester) an Evaluation Chart that you wish to reuse here, you can **IMPORT THE EVALUATION CHART FROM ANOTHER CLASS** and then modify it as needed for this class. You can also import an evaluation chart created by another teacher who chose to share it (the course must be in the same discipline).

**Share your Evaluation Chart**  
Once your Evaluation Chart is complete, you may share it with other teachers of the same discipline in your College so that they can use it as a template for their own chart. To do so, checkmark the box below (note: this will not allow them to modify your chart or see your students' results)

Allow other teachers to use this Evaluation Chart as a template to build their own Evaluation Chart

**Import from another class**  
LEA-100-10 LEA TESTCLASS section 2

**Instructions**  
This option allows you to reuse an Evaluation Chart of an existing class for your course LEA-100-10 sect. 2. Once the Evaluation Chart is imported, you will be able to modify it as needed before saving.  
To proceed with the importation of an Evaluation Chart, please complete the 4 following steps:

**Using an evaluation grid from another class**

1. Please select the semester during which the class you want to import the evaluation chart was given.  
Fall 2011

2. I want to use an Evaluation Chart from:  
 a class that I teach  
 a class LEA-100-10 taught by me or another teacher  
 a class from discipline ZZ\_ taught by me or another teacher

3. Please select the class from which the Evaluation Chart will be imported.  
LEA-100-10 gr. 1  
LEA-100-20 gr. 1

4.  I want to keep the assessment dates from the imported Evaluation Chart.

## Share Your Evaluation Charts

You can choose to share your evaluation charts with other teachers. If you choose to share your evaluation chart, other teachers offering the same course or in the same discipline can use your evaluation chart. You also have access to evaluation charts shared by other teachers of your course or discipline.

- To share your evaluation chart with others, check the box under options next to *Allow other teachers to use this Evaluation Chart*.
- To use evaluation charts from other teachers see [Import an Evaluation Chart from Another Course](#) above.

**Options**

**Usage of an existing Evaluation Chart**  
If you've already built (this semester or from a previous semester) an Evaluation Chart that you wish to reuse here, you can **IMPORT THE EVALUATION CHART FROM ANOTHER CLASS** and then modify it as needed for this class. You can also import an evaluation chart created by another teacher who chose to share it (the course must be in the same discipline).

**Share your Evaluation Chart**  
Once your Evaluation Chart is complete, you may share it with other teachers of the same discipline in your College so that they can use it as a template for their own chart. To do so, checkmark the box below (note: this will not allow them to modify your chart or see your students' results)

Allow other teachers to use this Evaluation Chart as a template to build their own Evaluation Chart