

At-a-Glance

1. Select the appropriate course/clerkship
2. Choose COURSE>GRADEBOOK

GradeBook (change course) [Add Grade](#) | [Order Grades](#) | [Import](#) | [Export](#)

2015-2016 : Family Medicine : FM-610 - Family Medicine Clerkship

- Click **Add Grade** and create the Grades to be used in this Course. Grades will display on the page. Select a Timetable. Click on a box by a student's name. Enter a Grade and press **Enter** to save or select a Grade and click **Save Grade**.
- To use the GradeBook Import, click the **Export** link above. An Excel spreadsheet will be emailed to you. Enter grades in the Excel spreadsheet and then use the **Import** link to upload it to the GradeBook.

Select timetables to display: All students

03/23/2015 - 05/01/2015 @ Danbury, Danbury CT
 03/23/2015 - 05/01/2015 @ EMMC, Bangor ME
 03/23/2015 - 05/01/2015 @ Lewiston ME
 03/23/2015 - 05/01/2015 @ The University of Vermont Medical Center, Burlington VT

Student	CSE Professionalism	CSE Communication	CSE Physical Exam	CSE Total Exam	CSE PR Remediate	CSE CS Remediate	CSE PE Remediate	CSE History Taking	CSE HT Remediate	Final Course Grade
X	X	X	X	X	X	X	X	X	X	X
View history	View history	View history	View history	View history	View history	View history	View history	View history	View history	View history

For most needs you will:

3. Choose the appropriate rotation and location [(s) you can select more than one at a time]
4. Select **Export** to get a formatted spreadsheet; then,
5. Select **Import** to import the populated spreadsheet to OASIS

In the sections that follow, I will elaborate a bit more about other features and details you may find helpful.

****Very Important**** the “Final Course Grade” is the final course grade. This is the grade that once entered is transmitted to Banner and recorded on the student’s official transcript. Take care to not unintentionally import an erroneous grade to this column. Though you may find importing final course grades to this column a useful method for uploading multiple grades at once, rather than entering individually on via the course roster.

Add Grade and Configuring Individual Grades (In the gold bar)

This opens a pop-up window that allows you to configure a new grade column. If you click on the dark blue grade title at the top of an individual column, the same interface pops-up to allow you to edit an existing grade. (Screenshots follow)

The SimLab originally configured these. Periodic review with the curriculum subcommittees to make sure they continue to meet expectations/needs is recommended

Here users can control the settings for each grade that:

1. Determine if and when a student can view the grade within OASIS,
I recommend allowing the students to view immediately upon posting, so they know if they need to remediate. They'll need to get an email instructing them about how to access the grades.
2. Determine which grade/how much grade history they can view,
Is there any reason for the student to see more than just the most recent grade submitted? As originally configured, you will enter their subsequent remediation grades in a new column.
3. Whether they can view a histogram of the grade distribution in the course, and
The histogram contains a pre-populated N, standard deviation, mean, etc. in a bar graph. Although, this isn't exactly identical to the stats traditionally supplied, it will likely be easier to allow them to see this instead.
4. Add a course-wide comment concerning this grade that all students in the course can view.

If the passing standard is the same for this grade course-wide, this is probably the best place to post it.

GradeBook [\(change course\)](#) [Add Grade](#) | [Order Grades](#) | [Import](#)

2015-2016 : Family Medicine : FM-610 - Family Medicine Clerkship

- Click **Add Grade** and create the Grades to be used in this Course. Grades will display on page. Select a Timetable. Click on a box by a student's name. Enter a Grade and press **E** to save or select a Grade and click **Save Grade**.
- To use the GradeBook Import, click the **Export** link above. An Excel spreadsheet will be emailed to you. Enter grades in the Excel spreadsheet and then use the **Import** link to upload it to the GradeBook.

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All students
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Student	CSE Professionalism	CSE Communication	CSE Physical Exam	CSE Total Exam	CSE PR Remed
View	View history	View history	View history	View history	View history

Edit a grade

Enter a name for the grade. Optionally you may also specify what type of grade exported Excel will validate the grades when entered.

Grade Name: CSE Professionalism

Grade Type: 0-200 - decimal

Minimum value: 0

Maximum value: 200

Students can view: Yes, immediately

Students can view grade history information: No, Only latest grade submitted

Students can view histogram of grade distribution in the course: No [View grade distribution \(printable version\)](#)

Comments to ALL students

Once you have all of the columns you want/need, you may reorder them if necessary by clicking on "Order Grades" in the gold bar. Then simply drag and drop the grades in the dialog box.

Exporting the spreadsheet

First select the desired timetable and location(s), then click **Export** in the gold bar. You can have the file emailed to you, or download it directly to your screen. If you check the "Include comments" checkbox, you can enter student specific comments about a certain grade. You could also use the comments columns if the passing standards differ by rotation (are not course-wide comments described above.)

The spreadsheet that is generated includes detailed instructions. Essentially, you don't want to mess with the formatting of the columns because they are preconfigured to match the settings you'll need when you import the file. You can keep the cover sheet; it won't interfere with the import process.

Once the second worksheet is populated with available grades, save it as an Excel file (2007 version or later).

Importing the spreadsheet

Import GradeBook [\(change course\)](#)

2015-2016 : Family Medicine : FM-1006 - FM Scholarly Project

The GradeBook must be an excel spreadsheet.

GradeBook file matching format below. Format may contain multiple grade columns. No file selected.

Only process the first Excel Worksheet in the document (after the instructions, if they exist)

File includes grade comments columns

GradeBook File Format.

A	Student Name
B	Student ID
C	Student Level
D	Location
E	Start Date (may be left blank)
F	Grade name

1. Browse for your saved excel file.
2. Check the checkbox telling OASIS to skip the instructions page and to only try to import the one data worksheet.
3. If you decided to include grade comments on your export file, you'll want to check the corresponding checkbox so that you can import the comments as well.

Entering Individual Grades

If you only have one or two students and find it easier to enter their row of grades individually, rather than via the export/import process, you can select the timetable and enter the grades directly on the gradebook screen.

GradeBook [\(change course\)](#) [Add Grade | G](#)

2015-2016 : Family Medicine : FM-610 - Family Medicine Clerkship

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- To use the GradeBook Import, click the **Export** link above. An Excel spreadsheet will be emailed to you. Enter grades in the Excel spreadsheet and then use the **Import** link to import it to the GradeBook.

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Student	CSE Professionalism X View history	CSE Communication X View history	CSE Exam View history
[REDACTED]; Class of 2017 View History	<input type="text"/>		
[REDACTED]; Class of 2017 View History	<input type="text"/>		