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## Overview

JMU Grade is a desktop application that is intended to allow faculty (i.e., instructors and professors) to record and manage grades on assessments in a particular course and calculate final letter grades for that course.

## Typical Workflow

When a course is designed (or modified), the faculty member for that course will create a template that lists all of the assessment categories (e.g., homework assignments, papers, exams), the weights for each category, all of the assessments in each category, and the scoring system to be used for each assessment. Categories may be subdivided (e.g., homework assignments may be subdivided into programming assignments and written assignments).

At the start of each semester, the faculty member will create an instance document for each course (or each section of a course) that includes a list of all of the students in that course (or section).

As the semester progresses, the faculty member will then enter the scores that each student receives on each assessment in the instance document. The faculty member may also need to export the grades for an individual student so that student may import them into Track. The faculty member may also need to export them in CSV format so the faculty member may import them into another product (e.g., Canvas).

At the end of the semester, the faculty member will calculate the final grade in the course for each student.



## Faculty Needs

As a member of the faculty I need to...

### Related to Templates

- F1. Create assessments.
  - F1.1. Specify a name.
  - F1.2. Specify a description.
- F2. Group assessments into categories.
  - F2.1. Specify a name.
  - F2.2. Specify a description.
- F3. Group categories into “larger” categories.
- F4. Create grading scales for assessments.
- F5. Save grading scales (i.e., so that the same kind of information can be used in multiple courses).
- F6. Open grading scales.
- F7. Edit grading scales.
- F8. Describe the algorithm that should be used to calculate category grades (including the final grade).
  - F8.1. Describe drop rules (e.g., drop highest, drop highest and lowest, drop  $n$  lowest).
  - F8.2. Describe total rules (e.g., weighted total, raw total).
  - F8.3. Describe average rules (e.g., mean, weighted mean, median).
  - F8.4. Describe conversion rules (e.g., from letter to number).



- F9. Describe the personal information (e.g., name, eID, JAC number) to be entered for each student.
- F10. Save descriptions of student information (i.e., so that the same kind of information can be used in multiple courses).
- F11. Open descriptions of student information.
- F12. Edit descriptions of student information.
- F13. Save course templates containing descriptions of student information, assessments (and their associated grading scales), categories, and algorithms.
  - F13.1. Save course templates that include the final letter grade (and the algorithm for calculating it).
  - F13.2. Save course templates that exclude the final letter grade (and the algorithm for calculating it).

#### **Related to Instances**

- F14. Create a course.
  - F14.1. Specify identifying information.
  - F14.2. Specify a title.
  - F14.3. Specify a description.
- F15. Open a course template into a course.
- F16. Import a course roster from a CSV file.
- F17. Edit an existing course roster.
  - F17.1. Add a student to a roster.
  - F17.2. Remove a student from a roster.
  - F17.3. Edit information about a student.
  - F17.4. Drop a student from a roster (without removing them from the roster).
- F18. Assign grades to assessments.
- F19. Edit grades.



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- F20. View assigned grades.
  - F21. View calculated grades.
  - F22. Enter the reason/rationale/comments for a grade.
  - F23. Save a file containing grades for all students in a course.
  - F24. Open a file containing grades for all students in a course.
  - F25. Export grades for an individual student so that they can be imported into Track.
    - F25.1. Export one student at a time.
    - F25.2. Export multiple students at the same time.
  - F26. Export final grades for all individuals in CSV format so that they can be uploaded to Canvas and/or imported into a spreadsheet.