

UCLA

Extension

The Ins and Outs of Student Grading

Agenda

Course Grade Scales

Setting Up Your Course Grade Breakdown

Student Grading Options

Grading Individual Assignments

Student Feedback

Special Situations

Final Grades

Incompletes

Course Grade Scales

XL 0-199 ONLY

- A +/-
- B +/-
- C +/-
- D +/-
- F
- P/NP

X 400-499 ONLY

- A (no plus/minus)
- B
- C
- F
- S/U

Setting Up Your Course Grade Scale

- Percentages

- 20% participation
- 30% attendance
- 50% writing assignment

- Pros:

- Easy to establish
- Makes clear to student the overall impact of one activity on final grade

- Cons:

- Cannot easily provide students a grade snapshot upon request
- Requires A LOT of math to calculate final grades

NOT RECOMMENDED!!

Setting Up Your Course Grade Scale

- Points
 - Attendance: 10 points
 - Participation: 20 points
 - Workshops: 20 points
 - Writing Assignments: 50 points
- Recommended!
- Pros:
 - Math is very easy
 - Calculating individual assignments is easy
 - Students can calculate their own progress
 - Can base on 100-point model for easy final grade calculation
 - Easier to set up rubrics
- Cons:
 - More design work and course planning during syllabus phase
 - Changing class activities requires recalculation of points

Setting Up Your Course Grade Scale

- Attendance can be mandatory
- Students should attend at least 80% of class meetings in workshops
- Participation is absolutely essential to our learning outcomes



What Student Grade Options Mean for You

- A-F scale
 - Score all work and assign a final letter grade
- N/NP or S/U
 - Score all work and assign a passing or failing grade
- Not for Credit (NFC)
 - Score all work and keep a record but do not share with student or post final grade
- Do Not Record (DNR)
 - Score all work and keep a record but do not share with student or post final grade

Why Score work for NFC and DNR??

Students can change their grade options any time during the quarter, which means they can move from NFC/DNR to a letter grade at any time before the final class meeting ends.

Technically, NRC and DNR students should not receive workshop feedback from you, though they may participate in the peer to peer workshops in class.

Grading Student Work: Scoring

- We do not grade students on the quality of their writing.
- Objective criteria that can be used include:
 - On time submission
 - Meets assignment guidelines
 - Correct length/is complete
 - Correct formatting (where applicable)
- Subjective Criteria? BAD
 - The grade grievance



Grading Student Work: Rubrics

- A rubric is a published, student-facing breakdown of how an assignment is scored.
- Rubrics help ensure consistency in evaluation of the objective aspects of an assignment
- They also help students understand what is expected of them and cut down on grade disputes



Grading Student Work: Rubrics

Poem Workshop			
Criteria	Ratings		Pts
Poem Completed Your completed poem shows evidence of attempting to incorporate the week's lesson into your creative practice.	10 pts Full Marks Poem follows the assignment guidelines and is turned in on time.	5 pts Half Credit Poem is late or does not follow the guidelines outlined in the assignment.	10 pts
Workshop Comments Provided Participation in poem workshops is a requirement of this course.	5 pts Full Marks Student provided workshop feedback to peers using the prompt questions; feedback was provided prior to the deadline.	2 pts Partial Credit Workshop feedback was not provided to all assigned peers, or was not received on time.	5 pts
Total Points: 15			

Grading Student Work: Comments

- Workshop comments from the instructor are considered part of your assessment of student work
- Be clear on when and how you will provide students feedback during your course!
- In almost all cases, it is an expectation you provide workshop comments to students



Special Situations



Special Situations: Late Work

- Include a Late Work policy in your syllabus
- You can allow assignment points to expire if too late
- The Horror Movie Scenario



Special Situations: Extensions

- Students without disabilities are not entitled to extensions
- It is ENTIRELY up to you if you want to provide extensions on assignments
- Do consider temporary difficulties such as illness



Special Situations: Accommodations

- Students with a verified disability may be entitled to accommodations
- Office of Disability Services will always contact you directly
- Not all accommodations (such as “extra time taking tests”) apply to your class
- When in doubt, ask us

Special Situations: Incompletes

- You never have to offer or approve an Incomplete
- In workshop-based classes, students may not achieve course outcomes
- Ask us



Final Grades

Final Grades: Due 2 Weeks After Class Ends

- Your final grades are final unless you make a math error or incorporate bias
- Final grades must be entered in the Instructor Portal each quarter!!!!!!
- Confirm the student's grading preference before submitting
- Never submit a grade that is outside the student's grading preference





Special Situations: Certificates

- Certificate students must take an A-F letter grade for it to count
- Only grades of C or better count (C-)
- Students can join the certificate program any time



Special Situations: Ghost Students

- Ghosting is common
- Reach out to students if they stop participating
- It is their responsibility to withdraw/get refund
- Assign final grades based on points earned



Special Situations: Failing Grades

- Failure is educational
- Students generally have to WORK to fail our classes
- Use the grade “F” on an A-F scale, or NP/U on others
- **Do not use FN or FF!!!!**



Special Situations: Getting Help Part I

- Students may ask you to recalculate their grade
- Students may grieve their grade to me; I will check in with you to investigate
- After that, the issue is closed!



Special Situations: Getting Help Part II

- Reach out to your Program Rep first if you have any grade-related questions
- They should be able to advise most situations or escalate to me if needed

UCLA Extension

**End Credits /
References**