

Common Mistakes when Setting Up Assignments and Grading

1. Failing to change an assignment type from its default “No Submission” format.
Results in students not being able to submit their assignments online.
2. Failing to specify a total points possible when setting up a required assignment.
Results in assignment functioning as extra credit.
3. Failing to assign students who have not turned in an assignment a zero once the assignment due date has passed.
Results in students seeing a better grade than they are actually receiving.
4. Failing to set and/or edit a custom grading scheme
Results in no letter-grade calculation or an inaccurate letter-grade calculation.
5. Putting assignments that don't belong into an assignment group with a grading rule.
Results in the grading rule dropping assignments that should not be dropped.
6. Putting an assignment rule on an assignment group containing assignments having different numbers of points possible.
Results in assignments already worth less than the others being dropped.
7. If publishing grades to a student information system, failing to download gradebook as CSV file and compare final scores with those shown to students in the gradebook.
May result in uncaught discrepancies.