

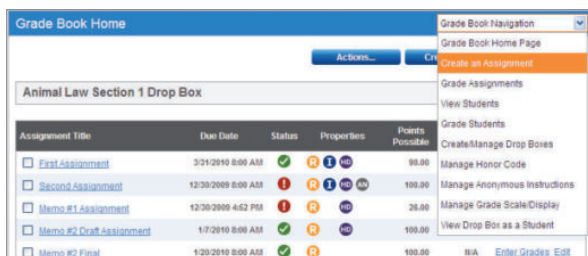
PROFESSIONAL LEGAL RESEARCH

Enhanced Grade Book Experience in TWEN

The grade book and assignment submission functionality was completely redesigned for the 2010-2011 academic year. Several new features were built based on faculty and personnel feedback including multiple drop boxes, multiple anonymous grading schemas, improved custom weighting calculations, and more. For more information about the Grade Book, refer to the Online Help in TWEN, consult the *Professor's Guide to TWEN*, or schedule an appointment with your Academic Account Manager.

Grade Book Home Page and Navigation

The Grade Book Home Page was redesigned to accommodate courses with multiple drop boxes and to display more information about your assignments in a dashboard style layout. All of the main grade book pages and functions are now accessible using the drop-down list in the upper-right corner of any page in the grade book.



Assignment Title	Due Date	Status	Properties	Points Possible
<input type="checkbox"/> First Assignment	3/1/2010 8:00 AM	✓	📄 📅 📊	98.00
<input type="checkbox"/> Second Assignment	12/30/2009 8:00 AM	⚠	📄 📅 📊	100.00
<input type="checkbox"/> Memo #1 Assignment	12/30/2009 4:52 PM	⚠	📄 📅 📊	28.00
<input type="checkbox"/> Memo #2 Draft Assignment	1/7/2010 8:00 AM	✓	📄 📅 📊	100.00
<input type="checkbox"/> Memo #2 Final	1/20/2010 8:00 AM	✓	📄 📅 📊	100.00

Figure 1: Grade Book Home Page navigation

Enhanced Grading Options

New ways to enter and manage student grades have been added to accommodate the varying grading scenarios in today's law school courses.

INCLUDING AND EXCLUDING ASSIGNMENTS FROM OVERALL CALCULATIONS

You can include or exclude multiple assignments from the overall grade calculation using the **Actions** button on the Grade Book Home Page or by editing an individual assignment. Included assignments are denoted with an icon in the Properties column of the Grade Book Home Page.

RELEASING GRADES BY FACULTY PER ASSIGNMENT

You can now release grades for a specific assignment whenever you want to without revealing the grades for other assignments.

Category:

TWEN

For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at

1-800-850-WEST
(1-800-850-9378)

or click **Help** on Westlaw® for a live help session.

For technical support, call

1-800-486-4876.

You can also send an e-mail message to

west.twensupport@thomson.com.

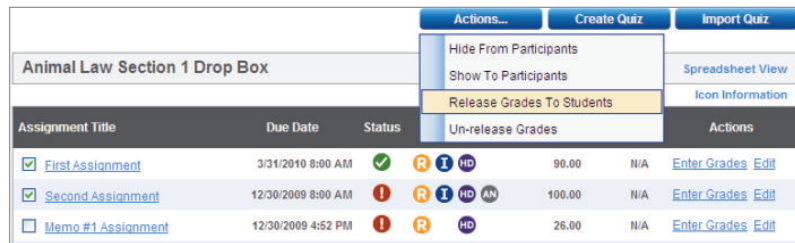


Figure 2: Releasing Grades to Students option

ENTERING AND DISPLAYING GRADES IN NEW WAYS

You can choose to enter grades using one of three methods: total points earned, percentage earned, or letter grade. Each assignment requires that an administrator enter a value for total points possible regardless of which grade method you choose. From there, the points earned will be converted to the chosen grade method. If you choose to enter a letter grade only, TWEN will calculate the raw percentage earned and the total points earned to allow for greater flexibility if you decide to choose a different grading method later during the course.

You can also choose to display the grades to students in new ways. From the the Manage Grade Scale-Display page you can choose to Display Total Points Earned, Percentage Earned, or Letter Grade Earned to the students. You can also show all options at once or none at all.

Note The Total Points Earned check box is selected by default for a new course.

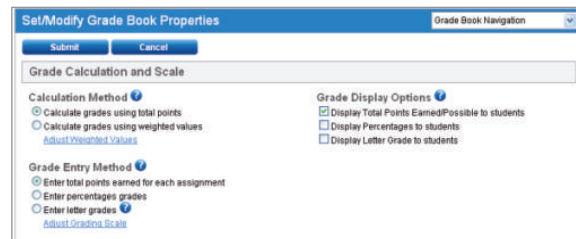


Figure 3: Grade Calculation and Scale properties

ENTERING NEGATIVE NUMBERS AS A GRADE

If you are using a Total Points Earned grading method, you can enter a negative integer as a grade which will be included in the overall grade calculation. This could indicate a poor performance for a student.

ENTERING GRADES UP TO TWO DECIMAL POINTS

Grade point totals are now displayed as two decimal points and administrators are able to enter grades up to two decimal points.

FREEHAND CHARACTER ENTRY

You can choose to enter a character or symbol as a grade. For example, enter a check mark for a completed assignment, "S" for satisfactory, or simply type the word "incomplete" directly into the grade field.

Note These assignments are not included in the grade calculation and cannot be included unless the grades entered adhere to the established grading scale.

Enhanced Anonymous Grading Options

Anonymous grading options have been enhanced to give you more flexibility.

MULTIPLE ANONYMOUS GRADING STYLES

You can choose among three different anonymous grading styles for specific assignments:

- When creating your assignment, choose to use the student's primary anonymous identifier (ID) and they will only be prompted to enter their ID once during the course.
- Have students enter a unique anonymous ID for an assignment and they'll be required to enter a new ID which cannot be the same as any ID used elsewhere in the course.
- Allow TWEN to auto-generate randomized unique IDs for an assignment. TWEN will generate a truly unique identifier for each student submitting an assignment.

NEUTRAL PROCTOR OPTION

You can specify one of your course administrators as the Neutral Proctor for the course. A Neutral Proctor is the only administrator with the ability to deactivate anonymous grading for assignments once they've been created. The Neutral Proctor can also manage anonymous IDs for participants if necessary. A Neutral Proctor is commonly a member of the Registrar's office, a neutral editor for a Law Review write-on competition, or faculty support staff.

To designate a Neutral Proctor, complete these steps:

1. Choose **Manage Anonymous Instructions** from the drop-down list on the Grade Book Home Page.
2. Choose a course administrator from the *Designate a Neutral Proctor for the course* drop-down list.
3. Click **Submit**.

Enhanced Submission Options

There are new ways to submit assignments in TWEN.

MULTIPLE DROP BOXES FOR A SINGLE COURSE

You can now have multiple drop boxes for a single course which is useful if you have two sections of students (e.g., day class and night class) but only want to manage one course's worth of content. You need to specify which course administrators should manage each drop box, assign students to a particular drop box, and associate assignments with a particular drop box. Students will not see drop boxes that they are not associated with and can only be associated with one drop box at a time.

ADD A SCHOOL'S HONOR CODE TO AN ASSIGNMENT

You can add your school's Honor Code to a course and activate the Honor Code for specific assignments. If activated, students will have to accept the Honor Code prior to submitting an assignment.

UPLOAD MULTIPLE FILES FOR ASSIGNMENTS, SUBMISSION, AND RESPONSES

You can now attach multiple files for your students to consider before making their submission. You can include a grading rubric, instructions, questions, and supporting material directly within the assignment. You can also allow students to submit multiple attachments for a single assignment.

AUTO E-MAIL NOTIFICATION OF FACULTY RESPONSES TO A SUBMISSION

An e-mail notification can be sent to a student after you respond to an assignment submission. By clicking

a link in the notification, the student will be brought directly back to the Comments section for the submission. All identity settings are kept as designated for the assignment. Grade information is never sent with any comment notification. Students will see comments immediately once posted, but will not see the grades you entered until they are released.

Note Students can now respond to your comments but cannot attach files in their response.

ENHANCED MICROSOFT® EXCEL SPREADSHEET FORMATTING

The new Excel spreadsheet condenses columns and assignment names to fit more assignments and grades on a printable page and includes various worksheets to accommodate any anonymous grading assignments. The spreadsheet also includes the total points earned and raw percentages for each student. The totalling formula will calculate changes made in the spreadsheet to “included” assignments only. You can export a spreadsheet of your students and their grades for each individual drop box you manage.

	Final Exam (I)	Quiz (K, P)	Math (M, A, Q)	Test (R, S)	Total	Percentage	
3	89	100	100	100	389		
4	Coltrage, Aaron	79	91	85.5	75	330.5	84.34%
5	Faculty, Brian (Dropped)	65	65	70	70	270	71.05%
6	Jensen, Ben	60	78	80	84.5	302.5	78.01%
7	Michelson, Kelly	65	76	0	98	239	62.89%
8	Student, Duke	79	65	70	89	311	81.84%

11 * Total column includes only those assignments that are included in grade calculation.
 12 (I) indicates that an assignment is included in the grade calculation.
 13 (P) indicates that an assignment is excluded from the grade calculation.

Figure 4: Spreadsheet view of Dropbox

How Do I Get More Help with Using TWEN?

TWEN assistance is available online by clicking **TWEN Help**. To download reference materials, visit west.thomson.com/westlaw/guides.

For general or technical questions about TWEN, call 1-800-486-4876 or send an e-mail message to west.twensupport@thomson.com.

For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378).
 For free reference materials, visit west.thomson.com/westlaw/guides.