How to submit your grades

May 18, 2001

1 If you are using a spreadsheet

Those of you who have access to Excel or something similar can look at the spreadsheet I sent for guidance. You should return something similar to this. Just delete my students' entries (these are just given for illustration purposes) and add yours[1].

Also, please keep the first row! (so that errors can be easily detected and fixed)

2 If you are not using a spreadsheet

You should send your results in csv (comma-delimited) format (see email). *Do not leave out entries!* Put extra commas to denote empty entries. In order to adhere to the format specified in the email, you may want to look at the pdf version of the spreadsheet (included in the email, and in CVS).

3 General remarks

Note the following:

- All problem set problems are worth 10 points
- Each Quiz problem is worth whatever it was worth on the exam

However:

- All problem set scores will be out of 100
- All miniquiz scores will be out of 100
- All exam scores will be out of 100
- All tutorial grades will be out of 100

[1] You may want to delete my students' entries *after* you have entered the data for your students, so that you can make use of the same functions for computing averages etc

4 What you should provide

4.1 TA

Put your name next to each student's entry

4.2 Name

Should appear in *one* cell, with the last name first.

4.3 Problem Set scores

As mentioned above, the total score for each problem set should be normalized to 100. This does not affect the scores on individual problems in any way.

4.3.1 Late problem sets

Notice the following:

The 20% discount will NOT appear in the problem set columns. Instead, you should calculate what that 20% corresponds to, and add it to the "Discount" and "Problem Discount" columns. In the "Discount" column, you put the normalized penalty, and in the "Problem Discount"[2], the non-normalized one. All entries in this column should be preceded by a minus sign.

Example Someone got 60/80 on a problem set (so the total score you will report will be 75). The penalty in the "Discount" column will be $75 \cdot 0.2 = -15$ The penalty in the "Problem discount" column will be $60 \cdot 0.2 = -12$

4.3.2 # Psets

In this column you should give the total number of problem sets that will count towards someone's grade. Normally, this is 10. For people who added the class late, this may be less.

4.3.3 # Problems

This will normally be 72 (there were 72 problems in the 10 problem sets) Adjust accordingly for people who added the class late

4.4 Miniquiz Scores

All scores reported should be out of 100

[2]In case you are wondering, this column, along with the "# Problems" column will be used to calculate problem set averages taking into account the number of problems in each problem set - in effect, the average score on the *problems*. The approach using "discount" columns makes it easy to adjust for people who added the class late

4.4.1 MQ count

how many miniquizzes are applicable for each student. Normally, this will be 11. Adjust for people who added the class late.

4.5 Tutorial Grade

4.5.1 Tut. Attendance

Give a number between 0 and 13.

4.5.2 Tut. Performance

Give a number between 0 and 100, depending on how you think the student performed (in terms of *quality*) during tutorial.

4.5.3 Tut. Grade

Compute as follows:

$$50\frac{\text{tutorial attendance}}{13}+\frac{\text{tutorial performance}}{2}$$

If someone added the class late (and is therefore excused from the first X tutorials), you should adjust that 13 accordingly.

4.6 Quizzes

The total for each quiz should be given out of 100. The scores for the individual problems remain unaffected.

4.7 Grades

For each student, give an estimate/suggestion of what s/he should get. Grade modifiers are optional

4.8 Final

Just put a 0 for the total score. Those who will be submitting grades in comma-delimited format should assume that the final consists of 9 problems and put the appropriate number of commas.

5 Other columns

You don't need to fill in the following columns[3]:

[3]you can, if you want to, but these are uniquely determined from the information in the columns described above

- Ps Avg
- Problem Avg
- MQ Avg
- Exam Average
- Weighted Sum