

# Team assessment

To set up the team assessment go to menu – Academic Settings.

## 1. Set up your teams

The screenshot shows the 'Teacher Gradebook - Year 2019/2020' interface. At the top, there are tabs for 'GRADE TYPE', 'TEAMS', 'GRADE COLOR', 'TABS', 'SUBTITLES', 'GROUPS', 'TERMS/QUARTER', and 'ACADEMIC YEAR'. Below the tabs, there is a dropdown menu for 'Example Maths Group' with a '+' icon next to it. A red circle with the number '1' points to the dropdown menu. A red circle with the number '2' points to the '+' icon. Below the dropdown, there are two main sections: 'Grouping 1' and 'Grouping 2'. 'Grouping 1' contains three teams: 'Team 1 (3)', 'Team 2 (5)', and 'Team 3 (3)'. 'Grouping 2' contains one team: 'Team 1 (0)'. Each team has a red callout bubble pointing to its name and member count. A red circle with the number '3' points to the '+' icon next to 'Grouping 1'. A red circle with the number '4' points to the gear icon next to 'Team 2 (5)'. At the bottom right of the screenshot, there are four red callout bubbles: 'Edit the grouping' (pointing to the '+' icon next to 'Grouping 1'), 'Delete the grouping' (pointing to the trash icon next to 'Grouping 1'), 'Edit the team name and team color' (pointing to the gear icon next to 'Team 2 (5)'), and 'Delete the team' (pointing to the trash icon next to 'Team 1 (0)' in 'Grouping 2').

- 1 Select the group to add teams
- 2 Add a grouping
- 3 Add a team
- 4 Add team members

Add members to the team:

← Teacher Gradebook

Group: Example Maths Group  
Grouping: Grouping 1  
Team: Team 2

Team members:

Student 15 Surname 15	<b>Team members list</b>
Student 2 Surname 2	
Student 3 Surname 3	
Student 4 Surname 4	
Student 5 Surname 5	

↓ ↑

Add team members

Remove team members

Students without team:


Student 13 Surname 13	<b>Student group list</b>
Student 14 Surname 14	
Student 9 Surname 9	
Student 10 Surname10	

## 2. Set up the column grade to assess it as a team



Select the column you want to assess as a team and click on column settings (clicking on the column name):

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**Exam Unit 1**

Exam Unit 1 

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Theory and Practice  

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Grade type:  
Numeric 0 to 10 (Numeric) ▾

Grade symbol:  
-None- ▾

Grade color:  
Red color not passed (2) ▾

Team:  
Grouping 1 ▾  **Select the grouping** 



Second chance of:  
-None- ▾

You can set here a minimum value required to do the average calculation.  
For calculated grades you can set the default grade value if the minimum grade has not reached. Leave 0 if you do not use it:


Minimum required to calculate the average: 0.0

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Show percentage

Color:  **RESET COLOR** 

Hide:

Width:  100/1000

Protect

Quick comments: - Select a comment - ▾

Comments

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**CANCEL** **OK**

### 3. Edit the student grade

Example Maths Group 1st Term

Grades

Example Maths Group		Exam Unit 1 Theory and Practice	Activity 1 Theory	Activity 2 Group Activity	Activity 3 Practice
1	Student 1 Surname 1	2.00	0.92	9.97	5.69
2	Student 11 Surname 11	2.00	2.33	5.84	7.43
3	Student 12 Surname 12	2.00	4.40 B	7.97	1.16
4	Student 13 Surname 13	8.89	6.07	7.58	9.76
5	Student 14 Surname 14	0.28	9.43		
6	Student 15 Surname 15	0.29	4.99		
7	Student 2 Surname 2	8.00	6.44		
8	Student 3 Surname 3	8.00	8.57		
9	Student 4 Surname 4	8.00	2.98	1.33	7.44
10	Student 5 Surname 5	8.00	9.67	1.30	2.93
11	Student 6 Surname 6	2.62	1.73	3.77	3.48
12	Student 7 Surname 7	9.74	7.07	1.41	8.03

Edit the grade for one team member. The other members grade will be updated. If you set up a color team, the cells will be filled out.