

Grading at Loyola Law School

A faint, stylized illustration of a balance scale is visible in the background. The scale is positioned on the right side of the frame, with its central pillar and horizontal beam extending across the middle. Two pans are suspended from the beam by thin lines. The entire scene is set against a solid, dark brown background.

Using EasyNorm, the automated grading sheet for Loyola Law School

You can access the EasyNorm grading sheet in two ways:

- On Campus

- Located on the Faculty G: drive in a subdirectory called \CLASSES.

- Off Campus

- Through a secure website

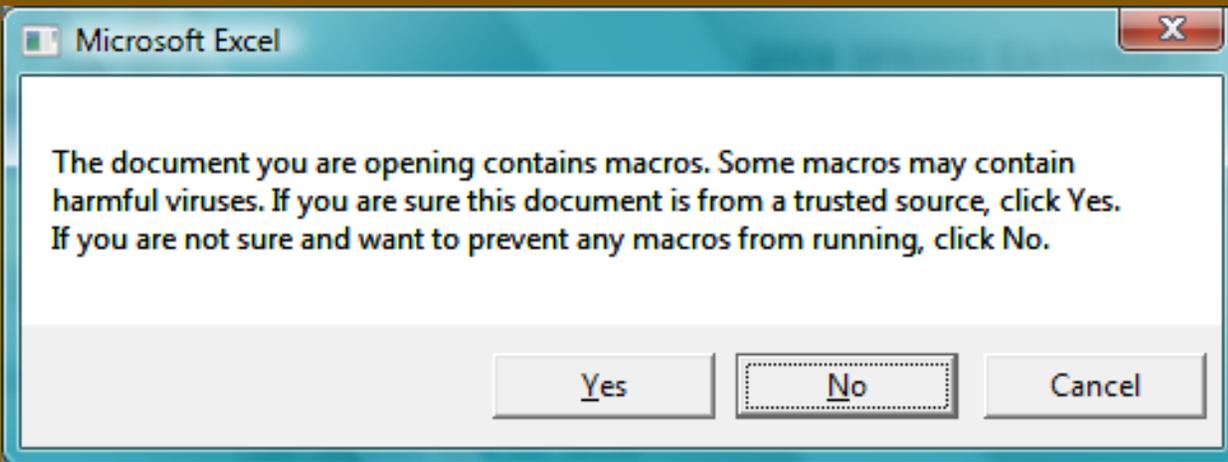


The grading sheet, named “EasyNorm”, can be downloaded from our website through a link that the Office of the Registrar will email directly to you. To access the online version of the EasyNorm program, you will need to know your 7-digit Faculty ID number located on your Faculty ID card.

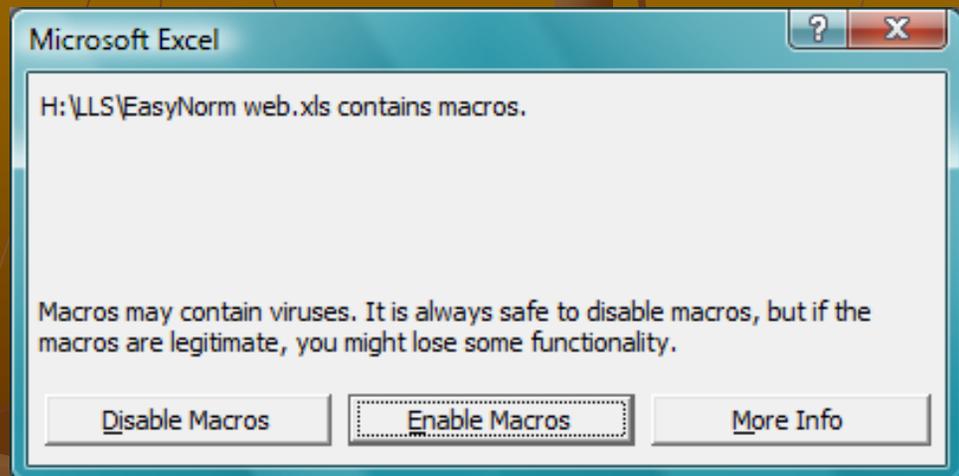


This is a sample screen shot from the Spring 2008 semester.

Two messages may appear when opening the EasyNorm program. You should select YES or ENABLE MACROS if you encounter either of these messages. If you do not see a message like this, you may need to change your security settings to enable the macros. If you are unsure of how to do this, please contact our office.



***Tip: Make sure you do not have any other Excel documents open when you open the EasyNorm program as it may interfere with the data being imported.**



Depending on how you will assign grades to your class (by name or by Student ID), click on the appropriate button.



If you are using the web version, you will be asked to enter your 7-digit Faculty ID number located on your Faculty ID card.

An "Input" dialog box with a title bar containing a question mark and a close button (X). The main area contains the text "Enter your seven digit Faculty ID to proceed:" followed by a text input field. At the bottom, there are "OK" and "Cancel" buttons.

Once your student's names or IDs are loaded into the sheet, normalization instructions will appear on the upper right hand side of your grading sheet.

Examples

[Required Mean: 82] [Required StdDev: 6.0]
 [Required Mean: 82-85] [No Required StdDev]
 Normalization for this course is NOT required.

Criminal Procedure (4D07E1) - Goldman
 [Required Mean: 82] [Required StdDev: 6.0]

Confidential
 April 24, 2008

DES		SUM OF GRADES	EXAM NO	FINAL GRADE	LETTER GRADE	2008 SP
Grade 5	Grade 6					
Component	82.00	13	Count	13	2.92	
Component	6.00	82.00	Mean	82.00	2.92	
		89	Max	92	4.00	
		75	Min	72	1.67	
		4.28	StdDev	6.00	2.68	
Grade 5	Grade 6	Total	EXAM NO			

You can adjust the Mean and Standard Deviation within the set requirements in the respective yellow areas in the red section of the EasyNorm sheet.

Microsoft Excel - Conf/Name sheet - Read Only

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014

COURSE #1001 Art and Law Seminar (4F16D1) - Steiner

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RAW GRADES		NORMALIZED GRADES					SUM OF GRADE 1		FINAL GRADE		LETTER GRADE	
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Mean	Count	Sum	Average	Grade	Letter	
Weight of each component												
100%	0%	0%	0%	0%	0%	22.50	1	22.50	22.50	B		
Raw S.D. of each component												
0.87	1.09	0.00	0.00	0.00	0.00	0.87	1	0.87	0.87	B		
EXAM NO.												
1	2	3	4	5	6	22.50	1	22.50	22.50	B		

You can re-name each column to reflect which element of the final grade each component relates to...

...and adjust the weight of each component by entering either the numeric or percentage weight of each component in the yellow areas of the blue section of the sheet. If you have multiple components, each component must be assigned a value before grades can be submitted.

84 Students	RAW GRADES					
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Weight of each component						
	100					
	100%	0%	0%	0%	0%	0%
Raw Mean	22.50	2.25	0.00	0.00	0.00	0.00
Raw S.Dev	0.87	1.09	0.00	0.00	0.00	0.00
EXAM NO.	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6



Enter data in yellow areas only. Leave unused components blank.

18 Students	RAW GRADES						NORMALIZED GRADES						SUM OF GRADES	Count	FINAL GRADE	LETTER GRADE	2008 SP
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6					
	Weight of each component						Forced Mean of each component										
	100	50					85.00	85.00	85.00	85.00	85.00	85.00					
Raw Mean	12.00	32.00	0.00	0.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00	6.00	18	Mean	18	85.00	3.22
Raw S.Dev	5.39	6.58	0.00	0.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00	6.00	93	Max	95	4.33	
EXAM NO.	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	77	Min	75	2.00	
													4.62	StdDev	6.00	0.68	
														Total	EXAM NO		UDWR
	12	34					85.0	86.8	-	-	-	-	85.6	7003342	86	B+	
	1	33					72.7	85.9	-	-	-	-	77.1	7105275	75	C	
	12	34					85.0	86.8	-	-	-	-	85.6	7165063	86	B+	
	13	23					86.1	76.8	-	-	-	-	83.0	7201021	82	B	
	16	25					89.5	78.6	-	-	-	-	85.8	7231035	86	B+	
	18	43					91.7	95.0	-	-	-	-	92.8	7369461	95	A+	
	12	34					85.0	86.8	-	-	-	-	85.6	7395226	86	B+	
	1	33					72.7	85.9	-	-	-	-	77.1	7395604	75	C	
	12	34					85.0	86.8	-	-	-	-	85.6	7415530	86	B+	
	13	23					86.1	76.8	-	-	-	-	83.0	7430032	82	B	
	16	25					89.5	78.6	-	-	-	-	85.8	7459512	86	B+	
	18	43					91.7	95.0	-	-	-	-	92.8	7496235	95	A+	
	12	34					85.0	86.8	-	-	-	-	85.6	7508776	86	B+	
	1	33					72.7	85.9	-	-	-	-	77.1	7764026	75	C	

As you enter the students' grades, the EasyNorm program will automatically normalize the scores in the red section of the sheet based on the set mean and standard deviation.

Microsoft Excel - EasyNorm web.xls [Read-Only]

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E16 =

COURSE: 4D07E1 Criminal Procedure (4D07E1) - Goldman

Criminal Procedure (4D07E1)
[Required Mean: 82] [Required StdDev: 6.0]

Get ID Numbers Get Names Discard Blank Rows Enter Participation Points Print Each Student

Enter data in yellow areas only. Leave unused components blank.

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April 24, 2008

64 Students	RAW GRADES						NORMALIZED GRADES						SUM OF GRADES	COUNT	MEAN	MAX	MIN	STD DEV
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6						
	Weight of each component						Forced Mean of each component											
	50	50					82.00	82.00	82.00	82.00	82.00	82.00						
	50%	50%	0%	0%	0%	0%												
Raw Mean	21.15	20.85	0.00	0.00	0.00	0.00	Forced SD of each component											
Raw S.Dev	8.87	7.26	0.00	0.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00	6.00						
EXAM NO.	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Partie Points	Total	EXAM NO			
34	11						90.7	73.9	-	-	-	-		82.3				
24	13						87.9	75.5	-	-	-	-		79.7				
13	11						6.5	73.9	-	-	-	-		75.2				
12	15						75.8	77.2	-	-	-	-		76.5				
26	23						85.3	83.8	-	-	-	-		84.5				
34	23						90.7	83.8	-	-	-	-		87.2				
12	33						75.8	92.0	-	-	-	-		83.9				
12	12						75.8	74.7	-	-	-	-		75.3				
11	25						75.1	85.4	-	-	-	-		80.3				
24	22						83.9	83.0	-	-	-	-		83.4				
35	27						91.4	87.1	-	-	-	-		89.2				
23	29						83.2	88.7	-	-	-	-		86.0				

Notice that components are automatically converted to a scale of 100 points and individually normalized to the mean and standard deviation in the green section. These can be adjusted in the yellow areas.

web.xls [Read-Only]
 Format Tools Data Window Help Adobe PDF

Criminal Procedure (4D07E1) - Goldman
 [Required Mean: 82] [Required StdDev: 6.0]

Discard Blank Rows Enter Participation Points Print Each Student

Only use areas only. Leave unused components blank.

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RAW GRADES				NORMALIZED GRADES						SUM OF GRADES	FINAL GRADE	LETTER GRADE	2008 SP
Grade 3	Grade 4	Grade 5	Grade 6	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6				
Forced Mean of each component				Forced Mean of each component						Count	13	13	
0%				82.00						Mean	82.00	2.92	
0.00				6.00						Max	92	4.00	
0.00				6.00						Min	72	1.67	
0.00				6.00						StdDev	6.00	0.68	
0.00				6.00						Total	EXAM NO		
Grade 3	Grade 4	Grade 5	Grade 6	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Partic Points			
				90.7	73.9	-	-	-	-		82.3	82	B
				83.9	75.5	-	-	-	-		79.7	75	B-
				76.5	73.9	-	-	-	-		75.2	72	C-
				75.8	77.2	-	-	-	-		76.5	74	C
				85.3	83.8	-	-	-	-		84.5	86	B+
				90.7	83.8	-	-	-	-		87.2	89	A-
				75.8	92.0	-	-	-	-		83.9	85	B+
				75.8	74.7	-	-	-	-		75.3	73	C
				75.1	85.4	-	-	-	-		80.3	80	B-
				83.9	83.0	-	-	-	-		83.4	84	B
				91.4	87.1	-	-	-	-		89.2	92	A
				83.2	88.7	-	-	-	-		86.0	88	A-

The normalized grades appear in the red section of the EasyNorm program. The bold, blue numbers and letters are the final grades that will be posted for each student.

18	
3.22	
4.33	
2.00	
0.68	
	UDWR
B+	Req Met
C	
B+	Req Met
B	
B+	
A+	
B+	
C	
B+	

To identify students who have met Upper Division Writing Requirement in your course, simply select "Req Met"

If your course qualifies for the Upper Division Writing Requirement, then you will need to indicate satisfaction in the last column for each student. Click on the cell to choose 'Req Met' if a student has met this requirement.

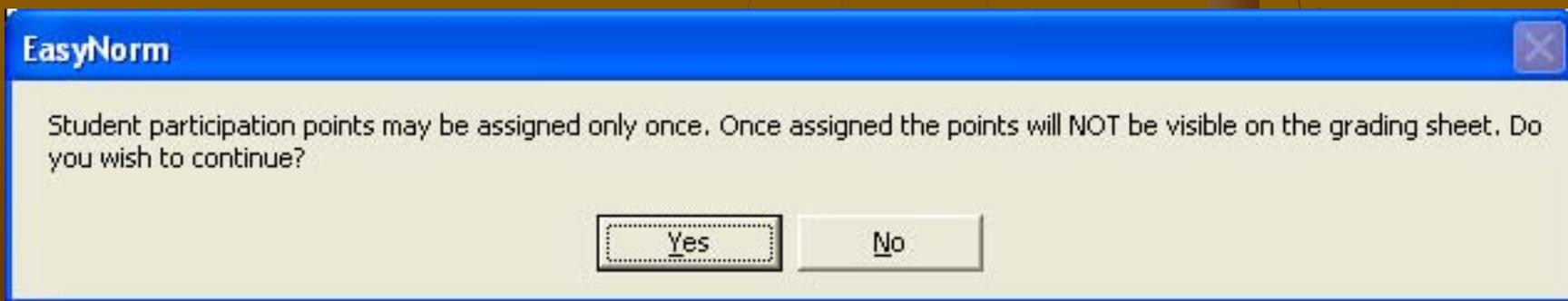
IMPORTANT: If a grading sheet is submitted without this information completed, it will be sent back to the instructor to be completed before grades can be posted.

Grading rules allow instructors to add (or subtract) up to 3 class participation points to a student's final grade.

Click on the button labeled **Enter Participation Points**



IMPORTANT: Before you enter class participation points (CPPs) in this program, please remember that **a) you can enter CPPs only once** for each class and **b) participation points will NOT be visible on the grading sheet once entered.** To change CPPs (or any other component) after CPPs have been entered, you must contact the Office of the Registrar. So, be extra careful when assigning CPPs in this program.



Get ID Numbers	Get Names	Discard Blank Rows	Enter Participation Points	Print Each Student
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Individual Student Scores can be printed on a separate page. Faculty Support is responsible for completing this for a faculty member after grades have been posted. Contact your Faculty Support assistant for more information

When you have finished entering your grading data:

- Save the EasyNorm grading sheet to a new file on your computer.

*Tip: Name it something that you will be able to recognize easily.

- Email the saved document to the Office of the Registrar with your written approval to post the grades as entered in the EasyNorm grading sheet.

Once the Office of the Registrar has received your grades, we will review them to make sure the required mean and standard deviation for your course have been followed and post the grades. After we have posted the grades, we will send you a list of the students' final normalized grades by name.

If you have any questions, please feel free to contact us

Office of the Registrar

(213) 736-1130

registrar@lls.edu

