

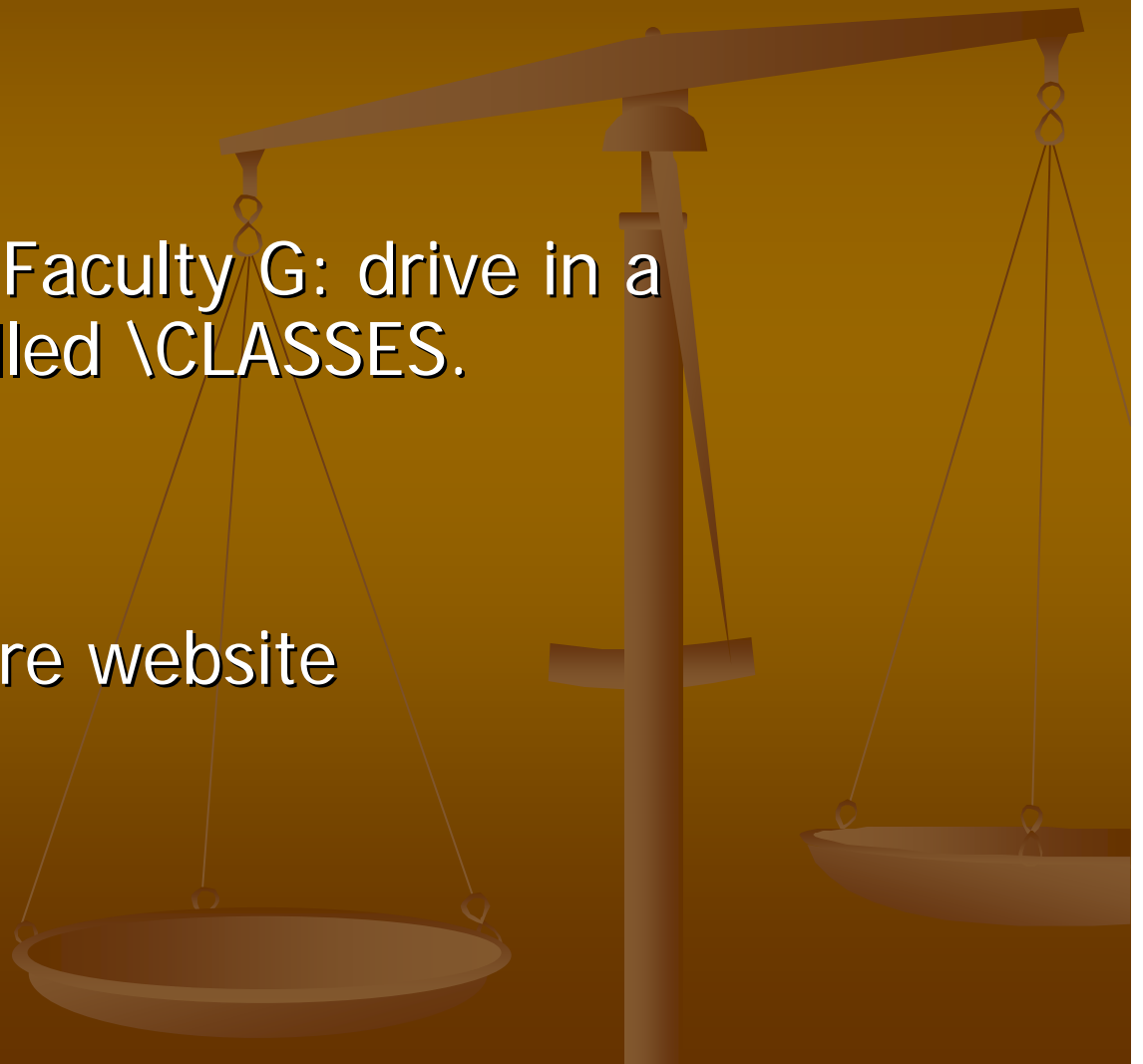
Grading at Loyola Law School



**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

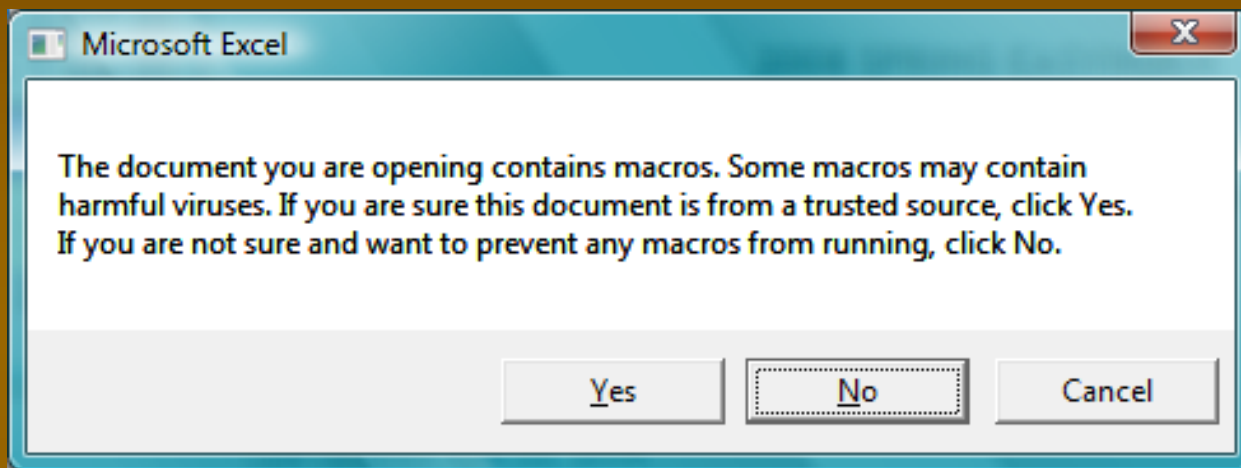


The grading sheet, named “EasyNorm”, can be downloaded from our website through a link that the Office of the Registrar will email directly to you. To access the online version of the EasyNorm program, you will need to know your 7-digit Faculty ID number located on your Faculty ID card.

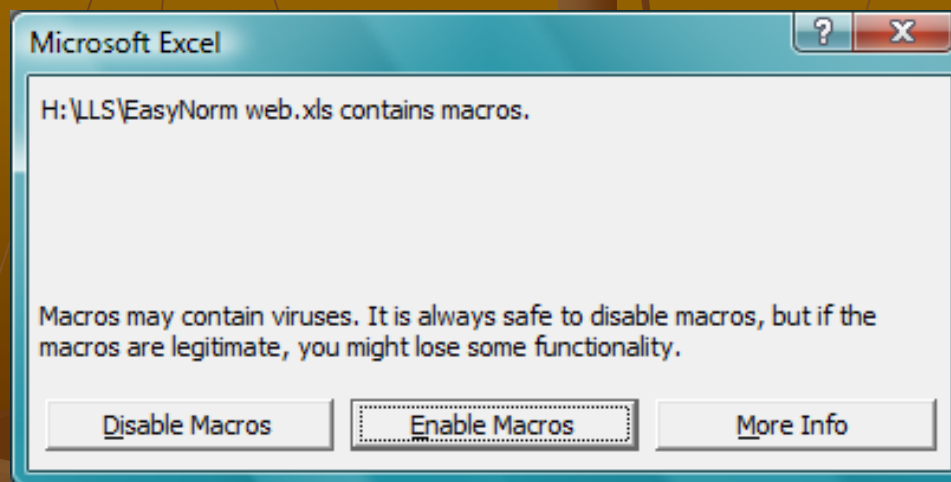


This is a sample screen shot from the Spring 2008 semester.

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.**



Once you have downloaded the document, open it and do the following:

Select your Course from the drop down menu.

[illegible]

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. The main text says 'Enter your seven digit Faculty ID to proceed:'. Below the text is a text input field. At the bottom 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]

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 April 24, 2008

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

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 - [Worksheet: artandlaw] [Book1] [Q1]

File Edit View Insert Format Tools Data Window Help Adobe PDF 514

Course ID: 4F101 Art and Law Seminar (4F101) - Steiner

Art and the Law Seminar (4F101) - Steiner
(Required Issues 82-86) (No Required Issues) 2008

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Final semester

Said ID Number	Grade	Said Name	Order Participation Points	Final Exam Student	Weight of each component	Final Match of each component	SUM of GRADES	Final average	LETTER GRADE	Comments
101	A	John Doe	100	100	100	100	100	100	A+	
102	B	Jane Smith	90	90	90	90	90	90	B+	
103	C	Mike Johnson	80	80	80	80	80	80	C+	
104	D	Sarah Brown	70	70	70	70	70	70	D+	
105	F	David White	60	60	60	60	60	60	F	
106	W	Emily Green	50	50	50	50	50	50	W	
107	U	Robert Black	40	40	40	40	40	40	U	
108	U	Laura Grey	30	30	30	30	30	30	U	
109	U	James Blue	20	20	20	20	20	20	U	
110	U	Michelle Yellow	10	10	10	10	10	10	U	
111	U	Christopher Purple	0	0	0	0	0	0	U	
112	U	Amanda Pink	0	0	0	0	0	0	U	
113	U	Benjamin Brown	0	0	0	0	0	0	U	
114	U	Sophia Green	0	0	0	0	0	0	U	
115	U	Lucas White	0	0	0	0	0	0	U	
116	U	Olivia Black	0	0	0	0	0	0	U	
117	U	Ethan Grey	0	0	0	0	0	0	U	
118	U	Ava Blue	0	0	0	0	0	0	U	
119	U	Noah Yellow	0	0	0	0	0	0	U	
120	U	Isabella Purple	0	0	0	0	0	0	U	
121	U	Liam Pink	0	0	0	0	0	0	U	
122	U	Mia Brown	0	0	0	0	0	0	U	
123	U	Noah Green	0	0	0	0	0	0	U	
124	U	Olivia White	0	0	0	0	0	0	U	
125	U	Lucas Black	0	0	0	0	0	0	U	
126	U	Ethan Grey	0	0	0	0	0	0	U	
127	U	Ava Blue	0	0	0	0	0	0	U	
128	U	Noah Yellow	0	0	0	0	0	0	U	
129	U	Isabella Purple	0	0	0	0	0	0	U	
130	U	Liam Pink	0	0	0	0	0	0	U	
131	U	Mia Brown	0	0	0	0	0	0	U	
132	U	Noah Green	0	0	0	0	0	0	U	
133	U	Olivia White	0	0	0	0	0	0	U	
134	U	Lucas Black	0	0	0	0	0	0	U	
135	U	Ethan Grey	0	0	0	0	0	0	U	
136	U	Ava Blue	0	0	0	0	0	0	U	
137	U	Noah Yellow	0	0	0	0	0	0	U	
138	U	Isabella Purple	0	0	0	0	0	0	U	
139	U	Liam Pink	0	0	0	0	0	0	U	
140	U	Mia Brown	0	0	0	0	0	0	U	
141	U	Noah Green	0	0	0	0	0	0	U	
142	U	Olivia White	0	0	0	0	0	0	U	

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

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G14 =

COURSE: 4F16D1 Art and the Law Seminar (4F16D1) - Steiner

Art and the Law Seminar (4F16D1) - Steiner

[Required Mean: 82-85] [No Required StdDev]

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



18 Students	RAW GRADES						NORMALIZED GRADES						SUM OF GRADES		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					
	67%	33%	0%	0%	0%	0%											
Raw Mean	12.00	32.00	0.00	0.00	0.00	0.00	Forced SD of each component										
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					
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	Partic Points	Total	EXAM NO		UDWR
7003344	12	34					85.0	86.8	-	-	-	-		85.6	7003344	86	B+
7175679	1	33					72.7	85.9	-	-	-	-		77.1	7175679	75	C
7127097	12	34					85.0	86.8	-	-	-	-		85.6	7127097	86	B+
7217821	13	23					86.1	76.8	-	-	-	-		83.0	7217821	82	B
7231955	16	25					89.5	78.6	-	-	-	-		85.8	7231955	86	B+
7289351	18	43					91.7	95.0	-	-	-	-		92.8	7289351	95	A+
7369468	12	34					85.0	86.8	-	-	-	-		85.6	7369468	86	B+
7371601	1	33					72.7	85.9	-	-	-	-		77.1	7371601	75	C
7417613	12	34					85.0	86.8	-	-	-	-		85.6	7417613	86	B+
7430622	13	23					86.1	76.8	-	-	-	-		83.0	7430622	82	B
7434413	16	25					89.5	78.6	-	-	-	-		85.8	7434413	86	B+
7520635	18	43					91.7	95.0	-	-	-	-		92.8	7520635	95	A+
7572729	12	34					85.0	86.8	-	-	-	-		85.6	7572729	86	B+
7781076	1	33					72.7	85.9	-	-	-	-		77.1	7781076	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						Participation Points	SUM OF GRADES		FI GR
	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	0%	0%	0%	0%	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		Total	EXAM NO	
2001071	34	11					90.7	73.9	-	-	-	-		82.3	2001071	
2001072	24	13					87.9	75.5	-	-	-	-		79.7	2001072	
2001073	13	11					66.5	73.9	-	-	-	-		75.2	2001073	
2001077	12	15					75.8	77.2	-	-	-	-		76.5	2001077	
2001078	26	23					85.3	83.8	-	-	-	-		84.5	2001078	
2001079	34	23					90.7	83.8	-	-	-	-		87.2	2001079	
2001080	12	33					75.8	92.0	-	-	-	-		83.9	2001080	
2001088	12	12					75.8	74.7	-	-	-	-		75.3	2001088	
2001090	11	25					75.1	85.4	-	-	-	-		80.3	2001090	
2001095	24	22					83.9	83.0	-	-	-	-		83.4	2001095	
2001097	35	27					91.4	87.1	-	-	-	-		89.2	2001097	
2001098	23	29					83.2	88.7	-	-	-	-		86.0	2001098	

Normalize Table Chart

Filter Mode

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

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April 24, 2008

2008 SP

RAW GRADES				NORMALIZED GRADES						SUM OF GRADES	Count	FINAL GRADE	LETTER GRADE
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									
				82.00	82.00	82.00	82.00	82.00	82.00				
Forced SD of each component				Forced SD of each component									
				6.00	6.00	6.00	6.00	6.00	6.00				
Grade 3	Grade 4	Grade 5	Grade 6	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Partic Points	Total	EXAM NO	
				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.

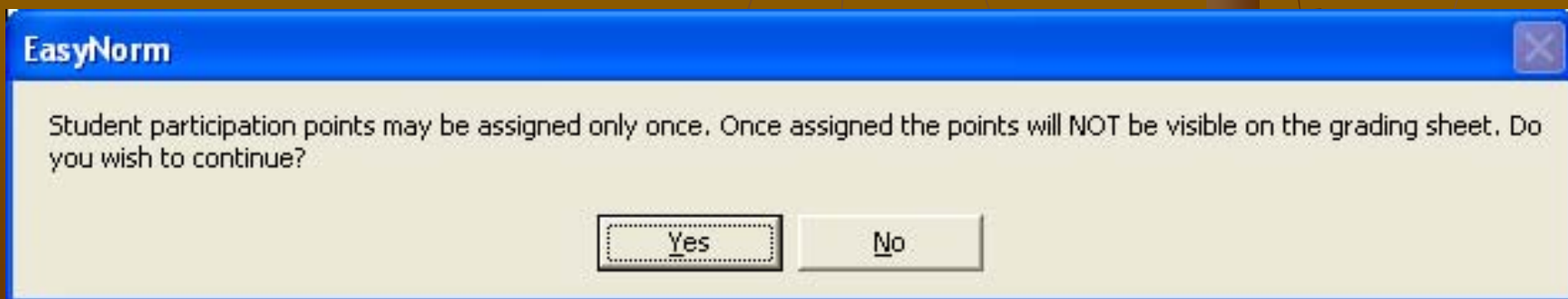
IMPORTANT: If a grading sheet is submitted without this information completed, it will be sent back to the instructor to be completed before grades can be posted.

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.



A faint, stylized illustration of a balance scale is visible in the background. The scale has a horizontal beam with two pans hanging from it. The right pan is lower than the left pan, indicating it is heavier. The entire scene is set against a solid brown background.

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

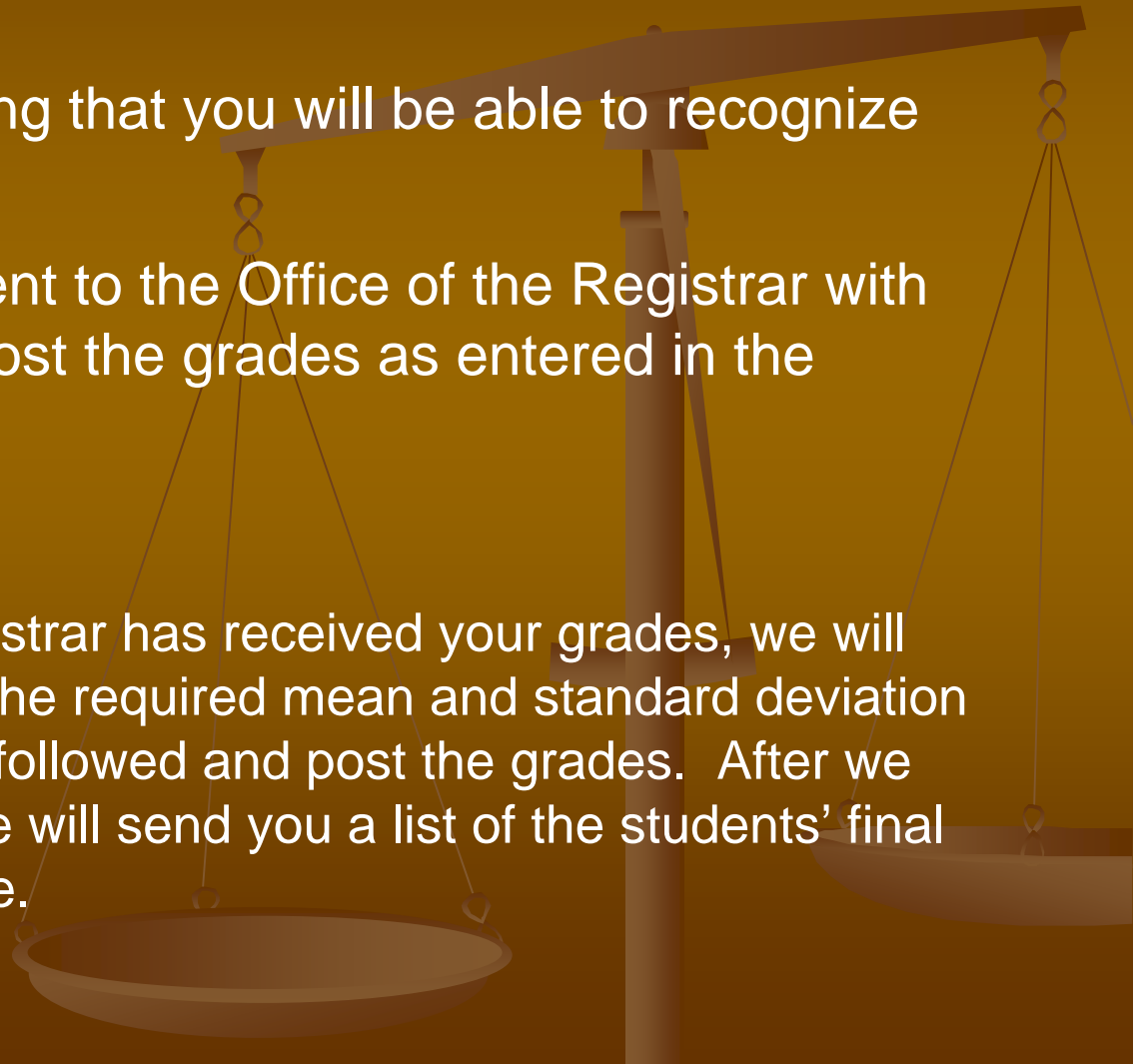
When you have finished entering your grading data:

- 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

