Using T-Square: What TAs Need to Know

Facilitated by

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T-Square Login

1. Go to http://tsquare.gatech.edu;
2. Click on the **Login** button on the upper-right corner;
3. Enter your GT account user name and password.

T-Square Support

1. **Submit a service request** (the best way to reach T-Square support!): http://info.t-square.gatech.edu

   Go directly to the T-Square Support site by using the above URL or by clicking on the Support menu link on the T-Square home page. Once you open the T-Square FAQ and Service Requests page, please follow the instructions to answer a few basic questions. You may get immediate suggestions for solving your problem so that you don't have to wait for an email response. If there is no automated advice for your problem, you will be quickly directed to someone who can help.

2. **Email**: help@t-square.gatech.edu

   Please include as much detail about the issue as possible in your email.

3. **Phone**

   Chaohua Ou: 404-385-4812 | Daniel Haynes: 404-894-7569

T-Square Help Resources

T-Square Project Site http://info.t-square.gatech.edu	T-Square Online Help System Access through the Help link on the T-Square left menu
• FAQs • Documentation • Support request • Training workshops • Web browser help	• Tool help: instructions on how to use each T-Square tool • T-Square announcements • Links to T-Square project site • Link to T-Square management tools

Objectives

Following this workshop, you should be able to:

1. Add a new assignment.
2. Grade assignment submissions
3. Set up gradebook with categories and weighting
4. Add and edit a gradebook item
5. Import and export grades
6. Communicate with students through announcements and emails.

Agenda

1. **Introduction and preparation – 10 minutes**

   Create an unofficial site for practice

2. **Demonstration and Exploration – 70 minutes**

   Demonstrate and explore how to use the following tools for content management, communication, and assessment:

   - Assignments
   - Gradebook
   - Announcements
   - Email
   - Email Archive

3. **Q&A and Wrap-up – 10 minutes**
4. **Follow-Up Consultation – 30 minutes (optional)**

FAQs for TAs Regarding Using T-Square

1. **I am a TA for a course. How can I access the course in T-Square?**

   You are not automatically added to a course and assigned as a TA in T-Square**.** If the instructor has added you to the course, you will have access to it. If not, you need to tell the instructor to add you to the course site as a Teaching Assistant or Head TA. Tell him/her your GT account will help.

2. **I don't see any students in Gradebook. How can I enter grades?**

   There are two TA roles in T-Square: **Head TA and Teaching Assistant**. **Head TA** is a role for a **single course** while **Teaching Assistant** is a for a **course section** and will be responsible for grading his/her own section only.

   If you are assigned as a **Teaching Assistant** for a course, you won't be able to see students in Gradebook and enter grades for them. You need to tell the instructor to change your role to Head TA so that you can help with grading.

3. **I need to enter grades for an assignment in Gradebook. I can see students' names, but there is nowhere I can enter the grades for them. What happened?**

   When an assignment is linked from the Assignments to Gradebook, you will have to enter grades from the Assignments tool.

   If you prefer entering grades from Gradebook, go back to the Assignments tool to edit the assignment by choosing the grading option **Do not associate assignment to Gradebook**. Then you manually create a gradebook item in Gradebook for that assignment, and enter grades there.

   Please note that any gradebook item linked from Assignments or Tests & Quizzes (usually highlighted yellow and has labeled with its source) is not editable in Gradebook. Student's grade for this item has to be entered and changed from the source.

Add a new assignment

1. Go to your worksite, click **Assignments** on the left menu;
2. Click **Add** at the top;
3. Fill in the assignment information as needed;
4. Click **Post** when you are finished.

Note:

- **Accept until**: No assignments can be submitted after this date. If you set this date and time later than the due date to continue accepting assignments after the assignment is due, submissions will be marked "**Late**".
- **Student Submissions**: If you choose non-electronic submissions, students can only view the assignment information, but are not able to submit the assignment electronically.
- **Add an announcement about the open date to Announcements**: An announcement will be posted on the home page of the course site in T-Square. However, students won't get an email notification about this announcement.
- **Grading**
  - *Do not add assignment to Gradebook*: Choose this option if you are going to grade assignments off-line. After you finish grading, go to the Gradebook, create a gradebook item, and enter grades there.
  - *Add assignment to Gradebook*: Choose this option if you are going to grade assignment online. You will open each student's submission and assign a grade. The assignment will show in the Gradebook as a gradebook item. The grades you assigned will show as well once you release them to the students. Please note that overriding grades has to be done in the Assignments tool.
  - *Associate with existing Gradebook Entry*: Choose this option if you have already entered grades for an assignment in Gradebook and you want your students to be able to see their grade in both Assignments and Gradebook.
  - *Release Grades*: Grades you assign in the Assignments tool do not display in the Gradebook (even for the instructor) until you release the grades.

Grade Assignment Submissions

Grade Assignments Online

1. Go to your T-Square course site >> **Assignments**;
2. Click **Grade** under the assignment title, you will see whether each student has submitted the assignment and when if they have.
3. Click on each student's name to review the submission, provide comments and feedback as needed, assign a grade, and return to the student. Allow resubmission if necessary.

Grade Assignments Off-line

1. Go to your T-Square course site >> **Assignments**;
2. Click **Download All** to download all submissions to your computer. You will download a zip folder. Unzip the folder and you will find it contains a subfolder for each student and a grade sheet. Open each subfolder to review the student's submission, provide feedback and comments as needed. When you finish grading, enter the grades on the grade sheet.
3. Zip the folder with the graded submissions and grades. Go back to the **Assignments** in T-Square, click **Grade** under the assignment title, and upload the zip folder by using the feature **Upload All**.

Set up Gradebook with Categories and Weighting

Your T-Square site > **Gradebook**> **Gradebook Setup** > **Categories and Weighting**

Examples of Gradebook setup with weighted categories:

Gradebook Items Summary
Click a title to view complete details and to grade the item.

▼	Title*		Class Avg**	Weight
▼	**Class Attendance**		85%	10%
	Attendance and Participation	Edit	85/100	
▼	**Final Exams**		72.63%	30%
	Final Exams	Edit	87/120	
▼	**Homework**		70.76%	30%
	HW1	Edit	36/50	
	HW2	Edit	37/50	
	HW3	Edit	30/50	
	HW4	Edit	30/40	
	HW5	Edit	36/50	
	HW6	Edit	37/50	
	HW7	Edit	33/50	
	HW8	Edit	32/50	
▼	**Quizzes**		68.39%	30%
	Quiz 1	Edit	66/90	
	Quiz 2	Edit	52/85	

Note:

1. Course grades are by default NOT released to students.
2. Instructors and Head TA can see and edit grades for all students. TAs can see and edit grades only for students in their particular sections. Instructional Designer cannot see students' grades.
3. Currently, the Gradebook does not allow you to assign extra credit or drop the lowest score. Another grading tool, **Grades**, allows you to do that. However, you cannot directly publish course grades from **Grades** to Oscar/Banner.

Add and edit gradebook items

Add a new gradebook item

> **Gradebook** >> **Add Gradebook item(s)**

Note:

1. The point value for a gradebook item must be greater than zero. Decimal values are permitted to two decimal places.
2. To allow students to view the grade for this item, check **Release this item to Students** (you can change this option later). Meanwhile, **Gradebook Setup** must also have **Display released Gradebook Items to Students** checked.

Edit an existing gradebook item

1. Click **Gradebook**;
2. Click **Edit** next to the title of the item you want to modify;
3. Change the gradebook item's settings;
4. Click **Save Changes**.

Import Grades

1. Go to your T-Square site >> **Gradebook** >> **Import Grades**;
2. Follow the 3-step instructions there to download, edit, and import the spreadsheet.

Communicate through Announcements and Emails

Three tools are available for you to communicate with your site participants in T-Square:

1. **Announcements**: By default, messages sent through **Announcements** will be posted in T-Square. In addition, the creator of the announcement has the option of sending all site participants an email notification that contains the announcement.

2. **Email**: It is not a default tool. You need to add it to your site: **Site Info** >> **Edit Tools**. Email allows you to send emails to all students, individual students, groups, sections, and even people who are not in the site (if you know their email address). You have to log on to your T-Square site in order to use this tool. By default, the **Email** tool does not keep a record of the emails sent. However, you have the option to send yourself a copy of the message or archive the message in T-Square.

3. **Email Archive** provides an email address for your T-Square site. You can send messages to this address outside of T-Square and the messages sent are received by all site participants. The messages are also archived in T-Square. Since the messages are available to all participants, this tool should not be used for private email.

4. All the above three tools allow instructors to set permissions on how the site participants can use the tools.