

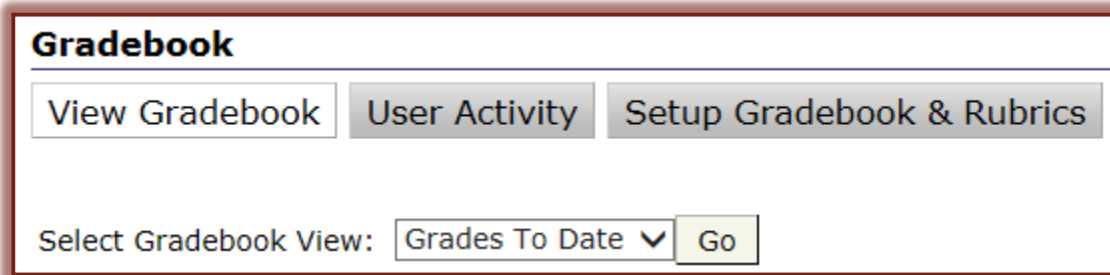
Gradebook-Assign and Change Grades

After the Gradebook is set up, the instructor can enter grades and comments into the Gradebook. The Gradebook system will then calculate and display up-to-date letter and numeric grades for each student. It is not necessary to add both a Numeric and Letter grade. Once the grades have been entered they can then be exported to a regular worksheet application. In addition to assigning grades, it is possible for the instructor to reset a test or quiz so that a student can retake it. Additional time can also be granted for a test or quiz for those students who need it.

Assign Grades to All Students for a Single Content Item

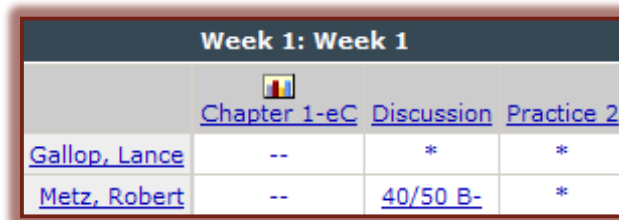
Grades can be assigned to a group of students. When the steps below are followed, a list of the students in the course will display. Grades may be entered into the list and comments can be made regarding the assignment. Students will be able to view the comments by clicking on the assignment grade when they view the Gradebook.

- Click **Gradebook** on the **Tools Menu**.
- Click **View Gradebook**, if necessary.
- In the **Select Gradebook View** list (see illustration below), select the **Week** for which the grades are to be assigned or click the **Show All** option.



The screenshot shows a window titled "Gradebook". At the top, there are three buttons: "View Gradebook", "User Activity", and "Setup Gradebook & Rubrics". Below these buttons, there is a label "Select Gradebook View:" followed by a dropdown menu currently set to "Grades To Date" and a "Go" button.

- Click **Go**.
- Locate the **Content Item** that is to be graded.
- To record grades for all students in the course, click the link at the top of the column for the item, such as Discussion (see illustration below).



The screenshot shows a table for "Week 1: Week 1". The table has columns for "Chapter 1-eC", "Discussion", and "Practice 2". The rows list students "Gallop, Lance" and "Metz, Robert".

	Chapter 1-eC	Discussion	Practice 2
Gallop, Lance	--	*	*
Metz, Robert	--	40/50 B-	*

- Enter a numeric grade, a letter grade, or both for each student.
 - Calculations will be performed on Numeric Grades.
 - Calculations will not be performed on Letter Grades.
- Click **Save Changes**.

Assign Grades for a Single Student

Grades may be assigned to individual students. When the student's name is selected, a list of the assignments for the student will display. Complete the directions below to enter an individual grade for a student.

- Click **Gradebook** on the **Tools Menu**.
- Click **View Gradebook**, if necessary.

- Click the student's name to display the gradable items for that student.
- Click on the link in the **Points** column.
- The **Grading** window for the assignment will display (see illustration below).



- Enter the **Letter Grade** and/or **Numeric Grade** for the student.
- Click the **Comment** button to make any comments about the assignment.
- Click the **Close** (red x) to close the **Comment** window and return to the **Grade** window.
- Click the **Envelope** icon to send an **Email Message** to the student.
- Click the **Next** button to move to the next student in the course.
 - The Grade for the current student will be saved when **Next** is clicked.
 - This button and the **Previous** button only displays if you are grading a group of students, instead of an individual student.
- Click the **Student Name** list to select a different student.
 - The Grade for the current student will be saved when the next student Grade Report is displayed.
 - A list of names will not display if there is only one student or you are grading only one student's assignment.
- Click the **Previous** button to return to the previous student in the list.
- Click the **Save** button to save the item.
- Click the **Close** (red x) button in the upper-right corner of the window to return to the **Student's Grades**.

Change Student Grades

- Click **Gradebook** on the **Tools Menu**.
- Click the student's name to display grades for that student.
- Click on the score that is to be changed.
- Make changes to the grade or add comments as needed.
- Click the **Save** button.
- Click the **Close** (red x) button in the upper-right corner of the window to return to the **Student's Grades**.
- The changes will be reflected in the Gradebook.