

## Gradebook

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Instructors and students have access to a shared online Gradebook. The Gradebook is used to determine which aspects of a course should be graded and to add these items to the Gradebook as gradable items. As students complete assignments, a total point value display in the Gradebook. The names of the students will appear in the Gradebook after they are enrolled in the course. Instructors can post comments for each grade, grant students additional test time, create links to course content for review purposes, and view student activity in the course. It is also possible to create custom gradable items as they relate to course content, such as group projects, course participation, extra credit, assignments, and so forth. The Gradebook can be set up in either Course or Author mode.

### Set Up Gradebook

There are three steps to complete when setting up a Gradebook. In addition Rubrics can be created for each assignment and preferences can be set for the Gradebook. These steps correspond to the tabs across the top of the Setup Gradebook and Rubrics page. Each tab in the first three links builds upon the previous tab.

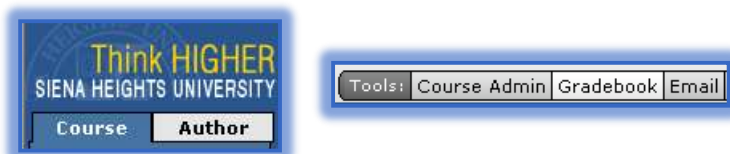
- **Add Items** - This is the area where the decision as to which Content Items and Course Tools are to show in the Gradebook. This area lists all the Content Items and Course Tools that are currently available in the course. In addition any Custom Items that have been added to the Gradebook will appear here.
- **Select Gradable Items** - This is where the instructor will determine which items will be assigned grades. A checkbox will appear for each week of the course where the Content Item is located.
- **Assign Points or Weights** - This is where possible points or relative weighted percentages will be assigned to gradable items. In this area, it is possible for the instructor to exclude a grade from the final points or to select an item for Extra Credit.
- **Rubrics** - This feature allows the instructor to create a Grading Rubric for an assignment. A list of each gradable assignment will appear when this option is selected. A different Grading Rubric can be created for each assignment.
- **Preferences** - This is the area where the instructor can specify how the grades will appear in the Gradebook. If the grades are to be weighted, this is the area that allows the instructor to select this option.

### Add Items to Gradebook

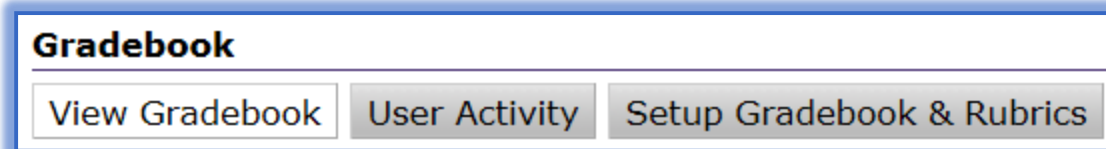
This is the first step in setting up the Gradebook. All Content Items are added to this list automatically. It is up to the instructor to determine which items should be gradable items. When items are added to the Gradebook, the instructor is selecting which course items and course tools the students will see when they access the Gradebook.

### **Add New Items**

- † Click the **Author** tab in the **Navigation Tree**.
- † Click **Gradebook** on the **Tools Menu**.



† Click **Setup Gradebook and Rubrics** (see illustration below).

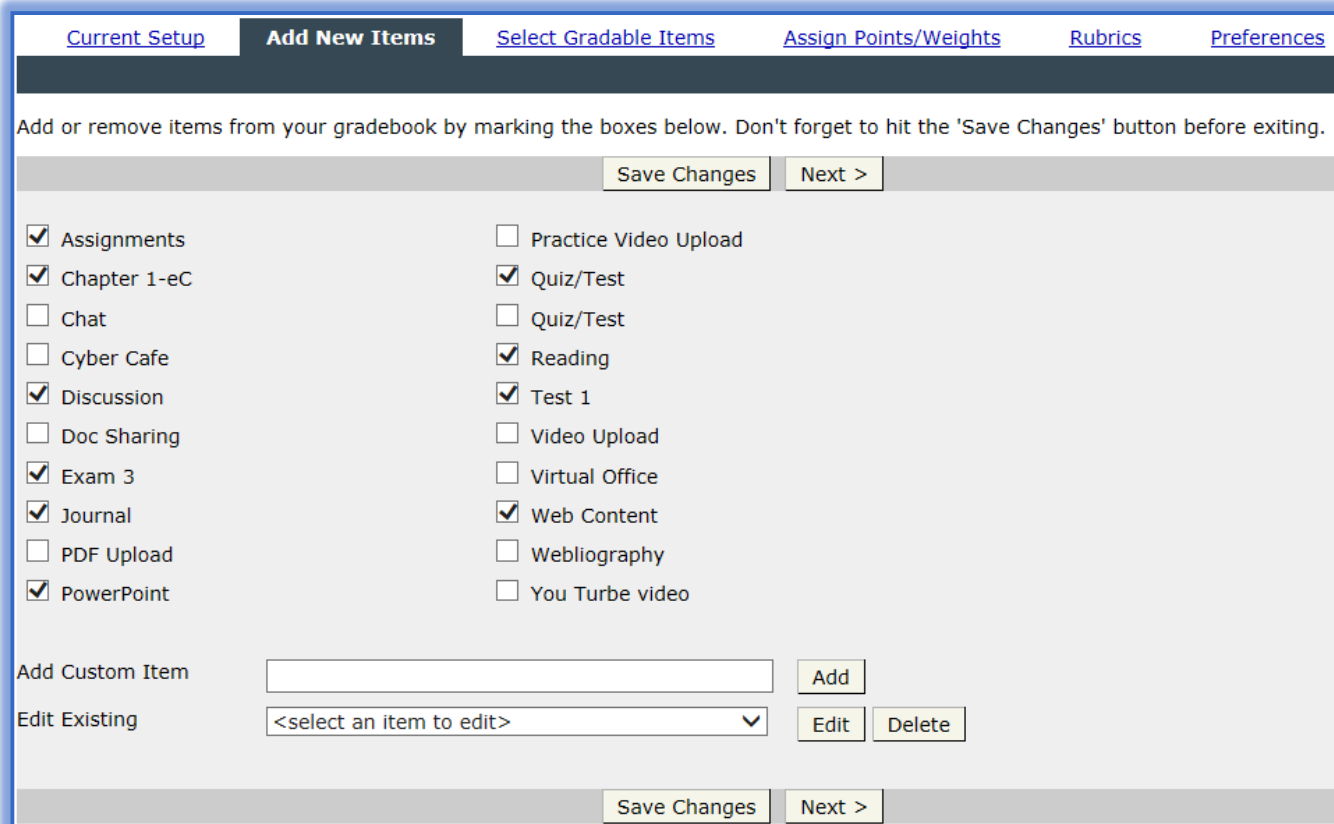


† The **Gradebook: Current Settings** window will display.

† Click the **Add New Items** tab (see illustration below).



† The **Add New Items** window will display (see illustration below).



† Click the check box next to each item that is to display in the **Gradebook**.

★ **Exams** and **Content Items** that have a **Dropbox** assigned are selected in the list by default.

★ When an item is selected it will be visible to the instructor and the student in the **View Gradebook** area.

† Click **Next** to move to the next step in the setup process.

† Click **Save Changes** if you aren't moving to the next step.

### Add Custom Items

In addition to selecting from the list of Content Items, it is possible to add Custom Items to the Gradebook. Be careful that you don't add a Custom Item that has the same name as a Content Item which already appears in the list. Once the items are added they are then selected in the same way that the Content Items are selected. When a Custom Item is added, any checkmarks that have not been saved will be removed. They will have to be selected again.

- † Click the **Author** tab in the **Navigation Tree**.
- † Click **Gradebook** on the **Tools Menu**.
- † Click **Setup Gradebook and Rubrics**.
- † The **Gradebook: Current Settings** window will display.
- † Click the **Add New Items** tab (see illustration on previous page).
- † In the **Custom Item** field (see illustration below), input a name for the item.

- † Click the **Add** button.
- † The new item will display in the list of **Content Items**.
- † Continue this process until all the **Custom Items** have been added.
- † Click the check box(es) next to the **Custom Item(s)** to add them to the **Gradebook**.
- † Click the **Next** button to move to the next step in the setup process.
- † Click **Save Changes** to stay in the same window.

### Select Gradable Items

The process of selecting which week or session the gradable item is to appear in is the second step in the Gradebook setup process.

- † Click **Gradebook** on the **Tools Menu**.
- † Click the **Setup Gradebook and Rubrics** button.
- † Click the **Select Gradable Items** tab (see illustration below).

- † The **Select Gradable Items** page will display (see illustration above).
- † Select the weeks into which the gradable items are to appear.
  - ★ If a check box doesn't appear for a particular content item in a given week, it means the item was not added to the Week when the course was set up.
  - ★ Custom items will have a checkbox for every week of the course.

- ★ If Course Tools was selected in the Add Items area they will be available in every Week.

✚ Click **Save Changes** or **Next**.

### Assign Points and Weights

Once the instructor has decided which items to show in the Gradebook and in which Weeks each item is gradable, point values or possible points can be assigned to each item. From this page, it is possible to assign weighted values to content, create extra credit items, and create practice assignments by excluding an item from the course grade.

If up-to-date grades are to be calculated for students, point values must be assigned to the Gradebook item.

- **Assign Points** – The Gradebook uses this value and the students’ actual achieved points to calculate grades for each student at the Content level, the Week level, and the overall course level.
- **Do Not Assign Points** – When this option is selected, nothing will display in the points possible field when the instructor or students view the Gradebook.

### **Assign Points**

✚ Click **Gradebook** on the **Tools Menu**.

✚ Click the **Setup Gradebook and Rubrics** tab.

✚ Click the **Assign Points/Weights** tab (see illustration below).

Assign points to items using the text boxes below. Use the Extra Credit and Exclude from Course Grade buttons to select items that are extra credit and items that should not be included in course grade calculations.

Gradebook weighting is turned off. If you want to assign weighted percentages to items in your gradebook, go to [Preferences](#) to turn weighting on.

Save Changes

Extra Credit   Exclude from Course Grade

**Summary of Assigned Points**

	Home	1	2	3	4	Total
All Class Members		190 pts.	190 pts.	0 pts.	50 pts.	430 pts.
Group E						430* pts.

**Assignments**

	Home	1	2	3	4	Total
All Class Members			50 pts.			50 pts.

**Chapter 1-eC**

	Home	1	2	3	4	Total
All Class Members		50 pts. <a href="#">Insert Points</a>				50 pts.

✚ Enter the possible points for each gradable item.

- ★ The student percentages will be calculated based on the **Total Points** assigned to each gradable item.
- ★ When a test or quiz is added to the **Gradebook**, an **Insert Points** link will appear in the **Assign Points** area.

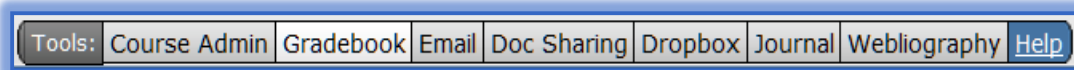
- ★ If **Insert Points** is clicked, the instructor can see the points assigned to the exam Content Items.
- ★ If an exam has not been created in the course, the **Insert Points** link will not be available.
- † Click **Save Changes** to save the assigned points.
- † A **Summary** of the **Assigned Points** will appear at the top of the **Gradebook** page (see illustration on previous page).

## Weighted Values

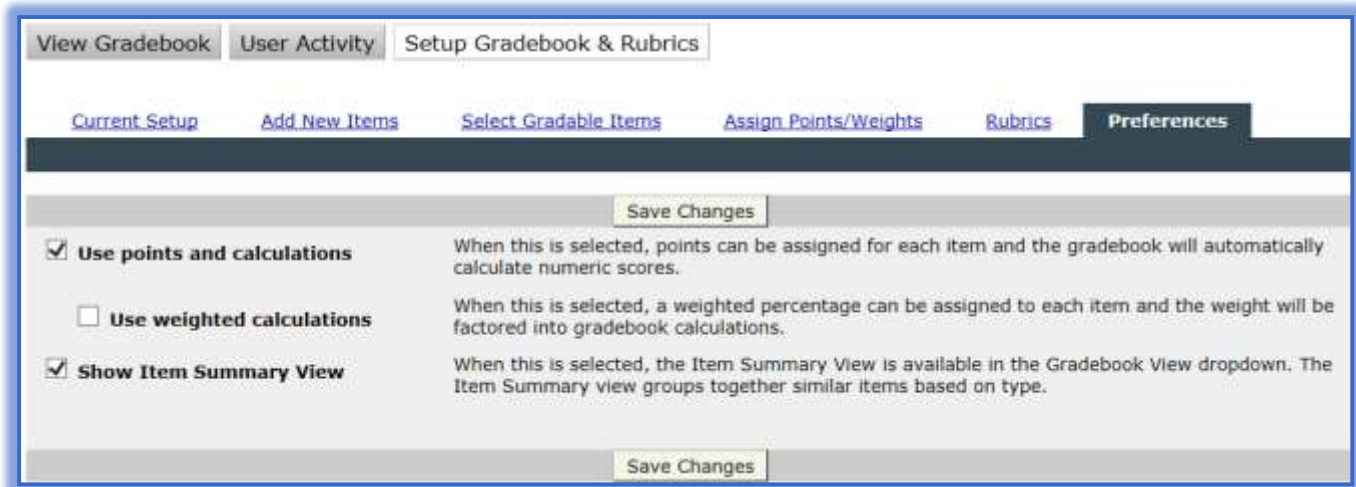
Before Weighted Values can be assigned to a Content Item the proper preferences must be set.

### Set Gradebook Preferences

- † Click **Gradebook** on the **Tools Menu** (see illustration below).



- † Click the **Setup Gradebook and Rubrics** button (see illustration below).
- † Click the **Preferences** tab (see illustration below).
- † The **Preferences** page will display (see illustration below).



- † Click the check box for the appropriate option. These are:
  - ★ **Use points and calculations** – This item should be selected when points are to be assigned for each item in the Gradebook. The Gradebook system will automatically calculate numeric scores. This is the default selection. If this option is not selected, then calculations will not be performed on the grades in the Gradebook.
  - ★ **Use weighted calculations** – Click this checkbox to assign a weighted percentage to each item in the Gradebook. The weight will be factored into Gradebook calculations.
  - ★ **Show Item Summary View** – This option is used to group similar items together based on the item type. To access this view, click the **Item** link on the right side of the Gradebook.

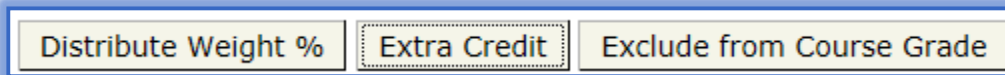


- † Click **Save Changes**.

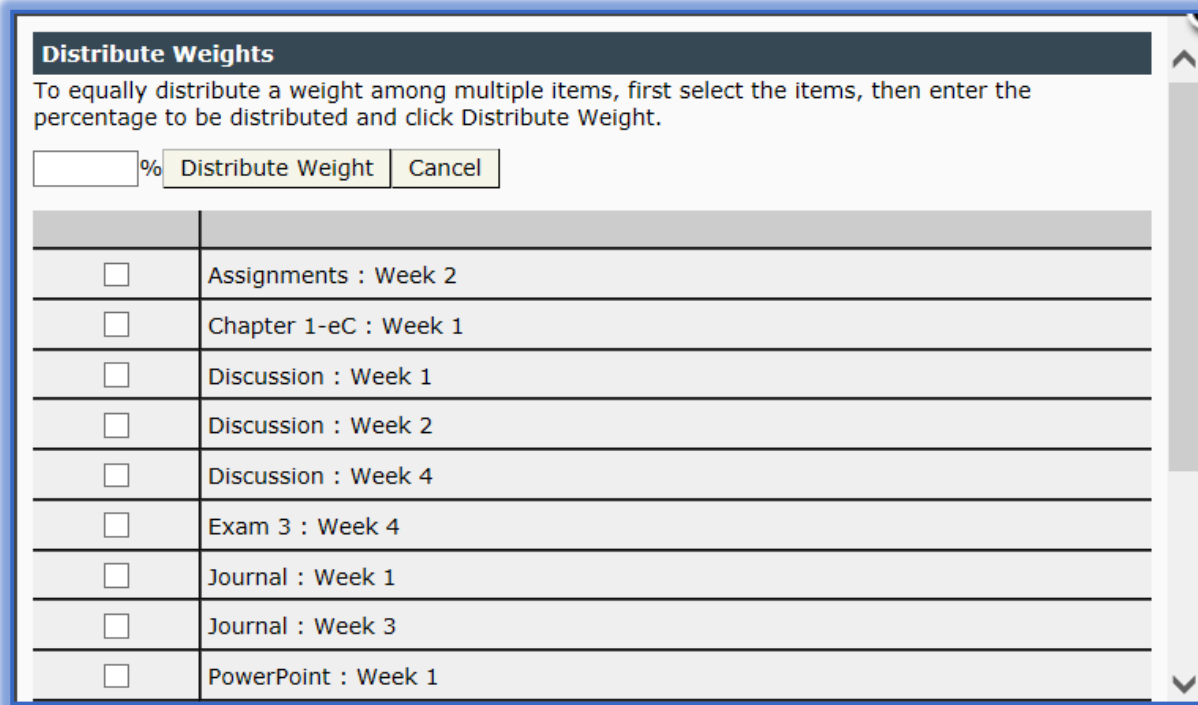
### Apply Weighted Values

- † Click the **Assign Points/Weights** tab.

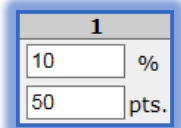
✚ Click the **Distribute Weight %** button (see illustration below).



✚ The **Distribute Weights** window will appear (see illustration below).



- ★ The **Gradable Items** in the **Gradebook** will appear in the list.
  - ★ Click the items that are going to be included in the first Distributed Weight.
  - ★ Input the percentage of the grade for this weight.
  - ★ Click the **Distribute Weight** button.
  - ★ The **Distributed Weight** will appear above the grade for each item (see illustration at right).
  - ★ The program will figure the percentages for each one of the items specified.
  - ★ Continue this process until all the weights have been specified.
- ✚ Click **Save Changes**.
- ★ The sum of the weighted percentages must equal 100 percent.
  - ★ Always assign weighted percentages to the items that are to be counted toward the final course grade.
  - ★ If the Weighting feature is turned on and a weight percentage is not assigned, the item will not be counted toward the final course grade. The item will carry a weight of 0 percent.



### Assign and Change Grades

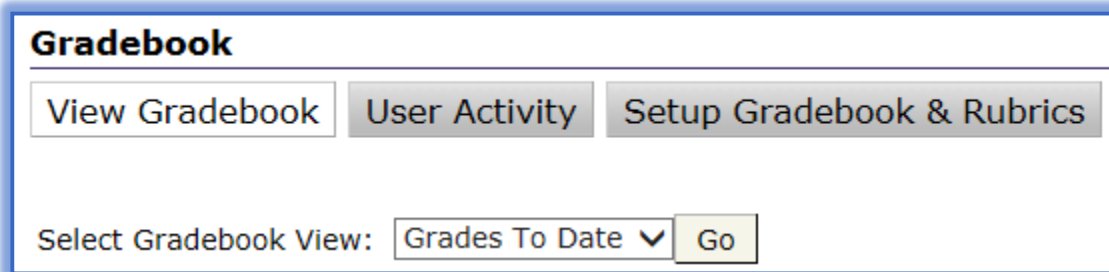
After the Gradebook is set up, the instructor can enter grades and comments into the Gradebook. The Gradebook system will then calculate and display up-to-date letter and numeric grades for each student. It is not necessary to add both a Numeric and Letter grade. Once the grades have been entered they 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.

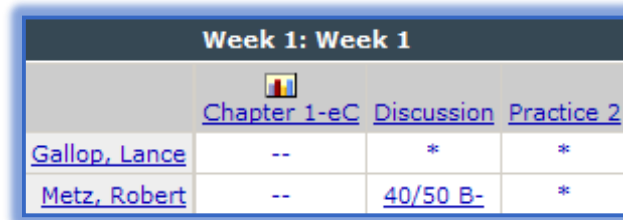


**Gradebook**

[View Gradebook](#) [User Activity](#) [Setup Gradebook & Rubrics](#)

Select Gradebook View: Grades To Date ▼ [Go](#)

- † 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).



Week 1: Week 1			
	<a href="#">Chapter 1-eC</a>	<a href="#">Discussion</a>	<a href="#">Practice 2</a>
<a href="#">Gallop, Lance</a>	--	*	*
<a href="#">Metz, Robert</a>	--	<a href="#">40/50 B-</a>	*

- † 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 on next page).
- † 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.

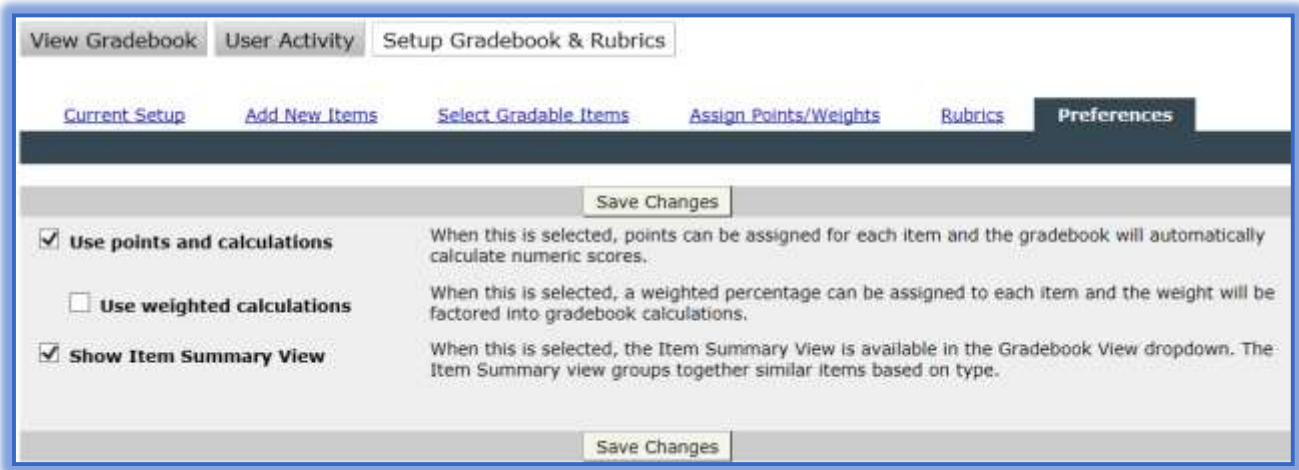
### Assign Extra Credit

To assign extra credit for a Content Item, the points and calculations setting in the Gradebook must be selected. For extra credit items, Gradebook includes the extra credit points the student receives in calculations for total points possible for the course.

### Set Gradebook Preferences

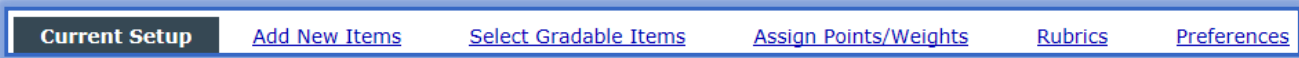
- † Click **Gradebook** on the **Tools Menu**.
- † Click **Setup Gradebook and Rubrics**.
- † Click the **Preferences** tab (see illustration on next page).
- † The **Preferences** page will display (see illustration on next page).
- † Click the **Use points and calculations** check box for the appropriate option.
- † Click **Save Changes**.



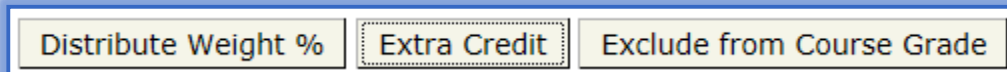


### Make an Item Extra Credit

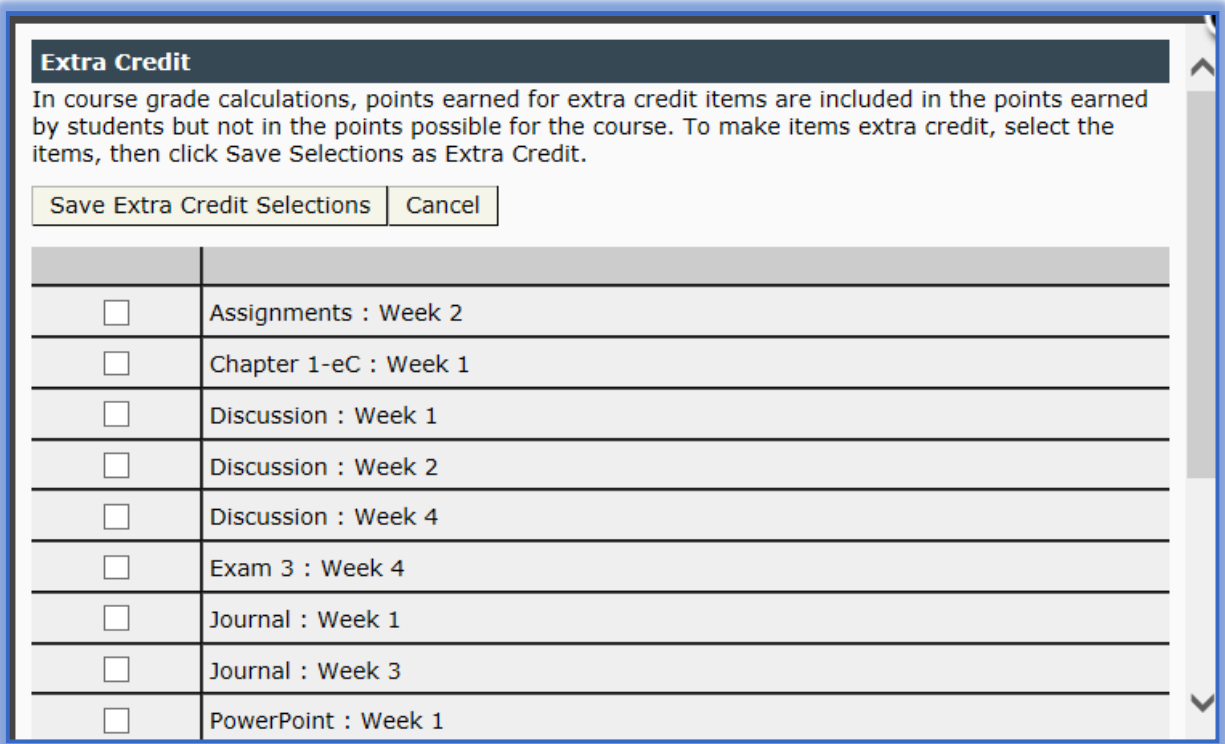
- † Click **Gradebook** in the **Tools Menu**.
- † Click **Setup Gradebook and Rubrics**.
- † Click the **Assign Points/Weights** tab (see illustration below).



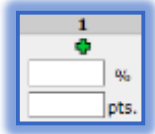
- † Click **Extra Credit** (see illustration below).



- † The **Extra Credit** window will display with a list of the gradable items for the course (see illustration below).



- ✚ Click the check box beside the item(s) for which extra credit is to be assigned.
- ✚ Click **Save Extra Credit Selections**.
- ✚ An **Extra Credit** symbol will appear above the item (see illustration at right).



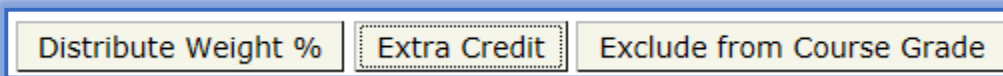
### Exclude Grades

This option is used when a grade is to be assigned for a Content Item but the grade is not to be included in the final course grade. This is an excellent feature for practice assignments where a grade is assigned, but is not to be included in the final course grade. The **Points/Calculations** setting must be selected in **Gradebook Preferences** in order to use this feature.

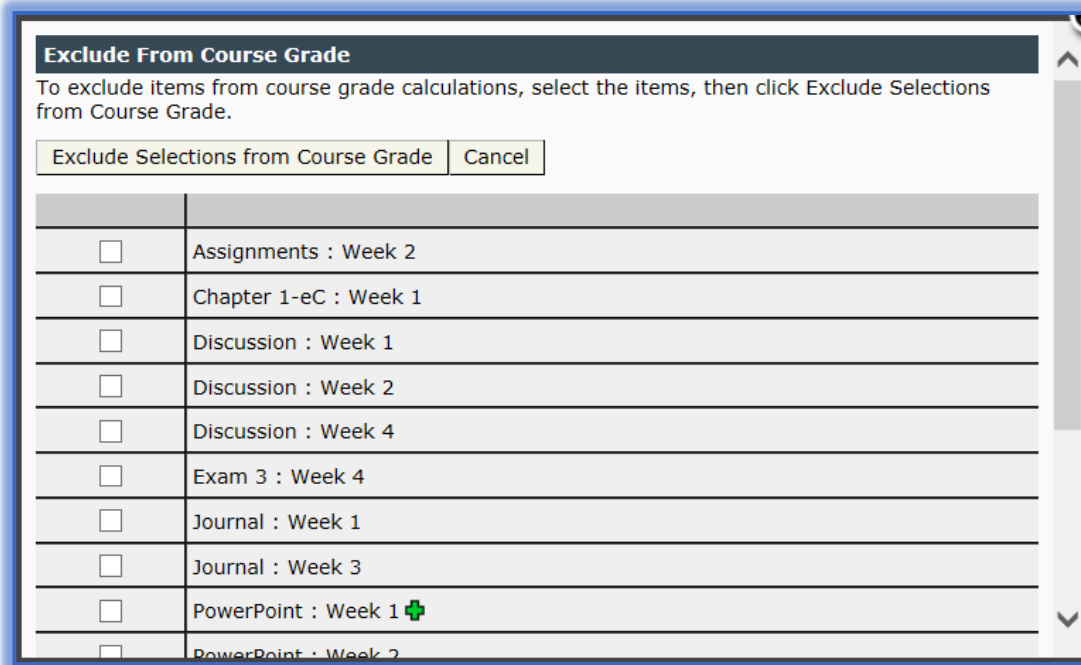
- ✚ Click **Gradebook** on the **Tools Menu**.
- ✚ Click **Setup Gradebook and Rubrics**
- ✚ The **Gradebook Setup** window will display.
- ✚ Click the **Assign Points/Weights** tab (see illustration below).



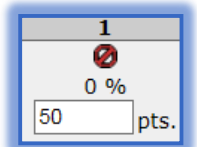
- ✚ Click the **Exclude from Course Grade** button (see illustration below).



- ✚ The **Exclude from Course Grade** window will display (see illustration below).



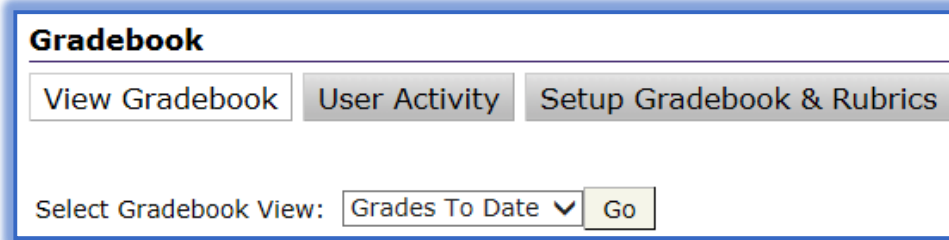
- ✚ Click the items in the list with point values that are not to be included in the final course grade.
- ✚ Click **Exclude Selections from Course Grade** to exclude this item from the Gradebook.
- ✚ The excluded items will display with the symbol as shown in the illustration at right.



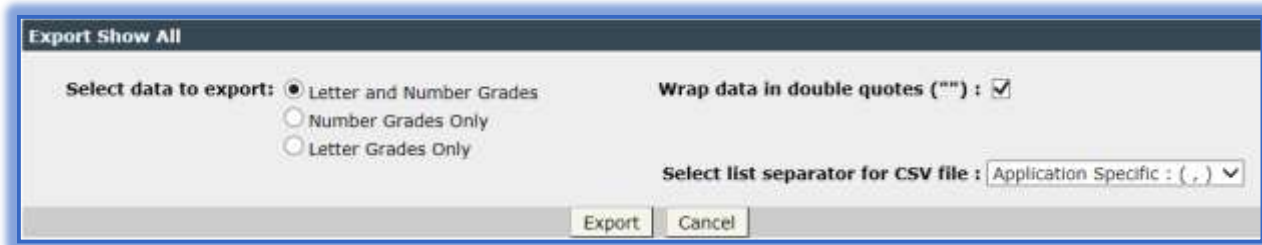
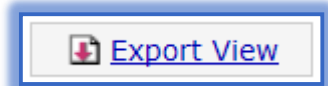
## Export Grades

The current view of a Gradebook can be exported to a comma-separated (.csv) file. The Gradebook can then be opened in any worksheet application such as Microsoft Excel. Doing this will allow the instructor to take advantage of standard worksheet functions such as calculating means, median, average, and other statistical calculations. To Export the entire Gradebook, run the export from the **Show All** view. Instructors will be given the option of exporting both letter and number grades if both have been assigned in the Gradebook.

- † Click **Gradebook** on the **Tools Menu**.
- † The **Gradebook** window will display.
- † In the **Select a Gradebook View** list (see illustration below), select the view that is to be exported.



- † Click **Go**.
- † The **Gradebook** page will change to the selected view.
- † Click the **Export View** link (see illustration at right).
- † Select the format to which the Gradebook is to be exported (see illustration below).



- ★ **Letter and Number Grades** – This option will export the current view with Letter grades and Number grades in separate columns.
  - ★ **Number Grades Only** – Use this option to export the current view with Number grades only.
  - ★ **Letter Grades Only** – Select this option to export the current view with Letter grades only.
  - ★ **Wrap data in double quotes** – Click the checkbox for this item if the item is not to be in double quotes when exported. The default is to have the checkbox selected.
  - ★ **Select list separator for CSV file** – The three options are **Application Specific**, **Comma**, or **Semi-colon**.
- † Click **Export**.
  - † The **File Download** dialog box will appear.
  - † Click the **Save** button.
  - † The **Save As** window will display.
  - † Select a name and location for the exported **Gradebook** file.

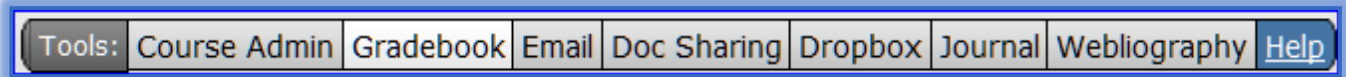
✚ Click **Save**.

- ★ The current view of the Gradebook file will be saved with the **.csv** file extension.
- ★ Any spreadsheet program can be used to open the file.

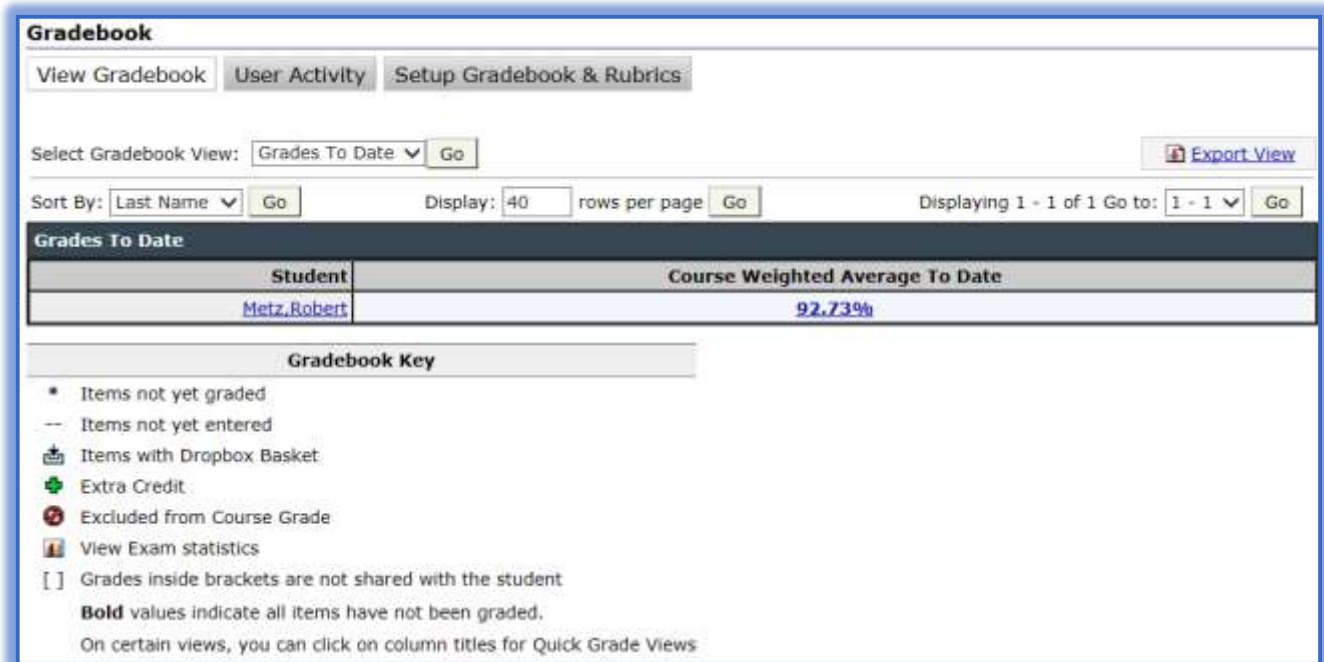
### Preview Gradebook Settings

If the Gradebook is being setup for the first time, it will be empty. Any exams or items associated with a Dropbox will automatically appear in the Gradebook even if the Gradebook was not set up previously.

✚ Click the **Gradebook** tab on the **Tools Menu** (see illustration below).



✚ The **Gradebook** window will display (see illustration below).

The screenshot shows the 'Gradebook' interface. At the top, there are tabs for 'View Gradebook', 'User Activity', and 'Setup Gradebook & Rubrics'. Below the tabs, there are controls for 'Select Gradebook View' (set to 'Grades To Date'), 'Sort By' (set to 'Last Name'), and 'Display' (set to '40 rows per page'). A table titled 'Grades To Date' is displayed with two columns: 'Student' and 'Course Weighted Average To Date'. The table contains one row for 'Metz, Robert' with a weighted average of '92.73%'. Below the table is a 'Gradebook Key' section with various icons and text explaining the symbols used in the gradebook, such as 'Items not yet graded', 'Items not yet entered', 'Items with Dropbox Basket', 'Extra Credit', 'Excluded from Course Grade', and 'View Exam statistics'. It also notes that 'Bold values indicate all items have not been graded' and that 'Grades inside brackets are not shared with the student'.

✚ Click the **Setup Gradebook and Rubrics** button.

✚ The **Current Setup** window will display (see illustration on next page).

- ★ The Current Setup tab can be clicked at any time while the Gradebook is being set up to preview what the Gradebook will look like and how it will display.
- ★ The Current Setup tab shows the content items that the instructor has added to the Gradebook.
- ★ If a content item has been identified as gradable in a particular Week, the points possible for the item will appear in the appropriate week.
- ★ The weight percentage will also appear for each item if apply weighting to content items has been specified.
- ★ The weight percentage for each item displays above the point total if weighting has been applied.
- ★ At the top of the current setup, a summary of course points and weighted percentages will appear.

Current Setup   Add New Items   Select Gradable Items   Assign Points/Weights   Rubrics   Preferences

Your current gradebook setup appears below. To interpret symbols in your gradebook, refer to the Gradebook Setup Key at the bottom of the screen.

One or more of the items in your gradebook do not have points assigned. Items without points are not included in course grade calculations.

Add New Item to Gradebook >

Summary of Assigned Points							
	Home	1	2	3	4	Total	Extra Credit
All Class Members		190 pts.	190 pts.	0 pts.	50 pts.	430 pts.	
All Class Members Extra Credit		0 pts.					0 pts.

Assignments							
	Home	1	2	3	4	Total	Extra Credit
All Class Members			50 pts.			50 pts.	

## Gradebook Keys

At the bottom of the Gradebook is a list of symbols that might appear for each item. The Gradebook identifies items with a Dropbox associated with them, extra credit items, or items that have been excluded from the course grade. The Gradebook Setup Key or the Gradebook Key can be viewed at the bottom of the Current Setup or View Gradebook windows. The illustrations shown below show the keys that are available for the Gradebook. These keys are provided for instructors who need help with identifying what each of the symbols means.

Gradebook Key
* Items not yet graded
-- Exams not yet entered
📁 Items with Dropbox Basket
⊕ Extra Credit
⊘ Excluded from Course Grade
📊 View Exam Statistics
[ ] Grades inside brackets are not shared with the student
<b>Bold</b> values indicate all items have not been graded.
On certain views, you can click on column titles for Quick Grade Views

### View Gradebook

Gradebook Setup Key
📁 Items with Dropbox Basket
⊕ Extra Credit
⊘ Excluded from Course Grade
* Group totals include points assigned to group and points assigned to all class members

### Current Setup

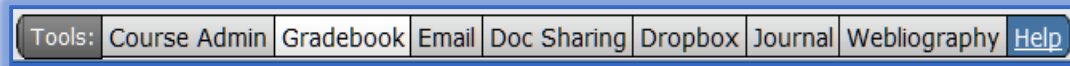
- † An asterisk (\*) indicates that the item has been marked as gradable, but the grade has not been assigned.
- † Grades that appear in brackets [ ] identify graded items that are not being shared with the student. If the grade is to be shared with the student, make sure **Return to Student** is selected when the Grade is recorded.
- † A horizontal line (--) in the Current Gradebook Setup means that the instructor has marked the exam as gradable for that Week or Content Item. However, either the student has not entered the exam or the assigned points for the item have not been recorded. This is what will appear when Essay or Short Answer questions are included in an Exam.

- † A horizontal line beside the percent (%) sign means the item has been identified as weighted but that the instructor has not yet assigned the weighted percentage to the item. This will only appear if weighting is turned on.

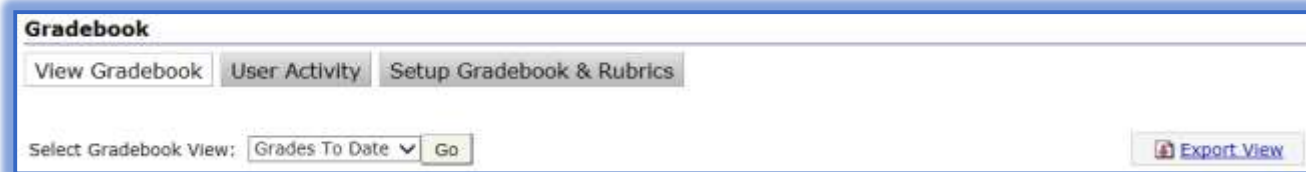
### Quick Grade View

This view is the most efficient way to add grades to the Gradebook. It enables the instructor to assign grades for all students for a single content item.

- † Click **Gradebook** on the **Tools Menu** (see illustration below).



- † In the **Gradebook** window (see illustration below), click the **Select Gradebook View** list arrow.



- † Click the **Week** where the **Content Item** is located.
- † Locate the **Content Item** to which the grade is to be assigned.
  - ★ The grade can be located from any **Gradebook View**.
  - ★ However, it might be easiest to locate the item in the **Week View**.
- † Click the link at the top of the **Content Item** column to which the grade is to be assigned (see illustration below).

November 10				
<b>Points Possible:</b>	<a href="#">Lesson</a> 20 pts.	<a href="#">Low-tech Assistive Technology</a> 30 pts.	Week 11: Earned to Date	Week 11: Total Possible

- † The **Quick Grade** window will open (see illustration below).

The 'Quick Grade' window for 'November 10 : Lesson'. It features a table with the following columns: 'Numeric Grade 20 pts.', 'Letter Grade', 'Dropbox Status', 'Return', and 'Comments'. The 'Return' column has a checkbox. The 'Dropbox Status' column has values 'Outbox' and 'Inbox'. The 'Comments' column is empty. A 'Save Changes' button is located at the top right and bottom right of the window. A vertical text box on the left side of the table says 'Student names appear here.'

	Numeric Grade 20 pts.	Letter Grade	Dropbox Status	Return	Comments
Student names appear here.	pts.		Outbox	<input type="checkbox"/>	
	pts.		Outbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	pts.		Inbox	<input type="checkbox"/>	
	20 pts.				

- † A list of student names will appear in the window.
- † Enter a **Numeric** or **Letter** grade for each student.
  - ★ Only a letter grade can be entered when in Item Summary view.
  - ★ The weighted grade and numeric grade reflects a compilation of multiple content item scores when in Item Summary view.



- ★ If a Dropbox is associated with the grade that is being entered, additional fields will appear in the Quick Grade View.
  - ★ **Dropbox Status** – This field shows the instructor whether the item is listed in the **Inbox** or **Outbox** within the Dropbox.
  - ★ **Return** – This check box should be selected for the instructor to have the option of returning assignments to all students through the **Dropbox**. When an item is returned to a student, it will appear in the **Outbox**, not the **Inbox**.
- † Enter a **Comment** for the student, if desired.
- † 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**.

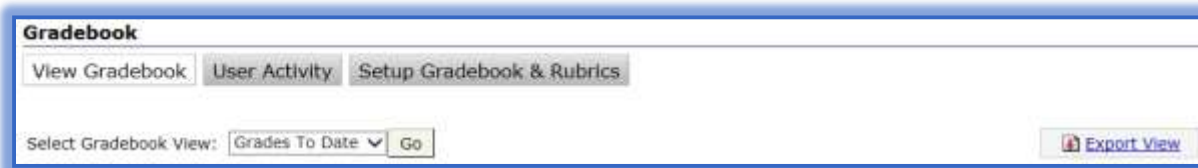
### Reset the Exam or Grant Additional Time

It may be necessary at times to either reset a test or quiz for a student or grant the student additional time for the test or quiz. If a student loses his/her internet connection while taking a test or quiz, the system thinks the student has already taken the exam. If the test or quiz is set for multiple attempts, the student will be able to get back into the test or quiz. If it is not, then the student will not be able to access the test or quiz until one of the options is granted.

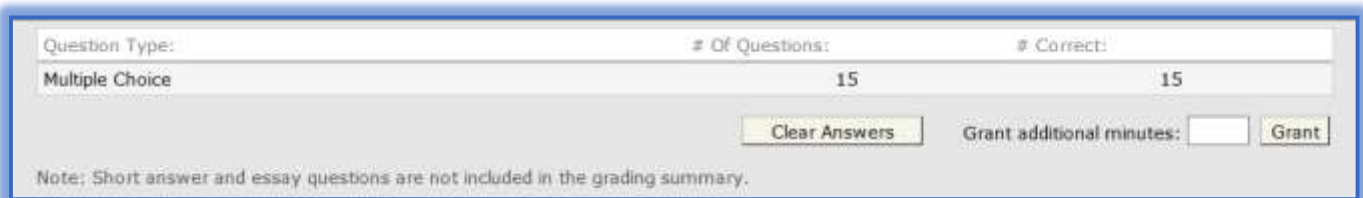
### Reset an Exam

This option will clear all saved information from the individual exam database. The user will be able to begin the exam again, as if it had never been taken.

- † On the **Tools Menu**, click **Gradebook**.
- † In the **Gradebook** window (see illustration below), click the **Select Gradebook View** list arrow.



- † Click **Go**.
- † All items within the selected **Gradebook View** will display.
- † Click an individual score for a given exam.
- † Scroll down the page to the **Grading Summary** section.
- † Click **Clear Answers** to reset the exam (see illustration below).

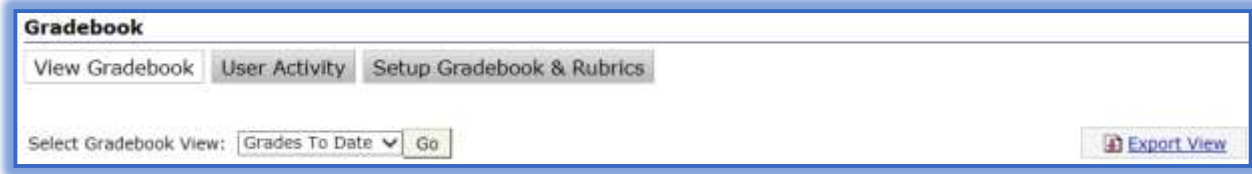


- † Click the **Save** button.
- † Click the **Close** (red x) in the upper-right corner of the window.

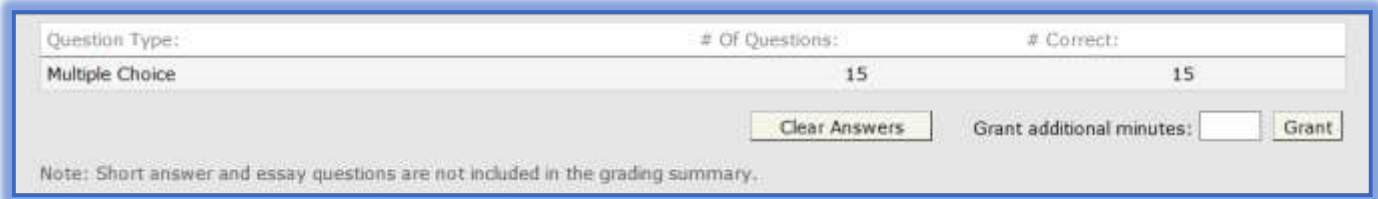
### Grant Additional Time

This option allows the student to access the exam again for the amount of time specified. The time for the exam is set in the Toolbox section for the Exam Content Item. Information that was saved previously is still there. The student will be able to start the exam where he/she left off.

- † On the **Tools Menu**, click **Gradebook**.
- † In the **Gradebook** window (see illustration below), click the **Select Gradebook View** list arrow.



- † Click **Go**.
- † All items within the selected **Gradebook View** will display.
- † Click the specific test or quiz for which the additional time will be granted.
- † Scroll down the page to the **Grading Summary** section (see illustration below).



- † In the **Grant additional minutes** field, enter the number of additional minutes that are being granted.
- † Click **Grant**.
- † Click the **Save** button.
- † Click the **Close** (red x) in the upper-right corner of the window.

### View Grades

When the Gradebook is opened, the default view is Grades to Date. This view shows the name of each student in the course along with the current grade for that student. By default, Gradebook Preferences are set to display points and automatic calculations. The instructor can change these settings using Gradebook Preferences.

The View Gradebook page provides the instructor with various ways to view grades for individual students in the course.

### **View Individual Student Grades**

- † Click **Gradebook** on the **Tools Menu**.
- † Click on the name of the student whose grades are to be viewed.
- † Scores for the selected student should display.
- † To open a specific gradable item for the student:
  - ★ Click the score for the student in the Gradebook if the item has been graded.
  - ★ Click the asterisk sign if the item has not been graded.

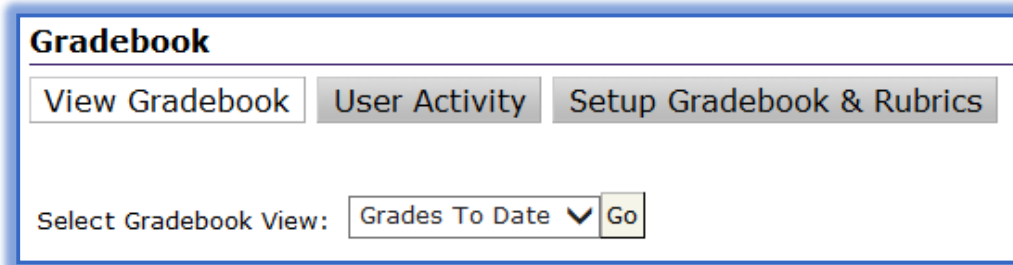
### **View Student Work While Assigning Grades**

- † Click **Gradebook** on the **Tools Menu**.
- † Click on the name of the student whose grades are to be viewed.
- † Click the **asterisk (\*) sign** under the **Content Item** that is to be graded.
- † The **Gradebook Item** window will display.
- † Input the information for the grades into the appropriate box.
- † Click **Save** to save the grade.

- † Click the **Close** (red x) in the upper-right corner of the window to save the grade and return to the **Grades by Date** window.

### View a Summary Grade Report

- † Click **Gradebook** on the **Tools Menu**.
- † Click the **Select Gradebook View** list.



- † Click **Item Summary**.
- † Click **Go**. A summary score for all content items, course tools, and custom course items for the student will display.

### View All Grades

This view is a combination of **View by Unit** and **Detailed Grade Report**. This is a good view to choose when the Gradebook is to be exported as a spreadsheet. The instructor should avoid using this view for day-to-day grading.

- † Click **Gradebook** on the **Tools Menu**.
- † Click the **Select Gradebook View** list arrow.
- † Click **Show All**.
- † Click **Go**.
  - ★ This view will display the grades by Week first.
  - ★ The grades will then display by Content Item, and then by Course Tool.

### View Grades by Week

- † Click **Gradebook** on the **Tools Menu**.
- † Click the **Select Gradebook View** list arrow.
- † Click an individual **Week/Unit/Session** in the course.
- † Click **Go**.
- † Click the **Content Item** to open the **Quick Grade** view for the item.

### View Gradebook-Student

Instructors can view the grades in the course in the same view as students by going to **Course** mode. This view can also be used to view the grade of one particular student.

### View by Unit

- † Click the **Course** tab in the **Navigation Tree**.
- † Click **Gradebook** on the **Tools Menu**.
- † Click on the name of the student.
- † The **Gradebook** page for the selected student will appear (see illustration on next page).
- † Grades will be listed by Week, which is what the student will see.
  - ★ **Grade** - This option displays the student's numeric and/or letter score for the item.

- ★ **Earned to Date** – This option relates the score for the item to the rest of the course grade. It takes into consideration extra credit and excluded items. If weighting is turned on, the weighted percentage of the item will be displayed.
- ★ **Possible for Course** – This option will list the total possible points for the course. The points/percentage that is remaining for items that the student hasn't completed yet will be displayed.

My Gradebook:			
Grade To Date: <a href="#">729/780 (93.46%)</a>		View gradebook by: <a href="#">Unit</a>   <a href="#">Item</a>	
Assignment	Grade	Earned to Date	Possible for Course
August 26 - Project 1A & 1B	<a href="#">20/20</a>	20 pts.	20 pts.
August 28 - Chapter 1 Quiz	<a href="#">30/30</a>	30 pts.	30 pts.
August 28 - Project 1D	<a href="#">18/20</a>	18 pts.	20 pts.
August 28 - Project 1E	<a href="#">20/20</a>	20 pts.	20 pts.

† A specific gradable item can be opened by clicking the student's score for the item.

### View by Item

- † Click the **Course** tab in the **Navigation Tree**.
- † Click **Gradebook** on the **Tools Menu**.
- † In the **View Gradebook by** area, click **Item**.
- † The student's **Gradebook** page will display with the items listed in alphabetical order (see illustration below).

My Gradebook:		
Grade To Date: <a href="#">729/780 (93.46%)</a>		View gradebook by: <a href="#">Unit</a>   <a href="#">Item</a>
Item	Points Received	Average
Capstone Project-Footwear Promotion	<a href="#">30/30</a>	(100%)
Capstone Project-Winter Products	<a href="#">28/30</a>	(93.33%)
Chapter 1 Quiz	<a href="#">30/30</a>	(100%)
Chapter 2 Quiz	<a href="#">24/30</a>	(80%)

- ★ A summary score for all content items, course tools, and custom course items for the selected student will display.
- ★ The total points for each assignment will be tallied.
- ★ The total points and percentage the student has earned will be displayed.

### Grades to Date

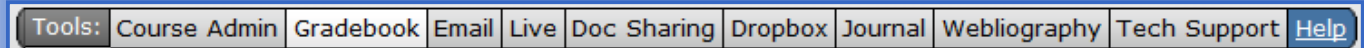
Instructors sometimes wonder why grades for one student are so inflated compared to the other students in the course. This can be caused because the instructor has not posted a "0" for past gradable items that were not completed by the student.

- † The eCollege system looks at all of the posted grades to determine what has, and hasn't, been turned in by each student.
- † So, if a grade is not posted, that item is not included in the Grades to Date.
- † The Grades to Date are calculated, for the entire course, based on the grades that have been posted, but not on the grades that have not been posted.
- † Faculty need to make sure they post a Grade for each item in the Gradebook for each student if the item is to be included in the calculations.

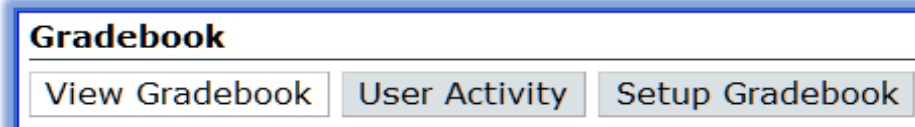
## Gradebook-User Activity Reports

If you are wondering whether your students are in the various elements of your course, you can see exactly how long each student has been in each content item and course tool. This can be done by completing the steps below. Keep in mind when viewing these reports that the student can be in a Content Item without doing any work. They can walk away from the computer and leave and still be logged in until eCollege automatically logs them out.

✚ Click the **Gradebook** tab on the **Tools** menu (see illustration below).



✚ Click the **User Activity** button (see illustration below).



✚ The **User Activity** window will display (see illustration below).

The screenshot shows the 'User Activity' window. At the top, there are buttons for 'View Gradebook', 'User Activity', and 'Setup Gradebook'. Below these is a dropdown menu set to 'View by Session' and a 'Go' button. An 'Export View' button is also present. A message states: 'User Activity is current as of 11/10/2013 1:59 AM (GMT-05:00) Eastern Time (US & Canada). Times are displayed in minutes.'

The main section is titled 'User Activity Summary' and contains a table with the following data:

Student	Course Home	Session															Course Tools	Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
	59	3	15	0	7	1	1	51	3	2	1	0	0	0	4	47	1437	1631
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	30	13	196	1	53	0	0	119	0	54	0	53	0	7	5	0	480	1011

✚ Click the dropdown list arrow to select from **View by Week/Unit/Session** (see above) or **View by Date** (see below).

The screenshot shows the 'User Activity' window with the dropdown menu set to 'View by Date' and the 'Go' button clicked. A message states: 'User Activity is current as of 11/10/2013 1:59 AM (GMT-05:00) Eastern Time (US & Canada). Times are displayed in minutes.'

The main section is titled 'Activity By Date' and contains a table with the following data:

Student	From: 11/3/2013		To: 11/10/2013							Total
	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10		
	0	0	48	0	0	10	0	0	58	
	0	0	0	0	0	0	0	0	0	
	0	0	45	0	0	0	0	0	45	

✚ To view the **User Activity** of an individual student, click on the **name of the student**.

✚ To see all the **Primary Units** of the course for a student, click on the **name of the student** in the left navigation pane.



- ✚ Click on the plus (+) sign at the left of each unit to see all elements of the course and the time the student spent in each area of the course (see illustration below).

User Activity :	
▶ Course Home	30 mins
▶ Session 1	13 mins
▶ Session 2	3 hours, 16 mins

## Rubrics

This is a set of guidelines that help distinguish quality performance from mediocre performance. The rubric describes what to look for at each level of performance. They offer indicators that provide specific examples of what to look for in an assignment. A rubric should provide clear and written explanations of the instructor expectations and a consistent and reliable means of assessing performance.

Rubrics are created using the Gradebook feature. Rubrics can be created for content items, course tools, and custom items. Once the item is created and made gradable, the rubric can be created.

### Setup Rubrics

- ✚ Click **Gradebook** on the **Tools Menu**.
- ✚ Click the **Setup Gradebook and Rubrics** tab (see illustration below).



- ✚ Click the **Rubrics** link (see illustration above).
- ✚ A list of **Gradable Content Items** will display.
- ✚ Click the **Assign Rubric** button to start the **Rubric**.

Gradable Item	Attached Rubric
Week 1 > Reading	+ Assign Rubric

- ✚ Input a **Name** for the **New Rubric** in the text field (see illustration below).

The screenshot shows the 'Rubric for Week 1 > Reading' form. At the top right, it says 'Maximum Rubric points: 0'. Below this is a text input field with the placeholder '+ Add a new rubric, or copy an existing rubric...'. The word 'Practice' is entered in the field. Below the input field is a blue button labeled 'Add as new rubric'. At the bottom, there is a section labeled 'Existing Rubrics:'.

- ✚ As the **Name** is being input, the **Add as New Rubric** button will display.
- ✚ If the **Name** being input is the same as an **Existing Rubric**, a list of **Rubrics** will display.



- † Click the **Add as New Rubric** button.
- † Input a **Description** for the **Rubric**.
- † Select one or both of the following options:
  - ★ **Use for Numeric Grade** – Select this option if the Rubric is to be used as the points for the grade for this assignment. When the Level is selected for the Criterion, the Points for the Numeric Grade will be inserted.
  - ★ **Show to Student** – When this option is selected, the students will be able to view the Rubric in the Gradebook.

Use for numeric grade     Show to student

Criterion Name...

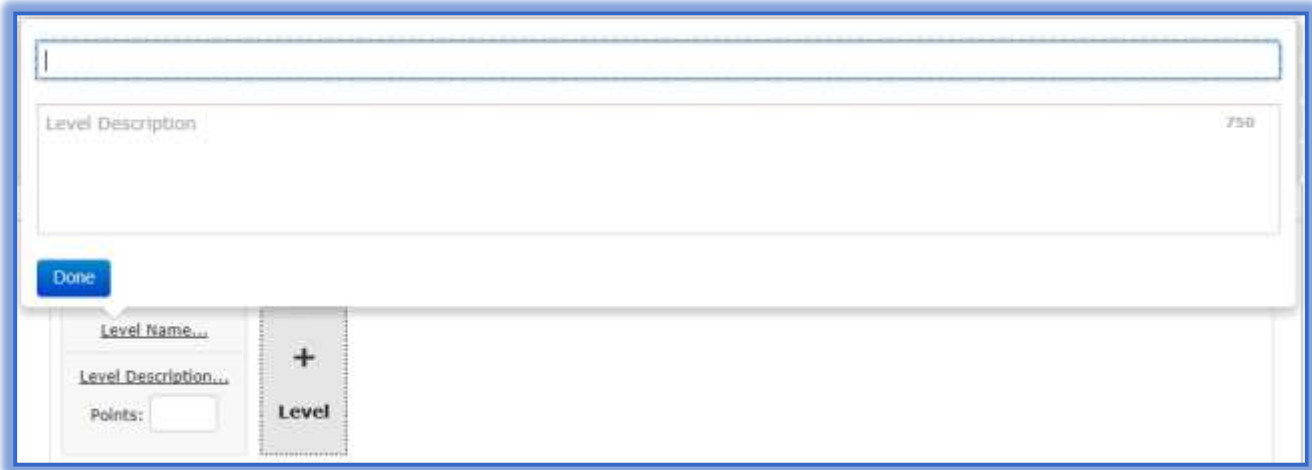
Criterion Name...	Criterion Description...	Points
		0

+ Level

+ Add Criterion

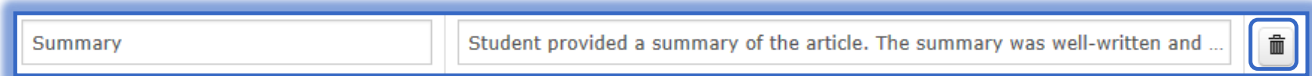
Save    Cancel

- † Enter a **Name** for the first **Criterion**.
- † Input a **Description** for the **Criterion**.
- † The **Points** for the **Criterion** will display when the **Levels** have been added to the **Rubric**.
- † Click the **Level** button to enter a **Level Name** and **Level Description**.
- † Click the **Level Name** link to insert the name for the level.
- † The **Level Description** textbox will display (see illustration on next page).
- † Input the **Description**.
- † Input the **Points** for the **Level**.
- † Click the **Done** button.
- † Continue this process until all the **Levels** have been input.
- † Click the **Add Criterion** button to add additional **Criterion** and **Levels** for the **Rubric**.
- † When all the **Criterion** and **Levels** have been added, click the **Save** button.



### Delete Criterion

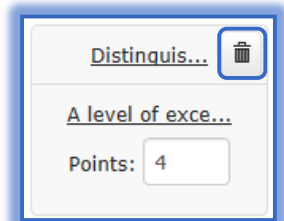
- † Click the **Criterion** that is to be deleted.
- † Move the mouse pointer over the **Criterion Description**.
- † A **Delete Criteria** button will display (see illustration below).



- † Click the **Delete Criteria** button to remove the **Criterion** and **Criterion Levels**.

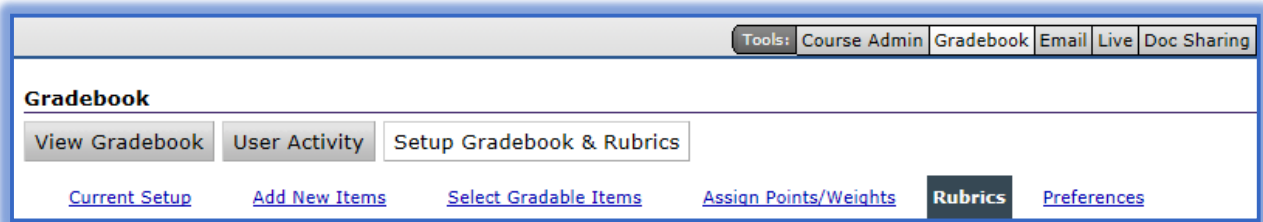
### Delete Levels

- † Move the mouse pointer over the **Level** that is to be deleted.
- † The **Delete Scale** icon will display (see illustration at right).
- † Click the **Delete Scale** icon to remove the level.

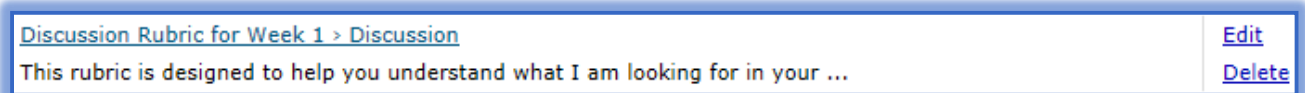


### Edit Rubrics

- † Click **Gradebook** on the **Tools Menu**.
- † Click the **Setup Gradebook and Rubrics** tab (see illustration below).



- † Click the **Rubrics** link.
- † Move the mouse pointer over the **Rubric** that is to be edited.
- † The **Edit** and **Delete** links will display to the right of the **Rubric Name** (see illustration below).



- † Click the **Edit** link to open the **Rubric**.
- † Make the necessary changes to the **Rubric**.

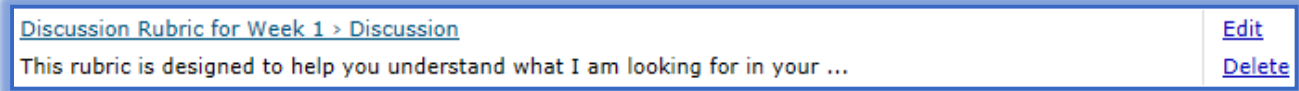
✚ Click the **Save** button to save the changes.

### Delete Rubrics

✚ Move the mouse pointer over the **Rubric** that is to be deleted.

✚ The **Edit** and **Delete** links will display to the right of the **Rubric Name**.

✚ Click the **Delete** link (see illustration below) to remove the **Rubric**.



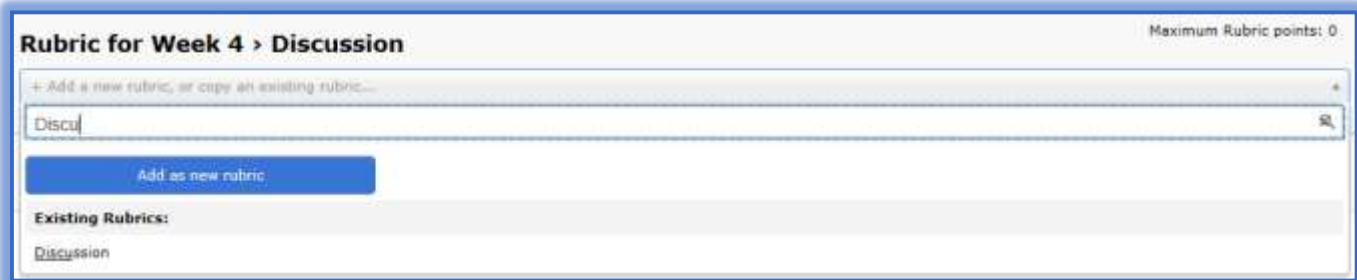
### Copy Rubrics

✚ Select the **Content Item** where the **Rubric** is to be copied.

✚ Click the **Assign Rubric** button (see illustration below).



✚ Click the **Add a New Rubric or Use an Existing Rubric** area.



✚ In the **Existing Rubrics** list, select the **Rubric** that is to be copied.

✚ A copy of the **Rubric** will display.

✚ The **Name** for the **Rubric** will have **Copy of** at the beginning.

✚ If modifications are not made to the Rubric, the same criteria will be used for the new Rubric.

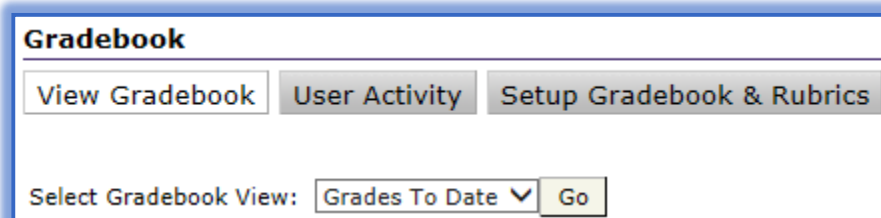
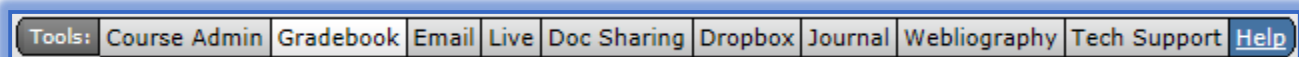
✚ The new Rubric should be saved with a different name if modifications are made to the Rubric.

### Assess Rubrics

After Rubrics have been created, it is possible to assess student performance using the Rubrics within the Gradebook.

### Assign Levels to Gradable Items

✚ Click the **Gradebook** tab on the **Tools Menu**.



- † In the **Select Gradebook View** list, select the **Week/Unit/Session** where the **Gradable Item** is located (see illustration on previous page).
- † Click the **Go** button.
- † Select the **Gradable Item** in the **Gradebook** page that displays as shown in the illustration below.

Week 4			
Points Possible:	<a href="#">Discussion</a> 24 pts.	<a href="#">Test 1</a> -- pts.	<a href="#">Exam 3</a> -- pts.
<a href="#">Metz,Robert</a>	--	--	--
	24 pts.	-- pts.	-- pts.

- † Click the **Name** of the student whose assignment is to be graded.
- † Click the **Expand Button** in the **Rubrics Panel** to display the **Criterion** for the assignment (see illustration below).

Week 4 Discussion

Student: Metz, Robert  Share grade with student

Grade: Letter  Numeric  / 24

Rubrics: Total -- / 24 Expand Button

- † Move the mouse pointer over the **Criterion** to display the **Levels**.
- † Select the appropriate **Level** to assign to the **Criterion**.
- † Continue this process until the **Levels** for each **Criterion** are selected.
- † As the **Levels** are selected, the points for the **Numeric Grade** will change.
- † The **Total Possible Points** will appear below the **Rubric**.
- † Move the mouse pointer over the **Criterion** to display the **Comment Link**.

Grade: Letter  Numeric  / 24

Rubrics: Total -- / 24 Comment Link

Summary -- / 4

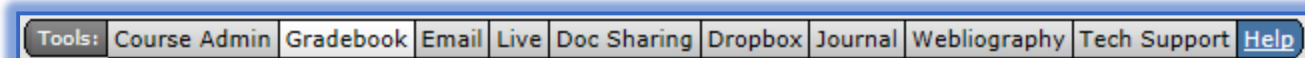
Questions -- / 4

4 pts - Distinguished

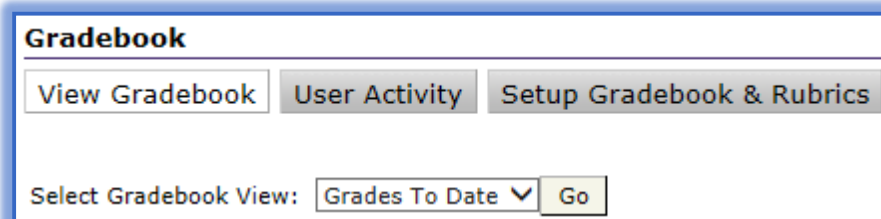
- † Click the **Comment Link** to add a **Comment** for the **Criterion**.
- † Click the **Save** button to save the **Grade** for this **Assignment**.

## Change Levels

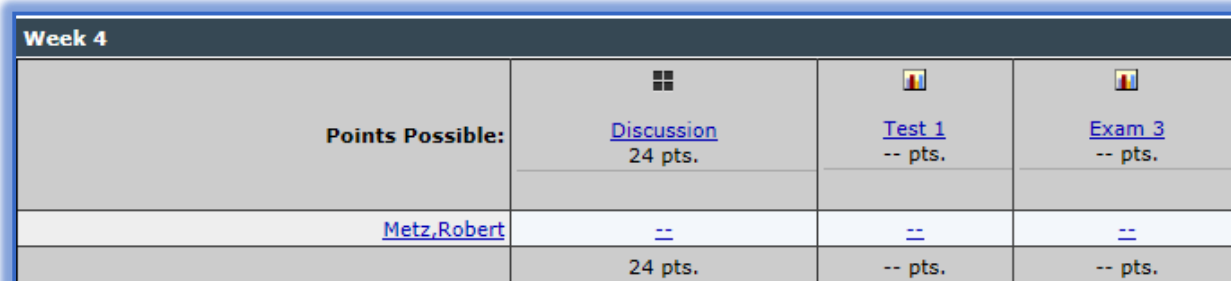
- † Click the **Gradebook** tab on the **Tools Menu**.



- † In the **Select Gradebook View** list, select the **Week/Unit/Session** where the **Gradable Item** is located (see illustration below).



- † Click the **Go** button.
- † Select the **Gradable Item** in the **Gradebook** page that displays.



Week 4			
<b>Points Possible:</b>	<a href="#">Discussion</a> 24 pts.	<a href="#">Test 1</a> -- pts.	<a href="#">Exam 3</a> -- pts.
<a href="#">Metz,Robert</a>	--	--	--
	24 pts.	-- pts.	-- pts.

- † Click the **Name** of the student whose assignment is to be graded.
- † Click the **Expand Button** in the **Rubrics Panel** to display the **Criterion** for the assignment (see illustration below).



- † Move the mouse pointer over the **Criterion** to display the **Levels**.
- † Select the **New Level** to assign to the **Assignment**.
- † The **Points** for the **Numeric Grade** will change.
- † The **Total Possible Points** will appear below the **Rubric**.
- † Move the mouse pointer over the **Criterion** to display the **Comment Link**.
- † Click the **Comment Link** to add a **Comment** for the **Criterion**.
- † Click the **Save** button to save the **Grade** for this **Assignment**.

**NOTE:** Click the **Clear** button to remove the **Level** assigned and any **Comments**.

### Grade

Letter  Numeric  / 24

### Rubrics

Total -- / 24 Comment Link

Clear

- 4 pts - Distinguished +
- 3 pts - Proficient +
- 2 pts - Basic +
- 1 pts - Unsatisfactory +

A

<a href="#">Summary</a>	-- / 4
<a href="#">Questions</a>	-- / 4
<a href="#">Opinion</a>	-- / 4
<a href="#">Well-Developed Paragraphs</a>	-- / 4
<a href="#">Errors</a>	-- / 4
<a href="#">Submit Response</a>	-- / 4

### Topics
