

## Gradebook- Student View as Seen by Faculty

Instructors can view the grades in the course in the same view as students in the course 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 below).

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.

- 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.
- 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).
  - 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.

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%)