








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
Bold values indicate all items have not been graded.	
On certain views, you can click on column titles for Quick Grade Views	

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

View Gradebook

-  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.