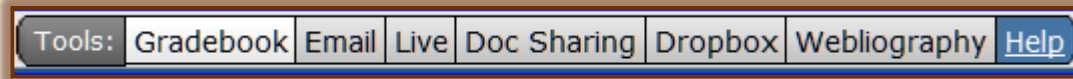


Gradebook-Students

If an instructor has configured a Gradebook in eCollege, students will be able to view it by clicking on the Gradebook link in the Tools Menu.

View by Unit

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



The **Gradebook** page will appear (see illustration below).



Grades will be listed by Week.

- Grade - This option displays your 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 you haven't completed yet will be displayed.

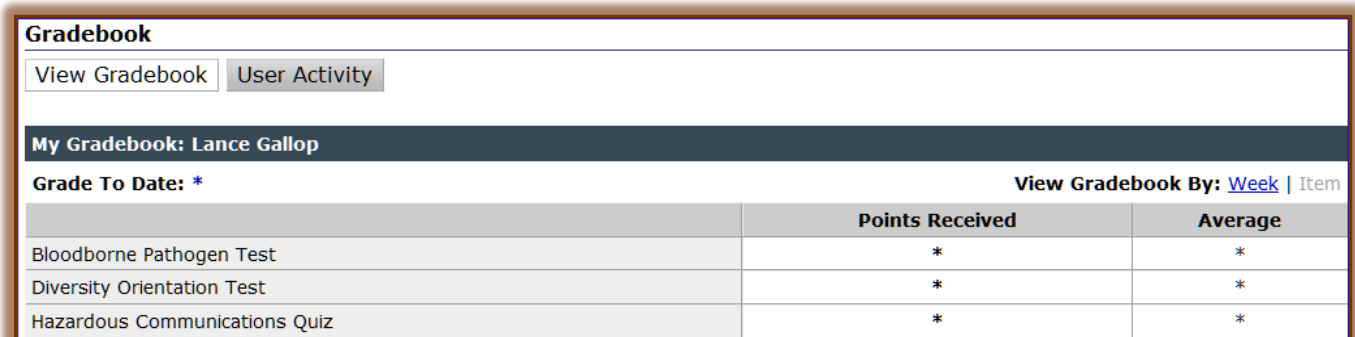
A specific gradable item can be opened by clicking your score for the item.

View by Item

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

In the **View Gradebook by** area, click **Item**.

The **Gradebook** page will display with the items listed in alphabetical order (see illustration below).



- Your summary score for all content items, course tools, and custom course items will display.
- The total points for each type of assignment will be tallied.
- The total points and percentage you have earned will be displayed.

- 🔗 The grade includes only the items for which grades have been recorded.

Gradebook Key

At the bottom of the Gradebook is a list of symbols that appear for the items in the Gradebook. These keys are provided for students who need help with identifying what each of the symbols means.

- 📖 An asterisk (*) indicates that the item has not been graded.
- 📖 Two hyphens for an exam item indicate that the exam has not yet been entered.
 - 🔗 When the exam has been entered but not graded, an asterisk will appear in the list for the exam.
 - 🔗 Multiple choice and true/false questions will be graded automatically.
 - 🔗 If an exam contains essay or short answer questions, only the grade for the multiple choice and true/false questions will appear when you view the Gradebook.

Gradebook Key

- * Items not yet graded
- Exams not yet entered
- ➕ Extra Credit
- 🚫 Excluded from Course Grade

Bold values indicate all items have not been graded.

To access grade details and comments click on the * or on the grade.

The grade to date shown above includes only the items that have been graded thus far—it does not take into account ungraded items.

- 📖 You can click on the asterisk or the grade to view the details and comments for an assignment.