

## Gradebook-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

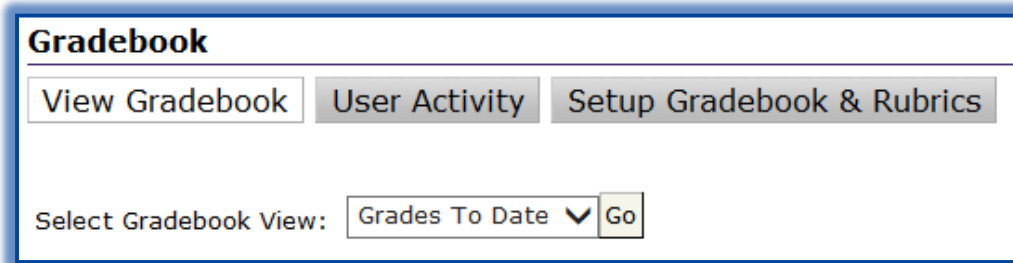
- 🖥️ Click **Gradebook** on the **Tools Menu**.
- 🖥️ Click on the name of the student whose grades are to be viewed.
- 🖥️ Scores for the selected student should display.
- 🖥️ To open a specific gradable item for the student:
  - 🖱️ Click the score for the student in the Gradebook if the item has been 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.



The screenshot shows a window titled "Gradebook". At the top, there are three buttons: "View Gradebook" (highlighted), "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 **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.