

GRADEBOOK

- Create categories before creating Gradebook items
- Create Gradebook items manually or via upload
- Release each individual grade and the course final grade independently
- Customize grades schema
- Import grades from a spreadsheet



ACCESS GRADEBOOK

The screenshot shows a course management system interface. At the top, there is a navigation bar with several menu items: [ACCESS GRADEBOOK](#), [ADD/EDIT ITEMS](#), [ALL GRADES](#), [COURSE GRADES](#), [GRADEBOOK SETUP](#), [COURSE GRADE OPTIONS](#), [IMPORT GRADES](#), and [GRADEBOOK](#). Below this is a large heading

ACCESS GRADEBOOK

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The main interface is divided into several sections. On the left is a sidebar menu with the following items: Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Statistics, **Gradebook** (highlighted with a red box and a red arrow pointing to it), About me, Settings, Library Resources, and Help. The main content area is titled "My Workspace" and shows the course "ITS webinar 001 Fall_2012" and "Prof Jones 001 2012-2013". There is a "View Site As:" dropdown menu set to "- Select Role -".

The main content area is divided into two columns. The left column is titled "Site Information Display" and contains a "Welcome to my class!!" message: "I hope you all find this course interesting and enjoyable as we travel back in time and make new discoveries together". Below the message is a photograph of a large ancient Egyptian temple entrance with columns and a pediment. The photo is credited to "Weiss Nathanael, Matthias 'Jordan' Flickr".

The right column is titled "Recent Announcements" and contains an announcement titled "The secrets hidden in the pyramids of Egypt (Harun Yahya)" by "Tahlia S Tester" on "Oct 3, 2012 3:44 pm". Below the announcement is a video player showing a close-up of a golden Egyptian pharaoh's head with a play button overlay.

Enter the **Gradebook** tool by clicking the Gradebook link in the course menu.

ADD/EDIT ITEMS

Manually → [Add Gradebook Item\(s\)](#) [Import gradebook item from spreadsheet](#) ← **Upload**

Gradebook Items
 Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

Average Course Grade -

Gradebook Items Summary
 Click a title to view complete details and to grade the item. [Save current order as sorting order](#)

Title*	Class Avg**	Due Date	Released to Students	Included in Course Grade
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Legend:
 *Titles shown in grey are not released to students

The first page of the Gradebook is the **Gradebook Items** page. You can create items manually using the **Add Gradebook Items** link or upload items by using the **Import gradebook** link.

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Gradebook
[Gradebook Items](#) [All Grades](#) [Course Grades](#) [Gradebook Setup](#) [Permission Settings](#)
[Course Grade Options](#) [Import Grades](#)

Gradebook Items
 Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

[Add Gradebook Item\(s\)](#) [Import gradebook item from spreadsheet](#)

Average Course Grade -

Gradebook Items Summary
 Click a title to view complete details and to grade the item. [Save current order as sorting order](#)

<u>Title*</u>	<u>Class Avg**</u>	<u>Due Date</u>	<u>Released to Students</u>	<u>Included in Course Grade</u>	<u>Sorting</u> ▲
Class Participation	Edit -	-	Yes	Yes	1 ▼
Lab 1	Edit -	-	Yes	Yes	2 ▲ ▼
Assignment 1	Edit -	-	Yes	Yes	3 ▲ ▼
1st Term Exam	Edit -	-	Yes	Yes	4 ▲ ▼
Forum 1	Edit -	-	Yes	Yes	5 ▲ ▼
Lab 2	Edit -	-	Yes	Yes	6 ▲ ▼
Assignment 2	Edit -	-	Yes	Yes	7 ▲ ▼
2nd Term Exam	Edit -	-	Yes	Yes	8 ▲ ▼

Items created →

← **Edit**

← **Reorder**

Above is an example of what the **Gradebook Items** page looks like once the Gradebook items are created. From here, you may also edit or reorder items. Notice that this page only shows **Gradebook Items**, NOT student grades.

ALL GRADES

Gradebook

Gradebook Items **All Grades** Course Grades Gradebook Setup Permission Settings
 Course Grade Options Import Grades

All Grades Export as CSV Export for Excel

Average Course Grade B (83%)

View All Sections/Groups and All Categories

Viewing 1 to 7 of 7 students

Student Name

<u>Student Name</u>	Student ID	Course Grade	Class Participation <small>Details</small>	Lab 1 <small>Details</small>	Assignment 1 <small>Details</small>	1st Term Exam <small>Details</small>
Test, Test	tst_student	95%	95	-	-	-
Tester, Tabita S	tst283	60%	60	-	-	-
Tester, Tabla S	tst282	75%	75	-	-	-
Tester, Tacy S	tst285	82%	82	-	-	-
Tester, Taifa S	tst287	88%	88	-	-	-

To see the list of all students and their grades for each Gradebook item, click the **All Grades** link.

Notice that this page does not show the student's final grade. To see the final grade for each student click the **Course Grades** link.

COURSE GRADES

- Home
- Syllabus
- Schedule
- Announcements
- Resources
- Forums
- Messages
- Assignments
- Statistics
- Gradebook
- About me
- Settings
- Library Resources
- Help

Gradebook Items
All Grades
Course Grades
Gradebook Setup
Permission Settings

Course Grades

Currently, the gradebook does not include gradebook items that have not been graded in the course grade calculation. This

Course Summary

Total points 1,000
Average Course Grade B (83%)

Grading Table

Override a course grade by entering a different one in the Grade Override box and click Save. To remove an override, delete the grade and click Save.

View All Sections/Groups

Viewing 1 to 7 of 7 students

Student Name	Student ID	Points	Course Grade	Log	Grade Override
Test, Test	tst_student	95	A (95%)		<input type="text"/>
Tester, Tabita S	tst283	60	D- (60%)		
Tester, Tabla S	tst282	75	C (75%)		

← Final grade

Click the **Course Grades** link to see the final grade for each student. Note that this page does not show grades for individual Gradebook items, but rather the **final grade** for each student listed.

GRADEBOOK SETUP

- Home
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- Schedule
- Announcements
- Resources
- Forums
- Messages
- Assignments
- Statistics
- Gradebook
- About me
- Settings
- Library Resources
- Help

Gradebook

[Gradebook Items](#)
[All Grades](#)
[Course Grades](#)
Gradebook Setup
[Permission Settings](#)
[Course Grade Options](#)
[Import Grades](#)

Gradebook Setup

Grade Entry

How will graders enter grades into this gradebook?

Points
 Percentages

Gradebook Items Display

Display released Gradebook Items to students
 You can release a gradebook item when creating or editing the gradebook item.

Categories & Weighting

No categories
 Categories only

 Categories & Weighting

To exclude a category from the course grade, use 0% for the weight.

Category	%	Gradebook Items	Remove
Assignments	10	0 item(s)	Remove
Class Participation	5	0 item(s)	Remove
Final Exam	50	0 item(s)	Remove

Select

Create categories

Under **Gradebook Setup** you can create your categories and weighted totals.

NOTE: It is recommend that you create the categories before creating the Gradebook items. This way you will be able to assign items to categories at the time when you create the items. Otherwise, you will have to go back to the Gradebook Items page to edit each item.

COURSE GRADE OPTIONS

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Gradebook

Gradebook Items All Grades Course Grades Gradebook Setup Permission Settings **Course Grade Options** Import Grades

Course Grade Options

Student privacy is built in — students cannot see each other's grades.

Grade Display

Display course grade to students now

Grade Conversion

Grade Type Letter Grades
 Letter Grades with +/-
 Pass / Not Pass

Reset to default values

Grade	Minimum %
A+	100
A	95
A-	90
B+	87

Release final grade

Grade schema

The Grade schema is also customizable under the **Course Grade Options** link.

Under the **Course Grade Options** link, you will also find the option to release students' final grades. However, the option to release grades for each individual Gradebook item is found during the Gradebook item creation. You may change this setting later by editing the item under the **Gradebook Items** option.