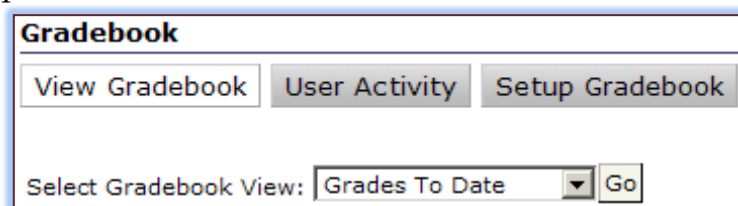


Assign and Change Grades

After the Gradebook is set up, the instructor can enter grades and comments into the Gradebook. The Gradebook system will then calculate and display up-to-date letter and numeric grades for each student. It is not necessary to add both a Numeric and Letter grade. Once the grades have been entered they can then be exported to a regular worksheet application. In addition to assigning grades, it is possible for the instructor to reset a test or quiz so that a student can retake it. Additional time can also be granted for a test or quiz for those students who need it.

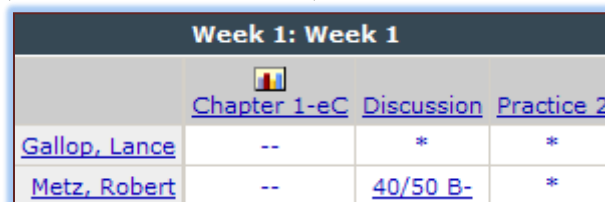
Assign Grades to All Students for a Single Content Item

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **View Gradebook**, if necessary.
- ❖ In the **Select Gradebook View** list, select the **Week** for which the grades are to be assigned or click the **Show All** option.



The screenshot shows a 'Gradebook' interface with three buttons: 'View Gradebook', 'User Activity', and 'Setup Gradebook'. Below these buttons is a 'Select Gradebook View:' label followed by a dropdown menu currently set to 'Grades To Date' and a 'Go' button.

- ❖ Click **Go**.
- ❖ Locate the **Content Item** that is to be graded.
- ❖ To record grades for all students in the course, click the link at the top of the column for the item, such as Discussion (see illustration below).



The screenshot shows a table titled 'Week 1: Week 1'. The table has columns for 'Chapter 1-eC Discussion' and 'Practice 2'. The rows show student names and their grades: 'Gallop, Lance' has '--' for Discussion and '*' for Practice 2; 'Metz, Robert' has '--' for Discussion and '40/50 B-' for Practice 2.

	Chapter 1-eC Discussion	Practice 2
Gallop, Lance	--	*
Metz, Robert	--	40/50 B-

- ❖ Enter a numeric grade, a letter grade, or both for each student.
- ❖ Click **Save Changes**.

Change Student Grades

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the student's name to display grades for that student.
- ❖ Click on the score that is to be changed.
- ❖ Make changes to the grade or add comments as needed.
- ❖ Click **Save Changes**.
- ❖ The changes will be reflected in the Gradebook.

Assign Extra Credit

To assign extra credit for a Content Item, the points and calculations setting in the Gradebook must be selected. For extra credit items, Gradebook includes the extra credit points the student receives in calculations for total points possible for the course.

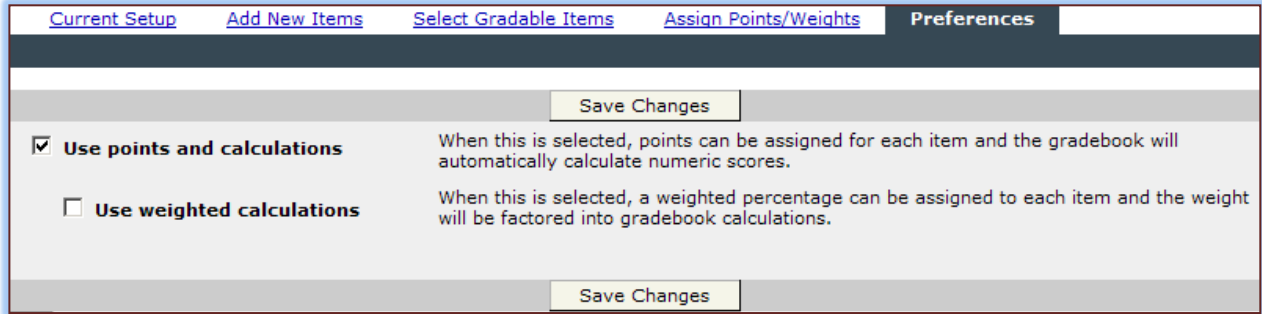
Set Gradebook Preferences

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook**.

- ❖ Click the **Set Preferences** tab (see illustration below).



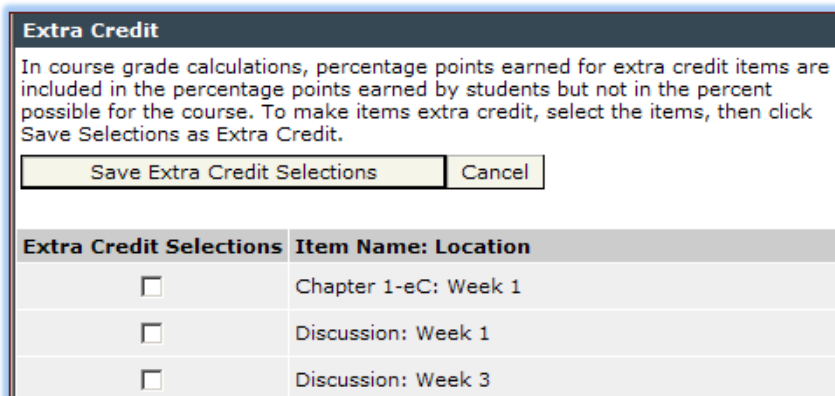
- ❖ The **Preferences** page will display (see illustration below).



- ❖ Click the check box for the appropriate option. These are:
 - **Use points and calculations** – This item should be selected when points are to be assigned for each item in the Gradebook. The Gradebook system will automatically calculate numeric scores.
 - **Use weighted calculations** – Click this checkbox to assign a weighted percentage to each item in the Gradebook. The weight will be factored into Gradebook calculations.
- ❖ Click **Save Changes**.

Make an Extra Credit Item

- ❖ Click **Gradebook** in the **Tools Menu**.
- ❖ Click **Setup Gradebook**.
- ❖ Click the **Assign Points/Weights** tab (see illustration above).
- ❖ Click **Extra Credit**.
- ❖ The **Extra Credit** window will display (see illustration below).



- ❖ A list of the gradable items for the course will appear.
- ❖ Click the check box beside the item(s) for which extra credit is to be assigned.
- ❖ Click **Save Extra Credit Selections**.
- ❖ An **Extra Credit** symbol will appear next to the item (see illustration at right).

