

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. Information on setting preferences can be found earlier in this document.

View Student Grades

The View Gradebook page provides the instructor with various ways to view grades for individual students for all 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.
- ❖ Click **Expand**. This option is only available for some content items.

View a Summary Grade Report

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Select Gradebook View** list.
- ❖ Click **Item Summary**.
- ❖ Click **Go**. A summary score for all content items, course tools, and custom course items for the student will display.

View Final Grade Report

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Select Gradebook View** list.
- ❖ Click **Final Grade Report**.
- ❖ Click **Go**.
 - The **Total Achieved Points** cannot be changed in this screen.
 - It is possible to edit the final grade for the student.

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** in the course.
- ❖ Click **Go**.
- ❖ Click the **Content Item** to open the **Quick Grade** view for the item.

View Final Course Grades

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click the **Select Gradebook View** list arrow.
- ❖ Click **Grades to Date**.
- ❖ Click **Go**.
 - The **Total Achieved Points** for students cannot be edited in this view.
 - It is possible to edit the final letter grade and to add comments for the student.