



Grade book fact sheet

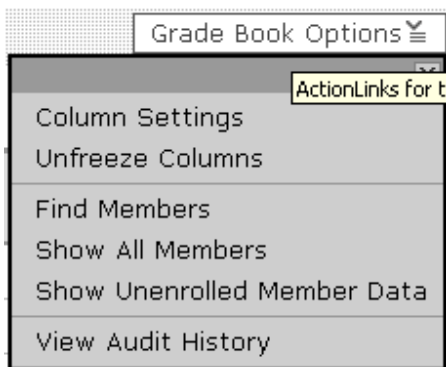
The **Grade Book** enables the instructor to *manage* student grades *effectively*. The Grade Book is available under the teach tab. If an instructor uses the quiz and assignment tool (and select the grade book option), these marks are automatically transferred to the Grade Book. The Grade Book consists of five tabs that all contain the Last Name, First Name, User ID and Role columns.

The **Grade book** is integrated with grading forms, assessments and assignments.

Create Column	Import from Spreadsheet	Reorder Columns			
Grades	Members	View All	Custom View	SCORM Grades	
<input type="checkbox"/> Last Name Alphanumeric	<input type="checkbox"/> First Name Alphanumeric	<input type="checkbox"/> User ID Alphanumeric	<input type="checkbox"/> Role Alphanumeric	<input type="checkbox"/> Midterm Calculated	<input type="checkbox"/> Final Calculated

- **Grades:** The Grades tab includes any grade related columns in the course.
- **Members:** Any column that the instructor creates to record information that is not grade related can be found in the members tab.
- **View All:** All columns in the Grade Book are displayed in the View All tab. (setup display for My Grades tool)
- **Custom View:** All columns in the Grade Book display in the Custom View tab. (setup for Instructor view)
- **SCORM Grades:** The grade for any gradable SCORM module in the course will display in the SCORM Grades tab.

Grade book option



The **column settings** allow you to change the attributes of a column, e.g. alignment, column type, etc. This is where you will release the marks to the students.

Find members

This is where you will search for the group members to be displayed

Exporting data to a spreadsheet

The instructor may export the Grade Book data to a spreadsheet and access it using an application like Microsoft Excel to make changes to the grades.

Importing data from a spreadsheet

The instructor may import data from a spreadsheet, as long as it is in the correct format, by uploading it into the Grade Book. The Import File table comprises an Import Column that is matched to a column in the Grade Book and a Data Preview column. The Grade Book Column provides a series of drop-down menus. The last name, first name and roles columns do not need to be imported. You can leave them set to "Do Not Import". *If you did make changes to these default columns it would make the database go out of sync.*



REMEMBER

People Link: The link next to the left of the student's last name is called the People Link. A drop-down menu appears as soon as the user clicks on it. Use this to send mail to a user

Release marks to students: Although marks are visible to you as instructor, it might not be visible to the students until you release the marks to the students. The marks will be displayed in the My Grades tool. Students will only see their own marks in the My Grades Tool.


Sending mail to members

The People Link allows an instructor to send mail to a student from the Grade Book.

Creating columns

Six different types of columns exist:

- **Alphanumeric:** This column type can contain letters and numbers.
- **Calculated:** This column type is for calculating totals worked out by adding a formula using a calculator in the Grade Book.
- **Letter Grade:** This column type allows you to display a letter grade instead of a numeric grade. A letter grade column is always associated with a grade related column, e.g. quiz, assignment, numeric or gradable topic.
- **Numeric:** This column type will only consist of numeric values.
- **Selection List:** This column type enables the instructor to construct a selection list to drop down and select from.
- **Text:** This column type enables the instructor to create a column where a large amount of text can be added.



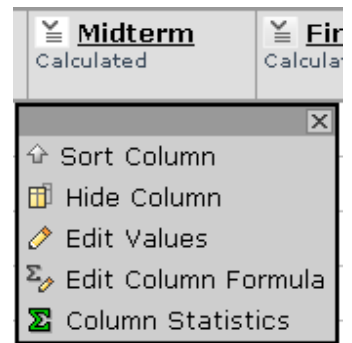
REMEMBER

When you delete an assignment you must delete the appropriate column in the grade book. The name of the assignment and the heading of the appropriate column in the grade book may differ.

Re-order columns

- Hide Column** When the Hide column button displays, the column is currently visible.
- Show Column** When the Show column button displays, the column is currently hidden.

To change the status of a column, click on the button. It will then change to the opposite state.



Add grades

Per column:


Click on the action link next to the title of a column, select Edit Values from the menu and now you can enter all the grades for that column.



Per student:

Click on the people link next to the student's name. Select the Edit Member option from the list. You will now be able to enter **all** (for all the different columns that are already in the system) the grades for the particular student.

Audit Trail: The instructor can view the audit history for a student. The audit history will display any change that has been made to the student's marks, listing which instructor changed the mark and the comments.



The **Send Mail** option will only display on this action link if you have added the Mail tool. Refer to the Customise Course fact sheet on how to add a tool.