

USING THE GRADE BOOK

The **Grade Book** is accessible only through the **Teach** tab.

Your location: **Grade Book**

Grade Book

Create Column		Enroll Members	Import from Spreadsheet	Reorder Columns			
Grades	Members	View All	Custom View				
<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User ID Alphanumeric	Role Alphanumeric	Midterm Calculated	Final Calculated	Quiz Quiz (out of)
<input type="checkbox"/>	Landry	John	landryj	Section Design			
<input type="checkbox"/>	Student 772	Demo	webct_demo_7	Student	--	--	--

Using the **Grade Book** you can:

- View, enter, and manage grades for all students.
- Enter descriptive data about students. For example: names, addresses, telephone numbers, and areas of interest.
- Grant or deny access of certain columns to the students' Grade Book.

Default Columns

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric
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User-related columns: *Last Name, First Name, User Name*

- These columns cannot be modified in Grade Book.

Midterm Calculated	Final Calculated
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Grade-related columns: *Midterm and Final*

- These columns cannot be deleted

Quiz no. 1 Letter Grade	Assignment Alphanumeric
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Quiz and assignment columns

- When quizzes or assignments are created in the section, a corresponding column will be automatically created.

Columns You Can Add

Text columns

- allow you to enter text only. You could use a text column to add comments about each student.

Numeric columns:

- allow you to enter numbers only. You could use a numeric column to insert grades for an offline assignment and other interim grades.

Calculated columns:

- allow you to specify a formula similar to Excel formulas, to come up with a numeric value.

Selection list columns:

- allow you to specify one or more text values that can then be selected. You could use a selection list column to describe a Student's overall term effort (fair, good, excellent).

Letter grade columns:

- to calculate a letter grade based on the numeric values of another column.

Column Views



The **Grade Book** is divided into four tabs. These tabs present different groups of data columns to give you a different view of all entered information for members:

Grades

- displays all default columns and any created columns that are grade-related. This tab is used to view, enter, or override grade-related information.

Members

- displays columns that are not grade-related

View All

- displays all columns, grade-related or not.

Custom View

- use it to create your own "custom view" of member information.

Besides helping you grade and describe students, you can also determine which columns are released to students in the **My Grades** tool (if added to the **Course Toolbar**). Students will not be able to view other students' grades.