

Gradebook

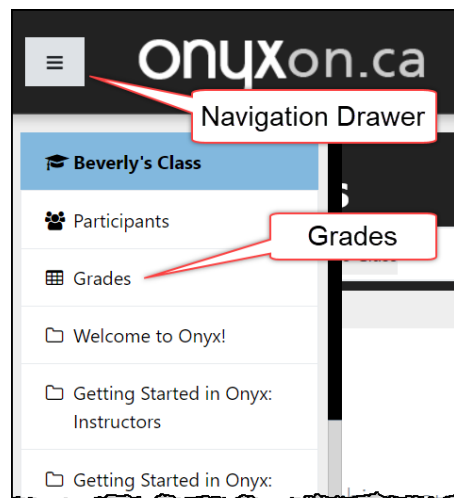
Overview

As an instructor, you can check on your learners' grades by accessing the course's gradebook. The gradebook also keeps an itemized list of learners and their marks on individual activities.

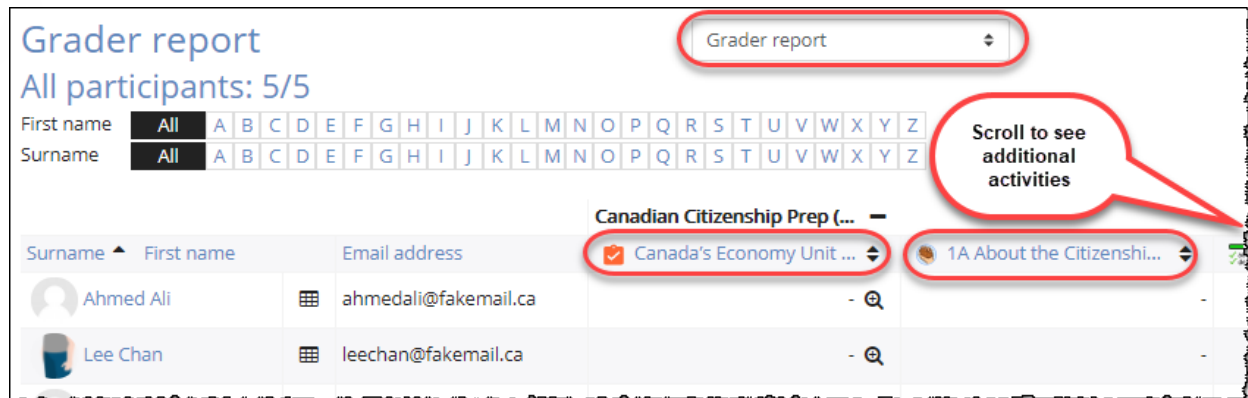
Gradebooks can also be viewed by learners. Instructors should not rely on the gradebook to confirm that a learner has completed an activity, as the gradebook will give a grade whether the activity was completed or not. Instructors can check the Activity Completion Report to confirm whether activities are complete.

Accessing the Gradebook

1. On the course home page, ensure that the *Navigation Drawer* is showing. Click on the *Grades* tab.



A *Grader Report* opens. This table consists of learner names, email addresses, activities and corresponding grades (if any). Each column represents one activity. In the *Grader Report*, you can see which activities have been completed based on the score, and which ones have not been completed or do not have a score.

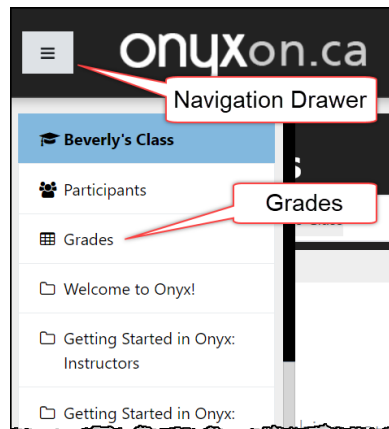


Gradebook – Advanced Features

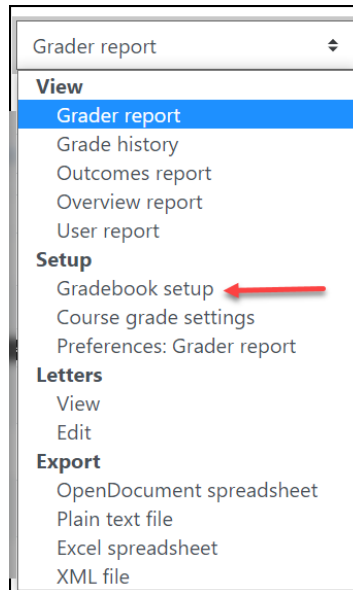
Reordering Gradebook Items

Activities appear in the columns in the order they are revealed during the course. Instructors can, however, change the order of the items as they appear in the *Gradebook*. For example, an instructor may want to move an Assessment Task to the first column for easier access.

1. On the course home page, ensure that your *Navigation Drawer* is showing, and click on the *Grades* tab.



2. In the *Grader report* field, click on the dropdown menu, and click *Gradebook setup*.

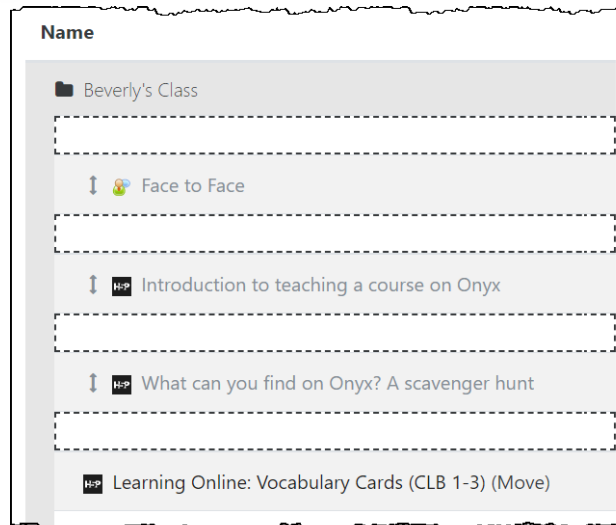


3. On the *Gradebook setup* screen, scroll down to the item you want to move. Click on the arrow symbol beside the activity you want to move.

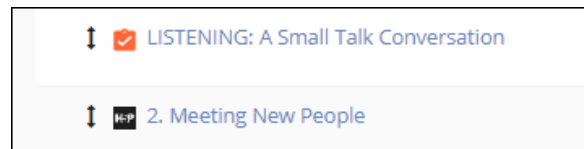


The screen adapts to your move request, and you see new blank squares below gradebook activities.

4. Click in the blank box where you want to move the activity to.



5. Once chosen, the activity can be found in the new location.



Editing or Overriding Grades

In special circumstances, it is possible for an instructor to edit or override the grade a learner receives on an activity. However, the activity must also be considered complete by the activity's completion rules in order for the learner to advance to new activities. An exception to this is an H5P activity, where the instructor can essentially waive the activity completion requirement for a learner by editing the grade.

1. With the gradebook open, click on the *Turn editing on* button.

Turn editing on

2. Grade cells will change to show an entry field within a box.

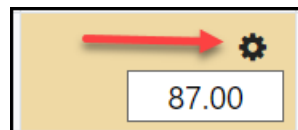
Surname	First name	Email address	LISTENING: A Small Talk ...	2. Meeting New People	3. Small Talk Topics
Controls					
Jorge Benito		jorgebenito@fakemail.ca	100	90	100
Lee Chan		leechan@fakemail.ca	100		87
Eduardo Garcia		eduardogarcia@fakemail.ca	100	100	62
Overall average					

3. Scroll to the column that you want to edit or override.
4. Manually input a grade into the blank cell in the table, or edit grades already recorded for a particular activity.
5. Click the *Save changes* button to confirm the grade change.

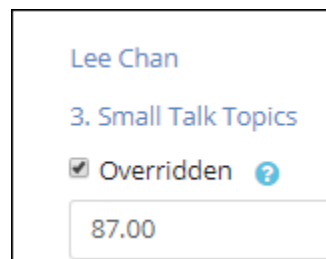
Save changes

To ensure that a grade cannot be changed by a learner re-taking an activity,

1. Click the *Edit grade* gear icon above the required cell box.



2. Click in the *Overridden* checkbox.



3. Click the *Save changes* button to confirm your override.

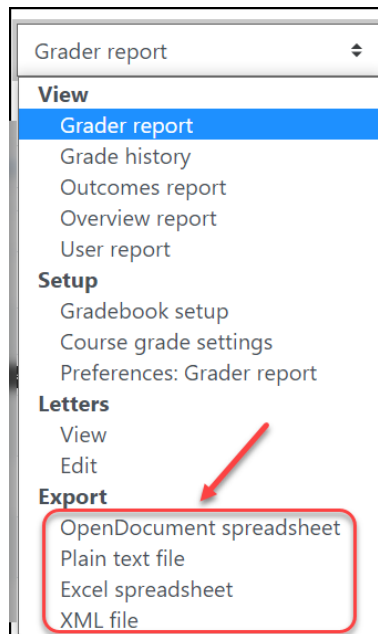
Save changes

4. Once again, click the *Save changes* button to confirm the grade change.

Save changes

Exporting the Gradebook

1. Click the *Grader report* dropdown menu and choose the desired file format option under the *Export* title.



A page appears with all the activities of the course listed.

2. You can then choose all or select a few activities to download.
3. Click the *Download* button.

Download

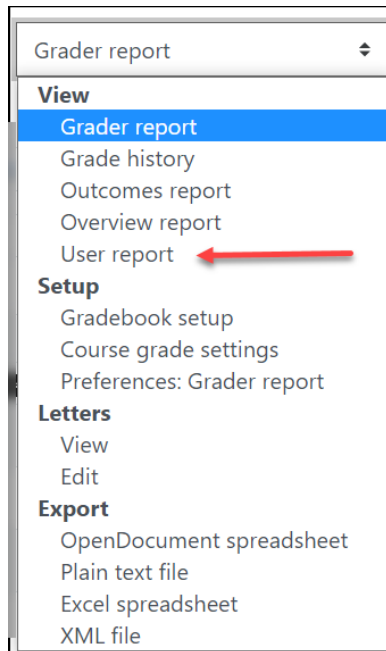
Once downloaded, you can format and print the gradebook according to that software's printing instructions.

The User Report

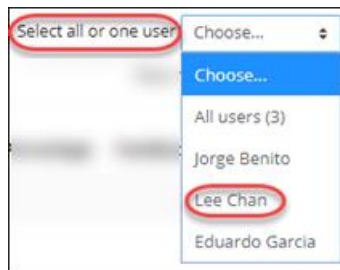
This report is handy in order to have an overview of the activity and grades of one particular learner.

1. On the course home page, ensure that your *Navigation Drawer* is showing, and click on the *Grades* tab. (As described above)

2. Click the dropdown menu next to the default *Grader Report* item, and choose *User report*.



3. Click on a learner's name in the *Select all or one user* dropdown box. Once a learner is selected, an individual report of progression and grade is generated.



Note: The percentage on an activity and the contribution to course total displays on this report.