

Grade Book

Description

The **Grade Book** tool provides the means to add, edit, and delete assignments, assign point and percentage values to assignments, and associate rubrics to assignments. Grade Books can also be printed or exported.

Purpose

Use the Grade Book tool to manage student grades throughout the Course term.

Name	Final Grade	Practice Exercise 1	Practice Exercise 2	Practice Exercise 3	Practice Exercise 4
Julie	10.00/10.00	10.00/10.00	10.00/10.00	10.00/10.00	10.00/10.00
Phillip	10.00/10.00	10.00/10.00	10.00/10.00	10.00/10.00	10.00/10.00
Kevin	10.00/10.00	10.00/10.00	10.00/10.00	10.00/10.00	10.00/10.00
	H:10.00	H:10.00	H:10.00	H:10.00	H:10.00
	L:0.00	L:0.00	L:0.00	L:0.00	L:7.00
	A:9.20	A:8.67	A:9.20	A:9.80	A:9.80
	S:2.60	S:3.52	S:2.60	S:0.77	

Figure 1

Definitions

Add/Edit Grade Book allows you to add, edit and delete assignments, assign point and percentage values to assignments, and associate rubrics to assignments.

Print/Export Grade Book allows you to print/export the Grade Book to an HTML or Microsoft Excel file and save it to your computer.

View Student’s Grades: Clicking the name of a student or the points earned for an assignment allows you to view a student’s grades for the course.

Grade Book Editor

Figure 2 displays the **Grade Book Editor** screen.

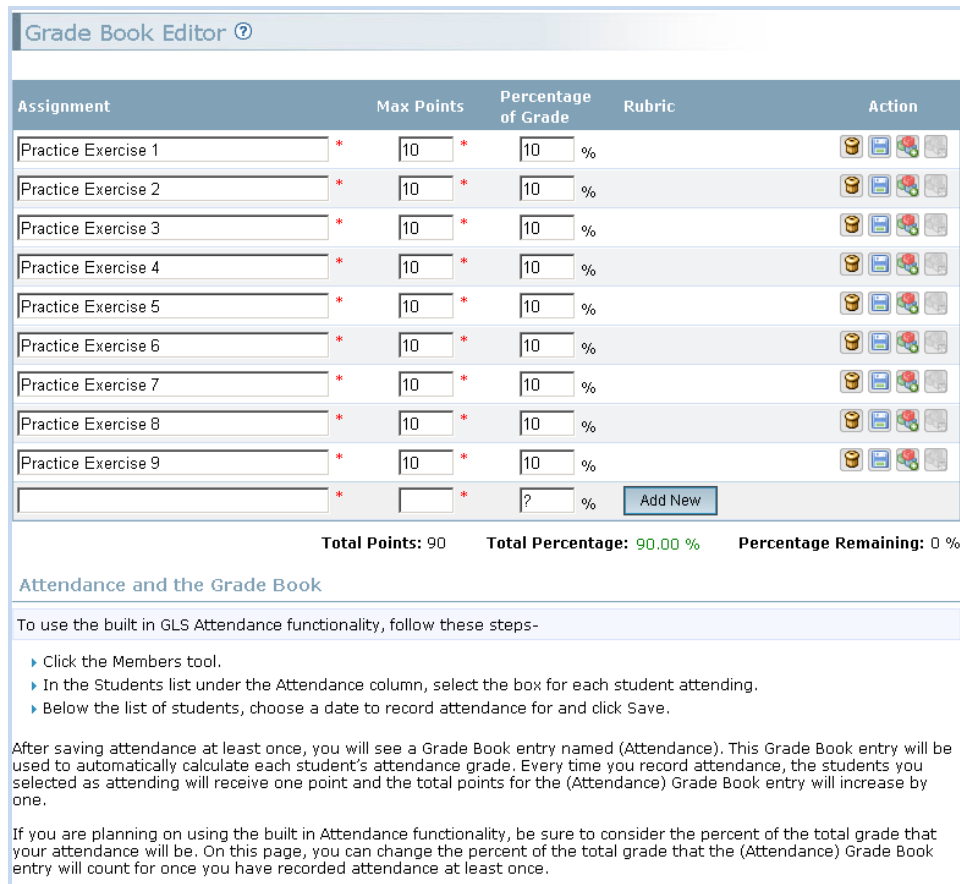




Figure 2

Definitions

Delete: Clicking the  button allows you to delete an assignment.

Update: Clicking the  button allows you to update one assignment at a time.

Select Rubric: Clicking the  button allows you to select a rubric for an assignment.

Remove Rubric: Clicking the  button allows you to remove rubric from an assignment.

Add New allows you to add a new assignment.

Adding an Assignment

To Add an Assignment

1. Complete the fields/choices as described in the following table:

Field	Function
Assignment	Enter a name for the assignment (required).
Max Points	Enter the maximum/total number of points that may be earned for this assignment (required).
Percentage of Grade	Specify what percentage of the final course grade that this assignment is valued for.

2. When you have finished filling out the information, click the **Add New** button. You will remain on the **Grade Book Editor** page where you will see a new entry for the assignment.

Figure 3 displays the **Add Assignment** form. Enter the Assignment title, the Max Points, Percentage of Grade, and then click **Add New**.



The screenshot shows a horizontal form with three input fields and a button. The first field is a text box for the assignment name, followed by a small red asterisk. The second field is a numeric box for max points, also followed by a red asterisk. The third field is a numeric box with a question mark and a percentage sign. To the right of these fields is a blue button labeled 'Add New'.

Figure 3

Editing an Assignment

To Edit an Assignment

1. Complete the fields/choices as described in the following table:

Field	Function
Assignment	Enter a name for the assignment (required).
Max Points	Enter the maximum/total number of points that may be earned for this assignment (required).
Percentage of Grade	Specify what percentage of the final course grade that this assignment is valued for.
Select Rubric	Click the  button to select a rubric for this assignment.
Remove Rubric	Click the  button to remove a rubric from this assignment if one is already selected.


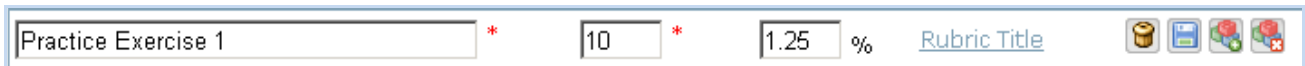
2. When you have finished filling out the information, click the  button. You will remain on the **Grade Book Editor** page where you will see a modified entry on the assignment.

Figure 4 displays the **Edit Assignment** form.



The screenshot shows a horizontal form with the following elements from left to right:

- A text input field containing "Practice Exercise 1" with a red asterisk to its right.
- A numeric input field containing "10" with a red asterisk to its right.
- A numeric input field containing "1.25" followed by a percentage sign "%".
- A text input field containing "Rubric Title".
- A toolbar containing four icons: a gold coin, a blue document, a red flower with a plus sign, and a red flower with a minus sign.

Figure 4

Student Assignments

Figure 5 displays the **Student Assignment** screen.

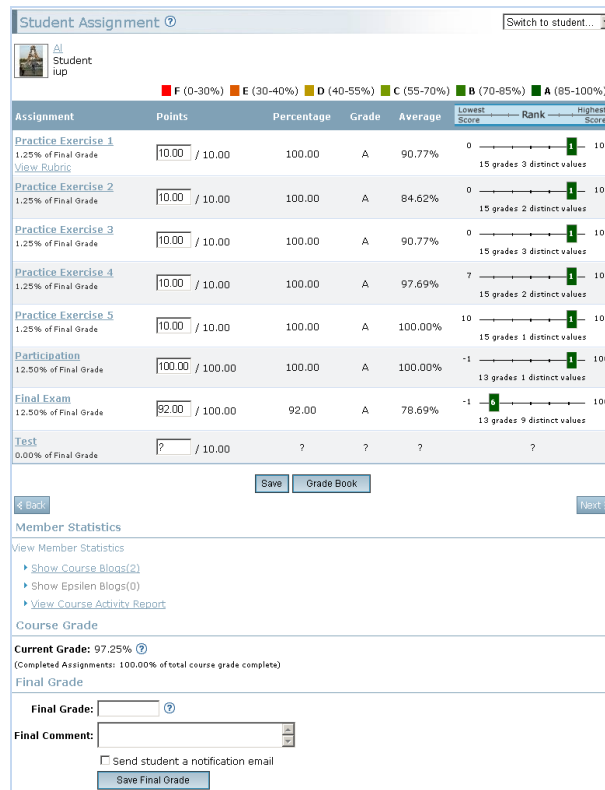


Figure 5

Definitions

Switch to student allows you to switch to another student’s assignment page while viewing another student’s assignment page.

View Assignment: Clicking the name of an assignment allows you to see the Assignment View page including all student grades for that assignment.

Grade Book allows you to view the Grade Book main page.

Next/Previous: Clicking the **Next** and **Previous** buttons allows you to view the next or previous student in the Grade Book.

Show Course Blogs allows you to view all Course Blog entries posted by the selected student.

Show Epsilen Blogs allows you to view all personal Blog entries posted by the selected student.

View Course Activity Report allows you to view a student’s login, sent mail, forum posting, blog posting and uploaded file history for the course.

Saving a Student's Grades

To Save Grades

1. In the "Points" column, enter the total number of points earned by the student for any or all of the assignments listed.
2. Click the **Save** button. You will remain on the **Student Assignment** page where you will see the student's grades saved successfully.

Figure 6 displays the **Student Assignment** screen.

Student Assignment Switch to student...

Student: iup

Grade Legend: F (0-30%) E (30-40%) D (40-55%) C (55-70%) B (70-85%) A (85-100%)

Assignment	Points	Percentage	Grade	Average	Lowest Score	Rank	Highest Score
Practice Exercise 1 1.25% of Final Grade View Rubric	10.00 / 10.00	100.00	A	90.77%	0	1	10 15 grades 3 distinct values
Practice Exercise 2 1.25% of Final Grade	10.00 / 10.00	100.00	A	84.62%	0	1	10 15 grades 2 distinct values
Practice Exercise 3 1.25% of Final Grade	10.00 / 10.00	100.00	A	90.77%	0	1	10 15 grades 3 distinct values
Practice Exercise 4 1.25% of Final Grade	10.00 / 10.00	100.00	A	97.69%	7	1	10 15 grades 2 distinct values
Practice Exercise 5 1.25% of Final Grade	10.00 / 10.00	100.00	A	100.00%	10	1	10 15 grades 1 distinct values
Participation 12.50% of Final Grade	100.00 / 100.00	100.00	A	100.00%	-1	1	100 13 grades 1 distinct values
Final Exam 12.50% of Final Grade	92.00 / 100.00	92.00	A	78.69%	-1	6	100 13 grades 9 distinct values
Test 0.00% of Final Grade	? / 10.00	?	?	?	?	?	?

Save Grade Book

Back Next

Member Statistics
View Member Statistics
[Show Course Blogs\(2\)](#)
[Show Epsilen Blogs\(0\)](#)
[View Course Activity Report](#)

Course Grade
Current Grade: 97.25%
 (Completed Assignments: 100.00% of total course grade complete)

Final Grade
 Final Grade:
 Final Comment:
 Send student a notification email
 Save Final Grade

Figure 6

Assigning a Final Grade

To Assign a Final Grade

1. Complete the fields/choices as described in the following table:

Field	Function
Final Grade	Enter a final grade for the student.
Final Comment	Enter a comment to the student regarding his/her final grade and/or performance in the course.
Send student a notification email	Check the "Send..." option if you would like the student to receive a Course Mail message stating that the final grade has been saved.

2. When you are finished filling in the information, click the **Save Final Grade** button. You will remain on the **Student Assignment** page where you will see the final grade saved for the student.

Figure 7 displays the **Final Grade** form.

The screenshot shows a form titled "Final Grade". It contains the following elements:

- A label "Final Grade:" followed by a text input field and a help icon (question mark in a circle).
- A label "Final Comment:" followed by a text area with vertical scroll bars.
- A checkbox labeled "Send student a notification email".
- A blue button labeled "Save Final Grade".

Figure 7

Saving Grades for Assignment

To Save Grades for an Assignment

1. In the "Points" column, enter the total number of points earned by each student for the selected assignment.
2. Click the **Save** button. You will remain on the **Assignment View** page where you will see the students' grades saved successfully.

Figure 8 displays the **Assignment View** screen.

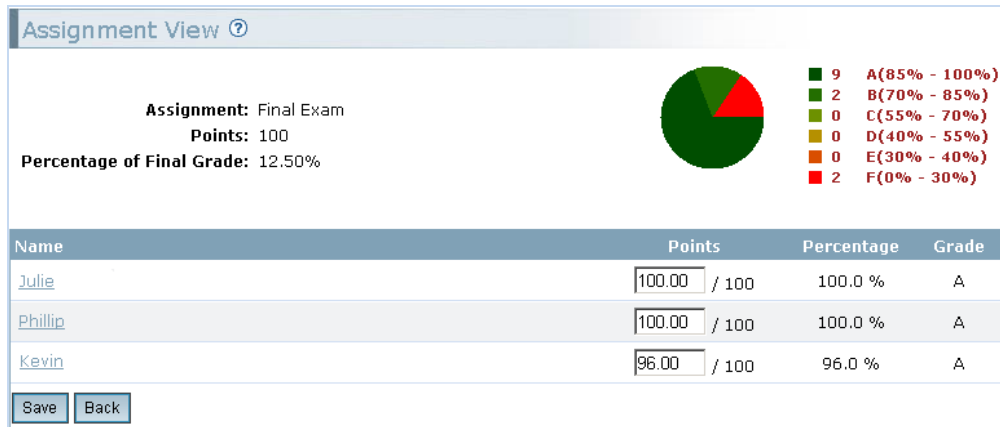


Figure 8