

Gradebook Tool

At the end of this tutorial, you will be able to answer the following questions:

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Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **workspace** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the Gradebook?

The Gradebook is a tool for instructors to calculate and store grade information and distribute it to students online.

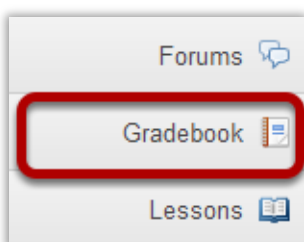
Instructors can view information in the Gradebook in different ways, including an item summary for each course, item detail, all grade listing, course grade listing, gradebook setup, and course grade options.

Students can view their scores for all items; view their course grades, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable. The Gradebook is section aware, so teaching assistants can see grades only for students in their assigned sections.

Using the Gradebook, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.
- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.
- Viewing scores: The Gradebook lets students view their own scores and grades once instructors have released them.

To access this tool, select **Gradebook** from the Tool Menu of your site.






How do I view my Gradebook grades?

Go to Gradebook.

Select the **Gradebook** tool from the Tool Menu of your site.

View your grade report.

 **OCE101 001 SU14: Gradebook**  

Grade Report for Second Student

Course Grade A (95%)
Course Points 0/350

Gradebook Items

Title	Due Date	Grade*	Comments
Assignments		95%	
Assignment 1	Feb 28, 2014	100/100	from Assignments
Assignment 2	Feb 28, 2014	85/100	from Assignments
Exercise 1.1: Maps and Globes	Mar 11, 2014	100/100	Good work! from Assignments
Discussions		100%	
Discussion 1	-	10/10	
Discussion 2	-	10/10	
Introduction Post	-	10/10	
Quizzes (Drop 1 Lowest)		95%	
Chapter Questions 01	-	0/10	from Tests & Quizzes
Module 01 Quiz	-	10/10	from Tests & Quizzes
Module 02 Quiz	-	9/10	from Tests & Quizzes

Legend:
 *Grades in parentheses () are not included in the course grade calculation.

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.