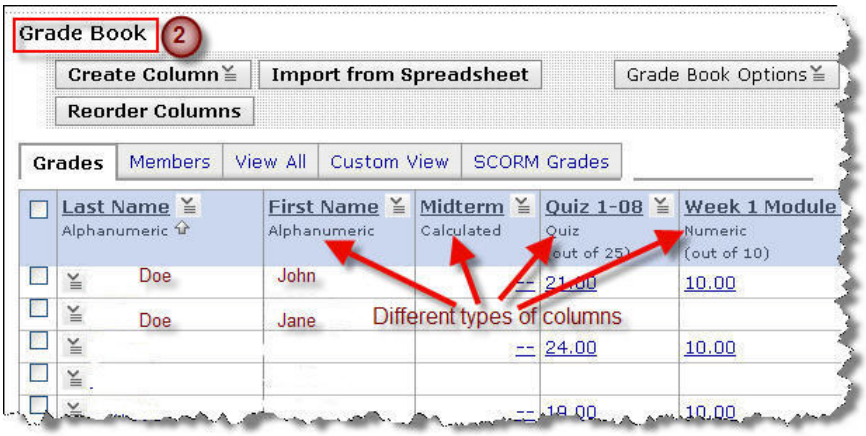
HOW TO MANAGE GRADE BOOK?

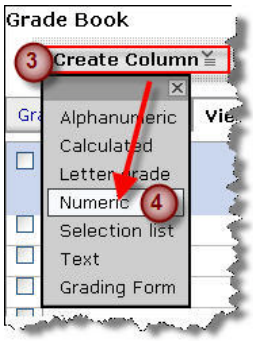
Select **Teach Tab** from your **Course Home Page**. **Grade Book** is located under **Instructor Tools.**

1. Click **Grade Book** tool under **Instructor Tools**

2. Grade Book screen will appear. Here is a screen shot of a sample grade book.



Creating Column in Grade Book:



3. Click **Create Column,** a dropdown list of different types of column (Alphanumeric, Numeric, Calculated, and Text etc) will appear.

4. Click the **type of column** that you want to create. For example if you want to create a **Numeric** column, click **Numeric** and Numeric column screen will appear.

5. Give a Name in **Column Label** box under **Column Settings**

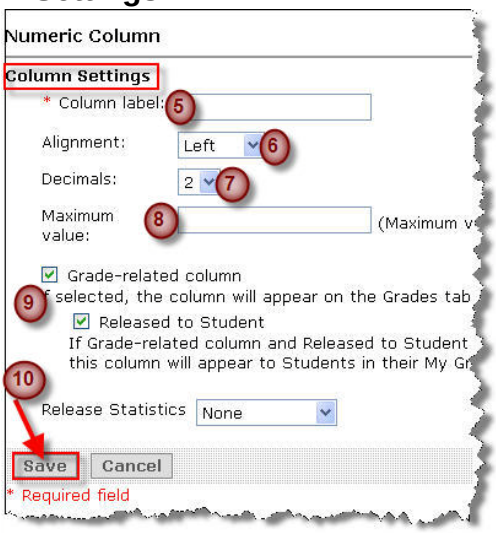
6. Select the **Alignment to Left**

7. Set the **Decimals to 2**

8. Put a **numeric value** (>0 and <10000) in **Maximum Value** box

9. By default **Grade-related column** and **Released to Student** check boxes are selected. If you do not want to release the grade to students, **uncheck the box**.

10. Click **Save** to finish.



Reordering/Hiding/Showing Column in Grade Book: Follow **steps 1 and 2**

3. Click **Reorder Columns** button to open the Reorder Columns screen

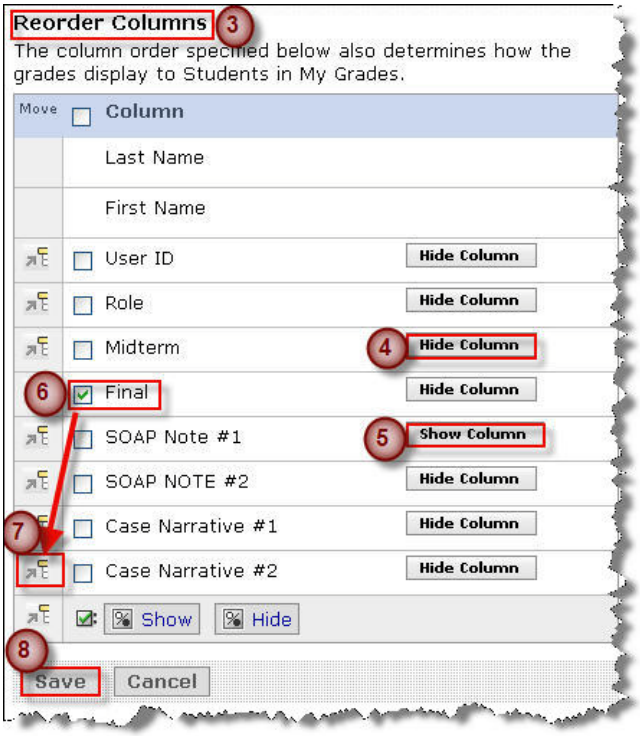
4. Click **Hide Column** to hide any column from appearing in Grade Book

5. Click **Show Column** to make any column visible in Grade Book

6. Check the **rectangular box** of any column under Column head

7. Click the **left Arrow** in a position where you want to move the **checked column** to that position.

8. Click **Save** to make sure all the changes have been saved.



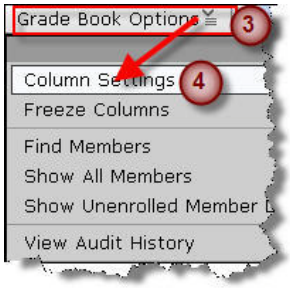
Releasing Grades to Students: Follow **steps 1 and 2**

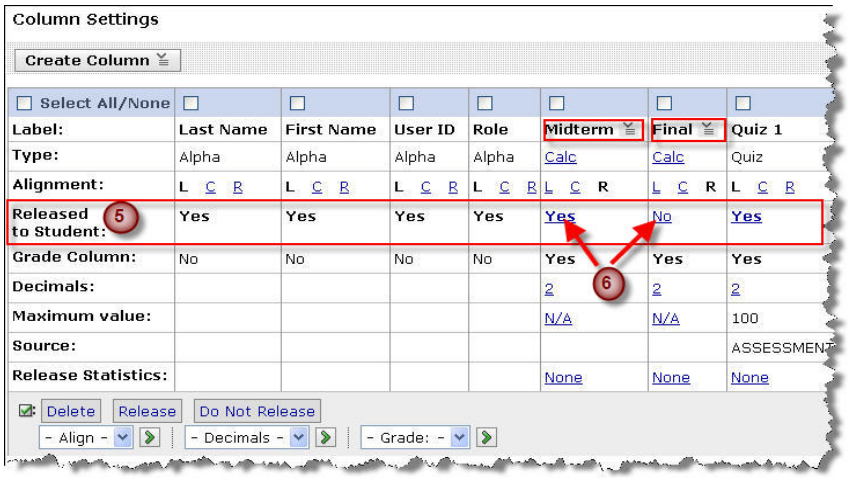
3. Click on **Grade Book Option**s in top right corner of **Grade Book** screen. A dropdown list will appear.

4. Click **Column Settings**

5. Go to any column across the **Released to Student: Row**

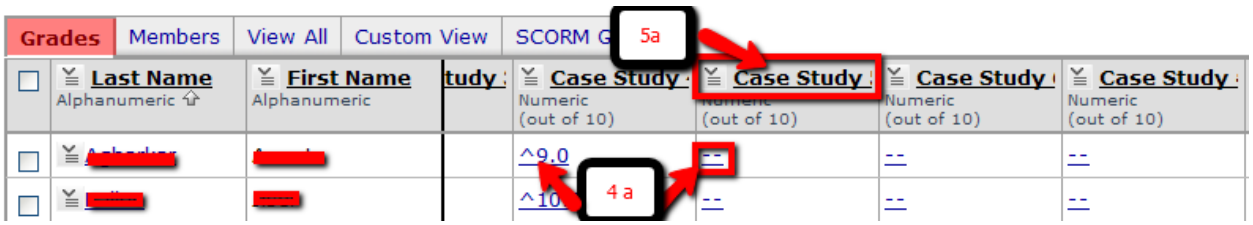
6. Click **Yes / No** to release/hide the scores from **student's My Grades** tool.





<u>Entering Grades Manually in Grade Book:</u> Follow **steps 1 and 2**

3) You can enter or edit a column value for a specific member (student) or all members (students). From the **Grades**, *Members*, *View All*, or *Custom View* tab, locate the **member and column** whose **value** you want to **enter/edit** and click the **arrow pointed area/value.**



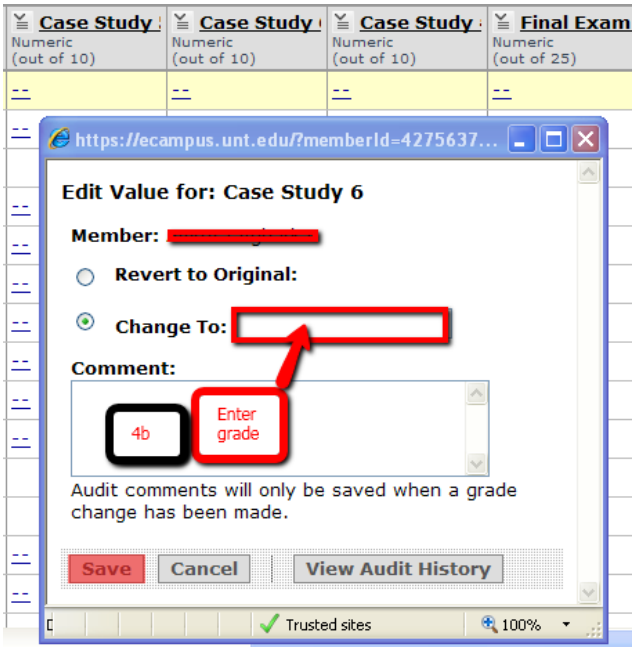
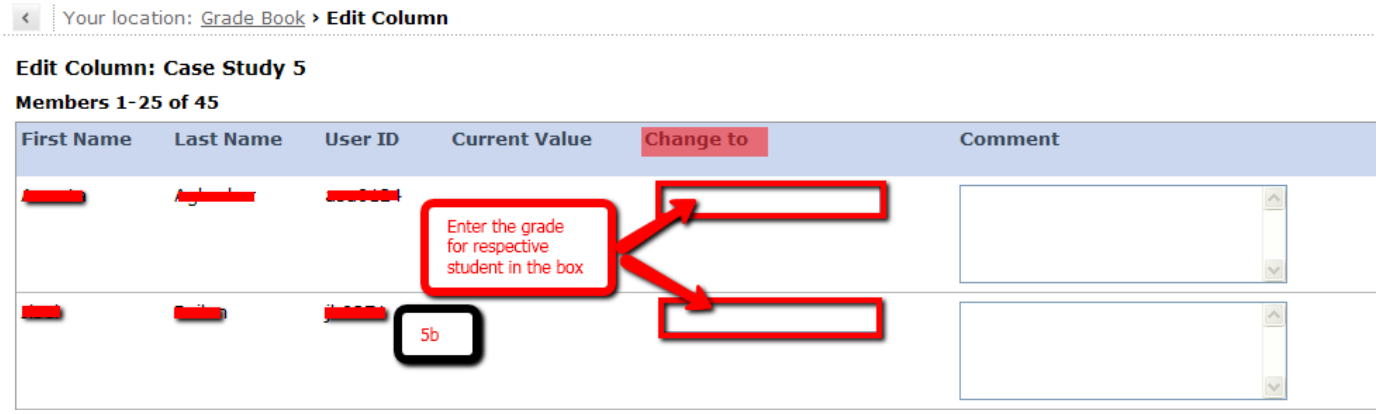
<u>For individual student's grade</u>:

4(a) Click the value/Value column (see the above image)

4(b) **Enter the grade** in the **Change To** box or edit the existing grade in the Change To box. Click **Save**.

<u>For All students' grade</u>:

5(a) Click the **Title of the Grading Column** (eg. Case Study 1, Assignment etc)

5(b) Enter grades under Change to column for individual student and finish all students grades. (see the image below)

Click **Save** to finish.