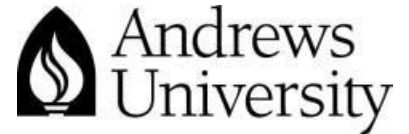
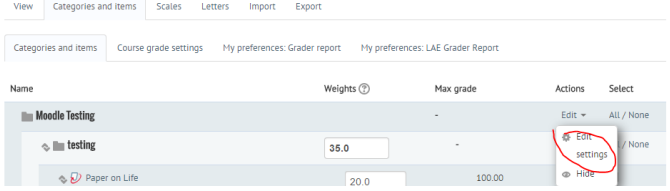


Learninghub Quick Reference Guide: Gradebook



<p><input type="checkbox"/> Select aggregation methods for gradebook</p> <p><i>This is critical for the gradebook to calculate correctly</i></p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on Grades under Site Administration 2. Click on the drop down arrow that has Grader Report and Categories and Items 3. Click on Edit and select Edit settings  <ol style="list-style-type: none"> 3. Choose the Aggregation that best meets your needs <ul style="list-style-type: none"> • Mean of grades – will take the average grade for items and categories • Weighted mean of grades – each category or item can be given as specific weight • Simple weighted mean of grades – each assignment’s points are the weight for that category or gradebook • Sum of grades – points of the grades are added for each category and item – This will also show the natural percentages 4. Click Save changes
<p><input type="checkbox"/> Create grade categories</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on Grades under Site Administration 2. Click on the drop down arrow that has Grader Report and Categories and Items Click on Grades under the Course Administration 3. Scroll to the bottom 4. Click on Add Category (this is chosen if there is more than 1 item that makes of this portion of the grade) 5. Create a category name (i.e. quizzes) 6. Choose an Aggregation – see Select aggregation methods for gradebook for aggregation explanations
<p><input type="checkbox"/> Create grade items</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on Grades under Site Administration 2. Click on the drop down arrow that has Grader Report and Categories and Items Click on Grades under the Course Administration 3. Scroll to the bottom 4. Click on Add grade item 5. Create item name (i.e. Research Paper) 6. Choose an Maximum 7. Choose Grade category (if the item not part of a category like quizzes, than leave the grade category to be the name of the course, but if the item is to be calculated within a category, chose the correct category)
<p><input type="checkbox"/> Customize the letter grade scale</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on Grades under Site Administration 2. Click on the drop down arrow that has Grader Report and Categories and Items Click on Grades under the Course Administration 3. Click on Letters tab 4. Click on Edit 5. Change the percentages as needed
<p><input type="checkbox"/> Enter grades – manual</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on Grades under the Administration Block 2. Click on Turn editing on 3. Enter the scores in the solid line box, the dashed lined box is for brief comments 4. Click on Update 5. Click on Turn editing off



<p>□ How to add all the grades in a column</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Turn editing on in the gradebook 2. Click on the pencil icon to the right of the name of the item that you want to enter the grade into the gradebook 3. Add the grade 4. Click update
<p>□ How to add all the grades for one student</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Turn editing on in the gradebook 2. Click on the pencil icon to the right of the name of the student that you want to enter the 3. Add the grade 4. Click update
<p>□ How do I drop the lowest item in a category</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on grades 2. Click on category and items 3. Click on Edit in the column you want to drop the lowest 4. Click on Edit settings 5. Click on show more... underneath Aggregation 6. Put in the number of which you want to drop the lowest
<p>□ Post grades to Banner</p>	<p>Quip tip:</p> <ul style="list-style-type: none"> • You will receive an email from the Registrar's office with a link to enter the grades • If your gradebook is active in Moodle there will be a link at the top of your classlist for exporting the grades over from Moodle
<p>□ Print/Save a copy of the grades</p> <p><i>It is recommended that you keep a copy for your records</i></p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on Grades under the Administration Block 2. Click on Export tab 3. Click on Excel spreadsheet (right under the export tab) 4. Select the items you want to export (generally it will be all items) 5. Click Submit 6. Click Download 7. An Excel file will be created and saved to your computer