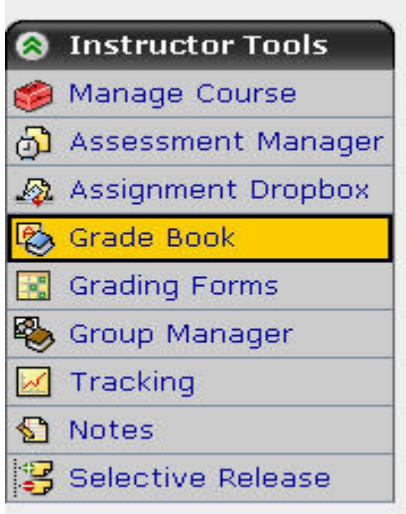


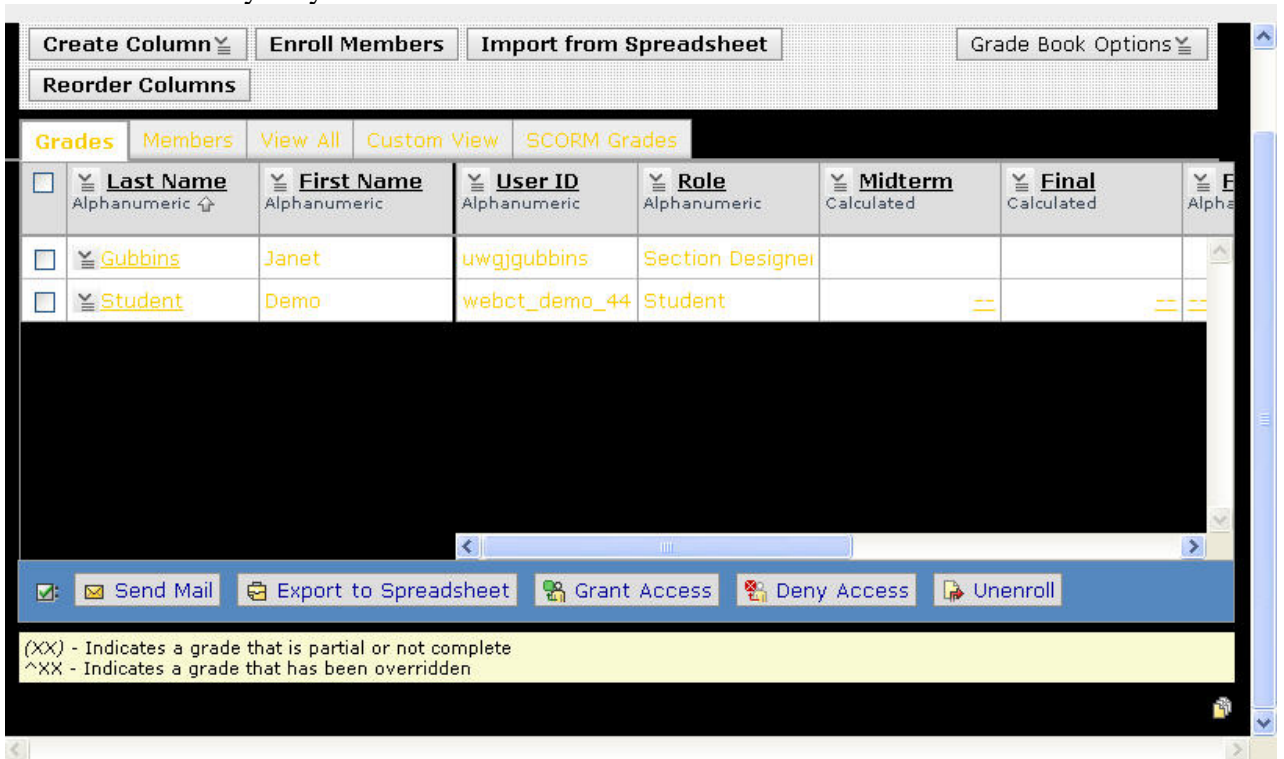
Gradebook Overview

First, start out in the Teach Tab

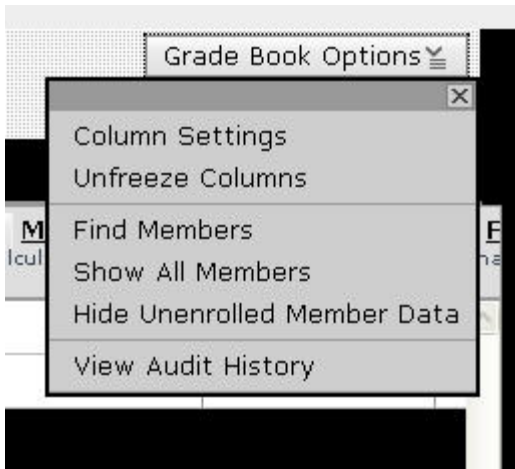
1. Click on Gradebook (At the bottom)



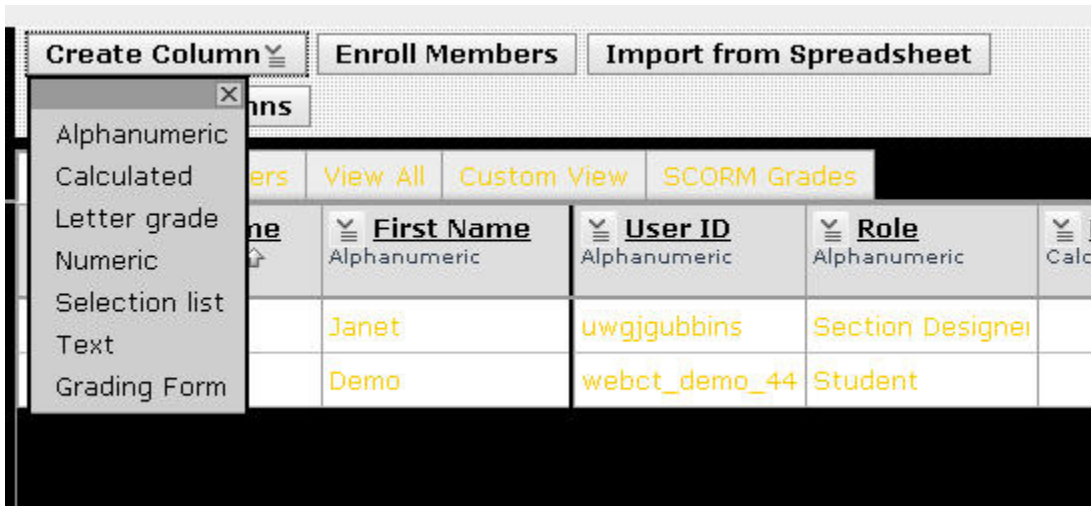
This brings up the gradebook for your class. It is very similar to the previous versions and is very easy to use



To change any grade book option click on the button below: (Items or settings you can change are also listed in the picture)



To Create a Column:
Click the Create Column Button



Quick Tips when Using the Gradebook

Viewing Grades

When using the system grade book, you'll need to remember the following:
If you want students to be able to view their grades you must

1. Release the columns. This can be done by Teach | Grade book| Grade Book Options| then change the Release to student option for the appropriate columns.

Student Access

There are varying levels of student access to the system and to sections

Scenario 1: Cannot login to the system

The student may not have an account yet. Please have the student fill out a help form to check this out:

Scenario 2: A student is missing a section on their system Course List page.

The student may have registered late and not had their account information updated. This will happen frequently during the drop/add period. Please have the student fill out a help form to check this out:

Scenario 3: A student is denied access to a section

The instructor **MUST** grant students access to their section. The instructor should do this more than one time during the drop/add period.