Using the Gradebook

In This Chapter

This chapter describes how faculty can use the Gradebook to record scores and grades for students in a course section. It also shows how students can access information about their assignments and scores. It provides the system administrator with information about setting up security classes that must be implemented for faculty and students to use the Gradebook.

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Implementing the Gradebook Module

This optional module must be loaded, even if it is not licensed by your institution. Should you implement this module at a later time, you will need to follow the optional module instructions in the *Updating Colleague Software* manual, which is available at www.datatel.com/documentation.

All future Datatel software updates will be built for the latest delivered version of software; therefore, it is necessary for your institution to load this specific software update to take advantage of all future updates and enhancements.

This delivery includes software in a new Colleague Student (ST) optional module (GB).

Gradebook is delivered with three WebAdvisor access points. Faculty access is delivered on the WebAdvisor Faculty Information menu (WBFCFI) as Gradebook (GBK1). Administrative access to Gradebook Templates is delivered on the WebAdvisor Faculty Information menu (WBFCFI) as Gradebook Administration (GBK3). Student access is delivered on the WebAdvisor Academic Profile menu (WBSTAP) as Student Gradebook (GBK2).
Understanding the Gradebook

The Gradebook allows you to enter grades for assignments, attendance, and participation for students during the course section.

Faculty can create their course grading structures for their sections with easy course copy functionality, enter grades for their students, and determine what grades should be displayed to students and when. Datatel Colleague stores essential information for every student and every course section you have.

Datatel Gradebook not only calculates mid-term and final term grades, which ensures that grades are accurate and follow the institution’s standards and procedures, but it also supports and tracks additional grade criteria such as class attendance (in particular the last date of attendance), quizzes, homework, research papers, exams, in-class presentations, and more to easily evaluate students’ progress.

The following two options from the Faculty menu allow you to set up, maintain, and use the Gradebook for your course sections.

- **Gradebook.** Allows you to create a new Gradebook and to enter grades for assignments, attendance, and participation for students during the course section.

- **Gradebook Administration.** Provides access to the Gradebook Template Admin form, which allows you to view the setup of your Gradebook Template at a glance, and easily move through the steps of the setup process. From the Gradebook Template Admin form, you can access all of the template setup forms.
Accessing the Gradebook

You can access the Gradebook from the Faculty menu. When you click on the Gradebook link, the Gradebook Select Section form is displayed, as shown in Figure 22.

Figure 22: Gradebook Select Section Form
When you select a course section, the Gradebook menu is displayed. From the Gradebook menu, you can access all of the setup and maintenance forms for the selected Gradebook.

**Note:** If the initial setup has not yet been created for the Gradebook, you will see a message prompting you to access the Setup Wizard. When you click **Setup Wizard**, the Create Gradebook form is displayed, allowing you to choose whether you want to create a new Gradebook or copy the setup from another Gradebook or template.

**Figure 23:** Gradebook Menu
The Gradebook menu is the central point for access to the Gradebook. From the menu, you can access all of the functionality of the Gradebook without needing to reselect the section or exit to the Faculty menu.

During the initial setup of a Gradebook, you can choose configuration options, enter assignments for the course, and determine how student scores will be calculated into a percentage and a letter grade for the course.

After the Gradebook is created and the initial setup is complete, you can then use it on a daily basis to perform such activities as taking attendance, recording participation and assignment scores, sending email to students, running reports, and submitting midterm and final grades.
Creating a Gradebook

Use the Create Gradebook form to create a Gradebook by copying an existing Gradebook, by copying a template, or by manually setting up a new Gradebook.

If the initial setup has not yet been created for the Gradebook, the Create Gradebook form is displayed when you select a course section from the Gradebook and access the Setup Wizard, allowing you to choose whether you want to create a new Gradebook or copy the setup from another Gradebook or template.

If you previously created Gradebooks for other sections, those Gradebooks are available for selection. If other faculty members at your institution have created Gradebooks for sections of this same course, and have elected to share them, those Gradebooks are also available. If templates have been created for your department or for the parent course for your section, you have the option of starting your gradebook from one of those.

Select the copy method you want to use. Then click Submit to proceed to the Gradebook Setup Wizard form, which shows you an overview of the parameters that are set up in your Gradebook.

**Technical Tip:** You can use the *Allow Other Faculty to Copy This Gradebook* option on the Set Gradebook Copy Access form to share your Gradebook with other faculty.
Methods for Creating a Gradebook

The Create Gradebook form offers the following options:

- **Create Gradebook Manually.** Allows you to create a new, unique Gradebook without copying information from a template or existing Gradebook.

- **Create from a Template.** Allows you to create a Gradebook that is already set up with information provided by your department or institution.

- **Create from Shared Gradebook.** If other faculty members at your institution have created Gradebooks for sections of this same course, and have elected to share them, you can select one of those on which to base your Gradebook.

- **Create from my Gradebook.** If you previously created Gradebooks for other sections of this course, you can select one of those on which to base your Gradebook.
Procedure for Creating a Gradebook

Use the following procedure to create a Gradebook.

**Step 1.** Select **Gradebook** from the WebAdvisor for Faculty main menu. The Gradebook Select Section form is displayed.

**Step 2.** Click on the link for the course section that you want to create a Gradebook for (if you want to include cross-listed sections in your Gradebook, select the primary section of the cross-listing). The Gradebook menu is displayed, showing a message that the Gradebook does not exist.

**Step 3.** Click on the **Setup Wizard** link. The Create Gradebook form is displayed.

**Step 4.** Choose one of the following actions:
- **Create Gradebook Manually.**
- **Create From a Template.**
- **Create From a Shared Gradebook.**
- **Create From My Gradebook.**
- **Redisplay Form Based on Dates.**

**Step 5.** Click **Submit**. The Gradebook Setup Wizard form is displayed.

See **Setting Up the Gradebook beginning on page 73** for information about setting up your new Gradebook.
Setting Up the Gradebook

Before you can use your Gradebook to track student information, you must first set up the gradebook. This includes defining the type of weighting you want to use for the calculation of scores, setting up assignments for the Gradebook, and other basic parameters. You can return to any of these forms at any time and modify the parameters, if necessary.

The Gradebook Setup Wizard allows you to view the setup of your Gradebook at a glance, and easily move through the steps of the setup process. From the Gradebook Setup Wizard, you can access all of the setup forms in the Gradebook. As you enter data in each form, the information displayed here may change based on the options that you have chosen so far.

From the Gradebook menu, click **Setup Wizard** to display the Gradebook Setup Wizard form.

![Gradebook Setup Wizard](image_url)

**Figure 25:** Gradebook Setup Wizard Form
To quickly set up a Gradebook, you need to complete only the forms with required data (Overall Calculation Method and Display Options).

For the most basic setup (for instance, if you want to record attendance without setting up the rest of the Gradebook), simply access the Overall Calculation Method and Display Options forms click **Submit** without entering any data. Basic values are defaulted into both of those forms.

If required fields are missing or setup errors are found, you will receive specific messages directing you to the form and the field that needs modification.

You can use the following fields on the Gradebook Setup Wizard:

- **Setup Steps.** Outlines the recommended sequence for setting up the Gradebook.

- **Setup Action.** Click on a setup action to access and work on each setup form. Submit from the form to accept the data entered, or click the **Back to the Gradebook Wizard** link to cancel any changes and return to this form.

- **Required.** A “Y” in this field indicates that the form contains data that you are required to provide. **Completed** in this field indicates that required data has been provided for this form.

- **Settings Found.** A “Y” in this field indicates that at least one piece of data has been entered on the form.

From the Gradebook Setup Wizard form, you can access the forms in the following sections to set up your Gradebook.
Set Overall Calculation Method

Gradebook provides you with a variety of ways to calculate your grades. Use the Overall Calculation Method form to set up the parameters that will determine how grades in this Gradebook are calculated. Choose from the calculation method that best describes your overall calculation method, as discussed in the following sections:

- Grading by Assignment Points
- Grading by Assignment Weighting
- Grading by Category Weighting

**Note:** If you prefer to group assignments and then give that group of assignments a weight, select **Category Weighting** as the overall calculation method. Then, when you create your categories (groups of assignments), you can specify **Assignment Points** or **Assignment Weighting** to calculate the grade within each category.

If you have copied the setup from another Gradebook or a template, those settings will be displayed. You can keep those settings or modify them as necessary.

Give careful consideration to the type of calculation method that you want to use for the Gradebook. Different calculation methods can produce different overall grades.

For example, suppose you have set up your section as follows:

2 tests:

First test worth 100 points (for which the student earns 50 points).

Second test worth 200 points (the student earns 180 points).

2 quizzes:

First quiz worth 20 points (the student earns 17 points).

Second quiz worth 80 points (the student earns 73 points).

400 total points are available.

Although the student earned 320 out of 400 possible points, the overall grade assigned could be 82%, 80%, or 77%, depending on the calculation method selected.
Colleague Student Workflow Setup: Using the Gradebook

**Grading by Assignment Points**

Use the assignment points method if you simply want to add up all of the points that a student earns and divide them by the number of possible points to determine a percentage grade. Thus, an assignment is weighted based on the number of points it is worth, compared to the total points for all assignments.

The grade calculation is:

\[
\frac{50+180+17+73}{100+200+20+80} = 80.00\%, \text{ or}
\]

\[
\frac{\text{sum of earned points}}{\text{sum of possible points}} = \text{Percentage Grade}
\]

Follow these steps to set up grades based on assignment points:

**Step 1.** On the Overall Calculation Method form, select Assignment Points as the overall calculation method.

**Step 2.** On the Assignment Categories form, complete the Assignment Category table by entering an Assignment Category Description, Possible Points per Assignment, and any other desired options.

**Step 3.** If you want to factor attendance or participation into the grade, enter point values for those.

**Grading by Assignment Weighting**

Use Assignment Weighting as the calculation method if you want to give each assignment a percentage, indicating the weight that it bears out of the total grade. The percentage earned for each assignment is multiplied by the weight assigned to the assignment. If the total weight of all assignments adds up to more than 100, a relative weight is calculated for each assignment, which balances the assignments to a total weight of 100.

Suppose you set up assignments weights as:

Test #1 30%

Test #2 30%

Quiz #1 20%
Quiz #2 20%

The grade calculation is:

\[ ((50/100) \times 0.30) + ((180/200) \times 0.30) + ((17/20) \times 0.20) + ((73/80) \times 0.20) = 77.25\% , \]

or

\[ ((\text{Test 1 earned} / \text{Test 1 possible}) \times \text{Test 1 weight}) + \\
((\text{Test 2 earned} / \text{Test 2 possible}) \times \text{Test 2 weight}) + \\
((\text{Quiz 1 earned} / \text{Quiz 1 possible}) \times \text{Quiz 1 weight}) + \\
((\text{Quiz 2 earned} / \text{Quiz 2 possible}) \times \text{Quiz 2 weight}) = \text{Percentage Grade} \]

Follow these steps to set up grades based on assignment weight:

**Step 1.** On the Overall Calculation Method form, select **Assignment Weighting** as the overall calculation method.

**Step 2.** On the Assignment Categories form, complete the Assignment Category table by entering an Assignment Category Description, Assignment Weight, and any other desired options.

**Step 3.** If you want to factor attendance or participation into the grade, enter the weight for those.

**Grading by Category Weight**

Use the Category Weighting method if you want to group assignments together and want each assignment grouping to contribute a certain percentage to the final grade. In this weighting method, assignments are grouped into categories, and each category is given a weight that indicates how much that group of assignments influences the final grade. The total of the category weights adds up to 100. Within the category, use an assignment points or assignment weighting method to calculate the percentage grade for the category.
Suppose you set up category weights as:

Tests 60%, Quizzes 40%

The grade calculation is:

\[
\frac{\text{(total earned test points / total possible test points) \times 0.60}}{1} + \frac{\text{(total earned quiz points / total possible quiz points) \times 0.40}}{1} = 82.00\%, \text{ or}
\]

Follow these steps to set up grades based on category weight:

**Step 1.** On the Overall Calculation Method form, select **Category Weighting** as the overall calculation method.

**Step 2.** On the Assignment Categories form, complete the Assignment Category table by entering an Assignment Category Description, Category Weight, and any other desired options.

**Step 3.** If you want to factor attendance or participation into the grade, enter the weight for those.

**Figure 26:** Gradebook Overall Calculation Method Form
Procedure for Setting Up the Overall Calculation Method

Use the following steps to set up the overall calculation method.

Step 1. Access the Gradebook for your course section.

Step 2. Click on the **Set Overall Calculation Method** link. The Overall Calculation Method form is displayed.

Step 3. Select the overall calculation method that you want to use.
- Assignment Points
- Assignment Weighting
- Category Weighting

Step 4. Save your changes.
Define Grading Scale

Use the Grading Scale form to assign letter grade equivalencies for the calculated percentage. The calculated percentage is the numeric grade that is calculated in the Gradebook for each assignment and for the student’s overall total.

You can use this form to determine which letter grade will be assigned for each possible range of numeric grades, or calculated percentages.

Figure 27: Grading Scale Form
**Noteworthy Fields on the Grading Scale Form**

Complete the Letter Grade and Minimum Calculated Percent for every letter grade available for the grade scheme that is defined for this course section. Enter the corresponding minimum percentage that a student must earn to receive each letter grade. When a calculated percentage appears on the grade report or on the midterm and final grading forms, the associated letter grade will also be displayed.

The letter grades default to this form from the Colleague grading scheme (unless you have copied the setup from another Gradebook). You can change or ignore the default grades.

If you need more rows for additional grades, use the **Add More Rows** action at the bottom of this form. If there is a letter grade that is not relevant to calculated percentage (such as Incomplete or Withdrawn), you can leave the Minimum Calculated Percent column blank or delete the letter grade from the form.

**Alert!** You must enter a Minimum Calculated Percentage of 0 for the lowest Letter Grade in the grade scheme.

**Technical Tip:** Adding or removing letter grades on this form will in no way affect the letter grades that you can enter when performing midterm and final grading. These letter grade and percentage equivalencies are only used for displaying the letter grades that result from the percentages calculated on your Gradebook Grade Report and on the Students Gradebook.

After entering the letter grades and percentages, select one of the following actions that you want the form to take when you click **Submit**:

- **Add More Rows.** Adds three empty rows if you have more grades that need to be entered.
- **Save and Stay.** Save your work and remain on the form to enter additional grades.
- **Save and Continue.** Save your work and exit the form.
Define Assignment Categories

The Assignment Categories form allows you to set up the Category, Attendance, and Participation parameters that will determine how grades in this Gradebook are calculated.

If you have copied the general setup from another Gradebook or Template, those settings are displayed. You can keep those settings or modify them as necessary.
Figure 28: Assignment Categories Form
Noteworthy Fields on the Assignment Categories Form

You can use the following fields on the Assignment Categories form:

**Overall Calculation Method.** Displays the default method for grade calculation, which was defined on the Overall Calculation Method form. You can override the calculation method for individual assignment categories. See online help on the Overall Calculation Method form for detailed information about calculation methods and examples of how to define them.

**Assignment Category Description.** Assignment categories can be defined to provide logical groupings for the assignments when using any calculation method. For example, if you give weekly quizzes in a course, you can have a “Quizzes” category. Later on, you can create individual assignments for each category from the Assignment Setup form.

**Note:** If you need more rows for additional categories, select the Add More Rows action at the bottom of this form and click Submit.

**Calculation Method.** Select the calculation method that you want to use for a specific assignment category. This determines whether assignments are weighted within the category based on each assignment’s possible points or assignment weight. If you selected Assignment Points or Assignment Weighting as the overall calculation method, the calculation method for the assignment category must be the same.

**Category Weight.** This field is used only if the overall calculation method is Category Weighting. Use this field to specify in a percentage how much the calculated grade for this category contributes to the total grade.

**Low Scores to Drop.** If you want to drop low scores for assignments in this category, enter the number of scores in this category that can be dropped (if dropping the score will improve the student’s grade).

**Excuse Blank Scores.** Select this check box if you want blank grades for assignments to be excluded from grade calculation, even during the final grade calculation. If you do not select this check box, any grade that is not entered for an assignment will be calculated as a zero. Scores are calculated after a score is entered for at least one student and when the due date for the assignment has passed and the assignment score is set up to be included in the report.

**Category Display Sequence.** If you sort assignments by Category on the Display Options form, or if you select Category Totals as the level of detail on the Gradebook Grade Report, this field will be used to sort the categories (or
assignment groupings) in the specified sequence. If you make no entry here, the system will display the categories in the sequence that you have entered them on this form.

**Delete.** Select this check box to delete the category. You must delete any assignments associated with the category before you can delete the category.

**Attendance Points.** If you want to factor attendance into the grade calculation for students, you must assign a point value for each attendance status.

![Note:](https://example.com) If attendance is not recorded for a given date, that day is not factored into the attendance calculation.

The attendance grade is calculated as follows:
1. The sum of the attendance points (based on the status for each date attendance is taken) = Attendance Score
2. Present Attendance Points x Number of days attendance is recorded = Attendance Possible Points
3. Attendance Score / Attendance Possible Points = Student’s Attendance Grade

**Attendance Percent of Final Grade.** Specify in a percentage how much the Attendance Grade contributes to the final grade.

**Attendance Report View.** Indicate whether the attendance component is included in the grade report. Select one of the following options:
- Unreported. No information about attendance will be displayed on the grade reports.
- Description Only. The attendance line item and the Attendance Percent of Final Grade will be displayed in the grade reports. The score and calculated grade are not included, even if attendance has been entered for the student.
- Description and Score. The attendance line item, attendance score, calculated grade, and letter grade will be included in the grade reports. However, the student's version of the grade report will not display the calculated attendance component of the grade until you have set this field to Description and Score, although the student’s report will show their recorded attendance to date.

**Technical Tip:** You can override these settings for a single report on the Gradebook Grade Report form by using the Temporary Report View field.
**Participation Daily Possible Points.** Enter the maximum number of points that a student can earn for each class meeting day. When recording attendance, you can enter the amount, within that basis, of participation points earned.

**Technical Tip:** If a participation point is not specified for a given date, that day is not factored into the participation calculation.

The participation grade is calculated as follows:
1. The sum of the participation points earned = Participation Score
2. Participation Daily Possible Points x number of days participation is entered = Participation Possible Points
3. Participation Score / Participation Possible Points = Participation Grade

**Participation Percent of Final Grade.** Specify in a percentage how much the Participation Grade contributes to the final grade.

**Participation Report View.** Indicate whether the participation component is included in the grade report.
- Unreported. Participation information will not be displayed on the grade reports.
- Description Only. The participation points will be displayed in the grade reports. Score and grade are not included, even if a score has been entered for the student.
- Description and Score. The participation description, participation score, and letter grade will be included in the grade reports. However, the student's version of the grade report will not display the calculated attendance component of their grade until you have set this field to Description and Score, although the student's report will show their recorded attendance to date.

**Technical Tip:** You can override these settings for a single report by using the Temporary Report View field on the Gradebook Grade Report.
Set Category Minimum Requirements

Use the Category Minimums form if you want to require that students meet an average calculated percentage grade for multiple selected categories, or meet a calculated percentage grade for an individual category. You can also use a combination of both methods. If a student does not meet a required average minimum, the grade report will indicate that the minimum has not been met next to each relevant category.

Figure 29: Category Minimums Form
Noteworthy Fields on the Category Minimums Form

You can use the following fields when setting up the category minimums:

**Use Required Average Percent.** Select the Use Required Average Percent check box for each category that you want to include in the required average. The calculated percentages for all of the selected categories are added together and divided by the number of selected categories to produce an average category percentage. This average percentage must meet or exceed the percentage defined in the Required Average Percent field. If the defined average is not met, the grade report will indicate that the minimum requirements have not been met by the student.

**Required Category Percent.** Use this field if you have selected one or more of the Use Required Average Percent check boxes. Enter the minimum combined percentage that students must earn for the selected categories.

**Required Category Percent.** Use this field if you want to require that students meet a minimum percentage for an individual category. The category percentage is calculated based on the category calculation method. If you designate a required category percentage, the calculated percentage for that category must meet or exceed the value entered. If the percentage is not met, the grade report will indicate that the minimum requirement for the category has not been met by the student.
Build Groups of Assignments

Use the Assignment Builder form to quickly create several assignments for each category in a Gradebook. When you click **Submit**, the system creates assignments in the quantity that you specify. You can then go to the Assignment Setup form to view and update the settings for each assignment.

**Figure 30:**

![Assignment Builder form](image-url)
Setting Up the Gradebook

(Note content below)

Noteworthy Fields on the Assignment Builder Form

You can use the following fields to set up assignments for this Gradebook:

**Default Assignment Possible Points.** Enter the possible points that can be earned for the assignments in this category.

**Default Assignment Weight.** If you selected Assignment Weighting as the overall or assignment category calculation method, use this field to enter the weight for the assignments in this category. Enter a number representing the weight that this assignment carries out of the total or category grade. If the calculation method is not Assignment Weighting, any entry in this field will be ignored.

**Quantity to Create Now.** Enter the number of assignments to create for a category.
**Update Assignments**

Use the Assignment Setup form to create and maintain individual assignments for a Gradebook.

**Note:** You can alternatively use the Assignment Builder form to quickly create several assignments for each category in a Gradebook and then use this form to set up the attributes for each one.

**Figure 31:** Assignment Setup Form

![Assignment Setup Form](image-url)
**Noteworthy Fields on the Assignment Setup Form**

Use the following fields to set up assignments for this Gradebook:

**Sequence.** If you choose Sequence Number as the default sort method on the Display Options form, you can use this field to specify the sequence number for the assignments. The assignments will be sorted by this sequence on the Gradebook forms. Assignments with blank sequence numbers will sort to the top of the list.

**Assignment Description.** Enter a description for each assignment.

**Assignment Category.** Select a category for this assignment. You must select a category for each assignment if the overall calculation method defined for this Gradebook is Category Weighting. On the Display Options form, you can specify whether to sort assignments using this field.

**Possible Points.** Enter the optimum number of points that can be earned for this assignment.

**Assignment Weight.** If the overall calculation method defined for this Gradebook is Assignment Weighting, or the calculation method of the selected category is assignment weighting, use this field to enter the weight for each assignment. Enter a number that represents the weight that this assignment carries out of the total or category grade. If assignment weighting is not being used, any entry made in this field will be ignored.

**Note:** An N/A in this field indicates that weight is not applicable for the assignment.

**Due Date.** Enter the date by which this assignment must be received. If you generate the Gradebook Grade Report with an Assignment Cutoff Date specified, assignments with a Due Date later than the assignment cutoff date are excluded from the grade calculation.

**Report View.** The report view determines the information about grades that is displayed on both your faculty Gradebook Grade Report and the Student Gradebook, which is viewed by your students. The report view default is set up on the Display Options form. You can modify this field if you want to override the default for a specific assignment. You can select one of the following report views:

- Unreported. No information about the assignment will be displayed on the grade reports.
- Description Only. The assignment description, possible points, due date, and weight will be displayed on the grade reports. The score and letter grade are not included, even if a score has been entered for the student.

- Description and Score. All assignment information, including the assignment score and the letter grade, will be included in the grade reports.

**Technical Tip:** You can override these settings on the Gradebook Grade Report form by using the Temporary Report View field.

**Delete.** Select this check box if you want to remove an assignment from your Gradebook. You cannot delete an assignment for which scores have already been entered. If you want to delete an assignment for which scores have been entered, you must first clear all the scores. Alternatively, you could set the Report View field on this form to Unreported (or set the Report View field on the Gradebook Score Entry form to Unreported for the students whose scores have been entered).

**Add More Rows.** Adds three empty rows to the Assignment table when you click Submit. Allows you to create additional assignments.

**Save and Stay.** Save your work and remain on the form.

**Save and Continue.** Save your work and exit the form.
Set Gradebook Copy Access

Use the Gradebook Copy Access form to enable other faculty to copy the setup from your Gradebook to a different section of the same course.

**Figure 32:** Gradebook Copy Access Form

Allow Other Faculty to Copy This Gradebook Setup. Select this check box if you want to share your Gradebook with other faculty members. If you select this check box, other faculty who create a Gradebook for a section built from the same course as this section will be able to select this Gradebook on the Create Gradebook form, and copy the setup and assignments that you have created. No student or student grade information is copied to the new Gradebook.
Set Display Options

Use the Display Options form to determine which students are displayed in the Gradebook, how the assignments are sorted, and whether students have access to their Gradebook.

**About Report View Options**

You can use the Display Options form to designate the report view default setting that is used when you create a new assignment or enter a score for an assignment.

In general, the report view enables you to control the grade information that is displayed on both your faculty Gradebook Grade Report and the Student Gradebook, which is viewed by your students. You can select from the following report views:

- **Unreported.** No information about the assignment will be displayed on the grade reports.
- **Description Only.** The assignment description, possible points, due date, and weight will be displayed on the grade reports. The score and letter grade are not included, even if a score has been entered for the student.
- **Description and Score.** All assignment information, including the assignment score and the letter grade, will be included in the grade reports.

The settings on the Display Options form indicate the default report view that will be given to an assignment when it is created or scored, but you can also control the report view settings manually on the following Gradebook forms:

- **Assignment Setup form.** Allows you to set up the report view for each assignment.
- **Assignment Categories form.** Allows you to set up the report view for attendance and participation.
- **Gradebook Assignment Scoring form.** Allows you to override the report view for selected students in a single assignment.
- **Gradebook Grade Report form.** Allows you to temporarily override the report view for a single reporting instance.
Noteworthy Fields on the Display Options Form

You can use the following fields to set up the display options for this Gradebook:

**When Assignments are Created, Set Report View to.** Select the report view default that you want to use when you create a new assignment.

**When Scores are Entered, Set Report View to.** Select the report view default that you want to use when you enter scores for an assignment.

**Note:** The value entered here will become the report view for the assignment any time a score is entered for any student in the class.
Assignment Sort. Specify how the assignments will be sorted on forms and reports. The value in the Sort field indicates the first sort level, and the values in the Then fields indicate the second and third sort levels if filled in.

Note: If the Calculation Method (set up on the Overall Calculation Method form) for this Gradebook is Category Weighting, then the preferred first level sort method is Assignment Category.

Show Dropped/Withdrawn Students. Select this check box if you want Gradebook forms to display students who have dropped or withdrawn from the class.

Technical Tip: This setting does not affect the Gradebook Last Date of Attendance, Gradebook Midterm, Gradebook Intermediate Grading, or Gradebook Final Grading forms. The display of dropped and withdrawn students on those forms is set up by your institution.

Allow Students to View Their Gradebook Information. Select this check box if you want to allow students to view their Gradebook information. If your institution has implemented any settings to allow students to view their Gradebook after the section ends, or in the case of an incomplete grade, those will be noted below the check box.
Set Institutional Reporting Codes

Use the Institutional Reporting Codes form to designate institutional reporting codes for assignment categories in your Gradebook.

**Figure 34:** Institutional Reporting Codes Form

You can use the following field when setting up the reporting codes:

**Institutional Reporting Code.** If your institution has set up reporting codes, use this field to equate each assignment category that you set up to an institutional standard assignment type. This allows your institution to report on the types of assignments used in your course section.
Delete Gradebook

Use this form to confirm that you want to delete the setup for the selected Gradebook. If you click Confirm Delete, the setup will be deleted. This action cannot be undone, so be sure you want to delete your setup before clicking Confirm Delete. You will not have access to this form if scores have been entered for any assignments.

Figure 35: Delete Setup Form
Daily Gradebook Activities

After setting up a Gradebook for a course section, you can use the Daily Activities forms in the Gradebook to complete typical daily tasks such as recording scores and attendance, viewing overall class information, and sending email to the class.

Viewing the Gradebook Score Overview

The Gradebook Score Overview form shows all students and assignments for this Gradebook.

If there are a large number of assignments, all of the assignments may not be displayed at once. You can use the following navigation links above the report to move through the list of assignments:

- **First Page.** Move to the first page of assignments.
- **Previous Page.** Move to the previous page of assignments.
- **Previous.** Move to the previous assignment.
- **Next.** Move to the next assignment.
- **Next Page.** Move to the next page of assignments.
- **Last Page.** Move to the last assignment.
- **Scroll to Assignment.** Move to a specific assignment.
**Figure 36:** Gradebook Score Overview

---

**Noteworthy Fields on the Gradebook Score Overview Form**

You can use the following fields on the Gradebook Score Overview form:

**Student.** Click on a student’s name if you want to access the Gradebook Student Information form, where you can access several options for the student, including sending an email to the student, contributing to Retention Alert, and generating grade and attendance reports.

**Assignment.** Click on an assignment if you want to access the Gradebook Score Entry form, where you can enter scores for that assignment. When you finish from there, you are returned to this form, and will be able to see the scores entered for each student.

**Technical Tip:** After entering scores here, you can go to the Assignment Scoring form to verify the report view settings for scored assignments.

**Sort Students.** Select the primary sort method for the list of students.
Gradebook Assignment Scoring

The Gradebook Assignment Scoring form displays a list of all assignments that have been set up for this Gradebook. From this form, you can access additional forms that allow you to enter scores for new and existing assignments.

**Figure 37:** Gradebook Assignment Scoring Form

![Gradebook Assignment Scoring Form](image)

**Noteworthy Fields on the Gradebook Assignment Scoring Form**

You can use the following fields when entering assignment scores:

- **Score Entry (New Assignment).** Click this link if you want to access the Gradebook Score Entry form to create a new assignment and enter student scores for that assignment. You are then returned to this form, and the new assignment will be displayed in the list of assignments.
**Assignment Setup.** Click this link if you want to access the Gradebook Assignment Setup form to add assignments and set up parameters for the assignments. You are then returned to this form, and the new assignments will appear in this list.

**Sequence.** Displays the sequence order of the assignments.

**Assignment.** Click an assignment description to access the Gradebook Score Entry form, where you can view or update assignment details, scores, and other student information for that assignment.

**Category.** Displays the category for the assignment.

**Possible Points.** Displays the basis number of points for each assignment.

**Assignment Weight.** Displays how much the calculated grade for this assignment contributes to the total grade.

**Due Date.** Displays the date this assignment is due.

**Report View.** The report view controls the level of information that is displayed on both the faculty Gradebook Grade Report and the Student Gradebook, which is viewed by students. The report view default is set up on the Display Options form, but you can modify this field if you want to override the default for a specific assignment. The following report views are available:

- Unreported. No information about the assignment will be displayed on the grade reports.
- Description Only. The assignment description, possible points, due date, and weight will be displayed on the grade reports. The score and letter grade are not included, even if a score has been entered for the student.
- Description and Score. All assignment information, including the assignment score and the letter grade, will be included in the grade reports.

**Note:** Be sure to click Submit to save any Report View changes you make. If you click a link without saving, any Report View changes made on this form will be lost without warning.
You can optionally use the following forms to set up the report view:

- **Display Options form.** Allows you to designate the report view default that is used when you create a new assignment or enter a score for an assignment.

- **Assignment Setup form.** Allows you to set up the report view for each assignment.

- **Assignment Categories form.** Allows you to set up the report view for attendance and participation.

- **Gradebook Score Entry form.** Allows you to override the report view for selected students in a single assignment.

- **Gradebook Grade Report form.** Allows you to override the report view default for a single reporting instance.

**Number Report View Overrides.** Displays the number of students for whom the Report View has been overridden on the Gradebook Score Entry form.

**Number of Scores Blank.** This value allows you to see if any students are missing scores for this assignment. It is calculated based on the total number of students (including dropped and withdrawn students) minus the Number Report View Overrides and the Number of Scores Entered.

**Number of Scores Entered.** Shows the number of scores that have been entered.

**Average Score.** Shows the average score, based on the scores that have been entered.

**Average Percent.** Shows the average percentage, based on the scores that have been entered.
Gradebook Score Entry

Use the Gradebook Score Entry form to enter student grades for an assignment. You can also modify the setup of the assignment.

**ALERT!** If you modify any of the information on this form and want to proceed to another form, you must click Submit before clicking the link to the next form or you will lose the information that you have entered.
Figure 38: Gradebook Score Entry Form
Noteworthy Fields on the Gradebook Score Entry Form

You can use the following fields to build an assignment and enter scores:

**Assignment Description.** Enter a description of the assignment.

**Assignment Category.** Select the category for this assignment.

**Note:** This field is required if the overall calculation method for this Gradebook is category weighting or if you would like to group your assignments by category on reports.

**Possible Points.** Enter the number of points that a student can earn for this assignment.

**Technical Tip:** If you leave this field blank, but an assignment category is selected, this value defaults from the Possible Points entered for the category. If a default Possible Points has not been entered for the category, you will be required to enter a value here.

**Assignment Weight.** If the calculation method for this Gradebook is Assignment Weighting, enter a value for the portion of the final grade that this assignment influences. If the calculation method is not Assignment Weighting, then the value will be displayed as “N/A.”

**Due Date.** Enter the date by which students must turn in this assignment. This is an optional field.

**Report View.** The report view determines the grade information that is displayed on both the faculty Gradebook Grade Report and the Student Gradebook, which is viewed by students. The report view default is set up on the Display Options form. You can modify this field if you want to override the default for a specific assignment. Select one of the following report views:

- Unreported. No information about the assignment will be displayed or calculated on the grade reports.
- Description Only. The assignment description, possible points, due date, and weight will be displayed on the grade reports. The score and letter grade are not included, even if a score has been entered for the student.
- Description and Score. All assignment information, including the assignment score and the letter grade, will be included in the grade reports.

**Technical Tip:** You can override these settings on the Gradebook Grade Report form by using the Temporary Report View field.
Sequence. You can use this field to specify the sequence number for the assignment. If you choose Sequence Number as a sort method on the Display Options form, the assignments will be sorted by sequence on the Gradebook forms.

Student. Displays the name of each student in the course section. You can click on the name of a student if you want to access the Student Information form, where you can view additional information about the student.

Status. Displays the enrollment status of the student for this section.

Group. Use this field if you want the list to be sorted by common groups of students. For example, you can enter values to group students by lab partners or by class year.

Score. Enter a score for this assignment. Scores should be entered based on the available points for the assignment, not as percentages.

Report View Override. Use this field if you want to change the Report View setting for a specific student. If you use this option, it will also override the Temporary Report View option on the Gradebook Grade Report form.

Comments to Student. Enter any comments that you want to record about this assignment.

Cross-Listed Section. If the student is registered in a cross-listed section, this field displays the name of the section.

Sort Students. Use this field to change the order in which the list of students is sorted. If you change this value, you can click Submit to redisplay the form with students in the specified sequence.

Actions. Use these fields to save your work.
Procedure for Recording Scores for Assignments

Use the following steps to record scores for assignments in this Gradebook.

Step 1. From the Gradebook menu, click on the Assignment Scoring link. The Gradebook Assignment Scoring form is displayed.

Step 2. Click on the assignment that you want to score. The Assignment Score Entry form is displayed.

Technical Tip: You can also access the Assignment Score Entry form from by clicking on the assignment description from the Gradebook Score Overview.

Step 3. For each student, enter or change the score, override the report view, and comment as necessary. Save your changes and exit the Score Entry form.

Step 4. If you want to change how you want the assignment to be displayed on Gradebook and Student reports, modify the Report View field on the Assignment Scoring form.

Technical Tip: If you change a Report View value from the Assignment Scoring form, always click Submit to save your changes before clicking any hyperlinks.
Recording Student Attendance

Use the Gradebook Attendance Calendar form to view the meeting dates in a course section.

You can click on a date to access the Gradebook Attendance form, which allows you to enter attendance and participation information about students for the date selected.
**Figure 39: Gradebook Attendance Calendar Form**

<table>
<thead>
<tr>
<th>Month</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BSC 204000</td>
<td>BSC 204000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/01/08</td>
<td>07/02/08</td>
<td>07/01/08</td>
<td>07/02/08</td>
<td>07/01/08</td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/02/08</td>
<td>07/02/08</td>
<td>07/02/08</td>
<td>07/02/08</td>
<td>07/02/08</td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/01/08</td>
<td>07/01/08</td>
<td>07/01/08</td>
<td>07/01/08</td>
<td>07/01/08</td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/02/08</td>
<td>07/02/08</td>
<td>07/02/08</td>
<td>07/02/08</td>
<td>07/02/08</td>
</tr>
</tbody>
</table>

**Meeting Information:** 07/01/2008-07/31/2008 Lecture Monday, Wednesday, Friday 11:00AM - 12:00PM, Bosom Residence Hall, Room 140

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*Source: WebAdvisor 3.1, August 2011*
Use the Gradebook Attendance form to enter attendance and participation information for students in the date and section selected.

**Technical Tip:** If you need to record attendance or participation for an unscheduled meeting date (such as an online course or a field trip), you can create an assignment for the meeting date and record it as a score for the assignment. For example, you could create a category called Participation with a weight and assignments for each day that you want to record participation. Or, if a course is coded to allow hour tracking, you can use the Attendance Hours form to track that time (but it will not be incorporated into the attendance calculation).

**Figure 40:** Gradebook Attendance Form

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**Noteworthy Fields on the Gradebook Attendance Form**

You can use the following fields to enter attendance and participation information:

- **Set Attendance Status.** Choose an attendance status, which will default for all students who don't have an attendance status entered when you submit the form.

- **Student.** Click the name of a student to access the Student Information form for that student.
Status. Displays the enrollment status of the student for this section.

Group. By default, the list of students is sorted by the last name of the student. If you want to sort the list according to other criteria (such as by lab partners or by class year), use this field to enter an alphanumeric value by which the list will be sorted. For example, if you want to sort the list by class year, use this field to enter the graduation year for each student.

Note: Use the Sort Students option on the lower portion of this form to enable the group sort or another sort method.

Attendance Status. Select the student's attendance status for the selected date. If you selected a default value in the Set Attendance Status field at the top of the form and you leave this field blank for any student, that default value will be displayed in this field when you submit and this form is redisplayed.

Participation. Enter the student’s participation score for the selected date.

Absent. Displays the number of times the student has been absent from this class.

Excused Absent. Displays the number of excused absences for a student.

Late. Displays the number of times the student has been late arriving to this class.

Cross-Listed Section. If the student is registered in a cross-listed section, this field displays the name of the section.

Internal Comment. Enter a comment regarding attendance or participation for this student on this date. The comment is private and not seen by students.

Sort Students. Use this field to change the order in which the list of students is sorted. Use the Group selection if you want to enable the Group option in the Student table. When you select an option here and click Submit, this form is redisplayed with the students in the indicated sequence.

Attendance for Another Section. If you would like to access Gradebook Attendance for another section after submitting the information on this form, use this field to select a section.
Procedure for Recording Attendance

Use the following steps to record attendance for students in this course section.

**Step 1.** From the Gradebook menu, click on the **Attendance** link. The Gradebook Attendance form is displayed.

**Step 2.** Click the date for which you want to take attendance. The Gradebook Attendance form is displayed.

**Step 3.** If you want to set one status for all students, select from the Set Attendance Status field. You can override this default for individual students in the table below.

**Technical Tip:** If a student has officially dropped or withdrawn, the default status will not be populated for the student and you must enter attendance status manually.

**Step 5.** If you score participation, enter the student’s Participation Score.

**Step 6.** If you would like to enter a note about attendance or participation for a student, enter it into the Internal Comment field.

**Step 7.** If you want to take an action for a student, click the student’s name to access the Gradebook Student Information form.

**Technical Tip:** Clicking on the student’s name will open a separate window to the Student Information form. You can therefore click this link without being in danger of losing any data that you entered on this form.

**Step 8.** If you want to take that day’s attendance for another course section, select the appropriate section from the Attendance for Another Section field.

**Step 9.** Save your work.
Recording Attendance Hours

Use the Gradebook Attendance Hours form to enter attendance hours for students enrolled in the section selected.

You should enter attendance hours only for positive attendance-type courses. If the section does not have a funding accounting method that indicates a positive attendance-type course, you will not be able to access this form.

**Figure 41**: Gradebook Attendance Hours Form
Noteworthy Fields on the Gradebook Attendance Hours Form

You can use the following fields to enter attendance and participation information:

**Student.** Click the name of a student if you want to access the Student Information form for that student.

**Status.** Displays the enrollment status of the student for this section.

**Group.** By default, the list of students is sorted by the last name of the student. If you want to sort the list according to other criteria (such as by lab partners or by class year), use this field to enter an alphanumeric value by which the list will be sorted.

For example, if you want to sort the list by class year, use this field to enter the graduation year for each student.

**Note:** Use the Sort Students option on the lower portion of this form to enable the group sort or another sort method.

**Attendance Hours.** Enter the total number of hours the student has attended this course section so far. The information in this field is not used in grade calculation.

**Cross-Listed Section.** If the student is registered in a cross-listed section, this field displays the name of the section.

**Sort Students.** Use this field to change the order in which the list of students is sorted. Use the Group selection if you want to enable the Group option in the Student table. When you select an option here and click Submit, this form is redisplayed with the students in the indicated sequence.

**Attendance Hours for another section?** If you would like to access Gradebook Attendance Hours for another section after submitting the information on this form, use this field to select a section.
Viewing the Class Roster

Use the Class Roster form to display the course name and title, instructors, and students enrolled in a class.

You can view the profile for any one of the students displayed by clicking the link in the Student Name column.

The Access column reflects the security access you have to each individual in the list. It will display “Denied” if you do not have security access to an individual. In this case, all information to the right of the Access column will be blocked out. If the Access column displays “Warning,” a security warning has been displayed for this person in the Security Access window, but you still have access to the student’s data.

**Figure 42: Class Roster Form**
Sending Email to Students

Use the Gradebook Student Select form to select which students in a course section will receive an email. After selecting students, click the **Submit** button to display the Send E-Mail form, where you can compose and send the email.

![Gradebook Student Select Form](image)

**Figure 43:** Gradebook Student Select Form

Use the Send E-Mail form to compose and send an email to students in this course section. The names and email addresses of your students are displayed in the top portion of the form.

You can use the remaining fields on this form to optionally send the email to additional people (including yourself), and define how your information is displayed on the students’ email.
Figure 44: Send E-Mail Form
**Noteworthy Fields on the Send E-Mail Form**

The following fields are particularly useful when sending emails from the Gradebook. This form can be accessed from either the Gradebook menu or the Gradebook Student Information form.

**E-Mail Recipients.** Displays a list of all the active students in the Gradebook sections and the email address to which your email will be sent. The email address used for the students is the topmost email address that is displayed in the Student Profile.

**Blind Copy (BCC) All Recipients.** Checking this box will send the email to the recipients using the Blind Copy method, which keeps the email address of each recipient confidential. If you clear this check box, the email is sent to the recipients, and the email addresses will be listed in the “To” field of the email.

**E-Mail Action.** Select an action by which to send the email to additional recipients.

**E-Mail Address.** Enter the email addresses of people you want to send this email to.

**Subject.** Enter a brief description of the purpose of the email. The text will be displayed in the subject line of the email.

**E-Mail Text.** Enter the full text that you want to display in the body of the email that is sent.

**Copy (CC) Yourself.** Select this check box if you want to receive a copy of the email.

**Sender's Name.** Enter your name, as you want it to be displayed on the students’ email.

**Sender's E-Mail.** Select your e-mail address, which will be displayed on the students’ email.

**Copy (CC) Yourself.** Select this check box if you want to receive a copy of the email.
Record Contact. Select this check box if you want to create a record of the contact that was made.

The Record Contact functionality is available only for institutions that have implemented the optional Gradebook module.

Technical Tip: If called from Gradebook, Class Roster or Student Profile for a client who has the Gradebook module and if the Gradebook Parameters (GBPR) form contains a value in the field Select a Contact Type to use when sending Emails, then that value will be the contact type used to create the Contact. If there is no Gradebook contact type available, then the processing will use the contact type in this table that contains WBEMAIL in the Special Action 2 field.
**Procedure for Sending Email from the Gradebook**

Use the following steps to send email from your Gradebook.

**Step 1.** From the Gradebook menu, click on the **Send E-Mail to Students** link. The Gradebook Student Select form is displayed.

**Step 2.** Use the Gradebook Student Select form to select the student to whom you want to send email.

**Step 3.** Click **Submit**. The Send E-Mail form is displayed.

**Technical Tip:** If you want to send email to an individual student (rather than the entire course section) you can access the Send E-Mail form from the Gradebook Student Information form.

**Step 4.** Select your preferred email actions.

**Step 5.** Click **Submit** to send the email.
Entering a Student’s Last Date of Attendance

At specific times during the term, your institution may request that you provide the Last Date of Attendance for some of your students. The Gradebook Last Date of Attendance form allows you to enter the Last Date of Attendance for students according to your institution’s policies. You can also use this form to specify that a student never attended the class.

You can additionally enter or change the Last Date of Attendance and Never Attended fields by using the Final Grading and Midterm Grading forms.

Figure 45: Gradebook Last Date of Attendance Form
**Noteworthy Fields on the Gradebook Last Date of Attendance Form**

The following fields are particularly useful when entering the last date of attendance for a student.

**Student.** Click the name of a student to access the Student Information form for that student.

**GB Last Day Present.** The last date that the student was recorded present or late in the Gradebook Attendance form.

**Last Date of Attendance.** Enter the last date that the student attended the class. If the Last Date of Attendance is set up to be required, this field (or the Never Attended check box) will be populated from the GB Last Day Present field. You can change this date if necessary.

**Never Attended.** Select this check box if the student never attended the class.

**GB Current Percent.** Displays the current percent score as calculated from the scores entered in the Gradebook.

**GB Current Grade.** Displays the student’s current letter grade, based upon the current percentage.

**Class Level.** Displays the student’s class level.

**Credits.** Displays the number of credits that the student will earn for this course.

**CEUS.** Displays the number of credits the student will earn for this course.

**Cross-Listed Section.** If the student is registered in a cross-listed section, this field displays the name of the section.
Procedure for Entering the Last Date of Attendance

Use the following steps to enter the last date of attendance for a student.

**Step 1.** From the Gradebook menu, click on the Last Date of Attendance link. The Last Date of Attendance form is displayed.

**Step 2.** Enter a value in the Last Date of Attendance field or select the Never Attended check box, according to your institution’s policies. You can use the GB Last Date Present field for reference.

**Step 3.** Click Submit to save your changes.
Reporting

You can use reports in your Gradebook to view grades and attendance for students in the Gradebook.

Grade Report

The Gradebook Grade Report displays information about the grades for students in this Gradebook, and allows you to modify the kind of information that is shown.

When you enter the report from the Gradebook menu, the information that is displayed consists of a current grade for each student, based on the assignments scored and reported so far. You can use the options in the lower portion of the form if you want to change the view to display additional information (the changed options will reset to the defaults when you leave the form).

Technical Tip: If a student drops a class, and later re-enrolls in a cross-listed section for the class, the student may have COURSE SECTION records in both classes (dropped in the first, and active in the second). If there were any attendance or scores recorded for the student in the dropped section, you may want to use this form to generate a report for the dropped student and manually enter grades in the student’s active Gradebook.

Click Submit to see the report with the modified options. If you click Submit without any changes to the criteria, you will return to the Gradebook menu.
Figure 46: Gradebook Grade Report Form

The image shows a screenshot of a gradebook interface, likely from a web-based academic management system. The interface is labeled with options such as 'Section Name and Title,' 'Student,' 'Description,' 'Item Status,' 'Due Date,' 'Weight,' 'Possible Points,' 'Score,' 'Calculated Percent,' 'Letter Grade,' 'Comments,' and 'Criss-Crossed Section.' The interface displays various assignments and their associated details, such as descriptions and scores. The system allows for customization of report views and provides options for different levels of detail and assignment status dates. The interface is designed to help faculty manage and view student grades efficiently.
**Noteworthy Fields on the Gradebook Grade Report**

The following fields are particularly important when viewing the Gradebook Grade Report.

**Student.** Detailing on this link displays the Gradebook Student Information form, where you can take various actions for the selected student.

**Description.** Displays the name of the assignment, or whether it is participation or attendance.

**Item Status.** Various messages can be displayed in the Status column, depending on the setup for this Gradebook. Table 13 and Table 14 show the statuses that can be displayed, and suggestions for ways to troubleshoot and fix any errors.

### Table 13: Status for Categories

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Possible Actions and Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Error</td>
<td>A setup error will be issued if the assignment category is missing the Calculation Method or Category Weight.</td>
<td>Action must be taken. Go to the Gradebook Calculation Setup form and click Submit to see the specific setup issue that needs to be fixed.</td>
</tr>
<tr>
<td>No Attendance Found</td>
<td>For Attendance, this status indicates that no attendance was found to calculate an attendance grade.</td>
<td>If you want to include attendance in the student's grade, attendance must be entered on the attendance form. If you don't want attendance to be viewable on the Student Gradebook form, go to the Assignment Category form and set the Attendance Student Report View field to <strong>Unreported</strong>.</td>
</tr>
<tr>
<td>No Participation Found</td>
<td>For Participation, this status indicates that no participation was found to calculate a participation grade.</td>
<td>If you want to include participation in the student's grade, participation must be entered on the attendance form. If you don't want participation to be viewable on the Student Gradebook form, go to the Assignment Category form and set the Participation Student Report View field to <strong>Unreported</strong>.</td>
</tr>
</tbody>
</table>
### Table 13: Status for Categories

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Possible Actions and Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Active Assignments</td>
<td>Is displayed if there are no scored assignments in the category or no assignments are set up to be reported. If Category Weighting is being used, this category is not included in the grade calculation. Therefore, the other Category weights are adjusted accordingly.</td>
<td>Action may be needed. \nIf you expect to see assignments displayed for the category, first check the Assignment Setup form and verify that the assignments have an assignment category defined. Also verify that the Report View of each expected assignment is set to <strong>Description and Score</strong>. \nTo see the scores only on this instance of your report, you can change the Current Report View on this form to <strong>Description and Score</strong>.</td>
</tr>
<tr>
<td>Description Only</td>
<td>Is displayed when Participation or Attendance Report View is set to show the description only. This status is displayed only when the Level of Detail is set to <strong>Calculation Details</strong>, to explain why any existing participation or attendance score is not currently being shown.</td>
<td></td>
</tr>
<tr>
<td>FAILS TO MEET AVERAGE MINIMUM</td>
<td>Is displayed if the calculated grade for the student for this category does not meet the average minimum percentage defined on the Gradebook Advanced Setup form.</td>
<td>You will need to determine what action to take with the student to address this issue with the grade. Failure to meet an average minimum percentage does not affect the student’s grade calculation.</td>
</tr>
<tr>
<td>FAILS TO MEET CATEGORY MINIMUM</td>
<td>Is displayed if the calculated grade for the student for this category does not meet the category minimum percentage defined on the Gradebook Advanced Setup form.</td>
<td>You will need to determine what action to take with the student to address this issue with the grade. Failure to meet a category minimum percentage does not affect the student’s grade calculation.</td>
</tr>
</tbody>
</table>
### Table 14: Status for Assignments

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Possible Actions and Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Error</td>
<td>An error occurred for any of the following reasons:</td>
<td>Action must be taken.</td>
</tr>
<tr>
<td></td>
<td>• Overall Calculation Method is <strong>Category Weighting</strong> and the assignment does</td>
<td>Go to the Gradebook Assignment Setup form and click <strong>Submit</strong>. Errors will be displayed</td>
</tr>
<tr>
<td></td>
<td>not have a valid category.</td>
<td>detailing the specific setup problem.</td>
</tr>
<tr>
<td></td>
<td>• Possible Points is missing for the assignment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• <strong>Assignment Weighting</strong> is the calculation method (overall or for the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>assignment category) and the assignment weight is missing.</td>
<td></td>
</tr>
<tr>
<td>Unreported</td>
<td>Is displayed for assignments that are set up to not be included in the</td>
<td>To see unreported scores, change the Current Report View setting for the assignment on</td>
</tr>
<tr>
<td></td>
<td>report. Unreported assignments appear only if the report is being run with</td>
<td>this form. If you want students to see these scores, go to the Gradebook Assignment</td>
</tr>
<tr>
<td></td>
<td>Level of Detail set to <strong>Calculation Details</strong>.</td>
<td>Scoring form and change the Report View of the assignments you want to display.</td>
</tr>
<tr>
<td>Unreported for Student</td>
<td>Is displayed for assignments that are set up to not be reported for a</td>
<td>You can change this setting for the student by updating the Override Report View field on</td>
</tr>
<tr>
<td></td>
<td>particular student. Unreported assignments appear only if the report is</td>
<td>the Gradebook Score Entry form for the particular assignment.</td>
</tr>
<tr>
<td></td>
<td>is being run with Level of Detail set to <strong>Calculation Details</strong>.</td>
<td></td>
</tr>
<tr>
<td>Description Only</td>
<td>Is displayed for assignments that are set up to not be included in the</td>
<td>If you want to change the report view of the assignment for the current report only, change</td>
</tr>
<tr>
<td></td>
<td>report. Descriptive information is included in the report, as specified in</td>
<td>the assignment’s Current Report View field on this form. If you want to change the</td>
</tr>
<tr>
<td></td>
<td>the Report View field for the assignment. This status is displayed only if</td>
<td>setting for the Student Gradebook, change the Report View from the Gradebook Assignment</td>
</tr>
<tr>
<td></td>
<td>the report is being run with Level of Detail set to <strong>Calculation Details</strong>.</td>
<td>Scoring form, or the Override Report View field on the Gradebook Score Entry form.</td>
</tr>
</tbody>
</table>
Table 14: Status for Assignments

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Possible Actions and Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excluded Blank</td>
<td>This status is displayed if all of the following conditions are met:</td>
<td>If you want blank scores to be calculated as zeroes on the final grade, you must clear</td>
</tr>
<tr>
<td></td>
<td>• The assignment category for the assignment is set to <strong>Excuse Blank Scores</strong>.</td>
<td>the Excuse Blank Scores check box on the Assignment Setup form for the assignment’s</td>
</tr>
<tr>
<td></td>
<td>• The <strong>Final Grade or Assume Blank Scores are Zero</strong> boxed are selected on</td>
<td>category. You cannot exclude blanks for some assignments in a category and not others.</td>
</tr>
<tr>
<td></td>
<td>the Gradebook Grade Report options.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• No score has been entered for this student.</td>
<td></td>
</tr>
<tr>
<td>Not Due</td>
<td>The assignment score is not included in the calculation because the assignment</td>
<td>If you want to show scores for this assignment</td>
</tr>
<tr>
<td></td>
<td>due date is later than the specified Assignment Cutoff Date for this</td>
<td>on the report, either:</td>
</tr>
<tr>
<td></td>
<td>generation of the report.</td>
<td>• Change or remove the assignment cutoff date on this form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Change the due date for the assignment on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the Gradebook Assignment Setup form so</td>
</tr>
<tr>
<td></td>
<td></td>
<td>it will be due before the cutoff date.</td>
</tr>
<tr>
<td>Dropped</td>
<td>The <strong>Final Grade</strong> or <strong>Drop Low Scores</strong> option is selected and the</td>
<td>If you don’t want scores to be dropped (even when calculating final grades), remove</td>
</tr>
<tr>
<td></td>
<td>Assignment has been dropped.</td>
<td>the value from the Low Scores to Drop column on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the Assignment Categories form.</td>
</tr>
<tr>
<td>Zero Assumed</td>
<td>If any student has a score, then it automatically assumes other blank</td>
<td>Scores for which zero must be assumed will be</td>
</tr>
<tr>
<td></td>
<td>scores are zero unless you have selected <strong>Excuse Blank Scores</strong> on the</td>
<td>considered “blank scores” in final grading and</td>
</tr>
<tr>
<td></td>
<td>Assignment Categories form.</td>
<td>will cause the final grade to not be initialized with the gradebook grade. You can</td>
</tr>
<tr>
<td></td>
<td></td>
<td>still manually enter the letter grade into the grading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>forms.</td>
</tr>
<tr>
<td>MISSING SCORE</td>
<td>Scores have been entered for some students for an assignment, but this</td>
<td>This indicator provides a method for notifying</td>
</tr>
<tr>
<td></td>
<td>student’s score is blank.</td>
<td>students and faculty when a student has an</td>
</tr>
</tbody>
</table>

**Colleague Student Workflow Setup: Using the Gradebook**
Due Date. Displays the date by which this assignment must be received. If you generate the Gradebook Grade Report with an Assignment Cutoff Date specified, assignments with a Due Date later than the assignment cutoff date are excluded from the grade calculation.

Weight. This column displays a number representing the weight that this assignment carries out of the total or category grade.

Possible Points. Displays the total number of points that can be earned for this assignment.

Score. Displays the student’s individual assignment and total score earned for all reported assignments in this course section, depending on the level of detail requested.

Calculated Percent. Displays the student’s calculated percentage.

Letter Grade. Displays the student’s letter grade equivalency for the calculated percentage.

Comments. Displays comments created by the faculty.

Cross-Listed Section. If the student is registered in a cross-listed section, this field displays the name of the section.

Level of Detail. When you enter this form from the Gradebook menu, only the total calculated percentage and the translated letter grade are shown for each student. You can use this field to see additional levels of detail. The four levels in the drop-down list are inclusive (meaning each level also shows the details of the level above, the bottom-most level showing the most detail):

- Letter Grade/Percentage. Shows the name of each student, the cross-listed section in which the student is enrolled (if it's not the primary section), the total percentage calculated, and the associated letter grade (translated based on the Letter Grade/Minimum calculated percentage table specified on the Grading Scale form).

- Category Totals. In addition to the details above, this level shows the description of each category, a status showing whether the category was included in the calculation and whether the required percentage (if any) was met, the weight assigned to the category (if category weighting is used), and the calculated percentage and translated grade for each category.

It is possible for an entire category to be excluded from the grade calculation. When this occurs, a relative category weight is calculated for each active category based on the total category weight of the remaining
categories. The relative weight can be seen only when you run the report with Level of Detail set to Calculation Details. Possible reasons for category exclusion:

• No scored assignments (through no scores entered or a limiting assignment cutoff date).

• Setup problem (required category weight missing).

Assignments. This report shows the level of detail that the student sees on the Student Gradebook form. In addition to the details in levels 1 and 2, this level shows the status of the assignment, its due date, its weight (if assignment weighting used), possible points, raw score, calculated percentage, and translated letter grade, in addition to any comments entered for the assignment. If assignments are set up on the Display Options form to be sorted by category, the report will show assignments in sequence of category, with category total shown just after all the assignments for that category.

• Calculation Details. In addition to the details in levels 1, 2, and 3, this level shows all of the calculations that were used to incorporate each assignment and category into the final calculation based on the Assignment Categories and Assignment Setup. This level of detail will also show some additional information in the Status column that is not displayed at the other levels.

Assignment Cutoff Date. Calculate the grade by including only assignments that are due by a certain date, and thereby excluding any assignments that are due after the cutoff date, regardless of whether scores have been recorded for the assignments. Assignments with no due date will be included in the calculation.

Sort Students. Select the primary sort method for the list of students.

Report View. The report view determines the information about grades that is displayed on both your faculty Gradebook Grade Report and the Student Gradebook, which is viewed by your students.
You can optionally use the following forms to set up the report view:

- **Display Options.** Allows you to designate the report view default that is used when you create a new assignment or enter a score for an assignment.

- **Assignment Setup.** Allows you to set up the report view for each assignment.

- **Assignment Categories.** Allows you to set up the report view for attendance and participation.

- **Gradebook Assignment Scoring.** Allows you to set up the report view for each assignment.

- **Gradebook Score Entry.** Allows you to override the report view for selected students in a single assignment.

- **Gradebook Grade Report.** Allows you to override the report view default for a single reporting instance.

You can choose from the following types of report view:

- **Unreported.** No information about the assignment will display on the grade reports or be calculated in the scores.

- **Description Only.** The assignment description, possible points, due date and weight will display on the grade reports. The score and letter grade are not included, even if a score has been entered for the student.

- **Description and Score.** All assignment information, including the assignment score and the letter grade, will be included in the grade reports.

**Attendance/Participation Temporary Report View.** Displays the default Attendance report view and Participation report view. If you want to run the report with a report view different from that set up on the Assignment Categories form select an option from the Temporary Report View field and click **Submit.**

**Gradebook Assignments Temporary Report View.** Displays the default report view for assignments. If you want to run the report with a report view different from that already set up for any assignment, select an option from the Temporary Report View field and click **Submit.**

**Technical Tip:** If you have set up the report view for a selected student on the Gradebook Score Entry form, the report view for that student cannot be overridden here.
Procedure for Viewing the Gradebook Grade Report

Use the following steps to view the Gradebook Grade Report.

**Step 1.** From the Gradebook menu, click on the **Grade Report** link. The Gradebook Grade Report form is displayed, showing all of the students in this course section, along with their calculated percent and letter grade for the course (based upon scores that have been entered so far) with no details.

**Step 2.** If you want to see additional level of detail, change the selection in the Level of Detail field.

**Step 3.** If you want to change items included in the calculated grade, use the remaining report options and click **Submit**.

**Step 4.** Click **Return to Gradebook** to exit the report.
Attendance Report

Use the Gradebook Attendance Report to see an overview of the attendance for students in the selected section. You can click the **Detail** link if you want to see a detailed report for an individual student’s attendance.

Click a student’s name if you want to access other information about that student.

**Figure 47:** Gradebook Attendance Report Form
Noteworthy Fields on the Gradebook Attendance Report Form

**Detail.** You can click the Detail link if you want to see a detailed report for an individual student’s attendance.

**Student.** Clicking on this link displays the Gradebook Student Information form, where you can take various actions for the selected student.

**Group.** By default, the list of students is sorted by the last name of the student. If you want to sort the list according to other criteria (such as by lab partners or by class year), use this field to enter an alphanumeric value by which the list will be sorted. For example, if you want to sort the list by class year, use this field to enter the graduation year for each student.

**Note:** Use the Sort Students option on the lower portion of this form to enable the alternate sort.

**Last Date Present.** Displays the last date that the student is recorded to have attended the class.

**Absent.** Displays the number of times the student has been absent from this class.

**Excused Absent.** Displays the number excused absences for a student.

**Late.** Displays the number of times the student has been late arriving to this class.

**Status.** Displays the enrollment status of the student for this section.

**Cross-Listed Section.** If the student is registered in a cross-listed section, this field displays the name of the section.

**Sort Students.** Use this field to change the order in which the list of students is sorted. Use the Alternate Sort selection if you want to enable the Alternate Sort option in the Student table. Click Submit to redisplay the list showing the selected sort order.
Procedure for Viewing the Gradebook Attendance Report

Use the following steps to view an attendance report for students in this course section.

**Step 1.** From the Gradebook menu, click on the Attendance Report link. The Gradebook Attendance Report form is displayed.

**Step 2.** If you want to see detailed information about attendance and participation for the selected student, click the Detail link and view the Gradebook Attendance Detail form.

**Step 3.** Click Submit to save your changes.
Submitting Grades

When you enter scores for assignments and participation, Colleague calculates grades according to the setup defined for the Gradebook, and populates the calculated numeric grade into the Midterm, Intermediate, and Final Grading forms.

The letter grade that corresponds to the calculated numeric grade also populates into the grading forms. However, you can change the letter grade, if needed. Once you change the Colleague-generated letter grade, Colleague will not update it again, even if the calculated grade changes.

Submit Midterm/Intermediate Grades

The Midterm Grading form allows you to enter the midterm grades for your students based on the assignment scores that you have entered. Gradebook grades are calculated based on assignments due up to and including the current date. You can return to this form to enter or modify grades. This form title will be displayed on the Gradebook menu but will not be an active link if the term for your course section is not in the currently active list of Web Grading Terms.

If you are using several intermediate grades for this course section instead of a single midterm grade, the Intermediate Grading form is used, showing the intermediate grades.

You can preview the calculated grade that will populate into the grading form for each student by running the Gradebook Grade Report with the Assignment Cutoff Date set to the date you will submit the grades.

Dropped, withdrawn, and deleted students are listed according to your institution's policies for grading. Students from cross-listed sections are shown for all the cross-listed sections that are included in the Gradebook configuration of this section.
Figure 48: Gradebook Midterm Grading Form

Noteworthy Fields on the Midterm/Intermediate Grading Forms

The following fields are particularly useful when entering midterm or intermediate grades.

Gradebook Current Percent. The current numeric grade for the student as calculated with the scores that have been entered. This is based on all assignments with due dates up to and including the current date, and assignments with no due date.

Gradebook Current Grade. The letter grade that corresponds to the Gradebook Current Percent, as defined on the Gradebook General Setup form.

Midterm/Intermediate Grade. Enter the midterm grade or intermediate grades that you want to assign for the selected student.

Last Date of Attendance. The last date that the student attended the class. This value is not necessarily required for every student, even if you have maintained attendance data in Gradebook. Determine whether or not to enter a
value according to your institution’s policies. Your institution may have
configured certain final grade values to require a last date of attendance. You
can use the GB Last Day Present field for reference.

Never Attended. Select this check box if the student never attended the class.

Gradebook Last Day Present. The last date that the student was recorded
present or late on the Gradebook Attendance form. An asterisk (*) indicates
that the value is based on incomplete attendance data.

Gradebook Current Blank Scores. Displays the number of assignments in
the Gradebook that do not have a score entered and therefore have been
assigned a score of zero. This is based only on assignments due up to and
including the current date. Scored assignments with no due date and no score
will be ignored.

Procedure for Entering Midterm/Intermediate Grades

Use the following steps to enter midterm or intermediate grades.

Step 1. From the Gradebook menu, click on the Midterm Grading or Intermediate
Grading link. The Gradebook Midterm Grading or Gradebook Intermediate
Grading form is displayed.

Step 2. The GB Calculated Percent and GB Calculated Grade fields show the
midterm or intermediate grades the Gradebook has calculated with the scores
that you have entered. In the Midterm Grade fields, enter the midterm grade
for the students in this course section.

Or, if you have implemented intermediate grades, click the link that
corresponds to the grade you want to enter. Then, enter the grade.

Step 3. You can use the Last Date of Attendance field if you need to enter the Last
Date of Attendance for students according to your institution’s policies.

Step 4. Click Submit to save your changes. A Confirmation form confirms that the
grade was submitted to the appropriate office.
Submit Final Grades

The Final Grading form allows you to enter final grades for your students based on the assignment scores that you have entered. The final grade is the official grade that is used in transcripts and grade point calculation. You can return to this form to enter or modify grades until they are verified. Your institution can configure this form to verify grades immediately upon saving. This form title is displayed on the Gradebook menu but will not be an active hyperlink if the term for your course section is not in the list of currently active Web Grading Terms.

Dropped, withdrawn, and deleted students are listed according to your institution’s policies for grading. Students from cross-listed sections are shown for the cross-listed sections that are included in the Gradebook configuration of this section.

**Technical Tip:** Final grades do not appear on the students' transcripts until they are verified by the registrar’s office.

**Figure 49:** Gradebook Final Grading Form
**Noteworthy Fields on the Gradebook Final Grading Form**

The following fields are particularly useful when entering final grades.

**GB Percent.** Displays the final calculated percentage that was calculated from the scores entered in the Gradebook.

**Gradebook Final Grade.** Displays the final letter grade that corresponds to the GB Percent, as defined on the Gradebook General Setup form.

**Technical Tip:** You can get a preview of the student's final calculated percentage before entering this form by running the Gradebook Grade Report with the **Final Grade** check box selected with no other options taken. The GB percent and the letter grade shown on that report will match the GB Percent and the Gradebook Final Grade that appear on this form.

**Final Grade.** Enter the official final grade for the student. The Gradebook Final Grade will be automatically entered here when the form opens, but you can change or remove it before saving the information. If a Final Grade already exists, or the student is missing any scores in the Gradebook, the Gradebook Final Grade will not automatically be displayed. If you enter a final grade of Incomplete, you may be required to enter an associated expiration date. If you do not manually update a grade of Incomplete or extend the expiration date, Gradebook will convert the grade (usually to a failing grade) based on your institution’s policies.

**Expire Date.** If you enter a final grade of Incomplete, you may be required to enter an associated expiration date. If you do not update a grade of Incomplete or extend the expiration date, Gradebook will convert the grade (usually to a failing grade) based on your institution’s policies.

**Last Date of Attendance.** Enter the last date that the student attended the class. This value is not necessarily required for every student, even if you have maintained attendance data in Gradebook. Determine whether or not to enter a value according to your institution’s policies. Your institution may have configured certain final grade values to require a last date of attendance. You can use the GB Last Day Present field for reference.

**Never Attended.** Select this check box if the student never attended the class.

**Gradebook Last Day Present.** Displays the last date that the student was recorded present or late on the Gradebook Attendance form. An asterisk (*) indicates that the value is based on incomplete attendance data.
Submitting Grades

Gradebook Number of Blank Scores. Displays the number of scores in the Gradebook that do not have a value entered and therefore have been given a value of zero for the grade calculation. If this value is greater than 0 (meaning that some scores have not been entered for a student), the Gradebook Final Grade will not be automatically entered into the Final Grade field.

Technical Tip: When you run a grade report with the Final Grade check box selected, the assignments with blank scores that are calculated as a zero will display "Zero Assumed" in the Status column.

Midterm/Intermediate Grade. Displays the midterm grade that was entered on the Midterm Grading form, or the multiple intermediate grades if you have implemented intermediate grading.

Credits. Displays the number of credits that the student will earn for this course.

Cross-Listed Section. If the student is registered in a cross-listed section, this field displays the name of the section.

Procedure for Entering Final Grades

Use the following steps to enter final grades for students in this Gradebook.

Step 1. From the Gradebook menu, click on the Final Grading link. The Final Grading form is displayed.

The GB Percent and GB Grade fields show the final grades the Gradebook has calculated from the scores you have entered. In the Final Grade field, enter the final grade that you want to assign for the students in this course section.

Technical Tip: Final grades do not appear on the students' transcripts until they are verified by the registrar's office.

Step 2. You can use the Last Date of Attendance field if you need to enter the Last Date of Attendance for students according to your institution’s policies.

Step 3. Click Submit to save your changes. A Confirmation form confirms that the grade was submitted to the appropriate office.
Gradebook Administration

The Gradebook Template Admin form allows you to view the setup of your Gradebook Template at a glance, and easily move through the steps of the setup process. From the Gradebook Template Admin form, you can access all of the Gradebook Template setup forms.

You can use these forms to set up your template the same way you would set up an individual Gradebook. See Accessing the Gradebook beginning on page 66 for detailed information about using each form.

As you enter data in each form, the information displayed here may change. For example, if you complete the required fields on a form, the Required column will change to display “Completed.”

To quickly set up a Gradebook Template, you need to complete only the forms with required data (Overall Calculation Method and Display Options).

For the most basic setup, simply access the Overall Calculation Method and Display Options forms and click Submit without entering any data. Basic values are defaulted into both of those forms. This will provide enough setup to enable a faculty user to take attendance without performing any setup other than copying the template when the Gradebook is first accessed for the course section.

If required fields are missing or setup errors are found, you will receive specific messages directing you to the form and the field that needs modification.
Figure 50: Gradebook Template Admin Form

**Noteworthy Fields on the Gradebook Template Admin Form**

You can use the following fields to guide you through setup of your Gradebook Template:

**Setup Steps.** Outlines the recommended sequence for setting up the template.

**Setup Action.** Click on a setup action to access and work on each setup form. Submit from the form to accept the data entered, or click the Back to Gradebook Template Admin link if you need to cancel changes and return to this form.

**Required.** A “Y” in this field indicates that the form contains data fields for which you are required to provide data. “Completed” in this field indicates that all required data has been provided for this form.
Settings Found. A “Y” in this field indicates that at least one piece of data has been entered on the form.

Use the Gradebook Template Options form to define the type of template that you want to create, including the Description and the department to which the template belongs. You can also select from a list of courses for the selected department if you want to specifically make this template available only for sections of that course.

Figure 51: Gradebook Template Options Form

Noteworthy Fields on the Gradebook Template Options Form

You can use the following fields when specifying Gradebook template options:

Description. Enter a brief description of the new template that you are creating.

Department. Select the department that will be able to use the new template.

Course. Select the course for the template.
**Procedure for Setting Up Gradebook Templates**

Use the following steps to set up Gradebook Templates.

**Step 1.** From the Faculty Information menu, click **Gradebook Administration** to display the Gradebook Administration form.

**Step 2.** Select the template from the Select an Existing Template field, and then click **Submit**.

**Step 3.** The Gradebook Template Admin form is displayed. Use this form to access the setup forms in the Gradebook Template. You can use these forms to set up your template the same way you would set up an individual Gradebook. See **Accessing the Gradebook beginning on page 66** for detailed information about using each form.

**Procedure for Creating a Gradebook Template**

Use the following steps to set up Gradebook Templates.

**Step 1.** From the Faculty Information menu, click **Gradebook Administration** to display the Gradebook Administration form.

**Step 2.** Select the **Create a New Template** check box and then click **Submit** to display the Gradebook Template Options form.

**Step 3.** From the Gradebook Template Options form, define the type of template that you want to create and click **Submit**.

**Step 4.** The Gradebook Template Admin form is displayed. Use this form to access the setup forms in the Gradebook Template. You can use these forms to set up your template the same way you would set up an individual Gradebook. See **Accessing the Gradebook beginning on page 66** for detailed information about using each form.
Communicating with Your Students

You can communicate with your students by releasing information from the Gradebook so that it is displayed on the Student Gradebook, which can be viewed by the students.

You can choose to hide certain assignments so that they do not appear on the Student Gradebook, such as pop quizzes, so students won’t know that one is about to come up. You can choose to display only the assignment description on the Student Gradebook, so they know when an assignment is due in the future. For other assignments, you may want both the assignment description and the score you recorded to be displayed.

You can also use Gradebook to send students email directly from the Gradebook.
Student Grade Report

The Student Grade Report allows your students to view their assignments, scores, and other information that you have elected to show them.

You can set up your Gradebook to show assignment names and assignment scores, the assignment names but not the scores, or no assignments and no scores. You can do the same for attendance and participation.

You can enter comments for the student to see on the grade report.

You can set up defaults that will apply to all assignments, attendance, and participation. You can also override those defaults for specific assignments or students. You can also set up your gradebook so the student will not see any information at all.
Figure 52: Student Gradebook Report Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Date Due</th>
<th>Weight</th>
<th>Possible Points</th>
<th>Score</th>
<th>Calculated Percent</th>
<th>Letter Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td></td>
<td></td>
<td>50.00</td>
<td>100.00</td>
<td>88.00</td>
<td>92.50</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Homework #1</td>
<td></td>
<td>09/06/09</td>
<td>20.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Homework #2</td>
<td></td>
<td></td>
<td>10.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Homework #3</td>
<td></td>
<td></td>
<td>10.00</td>
<td>100.00</td>
<td>90.00</td>
<td>90.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Homework #4</td>
<td></td>
<td></td>
<td>10.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Homework #5</td>
<td></td>
<td></td>
<td>10.00</td>
<td>100.00</td>
<td>95.00</td>
<td>95.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Homework #6</td>
<td></td>
<td></td>
<td>10.00</td>
<td>100.00</td>
<td>90.00</td>
<td>90.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Homework #7</td>
<td></td>
<td></td>
<td>10.00</td>
<td>100.00</td>
<td>90.00</td>
<td>90.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Homework #8</td>
<td></td>
<td></td>
<td>10.00</td>
<td>100.00</td>
<td>90.00</td>
<td>90.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>HW 9/10/09</td>
<td></td>
<td></td>
<td>10.00</td>
<td>100.00</td>
<td>90.00</td>
<td>90.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Test #1</td>
<td></td>
<td>10/15/09</td>
<td>20.00</td>
<td>100.00</td>
<td>80.00</td>
<td>80.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Test #2</td>
<td></td>
<td>11/22/09</td>
<td>20.00</td>
<td>100.00</td>
<td>80.00</td>
<td>80.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Test #3</td>
<td></td>
<td>12/01/09</td>
<td>20.00</td>
<td>100.00</td>
<td>80.00</td>
<td>80.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Test #4</td>
<td></td>
<td>12/11/09</td>
<td>20.00</td>
<td>100.00</td>
<td>80.00</td>
<td>80.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Test #5</td>
<td></td>
<td>01/08/10</td>
<td>20.00</td>
<td>100.00</td>
<td>80.00</td>
<td>80.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>TOTAL GRADE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructor Comments:

Attendance Information:
- Last Day Present: 01/05/09
- Excluded Absences: 0
- Late: 0
Procedure for Setting the Student Report View for Attendance and Participation

Use the following steps to determine whether students can view the attendance and components of the grade on the Student Gradebook Report form.

**Step 1.** Access the Gradebook for the section that you want to set up.

**Step 2.** Click on the **Setup Wizard** link. The Gradebook Setup Wizard form is displayed.

See **Define Assignment Categories beginning on page 83** for information about the Assignment Categories form.

**Step 4.** In the Attendance Report View field and Participation Report View fields, indicate how you want the attendance and participation to be included in the grade report.

**Step 5.** Save your changes.
Procedure for Setting the Student Report View for Assignments

Use the following steps to determine whether students can view assignments and assignment scores on the Student Gradebook Report.

**Step 1.** Access the Gradebook for the section that you want to set up.

**Step 2.** Click on the **Setup Wizard** link. The Gradebook Setup Wizard form is displayed.

**Step 3.** Click on the **Update the Assignments** link. The Assignment Setup form is displayed.

See **Update Assignments beginning on page 92** for information about the Assignment Setup form.

**Step 4.** In the Report View field for each assignment, indicate how you want the assignments to be included in the grade report.

- **Display Options.** Allows you to designate the report view default that is used when you create a new assignment or enter a score for an assignment.
- **Assignment Setup.** Allows you to set up the report view for each assignment.
- **Assignment Categories.** Allows you to set up the report view for attendance and participation.
- **Gradebook Assignment Scoring.** Allows you to override the report view for selected students in a single assignment.
- **Gradebook Grade Report.** Allows you to override the report view default for a single reporting instance.

**Step 5.** Save your changes.
Sending E-Mail to Students

Use the Send E-Mail form to compose and send an email to students in a course section. The names and email addresses of your students are displayed in the top portion of the form.

You can use the remaining fields on this form to optionally send the email to additional people (including yourself), and define how your information is displayed on the students’ email.

See Sending Email to Students on page 119 for more information about sending email to students.
Viewing Student Information

Several of the Gradebook forms allow you to access the Student Information form. This form displays information about an individual student and allows you to access other forms that are useful for working with the student.

**Figure 53:** Gradebook Student Information Form

From the Student Information form, you can access the following forms to take an action for the student:

- **Send E-Mail.** Allows you to send the student email from within the Gradebook.

- **Contribute Retention Info.** Allows you to submit retention information for the student (available only if the Student Retention Alert module is implemented at your institution).

- **Enter General Comments.** Access the Gradebook Student Comments form, where you can enter external comments to the student and internal comments for faculty.

- **Run a Grade Report.** Allows you to view the selected student’s grade report for this Gradebook.

- **Run an Attendance Report.** Displays detailed information about attendance and participation for the selected student.