

Seaport 3

Working with Gradebook Grades

1. After logging in and selecting your course, click **Gradebook** in the left navigation menu (Figure 1).

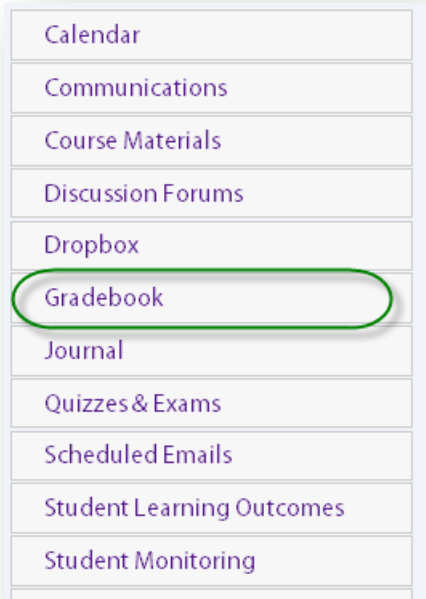


Figure 1

2. Click **Gradebook Grades** (Figure 2).

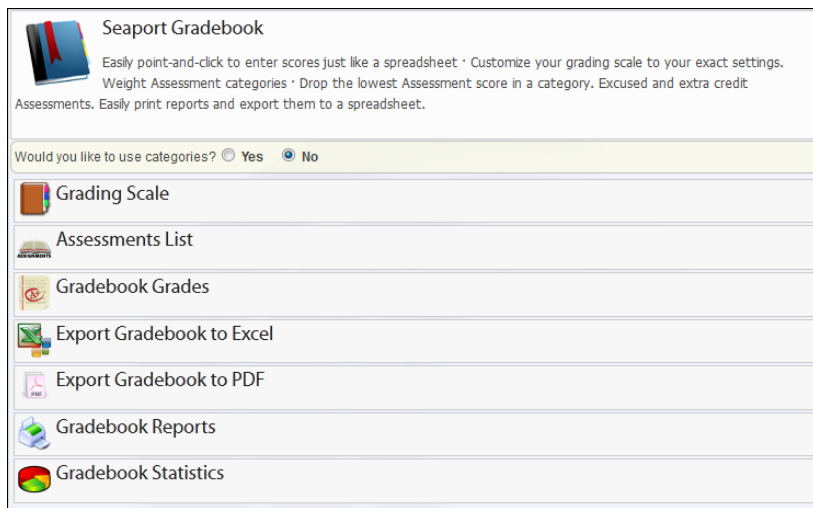
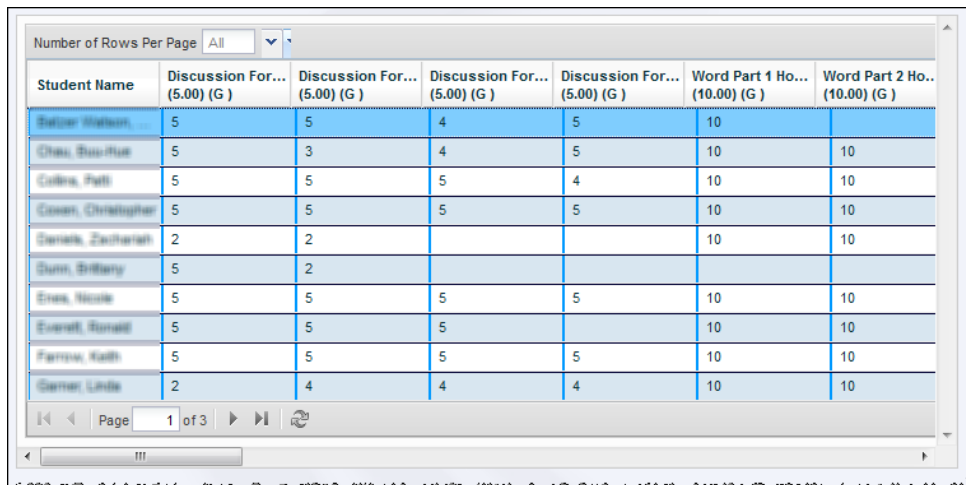


Figure 2

Your Gradebook, when populated with students and grades should appear something like this (Figure 3). Down the left side are student names. Across the top

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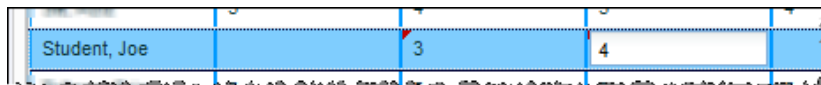
are assessments. Most grades will be filled into the gradebook automatically when you grade the assessment.



Student Name	Discussion For... (5.00) (G)	Discussion For... (5.00) (G)	Discussion For... (5.00) (G)	Discussion For... (5.00) (G)	Word Part 1 Ho... (10.00) (G)	Word Part 2 Ho... (10.00) (G)
Balcer, Watson...	5	5	4	5	10	
Chen, Bao-Rue	5	3	4	5	10	10
Collins, Patti	5	5	5	4	10	10
Cowan, Christopher	5	5	5	5	10	10
Dennis, Zachariah	2	2			10	10
Dunn, Brittany	5	2				
Eves, Nicole	5	5	5	5	10	10
Everett, Ronald	5	5	5		10	10
Farrise, Keith	5	5	5	5	10	10
Gerner, Linda	2	4	4	4	10	10

Figure 3

3. To manually enter a grade, click into the cell where the student and the assessment intersect. Key in the number and press either Enter or Tab. Enter will record the grade and move to the next student. Tab will record the grade and move to the next assessment. Notice that a recorded grade is indicated by a small red triangle in the corner of the cell (Figure 4).



Student, Joe	3	4
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Figure 4

There are several features that allow you to view the gradebook in a variety of different ways. These will be discussed below.

Number of Rows Per Page (Figure 5)

The default view is 10 students per page. You can change the view to see different numbers of students. Most screen resolutions make viewing more than 20 or 30 difficult.

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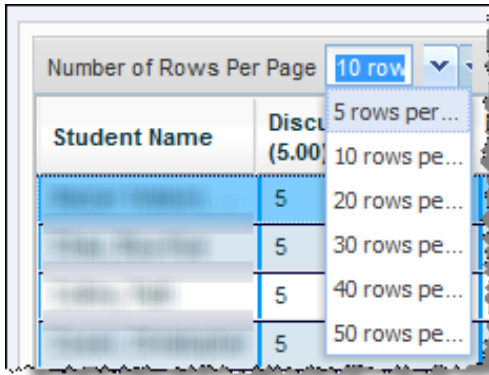


Figure 5

Page Navigation (Figure 6)

To view each page of students you will use the controls at the bottom left corner of the gradebook. You can use the left arrows to move back and the right arrows to move forward.

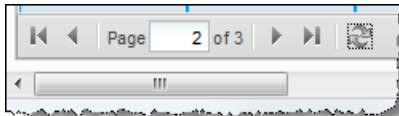


Figure 6

Changing Visible Assessments (Figure 7).

Next to the Student Name and each assessment is a hidden down arrow. By placing your cursor over this area the arrow is revealed. Click on the arrow and you have the options to Sort, either Ascending or Descending, and a Columns selection. Placing your mouse over the Columns selection reveals all of the column headings. You can hide columns by deselecting the checkbox to the left of the column name.

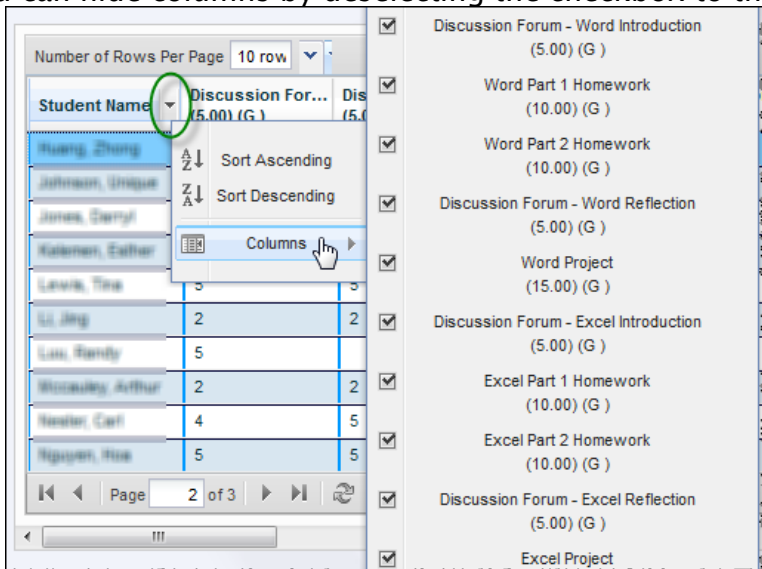


Figure 7

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Moving Columns (Figure 8)

You can move the location of columns. This might be done so that the assignment being graded is next to the column containing student names.

1. To move a column place your cursor in the title area of the column you wish to move.
2. Click and hold the left button on your mouse and Drag to the new location.
3. Release the mouse button when the blue arrows are aligned with the location you wish to place the column.

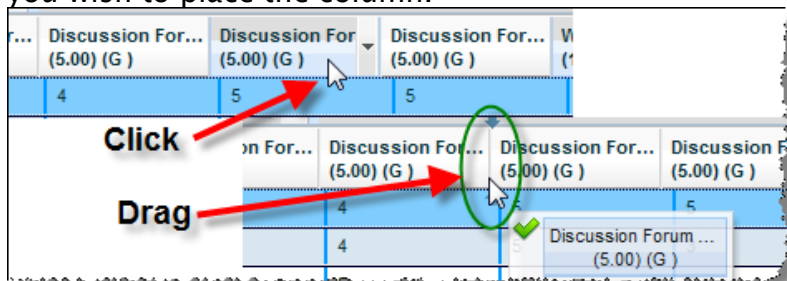


Figure 8

Using the Scroll Bar (Figure 6).

In most cases you will have a scroll bar at the bottom of your gradebook. You use the scroll bar to access assessments that are not visible on the page.

1. To use the scroll bar place your cursor directly on the scroll bar.
2. Click and hold the left button on your mouse and Drag your mouse towards the right or the left.
3. Release the mouse button when you can view the desired columns.

NOTE: The general location of the scroll bar in relation to the page is a guideline as to how much more there is to view off the page.