

Seaport 3

Working with Gradebook Reports

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

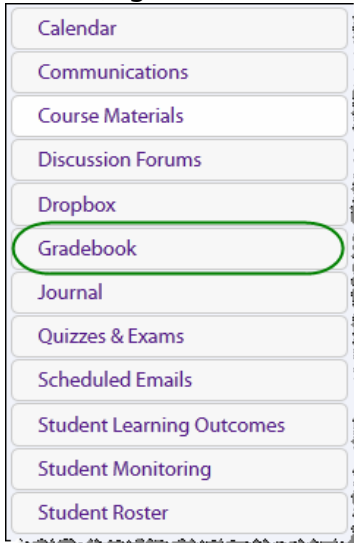


Figure 1

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

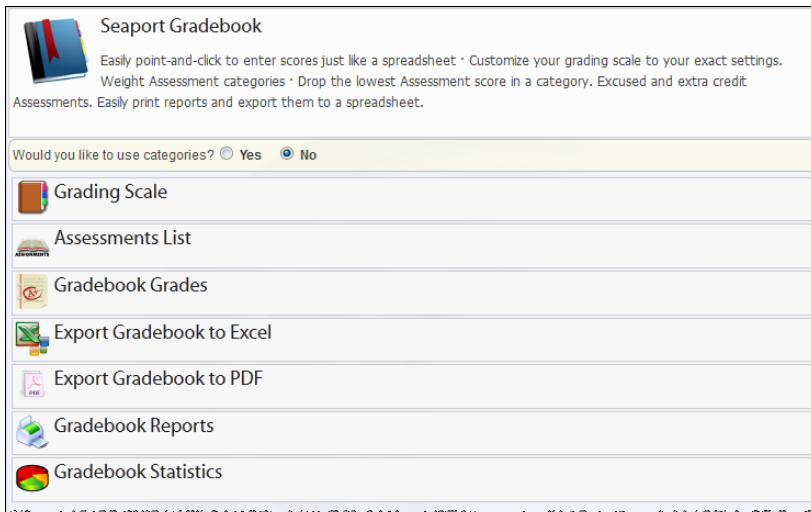


Figure 2

3. The default setting for the Gradebook Report is All Assessments and All Students displayed (Figure 3). You can see from the example that there might be dozens or hundreds of pages.

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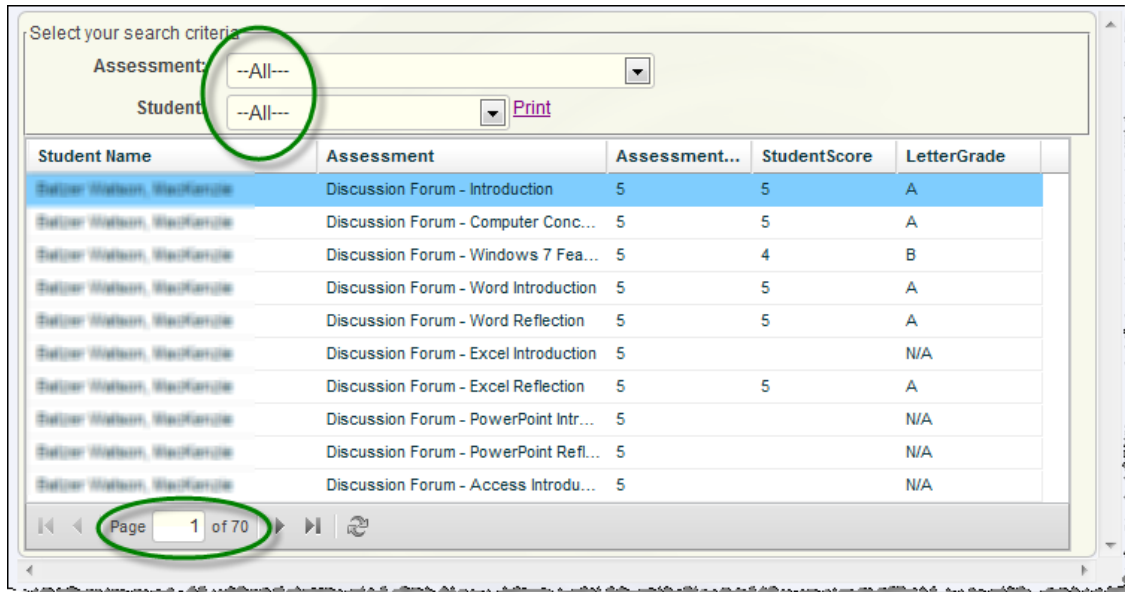


Figure 3

There are 2 ways to view the Gradebook Report, other than the default view.

4. The first way to configure the Gradebook Report is to select an Assessment from the dropdown list while leaving the Student setting at All (Figure 4). This configuration will provide you with a report that shows how all students performed on a specific assessment.

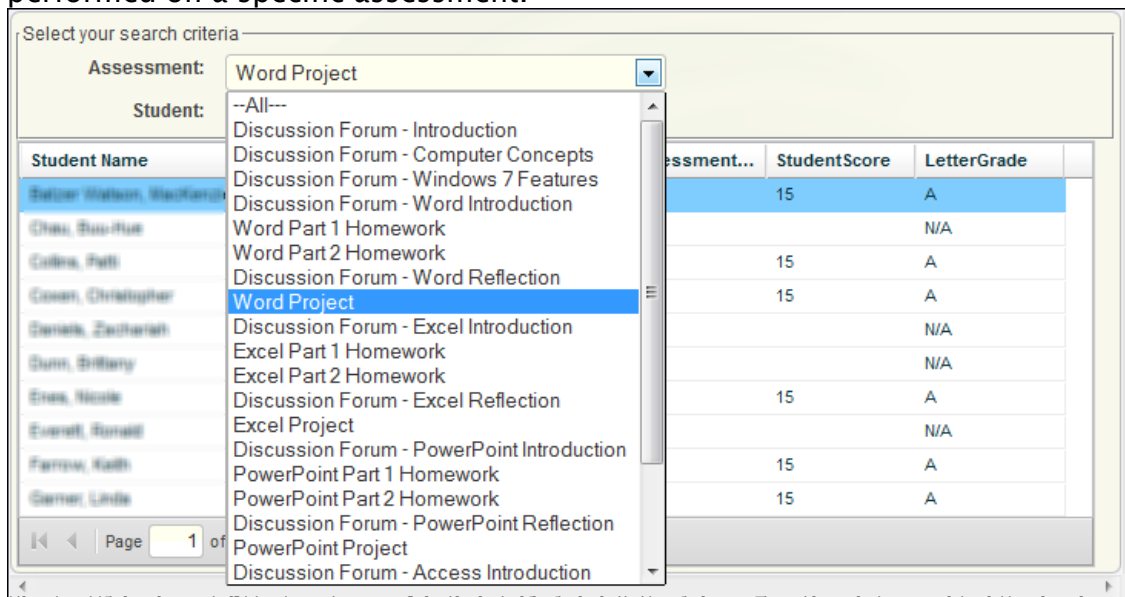
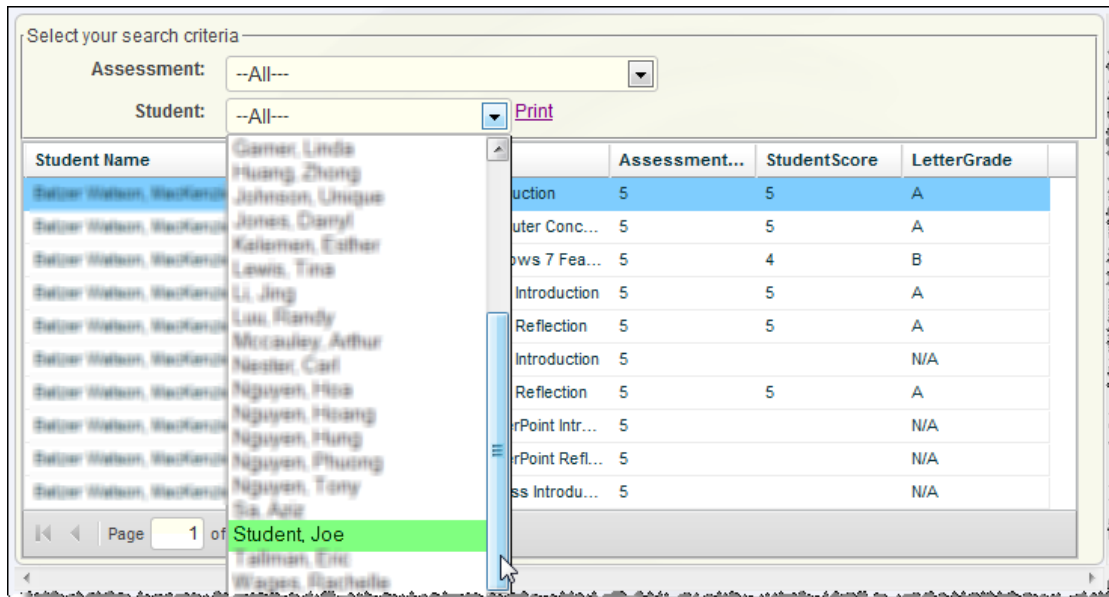


Figure 4

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- The second way to configure the Gradebook Report is to select a Student from the dropdown list while leaving the Assessment setting at All (Figure 5). This configuration will provide you with a report that shows how a specific student did on all assessments.



Select your search criteria

Assessment: --All--

Student: --All-- [Print](#)

Student Name	Assessment...	StudentScore	LetterGrade
Gamer, Linda			
Huang, Zhong			
Johnson, Unique	Introduction	5	A
Jones, Daryl	Inter Conc...	5	A
Kalomen, Esther	ows 7 Fea...	4	B
Lewis, Tina			
Li, Jing	Introduction	5	A
Liu, Randy			
McCauley, Arthur	Reflection	5	A
Nester, Carl	Introduction	5	N/A
Nguyen, Hoa	Reflection	5	A
Nguyen, Hoang			
Nguyen, Hung	rPoint Intr...	5	N/A
Nguyen, Phuong	rPoint Refl...	5	N/A
Nguyen, Tony	ss Introdu...	5	N/A
Sa, Aze			
Student, Joe			
Talman, Eric			
Wagon, Stephanie			

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Figure 5

In any configuration that you choose you have the option to **Print** the report by selecting **Print** to the right of the Student list.