

## GradeBook Instructions

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### To add the gradebook icon to your course:

In order for students to access their grades, you must first add the gradebook tool to your course. You will not use this particular tool to edit the gradebook—it is only placed in the course for students to view their grades. If you click on it, you will see a message that says ‘this tool only available to students’

- Click on Designer Options tab
- Click “Add page or Tool”
- Select the ‘My Grades’ link under Student Tools
- Type the page title
- Select whether you would like the link displayed on an Organizer page, the Course Menu or both.
- Select whether you want the title or just the icon to appear.
- Select the default icon or browse the icons for a customized one in the WebCT icon database.
- Click “Add.”

### To go to the grade book:

- Click on ‘Manage Course’ under Designer Links.
- Click on ‘Manage Students’
- You will see a table with student’s names. If you have assignments and quizzes already in your course, you will have columns for assignments and quizzes already built for you.
- To add a new assignment column, select Manage Columns under the Organize dropdown menu and click Go.
- To add a column, click Add Column under the Organize options.
- You also have the ability to edit and manage columns within the Gradebook.

### To modify grade book options:

- Check the box at the top of each column.
- Select the action you want to perform. You can do the following:
  1. Change column’s label.
  2. Align numbers in the column.
  3. Hide the column
  4. Release the grade in the column (Please note that your students will not be able to see their grades, unless you release the column).
  5. Show statistics.
  6. Show decimals.