Using the Grade Book

The Grade Book is only available from the Teach Tab. You can find your Grade Book from within your set of instructor tools when you are on the Build tab:

The Grade Book is similar to a spreadsheet. It contains a grid of rows and columns. Each row represents a member. By default, members are listed in alphabetical order by the Last Name column.

The Grade Book contains 4 tabs:

- The Grades tab shows you the default columns of Last Name, First Name, and User ID, along with any grade-related columns. This tab is used to view, enter, or override grade-related information.
- The Members tab will show you the default columns and any non-grade-related columns. This view is meant to hold any descriptive information you want to store about students and auditors.
The View All tab will show you all columns, grade-related or not. The Custom View tab will display all columns initially, but you can delete and reorder columns to create your own custom view according to your preferences.

By default, CE 8 contains a Last Name, First Name, User ID, and Role column. These columns cannot be edited.

There is also a Midterm and a Final column in your Grade Book. If CE 8 was integrated with our Student Information System (GothicNet), values input into these columns could be exported to GothicNet (but as of right now, our CE 8 installation here at NJCU is not integrated with GothicNet). The Midterm and Final Columns can be edited if you wish.

Your Grade Book also contains columns for any quiz or surveys you've created in your course using the Assessment tool. The assessment columns are automatically populated with grades as your students complete assessments.

Your Grade Book will also contain columns for any discussion topics and assignments you've marked as gradable in your course.

You can also create your own columns in your Grade Book:

- Alphanumeric: Allows you to enter a short string of text or numbers
- Calculated: Allows you to create a formula based on other columns in your Grade Book
- Letter Grade: Allows you to generate a letter grade based on the values of a numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned
- Numeric: Allows you to manually enter numeric values
- Selection list: Allows you to select from a drop-down (selection) list of one or more values to describe or grade students
- Text: Allows you to enter an extended amount of words, phrases, or paragraphs

To create a column in your Grade Book, simply click the Create Column button and you will be presented with your choice of columns to create and you can fill out the subsequent form to create the column:
Use the ActionLink icon next to any existing columns (except the default First Name, Last Name, User ID, and Role columns) to edit the values in a column.

**Modifying Column Settings**

Column Settings determine how information appears in the columns and enables you to adjust things like the column label, the column type, the column alignment, whether that column is released to the My Grades tool so the students can see it, the number of decimal places.

To modify column settings, from inside your Grade Book, click on the button in the upper right portion of the Grade Book screen. Then select Column Settings:

The Column Settings screen appears and may look something like this:
To change a column label, click on a linked label. In the above image example, you would be able to change the labels for Assignment 1 and Assignment 2 columns by clicking on those titles.

To change the Type, Alignment, Decimal Places, or Maximum Value, click on the linked value in that column. A pop-up screen will appear and will allow you to change the value.

To change whether or not the values entered in that column will be released to students through the My Grades tool, click on the Yes/No toggle in that column.

**Sorting Columns**

You can also sort columns in your Grade Book. To sort a column, simply locate the column you want to sort your Grade Book by, click the ActionLink next to that column, and use the "Sort Column" option.

**Managing Members and Grades in your Grade Book**

Here at NJCU, we enroll students into your course on the first day of the term. Students do not have access to your course until the first day of the term. Once students are enrolled in your course, you can send them email, edit their information, and view their performance reports from your Grade Book.

From the ActionLink next to the student's name, you have the option to Edit Member, Send Mail, View Profile, View Performance Report, and Deny Access (if that option has been made available to you by the CE 8 administrator).
You can also manage the grades of your members, too. To enter grades manually into columns that are not automatically populated by other tools, you can click on the ActionLink for that column and select the Edit Values option. You can also override single grades by clicking on the individual grade for the particular student.

**Viewing Student Submissions**

You can also view student submissions on assessments, assignments, and graded discussion directly from your Grade Book, too. To view student submissions in the Grade Book, simply click the ActionLink next to the grade-related column, and select View Submissions.