



Grade Book: Understanding the Defaults in the Grade Book

You will most likely want to customize the Grade Book to suit your needs. You can:

- create columns to calculate or average grades, generate a letter grade based on a numeric score, keep notes, and record any other data.
- edit columns, including creating or changing formulas for calculated columns, creating or editing selection options for selection list columns, and editing numeric ranges for letter grade columns.
- modify column settings to control column attributes such as alignment, number of decimals, and whether the column is released to students.
- modify how some elements of the Grade Book are displayed and the order and visibility of columns.

Default Columns

The following columns appear in the Grade Book tool by default, and cannot be edited.

- **Last Name, First Name, User Name, and Role:** These columns contain members' information taken from their enrollment record.
- **Midterm and Final:** These columns are used to generate students' midterm and final grades. Only values from these columns can be exported to Student Information Systems (SIS). By default, these columns have a column type of calculated, but can be edited.
- **Assessments:** When a quiz or survey is created, a corresponding column is automatically created in Grade Book. The Grade Book is automatically populated as assessments are completed. For example, when a quiz is

graded, the grade is automatically added to the column. When a survey is taken, its corresponding column indicates this.

- **Discussion:** When a gradable discussion topic is created, a corresponding column is automatically created. When the discussion is graded, the grade is automatically added to the column.
- **Assignments:** When a gradable assignment is created, a corresponding column is automatically created. When the assignment is graded, the grade is automatically added to the column.

Note: At any time the automatically populated grades can be manually overridden either within the assessment, discussion, or assignment or in the grade book.

Column Types

You can create the following column types in the Grade Book.

Column Type	Description	Example
Alphanumeric	allows you to enter a short string of text or numbers	an “E-mail Address” column to hold external e-mail addresses.
Calculated	displays the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, and quiz or assignment columns.	a column that uses a formula that averages students’ grades for the assignments, quizzes, and midterm for the first half of the semester to generate students’ interim grades
Letter grade	generates 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.	a column that converts the numeric grades for the midterm and final to letter grades
Numeric	allows you to manually enter numeric values only	a column for recording grades for participation in assignments

Column Type	Description	Example
Selection list	allows you to select from a drop-down (selection) list of one or more values to describe or grade students	a column titled, "Class," that contains the words, "Freshman," "Sophomore," "Junior," and "Senior"
Text	allows you to enter an extended amount of words, phrases, or paragraphs	a column for providing additional information