



Grade Book: The Grade Book Interface

The Grade Book is similar to a spreadsheet. It contains a grid of rows and columns: each row contains member data and each column contains a type of data.

Each row represents a member. By default, members are listed in alphabetical order by the Last Name column. You can also sort by other columns.

Each column contains a type of data. Some columns, such as Last Name and First Name, appear by default and cannot be deleted. Other columns are added by you or are created automatically when you create a grade-related item, such as a quiz or an assignment.

Columns contain data about section members.

<input type="checkbox"/>	<input type="checkbox"/> Last Name Alphanumeric ↑	<input type="checkbox"/> First Name Alphanumeric	<input type="checkbox"/> User Id Alphanumeric	<input type="checkbox"/> Role Alphanumeric	<input type="checkbox"/> Midterm Calculated	<input type="checkbox"/> Final Calculated
<input type="checkbox"/>	Michael	F	MichaelF	Student	--	
<input type="checkbox"/>	Vikram	J	VikramJ	Student	--	
<input type="checkbox"/>	Larousse	Marcia	MarciaL	Student	--	
<input type="checkbox"/>	Leighton	Tom	eddev	Section Instruct		
<input type="checkbox"/>	Lizta	Lizta	Lizta	Teaching Assist		

Each row represents a student or other section member.

Send Mail | Export to Spreadsheet | Grant Access | Deny Access | Unenroll

(XX) - Indicates a grade that is partial or not complete
 ^XX - Indicates a grade that has been overridden

The Grade Book by Tab

Teach

The Grade Book is only available from the Teach tab.

The Grade Book Tabs

The Grade Book contains five tabs:

Grades | **Members** | **View All** | **Custom View** | **SCORM Grades**

Each tab has different groups of data columns and provides a different view of information about members, including designers, instructors, teaching assistants, students, and auditors.

This Grade Book tab...	displays:
Grades	the default columns (Last Name, First Name, and User ID) and any grade-related columns. This tab is used to view, enter, or override grade-related information.
Members	all default columns (except quiz and assignment columns), and any non grade-related columns. This view is meant to hold any descriptive information that you want to store about students and auditors.
View All	all columns, grade-related or not.
Custom View	all columns initially. You delete and reorder columns to create your own view of member information.
SCORM Grades	columns that are automatically added for gradable SCORM modules. This tab may not be available, depending on whether you have a SCORM module imported.