



Grade Book: Managing Grades

You can perform many grade management tasks from the Grades tab, including

- entering or overriding grades.
- releasing grades to students.
- viewing column statistics.
- viewing audit history.

Entering and Overriding Grades

In Grade Book, you can enter grades directly into columns that are not automatically filled in by the tool. For example, you can enter grades into columns that record grades for overall participation.

You can also override grades for columns that contain data that has been automatically filled in (e.g., quiz, assignment, or gradable discussion) or calculated (e.g., letter grades, calculated grades).

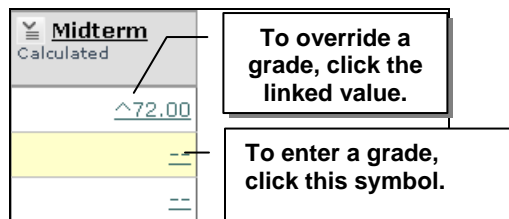
For example, you might want to override data for a quiz if you've determined that the quiz was too difficult. When you override a grade, a caret symbol (^) is added to the cell to indicate that the data has been overridden.



You can also edit grades for individual students by selecting Edit Member from the View PeopleLinks Options for this User menu.

To enter or override a grade for a single student:

1. Locate the student and then the corresponding grade.



The Edit Value screen appears.

2. Beside *Change To*, enter or edit the value.

Edit Value for: Midterm
Member: Vikram Jarul
 Revert to Original:
 Change To: 80
Comment:

3. If you want, under *Comment*, enter a comment to appear in the Audit History.
4. Click **Save**. The new grade appears in the Grade Book screen.

To enter or override grades for multiple students:

1. Locate the column and from its View Options for This Column menu, click **Edit Values**. The Edit Column screen appears.

First Name	Last Name	User Id	Current Value	Change to	Comment
Michael	Fiennes	MichaelF	^72.00	72.00	
Vikram	Jarul	VikramJ		N/A	

2. For each student, enter the grade and if you want, a comment to appear in the Audit History.
3. Click **Save**.

Releasing Grades to Students

If the My Grades tool has been added to the Course Menu, students can access their grades. You determine which grades students can see by releasing the associated columns in Grade Book. You can only release grade-related columns.

To release grades:

1. From the Grade Book screen, click **Grade Book Options** and, from the pop-up menu that appears, click **Column Settings**. The Column Settings screen appears.
2. Do one of the following:
 - To release a single column, click the **No** link under Released to Students to change it to Yes.
 - To release several columns, select the columns' header check boxes and click **Release**.

Viewing Column Statistics

You can view the following statistics for calculated, numeric, and alphanumeric columns from the Grades, View All, or Custom View tabs:

- count – the total number of values in the column
- average – the average value of all values in the column
- median – the middle value in a distribution of column values
- maximum – the maximum column value
- minimum – the minimum column value
- standard deviation – the measure of the variation in a distribution of column values

To view column statistics:

1. Locate the column that you want to view statistics for. From its *View Options for This Column* menu, click **Column Statistics**. The Column Statistics screen appears displaying all available statistics.
2. Click **OK**.

Viewing Audit History

You can view a history of all changes to grades. The Audit History displays the date and time of change and indicates which user made the change.

To view the audit history for a single student:

1. Locate the student and from the View Options for This Column menu, click **Edit Member**. The Edit Member screen appears.
2. Next to the student's name, click **Audit History**. The Grade Audit History pop-up screen appears, displaying all changes made to all columns for this student.

Grade Audit History Marcia Larousse						
Member	Date/Time	Column	User	Old Grade	New Grade	Comment
Marcia Larousse	March 8, 2005 9:38 AM	Grade	Marcia Larousse (Section Instructor, Section Designer)		C+	
Marcia Larousse	March 13, 2005 4:42 PM	Midterm	Marcia Larousse (Section Designer, Section Instructor)		77	
Marcia Larousse	March 13, 2005 4:43 PM	Final	Marcia Larousse (Section Designer, Section Instructor)		65	
Marcia Larousse	March 13, 2005 4:44 PM	Final Letter Grade	Marcia Larousse (Section Designer, Section Instructor)		B-	
Marcia Larousse	March 15, 2005 1:23 PM	Final	Marcia Larousse (Section Designer, Section Instructor)	65	70	Student submitted extra credit work.

3. Click **Done**.