

# Managing the Grade Book

The **Grade Book** allows you to manage members of the section.

- **Grades:** Allows you to create and manage grade-related data in a spreadsheet column format for all students. You can use calculated columns to determine grades and set one column as a mid-term grade and one column as a final grade. Any course assessments or assignments automatically are graded as column. You can determine which columns are released to students in the **My Grades** tool on CourseDen.
- **Members:** Allows you to enroll and manage CourseDen users as members in the section. You can add descriptive text or numerical columns to better describe members, such as previous experience, or knowledge of different languages.
- **View All:** Allows you to view all the columns that are defined and available from both **Grades and Members**. This allows you to view all the member information at once
- **Custom View:** All columns are initially available in this view, but you can hide certain columns to create a view that list only those data columns that you want to see.
- **SCORM Grades:** The SCORM grades tab allows you to view grades from graduate SCORM modules in your section

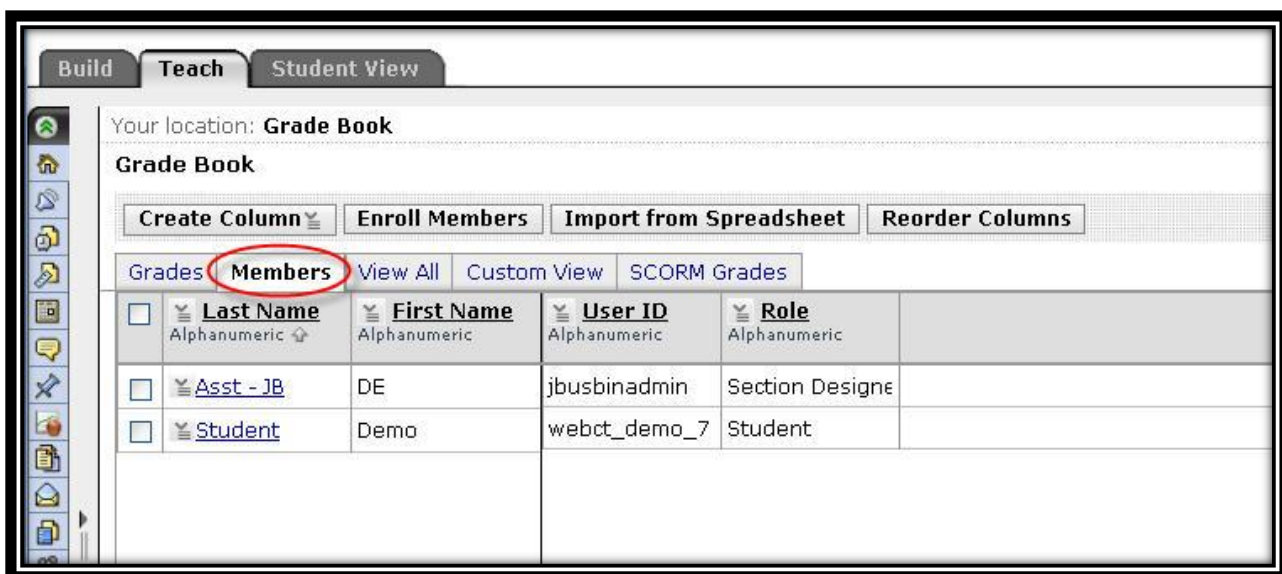
## To Access the Grade Book

1. Click the **Teach Tab**, and then click the **Tool View Sub-tab**
2. Then click the **Grade Book Link**

## Viewing the Grade Book

### To View Members:

From the Grade Book screen, Click the **Members Button** at the top of the screen

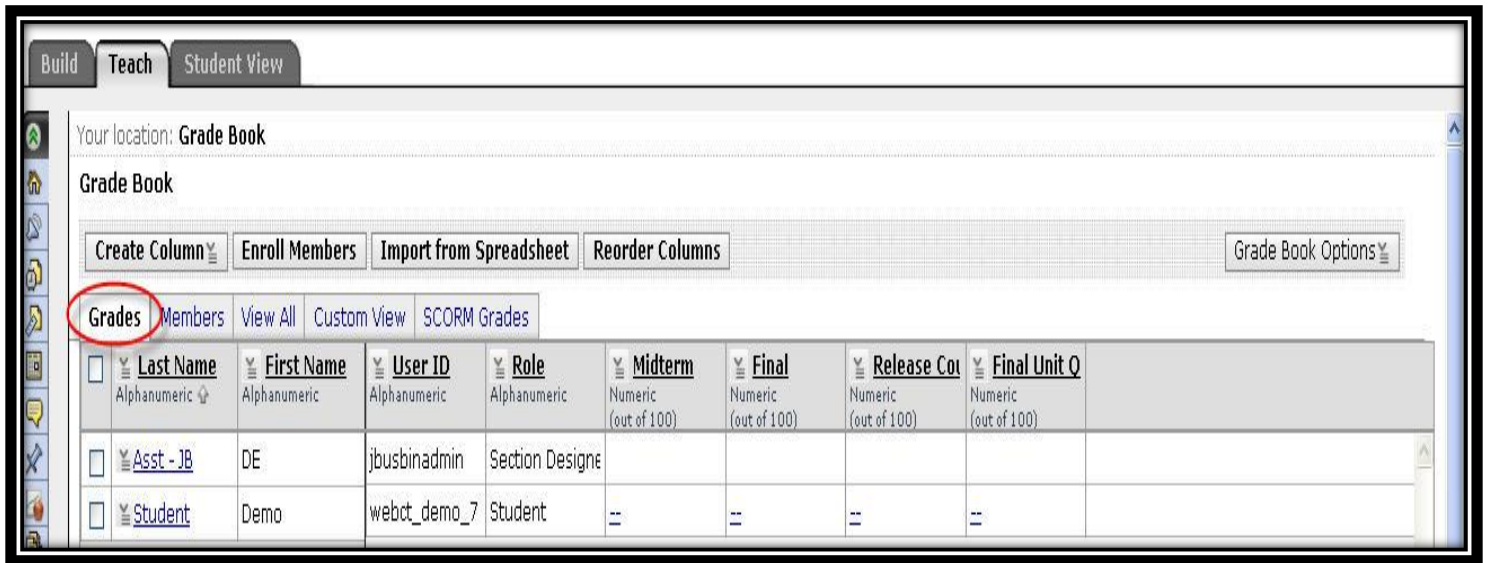


The screenshot shows the Grade Book interface with the 'Members' tab selected. The interface includes a navigation bar with 'Build', 'Teach', and 'Student View' tabs. Below the navigation bar, there are buttons for 'Create Column', 'Enroll Members', 'Import from Spreadsheet', and 'Reorder Columns'. The 'Members' tab is highlighted, and the table below shows columns for 'Last Name', 'First Name', 'User ID', and 'Role'. The table contains two rows of data: one for 'Asst - JB' and one for 'Student'.

	Last Name Alphanumeric	First Name Alphanumeric	User ID Alphanumeric	Role Alphanumeric
<input type="checkbox"/>	Asst - JB	DE	jbusbinadmin	Section Designe
<input type="checkbox"/>	Student	Demo	webct_demo_7	Student

### To View Grades:

From the Grade Book screen, click the **View All Button** at the top of the screen

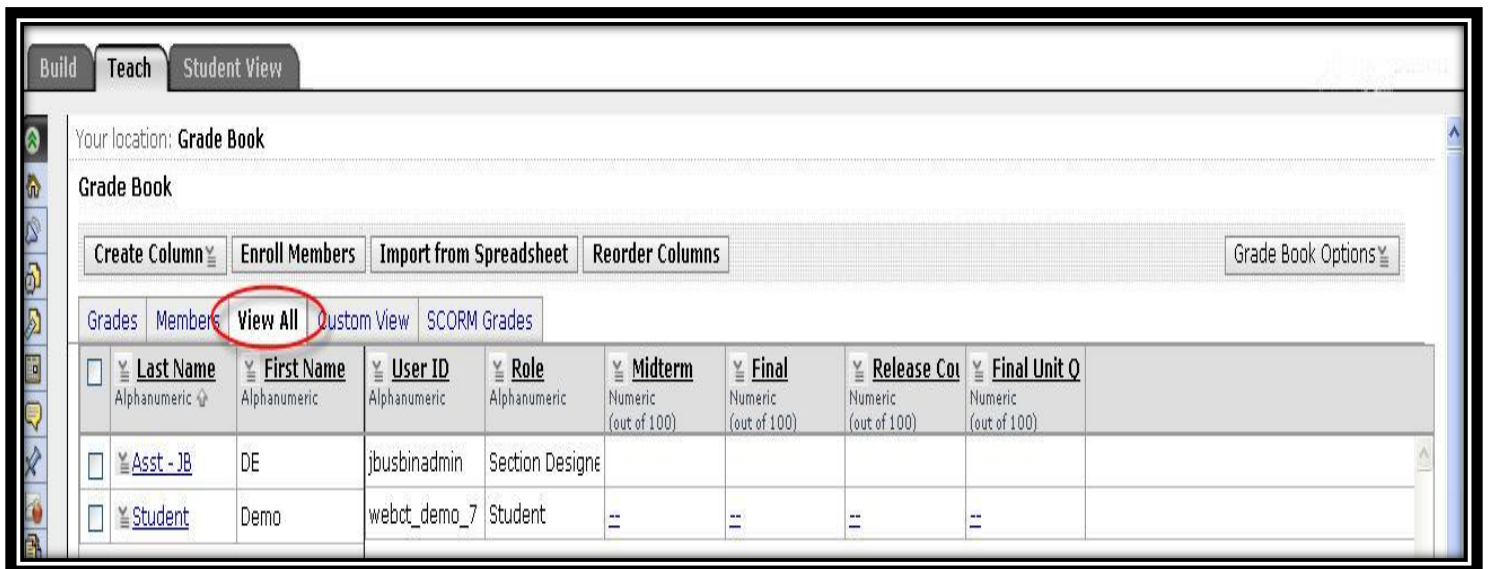


The screenshot shows the 'Grade Book' interface with the 'Student View' tab selected. At the top, there are navigation tabs: 'Build', 'Teach', and 'Student View'. Below these, the text 'Your location: Grade Book' is displayed. The main area is titled 'Grade Book' and contains several buttons: 'Create Column', 'Enroll Members', 'Import from Spreadsheet', 'Reorder Columns', and 'Grade Book Options'. Below these buttons is a row of tabs: 'Grades', 'Members', 'View All', 'Custom View', and 'SCORM Grades'. The 'Grades' tab is circled in red. Below the tabs is a table with the following columns: 'Last Name', 'First Name', 'User ID', 'Role', 'Midterm', 'Final', 'Release Co', and 'Final Unit Q'. The table contains two rows of data: one for 'Asst - JB' and one for 'Student'.

	Last Name	First Name	User ID	Role	Midterm	Final	Release Co	Final Unit Q
<input type="checkbox"/>	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)
<input type="checkbox"/>	Asst - JB	DE	jbusbinadmin	Section Designe				
<input type="checkbox"/>	Student	Demo	webct_demo_7	Student	==	==	==	==

### To View Members and All Grades:

From the Grade Book screen, click the **View All Button** at the top of the screen.



The screenshot shows the 'Grade Book' interface with the 'Student View' tab selected. At the top, there are navigation tabs: 'Build', 'Teach', and 'Student View'. Below these, the text 'Your location: Grade Book' is displayed. The main area is titled 'Grade Book' and contains several buttons: 'Create Column', 'Enroll Members', 'Import from Spreadsheet', 'Reorder Columns', and 'Grade Book Options'. Below these buttons is a row of tabs: 'Grades', 'Members', 'View All', 'Custom View', and 'SCORM Grades'. The 'View All' tab is circled in red. Below the tabs is a table with the following columns: 'Last Name', 'First Name', 'User ID', 'Role', 'Midterm', 'Final', 'Release Co', and 'Final Unit Q'. The table contains two rows of data: one for 'Asst - JB' and one for 'Student'.

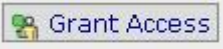
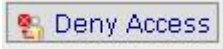
	Last Name	First Name	User ID	Role	Midterm	Final	Release Co	Final Unit Q
<input type="checkbox"/>	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)
<input type="checkbox"/>	Asst - JB	DE	jbusbinadmin	Section Designe				
<input type="checkbox"/>	Student	Demo	webct_demo_7	Student	==	==	==	==

## People Links


People links are drop down menus that open up after clicking the drop down arrow next to a student name. People links appear in areas of CourseDen such as the Grade Book and discussions. People links can provide immediate access to a student's performance and can give the ability to send Mail to the student from within tools other than the Mail tool among other items.

# Managing Members

## To Grant or Deny Members Access:

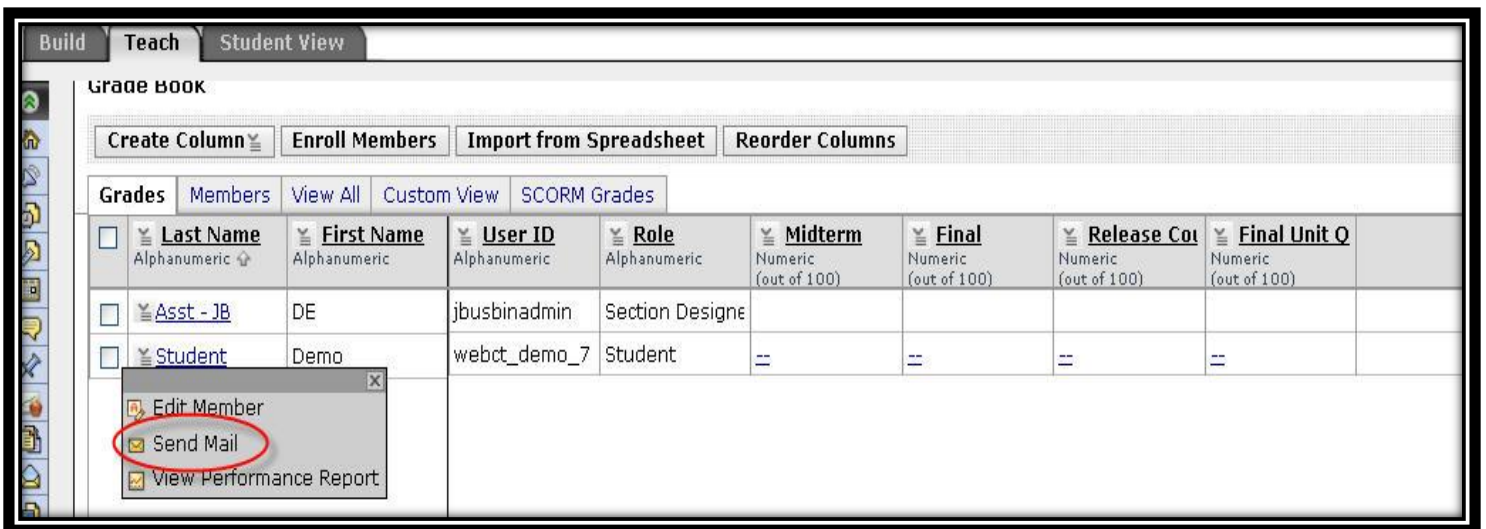
1. From the Grade Book screen, click the **Members Button** at the top of the screen.
2. Next to the student's last name, check the checkbox
3. Then click the **Grant Access** button  or **Deny Access** button  at the bottom

## To Remove a Member:

1. Next to the student's last name, check the checkbox
2. Then click the **Unenroll** button 

## To Send a Member Mail:

1. From the Grade Book screen, click the drop down list arrow next to the student's name
2. Then click **Send Mail**

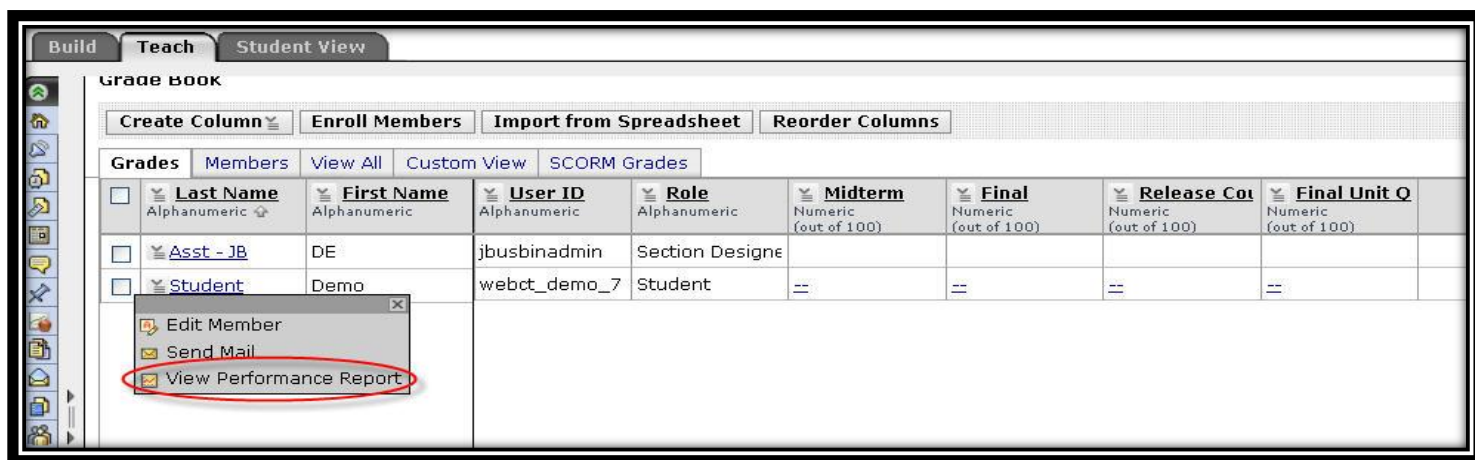


The screenshot shows the 'Grade Book' interface with tabs for 'Build', 'Teach', and 'Student View'. The 'Student View' tab is active. Below the tabs are buttons for 'Create Column', 'Enroll Members', 'Import from Spreadsheet', and 'Reorder Columns'. A sub-menu is open with options: 'Grades', 'Members', 'View All', 'Custom View', and 'SCORM Grades'. The 'Members' sub-menu is selected, showing a table with columns: Last Name, First Name, User ID, Role, Midterm, Final, Release Co, and Final Unit Q. The table has three rows: 'Asst - JB', 'Student', and 'Demo'. A dropdown menu is open for the 'Student' row, with 'Send Mail' circled in red. Other options in the dropdown are 'Edit Member' and 'View Performance Report'.

<input type="checkbox"/>	Last Name	First Name	User ID	Role	Midterm	Final	Release Co	Final Unit Q
	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)
<input type="checkbox"/>	Asst - JB	DE	jbusbinadmin	Section Designe				
<input type="checkbox"/>	Student	Demo	webct_demo_7	Student	=	=	=	=

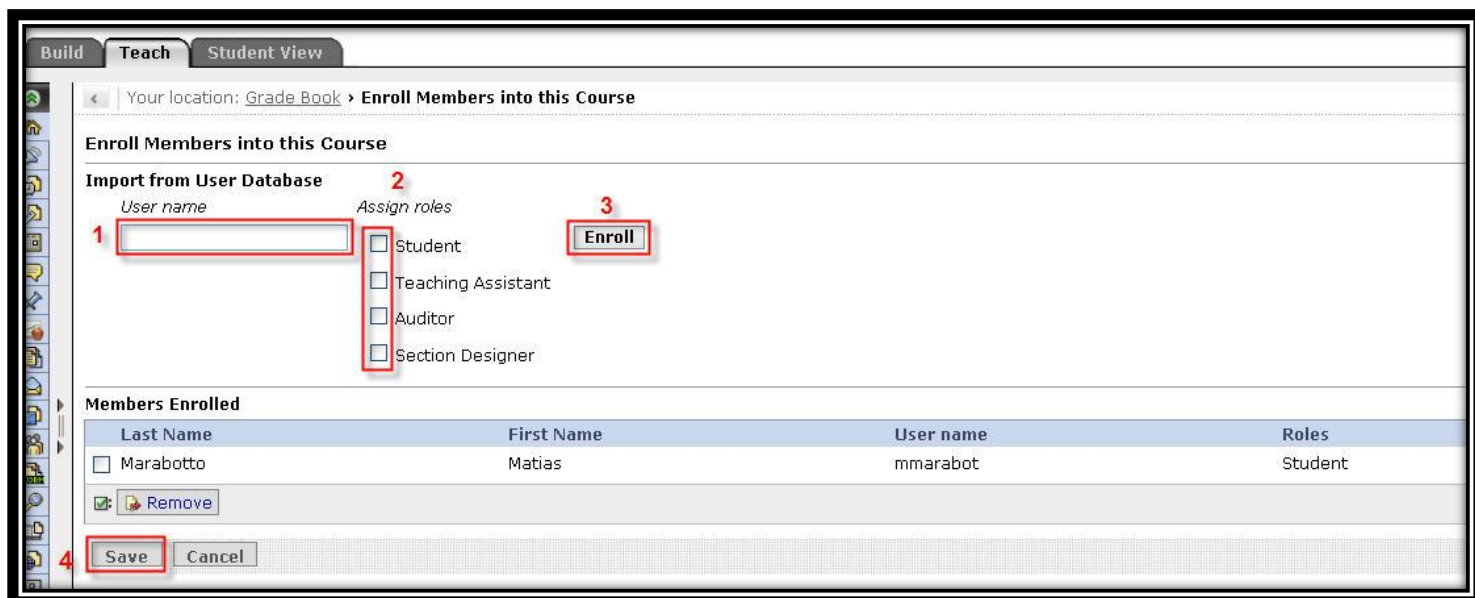
### To View a Performance Report:

1. From the Grade Book screen, click the drop down list arrow next to the student's name
2. The click **View Performance Report**



### To Add a Member

1. From the Grade Book screen, click the **Enroll Members** button at the top of the screen
2. In the Username box, enter the member's user name. Then click the appropriate **Assign roles**
3. Click **Enroll** and the student should appear below.
4. Once finished entering additions, click **Save**.

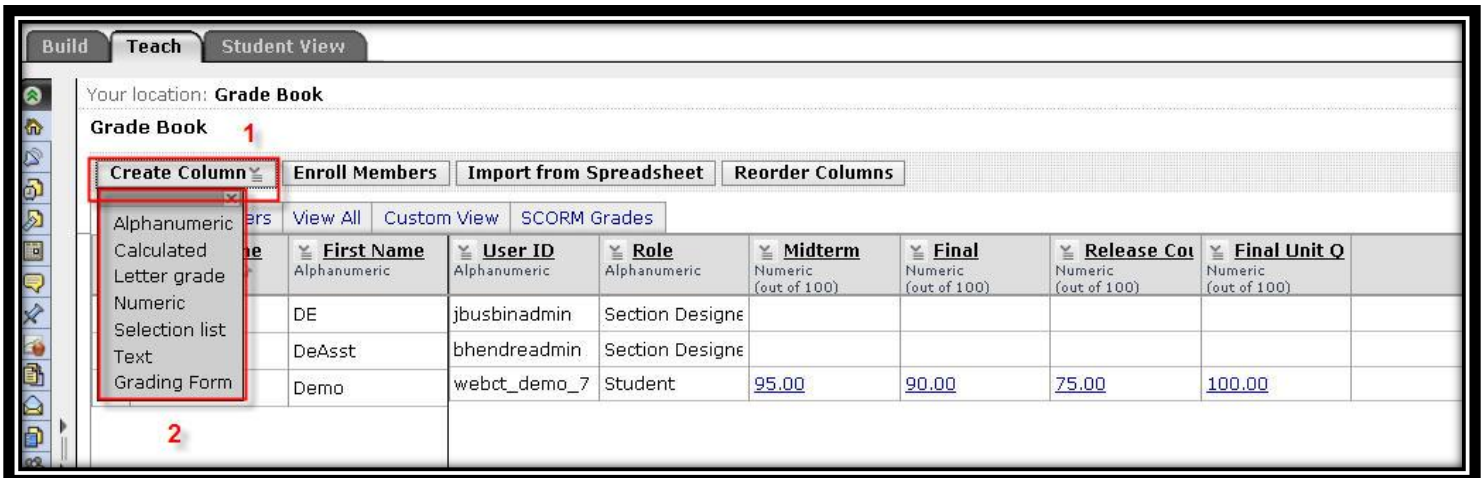


# Managing the Grade Book

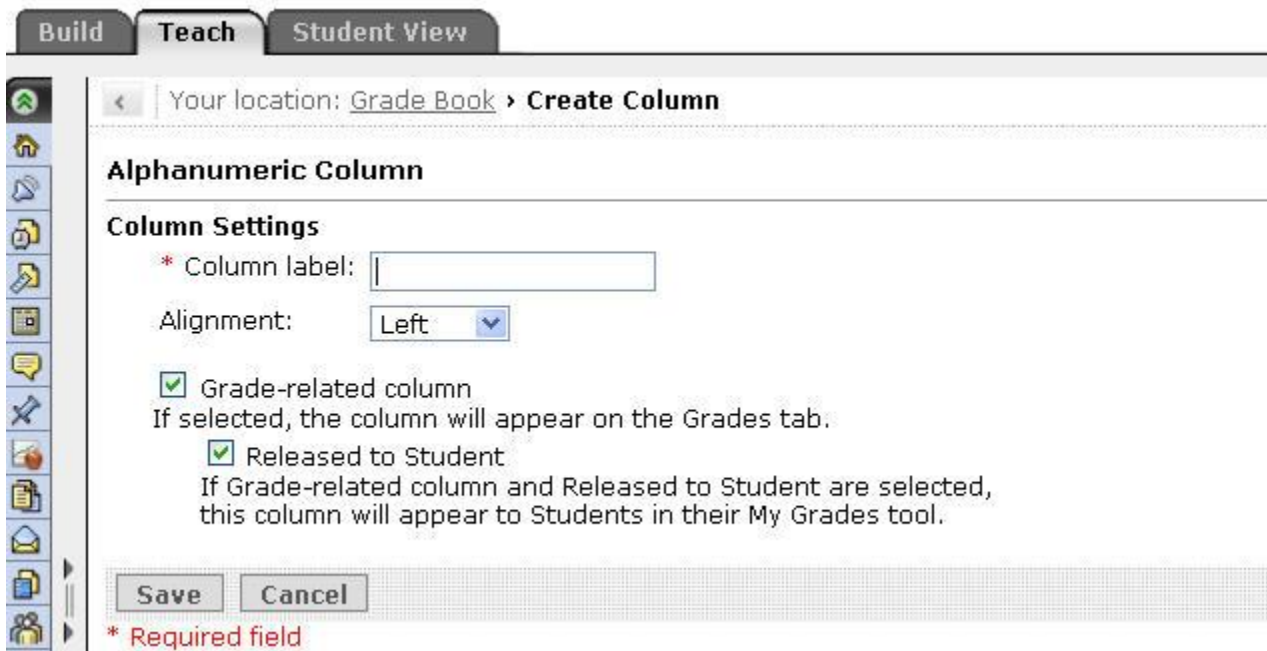
## Creating Columns

To Create an Alphanumeric Column:

1. From the Grade Book screen, click the **Create Column** at the top of the screen
2. From the **Create Column** drop down list located at the top left of the screen, select appropriate column type [Alphanumeric, Calculated, Letter Grade, Numeric, etc]



3. In the Column Label box, enter a name for the column.
4. If you wish to have this column available to students via the **My Grades** tool, then select the **Released to Student** check box, if necessary
5. Click **Save**



## Editing Columns

To Edit a Formula in a Calculated Column:

1. Locate the calculated column in the grade book
2. Next to the column label, click the drop down list arrow
3. Then click the **Edit Column formula button**

The screenshot shows a grade book interface with a table of columns and rows. The columns are: Last Name, First Name, User ID, Role, Midterm, Final, Release Co, Final Unit Q, and Calc Column. The Calc Column is currently set to 'Calculated'. A dropdown menu is open for the Calc Column, showing options: Sort Column, Hide Column, Edit Values, Edit Column Formula, and Column Statistics. The 'Edit Column Formula' option is highlighted with a red box and a red number '2'. A red number '1' points to the dropdown arrow on the 'Calc Column' header.

	Last Name	First Name	User ID	Role	Midterm	Final	Release Co	Final Unit Q	Calc Column
	Asst - JB	DE	jbusbinadmin	Section Designe					
	Bryan	DeAsst	bhendreadmin	Section Designe					
	Student	Demo	webct_demo_7	Student	95.00	90.00	75.00	100.00	

4. Write out your formula on paper, exactly as you want to enter it, complete with mathematical operators, nested arguments within parenthesis, references to other data columns, and any of the available functions. This formula creator is best suited for entering a formula all at once. The only editing function available is to “undo” the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.)
5. To insert a function, click any of the function buttons. Functions can only be inserted following an operation or left parenthesis. Each function is entered in this syntax: FUNCTION [argument1, argument2, etc]. You can add the following four functions to you formula:
  - **SUM:** returns the sum of the arguments within the SUM function braces
  - **MAX:** returns the maximum value of the arguments within the MAX function braces.
  - **MIN:** returns the minimum value of the arguments within the MIN function braces
  - **AVG:** returns the average value of the arguments within the AVG function braces.

To enter a function: At a valid point in the formula, click the function button. The function name and its left brace are inserted. Enter the function’s first argument. To enter a column name, select the individual column title listed below. You could also create a mathematical operation as one of the function’s arguments. To enter another argument (grade book column), click **Enter Another Value**. A comma is inserted, and you can select another value.

Here are some examples of formulas used in CourseDen Courses:

- Takes the four highest quiz grades out of five

$SUM \{[Quiz 1], [Quiz 2], [Quiz 3], [Quiz 4], [Quiz 5]\} - MIN \{[Quiz 1], [Quiz 2], [Quiz 3], [Quiz 4], [Quiz 5]\}$

- Takes the average of four quizzes

$([Quiz 1] + [Quiz 2] + [Quiz 3] + [Quiz 4]) / 4$

- Midterm worth 30% of the grade for the class and having total points of 20, use this formula to create a calculated column called [Percentage for Midterm]:

$([Midterm] / 20) * 30$

### Helpful Hints:

\*\* Once you have added a calculated column, you can override the column values by changing one value for one student for the selected column.

\*\*Calculated column will always give a value even if the student is missing grades, so make sure you enter "0" for any missed assignment, quiz, etc that is involved in your calculated column.

### To Edit a Column Letter Grade Scheme in a Letter Grade Column:

1. Locate the letter grade column in the grade book
2. Next to the column label, click the drop down list arrow
3. Then click the **Edit Column Letter Grade Scheme** button

Your location: **Grade Book**

A column was added.

**Grade Book**

Create Column | Enroll Members | Import from Spreadsheet | Reorder Columns | Grade Book Options

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

	Last Name	First Name	User ID	Role	Midterm	Final	Release Co	Final Unit O	Calc Column	Alphanumeric	Letter Grade
	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Calculated	Alphanumeric	Letter Grade
<input type="checkbox"/>	Asst - JB	DE	jbusbinadmin	Section Designe							
<input type="checkbox"/>	Bryan	DeAsst	bhendreadmin	Section Designe							
<input type="checkbox"/>	Hendren	Bryan	bhendre1	Student	==	==	==	==			
<input type="checkbox"/>	Student	Demo	webct_demo_7	Student	95.00	90.00	75.00	100.00			

Sort Column  
Hide Column  
Edit Values  
Edit Column Letter Grade Scheme

Your location: **Grade Book** > Edit Letter Grade Scheme

Edit Letter Grade Scheme for: **Letter Grade**

Base letter grade on column: Calc Column

Use Default Scheme

Grade	Range	Actions
<input type="radio"/> A+	100 and above	
<input type="radio"/> A	90 or greater, and less than 100	
<input type="radio"/> B	80 or greater, and less than 90	
<input type="radio"/> C	70 or greater, and less than 80	
<input type="radio"/> D	60 or greater, and less than 70	
<input type="radio"/> E	50 or greater, and less than 60	
<input type="radio"/> F	less than 50	

Add Grade (insert: above selected grade)

Comment:

Save | Cancel | Save and Set as Default

1. Do one of the following:

- a. Use the default letter grade scheme

Click **Use Default Scheme** to populate the letter grade scheme with the current default letter grades and ranges

- b. Create a custom letter grade scheme:

Under Grade, click in any text box to enter that letter grade. Under Range, enter the lower limit for each letter grade

EXAMPLE: If you have two rows that are A:100 and B:85, this means that if an A will be granted to the student who has a value of 86 to 100 in the column on which this letter grade column is based.

If you need to add a letter grade, select the radio button in the row below where you want to insert the new grade and click **Add grade**. A blank row appears. Enter the grade and lower numerical limit for the new grade.

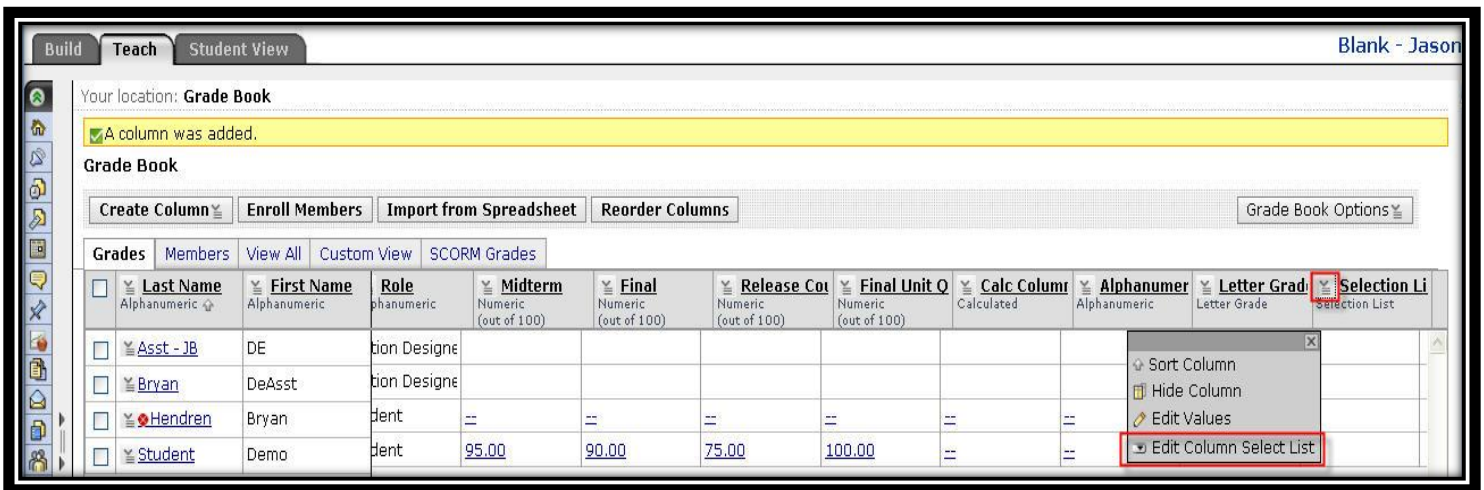
To delete a row click its **Delete button**. The letter grade is deleted without confirmation.

In the Comment box, for auditing history, you can enter a comment as to why the grade scheme was changed.

If you want to set this scheme as the default on which all future letter grade columns for this selection will be based, click **Save and Set as Default**. Otherwise, click **Save**,

To Edit a Selection List in a Selection List Column:

- 1. Locate the selection list column in the grade book.
- 2. Next locate label, click the drop-down list arrow.
- 3. Then click the **Edit Column Selection List button**



- 4. In each text box, edit the value that want to appear in that list
- 5. Click **Add Item** repeatedly to add as many more rows as needed. Enter a value in each txt box. The values display in the order that they appear in this list.
- 6. To delete an entry, click its **Delete button**
- 7. Click **Save**

To Edit a Member Record:

- 1. Next to the student's last name, click the drop down list arrow
- 2. Then click the **Edit Member** button.



3. In the Change to box, enter the appropriate values, text, or choose the appropriate item from the drop down lists
4. In the Comment box, enter comments about why the entry was changed, if necessary. (Only seen by instructor)
5. Click **Save**

Build Teach **Student View**

< Your location: [Grade Book](#) > **Edit Member**

### Edit Member

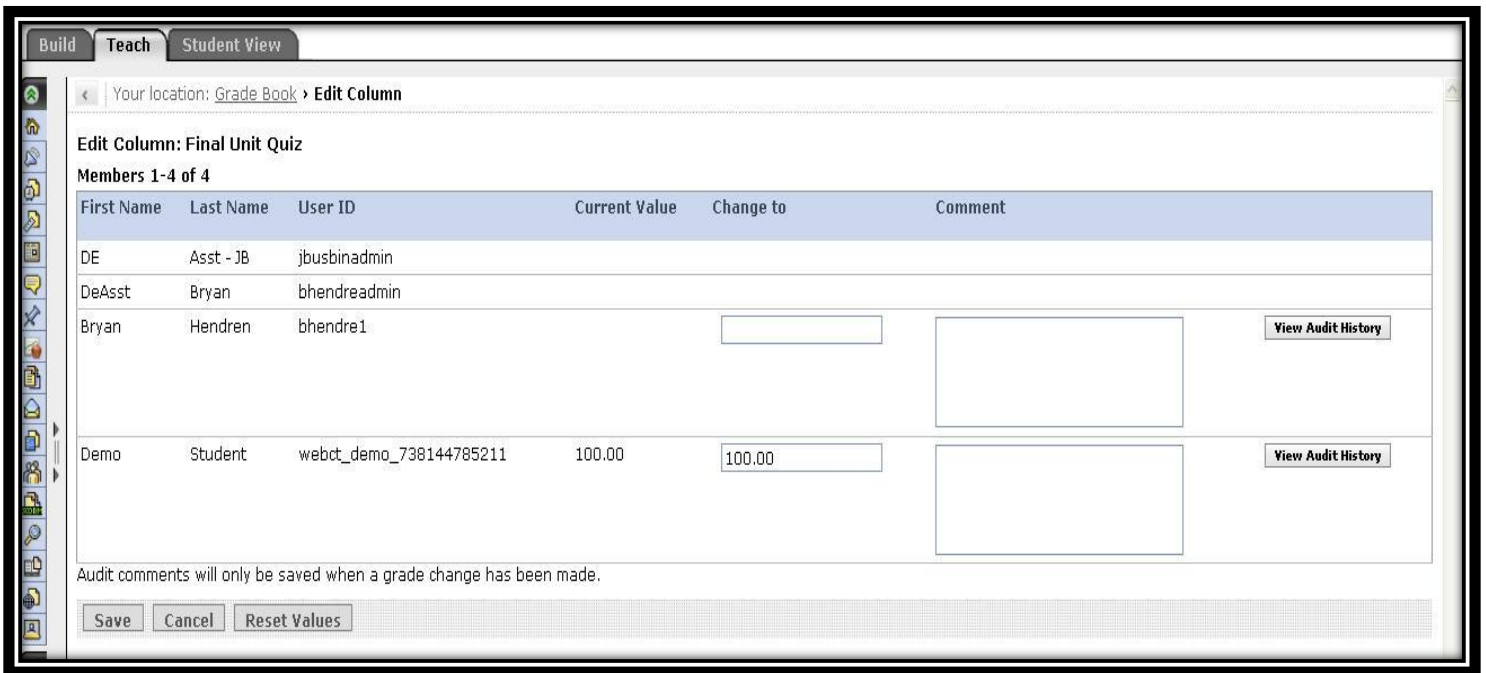
<b>Name:</b>	Demo Student	<a href="#">View Audit History</a>
<b>User name:</b>	webct_demo_738144785211	
<b>Roles:</b>	Student	
<b>Midterm:</b>	95.00	Change to: <input type="text" value="95.00"/> Comment: <input type="text"/> <a href="#">View Audit History</a>
<b>Final:</b>	90.00	Change to: <input type="text" value="90.00"/> Comment: <input type="text"/> <a href="#">View Audit History</a>
<b>Release Course:</b>	75.00	Change to: <input type="text" value="75.00"/> Comment: <input type="text"/> <a href="#">View Audit History</a>
<b>Final Unit Quiz:</b>	100.00	Change to: <input type="text" value="100.00"/> Comment: <input type="text"/> <a href="#">View Audit History</a>
<b>Calc Column:</b>	--	Change to: <input type="text"/> Comment: <input type="text"/> <a href="#">View Audit History</a>
<b>Alphanumeric:</b>	--	Change to: <input type="text"/> Comment: <input type="text"/> <a href="#">View Audit History</a>
<b>Letter Grade:</b>	--	Change to: <input type="text"/> Comment: <input type="text"/> <a href="#">View Audit History</a>
<b>Selection List:</b>	--	Change to: <input type="text" value="--"/> Comment: <input type="text"/> <a href="#">View Audit History</a>

Grading Form results are saved immediately.  
Audit comments will only be saved when a grade change has been made.

[Save](#) [Cancel](#)

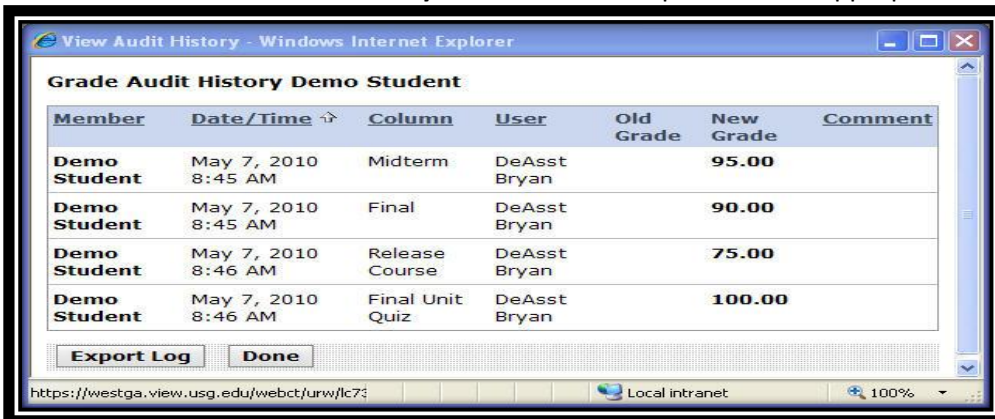
### To Edit a Column:

1. Next to the column label, click the drop down list arrow.
2. Then click **Edit Values** button
3. In the Change to column of the Edit Column screen, enter the appropriate values, text, or choose the appropriate item from the drop down list
6. In the Comment column, enter comments about why the entry was changed if necessary. (Only seen by instructor)
4. Click **Save**



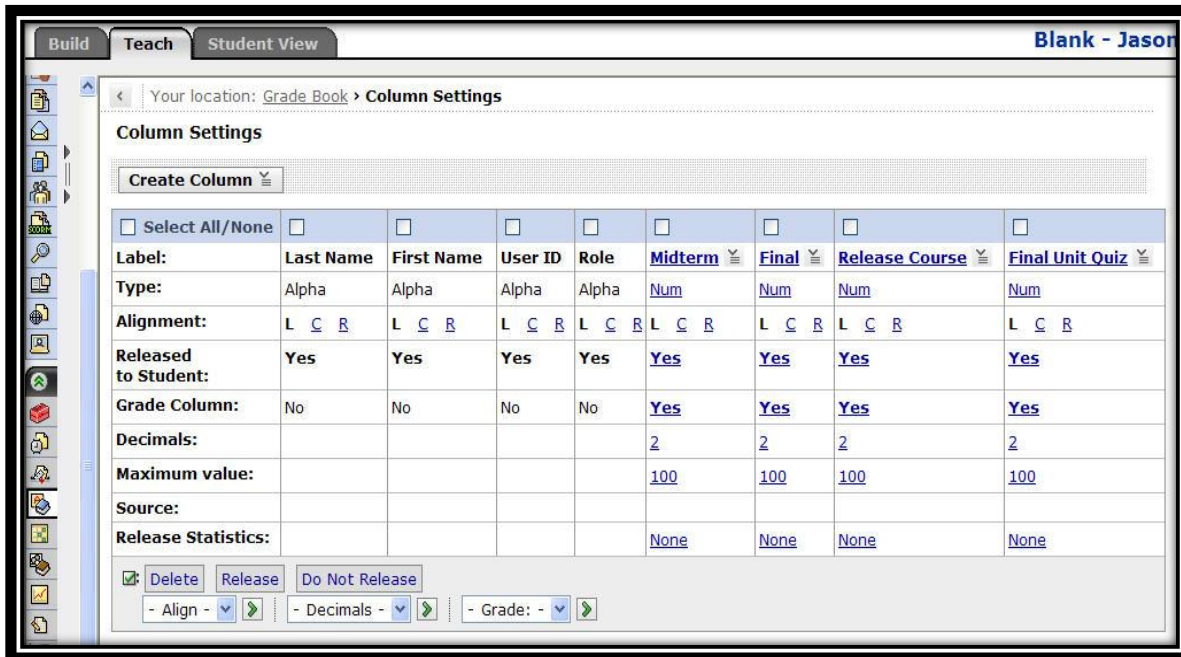
### To View Audit History

1. From the Grade book screen, click the Grades button at the top of the screen.
2. Next to the student's last name, click the drop down list arrow.
3. Then click the **Edit Member** button.
4. Click the **View Audit History** button that corresponds to the appropriate column.



5. Click **Done** to close the window.
6. Then click **Save**.

# Modifying Columns



## To Delete Columns

1. From the Grade book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. Then click the **check box** above the column that needs to be deleted.
4. Then click the **Delete button** on the bottom of the screen.

## To Release Columns for Student Viewing

1. From the Grade book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. Then click the **check box** above the column that needs to be released.
4. Then click the **Release button**.

## To Change Column Alignment

1. From the Grade book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. Select the check box that corresponds to the column you wish to change the alignment.
4. Click the **Align drop down list**, select your choice, and click the **Green Arrow**.

## To Change the Number of Decimal Places

1. From the Grade book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. Select the check box that corresponds to the column you wish to change the decimals.
4. Click the **Decimals drop down list**, select your choice, and click the **Green Arrow**.

### To Change a Column to a Grade Column

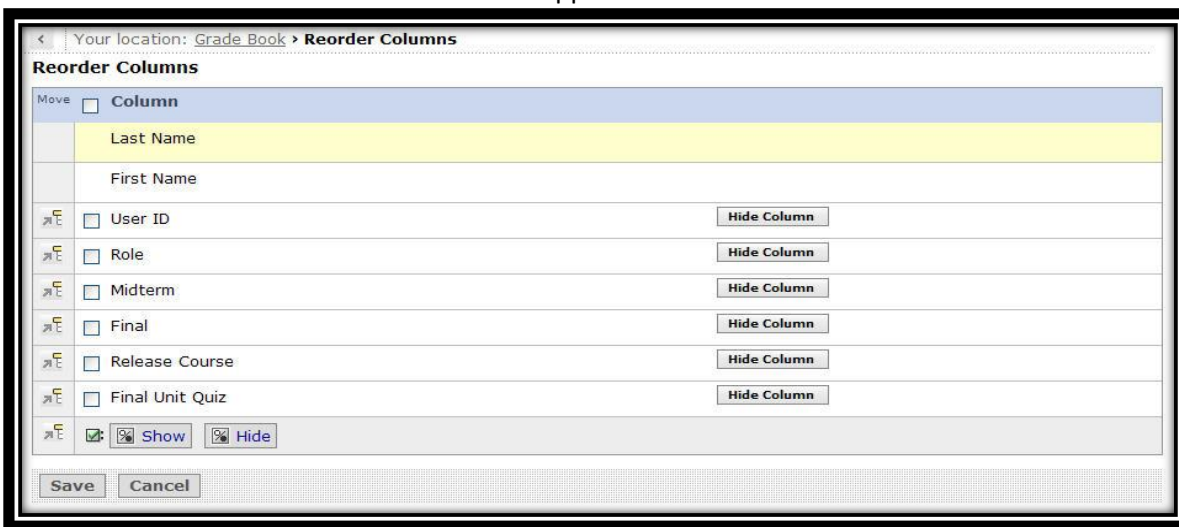
1. From the Grade book screen, click the **Grades button** at the top of the screen.
2. Then click the **Column Settings button** in the upper right.
3. Select the check box that corresponds to the column you wish to change the decimals.
4. Click the **Grade drop down list**, select your choice, and click the **Green Arrow**.


### To Exit the Column Settings Screen

1. From the Column Settings screen, click the **Grade Book link** in the bread crumb section.

### To Change the Order of Columns

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Reorder button** in the upper left.



3. Select the check box that corresponds to the column you wish to move.
4. Click the **Insert Selected Items above button**  for the appropriate row above which you want to insert the selected item.
5. Then click **Save**.

### To Hide/Show Columns

1. From the Grade Book screen, click the **Grades button** at the top of the screen.
2. Then click the **Reorder button** in the upper left.
3. Then look in the Visible column and click the **corresponding status indicator**. Clicking Hide column will change the visibility to hidden. Clicking Show column will change the visibility to shown.
4. Then click **Save**.

## Quick Tips

### Viewing Grades

When using the CourseDen grade book, you'll need to remember the following:

If you want students to be able to view their grades, you must

1. Release the columns. This can be done by Teach tab > Grade Book > Column Settings > then change the Release to Student option for the appropriate columns.
2. Make the My Grades tool available on the Course Toolbar. This can be done by Build tab > Manage Course > Tools > then make sure the My Grades tool is checked. > Then click Save.

### Student Access

There are varying levels of student access to CourseDen and to course in CourseDen.

#### Scenario 1: Cannot login to CourseDen.

The student may not have an account yet. Right before every semester, all students registered with the University of West Georgia will be loaded into the system. Until then, new students are not allowed into CourseDen. If after this time period the student still cannot access CourseDen, have them call the Distance Learning helpline (678) 839-6248.

#### Scenario 2: A student is missing a section on their CourseDen page.

The student may have registered late and their courses may not be updated. This will happen frequently during the drop/add period. It takes between 1-2 days to process and update the system. If after this day or two has elapsed and the courses are still not showing, have the student call the Distance Learning helpline: (678) 839-6248.

#### Scenario 3: A student is denied access to a section.

To check to make sure a student has access, go the Grade Book under the Teach tab. If there is a red X next to the student's name, they are denied access. To change this:

1. In the Grade Book, click the last name of the student that is denied access.
2. Then click the **Grant Access button**.

