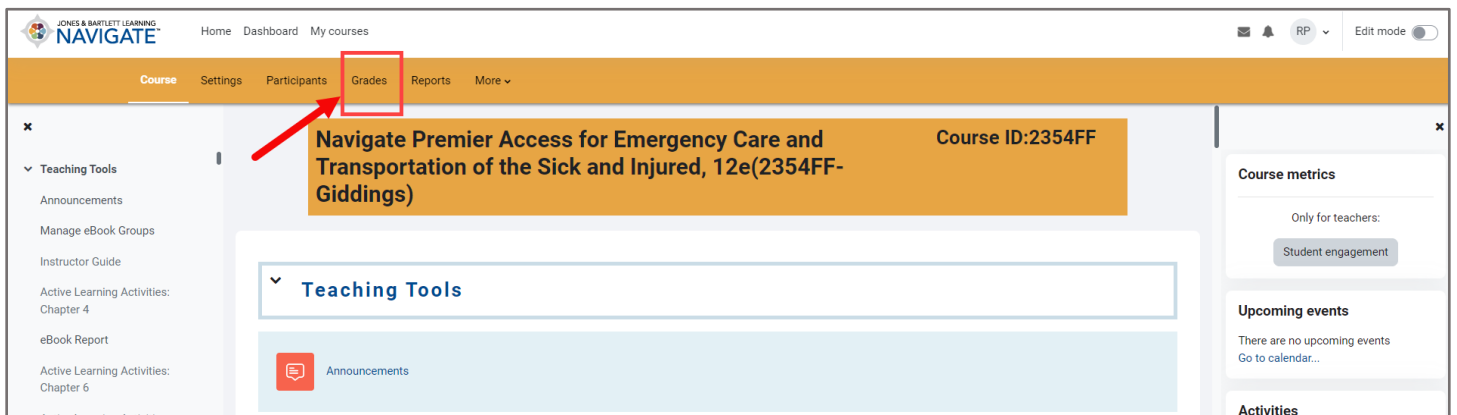


How to Navigate the Gradebook

This document contains an overview on navigating the gradebook. The focus is mostly on the Grader report and the options available within the report, including how to filter student results, collapse sections of the report, and access the user report and single view.

1. After launching your course, click on the **Grades** link in the Navigation drawer on the left side of the course homepage.



- The gradebook opens in the **Grader report** view, displaying all students and assignments in a grid format. Participant names and email addresses appear vertically on the left, and assignments are listed horizontally across the top.

Grader report ▾

Grader report

All participants: 4/4

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Names are listed here.

Graded assignments are listed here and extend horizontally across the page.

First name / Last name	Email address	Soft-Skill Simulations	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...
MG Madalyn Gambrel	Cristine.Gambrel@cdx.com	-Q	-Q	-Q	-Q
OG Onita Gaulke	Michelina.Gaulke@cdx.com	0.00Q	-Q	-Q	-Q
CH Carole Hackman	Katheryn.Hackman@cdx.com	-Q	-Q	-Q	-Q
VL Velma Lehn	Krista.Lehn@cdx.com	0.00Q	-Q	-Q	-Q
Overall average		0.00	-	-	-

- You may click on any letters in the **First name** and **Last name** rows above the grid to filter the students displayed based on the selected parameters.

Grader report ▾

Grader report

All participants: 1/4

First name: All A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Navigate Premier Access fo... ▾

First name / Last name	Email address	Soft-Skill Simulations	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...
MG Madalyn Gambrel	Cristine.Gambrel@cdx.com	-Q	-Q	-Q	-Q
Overall average		0.00	-	-	-

4. Click **All** in the same rows to remove the filter and display all students.

Grader report ▾

Grader report

All participants:4/4

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Navigate Premier Access fo... ▾

First name / Last name	Email address	Soft-Skill Simulations	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...
MG Madalyn Gambrel	Cristine.Gambrel@cdx.com	-Q	-Q	-Q	
OG Onita Gaulke	Michelina.Gaulke@cdx.com	0.00Q	-Q	-Q	
CH Carole Hackman	Katheryn.Hackman@cdx.com	-Q	-Q	-Q	
VL Velma Lehn	Krista.Lehn@cdx.com	0.00Q	-Q	-Q	
Overall average		0.00	-	-	

5. Your course name is the default name of your gradebook displayed at top of the Grader report. If you create gradebook categories to group and/or weight specific course activities, these are labeled horizontally across the top and list their child activities below.

Grader report

Grader report

All participants:4/4

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Course name

Navigate Premier Access fo... ▾

Gradebook categories will display here if applied.

First name / Last name	Email address	Soft-Skill Simulations	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...
MG Madalyn Gambrel	Cristine.Gambrel@cdx.com	-Q	-Q	-Q	
OG Onita Gaulke	Michelina.Gaulke@cdx.com	0.00Q	-Q	-Q	
CH Carole Hackman	Katheryn.Hackman@cdx.com	-Q	-Q	-Q	
VL Velma Lehn	Krista.Lehn@cdx.com	0.00Q	-Q	-Q	
Overall average		0.00	-	-	

6. The category totals are displayed to the right of the graded items which they contain in a dedicated column, just as the **Course total** is revealed at the far right of the Grader report.

Tests						
☑ Chapter 1 Test	☑ Chapter 2 Test	☑ Chapter 3 Test	⌘ Tests total	⌘ Course total		
60.00			60.00	59.55		
-	-		-			
-	-		-			
-	-		-			
60.00			60.00	60.00		
60.00	-	-	60.00	44.30		

Category totals are at the end of each category section

Course total is at the every end of the Grader Report

7. You may collapse and expand individual category and/or total by clicking the button immediately to the category title's right. This can be helpful in reducing the number of graded items you must scroll through at a time. Note, the collapsed view of a category will remain saved for your subsequent sessions and must be restored by clicking the same button.

Quizzes				
☑ Chapter 4 Quiz	☑ Chapter 6 Quiz	☑ Chapter 6 Quiz	⌘ Quizzes total	
60.00			60.00	
60.00			60.00	
-	-		-	
-	-		-	
60.00	-	-	60.00	

8. Scrolling in search of specific results you need can be cumbersome. To the right of each student's name, you will find two button options for individual grading review. The gradebook button opens the **User report** for the student, which is the individual gradebook the student sees.

Grader report

All participants: 4/4

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name ^		Email address	Soft-Skill Simulations	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...
MG	Madalyn Gambrel	Cristine.Gambrel@cdx.com	-	-	-
OG	Onita Gaulke	Michelina.Gaulke@cdx.com	0.00	-	-
CH	Carole Hackman	Carole.Hackman@cdx.com	-	-	-
VL	Velma Lehn	Krista.Lehn@cdx.com	0.00	-	-
Overall average			0.00	-	-

User report

OG Onita Gaulke
Michelina.Gaulke@cdx.com

View report as User

OG Onita Gaulke

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
▼ Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)						
EXTERNAL TOOL Soft-Skill Simulations	25.00 %	0.00	0-100	0.00 %		0.00 %
SCORM PACKAGE Interactive Lecture: Chapter 1	0.00 % (Empty)	-	0-100	-		0.00 %
SCORM PACKAGE Interactive Lecture: Chapter 2	0.00 % (Empty)	-	0-100	-		0.00 %
SCORM PACKAGE Interactive Lecture: Chapter 3	0.00 % (Empty)	-	0-100	-		0.00 %
SCORM PACKAGE Interactive Lecture: Chapter 4	0.00 % (Empty)	-	0-100	-		0.00 %
SCORM PACKAGE Interactive Lecture: Chapter 5	25.00 %	30.00	0-100	30.00 %		7.50 %

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9. The pencil button to the right of the student's name in the Grader report opens a **Single view** of that student's scores. The Single view is an easy way to review their scores, and provides the option of manually editing any scores as needed.

Grader report

All participants: 4/4

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name ^		Email address	Soft-Skill Simulations	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...
MG	Madalyn Gambrel	Cristine.Gambrel@cdx.com			
OG	Onita Gaulke	Michelina.Gaulke@cdx.com	0.00		
CH	Carole Hackman	Carole.Hackman@cdx.com			
VL	Velma Lehn	Krista.Lehn@cdx.com	0.00		
Overall average			0.00		

Single view

OG Onita Gaulke
Michelina.Gaulke@cdx.com

VIEW BY Users Grade items

Grade item	Grade category	Grade	Range	Feedback	Override	Exclude
EXTERNAL TOOL Soft-Skill Simulations	... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)	0.00	0.00 - 100.00			
SCORM PACKAGE Interactive Lecture: Chapter 1	... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)		0.00 - 100.00			
SCORM PACKAGE Interactive Lecture: Chapter 2	... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)		0.00 - 100.00			
SCORM PACKAGE Interactive Lecture: Chapter 3	... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)		0.00 - 100.00			
SCORM PACKAGE Interactive Lecture: Chapter 4	... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)		0.00 - 100.00			
SCORM PACKAGE Interactive Lecture: Chapter 5	... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)	30.00	0.00 - 100.00			

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10. After reviewing an individual's User report or scores, you may return to the **Grader report** by clicking the respective option in the top left dropdown on the page.

The screenshot shows the top left corner of the interface. A dropdown menu is open, listing various options. The 'Grader report' option is highlighted with a red box and a mouse cursor. The main content area shows a table with columns for 'Grade category', 'Grade', 'Range', 'Feedback', 'Override', and 'Exclude'. The table contains five rows of data, each representing a different chapter or section.

Grade category	Grade	Range	Feedback	Override	Exclude
Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)	0.00	0.00 - 100.00			
Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)		0.00 - 100.00			
Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)		0.00 - 100.00			
Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)		0.00 - 100.00			
Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)	30.00	0.00 - 100.00			

11. The dropdown displayed in the top left corner of the Grade page persists throughout the gradebook and provides options for navigating and managing it.

The screenshot shows the top left corner of the Grade page. A dropdown menu is open, listing various options. The 'Grader report' option is highlighted with a red box and a red arrow. The main content area shows a table with columns for 'Email address', 'Soft-Skill Simulations', 'Interactive Lecture: Chapte...', and 'Interactive Lecture: Chapte...'. The table contains five rows of data, each representing a different user.

Email address	Soft-Skill Simulations	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...
Cristine.Gambrel@cdx.com			
Michelina.Gaulke@cdx.com	0.00		
Katheryn.Hackman@cdx.com			
Krista.Lehn@cdx.com	0.00		
Overall average	0.00		

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12. Clicking on the activities themselves within the Grader report brings you to directly to the item's results page. For example, you may quickly review individual student quiz attempts by clicking on a graded quiz.

Quizzes				
<input checked="" type="checkbox"/>	Chapter 4 Quiz	<input checked="" type="checkbox"/>	Chapter 6 Quiz	<input checked="" type="checkbox"/>
	Link to Quiz activity Chapter 4 Quiz			
	60.00			60.00
	60.00			60.00

13. When you are finished viewing the Gradebook, click **Course** at the top of the menu bar to return to the homepage.

The screenshot shows a navigation menu with the following items: Course, Settings, Participants, Grades, Reports, and More. The 'Course' item is highlighted with a red box, and a red arrow points to it from the left. Below the menu, there is a banner for 'Navigate Premier Access for Emergency Care and Transportati Sick and Injured, 12e(2354FF-Giddings): View: Preferences: Gr report'. A warning message states: 'Warning: Activity deletion in progress! Some grades are about to be removed.' Below this is a 'Grader report' section with a dropdown menu. The main content area is titled 'Grader report' and 'All participants:4/4'. There are filters for 'First name' and 'Last name', both set to 'All' with a dropdown menu showing letters A through Z. At the bottom right, there is a button labeled 'Navigate Premier Access fo...'. The left sidebar contains a list of 'Activities:'.

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