



### Grade Book Directions

Below are some quick directions to get you started with the grade book. The grade book allows you to record and report grades to the students.

1. Login to the course
2. Click the **Grades** link near the bottom of the administration column (left side)
3. Click **Set Preferences** (3rd link in top row)
4. Click **Use Advanced Features** (this allows you to manually add assignments)
5. Set your preferences – click the small question mark icon to the right of “Set Preferences” for detailed information on any of the settings.

	The setting “to everyone” means that students and teachers will see grades displayed in that format. Grade reporting is always private and individualized; students only see their grades.
-----------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

6. Click Save Preferences
7. Set categories and weights (if desired) using links across the top of the page.
8. To add an assignment click **[[addgrade]]**
9. Add name, description (optional), select category (if used) and set the point value.
10. Click **[[AddEvent]]** – Repeat steps 8–10 for each assignment you wish to add.
11. To enter the grades for each student click on **[[editgrades]]**
12. Enter the point value for each assignment.
13. If you need to delete or edit an existing assignment return to **[[addgrade]]** page. To delete use the drop-down box at the bottom to select the assignment and click delete. To edit (change the name, description, category or point value) select the grade from the **[[newevent]]** drop down at the top of the screen.

	If you use the Activity drop down on the courses page to add an "assignments" they will show up on the grade list too with their point values specified when you created the assignment and there is no way to delete them.
-------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------