

LEARN Gradebook – Entering Grades

Entering Grades into the Gradebook & Managing Grades

Quizzes ▾		
Quiz 1 ▾	Quiz 2 ▾	Quiz 3 ▾
9.333333333 / 10	11 / 14	7.6 / 19
9.166666667 / 10	12 / 14	18 / 19
10 / 10	12 / 14	17 / 19

Entering Grades

Confirming Your Settings with a Demo Student

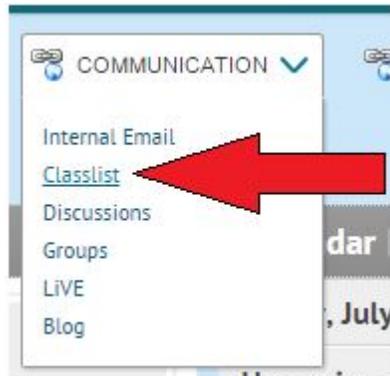
The “**role switch**” tool gives you a glimpse of how a student experiences LEARN, but a **Demo Student** gives you the full experience.

Demo students: what can students see?

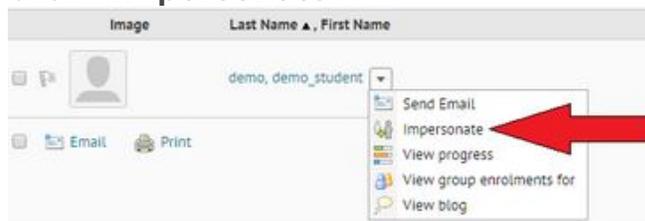
Demo students are fake students that [LEARN Support](#) (learn@rrc.ca) can enroll in your MASTER course or sandbox. You can enter grades for demo students, then “impersonate” them to see how things look from a student’s perspective.

How do I impersonate a demo student?

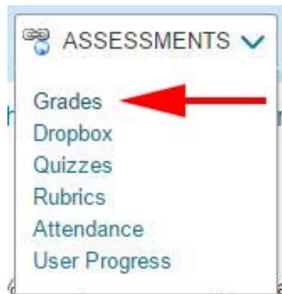
1. Enter your LEARN course and click **“Communication”** and then **“Classlist”**



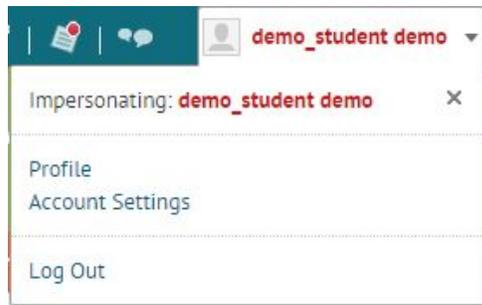
2. Scroll down the page until you see your Demo Student
3. Click the action button (▼) beside the demo students name.
4. Click **“Impersonate”**



5. You are now able to browse the course as a student. This enables you to:
 1. Complete assessments
 2. Browse Content
 3. Access the gradebook to view as a student
1. Click **“Assessment”** and then **“Grades”** to see how the student view differs from the instructor view.



6. To exit demo student view click the demo students name in the upper right hand corner (in red), click the "x" beside the demo student's name.



7. Assess the demo students completed quiz, dropbox, or add some grades to the gradebook.
8. Repeat steps 1-6 to see the changes.

How do I get a demo student?

Contact [LEARN Support](mailto:learn@rrc.ca) (learn@rrc.ca) to request a demo student. Please include where you want the demo student enrolled. Demo students can only be enrolled in one course, but you can have one for each course you're working on.

Entering Student Grades Through Associations

If you have properly set up associations from your dropbox or gradebook you can simply release the grades to the gradebook when marking that item. The quiz tool can also be set to automatically grade and automatically release the grades (but only if you use question types that a computer can auto-grade. It cannot grade short or long answers).

You can create the dropbox or quiz association through the Dropbox or the Quiz tool:

- **Dropbox:**
 1. Edit your Dropbox
 2. Use the Grade Item dropdown to select the gradebook item

Category
 No Category ▾ [New Category]

Grade Item
 Example Associated Grade item ▾ [New Grade Item]

Out Of
 10 ?

3. Save and Close

• **Quiz tool:**

1. Edit your Quiz
2. Click Assessment tab
3. Use the Grade Item dropdown to select the gradebook item
4. Click the **“Auto Export to Grades”** button

Edit Quiz - example ▾

Properties Restrictions Assessment Objectives S

Assessment

Grade Item
 Example Associated Grade item ▾ [add grade item] ?

Auto Export to Grades
 Allow automatic export to grades ?

5. Save and Close

When an association is set up correctly, you will see a rule icon when viewing the dropbox or quiz and the association will be listed in the gradebook.

WebQuest - Demo Assignment ▾  

	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quiz A or B ▾				10
<input type="checkbox"/>	Quiz A  ▾	Numeric	Quizzes 	10	50
<input type="checkbox"/>	Quiz B  ▾	Numeric	Quizzes 	10	50

You can still overwrite any associated grades in the gradebook through manual entry.

Entering Grades from Manage Grades



From “**Manage Grades**” (the default view when you click into your gradebook) you are able to enter grades by clicking the action button (▼) that is beside the grade item or category you would like to grade. You will be brought to a screen where you can enter the grades for that item or category for all the students.

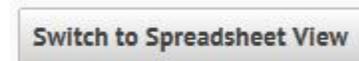
You can leave private feedback for individual students by clicking the “**comments**” button (💬) or leave comments for everyone in the “**Overall Comments**” box. Remember that the comments are entered into the “WYSIWYG” editor so you are able to easily link to course content items and insert items like images or youtube videos in order to point students in the right direction. Make sure you “**Save**” your work.

Entering Grades from “Enter Grades”



Enter the grade area and click “**Enter Grades**”. You will now see the gradebook in a course overview or spreadsheet view. There are a number of ways to enter grades on this page.

The easiest is to click the “**Switch to Spreadsheet View**”



button which will then allow you to enter grades for any student and any grade item. Once your changes are done, make sure to click “**Save**”. If you need to get in touch with students about a problem in the gradebook (for example to email students who don’t have grades for an assignment yet) you can select the students you want to contact and click the “email” button at the bottom of the page, which will bring up a compose email window with the students already addressed.

You can also grade specific items or categories by clicking the action button (▼) that is beside the grade item or category you would like to grade, which will give you a page with all the students and their grades. You can then follow the same

instructions as listed in the "Entering Grades from Manage Grades" section above.

The 3rd way you can enter grades in this area is by clicking on a student name. This will bring up their "Final Calculated" and "Final Adjusted" grade so you can modify or release it. You can also access and edit every grade item for that student. Click "Save" when you're done. You can also easily skip to the next student by clicking the blue arrow button at the top of the page.

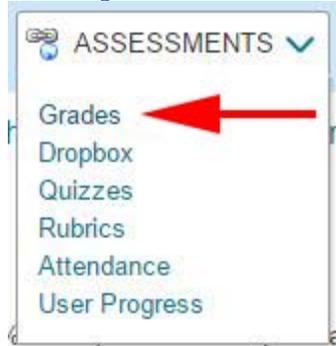


Viewing Student Grades

There are multiple ways to view student grades.

Viewing all Grades for all Students

1. Enter your course, click "**Assessments**", "**Grades**"



2. Click "Enter Grades"

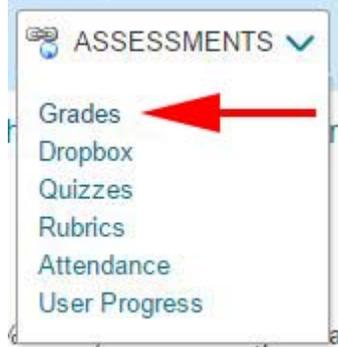


3. You can now see all student grades for all grade items.
4. To Edit, click "Switch to Spreadsheet View". This allows you to edit the grades for all grade items.

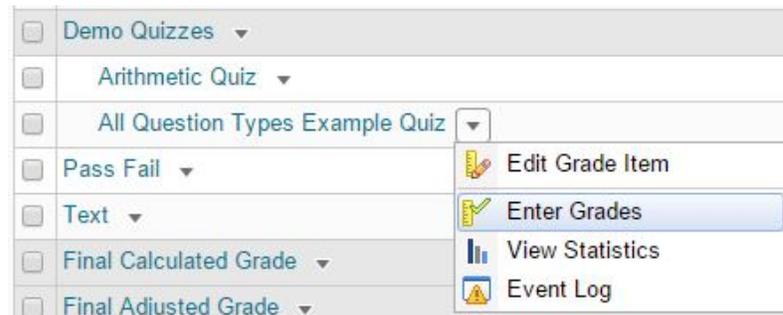


Viewing Grades for one Grade Item

1. Enter your course, click **"Assessments"**, **"Grades"**



2. Click the action button (▼) beside the grade item you wish to view.
3. Click **"Enter Grades"**



4. You can now view/edit all students' grades for that specific grade item.

Viewing Grades for one Student

1. Enter your course, click **"Assessments"**, **"Grades"**



2. Click **"Enter Grades"**

Enter Grades

Manage Grades

Schemes

Setup Wizard



3. Click a student name
4. You can now view/edit all grades for that specific student.

Releasing the Final Grade

When you first set up your gradebook you made a decision about using a Final Calculated or Final Adjusted grade scheme. You can access these grades to view them, release them, or to adjust the final adjusted grade.

1. Enter the course and click **"Assessments"**, **"Grades"**
2. Enter the "Manage Grades" area.
3. Click the action button (▼) next to **"Final Calculated"** or **"Final Adjusted"** grade.
4. Click **"Enter Grades"**.
5. You can now calculate the grade by clicking the calculator button (🧮), add comments, and if you're on Final Adjusted Grade you can release the grade to the students by clicking the check box beside their name under **"Release Final Adjusted Grade"**
 - You can release all the students' grades by selecting the checkbox at the top of the list. This will select all the students and you can then click **"release/unrelease"** (🌐 [Release/Unrelease](#)) to make the adjustments all at once.

You're able to release these grades to the students from under the **"Enter Grades"** area in the same way.

You can also access an individual student's grades by clicking their name and then adjust or release their final grade individually.

Final Grade

> [Show Comments](#)

Final Calculated Grade

0 / 100

Final Adjusted Grade

/  

Release

Release Final Adjusted Grade

(final calculated and adjusted grade for individual student)