About the Grade Book

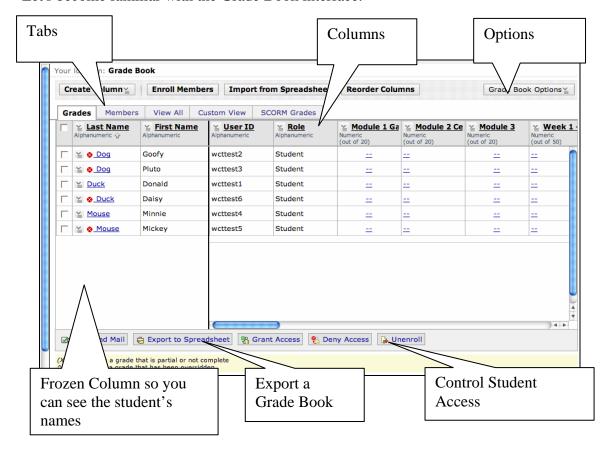
The **Grade Book** allows the instructor to add and delete student records, create columns to store student data, automatically integrate **Quiz** scores and other assessment options, enter record grades, extract grade information to Excel, and create columns that automatically calculate scores.

Using the Interface

All student records in the WebCT course will be displayed when you select the **Grade Book**. Instructors can use the grade book for

- 1). Inputting letter grades or points manually
- 2). Using WebCT's online quizzes, which are automatically entered into the **Grade Book**
- 3). Using a spreadsheet like Excel for gathering student grades and uploading them into the WebCT student database. The instructor can customize what **Grade book** information is displayed to the students.

Let's become familiar with the Grade Book interface.



Tabs

Grades – Use this tab to manage all the grades in the grade book.

Members – Use this tab to manage non-grade related information, e.g., student info.

View All – Use this tab to manage grades and non-grade data

Custom View – Create a special view that only shows the columns of your choice, which can show non-grade and graded data

Columns

Columns are used to manage student grades and information and may be either manually or automatically created by Assessment tools. The two most left columns are frozen and allow you to see the student's names while managing their grades.

Options

The options button provides multiple actions that allow you to specify column settings, finding members and viewing audit history.