

## 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.

The screenshot shows the WebCT Grade Book interface. At the top, there are tabs for 'Grades', 'Members', 'View All', 'Custom View', and 'SCORM Grades'. The 'Grades' tab is selected. Below the tabs, there are buttons for 'Create Column', 'Enroll Members', 'Import from Spreadsheet', 'Reorder Columns', and 'Grade Book Options'. The main area is a table with columns for 'Last Name', 'First Name', 'User ID', 'Role', 'Module 1 Grade', 'Module 2 Grade', 'Module 3', and 'Week 1'. The table contains student records for 'Dog', 'Duck', and 'Mouse'. At the bottom, there are buttons for 'Send Mail', 'Export to Spreadsheet', 'Grant Access', 'Deny Access', and 'Unenroll'. Callouts point to various features: 'Tabs' points to the top navigation tabs; 'Columns' points to the table headers; 'Options' points to the 'Grade Book Options' button; 'Frozen Column so you can see the student's names' points to the 'Last Name' and 'First Name' columns; 'Export a Grade Book' points to the 'Export to Spreadsheet' button; and 'Control Student Access' points to the 'Grant Access', 'Deny Access', and 'Unenroll' buttons.

	Last Name	First Name	User ID	Role	Module 1 Grade	Module 2 Grade	Module 3	Week 1
<input type="checkbox"/>	Dog	Goofy	wcttest2	Student	--	--	--	--
<input type="checkbox"/>	Dog	Pluto	wcttest3	Student	--	--	--	--
<input type="checkbox"/>	Duck	Donald	wcttest1	Student	--	--	--	--
<input type="checkbox"/>	Duck	Daisy	wcttest6	Student	--	--	--	--
<input type="checkbox"/>	Mouse	Minnie	wcttest4	Student	--	--	--	--
<input type="checkbox"/>	Mouse	Mickey	wcttest5	Student	--	--	--	--

## **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.