

Student Guide to the Gradebook

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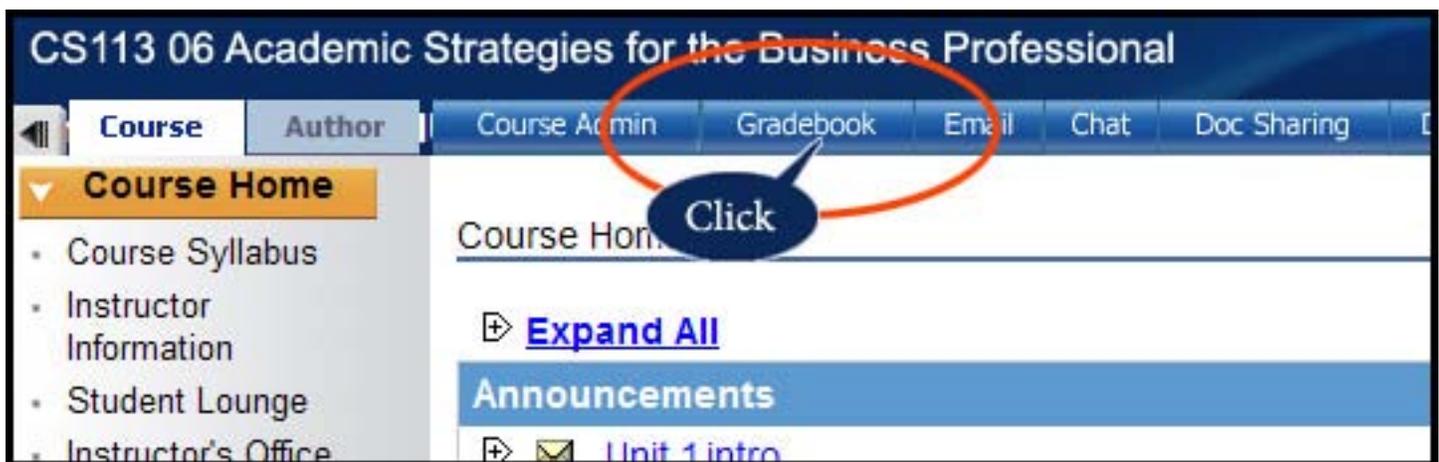
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Your instructor provides feedback on your work by posting comments and grades in the Gradebook. You can access your Gradebook throughout the course. The following steps will demonstrate how to access your Gradebook and show the types of information that are displayed for the course.

Step 1:

View the Gradebook by clicking the Gradebook tab.



Once you enter the Gradebook, you will see:

- Your Grade To Date
- All Unit Assignments that are graded
- Your score on submitted assignments that the instructor has graded (*see example 36/50 on Unit 2 Discussion below*).

My Gradebook: Jane Doe		
Grade To Date: <u>401/500 (80.20%)</u>	View Gradebook By:	
	Grade	Earned to Date
Unit 1: You Can Do It - Discussion	<u>43/50</u>	43 pts.
Unit 1: You Can Do It - Assignment 	<u>57/60</u>	57 pts.
Unit 2: Manage Your Time and Stress - Discussion	<u>36/50</u>	36 pts.
Unit 2: Manage Your Time and Stress - Assignment 	<u>43/60</u>	43 pts.

Please note that grades are not immediately posted once you submit an assignment. The instructor will need some time to grade your assignment. An assignment that has not yet been graded is shown by an asterisk (*).

Unit 4: Academic Writing - Discussion	<u>36/50</u>	36 pts.
Unit 4: Academic Writing - Assignment 	<u>53/60</u>	53 pts.
Unit 4: Academic Writing - Anti-Plagiarism Quiz	<u>6/10</u>	6 pts.
Unit 5: Reading and Note-taking - Discussion	<u>42/50</u>	42 pts.
Unit 5: Reading and Note-taking - Assignment 	*	*

To review all grades for similar types of assignments at the same time (e.g. Discussion Grades), click “Item” to sort your assignments by “Item” instead of by “Unit”.

My Gradebook: Jane Doe	
Grade To Date: <u>401/500 (80.20%)</u>	View Gradebook By: Unit <u>Item</u>

Click

Instructor's Comments

Step 2:

View your instructor's comments by clicking on specific assignments.

The following are examples of how to access your grades and instructors comments for each type of activity (Discussion, Assignments, Quizzes and Exams).

Discussion

Click on your grade to read your instructor's comments. See example below (*click on grade 30/30*). If there are no comments, or if you are dissatisfied with your grade, contact your instructor.

Gradebook Detail - Windows Internet Explorer

http://altone.gradebook.ecollege.com/Manager/GradeDetail.aspx?Context=StudentView&ContextID=a7a459ba-a09b-475e-9482-0

Grade for Lisa : Unit 2 Discussion

Numeric Grade: 30 /30 pts

Letter Grade:

Share grade with student:

Comments:
Excellent job participating in this week's discussion board Lisa. Your comments added value throughout the week. Keep up the great work.

Save & Close Cancel

GradeDetail.aspx?Context=StudentView Internet | Protected Mode: On 100%

Unit 2: Time and Stress Management - Discussion	30/30	30 p
Unit 2: Time and Stress Management - Assignment	60/60	60 p
Unit 2: Time and Stress Management - Seminar	20/20	20 p

Click

Assignments (projects, papers, presentations, etc.)

Click on the grade for the specific assignment. Be sure to click the “+” to expand the “Comments” to read everything that your instructor has written. Your instructor may include an attached

file with more details, the project rubric or an example similar to your assignment. If there are no comments or if you are dissatisfied with your grade, contact your instructor.

The screenshot displays a gradebook entry for 'Lisa' in 'Unit 1: Assignment | OUTBOX'. The numeric grade is 48 out of 60 points. A comment from the instructor is visible: 'A fine effort Jane. Please see the sheet for your score and additional... will post these each week so you progress through the courses. If you... the file please let me know and... a Word document.' There are callouts for 'Instructor Attachment', 'Instructor Comments', and 'Your Attachment'. A green box explains that attachments are files submitted for grading or sent by the instructor for feedback. Another green box states that instructor comments are displayed after clicking on the grade from the gradebook.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR GRADEBOOK, CONTACT YOUR INSTRUCTOR.

“Access Date(s)”
 – test may be taken at any time during these dates

“Can be reviewed in Gradebook on”
 – date your exam or quiz grade is viewable

Exams and Quizzes

Before beginning your exam or quiz, you will see a chart like the one below. Exam results are not viewable until an exam has been closed by the instructor. Once the exam has been closed, the results of that exam are displayed.

The screenshot shows a quiz access chart for 'Unit 3: Learning Styles - Seminar:Quiz'. The 'Access Date(s)' is 13 Aug 2008 - 19 Aug 2008. The 'Can be reviewed in Gradebook on' is 26 Aug 2008. The 'Number of times Seminar:Quiz can be taken' is 1. The 'Time allowed to complete Seminar:Quiz' is 1 Hour. A 'Begin Seminar:Quiz' button is at the bottom.

You can access your grades by clicking on your Gradebook at any time during your course to see your auto-grade summary and your results.