

Gradebook Tutorial #4: How to enter student marks.



#1: Select the course for which you wish to enter marks.

#2: Select the "Scoresheet" tab.

#3: Note that several assignments have been entered.

Student names have been covered to protect their privacy!

| Students (23) | (T1) Final Grade | Ideology & Ide... | Ideology Spec... | Individualism S... | Political Compass | Related Issue ... | Understanding ... | Hello |
|---------------|------------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|-------|
| 60 | 60% | 50.91 | 9.5 | 8 | 16 | 14.5 | | |
| 68 | 68% | 64.85 | 8.5 | 8 | 17 | 18 | | |
| 88 | 88% | 50.3 | 13 | 10 | 23 | 24 | | |
| 56 | 56% | 40.61 | 7.5 | 0 | 16 | 18.5 | | |
| 40 | 40% | 43.03 | 9 | 10 | 19 | 0 | | |
| 85 | 85% | 67.88 | 10.5 | 10 | 22 | 23 | | |
| 85 | 85% | 63.03 | 10 | 10 | 23 | 23 | | |
| 60 | 60% | 70.3 | 12 | 0 | 21 | 14 | | |
| 78 | 78% | 60.6 | 9.5 | 9 | 17 | 23 | | |
| 45 | 45% | 65.45 | 10.5 | 10 | 21 | 0 | | |
| 26 | 26% | 19.39 | 9.5 | 0 | 17 | 0 | | |
| 70 | 70% | 61.82 | 10 | 5 | 19 | 19.5 | | |
| 40 | 40% | 32.73 | 9 | 10 | 20 | 0 | | |
| 47 | 47% | 60 | 12 | 10 | 23 | 0 | | |
| 60 | 60% | 57.57 | 10 | 8 | 19 | 12 | | |
| 61 | 61% | 13.94 | 8.5 | 0 | 18 | 21 | | |
| 51 | 51% | 30.3 | 7 | 0 | 19 | 14.5 | | |
| 89 | 89% | 56.97 | 11.5 | 10 | 26 | 23 | | |
| 72 | 72% | 47.27 | 11.5 | 10 | 19 | 18 | | |
| 31 | 31% | 15.76 | 10 | 0 | 22 | 0 | | |
| 24 | 24% | 0 | 12.5 | 0 | 15 | 0 | | |
| 43 | 43% | 60.6 | 12 | 10 | 18 | 0 | | |
| 49 | 49% | 36.36 | 8 | 9 | 15 | 9 | | |

#1: Select the course for which you wish to enter marks.

#2: Select the "Scoresheet" tab.

#3: Note that several assignments have been entered.

#4: Also note that some assignments have marks entered while others do not.

#4: Student names have been covered to protect their privacy!

#5: Select the assignment you wish to enter student marks in.

#6: Select the entry box adjacent to the appropriate student and enter a mark. As you hit the "enter" key on your keyboard you are automatically taken to the next student. Continue the process until you have entered a mark for every student. Remember that if you leave a field empty the student will be exempted from that assignment.

| Students (23) | (T1) Final Grade | Ideology & Ide... | Ideology Spec... | Individualism S... | Political Compass | Related Issue ... | Understanding ... | Hello |
|------------------|------------------|-------------------|------------------|--------------------|-------------------|-------------------|-------------------|-------|
| Bennett, Jarrett | 60 | 60% | 50.91 | 9.5 | 8 | 17 | 18 | |
| 68 | 68% | 64.85 | 8.5 | 8 | 17 | 18 | | |
| 88 | 88% | 50.3 | 13 | 10 | 23 | 24 | | |
| 56 | 56% | 40.61 | 7.5 | 0 | 16 | 18.5 | | |
| 40 | 40% | 43.03 | 9 | 10 | 19 | 0 | | |
| 85 | 85% | 67.88 | 10.5 | 10 | 22 | 23 | | |
| 85 | 85% | 63.03 | 10 | 10 | 23 | 23 | | |
| 60 | 60% | 70.3 | 12 | 0 | 21 | 14 | | |
| 78 | 78% | 60.6 | 9.5 | 9 | 17 | 23 | | |
| 45 | 45% | 65.45 | 10.5 | 10 | 21 | 0 | | |
| 26 | 26% | 19.39 | 9.5 | 0 | 17 | 0 | | |
| 70 | 70% | 61.82 | 10 | 5 | 19 | 19.5 | | |
| 40 | 40% | 32.73 | 9 | 10 | 20 | 0 | | |
| 47 | 47% | 60 | 12 | 10 | 23 | 0 | | |
| 60 | 60% | 57.57 | 10 | 8 | 19 | 12 | | |
| 61 | 61% | 13.94 | 8.5 | 0 | 18 | 21 | | |
| 51 | 51% | 30.3 | 7 | 0 | 19 | 14.5 | | |
| 89 | 89% | 56.97 | 11.5 | 10 | 26 | 23 | | |
| 72 | 72% | 47.27 | 11.5 | 10 | 19 | 18 | | |
| 31 | 31% | 15.76 | 10 | 0 | 22 | 0 | | |
| 24 | 24% | 0 | 12.5 | 0 | 15 | 0 | | |
| 43 | 43% | 60.6 | 12 | 10 | 18 | 0 | | |
| 49 | 49% | 36.36 | 8 | 9 | 15 | 9 | | |

#5: Select the assignment you wish to enter student marks in.

#6: Select the entry box adjacent to the appropriate student and enter a mark. As you hit the "enter" key on your keyboard you are automatically taken to the next student. Continue the process until you have entered a mark for every student. Remember that if you leave a field empty the student will be exempted from that assignment.

#7: If you right-click on the mark entry box this dialogue box will appear. This will allow you to enter the following notations: collected, late, exempt, or missing. You can enter more than one notation if you wish. (See #7a on Page 2)

#7: Context menu options for a mark entry box:

- Collected
- Late
- Exempt
- Missing
- Grades
- Clear Score
- Fill Scores
- Show Score Inspector

#7a: The 'Report' menu options: Scoreheet, Assignments, Student Info, Grade Setup, Class Content, Reports.

#8: The 'Show Score Inspector' dialog box.

#9: The 'Assignment Score' dialog box.

#10: The 'up' and 'down' arrows in the 'Student' field of the 'Assignment Score' dialog.

#11: The 'left' and 'right' arrows in the 'Assignment' field of the 'Assignment Score' dialog.

#12: The 'Notation' field in the 'Assignment Score' dialog.

#13: The 'Comment' field in the 'Assignment Score' dialog.

#14: The 'Comment' tab in the 'Assignment Score' dialog.

#15: The 'Insert Selected' button in the 'Assignment Score' dialog.

#16: The 'Comment' dialog box.

#17: The 'Comment' field in the 'Comment' dialog.

#18: The 'Insert Selected' button in the 'Comment' dialog.

#19: The 'Comment' field in the 'Comment' dialog.

#20: The 'Comment' field in the 'Comment' dialog.

#21: The 'Comment' field in the 'Comment' dialog.

#22: The 'Save' button in the 'Comment' dialog.

#23: The 'Save' button in the 'Comment' dialog.

| |
|-------|
| 67.88 |
| 63.03 |
| 70.3 |
| 60.6 |
| 65.45 |

#15: The "Comment" tab may or may not contain,

#16: "school" specific comments.

#17: If it does you can select a comment from the list provided.

#18: Click on "Insert Selected" and,

#19: The comment is added to the window below. You can repeat Steps 17 & 18 to add additional comments.

#20: A running total of the number of characters used is provided. You have a total of 2048 characters.

#21: Once you have finished selecting the comments, or writing some of your own, click "Close" to save the comments.

#22: A small "c" will appear to the right of the student mark to indicate that a comment has been entered for that mark.

#23: Once you have completed entering all your marks and comments don't forget to click "Save" to save the changes you have made.