



LMS (WebCT) Gradebook Workshop

CTL Website for detailed workshop information and step by step guides

<http://ctl.mc.maricopa.edu>, Click on the WebCT link at the left under QuickLinks

Workshop Overview

This hands-on session will introduce participants to the WebCT gradebook. This tool provides students with 24x7 access to their grade information. Topics covered include creating a WebCT gradebook, adding and modifying columns, using calculated columns, creating calculation formulas, and downloading data to Excel.

Learning Objectives

- Enable the gradebook tool within a WebCT course
- Add gradebook columns of various types (alphanumeric, numeric, calculated, grading forms)
- Insert and set up formulas within a course for calculating total points and percentages
- Input student grades
- Modify, delete, reorder gradebook columns
- Create a grading form (rubric) for use within WebCT
- Download grade book data to a local computer spreadsheet program (such as Excel)

Workshop Assessment and Evaluation

If you are taking this workshop for either FPG or Café Credits, you must take the course assessment and evaluation. It is located at: <http://tinyurl.com/5hylh9>

FPG Evaluation Form

Full Time faculty that have completed this workshop as part of the LMS Series for FPG credit must submit their FPG application form at the completion of the entire workshop series. To find out more about how to submit your FPG form go to: http://www.mcli.dist.maricopa.edu/fpg/internal_conf.html

Café Credit

Adjunct faculty that have completed this workshop and would like to receive Café credit for it should refer to the information at: http://ctl.mc.maricopa.edu/_programs/cafe/tracking_form/index.html

Where to go for help?

Contact the Center for Teaching & Learning at ctl@mcmail.maricopa.edu or by phone at (480) 461-7331 for help or to schedule an appointment to answer questions regarding materials presented in this workshop.