



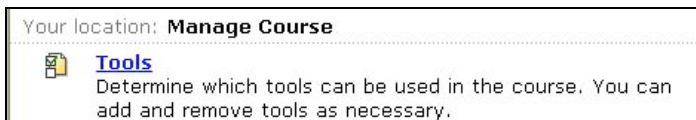
Creating and Using the WebCT Gradebook Tool

The WebCT Grade Book is a secure method for allowing your students 24x7 access to only their grade information. The Grade Book is a spreadsheet-like tool; each row is a student and each column a type of data. Each column can contain only a certain type of data, such as numbers or letter grades. Columns appear by default (e.g. if you have added a WebCT assessment, an assignment, or a gradeable discussion) or can be entered manually. Data can be entered automatically into the grade book (e.g. an online quiz grade) or entered manually. Calculations can be created via a formula calculation tool.

To use the WebCT grade book you must have a WebCT course set up. If you do not have a development or live course in WebCT, then create one.

Add the My Grades tool, Access the Gradebook

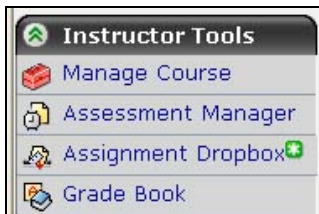
- 1) Access your WebCT course.
- 2) Select the **Build** tab.
- 3) Select the **Manage Course** option under **Designer Tools**.
- 4) Click on **Tools**.



- 5) Scroll down until you find **Student Tools**. Checkmark the box to the left of **My Grades**. **Save** your selection.



- 6) When you click on the **Teach** tab you can access the **Grade Book** under **Instructor Tools**.



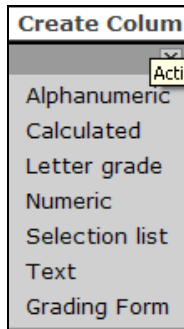
- 7) When you click on the **Student View** tab, you will see the student view of the **Grade Book** by selecting **My Grades** (under **My Tools**).

Add a Column to the WebCT Grade Book

By default, the columns in the grade book are the student last name, student first name, User ID (MyMCC login), and role. These columns pull their information from the SIS record and cannot be modified.

If WebCT quizzes (assessments), graded discussions, or the assignments tool are used, corresponding columns are automatically added to the grade book. All other columns in the grade book must be added manually.

- 1) Click on **Create Column** from the tools at the top of the Grade Book. A pull-down menu will appear.



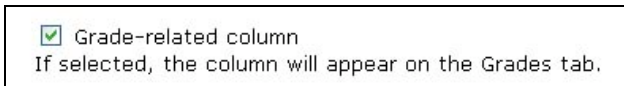
- 2) Choose the appropriate **format** for your column:
 - a) Select **Numeric** from the drop down menu if you are using points or percentages to track grades. Numeric columns contain numbers only. Data in Numeric columns can be used to calculate a score (e.g. you can add the data in several Numeric columns).
 - b) A **Calculated** column will display the numeric result of a formula that you create for that column. The formula can reference any other column that contains numeric information (e.g. numeric columns, other calculated columns, assessment or assignment columns).
 - c) Select **Letter Grade** if you want to calculate a letter grade based on the numeric value in another column.
 - d) Use an **Alphanumeric** column to enter data that contain both letters and numbers.
 - e) The **Selection List** option allows you to select from a drop-down menu one or more values to describe or grade students. You can create the values (e.g. *excellent, good, fair or poor*).
 - f) A **Text** column allows you to enter text only. You can input an extended amount of words, phrases or paragraphs.
 - g) A **Grading Form** allows you to create a reusable grading rubric to use during the grading of an assignment.

- 3) Specify the appropriate **settings** for the new column you are adding to the Grade Book:
 - a. Type in the **label** (heading). Only the first 10 characters will appear easily in the instructor's view so keep the labels short.

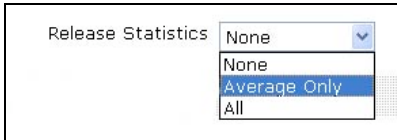
- b. Indicate whether you want the data **aligned** on the left, center, or right side of the column.
- c. Use the pull-down menu to select how many **decimals** you want in your data, from 0 to 3.

- d. Input the highest score possible for this column (**maximum value**).

- e. If the column will contain grade data, next to **Grade-related** column, click in the check box. If it will not contain grade data, clear the check box.

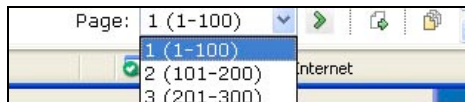


- f. Indicate whether you want the grade to be **released** to students or not. If there is a check mark to the left of “Released to Student”, the grade will be visible.
- g. If you want to release statistics to students so they can view them in the My Grades tool, select the desired option from the **Release Statistics** drop-down menu.



Setting Paging Preferences

If enough students are listed in your grade book that it takes more than one page to list them all, paging controls will appear at the bottom right side of the screen. You can use them to navigate from one page to another.



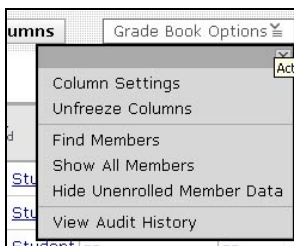
- 1) If you want to temporarily change the settings so you can see more than one page, the pull-down menu gives you the option of going to a specific page (e.g. pages 1,2,3 or 4 in above example), going to the next page (e.g. page 2), or viewing all the pages at once (if you scroll down the screen). *Note: This preference will remain in effect until you log out of the course.*
- 2) If you want to permanently have the settings so you can see more than one page:

- a. click on the **Paging Preferences** icon in the lower right corner.
- b. In the **Number of records per page** text box, enter the number of rows you wish to view each time you open the grade book and click OK. This setting will remain in place even when you log out of the course.



Modify a Column in the WebCT Grade Book

- 1) Click on **Grade Book Options** (upper right corner of Grade Book).
- 2) Select **Column Settings**.




Select All/None		
Label:	Last Name	quiz 2
Type:	Alpha	Quiz
Alignment:	L C R	L C R
Released to Student:	Yes	<u>Yes</u>
Grade Column:	No	<u>Yes</u>
Decimals:		<u>0</u>
Maximum value:		20
Source:		ASSESSMENT_TYPE
Release Statistics:		<u>All</u>

- 3) You can change the **alignment** of the data within a cell by clicking on the **L** (left), **C** (center) or **R** (right) links in the alignment column of that item).
- 4) In the Quiz 2 column shown above, the **Released to Student** row shows Yes. This means the data in this column are released to students. Clicking on the Yes link changes it to **No**. Students will then be unable to access their grade for quiz 2.
- 5) The **Grade Column** indicates if an entry is gradeable. A link indicates this designation can be changed (to ungradeable).
- 6) Clicking on the 0 in the **Decimal** row allows you to designate that the data in that column will be displayed with 1, 2 or 3 decimals.
- 7) Clicking on the **Release Statistics** row allows you to designate what statistics are available to students (none, average, or all).

To Delete a Column in the WebCT Grade Book

- 1) Click on **Grade Book Options** and access the **Column Settings**.
- 2) Checkmark the box at the top of the column(s) you want to delete.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
test 1	test 2 
Quiz	Num

- 3) Click the **Delete** button at the bottom left of the Grade Book.
Note: If you want to delete a column for an assessment, gradable discussion, or assignment, the assessment, discussion or assignment must be completely removed from your course before it can be deleted from the grade book.

Grade Book Tabs

There are four tabs in the grade book. Your view changes depending on what tab is selected.

- The **Grades** tab displays all default columns and any grade-related columns that have been created. Use this tab to view, enter, or override grade-related information.
- The **Members** tab displays all default columns and any non-grade-related columns that have been created. This tab is meant to hold descriptive information about students.
- **View All** displays all columns, grade-related or not.
- **Custom View** displays all columns but you can customize it to show just the columns you desire to view.

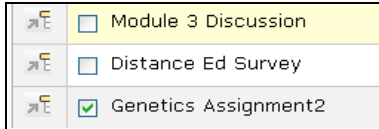
To Move a Column in the WebCT Grade Book

NOTE: You must be under the View All tab to adjust the order of columns for the Student View. The Grades (default) view has a different column order than the View All tab.

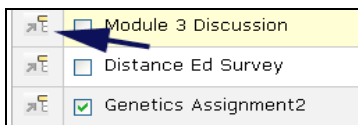
- 1) Click on the **Reorder Columns** button at the top of the Grade Book.

Reorder Columns

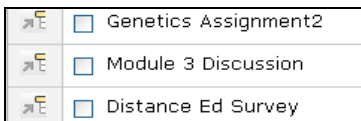
- 2) To move a column, **click** in the box to the left of the name of **the column you wish to move**. In this example, *we will move the Genetics Assignment2 above Module 3 Discussion*.



- 3) **Click on the arrow to the left of the item you wish to be immediately below the item you are moving** (e.g. the arrow next to Module 3 Discussion). Clicking on the arrow in this diagram will make Genetics Assignment 2 move to the position above Module 3 Discussion.

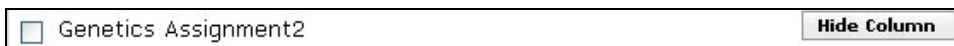


Now your columns are in the desired order:



To Hide/Show a Column (from the instructor view) in the WebCT Grade Book

- 1) Click on the **Reorder Columns** button at the top of the Grade Book.
- 2) Click on the **Hide Column** button to the right of the name of the column you wish to hide.

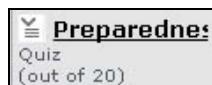


- 3) The button will toggle to say **Show Column**. When you want to reveal the column, click on the Show Column button.

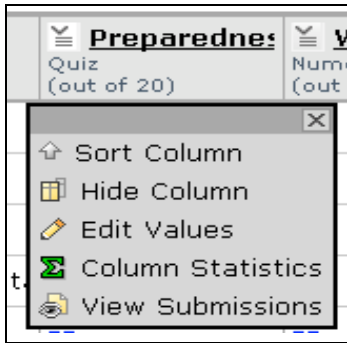


Enter scores into Grade Book

- 1) Click on the action link button to the left of the grade book column.



- 2) Select Edit Values from the options that appear in the pull-down menu.



- 3) Input the desired score in the **Change to** box
- 4) Save.

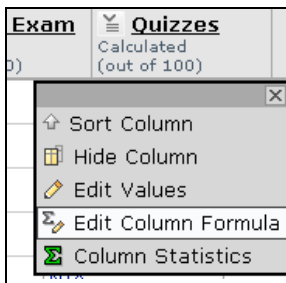
Add a Calculated Column

Follow directions on page 3 of this handout to add a column to your grade book. Make the format a **Calculated** column.

Input Formula to Add Columns

Give the calculated column you added the name **Quizzes** in this example. Input the formula for the Quizzes column that sums all of the quiz grades in the grade book. (Alternatively, you might want the sum of all grades in a different category, such as Assignments.)

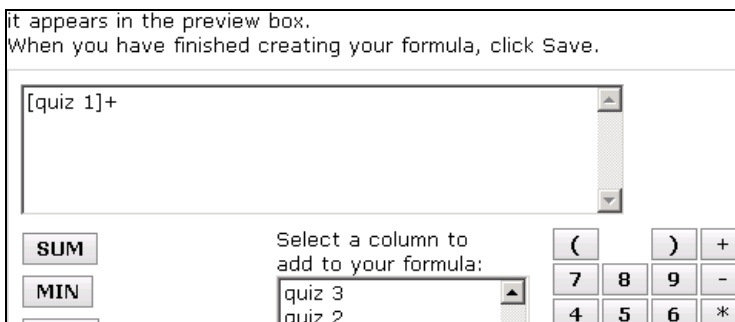
- 1) Use the action link in front of the column title to select **Edit Column Formula**.



- 2) Click on the first quiz (or item you want to add) in the list that appears. Quiz 1 will be pasted into the formula.
- 3) Click on the **+** sign button on the calculator. It will appear in the formula box.

NOTE: You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard to enter characters in the formula.

NOTE: The * button is the multiply command; the / character is the divide command.

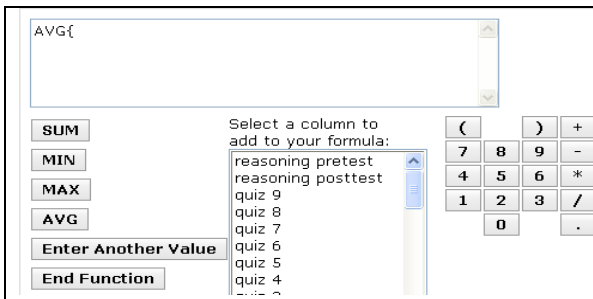


- 4) Repeat steps 3 and 4 until all the items you want to sum have been added to the formula box.
NOTE: If you make an error, click on the **Undo** button to backspace one step at a time. Click the **Clear All** button to start again completely.
- 5) Click on the **Save** button to save the Formula.
NOTE: When a formula refers to an empty column, it is either treated as a zero or ignored. For example, if the columns for quizzes 8 and 9 had no data in them, the scores for quizzes 1 through 7 would be summed and the number inserted in the Quizzes column as a running total. Running totals are italicized and appear in parenthesis.

Input Formula to Average Columns

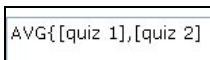
Add another calculated column to your grade book. Give it the title **Quiz Average**.

- 1) Use the action link in front of the column title to select **Edit Column Formula**.
- 2) Click the **AVE** function in the window that appears.

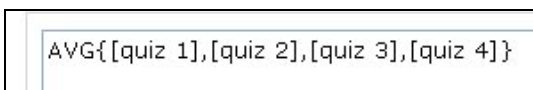


The letters **AVE**, followed by parentheses, will be pasted into the formula box as shown above.

- 3) Click on the first quiz (or item you want to average) in the list that appears.
- 4) Click on the **Enter Another Value** button.
- 5) Click on **quiz 2** (or another item you want averaged in this grade). A comma will be inserted in the formula, followed by quiz 2.



- 6) Repeat steps 4 and 5 until all the items you want to average have been added to the formula box.



- 7) When all the items you want to add are in the list, click on **End Function**.
- 8) A parenthesis will be inserted to close your list.
- 9) Click on the Save button to save the Formula.
- 10) In the Quizzes column, the average of the grades for quizzes 1 to 4 will appear.

Highlighting Rows

To highlight a row, click anywhere in the row except on values that can be edited. You can click on multiple rows to highlight more than one row at a time. To remove highlighting, simply click anywhere in the row except on values that can be edited.

Sending Mail to Students

You can send a WebCT message to one or more students from the grade book. You must have the WebCT Mail tool enabled to make use of this feature.

- 1) Click on the **Action link** next to the student's last name in the grade book.
- 2) Click **Send Mail**.
- 3) Type your subject & message in the pop-up window that appears.
- 4) Click **Send**.

Viewing Student Profiles

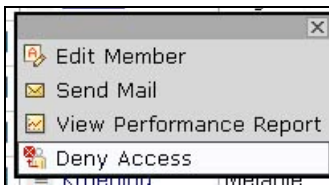
You can view a student's profile (their first name, last name and optional picture) in the grade book. If the student has uploaded a photo it will appear within their profile.


- 1) Click on the **Action link** next to the student's last name in the grade book.
- 2) Click **View Profile**.

Denying Course Access to Students from Grade Book

You can deny access to students from your course. The user can still access their other WebCT courses, but they will no longer have access to your course. Their grades will remain in the Grade Book. *Note: The demo student cannot be removed from the Grade Book.*

- 1) You can deny access to a student from any of the grade book tabs (Grades, Members, View All, or Custom View). Click on the **action link** in front of the student's last name.
- 2) Select **Deny Access** from the drop-down menu that appears.



- 3) A red circle with a white X in it will appear next to the student's last name, indicating he/she is no longer enrolled in the course. 

View Unenrolled/Withdrawn students

You cannot withdraw students from WebCT completely; you can only Deny them access. BUT, once they've been withdrawn from SIS, they will automatically be unenrolled from WebCT and will disappear from your view.

- 1) To view the grade book information for unenrolled students, select **Grade Book Options** (upper right corner of grade book).
- 2) From the menu that appears, select **Show Unenrolled Member Data**.