

Up and Running with Gradebook+

If you're opening your Isidore Gradebook for the first time, you may notice it looks totally different. SOEAP began utilizing Gradebook+ as their primary gradebook tool beginning in Summer 2012. This tip will help you get up and running with the new version of the gradebook. Some new features that Gradebook+ provides are extra credit, excusing students from assignments, and dropping the lowest scores.

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I. Layout of Gradebook+

Checking the check box next to the Gradebook folder allows you to view all grades

Help

Left-Hand Window Pane

Right-Hand Window Pane

These checkboxes control what you see in the right-hand window pane

Gradebook Category

Gradebook Items

Additional pages of students can be shown by clicking on the right-facing arrow

Gradebook Item	% Grade	% Category	Points
Gradebook 2011-2012	100 / 100		500
Discussion			160
D1	4	12.5	20
D2	4	12.5	20
D3	4	12.5	20
D4		2.5	20
D6		2.5	20
D7	4	12.5	20
D8	4	12.5	20
Team Leader	10	100 / 100	50
Team Leader #1	7	70	35
Team Leader #2	3	30	15
Individ. Assignment	58	100 / 100	290
Reflect on Colleg	7	12.07	35
Context of PD (M_	8	13.79	40
Colleague PD (M_	11	18.97	55
K-12 Plan (M_6)	14	24.14	70
Data Analysis (M_	6	10.34	30
Reflect on PD (M_	12	20.69	60

II. Creating Gradebook Items

To create a new gradebook item, right-click anywhere in the left-hand window pane of the gradebook and select “Add new grade item.” Enter a name for the gradebook item, assign that gradebook item to a category (if using), enter the number of points, and make sure that “Include in grade” and “Release scores” is checked. Click on the “Add/Close” button. This area is also where you can indicate that an item is extra credit.

Note: You can also add a new gradebook item by clicking on the “File” menu and selecting “New Item.”



The screenshot shows a dialog box titled "New Item" with the following fields and options:

- Name: Week 1 Discussion
- Category: Discussion
- Points: 100
- Due date: General
- Source: Gradebook
- Include in grade:
- Extra credit:
- Release scores:
- Give ungraded no credit:

Buttons at the bottom: Add, Add/Close

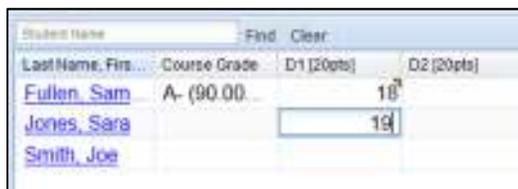
III. Editing Gradebook Items

To edit a gradebook item, locate the item you want to edit, right-click on it, and select “Edit this grade item.” Make the changes that you wish to make and click on the “Save/Close” button. This area is also where you can indicate that an item is extra credit.

Note: You can control whether the students see an individual gradebook item by checking and unchecking the “Release scores” check box. You can also control whether a specific item is included in the course grade by checking and unchecking the “Include in grade” check box.

IV. Entering Grades

To enter a score for a gradebook item that was created in the Gradebook, you simply click on the cell you want to enter a grade in and type the grade. Once you tab out of the cell (or click on another cell) the grade will be saved.



Student Name	Find	Clear		
Last Name, First	Course Grade	D1 (20pts)	D2 (20pts)	
Fullen, Sam	A- (90.00)		18	
Jones, Sara			19	
Smith, Joe				

To enter a score for a gradebook item that was created in another tool, (i.e. Tests & Quizzes or Assignments) you need to enter scores in that particular tool. This behavior is the same as it was in the previous Gradebook tool.

V. Controlling what information students see

To control what information students see when they look at the gradebook, click on the “Edit” menu and select “Gradebook Settings.” Here, you can check whether you want students to see their course grades, released items, mean, median, mode, class rank, and other statistics. Once you’ve made your selections, click on the “Save/Close” button. You can control which individual gradebook items they see by reviewing the [“Editing Gradebook Items”](#) section of this document.

Note: Please keep in mind that course grades are turned off for students because they can be misleading. Until the end of the semester when grades are complete, students may not realize their grades are artificially inflated because they haven’t yet completed some assessments.



Set Up Gradebook

Name:

Organize by:

Grade using:

Display To Students:

Course grades:	<input type="checkbox"/>	Mode:	<input type="checkbox"/>
Released items:	<input checked="" type="checkbox"/>	Class rank:	<input type="checkbox"/>
Mean:	<input type="checkbox"/>	Item statistics:	<input type="checkbox"/>
Median:	<input type="checkbox"/>		

If you have any questions about Gradebook+, please contact the E-Learning Lab at (937) 229-5039 or soeaponline@udayton.edu.