

# Up and Running with Gradebook+

*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

Checkbox next to Gradebook folder allows you to view all grades

Checkboxes control what you see in the right-hand window pane

Left-Hand Window Pane

Right-Hand Window Pane

Gradebook Category

Gradebook Items

The screenshot displays the GRADEBOOK+ application window. The left-hand pane shows a tree view of gradebook items with checkboxes for visibility. The right-hand pane shows a table of student data.

Name	Points
<input checked="" type="checkbox"/> Training Gradebook	210
<input checked="" type="checkbox"/> Assignments	50
<input checked="" type="checkbox"/> Sample Assignme	50
<input checked="" type="checkbox"/> Attendance	60
<input checked="" type="checkbox"/> Participation	25
<input checked="" type="checkbox"/> Attendance	25
<input checked="" type="checkbox"/> Discussion 1	10
<input checked="" type="checkbox"/> Exams	100
<input checked="" type="checkbox"/> Midterm Exam	100

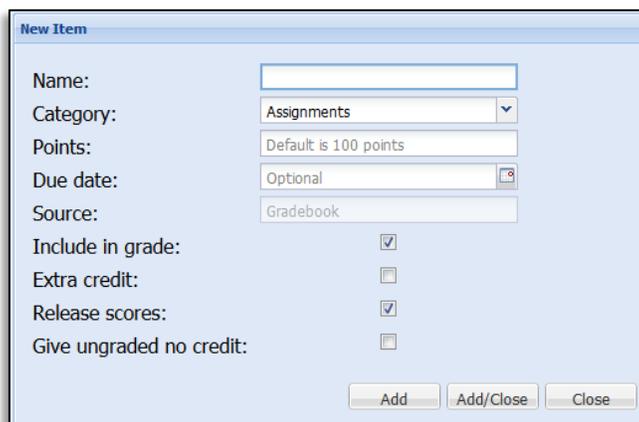
  

Last Name, First	Course Grade	Sample Assignm...	Participation [2...
Jones, Sara	C (74.00...		25
Smith, Joe	F (49.00%...		24

## 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.”*



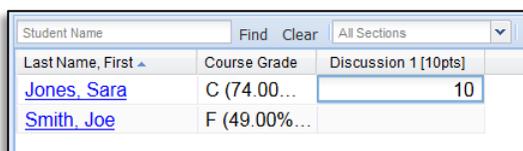
## III. Editing Gradebook Items

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	All Sections
Last Name, First ▲	Course Grade	Discussion 1 [10pts]	
Jones, Sara	C (74.00%)	10	
Smith, Joe	F (49.00%)		

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.

The screenshot shows the "Set Up Gradebook" dialog box with the following settings:

- Name: Training Gradebook
- Organize Gradebook using Category Style: Categories (selected)
- Grade Using: Points (selected)
- Display To Students:
  - Course grades:
  - Released items:
  - Mean:
  - Median:
  - Mode:
  - Class rank:
  - Item statistics:
  - Statistics Chart:

Buttons at the bottom: Save, Save/Close, Close

*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.*

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