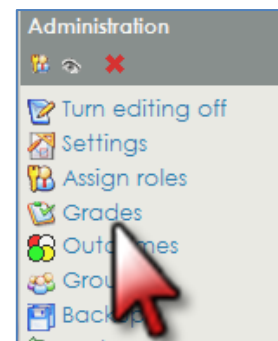


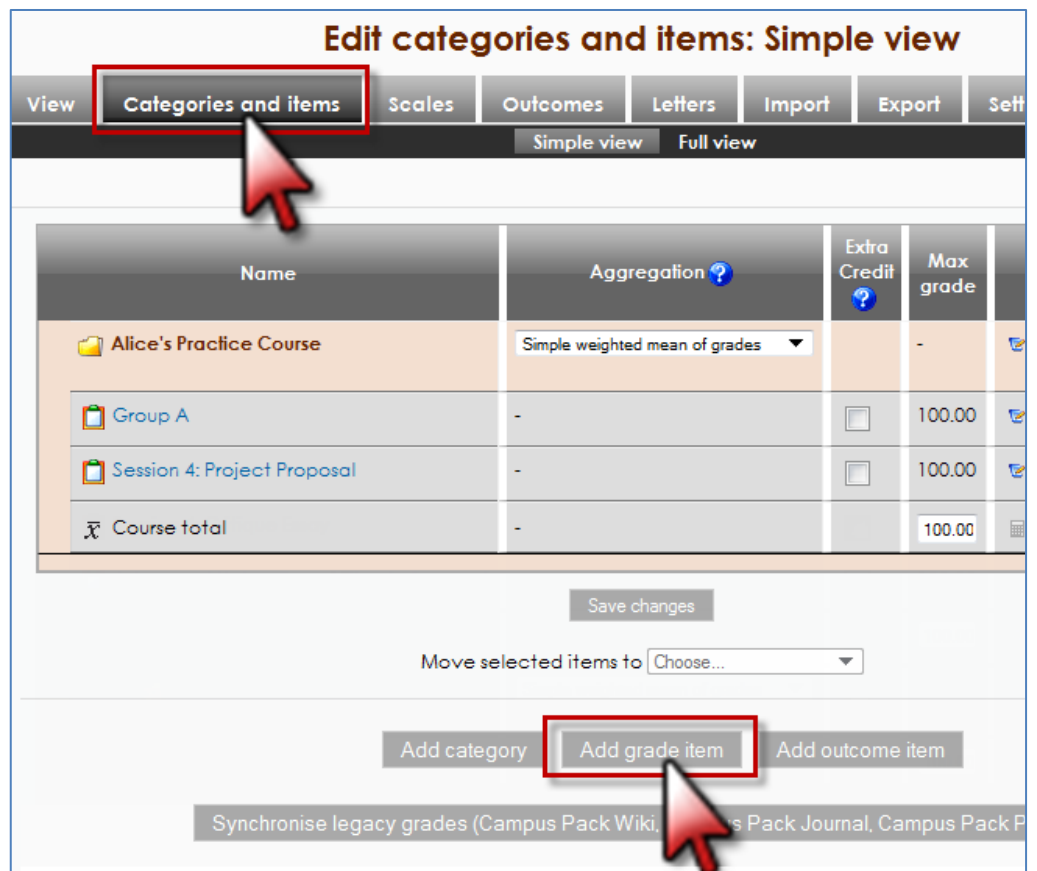
## Using the Grade Book in GoucherLearn

In your sidebar, on the Administration block, click on **Grades**.



### Add a Graded Item:

Click on the **Categories and Items** tab at the top of the page.

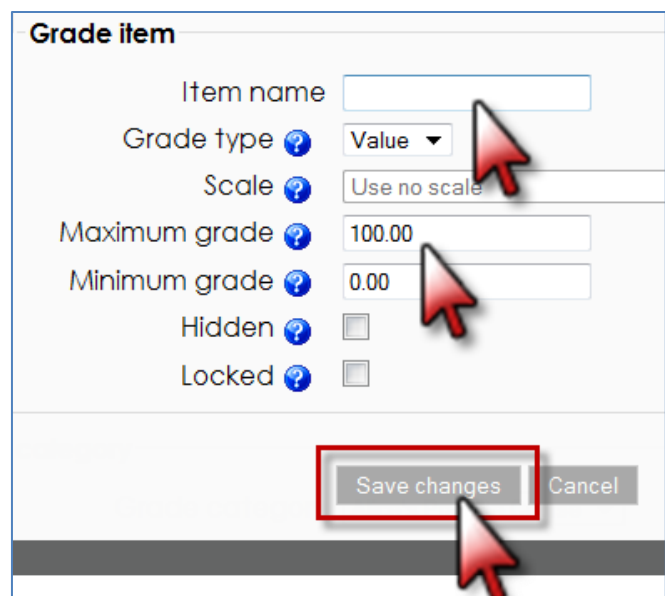
A screenshot of the 'Edit categories and items: Simple view' interface. At the top, there are tabs for 'View', 'Categories and items', 'Scales', 'Outcomes', 'Letters', 'Import', 'Export', and 'Settings'. The 'Categories and items' tab is selected and highlighted with a red box. Below the tabs is a table with columns: Name, Aggregation, Extra Credit, and Max grade. The table contains rows for 'Alice's Practice Course', 'Group A', 'Session 4: Project Proposal', and 'Course total'. Below the table is a 'Save changes' button, a 'Move selected items to' dropdown menu, and three buttons: 'Add category', 'Add grade item', and 'Add outcome item'. The 'Add grade item' button is highlighted with a red box. At the bottom, there is a link for 'Synchronise legacy grades'.

Click on the **Add Grade Item** button at the bottom of the page.

Type the **Item Name** in the textbox.

Type in the **Maximum Grade** possible.

Click on the **Save Changes** button.  
The item will now appear as a column heading in the Grade Book.

A screenshot of the 'Grade item' configuration form. The form has the following fields: 'Item name' (text input), 'Grade type' (dropdown menu set to 'Value'), 'Scale' (dropdown menu set to 'Use no scale'), 'Maximum grade' (text input set to '100.00'), 'Minimum grade' (text input set to '0.00'), 'Hidden' (checkbox), and 'Locked' (checkbox). At the bottom right, there are two buttons: 'Save changes' and 'Cancel'. The 'Save changes' button is highlighted with a red box. A red mouse cursor is pointing at the 'Value' dropdown menu.

### Enter a Grade:

Click on the **View** tab and the **Grader Report** button.

Click on the **Turn Editing On** button.

GoucherLearn ▶ Resource Courses ▶ DL101 ▶ Grades ▶ View ▶ Grader report

Choose an action ...

**Grader report**

View Categories and items Scales Outcomes Letters Import Export Settings

Custom Grader Report Grade Feedback Report **Grader report** Outcomes report Overview report

Separate groups All participants

Alice's Practice Course

First name / Last name	Group A	Session 4: Project Proposal	Session 4: Critique Essay	Advanced Uploading
Kaitlin Higgins	-	-	-	-
Asia Houston	-	-	-	-

Enter a grade in any of the white boxes.

Click the **Update** button.

The **Average Grade** appears at the bottom of each column.

First name / Last name	Group A	Session 4: Critique Essay	Advanced Uploading of ...	Course total
Kaitlin Higgins				
Asia Houston		96.00		96.00
Alice Miller		89.00		89.00
Jessica Rank				
Overall average	-	92.50	-	92.50

Update

The Course Total appears in the far right column.

To give written feedback, click on the pencil icon right above each entered grade.

Click on the **User Report** button to see feedback given to each student.

Categories and items Scales Outcomes Letters Import Export Settings **My preferences**

om Grader Report Grade Feedback Report Grader report Outcomes report Overview report **User report**

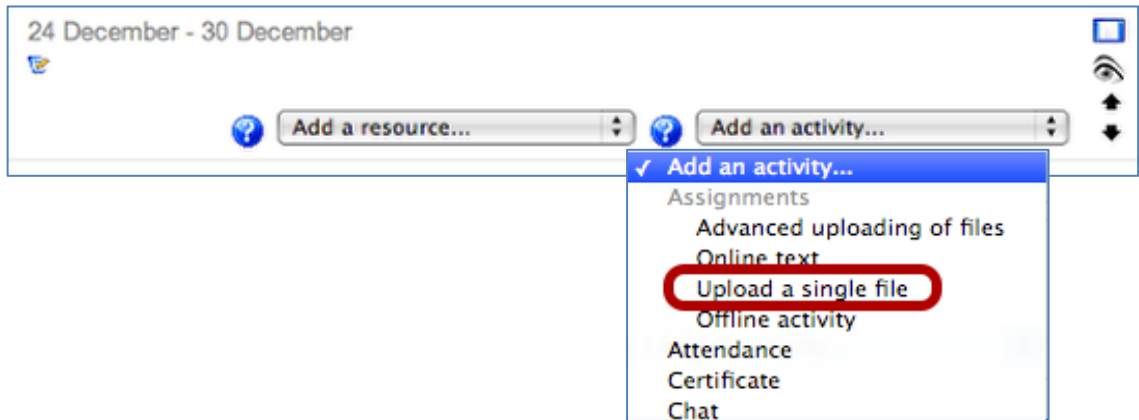
roups All participants Select all or one user Alice Miller

Grade item	Grade	Percentage	Feedback
Alice's Practice Course			
Group A	-	-	
Session 4: Project Proposal	-	-	Please redo this as soon as possible. Return to the checklist that is found in the Session to help you to organize your work.
Session 4: Critique Essay	89.00	89.00 %	Good Work! Your outline is impressive and this will be very helpful for others to review.
Advanced Uploading of	-	-	

## Add an Item to the Grade Book when the Activity is Created:

Go to the course block where you want to add a graded item.

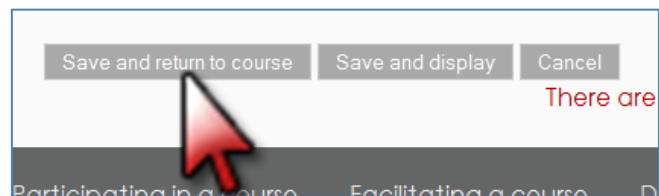
Click on the **Add an Activity** dropdown menu and select an Assignment Activity (or a Forum).



When creating the Activity Assignment or Forum, scroll down and complete the grade section.

A screenshot of the grade configuration section. It includes a 'Grade' field set to '100'. Below it are 'Available from' and 'Due date' fields, both set to '31 January 2012 16:35' with 'Disable' checkboxes. At the bottom, there is a 'Prevent late submissions' dropdown set to 'No'. A red mouse cursor is pointing at the 'Available from' field.

Click the **Save and Return to Course** button at the bottom of the page. The graded item will automatically appear as an entry in the grade book.



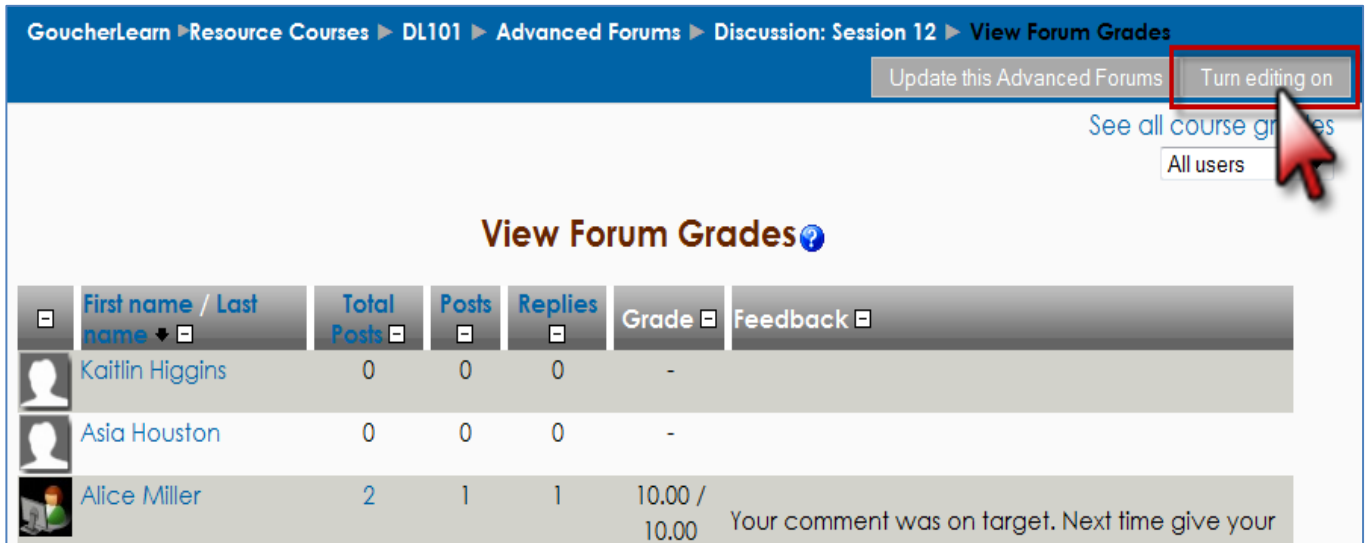
## Grading Forums:

Go to the specific forum question. Select **View Forum Grades** on the right.

A screenshot of a forum page. The breadcrumb trail at the top reads 'GoucherLearn > Resource Courses > DL101 > Advanced Forums > Discussion: Session 12'. There is an 'Update this Advanced Forum' button. On the left, there are filters for 'Separate groups' (set to 'All participants'), 'Sort by last post', and 'Choose an action...'. On the right, there are several options: 'Force everyone to be subscribed', 'Show/edit current subscribers', 'Subscribe to this forum', 'View Posters', and 'View Forum Grades' (highlighted with a red circle). A red mouse cursor is pointing at the 'View Forum Grades' button. Below the filters is a button 'Add a new discussion topic'. At the bottom, there is a table with columns: 'Discussion', 'Started by', 'Subscribed', 'Group', 'Replies', and 'Last post'.

Discussion	Started by	Subscribed	Group	Replies	Last post
<a href="#">Session 12: Project Reflections</a>	Alice Miller	No		1	Alice Miller Wed, Feb 1, 2012, 10:52 AM

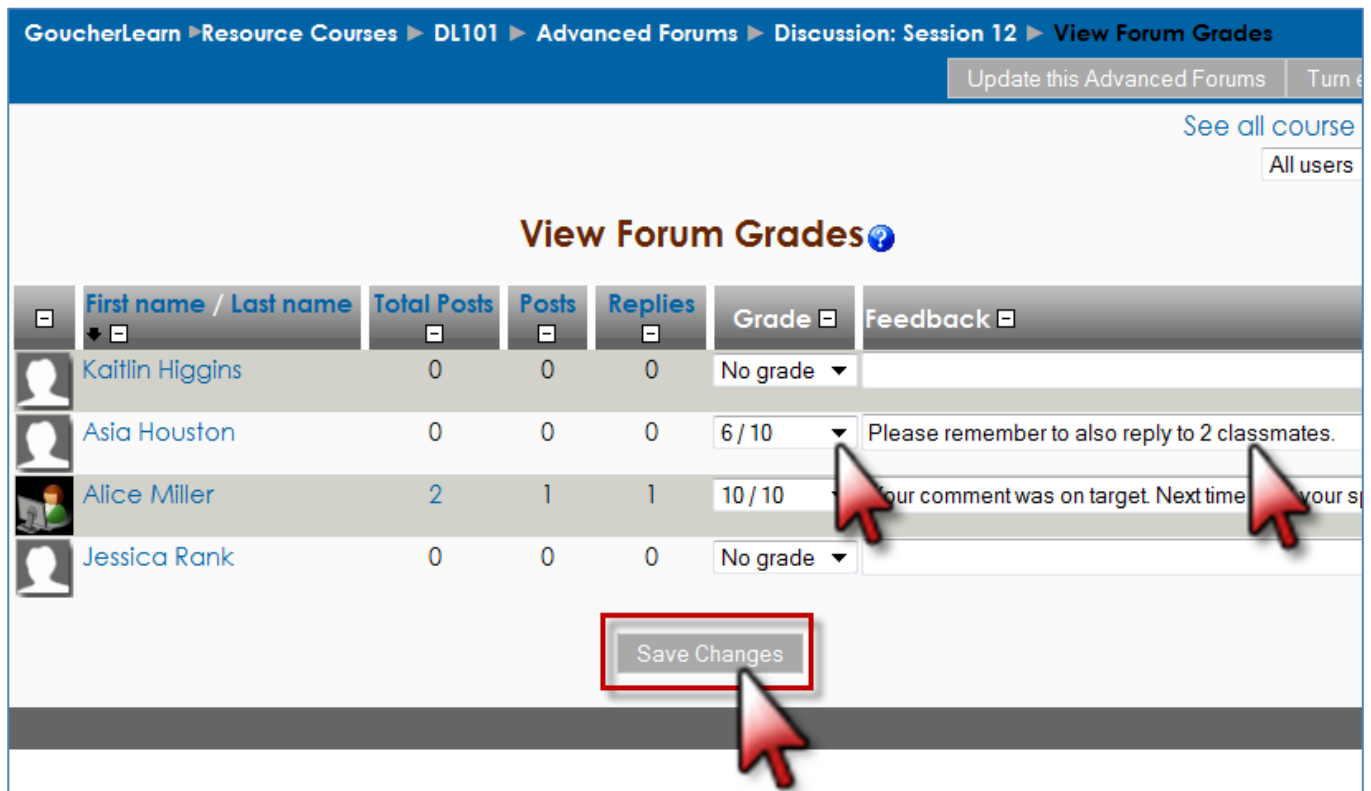
Click the **Turn Editing On** button.



The screenshot shows the 'View Forum Grades' page for 'Discussion: Session 12'. At the top right, there are two buttons: 'Update this Advanced Forums' and 'Turn editing on'. The 'Turn editing on' button is highlighted with a red box and a red mouse cursor. Below the buttons, there is a link 'See all course grades' and a dropdown menu 'All users'. The main content is a table titled 'View Forum Grades' with the following data:

	First name / Last name	Total Posts	Posts	Replies	Grade	Feedback
	Kaitlin Higgins	0	0	0	-	
	Asia Houston	0	0	0	-	
	Alice Miller	2	1	1	10.00 / 10.00	Your comment was on target. Next time give your

Click on the dropdown menu in the Grade column to enter a numerical grade.  
Enter text in the Feedback box as needed.  
Click on the **Save Changes** button to save your entries.

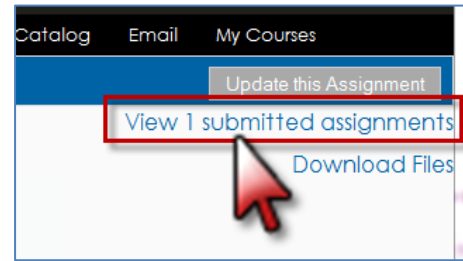


The screenshot shows the 'View Forum Grades' page with the 'Save Changes' button highlighted. The table now shows numerical grades and feedback for all users. The 'Save Changes' button is highlighted with a red box and a red mouse cursor. The table data is as follows:

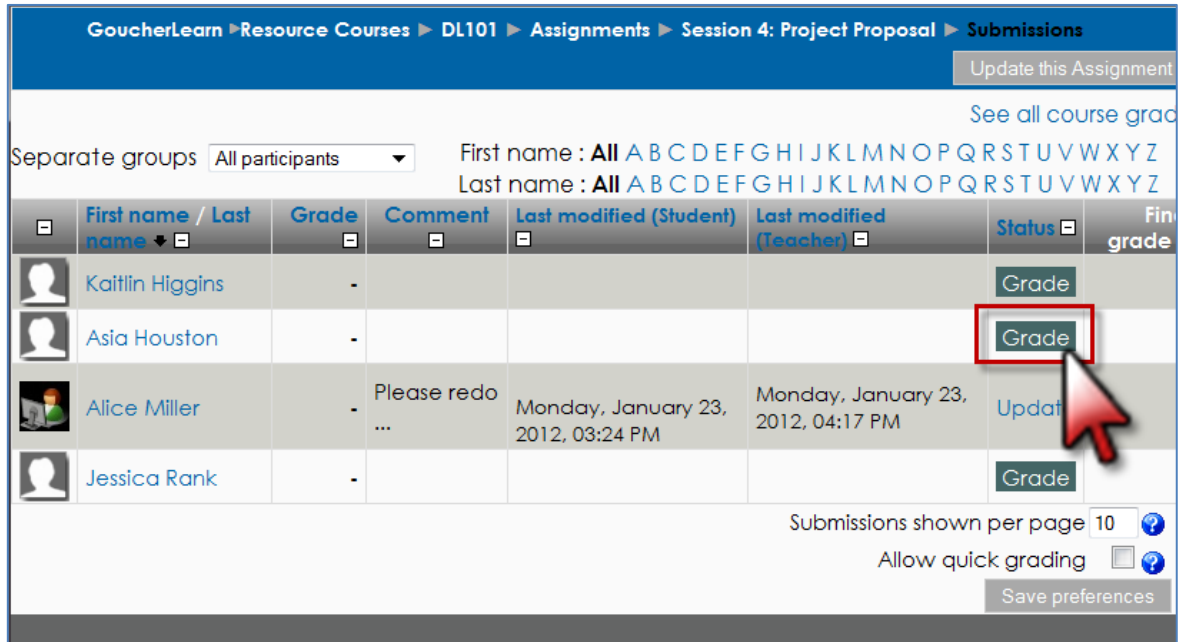
	First name / Last name	Total Posts	Posts	Replies	Grade	Feedback
	Kaitlin Higgins	0	0	0	No grade	
	Asia Houston	0	0	0	6 / 10	Please remember to also reply to 2 classmates.
	Alice Miller	2	1	1	10 / 10	Your comment was on target. Next time give your s
	Jessica Rank	0	0	0	No grade	

## Grading Assignments:

Open the specific Assignment in the course block and click on the **View # Submitted Assignments** link in the upper right corner.



Click on the **Grade** button for each student to enter a grade.

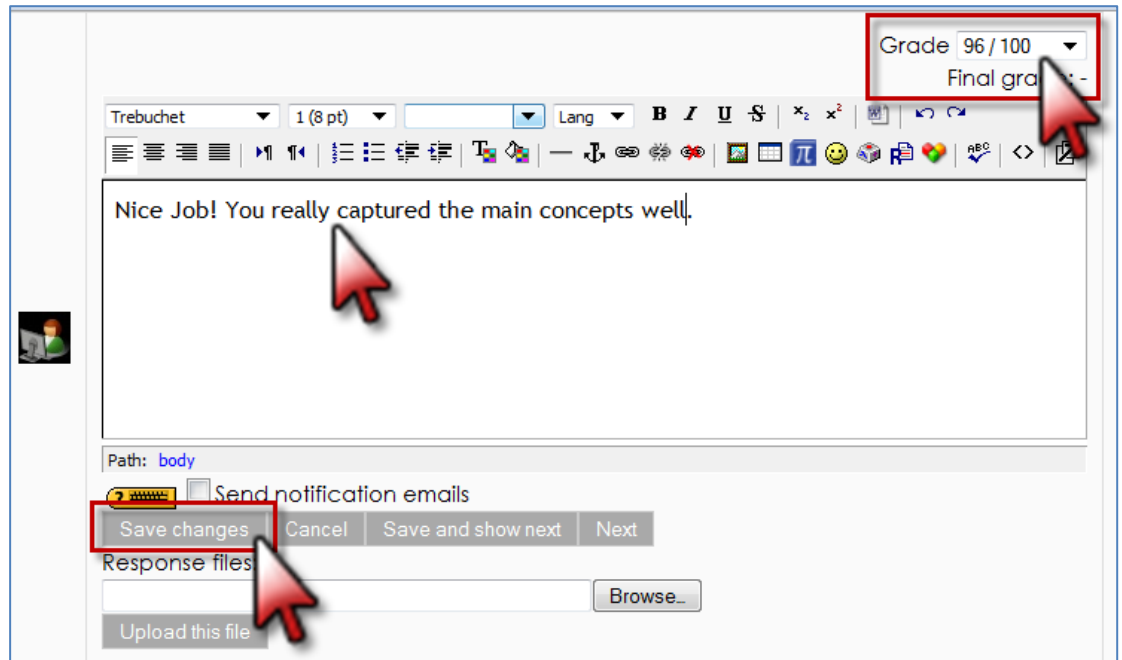


Select the grade using the dropdown menu.

Type in comments as desired.

Click the **Save Changes** button.

Note: **Response files** can also be uploaded.



Grades and comments appear for each assignment.

GoucherLearn ▶ Resource Courses ▶ DL101 ▶ Assignments ▶ Session 4: Project Proposal ▶ Submissions Update this Assignment

See all course grades

Separate groups:  First name: All [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)  
 Last name: All [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

	First name / Last name	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
	Kaitlin Higgins	-				Grade	-
	Asia Houston	96 / 100	Nice Job! ...		Wednesday, February 1, 2012, 11:42 AM	Update	96.00
	Alice Miller	-	Please redo ...	Monday, January 23, 2012, 03:24 PM	Monday, January 23, 2012, 04:17 PM	Update	-
	Jessica Rank	-				Grade	-

Submissions shown per page:  [?](#)  
 Allow quick grading:  [?](#)  
Save preferences

The grades also appear on the main grade book. Click on any item title to open it.

View Categories and i

**Custom Grader Report**

Separate groups:

Alice's Practice Course

First name / Last name	Group A	Session 4: Project Proposal	Session 4: Critique Essay
Kaitlin Higgins	-	-	-
Asia Houston	-	96.00	96.00
Alice Miller	-	-	89.00
Jessica Rank	-	-	-
Overall average	-	96.00	92.50