

# Using the Gradebook in FOL

FOL Training Series – Organizational Development & Learning, 2017

## The Gradebook

The gradebook is one of the essential tools of FOL to be used in the course:

The gradebook allows faculty to

- track student progress
- centralize all grade tracking and reporting
- easily perform category wide calculations (i.e. dropping the lowest grade)

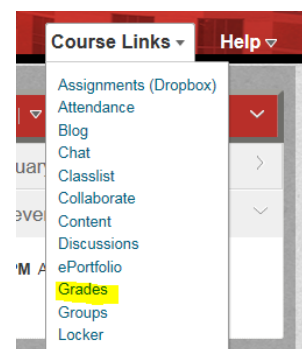
From a student experience standpoint, the gradebook is essential for:

- Providing more detail / clarification from the Course Outline and/or Course Plan
- Managing their workload
- Tracking their progress

## Gradebook Screen

To access the Gradebook, select **Grades** from the **Course Links** drop down menu. On the Gradebook screen there is a navigation menu with **four** options

1. Enter Grades - allows you to enter grades for each student in the course, to import and export grades for your users
2. Manage Grades - allows you to create, modify, or remove grade items
3. Schemes - allows you to change the overall grade scheme for the course
  - I.e Pass/Fail, Letter Grades, Percentage
4. Setup Wizard will prompt you through the initial gradebook setup for a new course



**NOTE: You should use the Setup Wizard if no gradebook is setup when you arrive to the Grades tool. If a gradebook already exists, you do not need to use the Setup Wizard.**

## Adding New Grade Items

To add a new grade item:

1. Select the **Manage Grades** tab at the top of the navigation menu
2. Click on the **New** button
3. From the drop-down list, select **Numeric**
4. Enter a Name for the grade item.
  - You can enter a Short Name to display in the grade book.
  - If you want the grade item associated with a category, select a category from the **Category** drop-down list or click New Category.
5. Enter a Description of the grade item.

## Using the Gradebook in FOL

- If you want to make the description available to users, select Allow users to view grade item description.
- 6. Enter the value you want the item graded out of in the **Max. Points** field
  - i.e. What will you be marking this out of?
- 7. Enter the grade weight in the **Weight** field.
  - i.e. How much is the item worth? (10%, 25%, etc.)

## Editing and/or Existing Grade Categories/Items from Manage Grades

To edit a category or grade item,

1. Click on the name of the category or item you wish to edit, & make your changes.
2. Click **Save**.

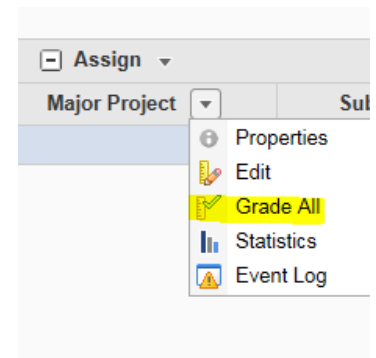
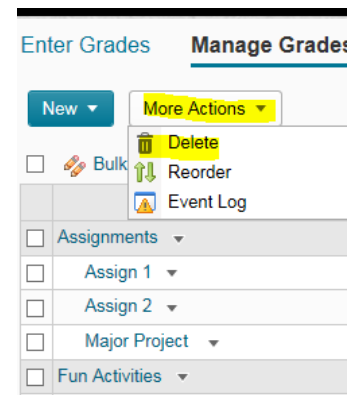
To delete a category or grade item:

1. From the Manage Grades navigation menu, select the More Actions button
2. Click **Delete**.
3. Select the check box for each category and/or grade item you want to delete.
4. Click **Delete**.

**NOTE: You cannot delete grade items that are associated with another course activity, such as quiz, discussion topic or Assignment folder. To delete the item you must first remove it from the associated activity.**

## Entering Grades by grade item

1. On the Enter Grades navigation menu, click **Grade All** from the item's dropdown arrow beside the item on the column
2. Enter grades in the **Grade** fields.
3. If you want to add comments on a user's performance, click the **Enter Comments** icon



For additional assistance with FOL Grades or Other Essential FOL Tools, go to Fanshawelearns to register for a faculty face-to-face session.