

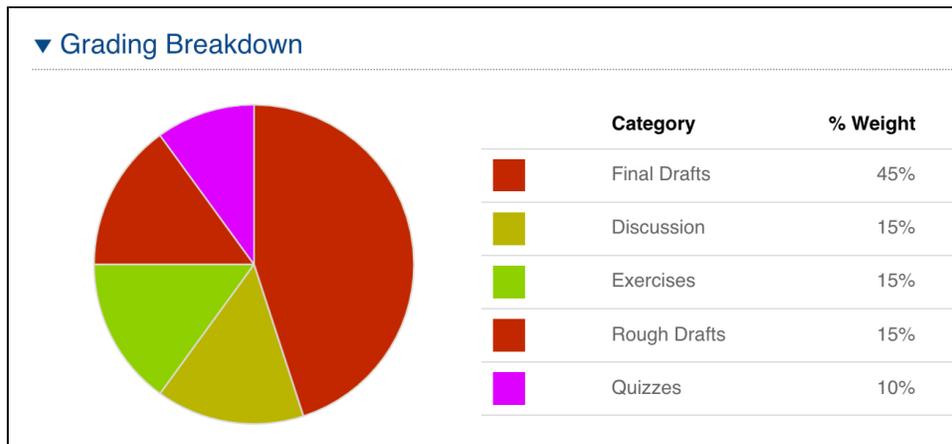
# Answers to your Gradebook questions

The Gradebook, which launched in Summer 2018, is now active in more than 400 classes. We've noticed a few questions coming up over and over, so I'm going to answer them here.

## Q: Do I have the Gradebook in my class?

**A:** This is an important question! *If the Gradebook has not been activated in your class, you cannot yet use it.* You can find out by checking your Course Home/Syllabus page. [Open the grading tab and check your grading breakdown.](#)

- If you see a **colorful pie chart** there, then — in most cases — **yes**: your class has the Gradebook!



**Please note:** There are a few online classes that have the new pie-chart breakdown without an active Gradebook. You can double-check to make sure your class has the Gradebook by looking for the Class Grades Matrix. (See, below, *My class has the Gradebook, but where is it?!!*)

- If you only see a **list of categories and percentages**, then the Gradebook is not yet active in your class. Talk with your academic director if you are interested in using the Gradebook next semester.

**Description & Outcomes** | **Grading** | **Supplies** | **Policies**

[Expand All](#) | [Collapse All](#)

▼ **Grading**

**Grading Details**

- 25% Participation
- 25% Total Project Average
- 25% Project Summary
- 25% Final Presentation

## Q: How can I learn how to use the Gradebook?

**A:** The Online Teaching Library has lots of training materials available for the Gradebook!

- The **main page** is here: [The Gradebook](#). Here you can learn more about the Gradebook rollout and navigate to an array of written training materials.
- We also have two **training videos** that cover all the basics of the Gradebook:
  - Watch the [video for online instructors](#).
  - Watch the [video for onsite instructors](#).

**Q: My class has the Gradebook, but where is it?!!**

**A:** When people ask this question, they're usually looking for the **Class Grades Matrix**.

**Class Grades Matrix**  
1890\_COM\_101\_OL1: COMMUNICATIONS, YOU AND SOCIAL MEDIA | Fall 2018 (September 6th - December 22nd)

Instructors: Kennedy, Michelle  
Last Calculation: October 05th, 2018

Filter By Category:  
 SHOW ALL  
 Assignments, 40%  
 Participation, 30%  
 Quizzes, 20%  
 Final Project, 10%

Section Average	First Progress Grade	Midterm Grade	Second Progress Grade	Final Grade	1.1 [Assignments] Letter to Your ...	1.2 [Assignments] Video Analysis	1.3 [Participation] Introductions	1.4 [Participation] Strengths and ...	Quiz 1	2.1 [Assignments] Three SMART...	2.2 [Participation] Career Goals	2.4 [Participation] Participation P...	Quiz 2	3.1 [Assignments] Schedule	3.2 [Assignments] Story in Eight ...	3.3 [Participation] Schedule	3.4 [Participation] Time Manage...	Quiz 3	4.1 [Assignments] Monthly Expe...	4.2 [Participation] Follow-Up Co...
...	...	...	...	...	A	B+	A-	A-	F	C	C+	A	D+	B+	A	B	B	B	A	A

CR = Credit | NC = No Credit | E = Excused | - = Not Yet Graded

Click to enlarge.

**There are links to the Matrix from three pages:**

**Option #1:** There's a link on the **Section Grades page**.

- From the Enrollments section of your Home page, click the **Grades** link.

**COM 101 OL1: Communications, You and Social Media**  
 Announcements | Syllabus and Supply List | Outline | Assignments, Exercises, and Discussions  
 Current Module 4: Personal Budgeting and Research  
 Grades | Submit Grades

- The Section Grades page opens. Click the link to **Class Grades Matrix**.

Portal > Class Sections > Section Profile > Section Grades

**Section Grades**  
1890\_COM\_101\_OL1: COMMUNICATIONS, YOU AND SOCIAL MEDIA | Fall 2018 (September 6th - December 22nd)

Instructors: Kennedy, Michelle  
 Instructions: Official grades in need of submission are colored per the legend below.  
 Click the **Enter Grades** link in the column headers when grades are due.

**Class Grades Matrix**

Student	First Progress Grade	Midterm Grade	Second Progress Grade	Final Grade	Grade Detail	Essay Exams	Latest Referral
Jones, Velma	Ungraded	Ungraded	Ungraded	Ungraded	Detail		

**Option #2:** There's also a link on the **Student Grade Detail page**.

- From your Home page, click the **Grades** link.

**COM 101 OL1: Communications, You and Social Media**  
 Announcements | Syllabus and Supply List | Outline | Assignments, Exercises, and Discussions  
 Current Module 4: Personal Budgeting and Research  
 Grades | Submit Grades

- The Section Grades page opens. Click the **Detail** link for any student.

Portal > Class Sections > Section Profile > Section Grades

**Section Grades**

1890\_COM\_101\_OL1: COMMUNICATIONS, YOU AND SOCIAL MEDIA

Fall 2018 (September 6th - December 22nd)

**Instructors:** Kennedy, Michelle

**Instructions:** Official grades in need of submission are colored per the legend below. Click the **Enter Grades** link in the column headers when grades are due.

**Class Grades Matrix**

Legend:   = Current Grade Deadline |   = Past-due Grade Deadline

Student	First Progress Grade	Midterm Grade	Second Progress Grade	Final Grade	Grade Detail	Essay Exams	Latest Referral
Jones, Velma	Ungraded	Ungraded	Ungraded	Ungraded	<b>Detail</b>		

- The Student Grade Detail page for that student opens. Click the link to **Class Grades Matrix**.

Portal > Class Sections > Section Profile > Section Grades > Student Grade Detail

**Grades**

Semester: Fall 2018

Section: COM\_101\_OL1

Student: jones, velma | Student Profile | Refer Student to ARC

Instructors: Kennedy, Michelle

Navigation: < Previous Student | Section Grades Summary | **Class Grades Matrix** | Next Student >

Official | Quizzes | Exams | Graded Topics | Referrals

Official Grades

**Option #3:** There's another link on the **Progress Grading interface**.

- During a progress grading period, click the **Submit Grades** link under the Enrollments section of your Home page.

**COM 101 OL1: Communications, You and Social Media**

Announcements | Syllabus and Supply List | Outline | Assignments, Exercises, and Discussions

Current Module 4: Personal Budgeting and Research

Grades | **Submit Grades**

- The Progress Grading interface opens. Click the link to **Class Grades Matrix**.

**First Progress Grade**

1890\_COM\_101\_OL1: COMMUNICATIONS, YOU AND SOCIAL MEDIA

Fall 2018 (September 6th - December 22nd)

**Instructors:**

**Grade Category:** Official Grades

**Deadline:** First Progress Grade

Navigation: Section Grades Summary | **Class Grades Matrix**

**Instructions:** Please enter grades below by clicking on the Edit link for each student. Grades are automatically saved in draft form as they are entered and are editable until the grades are submitted for this deadline.

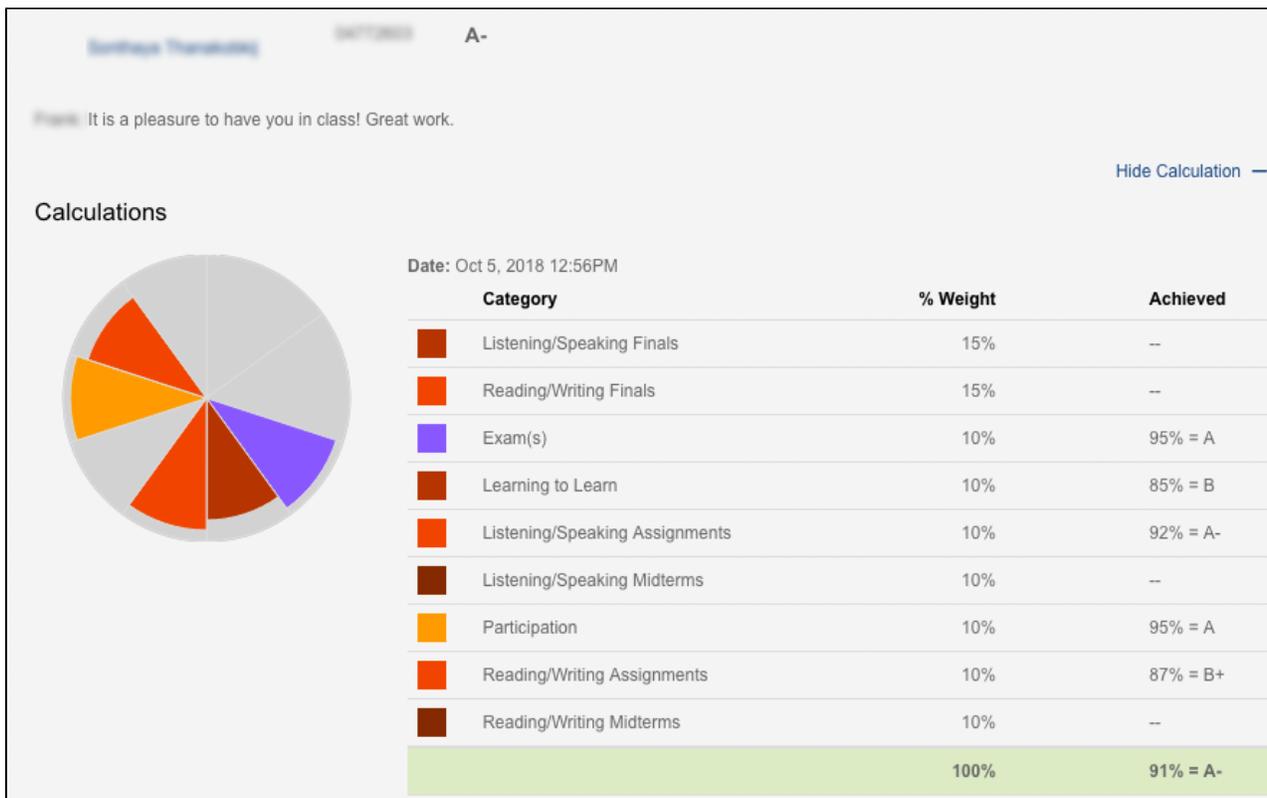
**Q: Where can I find my students' overall grades?**

**A:** Overall grade calculations are performed only *during a progress grading period*. You can see them on the [progress grading interface](#) or on the [Student Grade Detail page](#) – but *not* on the Class Grades Matrix.

Keep in mind that the Matrix is only a report. It reflects the information you have entered and calculates average grades for each category and each assignment. Once you enter progress grades, these will be displayed on the Matrix, as well. At present, the Matrix cannot calculate an on-demand overall grade for a student, but we hope eventually to add this feature to the Gradebook functionality.

## Q: Can my students see their progress grade calculations?

**A:** Yes! Beginning this semester, **students can see the pie chart and the rest of their grade calculation information** when they check their progress grades.



**RETURN TO:** [Online Teaching Library](#): [Blog](#) | [Home](#)