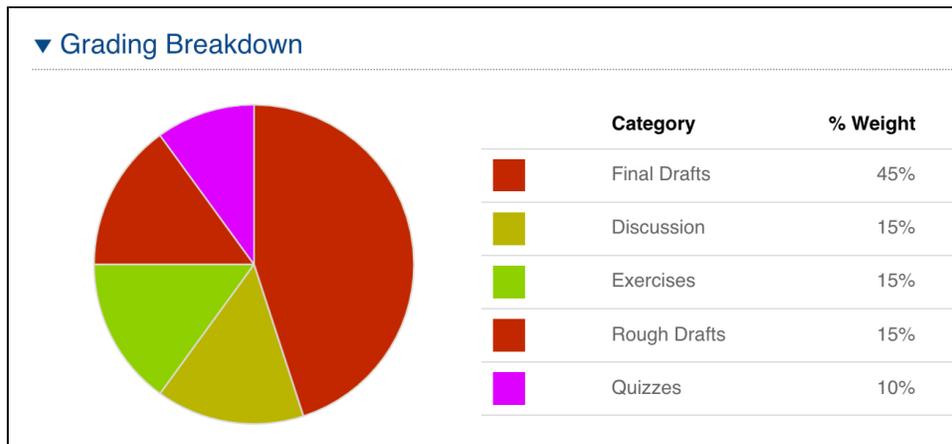# Answers to your Gradebook questions

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!

▼ Grading Breakdown

	Category	% Weight
🟥	Final Drafts	45%
🟨	Discussion	15%
🟩	Exercises	15%
🟥	Rough Drafts	15%
🟪	Quizzes	10%

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**.

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.

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

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

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

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

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

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.

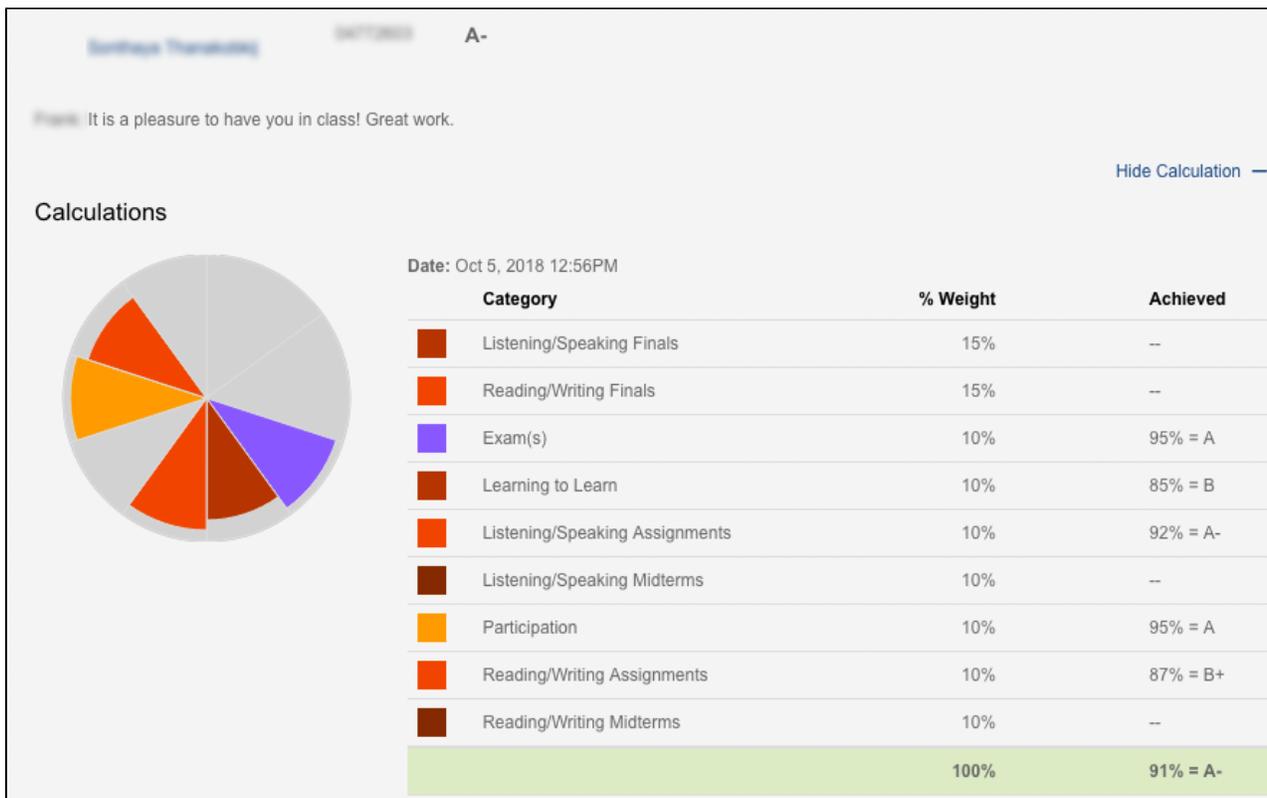- The Progress Grading interface opens. Click the link to **Class Grades Matrix**.

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.