



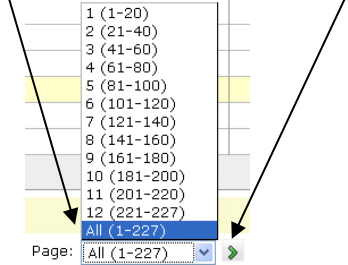
WesternOnline Quick Tips – Advanced Grade Book

How do I...	Quick Answers
<p>Create Calculated Columns?</p>	<p>Note: You can create your own calculated columns with formulas for the Grade Book. Ex: You can use the calculated column to find the average of a set of grades.</p> <ul style="list-style-type: none"> • To create a Calculated Column <ul style="list-style-type: none"> ○ Click on Create Column ○ Click on Calculated ○ Type in the appropriate Column label in the text box ○ Select the Alignment that is preferred (right, left, center) from the Alignment drop-down menu ○ Select the number of decimal places you want this numeric value to display from the Decimals drop-down menu ○ Leave the check-marks for Grade-related column and Released to Student, if this column is grade-related and if the student should be able to see their grade ○ Select the preferred Statistics Release to the students (None, Average Only, All) ○ Click the Save button
<p>Create a Formula for a Calculated Column?</p>	<ul style="list-style-type: none"> • To create a Formula for a Calculated Column <ul style="list-style-type: none"> ○ Find the calculated column that you have created ○ Click on the ActionLink  next to the column label ○ Click on Edit Column Formula ○ Enter the formula with the given buttons (you can not use your keyboard to enter any characters) <ul style="list-style-type: none"> ▪ To enter a function click on the proper button SUM: returns the sum of the arguments within the SUM function braces MAX: returns the maximum value of the arguments within the MAX function braces AVG: returns the average value of the arguments within the AVG function braces ▪ To select a column, click on its label from the list ▪ To select another column, first click Enter Another Value then select the column ▪ To enter a number click that number's button ▪ To enter a mathematical operator click the buttons: + (add), - (subtract), * (multiply), / (divide) ▪ To end the function, click End Function ○ Use the Undo button to undo the last item you entered OR use the Clear All button to clear the entire formula ○ Click Save

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<p><i>Set up a Custom View of the Columns?</i></p>	<p>Note: You can use the Grades tab to view and enter your students' grades. However, if you have a lot of columns in your grade book you can set up a Custom View. This will allow you to rearrange the column order and hide columns without affecting how the students will view them in My Grades. When you want to revert back to the regular grade book view, click on the Grades tab.</p> <ul style="list-style-type: none">• Click on the Custom View tab in the Grade Book<ul style="list-style-type: none">○ To hide a column<ul style="list-style-type: none">▪ Click on the ActionLink associated with the column that you are wanting to hide▪ Click on Hide Column○ To sort on a column (default=Last Name)<ul style="list-style-type: none">▪ Click on the ActionLink associated with the column that you are wanting to sort▪ Click on Sort Column▪ An arrow appears next to the column once it has been sorted. Click on the arrow to change from ascending to descending order○ To highlight a row<ul style="list-style-type: none">▪ Click anywhere on the row that you want to highlight (except the editable values). The row is highlighted in a light orange color.▪ To remove highlighting from rows, click the row again.
<p><i>Export to a Spreadsheet?</i></p>	<p>Note: You can export your Grade Book from WesternOnline to another software program (ex: Microsoft Excel). This is an easy way to archive your Grade Book.</p> <ul style="list-style-type: none">• To export to a spreadsheet<ul style="list-style-type: none">○ Click on the Grade Book button under the Teach Tab○ Create any new columns you might need to work with <u>before</u> you export your spreadsheet from WesternOnline's Grade Book○ Click on the Export to Spreadsheet button ○ Click on the appropriate radio button under Columns to Export (Visible Columns or All Columns)○ Click on the radio button Comma-Delimited under Export Format○ Click on the radio button Unicode (UTF-8) under Character Set○ Click on Export○ Click on Save file (Note: keep this file in the .CSV format)

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<p>Import a Spreadsheet?</p>	<ul style="list-style-type: none">• To Import your spreadsheet back into WesternOnline<ul style="list-style-type: none">○ Once you have finished editing the Grade Book file in Excel, save the file keeping the .CSV extension○ Click on the Grade Book button under the Teach Tab○ Click on the Import From Spreadsheet button○ Click on the browse button and select the file that you want to import and click Open○ Under the Import File make sure that you have Comma selected for the Separator and Unicode (UTF-8) selected for the Character Set and Click on the Upload button○ Make sure that the columns from the file are matched up with the Grade Book columns. Use the drop-down menus under the Grade Book column to make any changes.○ Type any necessary comments in the text box labeled Comments○ Click on the Upload button when finished○ A screen will appear with any Import Errors. Click the OK button to go back to the Grade Book screen.
<p>Print the Grade Book?</p>	<p>Note: Even though there is not a Print button in the Grade Book area in WesternOnline; you can still Print your Grade Book.</p> <ul style="list-style-type: none">• To Print your Grade Book...<ul style="list-style-type: none">○ Click on the Grade Book button under the Teach Tab○ You need to view all of your students at one time. Go to the Paging selection at the bottom of the screen.○ Click on All and then click the green arrow.  <ul style="list-style-type: none">○ You also need to unfreeze the screen. Click on the Grade Book Options button and select Unfreeze Columns.○ Mouse over the Grade Book and Right Click (or control+click on the Mac). Select Print.○ You may wish to change your Preferences to print Landscape to fit more on a page.○ When you are ready, click Print.