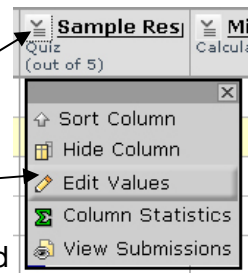
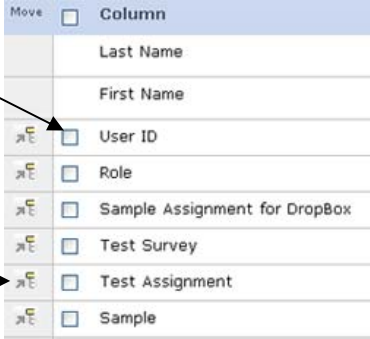
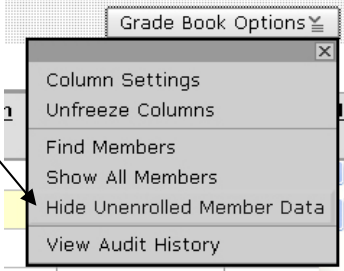
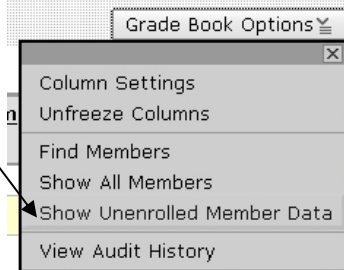


WesternOnline Quick Tips – Grade Book

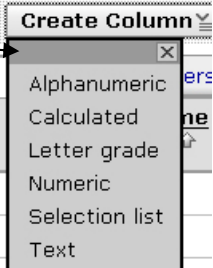
How do I...	Quick Answers
<i>Get to the Grade Book?</i>	<p>Note: You can only access the Grade Book under the Teach Tab.</p> <ul style="list-style-type: none"> • Click on the Teach Tab • Click on the Grade Book button under the Instructor Tool's Menu
<i>Override a grade that is already entered in the Grade Book?</i>	<p>Note: If a grade can be changed, it will be blue text and have a hyperlink (30.00). Once a grade has been changed, there will be a carrot (^) added to the grade in the grade book.</p> <ul style="list-style-type: none"> • To override a grade in the Grade Book <ul style="list-style-type: none"> ○ Click on the grade that has already been assigned ○ Type in the new grade next to “Change To” ○ Type in a comment on why the grade has been changed (optional) ○ Click the Save button to finish
<i>Enter a single grade into the Grade Book?</i>	<p>Note: If a grade has not yet been entered, it will be a dashed blue line and have a hyperlink (--).</p> <ul style="list-style-type: none"> • To enter a single grade in the Grade Book <ul style="list-style-type: none"> ○ Click on the dashed line in the box ○ Type in the new grade next to “Change To” ○ Type in a comment (optional) ○ Click the Save button to finish
<i>Enter grades for an entire column from one screen?</i>	<p>Note: Grades can be changed for an entire column with the Edit Values tool.</p> <ul style="list-style-type: none"> • To enter an entire column of grades <ul style="list-style-type: none"> ○ Click the Action Link next to the column that you want to grade ○ Click on Edit Values ○ Under the Change To column, type in the new grade associated with each student ○ Type in a comment (optional) ○ Click the Save button to finish



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<p>Reorder Columns?</p>	<p>Note: Whenever a new column is created in the Grade Book, it will automatically be placed at the end of the list. Use the Reorder Columns feature to place the column in the appropriate location.</p> <ul style="list-style-type: none">• To reorder the columns<ul style="list-style-type: none">○ Click on the Reorder Columns button○ Click the box next to the column that you would like to move○ Click the button in the Move column in the row below where you want your column to go <div data-bbox="565 674 1019 768" style="border: 1px solid black; padding: 5px;"><p>Ex: To move a column between Test Survey & Test Assignment, click on button in Move column next to Test Assignment</p></div>  <ul style="list-style-type: none">○ When columns are reordered correctly, click the Save button
<p>Hide and Show the Unenrolled Members?</p>	<p>Note: Unenrolled students and their grade information remain in the Grade Book and appear red. You can hide this grade information by using the Hide Unenrolled Member Data option.</p> <ul style="list-style-type: none">• To hide the unenrolled members<ul style="list-style-type: none">○ Click on Grade Book Options○ Click on Hide Unenrolled Member Data  <ul style="list-style-type: none">• To show the unenrolled members after hiding them<ul style="list-style-type: none">○ Click on Grade Book Options○ Click on Show Unenrolled Member Data 

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<p>Create a column?</p>	<p>Note: You can add columns to the Grade Book to record assignments or graded performances that aren't automatically created and scored within Western Online. These might include participation points, in-class quizzes, in-class writing assignments, etc.</p> <ul style="list-style-type: none">To create a column<ul style="list-style-type: none">Click on Create ColumnClick on the type of column you want to create.  <p>Alphanumeric: allows you to enter a short string of text or numbers</p> <p>Calculated: will display the numeric results of a formula that you create for that column (ex: average of four columns)</p> <p>Letter Grade: displays a letter grade for each student, based on the values of another numeric or calculated column</p> <p>Numeric: can contain only numeric values</p> <p>Selection List: allows you to select from a drop-down (selection) list of one or more values that you enter</p> <p>Text: allows you to enter an extended amount of words, phrases, or paragraphs</p>
<p>Create an Alphanumeric Column?</p>	<p>Note: This will allow you to store information as text or numbers</p> <ul style="list-style-type: none">To create an Alphanumeric Column<ul style="list-style-type: none">From the Grade Book screen, click on the Create Column buttonClick on Alphanumeric - the Alphanumeric Column screen appearsType in the appropriate Column label in the text boxSelect the Alignment that is preferred (right, left, center) from the Alignment drop-down menuLeave 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 gradeClick the Save button

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<p>Create a Numeric Column?</p>	<p>Note: If you use a points-based grading scale, you can use the Numeric Column when you create a new column in your grade book.</p> <ul style="list-style-type: none"> • To create a Numeric Column <ul style="list-style-type: none"> ○ From the Grade Book screen, click on the Create Column button ○ Click on Numeric - the Numeric Column screen appears ○ 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 Decimals you want the numeric value to display from the Decimal drop-down menu ○ Type in the maximum point value for the grade (the value entered here will display <i>out of [#]</i> with the number you entered) ○ 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>Hide the Midterm/Final columns?</p>	<p>Note: The Midterm and Final columns can not be deleted from the Grade Book. However, you can hide the columns so that they will not be displayed to you or your student.</p> <ul style="list-style-type: none"> • To hide the Midterm and Final columns <ul style="list-style-type: none"> ○ Click on the Reorder Columns button ○ Click on the Hide Column button that is associated with the column that you want to hide ○ Click the Save button • To show the columns repeat steps and click on the Show Column button. 						
<p>Change the decimal value for a column?</p>	<ul style="list-style-type: none"> • To change the decimal value for a column <ul style="list-style-type: none"> ○ Click on the Grade Book Options button ○ Click on Column Settings ○ Click on the Current Value in the appropriate column <div style="text-align: center; margin: 10px 0;"> <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 2px;">Grade Column:</td> <td style="padding: 2px; text-align: center;">Yes</td> </tr> <tr> <td style="padding: 2px;">Decimals:</td> <td style="padding: 2px; text-align: center;">2 ← Current Value</td> </tr> <tr> <td style="padding: 2px;">Maximum value:</td> <td style="padding: 2px; text-align: center;">N/A</td> </tr> </table> </div> <ul style="list-style-type: none"> ○ Select the New Value from the drop-down menu ○ Click the Save button 	Grade Column:	Yes	Decimals:	2 ← Current Value	Maximum value:	N/A
Grade Column:	Yes						
Decimals:	2 ← Current Value						
Maximum value:	N/A						

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<p><i>Change if a grade is released to students?</i></p>	<ul style="list-style-type: none"> • To change the release criteria for a grade <ul style="list-style-type: none"> ○ Click on the Grade Book Options button ○ Click on Column Settings ○ Click on the Current Release Status (Yes or No) in the appropriate column <table border="1" data-bbox="862 422 1071 510"> <tr> <td>Alignment:</td> <td>L C R</td> </tr> <tr> <td>Released to Student:</td> <td>Yes ← Current Release Status</td> </tr> <tr> <td>Grade Column:</td> <td>Yes</td> </tr> </table> <ul style="list-style-type: none"> ○ Click the Save button 	Alignment:	L C R	Released to Student:	Yes ← Current Release Status	Grade Column:	Yes
Alignment:	L C R						
Released to Student:	Yes ← Current Release Status						
Grade Column:	Yes						
<p><i>Change a column label?</i></p>	<p>Note: All column labels can be changed. However, changing the label will depend on how the column was created. If the column was created automatically (ex: assignment, discussion, assessment, etc), you will need to go back into the properties of that content item to change its Grade Book column label. If the column was created manually, you will follow these steps:</p> <ul style="list-style-type: none"> • To change a column label <ul style="list-style-type: none"> ○ Click on the Grade Book Options button ○ Click on Column Settings ○ Click on the Current Column Label <table border="1" data-bbox="870 1003 1079 1050"> <tr> <td>Label:</td> <td>test11 ← Current Column Label</td> </tr> <tr> <td>Type:</td> <td>Num</td> </tr> </table> <ul style="list-style-type: none"> ○ Next to New Value, type in the new column label ○ Click the Save button 	Label:	test11 ← Current Column Label	Type:	Num		
Label:	test11 ← Current Column Label						
Type:	Num						