


Practice Activity # 1



Practice Steps

Step 1: Build Tab	<ul style="list-style-type: none">• Create a new discussion topic on your home page• Create a new assignment on your home page
Step 2: Student View Tab	<ul style="list-style-type: none">• Respond to the discussion topic you just created• Submit a response for the assignment you just created
Step 3: Teach Tab	<ul style="list-style-type: none">• Grade the discussion topic using the Discussion Tool• Grade the assignment using the Assignment Dropbox Tool

Practice Activity # 2

 Practice Steps	
Step 1	<ul style="list-style-type: none">• Reorder a column in your grade book
Step 2	<ul style="list-style-type: none">• Modify a column's settings
Step 3	<ul style="list-style-type: none">• Modify the custom grade book view
Step 4	<ul style="list-style-type: none">• Add a new column

Practice Activity # 3



Practice Steps

Step 1	<ul style="list-style-type: none">• Create a calculated column that averages the scores from two other columns. You may need to create two additional numeric columns and input scores for the demo student.
Step 2	<ul style="list-style-type: none">• Select two columns in your grade book and release only those two to your “students”. Check that you performed this task correctly by accessing the MyGrades section in the Student View. You should only see the two columns you selected.