



# eLearning Facilitation Workshop

Recording and Managing Student  
Grades Using the Grade Book

# Learning Topics

- Grading Student Work
- Customizing the Grade Book
- Calculating and Releasing Grades



# Activity

1

- Introduce Yourself



2

- What would you like to learn about the Grade Book today?

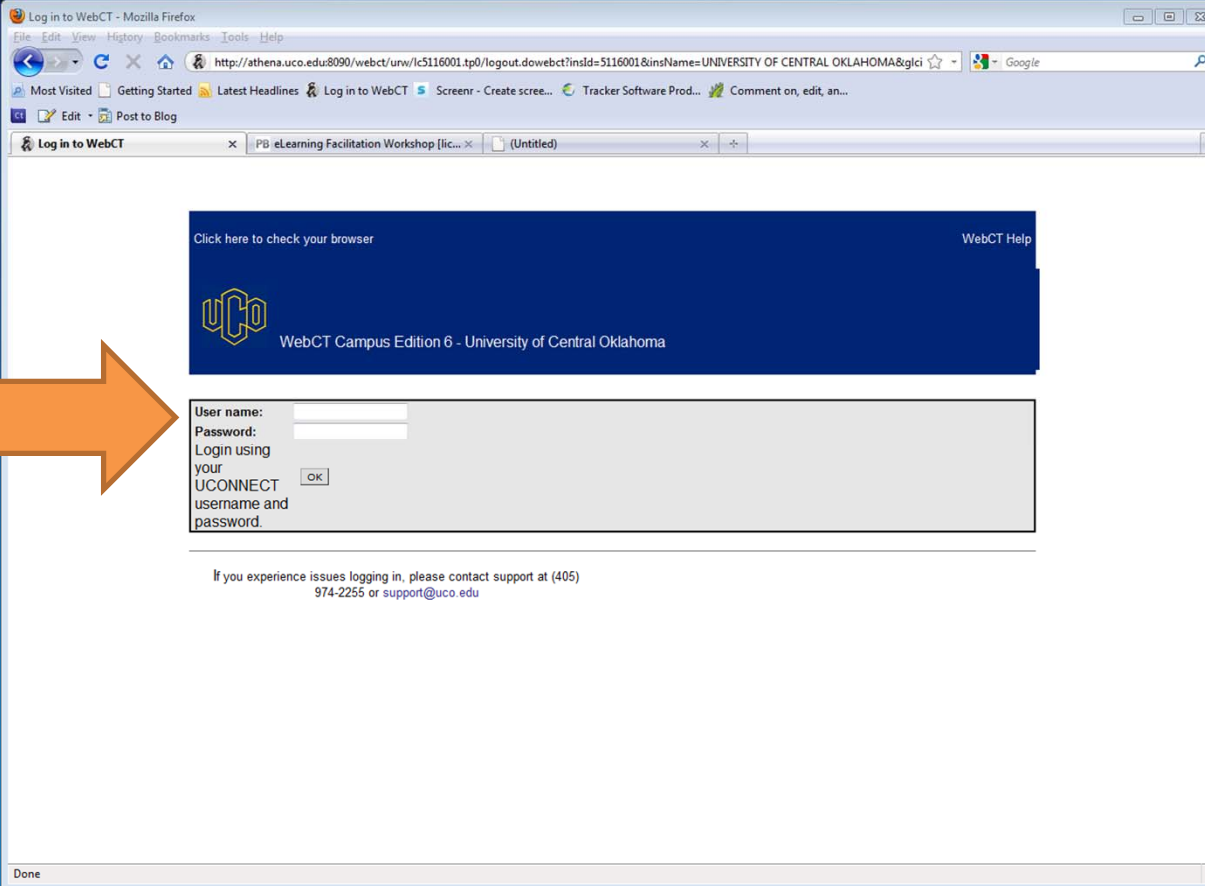


# Instructional Format

- **Mini-Demonstrations**
- **Practice**
- **Open to questions**



# Before we begin...



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# Practice Activity #1

## Practice Steps

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







# Practice Activity #2

## Practice Steps

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





# Practice Activity #3

## Practice Steps

### Step 1

- 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

- 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.





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