

# Courseware Gradebook Guide for Administrators

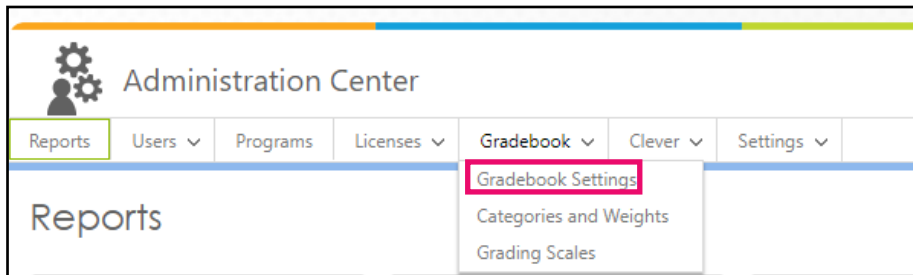
Courseware's Gradebook provides educators with automatic and seamless record keeping of individual student performance in assigned courses. Located in the Courseware application, it is synced to the activities in the course and updates automatically as students complete coursework. This guide covers administrative functions. For more information on basic Gradebook functions such as managing credits and overriding scores, refer to the Gradebook Guide.

## TO ADJUST GRADEBOOK SETTINGS

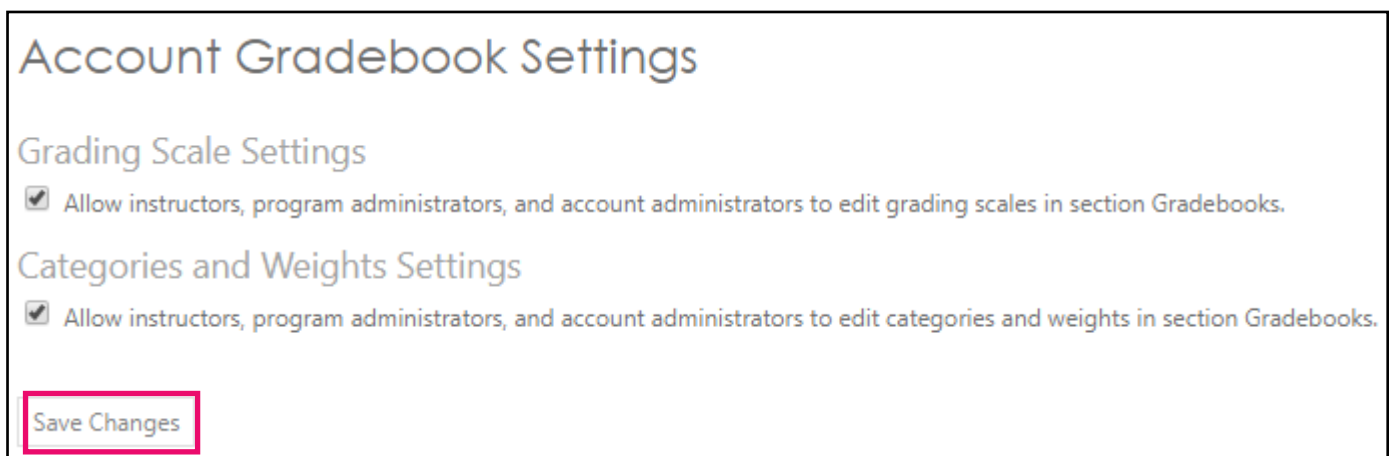
Account Administrators can set account-wide standardization of grading processes and set instructor permissions to allow them to customize category weights and scales, scores and course category weights. When an account administrator disables instructor access to edit grading settings, instructors will not be able to edit the Gradebook for their courses. All sections in the account will have either the Edmentum recommended weighting or custom grading as set by the account administrator applied. A standardized Gradebook increases fidelity of the program, gives account administrators the power to control grading within their account, and allows them to establish new program practices.

If an account administrator enables instructor access to edit grading settings, educators may continue editing weights and scales or may apply account custom weights and scales per local policy. Educators can edit category weights and scales to align to school or district grading policies and add up to three instructor-defined activities to support local program needs.

1. To access the Gradebook settings, navigate to the Administration Center.
2. Hover over the **Gradebook** tab and click **Gradebook Settings**.



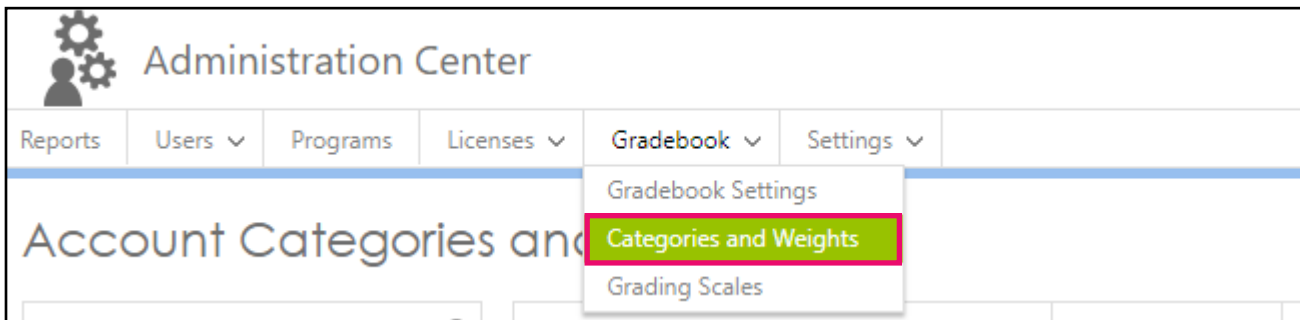
3. By default, instructors, program administrators, and account administrators will have the ability to edit grading scales and edit categories and weights in section Gradebooks.
4. If you decide to make changes to the settings, uncheck the appropriate box(es) and click **Save Changes**.



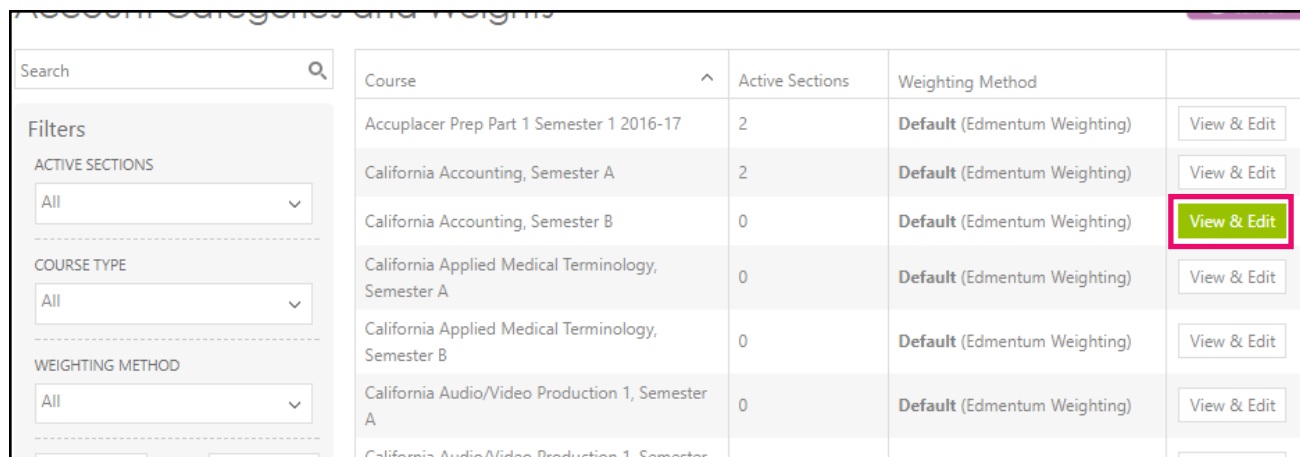
## TO SET ACCOUNT CATEGORIES AND WEIGHTS

Each course within Courseware is automatically set to use Edmentum Default grade weighting. Account Administrators have the ability to customize a weighting method for a course.

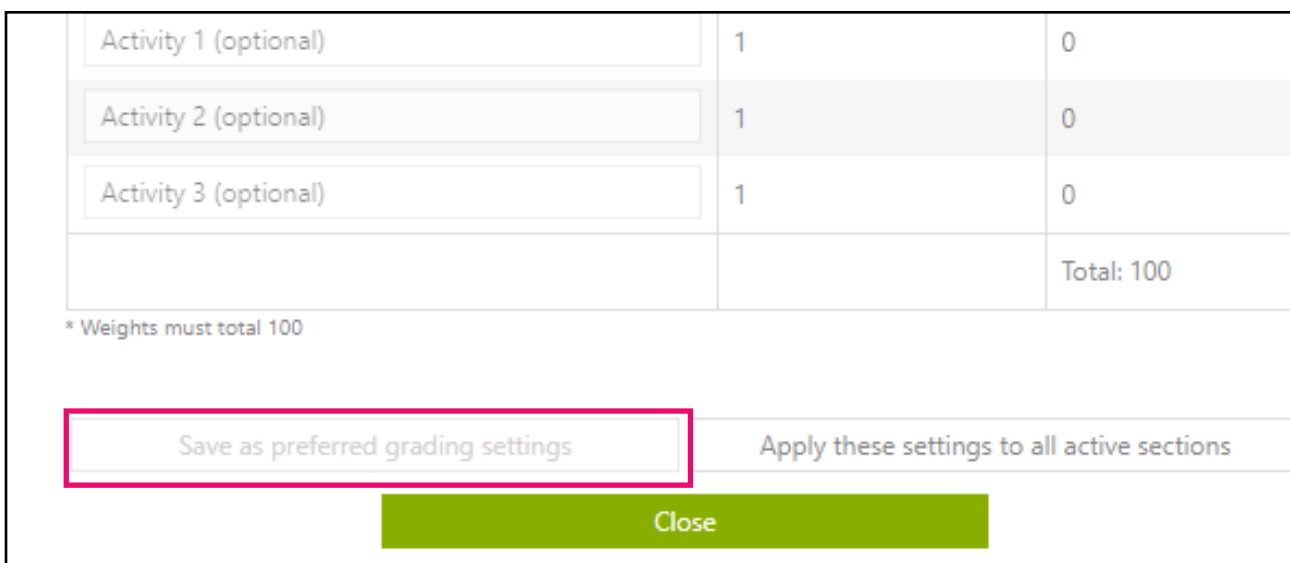
1. From the **Administration Center**, hover over **Gradebook** and select **Categories and Weights**.



2. To adjust weight for a course, locate the course and select **View & Edit**.



3. In the View & Edit Categories and Weights pop-up menu, you can make adjustments to weighting by category, assign equal weights to categories, assign no weights to categories, and add additional activities. Once you have made your changes, click **Save as preferred grading settings**, then click **Close**. *Note: Once you save, all **new** sections that are created for this course will have these grading settings. Current sections will not be affected.*



4. If you would like to apply these settings to all active sections for this course, click **Apply these settings to all active sections**. *Note: In order to apply these settings to all active courses, the settings must have been previously saved, as seen in step 4.*

Activity 1 (optional)	1	0
Activity 2 (optional)	1	0
Activity 3 (optional)	1	0
		Total: 100

\* Weights must total 100

Save as preferred grading settings      **Apply these settings to all active sections**

Close

5. A pop-up window will appear. *Note: All active sections in this course will be updated and student grades will be recalculated. It's best practice to communicate this change to instructors so that they can communicate the change to their students. This action cannot be undone. If you would like to proceed, click Yes, apply selected grading method.*

Apply Weighting Method ×

**Apply selected weighting method to the account?**

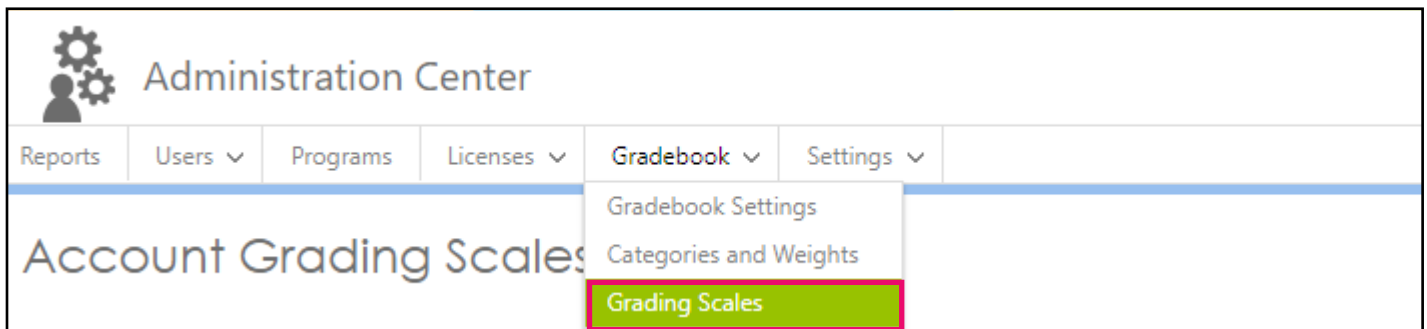
- The Gradebooks for 0 active section(s) will be updated.
- All student grades will be recalculated.
- Instructors can view these changes in Gradebook Settings.
- **This action cannot be undone.**

**Yes, apply selected weighting method**      Cancel

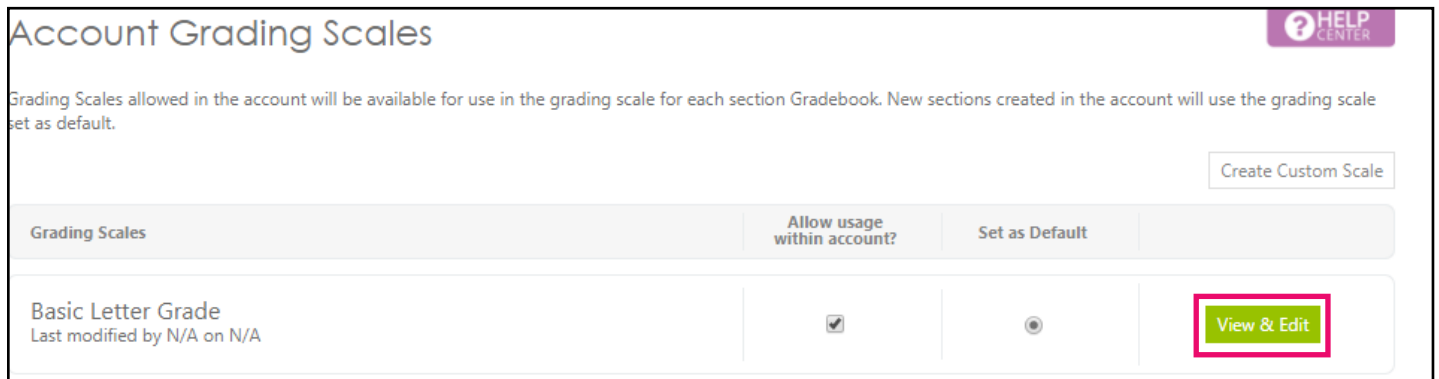
## TO SET ACCOUNT GRADING SCALES

Account Administrators can set grading scales across the account using the Account Grading Scales setting.

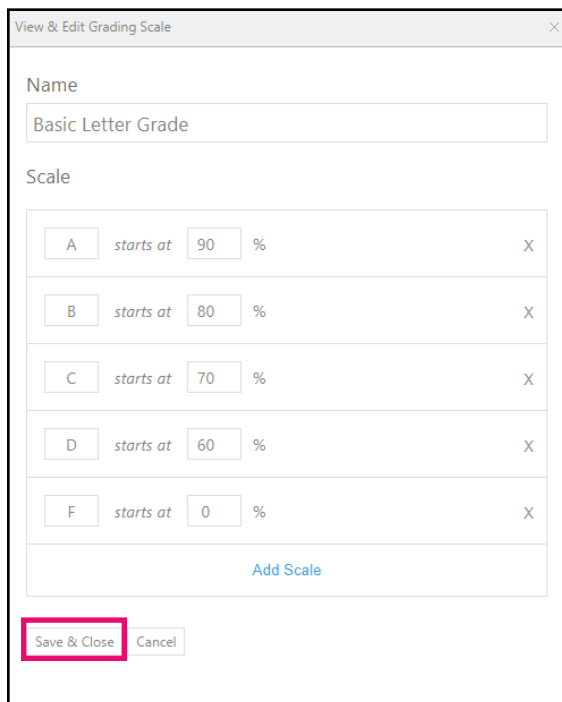
1. From the Administration Center, hover over **Gradebook** and select **Grading Scales**.



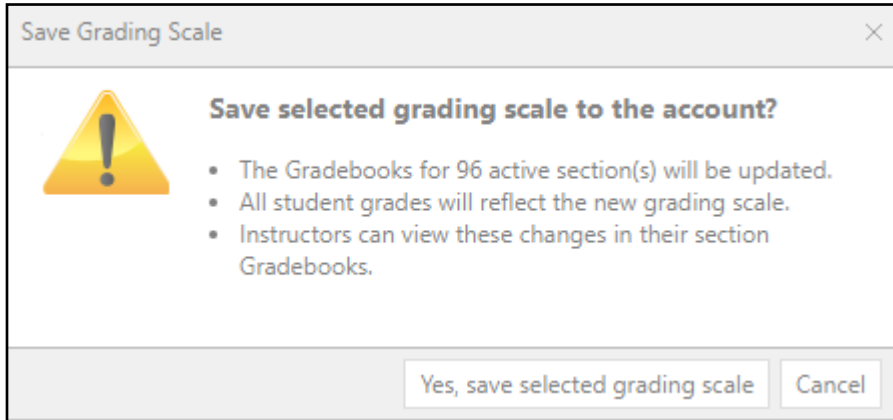
2. Account Administrators can make adjustments to Grading Scales for the following scales: Basic Letter Grade, Advanced Letter Grade, and Pass/Fail. Adjustments can be made to the scales by clicking on **View & Edit**. *Note: New sections created in the account will use the default grading scale. If you would like to open a grading scale to be used within the account, place a check in the box next to "Allow usage within account". This will allow instructors to apply the grading scale to their section.*



3. Make your adjustments in the **View & Edit Grading Scale** pop-up window and click **Save & Close**.

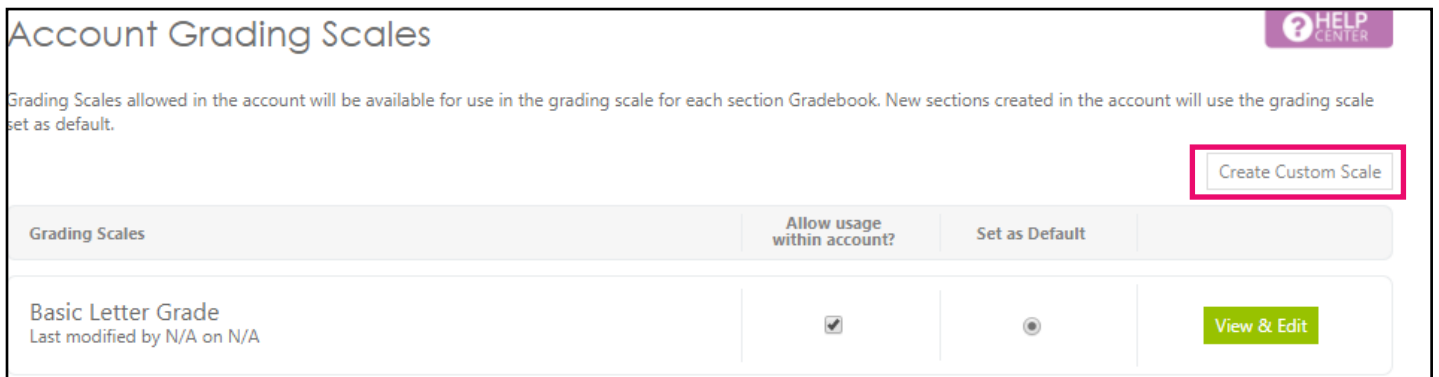


- Click **Yes, Save selected grading scale** in the pop-up window to confirm the changes.  
*Note: By clicking Yes, the Gradebooks for the active sessions will be updated, which will cause student's current grades to reflect the new grading scale. Instructors will be able to view the changes in their section Gradebooks, however, it's best practice to inform them of the changes so that they can communicate with their students.*

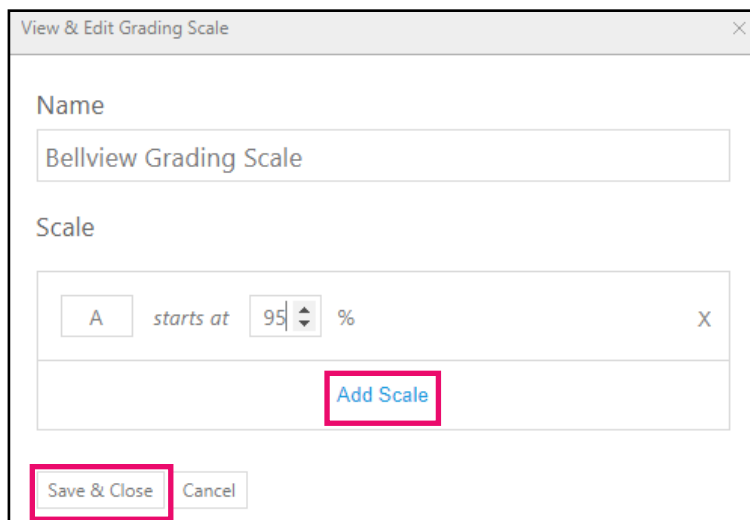


## TO CREATE A CUSTOM GRADING SCALE

- From the Grading Scales page, click on Create Custom Scale.



- A pop-up window will appear. Enter the name and values for the custom grading scale. Click Add Scale to add additional grading scales.
- Click Save and Close to save the custom grading scale.



## TO ACCESS THE GRADEBOOK AUDIT REPORT

Account Administrators can view this report to view compliance of account Gradebook settings for all active sections.

1. From the Administration Center, hover over **Reports** and select **Gradebook Audit Report**.

The screenshot shows the Administration Center interface. At the top right, the user is identified as Helen Bartz with a 'My Profile' link. A navigation bar contains several menu items: Reports, Users, Programs, Licenses, Gradebook, Clever, and Settings. The 'Reports' menu item is highlighted with a red box. Below the navigation bar, the 'Reports' section is displayed, featuring a grid of report cards. Each card includes an icon, a title, a brief description, and a 'Preview' link. The 'Gradebook Audit Report' card, which describes viewing compliance of account Gradebook settings to Administrator settings, is highlighted with a red box.

2. Once the report downloads, you may access it under the **Reports to download** section. *Note: The report can take a bit of time to download. Check the status after a few minutes have passed. Click **download** to the right of the report name in the **Status** column to download and view the report.*

Reports to download  
Note: Reports will be removed from list after 7 days

Report Name	Description	Date	Status	
Gradebook Audit Report (CSV)	View compliance of account Gradebook settings to Administrator settings.	12/12/2017	Completed	<a href="#">download</a>
Gradebook Audit Report (CSV)	View compliance of account Gradebook settings to Administrator settings.	12/12/2017	Completed	<a href="#">download</a>
Gradebook Audit Report (CSV)	View compliance of account Gradebook settings to Administrator settings.	12/12/2017	Completed	<a href="#">download</a>

## HELP AND SUPPORT

Have a question? Need assistance? Contact our award-winning Support team Monday-Friday, 7am to 6pm Central at 800.447.5286 or support@edmentum.com. Visit the Help Center while logged into your Courseware account to access walkthroughs, documents, videos and more!