

# Courseware Gradebook Guide

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.

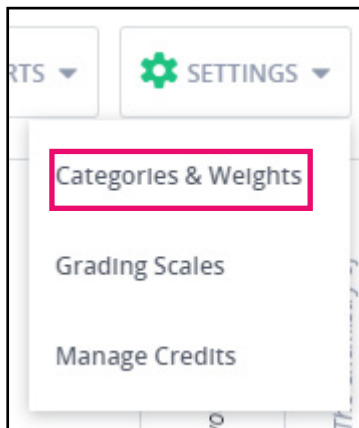
## HOW TO ACCESS THE GRADEBOOK

1. From the **My Course Sections** page, click the **Open Gradebook icon** next to the course section name.



## HOW TO ADJUST CATEGORIES AND WEIGHTS

1. Select **Categories & Weights** from the **Settings** menu.



2. The Categories & Weights page opens. The exact categories will vary depending on the course. Categories include: Pre-Test, Module, Discussion, Unit Activity, Post Test, Course Activity, and End of Semester test. In addition to the course categories, you may add up to three optional categories.

<b>Pre-Test</b> Activities Contributing: 6	<input type="text" value="0"/> %
<b>Module</b> Activities Contributing: 36	<input type="text" value="20"/> %
<b>Discussion</b> Activities Contributing: 6	<input type="text" value="15"/> %
<b>Unit Activity</b> Activities Contributing: 0	<input type="text" value="15"/> %
<b>Post-Test</b> Activities Contributing: 6	<input type="text" value="20"/> %
<b>End of Semester Test</b> Activities Contributing: 1	<input type="text" value="20"/> %
<input type="text" value="Project 1"/>	<input type="text" value="5"/> %
<input type="text" value="Project 2"/>	<input type="text" value="5"/> %
<input type="text" value="Activity 3 (optional)"/>	<input type="text" value="0"/> %
Total: 100% (must be 100%).	

3. In addition to Weight by Category, you also have the option to assign Equal Weights to each category by simply checking the Equal Weights circle. You can also select No Weighting and uncheck categories not required for grading.

4. Adjust the Categories & Weights as desired, and click **Save Changes**. You will return to the Gradebook page.

**Equal Weights**  
Each category is weighted equally. Uncheck Categories not required for grading.

**No Weighting**  
Total points earned / total points possible. Uncheck Categories not required for grading.

<b>Pre-Test</b> Activities Contributing: 6	<input checked="" type="checkbox"/>	11.11 %
<b>Module</b> Activities Contributing: 36	<input checked="" type="checkbox"/>	11.11 %
<b>Discussion</b> Activities Contributing: 6	<input checked="" type="checkbox"/>	11.11 %
<b>Unit Activity</b> Activities Contributing: 0	<input checked="" type="checkbox"/>	11.11 %
<b>Post-Test</b> Activities Contributing: 6	<input checked="" type="checkbox"/>	11.11 %
<b>End of Semester Test</b> Activities Contributing: 1	<input checked="" type="checkbox"/>	11.11 %
<input type="text" value="Project 1"/>	<input checked="" type="checkbox"/>	11.11 %
<input type="text" value="Project 2"/>	<input checked="" type="checkbox"/>	11.11 %
<input type="text" value="Activity 3 (optional)"/>	<input checked="" type="checkbox"/>	11.11 %

**SAVE CHANGES** CANCEL

### TO CREATE A NEW CATEGORY

All courses come pre-loaded with the Edmentum recommended categories and weights. You do not need to manually create Gradebook categories unless you would like to change these settings.

1. There are three optional category areas at the bottom of the Categories & Weights page.
2. To create a new category, enter the category name and weight into one of the blank categories labeled "Activity (optional)." For example, a new category name could be "Participation" and the weight could be 20%.
3. Click **Save Changes** to save the new category and weight.

<input type="text" value="Lab Work"/>	<input type="text" value="20"/> %
<input type="text" value="Activity 2 (optional)"/>	<input type="text" value="0"/> %
<input type="text" value="Activity 3 (optional)"/>	<input type="text" value="0"/> %

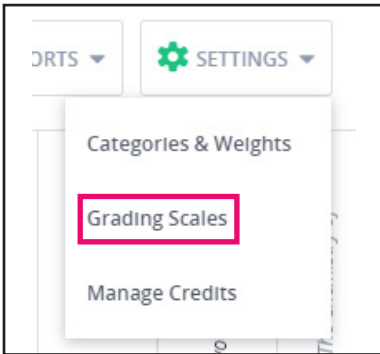
Total: 100% (must be 100%).

**SAVE CHANGES** CANCEL

## TO ADJUST GRADING SCALES

Courses come pre-loaded with traditional A-F grading scales. Adjusting the grading scale allows you to determine the letter grade that corresponds to a particular percentage. You may add "plus" or "minus" scales or change the course to Pass/Fail.

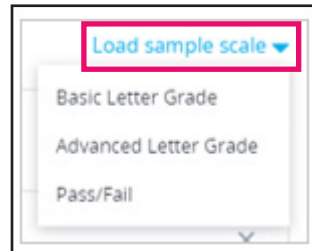
1. Select **Grading Scales** from the **Settings** menu.



2. Adjust the scales as desired.

- a. To add "plus" and "minus" grades, select Advanced Letter Grade from the Load sample scale drop-down menu. Adjust the pre-loaded percentages, if desired.
- b. To change the course to Pass/Fail, select Pass/Fail from the Load sample scale drop-down menu. Adjust the passing percentage, if desired.

A screenshot of the grading scale adjustment form. It features five rows, each with a letter grade and a percentage: 'starts at 90 %', 'B starts at 80 %', 'C starts at 70 %', 'D starts at 60 %', and 'F starts at 0 %'. At the bottom, there are two buttons: 'SAVE CHANGES' (highlighted with a red box) and 'CANCEL'.

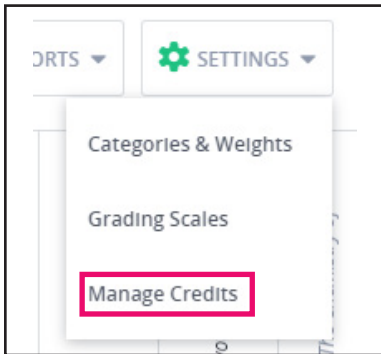


3. Click **Save Changes** to save the grading scales and return to the Gradebook.

## TO MANAGE CREDITS

Managing credits allows you to designate the course as original credit, recovery credit, or no credit.

1. Select **Manage Credits** from the **Settings menu**.



2. Select the credit type.
  - a. For original credit or recovery credit, enter the number of credits students will earn.
3. Click **Save Changes**. You will return to the Gradebook page.

A screenshot of the 'SELECT CREDIT TYPE' form. It features three radio button options: 'No Credit', 'Original Credit' (which is selected and has a green checkmark), and 'Recovery Credit'. Below these options is a section for 'Original Credit' with a ribbon icon and a text input field labeled 'Number of credits:' containing the value '1'. At the bottom of the form, there are two buttons: 'SAVE CHANGES' (highlighted with a red box) and 'CANCEL'.

4. If you select Original Credit or Recovery Credit as the credit type, a ribbon icon will appear next to each student's name, signaling that the type of credit has been edited.

A screenshot of a student profile card for 'Avery, Jasmine'. The card includes a ribbon icon in a red box on the left. To the right of the name are three blue dots. Below the name are three columns of information: 'CURRENT GRADE 97.25% (I)', 'COURSE GRADE 2.16% (F)', and 'TIME ON TASK 00:00:30'.

### TO GRANT CREDIT

Grant credit to students who successfully complete the course. Before you can grant credit, the course section must be designated for Original Credit or Recovery Credit from the Manage Credit settings page.

1. From the Gradebook, click the **blue options menu** to the right of the student's name.

	<b>Avery, Jasmine</b>	
CURRENT GRADE	COURSE GRADE	TIME ON TASK
97.25% (I)	2.16% (F)	00:00:30

2. Select **Grant Credit** from the drop-down menu.

- Export Gradebook (CSV)
- Detailed Grade Report (PDF)
- Category Summary Report (HTML)
- Student Curriculum Details
-  **Grant Credit (1 credits)**

3. Once the credit has been granted, the ribbon icon next to the student's name will turn green, signaling that credit has been granted.

	<b>Avery, Jasmine</b>	
CURRENT GRADE	COURSE GRADE	TIME ON TASK
97.25% (I)	2.16% (F)	00:00:30

## TO MANUALLY OVERRIDE SCORES

As students complete their modules and mastery tests, their scores are automatically recorded within the Gradebook. From time to time, you may need to manually override a score, which can be done by following the instructions below.

1. From the Gradebook page, locate the score you wish to change and click the box. This will open a text box.
2. Enter the new score into the text box and click Enter.
3. The new score will automatically sync across the application and will be reflected in the student's current and course grade as well as on the learner interface.
4. The score in the Gradebook will have a circle around it to identify that the score was altered.

PLATO Course Biology, Semester A v5.0  
2017 - Period 4 - PLATO Course Biology, Semester A v5.0

**STATUS LEGEND**

- 100** **Weighted Score**  
Scores contribute to student's Current/Course grade
- 100** **Non-weighted Score**  
Scores do not contribute to student's Current/Course grade
- e** **Exempted Score**  
Student has exempted the activity through pretesting; score is 100
- **Altered Score**  
Score has been edited by the instructor and is reflected in the student curriculum details

Unit 1: Nature of Life	Pretest: Nature of Life	Discussion: Nature of Life
		85

**ALEXANDER, KETURAH**

CURRENT GRADE	COURSE GRADE	TIME ON TASK
91.17% (I)	8.89% (F)	00:00:00

## TO PULL GRADEBOOK REPORTS

Educators can run reports from within the Gradebook. Available reports include a Gradebook Export and Category Summary report.

1. From the Gradebook, click **Reports** in the upper right corner of the screen.
2. Select the report that you wish to run. The file will automatically download.

**REPORTS** ▾

- Export Gradebook (CSV)
- Export Gradebook (CSV)  
*Include Withdrawn or Deactivated Learners*
- Category Summary (HTML)
- Category Summary (HTML)  
*Include Withdrawn or Deactivated Learners*

## TO PULL INDIVIDUAL STUDENT REPORTS

1. There are three individual student reports that can be run from within the Gradebook. To access them, click on the **blue options menu** to the right of the student's name.

A student report card for Avery, Jasmine. It features a green checkmark icon on the left. The student's name is at the top. To the right of the name is a blue options menu icon (three dots) highlighted with a red box. Below the name are three columns: 'CURRENT GRADE' with '97.25% (I)', 'COURSE GRADE' with '2.16% (F)', and 'TIME ON TASK' with '00:00:30'.

2. A drop-down menu with report options will appear. Click on the report that you would like to download.

A drop-down menu with a blue options menu icon (three dots) at the top left. The menu contains three options: 'Export Gradebook (CSV)', 'Detailed Grade Report (PDF)', and 'Category Summary Report (HTML)'. The menu is shown in a light gray background with a white border.

## 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](mailto:support@edmentum.com). Visit the Help Center while logged into your Courseware account to access walkthroughs, documents, videos and more!