



The toolbar provides easy access to many common tasks in the gradebook:



Gradebook Student Course Summary Report

- generates a report showing all students in the class, currently entered assignment grades and the marking period grade(s) displayed in the gradebook



Compute Final Grades

- calculates** final grades but does **not** save the gradebook - use Save & Calculate button to recalculate final grades AND save



Hide / Show Final Grades

- click to **hide** final grades for marking period and display only assignment grade columns
- click again to **show** final grade columns



Display / Hide All Marking Periods and their Final Grades

- click to show **all marking periods** for the current course - Q1, Q2, S1, Q3, Q4, S2
- click again to show only the **current marking period**



Work with your Gradebook Parameters

- click to open the **Parameters** dialog box

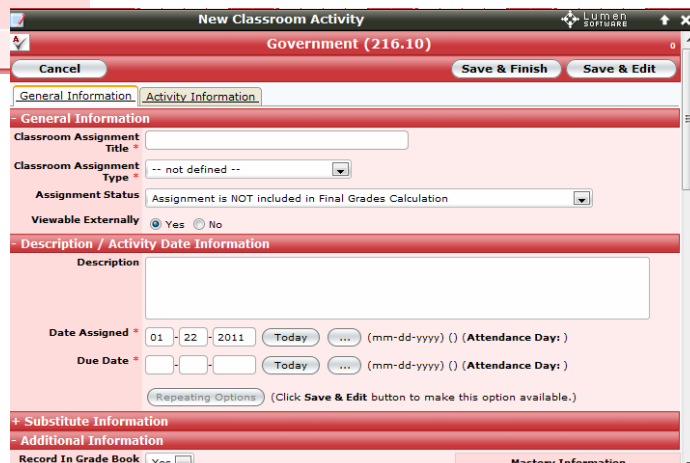
#	Parameter
1	Drop the lowest score for these Classroom Activity Types:
2	Drop the lowest score for these Marking Periods:
3	Display Final Grades for these Marking Periods:
4	Display Students in order by:
5	Display Students with status:

- for details about setting specific parameters in the gradebook, see the Help Sheets for each parameter



Create a New Classroom Activity

- click to open the **New Classroom Activity** dialog box
- see the Help Sheet to **Create an Activity** for details on activity settings





Gradebook Course Student ID numbers

- click to show the list of currently enrolled students and their “course ID number”
- course ID numbers are assigned by the system as students are enrolled in the course
- numbers can be manually changed if desired to show book numbers or seat numbers, to reorder the list, etc



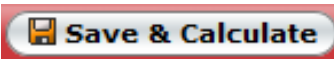
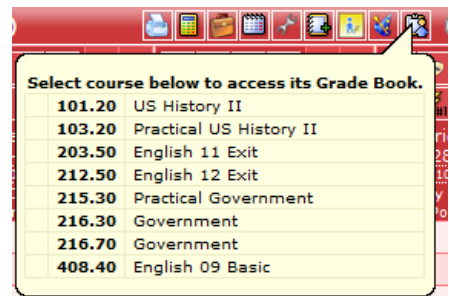
Grade Calculation Wizard

- click to launch Wizard used to set preferences for Semester grade calculation weights and assignment weights/total points preferences
- see **Final Grade Calculation Setup** Help Sheet for details of using the Wizard

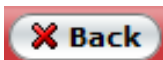


Take me to another course's gradebook

- click to show list of other courses
- select a course from the list and that gradebook will open in a new window allowing you to work in multiple gradebooks without closing one and going back to the Instructor Suite Courses list to open another



- click to recalculate final grades and save any changes made to the gradebook
- if the gradebook is closed with the **Back** button or the **X** in the upper right corner of the window **before** clicking the Save & Calculate button, all changes will be lost



- closes the gradebook and takes you Back to the Course dashboard
- be sure to Save & Calculate before using the Back button; if the gradebook is closed with the **Back** button or the **X** in the upper right corner of the window **before** clicking the Save & Calculate button, all changes will be lost