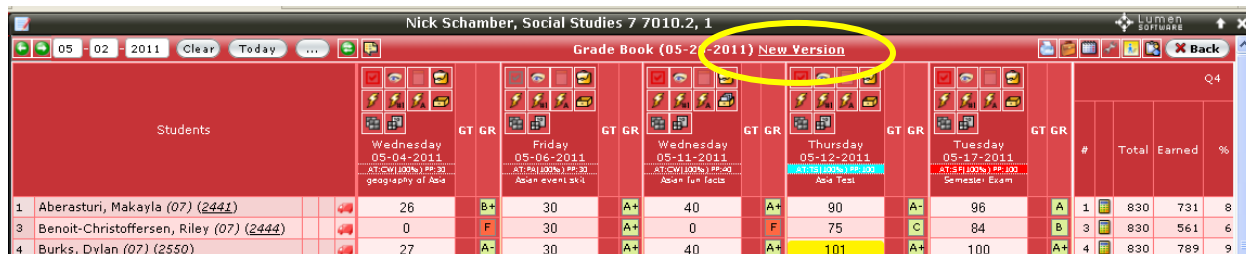


# NEW GRADEBOOK

In response to many of the suggestions you (and other instructors around the country) made to Lumen, a new version of the gradebook has been added to the Instructor Suite. This gradebook allows you to view more grades on the screen and easily scroll through all activities and students. The new gradebook is accessed by opening the original gradebook and clicking the New Version link at the top of the screen.



## Features and advantages of the new version:

- Collapsed grade columns display more activities per screen; details of activity are shown at top of column with additional details on mouse-over
- Failing grades display in red
- Double-click a grade column heading (or click a grade cell) to expand the column; Grade Type and Letter Grade display; double-click column heading to collapse
- Double-click an individual grade to add a comment
- Enter key, Tab key, and arrow keys can be used to move from cell to cell
- Icon bar at top of grade column with quick-links to old gradebook, add new activity, edit activity, include in final grade, adjust visibility, upload resources, and print
- Quarter grades are next to last activity column with no gap on the screen
- Toolbar at top of screen to refresh screen, add new activity, show grading scale, show/hide student information on mouse-over, hide/show grade column details for all activities, deselect selected cells, print the grade book, quickly switch marking periods, save & calculate
- Student Count and Activity Count at top of column; mouse-over for details
- Search box at top of list quickly finds a student; click the green icon (student count) to restore full list

The new version of the gradebook is still in development so not all features have been included yet. You will need to work in both versions for awhile until the new version is fully functional. Entering and saving grades in one version will save grades in both. But some functions can only be done in the old version. For example, to set Grade Calculations, use the Grade Calculations Wizard in the old version.

Lumen is open to suggestions for continuing to improve the new version. If you have ideas, please email Lumen Support and they will be passed on to the developers at Lumen Software.