

## **Gradebook Instructions**

# **Content Links**

***Accessing Gradebook***

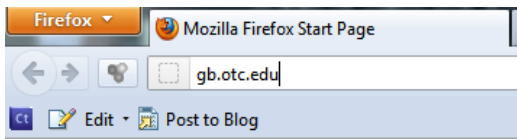
***Grading***

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## Accessing Gradebook

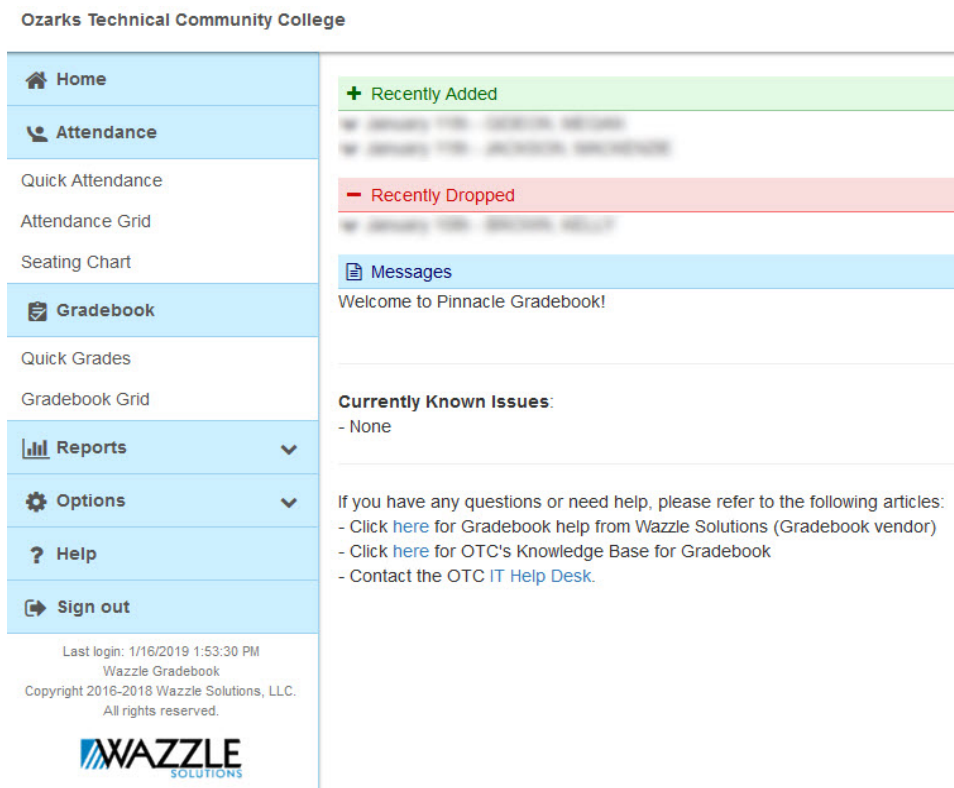
1. Open a browser and type **gb.otc.edu** in the address:



2. Type your **OTC credentials**, and select **Sign in**:

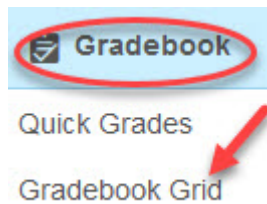


3. You will be taken to the **Home** screen. The tool panel is on the left, and recently added and dropped students, messages, and currently known issues are on the right:



## Grading

Select **Gradebook Grid** from the tool menu under **Gradebook**, on the left:



**Gradebook Grid Components:** The **Gradebook Grid** allows you to record grades for assignments. The following breakdown shows all of the components:

1. **Course Tabs:** Every course you are scheduled to teach will show up as an individual course tab. Grades for each course are kept on their respective tab.
2. **Student Roster:** The student roster will show all active students for the selected semester and course.
3. **Assignment Area / Grid:** Create all assignments and record grades in the grid area.
4. **Semester Tabs:** Past and present semesters may be accessed with the semester tabs. The current semester will show. To access other semesters, click the + and select the semester.
5. **Course Grade:** The course grade will show the calculated final grade for the entire roster.

The screenshot shows a gradebook grid for course 108-CIS-101. The interface includes a toolbar with 'Options', 'Terms', and 'Scale' buttons. The grid has columns for assignments and a final 'Course Grade' column. Red circles and numbers 1 through 5 highlight specific elements: 1. Course ID, 2. Student names, 3. Assignment names, 4. Semester tabs, and 5. Course grade column.

108-CIS-101		Assignments				5
2		3	Powerpoint	Powerpoint	PPT3 - LAB2	Summer 12
Names (Last, First)		Project Idea	Presentation (Unit 3 Exam)	7/3	10/3	
		8/28	10	7/3	25	
1		A	10	A	100	91.4% A
2		A	10	A	100	98.1% A
3		A	10	Max	105	99.0% A
4		A	10	Max	105	97.4% A
5		A	10	Max	105	92.3% A
6		A	10	F	0	83.7% B
7		A	10	Max	115	86.2% B
8		A	10	Max	105	94.7% A

**Setting Course Grading Scale:** By default, the grading scale is set to a standard 90, 80, 70, 60 scale. If your department requires a different course grading scale, follow these steps:

1. From the **Gradebook Grid**, click **Options** on the top toolbar.
2. Select the **Terms** tab.
3. A list of the available semesters will populate. Find the current semester then click **Edit** next to the nested semester.
4. Choose the appropriate scale from the **Scale** drop-down menu. Click **Save**.

**NOTE:** Perform these actions for each class/section requiring a different course grading scale.

**Setting up Categories / Weights:** Many departments require specific category weights when factoring final course grades. If your course requires categories or weighted categories, follow these steps:

1. From the **Gradebook Grid**, click **Options**.
2. Select the **Categories** tab.
3. Choose **Yes** if you would like to categorize/weight your assignments.
4. Click on the **New Category** link.

General Narrative **Categories** Scales Terms

TIP: Categories settings are applied to all terms.

Would you like to categorize your assignments?  Yes  No

Would you like to weight your categories?  Yes  No

**Note:** Turning on weighted categories **REQUIRES** assignment

[New Category](#)

5. Fill in all appropriate fields to set up your category. Click **Save**.
  - **Description:** The name of the category.
  - **Color:** How assignments (with this category applied) will visually appear in the Gradebook Grid.
  - **Weight:** Mathematical weight of the category. A good rule of thumb is to have your total weight (for all categories) add up to 100. For example, you may have assignments worth 50, tests worth 30, and the final worth 20. Do put in full, round numbers. Do not put in symbols, like %.
  - **Drop Lowest/Highest:** These options are only available if you weight your categories. Assigning a value other than zero will drop the lowest or highest X scores, where X is the full, round number you have assigned.

Untitled

**Description**  
Untitled

**Color**  
[Empty]

**Weight**  
0

Scores in this category are m

**Drop lowest**  
0

Does not use the lowest X sco

**Drop highest**  
0

Does not use the highest X sc

**Save** **Cancel**

**Creating Assignments:** The **Gradebook Grid** is a great place to record student grades. Follow these steps to populate your **Gradebook Grid** with assignments before recording grades:

1. From the **Gradebook Grid**, select the **New** assignment link:



2. Fill in all the appropriate fields to set up your assignment. Click **Save**. The Save & New button may be used if creating multiple assignments.
  - **Description:** The name of the assignment.
  - **Grading Scale:** The grading scale is what the assignment will use to calculate the letter grade. "Grading Scale" by default is a standard 90, 80, 70, 60 scale.
  - **Date Assigned:** The assigned date of the project. If you set this as a future date, the students will be unable to see the grading column until the specified date.
  - **Date Due:** The due date of the assignment. This is important for attendance tracking and grade reporting. If a student is absent when an assignment is due, a red **A** will show in the upper corner of the grading cell. The Date Due is also the primary sort method of the Gradebook Grid.
  - **Max Value:** The maximum number of points the assignment is worth.
  - **Weight:** This value will always be one (1). The Gradebook system takes the Max Value and multiplies that value by the weight to find the total points possible for an assignment. If you assign any value other than one, your total points possible will skew.
  - **Extra Credit:** This check box will exempt the total points from the course's overall points possible, but still allow the points to be earned toward the student's final grade.
  - **Private:** Making an assignment private will prevent students from seeing the grading column. This is handy for quizzes or unannounced tests.

Term  
Spring Period (January 2nd, 2019 - May 27th, 2019)

**Description**  
[Text input field]

**Grading Scale**  
Grading Scale

**Date Assigned**  
< 01/17/2019

**Date Due**  
< 01/18/2019

**Max Value**  
[Text input field]

**Weight**  
[Text input field]

Please enter a weight.

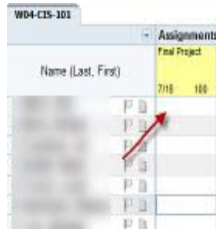
Is extra credit?

Is a private assignment?

Save Save & New Save & Close Close

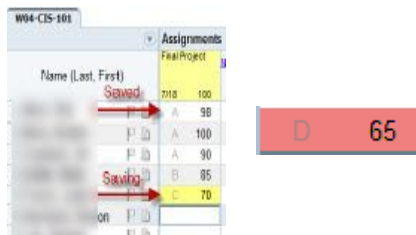
**Recording Grades:** Assuming you have already created at least one assignment, follow these steps to enter grades:

1. From the **Gradebook Grid**, locate the assignment column and click the first available empty cell.



2. Type in the grade and press enter after each. By pressing enter, you will move down to the next student's row. Grades are automatically saved to the Gradebook system. When entering grades, the cell will turn yellow (saving to the database). When the cell returns to the original color, the information has been saved.

**NOTE:** If a cell turns red, your connection to the database has been lost and the information is not saving. The best solution is to close your browser and verify your Internet connection is still functional.



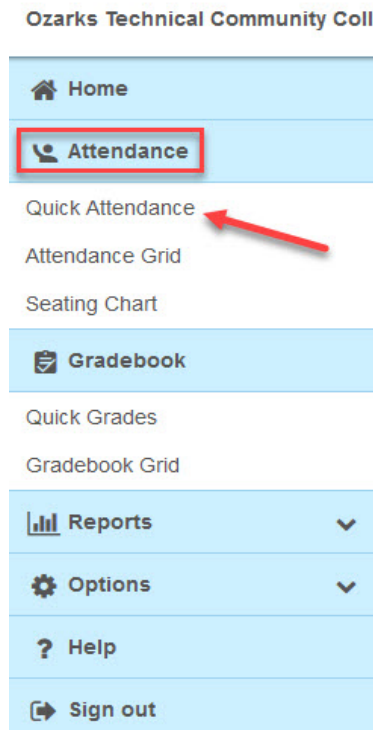
3. Your calculated final grade will show up in the **Course Grade Column** on the far right of the Gradebook Grid.

Summer 12 ▼	
98 / 100	98.0% A ▲
100 / 100	100.0% A

## Attendance

**Recording Attendance:** On the **Home** screen, follow these steps to record attendance:

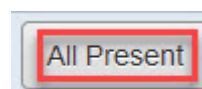
1. Click the **Quick Attendance** link from the navigation menu on the left.



2. If your class meets the day you access **Quick Attendance**, the attendance codes will be unlocked (you can take attendance). If you are attempting to take past attendance, use the date selector to skip back to a day when your class met.
3. Select the appropriate attendance code beside each student. You may also type comments when you select an attendance code.
  - **P – Present**
  - **A – Absent**
  - **T – Tardy**
  - **Lft – Left Early**
  - **NS – No School**
  - **CA – College Activity**

Name	Timeslot 1							Commen
1. [blurred]	P	A	T	Lft	NS	CA		
2. [blurred]	P	A	T	Lft	NS	CA	Out Sick	
3. [blurred]	P	A	T	Lft	NS	CA		
4. [blurred]	P	A	T	Lft	NS	CA		

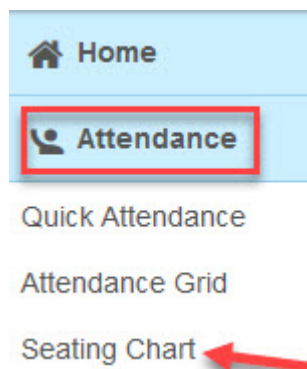
**NOTE:** After recording all absent codes, you may choose the **All Present** button to mark the remaining students present.



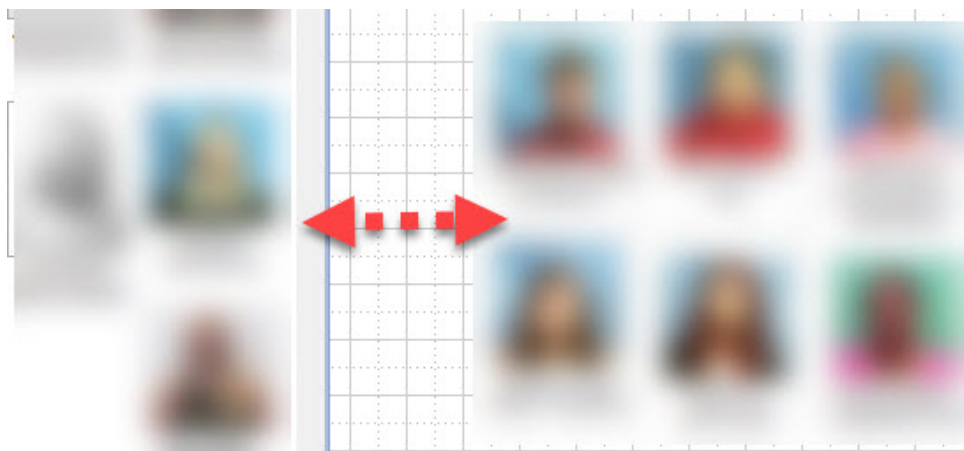


**Creating and Using Seating Charts:** Creating a seating chart aids in learning student names and recording accurate attendance. Follow these steps to create and use a seating chart to take attendance:

1. On the **Home** screen, select **Seating Chart** from the navigation menu on the left:



2. Drag student images from the roster pane on the left to the floor plan area on the right. Click **Save Chart** when complete.



3. Access the saved seating chart on a day the class meets, and you can record attendance from the chart: 1) Single left-click on the picture and mark the appropriate attendance. 2) The attendance codes will appear on the upper right of each picture.



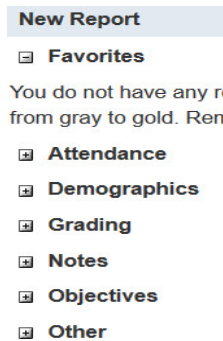
## Reporting

**Running Reports:** End of semester requires the reporting of attendance and grades to your departmental dean's office. Follow these steps to run necessary reports:

1. On the **Home Screen**, select **New Report**, under **Reports** from the navigation menu:



2. Reports are divided into the following categories: Favorites, Attendance, Demographics, Grading, Notes, Objectives, and Other. Find the type of report you intend to run and select the plus to expand the report type.

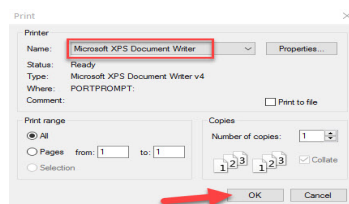


3. Find the appropriate report. *Note: **Class Attendance Summary**, and **Grade Sheet** are the main ones you will use. Choose the star next to the report to add to your favorites. Select the report.*

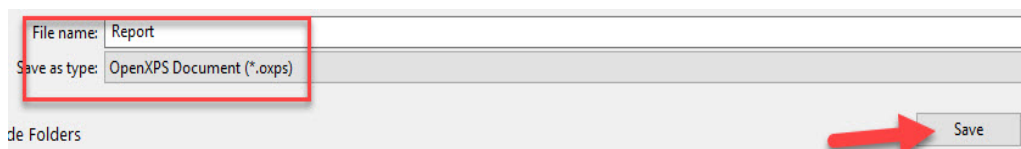


4. Fill in all necessary parameters for the chosen report. Click **Print**. *Note: Include ALL Students in the Attendance Report.*

5. Once the print dialogue box appears, choose **XPS Document Writer** from the list. Choose **Print** or **OK** (Depending on browser).



6. A **Save As** box will appear. Choose a **name** and select **Save**.



7. Repeat the above steps to create all reports for each section.