





**\*\*Students who are enrolled into the course, will appear.**

Note: If there are any students missing, it is important to report the issue so we can get them into system and retrieve their grades at the end of the semester.

HOME WELCOME FUTURE STUDENT CAMPUS LIFE ACADEMICS MY PAGES

You are here: Academics > Writing - WRT > Writing I > WRT 101 1 - Writing I > Gradebook

Current view: Faculty

### Gradebook

Access Options Settings

#### Your Students' Grades

Student	Final Grade
	--
	--
	--
	--
	--
	--
	--
	--
	--
	--
	--
	--
	--

View the full Gradebook

Other screens

- Final grade weighting
- Evaluations
- Letter grade ranges

**4. LEFT-CLICK ON  
"FINAL GRADE  
WEIGHTING"**

- Attendance
- Chat
- Course Calendar
- Course Information
- Coursework
- Discussion Forum
- Gradebook
- News and Announcements
- Overview
- Resources
- Roster
- Syllabus
- Add a Page
- Context Manager
- Usage Statistics

- Quick Links**
- My Courses
  - My Pages
  - Copy Courses
  - Canvas
  - TOCC Website
  - TOCC Email

## Gradebook

Access Options Settings

Your current weighting method:  
**The Point Method** [Change weighting method](#)

**Final Grade Weighting**  
Use this screen to view and adjust the weights of the different categories and assignments that make up your course grade.  
[What is final grade weighting?](#)

**Dropping Assignments**  
 Drop each student's  lowest scores out of all assignments\*  
\* Scores can also be dropped manually for individual students on the Student Detail screen.

5. LEFT-CLICK ON  
"CHANGE WEIGHTING  
METHOD"

- Attendance
- Chat
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## Gradebook

Access Options Settings



Your current weighting method:

**The Manual Method**

### Final Grade Weighting: Weighting Method

Use this screen to choose the method you want to use to determine the final grade for this course. Usually this method is based on what you have outlined in your syllabus.

What is a final grade weighting method?

For this course I'd like to use:

- The Point Method**  
All assignments are weighted based on their point value.
- The Unit Method**  
Grouped by Unit, with each Unit weighted equally and its assignments weighted by point value.
- The Type Method**  
Grouped by Type, with each Type weighted manually and its assignments weighted equally.
- The Manual Method**  
You enter each student's final grade by hand.
- A Custom Method**  
Configure the grouping and weighting settings however you want them.

6. "SELECT MANUAL METHOD"

\*\*\*\*\*IMPORTANT\*\*\*\*\*

AN ADDITIONAL STEP HAS BEEN ADDED TO THE INSTRUCTIONS, PLEASE FOLLOW THOROUGHLY.

- Attendance
- Collaboration
- Course Information
- Coursework
- Gradebook
- Main Page
- Syllabus
- Add a Page
- Course Manager

*Quick Links*

- My Pages
- My Courses
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- TOCC - Home
- Canvas
- Library

# Gradebook

7. - SELECT "LETTER GRADE RANGES"



Your current weighting method:  
**The Manual Method**



## Final Grade Weighting: Weighting Method

Use this screen to choose the method you want to use to determine the final grade for this course. Usually this method is based on what you have outlined in your syllabus.

[What is a final grade weighting method?](#)

For this course I'd like to use:

- The Point Method**  
All assignments are weighted based on their point value.
- The Unit Method**  
Grouped by Unit, with each Unit weighted equally and its assignments weighted by point value.
- The Type Method**  
Grouped by Type, with each Type weighted manually and its assignments weighted equally.

**The Manual Method**  
You enter each student's final grade by hand.

- Attendance
  - Collaboration
  - Course Information
  - Coursework
  - Gradebook
  - Main Page
  - Syllabus
  - Add a Page
  - Course Manager
- 
- Quick Links*
- My Pages ▼
  - My Courses ▼
  - TOCC - Email
  - TOCC - Home
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  - Library



## Letter Grade Configuration

You can use this screen to configure letter grades that are used for final grades and assignment grades in this course.

### Change to:

Select a global grade scale to use for this course. The selected grades will not be saved until the "Save" button is pressed.

The current grade scale

The current grade scale

Basic ABCDF

Pass / Fail

New grade name:

This grade starts at:  %

**Add / Edit**

**Add / Edit a grade to start**

**8. SELECT "BASIC 'ABCDF' OPTION AND "SAVE"**

**Save** [Cancel](#)

- 
- Attendance
  - Collaboration
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  - Gradebook
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  - Syllabus
  - Add a Page
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- 
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- My Pages ▼
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## Gradebook



## Letter Grade Configuration

You can use this screen to configure letter grades that are used for final grades and assignment grades in this course.

### Change to:

Select a global grade scale to use for this course. The selected grades will not be saved until the "Save" button is pressed.

The current grade scale

**Add / Edit a grade**

New grade name:

This grade starts at:  %

**Add / Edit**

**9. CLICK ON "MAIN SCREEN" BUTTON.**

- Attendance
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**Quick Links**

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## Gradebook

[Access](#) [Options](#) [Settings](#)

Student	Final Grade
	<input type="text" value="A"/>
	<input type="text" value="B"/>
	<input type="text" value="C"/>
	<input type="text" value="A"/>
	<input type="text" value="B"/>
	<input type="text" value="C"/>
	<input type="text" value="A"/>
	<input type="text" value="B"/>
	<input type="text" value="C"/>
	<input type="text" value="A"/>
	<input type="text" value="A"/>

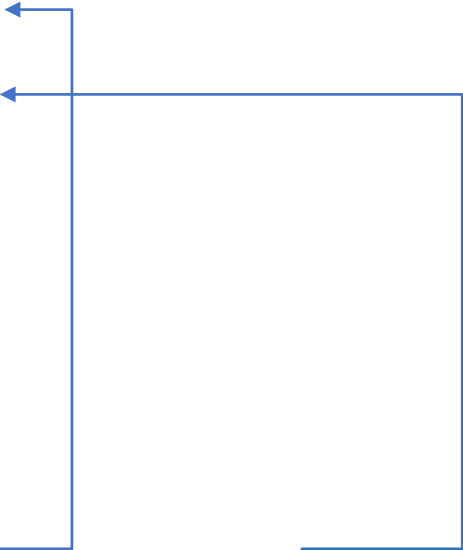
**Edit all grades**

You are using the **Manual Method**, so all Coursework assignments and Evaluations are ignored and grades must be entered manually. If you want to use these individual components to calculate a final grade, choose a different grade weighting method.

- Other screens
- Final grade weighting
  - Letter grade ranges
  - Submit your grades

10. ENTER IN THE LETTER GRADE FOR EACH STUDENT.

11. "SAVE GRADES"





- Attendance
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## Gradebook

Access Options Settings

### Your Students' Grades

Student	Final Grade
	A (95%)
	B (85%)
	C (75%)
	A (95%)
	B (85%)
	C (75%)
	A (95%)
	B (85%)
	C (75%)
	A (95%)

Save grades Cancel

### Edit all grades

You are using the **Manual Method**, so all Coursework assignments and Evaluations are ignored and grades must be entered manually. If you want to use these individual components to calculate a final grade, choose a different grade weighting method.

- Other screens
- Final grade weighting
  - Letter grade ranges
  - Submit your grades

12. LEFT-CLICK ON SUBMIT GRADES

RECORD OF ATTENDANCE FOR EACH STUDENT.

The screenshot shows the Gradebook interface with a navigation menu on the left and a main content area. The main content area includes a 'Submit Grades' section with input fields for 'Course:', 'Instructor(s):', and 'Grading Type:'. Below this is a 'Final Grades' section with a table titled 'Not yet submitted'. The table has columns for 'Student Name', 'Final Grade', 'Absences', and 'Last Date of Attendance'. A 'Submit Selected Grades' button is at the bottom of the table. A 'Needs Input' warning box is on the right, stating: 'Needs Input: Either the student's grade or attendance (or both) from the LMS could not be used. Please enter the missing data manually.'

FILL IN MISSING INFORMATION.

MUST "SELECT ALL"

WHEN COMPLETED: LEFT-CLICK ON "SUBMIT SELECTED GRADES."  
  
(NOTE: NO CHANGES CAN BE MADE ONCE THEY ARE SUBMITTED ON THIS SCREEN)