

Using the grade book

An online tutorial for staff

This tutorial takes a closer look at the various functions of the Grade Book tool. You'll learn how to control and edit the data presented on screen as well as generate various types of reports according to teaching purpose.

The tutorial will help you to:

- use the Grade Book tool to view, enter and manage students' grades
- customise the Grade Book tool to suit data entry and presentation requirements
- control/manage section membership and access to learning content and activities
- Generate reports on various graded activities to inform your teaching.

Structure and format

The tutorial is available online through **MyLO** and is part of the module **Setting and managing graded assessments**.

After you register you will have ongoing access to the module/tutorial and a sample course. You can access these resources at any time and undertake learning at your own pace.

The tutorial takes you through realistic scenarios. It takes you through the steps for each task as you go.

How long does it take?

The tutorial takes approximately 30–40 minutes to complete

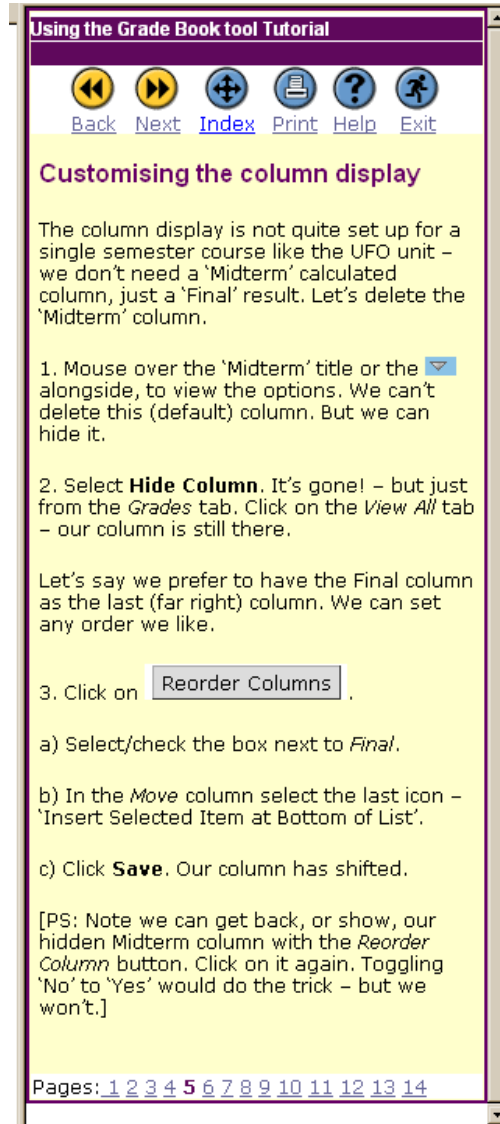
Learning requirements

Prerequisites

It's highly advisable that you complete the module **Introduction to assessment online** (one of the pathway modules) and the embedded online tutorial **Managing quiz and assignment submissions**.

Participant requirements

You will need a computer with network/Internet access and you must be a current university staff member to access the learning management system.




Using the Grade Book tool Tutorial

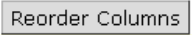
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Customising the column display

The column display is not quite set up for a single semester course like the UFO unit – we don't need a 'Midterm' calculated column, just a 'Final' result. Let's delete the 'Midterm' column.

1. Mouse over the 'Midterm' title or the  alongside, to view the options. We can't delete this (default) column. But we can hide it.
2. Select **Hide Column**. It's gone! – but just from the *Grades* tab. Click on the *View All* tab – our column is still there.

Let's say we prefer to have the Final column as the last (far right) column. We can set any order we like.

3. Click on  .

- a) Select/check the box next to *Final*.
- b) In the *Move* column select the last icon – 'Insert Selected Item at Bottom of List'.
- c) Click **Save**. Our column has shifted.

[PS: Note we can get back, or show, our hidden Midterm column with the *Reorder Column* button. Click on it again. Toggling 'No' to 'Yes' would do the trick – but we won't.]

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How to register

Access the registration webpage at [Teaching & Learning Online](#) and register in the module titled **Setting and managing graded assessments**.

Further enquiries

Contact CALT – call x3504, or email: training@calt.utas.edu.au