

COURSEWARE

Gradebook Quick Guide



When will the new Gradebook become available?

To make sure your upgrade is seamless, **Account Administrators** can select the upgrade window that works best for their district or school. **The first upgrade window begins December 22nd, and there are additional upgrade windows available during the winter and spring, with the last date to opt-in being July 6th, 2018 for the upgrade window ending July 21st, 2018.** To see all of the dates and to learn more about selecting an upgrade window, please visit the Gradebook Opt-In Program website.

What are the benefits of this new tool?

The new Gradebook is a **live grading tool** located within the Courseware application. It is synced to the activities in the course, and updates automatically as students complete work. You will no longer have to run a Grade Report every time you want to see a student's grades.

Here are some of the things educators will be able to do with Gradebook:

- View a complete picture of student performance in context - student grades will be visible on the Section Details, My Classrooms, and My Students pages alongside completion and pacing data.
- Modify grades from right within the Gradebook; they automatically sync to the learner's details.
- Enjoy greater flexibility in determining how activities affect a students' grade with a Gradebook that is automatically aligned to the course activity categories.
- Edit category weights and grading scales to align to school or district grading policies (if permitted by the Account Administrator).
- Add up to 3 instructor defined activities to support local program needs (if permitted by the Account Administrator).
- Print individual student reports or export class data whenever you need.
- Easily assign credit value to a course and track credit recommendations right from the Gradebook. Credit data is reported in the Course Audit Report for easy monitoring of program success.

In addition, educators with an Account Administrator role will be able to do the following:

- Define the grading method for each course and apply it across the account.
- Set grading scales for the entire account.
- Choose whether to allow educators to edit category weights and grading scales for their sections.
- Allow learners to view their grades from the learner interface.

What will happen when my account is upgraded from Grade Report to Gradebook?

- When your account is upgraded, Grade Report and previously created grading templates will no longer be available.
- A Gradebook aligned to the activities in each course and using the Edmentum recommended category weighting will be applied to each existing section.
- Account Administrators will be able to set the grading methods to align to local grading policy across the account or allow educators to modify their own Gradebook settings for each of their sections.

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How will upgrading to the new Gradebook affect my students?

- Once your account is upgraded to the new Gradebook, students will be able to see their current grades from within the learner interface so that they will have a complete picture of their performance.
- Account Administrators can choose to modify this setting in the Administration Center by electing to show both current and course grade, only one grade, or none at all. Therefore, the only possible change learners will notice will be the visibility of the grade.

What should I do before my upgrade window?

Account Administrators

- Inform all educators using the Courseware account of the dates of your upgrade window and send them this document to prepare them to use the new Gradebook.
- Determine if educators will be allowed to modify their grade templates or if the account will use standardized grading. If the account uses standardized grading, Account Administrators also need to decide what grading weights educators in the account will use for each course.
- Deactivate and archive any sections that are no longer in use, this will clear clutter from your account and save educators time. You will still be able to print reports on archived sections for your records as needed. [Access Class archive instructions here.](#)

Account Administrators and Educators

- If you plan to use your current Grade Report templates for guidance in the new Gradebook, record each of your grading category weights before the upgrade so that you can refer back to them. Once the upgrade happens, you will no longer have access to Grade Report or your old templates.

What should I do after my account has been upgraded to the new Gradebook?

- If desired the Gradebook can be standardized at the account level. To do this, Account Administrators will use the Gradebook tab in the Administration Center to define course category weights and apply them across the account. Additionally, Account Administrators will also have the ability to lock course grading settings, or allow educators to modify settings for their course sections.
- If grading will not be standardized at the account level, educators can make changes to the category weights and grading scale in the Gradebooks for their sections as needed.
- To use the Edmentum recommended course weights and grading scale, no updates to the Gradebook will need to be made after the upgrade.

What should I do if I need help or have questions?

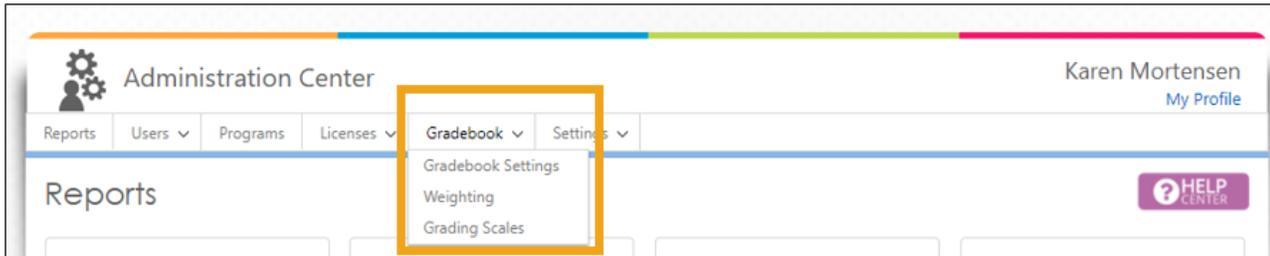
The instructions on the next page show where to go in the program to manage Gradebook settings. Also, our award-winning support team is just an email or a phone call away, contact us at support@plato.com or at 800.869.2200 for assistance.

Gradebook Quick Guide

How do I make changes to my grading settings from the Administration Center?

Account Administrators

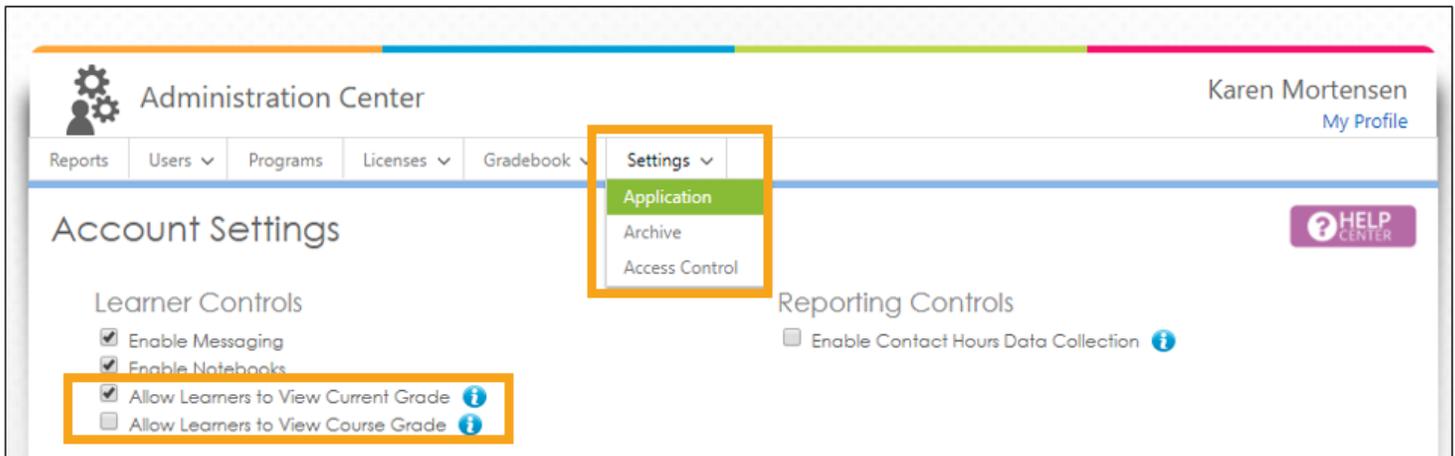
Once your account has Gradebook, Account Administrators will notice a Gradebook tab in the Administration Center. From there Gradebook settings, weighting, and scales can be managed.



How do I make changes to student grade view settings?

Account Administrators

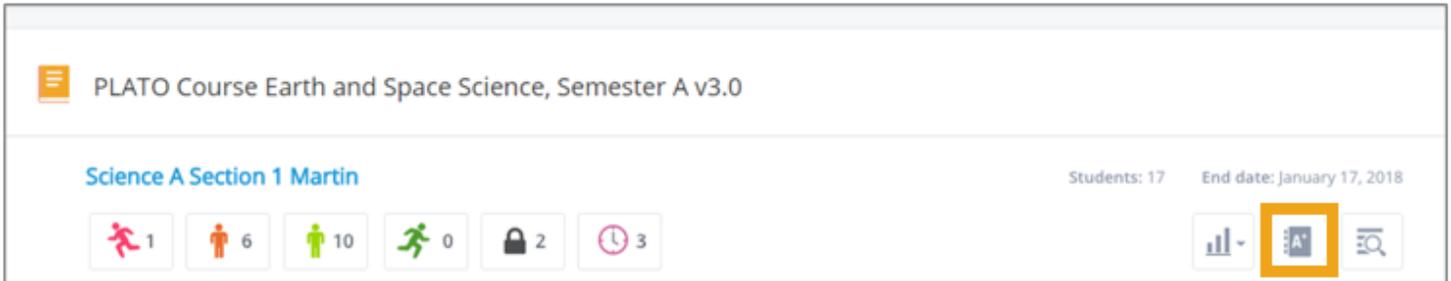
Once your account has Gradebook, Account Administrators will notice two additional learner controls on the Account Setting page. Use these options to manager what grades students see.



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How do I make changes to my grading settings from within my section Gradebook?

Once your account has Gradebook, you will notice a Gradebook icon next to each course on your My Sections page. Click on this button to launch that section's Gradebook.



To make changes to the category weights, or grading scales for that section, open the settings drop down menu and select the appropriate option.

PLATO Course Algebra 1, Semester A v6.0

Algebra 1A

REPORTS SETTINGS

Categories & Weights
Grading Scales
Manage Credits

STATUS LEGEND

- 100** **Weighted Score**
Scores contribute to student's Current/Course grade
- 100** **Non-weighted Score**
Scores do not contribute to student's Current/Course grade
- e** **Exempted Score**
Student has exempted the activity through pretesting; score is 100
- **Altered Score**
Score has been edited by the instructor and is reflected in the student curriculum details

			Course Activity: Introduction to Algebra	Unit 1: Quantities and Expressions	Pretest: Quantities and Expressions	Discussion: Quantities and Expressions	Graphs of Linear Relationships	Graphs of Nonlinear Relationships	Interpreting Expressions	Radicals and Exponents	Unit Activity: Expressions
Banks, Ashley			75	60	100	100	100	100	100	80	
CURRENT GRADE 93.00% (A)	COURSE GRADE 16.59% (F)	TIME ON TASK 00:00:00									
Banks, Hillary			--	-	80	80	80	80	80	80	
CURRENT GRADE 80.00% (B)	COURSE GRADE 7.71% (F)	TIME ON TASK 00:00:00									