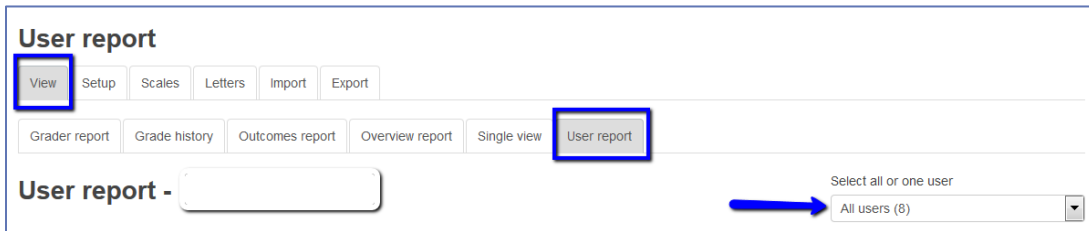


STEP 1: CHECK THE USER REPORT

Go to the **Gradebook>View tab>User report** and use the dropdown to **select All Users**, which will display each student’s view of their gradebook, with the exception of greyed out items, which are invisible to the students.



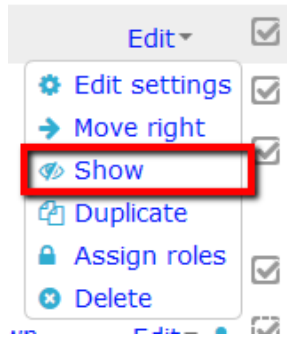
Verify:

1. all grades are visible (greyed out items are not visible to student)
2. the student’s total is visible
3. the course total at the bottom of the Range column correct
4. the course total (and categories) in the setup tab are set to **Include empty grades**

Grade item	Grade	Range	Percentage
Cougar Courses Training - Susan Wilson			
Quizzes			
Softchalk Ambassadors training	10.00	0-10	100.00 %
Syllabus Quiz- Requires Respondus LockDown Browser	22.00	0-25	88.00 %
Quizzes total Simple weighted mean of grades. Include empty grades.	13.71	0-15	91.43 %
Participation			
Attendance	90.00	0-100	90.00 %
Participation	28.00	0-30	93.33 %
LIVE! weekly Q&A sessions	4.00	0-4	100.00 %
Participation total Simple weighted mean of grades. Include empty grades.	23.46	0-25	93.85 %
Assignments			
assignment 1	21.00	0-25	84.00 %
assignment 2	95.00	0-100	95.00 %
Sharing What You've Learned in Your Community Service	85.00	0-100	85.00 %
Poodll video assignment test	10.00	0-10	100.00 %
Assignments total Simple weighted mean of grades. Include empty grades.	53.87	0-60	89.79 %
Course total Include empty grades.	91.05	0-100	91.05 %

1. IF AN ITEM IS NOT VISIBLE/GREYED OUT, CHECK:

- a. Item is visible on course home page, and is in a visible course topic. If not, click Edit and select Show.



- b. For manual items created within the gradebook, go to gradebook setup tab and select edit for that item, change hide to show.
- c. Go to Gradebook>View tab>Grader Report and turn editing on.
- Check that the eyes are open at the category and item level.
 - Scan down the cells and verify that all individual grades are also open.

If closed, click the eye icon to open. Scroll to the bottom left and click the Save changes button.

Last name			First name	Email address	Cougar Courses Training - ...	
					Quizzes	
					Softchalk Ambassadors training	
					Controls	
	CCTR Training 20			cctr20training@gmail.com		10.00
	CCTR Training 25			cctr25csusm@gmail.com		10.00
					Overall average	
					10.00	

Save changes

2. STUDENTS TOTAL IS NOT VISIBLE.

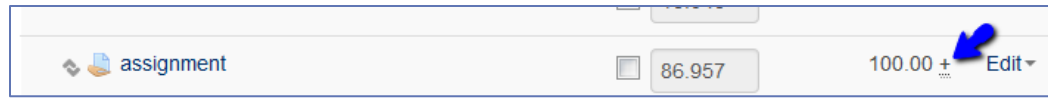
This occurs because you have items hidden. Hiding an unused grade item does not exclude it from the gradebook total, these items must be deleted or set to zero points.

- CC activities created on the homepage – Delete or set to zero points by editing the item on the homepage.
- Manual GB items: Delete from the gradebook using edit dropdown for that item.

3. COURSE TOTAL IS NOT CORRECT.

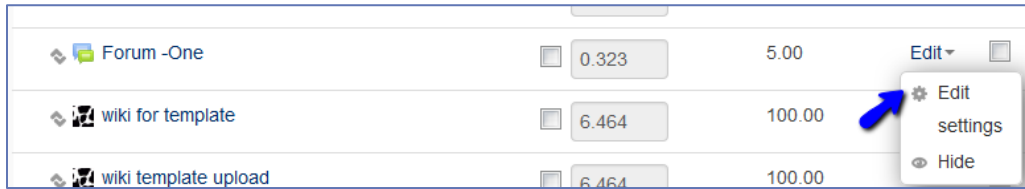
IF THE COURSE TOTAL IS TOO HIGH, LIKELY CAUSES ARE:

- Extra credit items not checked as EC in the gradebook. Extra credit items are identified by a + symbol

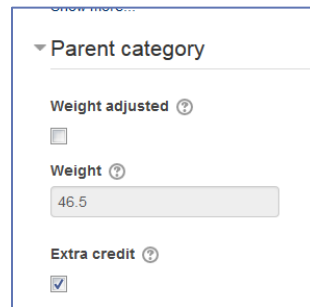


To fix this:

- i) From the **Setup > Categories and items tab**, select **Edit > Edit settings**.



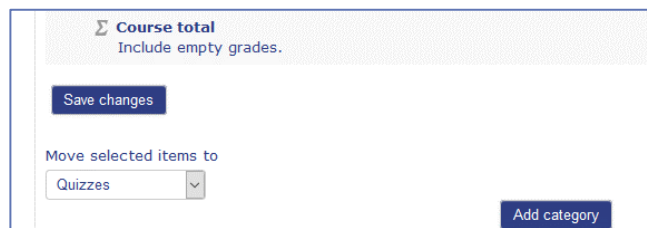
- ii) Scroll down to the Parent category section and select the **Extra credit checkbox**.



- b) Assignments are not in a weighted category, but should be.

To fix this:

- i. Go to the **Setup** tab.
- ii. Click the select checkbox in the far right column for the grade item you need to move.
- iii. Scroll to the bottom of the page and use the **Move selected items to** dropdown to select the weighted category. Wait a few seconds for the item to be moved.



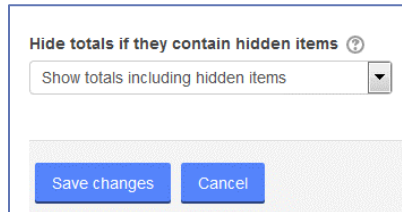
- c) Unused assignments are increasing course total. Hiding an assignment does not subtract the possible points from your course total. Either delete these assignments from your course homepage; change the value of the assignment to ungraded or zero, or; create a new category, set the aggregation type to *simple weighted mean*, with a *maximum grade of zero*, and move the items to that category.

IF THE COURSE TOTAL IS TOO LOW, LIKELY CAUSES ARE:

- a) Categories set to the Simple Weighted Mean of grades have an incorrect weight (maximum grade).
- b) Grade items are hidden and course is set to “hide totals if they contain hidden items”.

To fix this:

In the **Setup>course grade settings** tab, scroll down to the last setting. Change it to “Show totals including hidden items”. You should not have any hidden items in your gradebook. See item 1c above to remove hidden items.



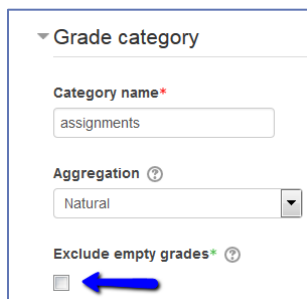
- c) There are ungraded items being excluded from the course total.

To fix this:

- i. In **Setup > Categories and items** tab, select the **Edit>Edit Settings**, for your course (top row).



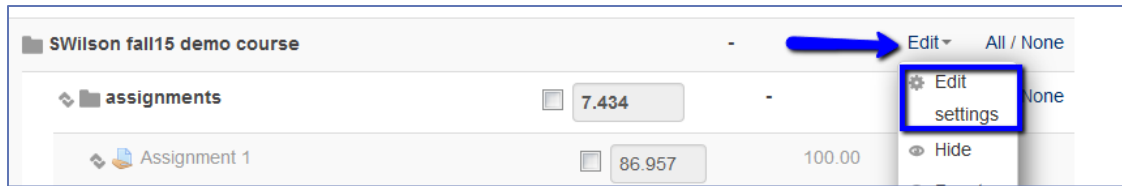
- ii. In Grade category section, uncheck the **Exclude empty grades box**.



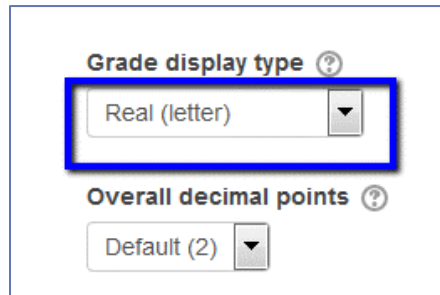
- iii. If you have categories, repeat this for each category.

STEP 2: CHANGE THE USER REPORT SETTINGS TO SHOW POINTS, PERCENTAGES, LETTER GRADES, OR ANY TWO OF THOSE.

- a) On the **Setup** tab, select **Edit>Edit settings** to the right of your course name folder.

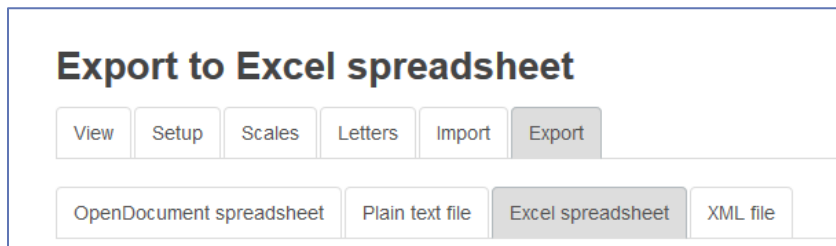


- b) Change **Grade display type** to desired setting. Note: Real (letter) will show both the points and the letter grade.

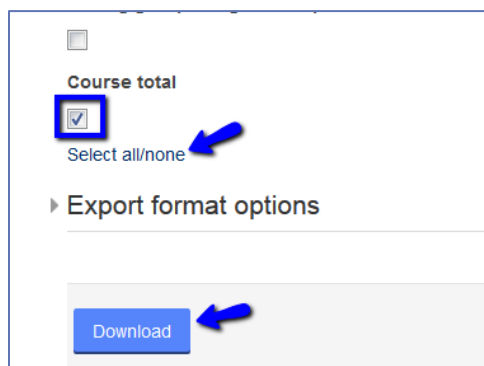


STEP 3: EXPORT GRADEBOOK AS AN EXCEL SPREADSHEET TO EASE ENTERING GRADES IN PEOPLESFT.

- a. Go to the **Gradebook>Export** tab and select **Excel spreadsheet**



- b. Scroll to the bottom of the list of Grade items to be included. Select **none**, then click the **Course total** checkbox.
 c. Click **Download**.



- d. Select **Save file**.