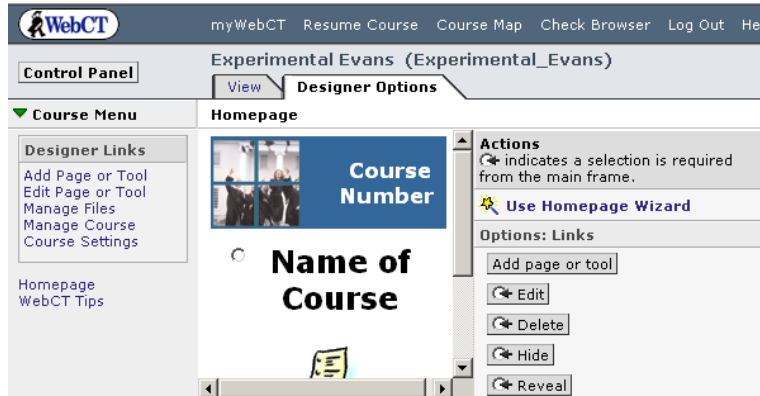


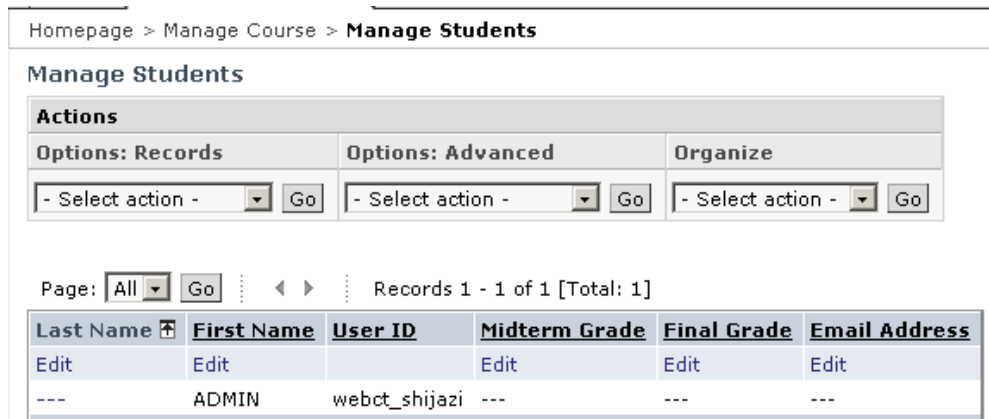
Adding the Gradebook

The Gradebook is included in all WebCT classes, even when you have not added the My Grades tool. The tool allows the student to view the gradebook.

1. To view the gradebook, **open your course.**



2. Click on **Control Panel, Manage Course, Manage Students**










The list of enrolled students displays with grading details. However, the student does not have access to their data unless you install the My Grades Tool.

3. Click on **Control Panel, Add Page or Tool**

Add Page or Tool

Select a page or tool to add to your course.

Use a wizard when available 

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page 	Syllabus 	Discussions 	Quizzes/Surveys	My Progress
Single Page	Content Module 	Mail 	Self Test	My Grades
URL	Glossary	Chat 	Assignments	Language Selector
	Image	Whiteboard	Student	

4. Under Student Tools, click **My Grades**


Add My Grades

- Enter a title for this item:
 - Decide where to show the link to this item.
 - On the *Course Menu*, visible on all pages. Link will appear as text.
 - On an *Organizer Page*:
 - Link shows item title
 - Link shows icon (select below)
 - Use default icon
 - Use custom icon
- Choose icon:
- Add this item to your course.

5. Enter a **title** for the icon which will appear on your Organizer page, **check** the box to the left of **On an Organizer Page:**, select the page you want the icon placed, and then click **Add**


Designer Options

Homepage




Course Number

Name of Course

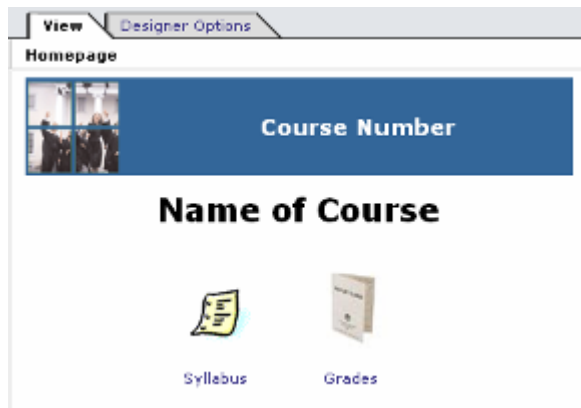


Syllabus



Grades

6. An icon for the student to access his/her grades appears on the homepage. Click the **View tab** to change to student view



7. Click **Grades**

My Grades

My Grades allows students to see information that is released via **Manage Students**, including WebCT Quiz and Assignment results, and midterm and final grades. Note: The data presented on this page is for demonstration purposes only. It shows an example of what a student might see in My Grades. This page is the same in both View and Designer Options.

Lily Green		
Quiz1 (Out of 40)	20.0	View statistics
Moby Dick essay	---	---
Midterm Grade	---	---
Memo	Some words...	View text

A facsimile of what the student will see displays on your screen. You cannot view the actual student grade screens. The buttons on the facsimile are not active.

You have successfully added the My Grades tool to your course giving students access to their grades