Using the Gradebook: Online Workbook

1. How to View Grades in the Online Workbook

HE Entornos - Full course

Student ELEteca

Online Workbook

Gradebook |

Gradebook |

1.1   From 'My Classes' click on your class, and select **Gradebook** next to **Online Workbook**

1.2   This will give you an overview of all students in the class, and their average score for each unit.

Name	⊕ Unidad 1	⊕ Unidad 2	⊕ Unidad 3
Eleven Hopper ent-demo-student2@yopm...	0 %	0 %	0 %
Maxine Mayfield ent-demo-student3@yopm...	3 %	0 %	0 %
Lucas Sinclair ent-demo-student1@yopm...	79 %	0 %	0 %

1.3 If you scroll all the way to the right, you will see the average score for the entire course.

Please note: this percentage incudes activities and units which have not been completed. We recommend hiding units that you will not be covering in your semester and any activities that you do not plan to assign. To see how to do this, see **Section 3.**

1.4 Click on the plus (+) sign next to the unit name to view the grades of all activities. This will expand into a list of all exercises in the unit, and the percentage scored.

1.5 You can edit any grade by clicking on the percentage and typing in the new number.

1.6 If you click on the name of the activity, this will change the order the students are listed (ascending score, descending score, alphabetically.)

2. Viewing Student Reports

Name	⊕ Unidad 1	⊕ Unidad 2	⊕ Unidad 3
Eleven Hopper ent-demo-student2@yopm...	12 %	0 %	0 %
Maxine Mayfield ent-demo-student3@yopm...	3 %	0 %	0 %
Lucas Sinclair ent-demo-student1@yopm...	80 %	3 %	0 %

Showing 1 to 3 of 3 entries   **First**   **Previous**   **1**   **Next**   **Last**

2.1   Clicking on the name of a student will take you to their **Student Report.** This will give
       you a breakdown of the student's completed activities and grades.

Lucas Sinclair   Grades

Class

CUP Demo Class for Entornos   ⬍

Select a user

Lucas Sinclair   ⬍

Grade item	Grade
Unidad 1	▲
📄 1.1. (12/12/2018 6:00 am - 12/14/2018 6:00 am)	93 %
📄 1.2.	100 %

2.2   If you click on the name of the activity, you will see the information about the student's attempts, time on task, and individual answers. You can also navigate between activities using the red buttons, **Previous Activity** and **Next Activity**.

Entornos - Online Workbook

Dashboard / Entornos Online Workbook / 1.4.

[Previous Activity] [Next Activity]

Attempts	**1**, 2
Started on	Wednesday, 3 October 2018, 4:20 PM
State	Finished
Completed on	Wednesday, 3 October 2018, 4:22 PM
Time taken	1 min 30 secs
Marks	2.00/3.00
Grade	**33.33** out of 50.00 (**67**%)

1.4. **Rewrite the numbers in the correct order.**

a. Seis, diez, nueve, siete, ocho | **Seis, siete, ocho, nueve, diez.** |

b. Once, trece, quince, catorce, doce

once, doce, trece, catorce, quince   ✔

c. Quince, veinte, dieciocho, diecinueve, dieciséis, diecisiete

quince, dieciséis, diecisiete, dieciocho, diecinueve

✘

d. Treinta, veintiocho, treinta y uno, veintisiete, veintinueve

veintisiete, veintiocho, veintinueve, treinta, treinta y ι

✔
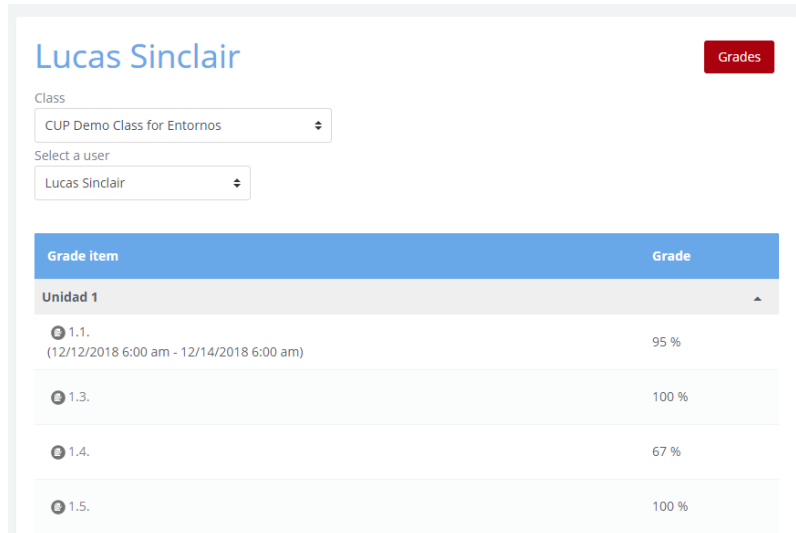
2.3   If the due date of the activity has passed, you will need to reopen the dates in **Configure Activities**. To learn how about how to do this, see **Section 4**.

3. How to Manually Grade Written & Oral Activities

3.1   Because written and oral activities are not automatically scored, teachers will have to manually review and grade each submission.
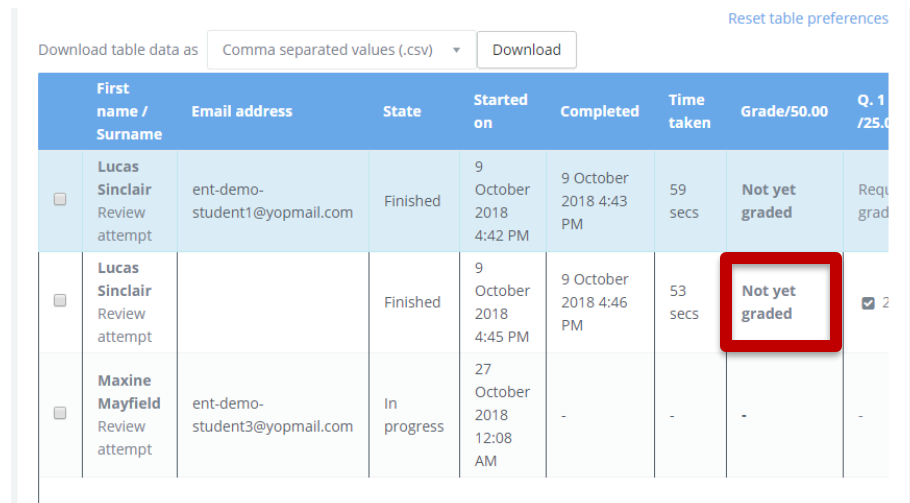**Please note:** You must have 'Configure activities' selected to manually grade assignments (see **Section 4.**)

3.2   To view submissions, go into the student's **Student Report** and click on the activity you need to grade.

3.3   Scroll down to find the attempt you would like to grade. **NOTE**: All students' submissions will be listed. Click on **Not Yet Graded** to review.

3.4 Click on Mark comment or Override mark to enter grade.

Use the list of special characters
to copy and paste the one you
need:
á é í ó ú ñ Á É Í Ó Ú Ñ

Hola, me llamo Roberto Fernández. Vivo en la calle Alcalá de Madrid. Tengo quince
años. Mi cumpleaños es el doce de noviembre. Mis actividades favoritas son el futbol y
montar en bicicleta con mis amigos.

Make comment or override mark

3.5 You can also leave comments on the submission and have them sent to the student.

Hola, me llamo Roberto Fernández. Vivo en la calle Alcalá de Madrid. Tengo quince años. Mi
cumpleaños es el doce de noviembre. Mis actividades favoritas son el futbol y montar en bicicleta
con mis amigos.

Comment

| | Paragraph | B | I | ≔ | ⩸ | 🔗 | ✂ | 🔗 | 🖼 | 🎞 |

Mark
out of 1.00

3.6 To download student submissions, return to the previous page and tick the boxes for
student submissions you'd like to download and view and select Download Selected
Submissions from the dropdown menu. The submissions will download into a zip file
and can be viewed on your web browser
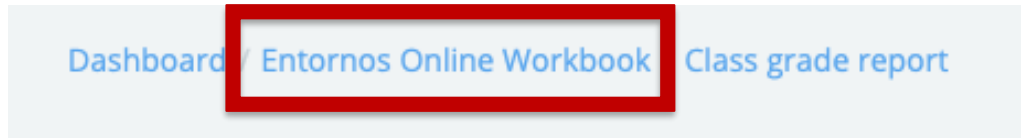
With selected...   Download selected submissions ⬍   Go

3.7 For oral assignments, a media bar will appear instead of a text submission.

4. **How to Configure Units & Activities**

4.1   From the gradebook, click on the course name.

4.2   This brings you to the Activities dashboard in student view. To edit the activities and enable teacher view, toggle **Configure Activities** to the color blue.
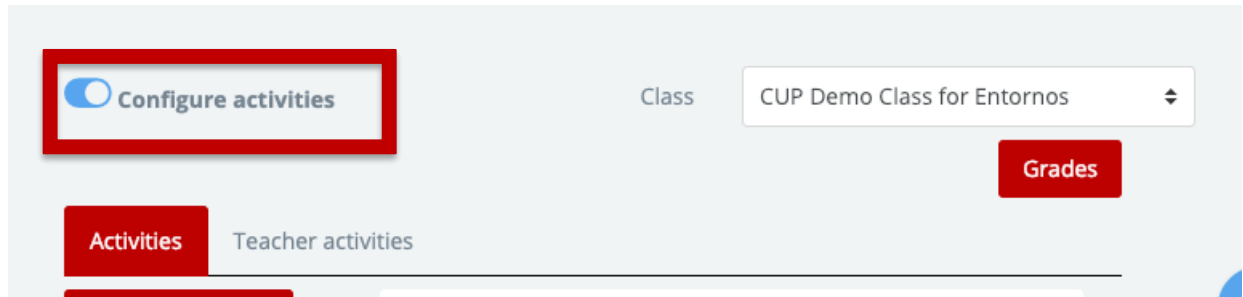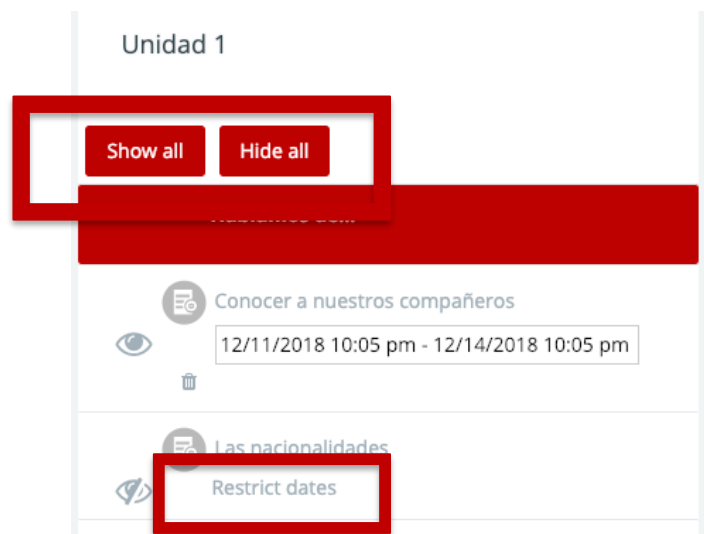

This will allow you configure the accessibility of your activities, either by hiding or by restricting the dates.

4.3   To hide an activity, click on the eye next to the activity.

👁   Students can view

👁̸   Students can NOT view. Activity is hidden.

4.4   To hide a unit, click on the **Hide all** button below the Unit name.

4.5   To restrict when a student can complete an activity, click on **Restrict Dates.** Please remember that you need to remove restricted dates to view and/or manually grade submissions.