

# Using the Gradebook: Online Workbook

## 1. How to View Grades in the Online Workbook

HE Entornos - Full course

[Student ELteca](#)
[Gradebook |](#)

[Online Workbook](#)
[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.

	⊕ Unidad 1	⊕ Unidad 2	⊕ Unidad 3
Name			
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 includes 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.

The screenshot shows a table for 'Unidad 1' with columns for 'Name', 'Conocer a nuestros co...', 'Las nacionalidades', 'Saludos y despedidas', 'Información personal', 'Presentaciones', and 'Profesiones'. The dates 14/12/18 and 9/11/18 are shown above the table. Three students are listed: Eieven Hopper (0%, 0%, 0%, 100%, 0%, 0%), Maxine Mayfield (0%, 33%), and Lucas Sinclair (100%, 67%). A modal window titled 'Conocer a nuestros compañeros' is open over the 'Conocer a nuestros co...' column, showing an input field with '100' and a percentage sign, and buttons for 'Save' and 'Cancel'.

Name	Conocer a nuestros co...	Las nacionalidades	Saludos y despedidas	Información personal	Presentaciones	Profesiones
Eieven Hopper ent-demo-student2@yopm...	0 %	0 %	0 %	100 %	0 %	0 %
Maxine Mayfield ent-demo-student3@yopm...	0 %					33 %
Lucas Sinclair ent-demo-student1@yopm...	100 %					67 %

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

	Unidad 1	Unidad 2	Unidad 3
<b>Name</b>			
<a href="#">Eleven Hopper</a> ent-demo-student2@yopm...	12 %	0 %	0 %
<a href="#">Maxine Mayfield</a> ent-demo-student3@yopm...	3 %	0 %	0 %
<a href="#">Lucas Sinclair</a> 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
<b>Unidad 1</b>	
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](#)

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

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

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

**b.** Once, trece, quince, catorce, doce



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



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



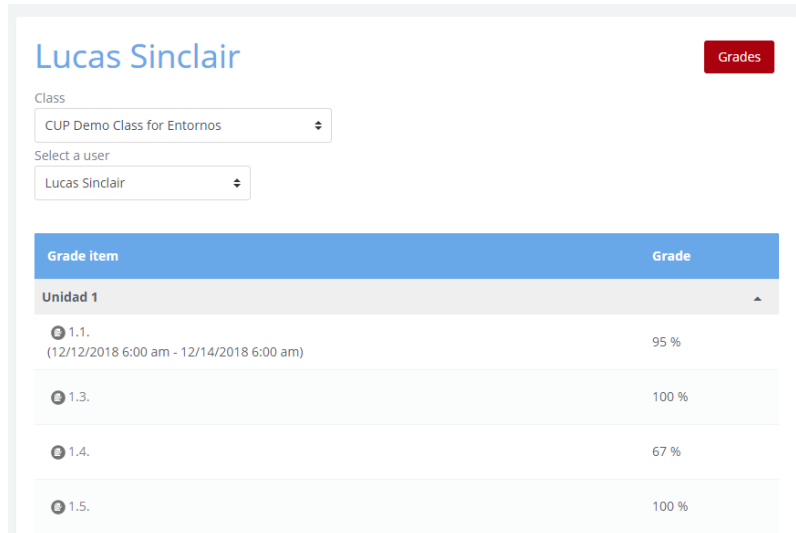
2.3 If the due date of the activity has passed, you will need to reopen the dates in **Configure Activities**. To learn how about how to do this, see **Section 4**.

### 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.

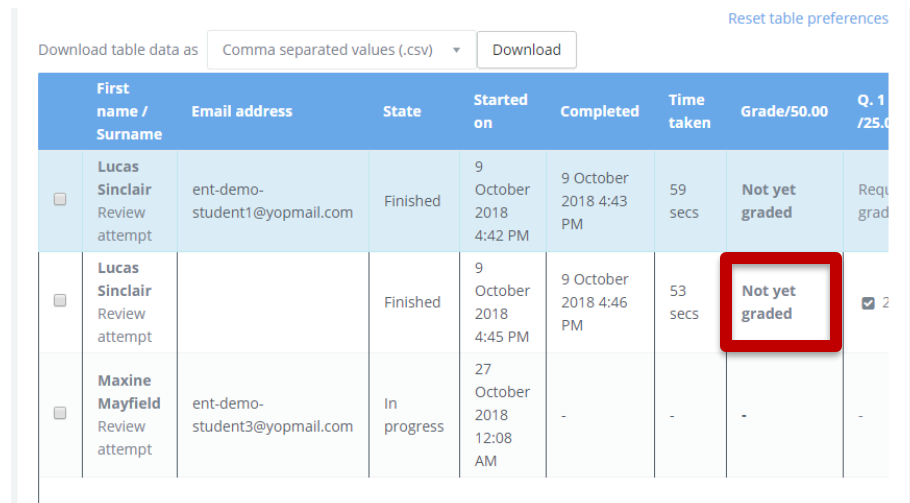
**Please note:** You must have 'Configure activities' selected to manually grade assignments (see **Section 4.**)

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



The screenshot shows a user interface for a student named Lucas Sinclair. At the top right, there is a red button labeled "Grades". Below the name, there are two dropdown menus: "Class" set to "CUP Demo Class for Entornos" and "Select a user" set to "Lucas Sinclair". The main content is a table with two columns: "Grade item" and "Grade". Under the "Grade item" column, there is a section for "Unidad 1" containing four items: 1.1 (12/12/2018 6:00 am - 12/14/2018 6:00 am) with a grade of 95%, 1.3 with 100%, 1.4 with 67%, and 1.5 with 100%.

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.



The screenshot shows a table of student submissions. At the top, there is a "Download table data as" dropdown set to "Comma separated values (.csv)" and a "Download" button. A "Reset table preferences" link is in the top right. The table has columns: "First name / Surname", "Email address", "State", "Started on", "Completed", "Time taken", "Grade/50.00", and "Q. 1 /25.00". The first two rows are for Lucas Sinclair. The first row shows a "Review attempt" that is "Finished" on 9 October 2018 at 4:42 PM, completed on 9 October 2018 at 4:43 PM, taking 59 seconds, with a grade of "Not yet graded". The second row shows another "Review attempt" that is "Finished" on 9 October 2018 at 4:45 PM, completed on 9 October 2018 at 4:46 PM, taking 53 seconds, with a grade of "Not yet graded" (highlighted with a red box) and a checkbox checked with the number 2. The third row is for Maxine Mayfield, with a state of "In progress" on 27 October 2018 at 12:08 AM, and no completion or grade information.

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.

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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* [List] [List] [Link] [Image] [Video]

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...

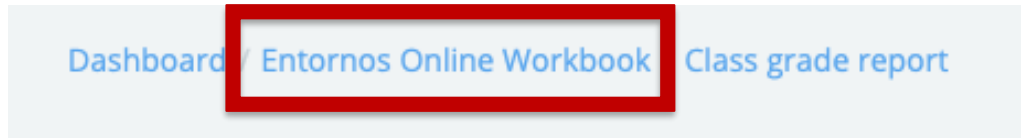
Download selected submissions ⇅

Go

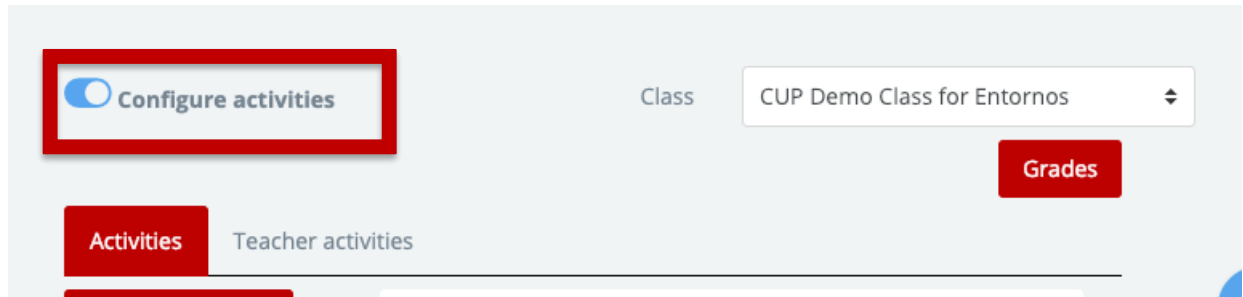
3.7 For oral assignments, a media bar will appear instead of a text submission.

## 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.



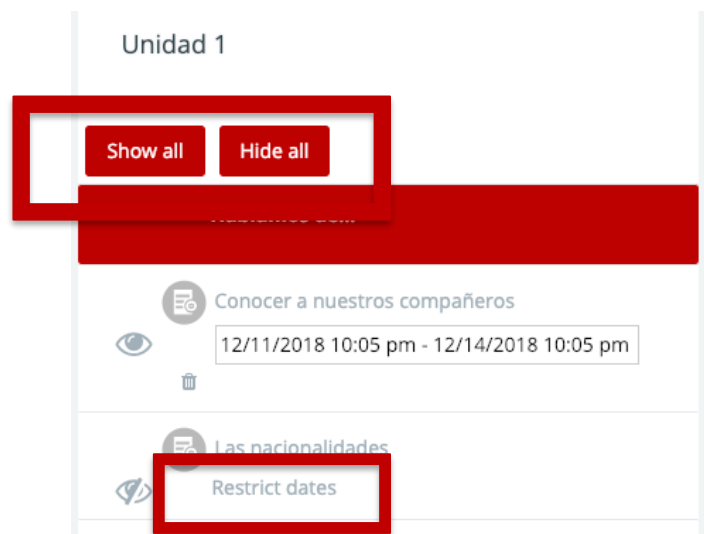
This will allow you configure the accessibility of your activities, either by hiding or by restricting the dates.

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.