

HOW DO I ... CHECK THE GRADEBOOK?

Check the Gradebook | Dec 2009

To check the Grade Book, log in to your subject and from the Teach Tab, under Instructor Tools, select Grade Book.

	Grades	Members	View All	Custom View	SCORM Grades
<input type="checkbox"/>	<u>Last Name</u> Alphanumeric ↑	<u>First Name</u> Alphanumeric	<u>User ID</u> Calculated	<u>Role</u> Alphanun	
<input type="checkbox"/>	al-Jamil	Abu Karim Muhar	aljamil		
<input type="checkbox"/>	Brandauer	Maria	mbrandauer		
<input type="checkbox"/>	Carmabody	Ralph	rcarmabody		
<input type="checkbox"/>	Clarke	Thomas	tclarke		
<input type="checkbox"/>	de Root	Katelijn	kderoot		
<input type="checkbox"/>	Fischer	Joseph	jfischer		
<input type="checkbox"/>	Kennedy	Roman	rkennedy		
<input type="checkbox"/>	Li	Gong	gongli		
<input type="checkbox"/>	Lopez	Angela	alopez		

In the columns titled First Name, Last Name and User ID you will see your students' details listed.

<u>User ID</u> Calculated	<u>Role</u> Alphanumeric
aljamil	Student
mbrandauer	
rcarmabody	

View Options for This Column

- Sort Column
- Hide Column

Any of these columns can be sorted or hidden by selecting the Action Links drop down menu to the left of the column title .

At the bottom right of the screen, you will see a drop down menu and from this menu you can control the display of your student list.

