

## HOW DO I ... ? CHECK THE GRADEBOOK?

Check the Gradebook | March 2009

For students to obtain access to your unit in the LMS, the Primary Designer must apply to [Populate a Unit in the LMS with Student Data](#). When the application is processed, the Primary Designer will receive email indicating that this procedure is complete and indicating when you can expect to see student data in the Grade Book. When the data is in the Grade Book, your students will be able to log in to your unit.

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

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

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

<input type="checkbox"/> User ID Calculated	<input type="checkbox"/> Role Alphanumeric
<a href="#">aljamil</a>	<a href="#">Student</a>
<a href="#">mbrandauer</a>	
<a href="#">rcarmabody</a>	

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.

