

Locate missing grade book totals

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A gradebook may viewed in “aggregate only”, “grades only” or “full view” formats.

1. Locate the gradebook in your course
2. Select the “View” format and “Grader Report”

Grader report



3. Locate the course title just above your first assignment
4. Next to the course title will be a clickable icon that allows viewing the course in “aggregate only” “grades only” or “full view”

The screenshot shows a gradebook table with columns for Surname, First name, Email address, Introduction, lessononeswla, Q2, and Q3. A red box highlights the 'SWLA tour' icon next to the course title 'Introduction'. The table shows a student's scores: 10.00 for Introduction and 20.00 for lessononeswla. The overall average is 10.00.

| Surname | First name | Email address | Introduction | lessononeswla | Q2 | Q3 |
|-----------------|------------|---------------|--------------|---------------|----|----|
| | | | 10.00 | 20.00 | - | - |
| Overall average | | | 10.00 | 20.00 | - | - |

SWLA tour Clicking this icon will result in the aggregate or course total view only. See example below:

The screenshot shows a gradebook table with columns for Surname, First name, Email address, and Course total. A red box highlights the 'SWLA tour' icon next to the course title 'Introduction'. The table shows a student's scores: 30.00 for Course total. The overall average is 30.00.

| Surname | First name | Email address | SWLA tour |
|-----------------|------------|---------------|--------------|
| | | | Course total |
| | | | 30.00 |
| Overall average | | | 30.00 |

SWLA tour Clicking this icon will result in grades view only with no course total appearing. See example below:

| Surname | | First name | Email address | Introduction | lessononeswla | Q2 | Q3 |
|-----------------|--|------------|---------------|--------------|---------------|----|----|
| [Redacted] | | [Redacted] | [Redacted] | 10.00 | 20.00 | - | - |
| Overall average | | | | 10.00 | 20.00 | - | - |

SWLA tour Selecting this icon will result in the full view with grades and totals available. See example below.

| Surname | | First name | Email address | Introduction | lessononeswla | Q2 | Q3 | Course total |
|-----------------|--|------------|---------------|--------------|---------------|----|----|--------------|
| [Redacted] | | [Redacted] | [Redacted] | 10.00 | 20.00 | - | - | 30.00 |
| Overall average | | | | 10.00 | 20.00 | - | - | 30.00 |

NOTE: An instructor may also view a student’s grades by selecting the icon next to the student’s name. See screenshot with icon circled in blue.

| Surname | | First name | Email address | Introduction | lessononeswla | Q2 | Q3 | Course total |
|-----------------|--|------------|---------------|--------------|---------------|----|----|--------------|
| [Redacted] | | [Redacted] | [Redacted] | 10.00 | 20.00 | - | - | 30.00 |
| Overall average | | | | 10.00 | 20.00 | - | - | 30.00 |

When clicking on the icon next to student’s name, an instructor has the option to view the student’s grade summary. Ensure that you are viewing this report as the instructor “Myself” if you wish to see the student’s contribution to the course total. This area may also be access by having the gradebook in “View” mode and selecting “User Report”.

Select all or one user [Redacted]

View report as: Myself

| Grade item | Calculated weight | Grade | Range | Feedback | Contribution to course total |
|---------------------|---------------------|--------------|--------------|----------|------------------------------|
| SWLA tour | | | | | |
| Introduction | 90.91 % | 10.00 | 0–100 | | 9.09 % |
| lessononeswla | 9.09 % | 20.00 | 0–10 | | 18.18 % |
| Q2 | 0.00 % (Empty) | - | 0–10 | | 0.00 % |
| Q3 | 0.00 % (Empty) | - | 0–100 | | 0.00 % |
| Course total | - | 30.00 | 0–110 | | - |

When selecting the pencil icon (circled in gold), you may edit a student’s grades, provide

feedback, override a grade assignment, or excuse a student from an assignment. This may also be accessed with the gradebook in “View” mode with the “Single View” option selected.

Select grade item... ▾ Select user... ▾ Save

| Grade Item | Grade category | Range | Grade | Feedback | Override All / None | Exclude All / None |
|---------------|----------------|---------------|----------------------|----------------------|-------------------------------------|--------------------------|
| Introduction | SWLA tour | 0.00 - 100.00 | 10.00 | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| lessononeswla | SWLA tour | 0.00 - 10.00 | 20.00 | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Q2 | SWLA tour | 0.00 - 10.00 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Q3 | SWLA tour | 0.00 - 100.00 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Course total | SWLA tour | 0.00 - 220.00 | 30.00 | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |

To excuse a student from an assignment:

1. Locate the assignment you wish to excuse and select the box under the “exclude” option.
2. Select “Save”
3. Return to Gradebook
4. You will now see the word “Excluded” where that assignment is.

| SWLA tour | | | | | |
|--------------|---------------|----------|----|--------------|---|
| Introduction | lessononeswla | Q2 | Q3 | Course total | |
| - | | Excluded | - | - | - |
| - | - | - | - | - | - |

To override a grade, one would select “override” and select the assignments desired. Return to the gradebook, the grade should no longer appear on the assignments.