How to Navigate the Gradebook

This document contains an overview on navigating the gradebook. The focus is mostly on the Grader report and the options available within the report, including how to filter student results, collapse sections of the report, and access the user report and single view.

1. After launching your course, click on the Grades link in the Navigation drawer on the left side of the course homepage.
2. The gradebook opens in the **Grader report** view, displaying all students and assignments in a grid format. Participant names and email addresses appear vertically on the left, and assignments are listed horizontally across the top.

3. You may click on any letters in the **First name** and **Last name** rows above the grid to filter the students displayed based on the selected parameters.
4. Click **All** in the same rows to remove the filter and display all students.

5. Your course name is the default name of your gradebook displayed at top of the Grader report. If you create gradebook categories to group and/or weight specific course activities, these are labeled horizontally across the top and list their child activities below.
6. The category totals are displayed to the right of the graded items which they contain in a dedicated column, just as the Course total is revealed at the far right of the Grader report.

7. You may collapse and expand individual category and/or total by clicking the button immediately to the category title’s right. This can be helpful in reducing the number of graded items you must scroll through at a time. Note, the collapsed view of a category will remain saved for your subsequent sessions and must be restored by clicking the same button.
8. Scrolling in search of specific results you need can be cumbersome. To the right of each student’s name, you will find two button options for individual grading review. The gradebook button opens the **User report** for the student, which is the individual gradebook the student sees.
9. The pencil button to the right of the student’s name in the Grader report opens a **Single view** of that student’s scores. The Single view is an easy way to review their scores, and provides the option of manually editing any scores as needed.
10. After reviewing an individual’s User report or scores, you may return to the **Grader report** by clicking the respective option in the top left dropdown on the page.

11. The dropdown displayed in the top left corner of the Grade page persists throughout the gradebook and provides options for navigating and managing it.
12. Clicking on the activities themselves within the Grader report brings you to directly to the item’s results page. For example, you may quickly review individual student quiz attempts by clicking on a graded quiz.

13. When you are finished viewing the Gradebook, click **Course** at the top of the menu bar to return to the homepage.