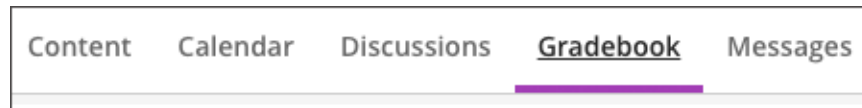## Accessing the Gradebook and Viewing Gradable Items

Accessing the Gradebook

Inside your course, you can open the course gradebook from the navigation bar. Select the **Gradebook** tab to access all the coursework that's specific to the course you're in.

The grade book is populated with students when they're enrolled in your course. You can grade coursework, manage items, and post grades from two views:

1. Gradable items list
2. Student grid

View Gradable Items

The **Gradable Items** list is your default view of the course gradebook. You can view all the coursework you've assigned and your grading progress. You can also access the management functions.

You can switch to the **Students** tab to view an overall picture of each student's engagement.

Determine your view. Change from list view to the student grid view.

Open items.

Select an item's title to open a new layer. See whose submissions need grading and who hasn't received their grades yet. Use the Filter menu to display only those submissions that need grading. At this time, you can filter by *Status* and *Needs Grading*. The Filter menu doesn't appear for group and discussion items. At this time, you can only grade journal submissions from the student grid view. Enhancements to the journal grading workflow are in progress at this time.

Check your progress.

See how many submissions you need to grade and grades you have to post. Complete indicates you have no outstanding grading tasks for that item. All graded appears when all submitted attempts are graded and posted, but some students haven't submitted work yet and don't have grades.

Manage grades.

Open an item's menu through the ellipsis on the right of the assignment, to access the management functions, such as Edit and Delete.

Add a row. Select the plus sign wherever you want to add a row:

- **Add Item**: Add a row for coursework, such as a participation grade. Your title is limited to 255 characters. Choose the grade unit, such as points or letter.
- **Add Calculation**: Add a row for a calculation, such as an average assignments grade.
- **Add Attendance**: Add a row for attendance. After you add attendance, the add option won't appear in the menu again.
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If you want to remove attendance from the gradable items, you can do so from the attendance settings or the gradebook grid.

Rearrange items.

Press the ***Move*** icon in the row of the item you want to move. The ***Move icon*** is the one with the two paired arrows. It won't be visible unless you mouse over the desired item row at the far right end of it. The item row won't move unless you select it by pressing on the corresponding arrow icon. Only then, you can drag and drop it to the new location.

Drag the item to the new location and release. The order you choose also appears in the grid view and on students' Grades pages. You can't move items in the grid view at this time.

View Students Engagement from the Gradebook

View information about your students and their engagement in your course from the gradebook's ***Students*** tab. Open the gradebook and select ***Students***.

A. **Change your view**. Easily navigate between the Gradable Items and the Students tab to see your grading tasks and up-to-the-minute information about your students.

B. **View student information**. View a list of your students along with columns for Student ID, Username, Last Access, and Overall Grade. For the Overall Grade column, you need to set up the overall grade for grades to appear in the grade pills. The overall grade displays as a grade or a percentage; you get to choose how it displays. You can sort the list in ascending, descending or default order by clicking the corresponding column header arrow icon.

C. **Search for a student**. Limit your search to a few letters or the first or last name for the best results. You can also search by student ID and username, if the latter is made visible by Jacksonville University.

D. **Set your view**. Use the Items per page menu to select how many student rows to show on a page.

E. **Navigate the list.** Use the menu at the top or bottom of the page to move to the previous and next pages in the student list.

F. **Accommodations and Messages**: Select the three dot menu at the end of each student row to view or create accommodations for a specific student, or to send direct messages.