

Posting Scores on Online Gradebook

- **ALL WebAssign and MML online gradebooks have been set up to post scores.**
- **Scores are posted in two ways:**

1. Manually

Instructors can easily post scores manually for:

- Midterm Exam or PAEE
- Departmental Final Exam
- CUNY Exam score

2. Automatically (*Scores averages appear in gradebook **only** after set due dates.*)

WebAssign and MyMathLab automatically post score averages for:

- Homework Assignments
- Quizzes
- Intervention Assignments

Note: Instructors have the option to customize default settings, create other categories for gradebook distribution (such as exam scores, attendance, etc.) and amend online course grade distribution.

➤ **Advantages of Using Online Gradebook:**

For students:

1. Students can at any time obtain their progress report.
2. Scores and averages are posted for students. (Note: if due dates are set, averages and scores for past assignments are posted immediately after due date and due time)
3. Assigned home works are always online and can be done outside of class—regardless of absences.
4. Students become self-reliant and are held accountable for their learning.
5. Automatically generated scores can be posted daily. (*if due dates are set daily*)
6. Students have many chances to improve scores.
7. Students have several ways to seek online help to improve scores.
8. Specifically, CUNY Exam scores can be obtained by students after the end of the semester. (Instructors may not be available after semester ends)
9. Students may be able to request automatic or manual extensions. (Instructors' discretion for a valid excuse)

For instructors:

10. If necessary, instructors can update individual-assignment due dates or can opt for students to request automatic or manual extensions-instructors' discretion (a latest score is posted only after new due date)
11. Any option on an online system can be customized with the edit or option function.
12. Confidentiality and autonomy is preserved. An individual section entries and student information can only be obtained with a secured password.

For Department:

13. To upgrade a student status from MAT 12 to MAT 51, an instructor may grant access to a designated coordinator in order to obtain student scores.
14. With instructors' permission, the Mathematics Department may be able to utilize the collective online statistics to help improve and enhance learning- with the ultimate goal to raise pass rates.
15. If possible, gathering online information on student study behaviors, scores, progress reports may help the department with assessments.