

- **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 PAAE
- 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.

➤ Step-by-step Instructions for Posting Scores Online (picture instructions on pg 3 or pg 4)

On WebAssign:

Instructions:

- 1) Go to **CLASS VIEW**.
- 2) Click on **GRADES**.
- 3) From drop down menu, Click on **GRADEBOOK**.
- 4) Click on **SETTINGS**.
- 5) Click on **CATEGORIES**.
- 6) From the drop down menu, change the category to **MIDTERM**.
- 7) Click on **"Enter or Update Midterm Averages"**.
- 8) Click on **"Enter Averages for Each Student by Hand"** then click on **NEXT**.
- 9) Enter midterm scores by hand, scroll down, and then make sure to click on **NEXT**.
- 10) Click on **NEXT** again and then click on **UPDATE GRADEBOOK**.
- 11) And then click on **SAVE**.

Click on **GRADES** then **GRADEBOOK** to see the posted scores.

On MyMathLab:

Instructions:

1. Click on **Course Tools**.
2. Click on **HW/Test Assignment Manager**.
3. Click on **Offline Categories**.
4. Select the **offline assignment** that you need to add scores to.
5. Select **Change Scores** from Actions pull-down menu.
6. Click on **Go**.
7. **Enter your scores** and scroll to bottom.
8. Click **Save**.

9. Click the **"?"** icon for additional assistance on this topic.

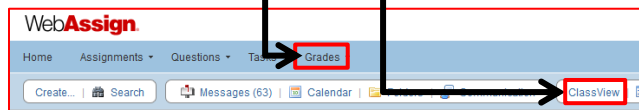


Educator phone support: 888-433-8435

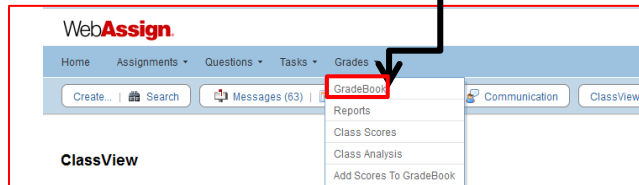
➤ How to Enter Midterm Scores into the WebAssign Gradebook

1. Go to **CLASS VIEW**.

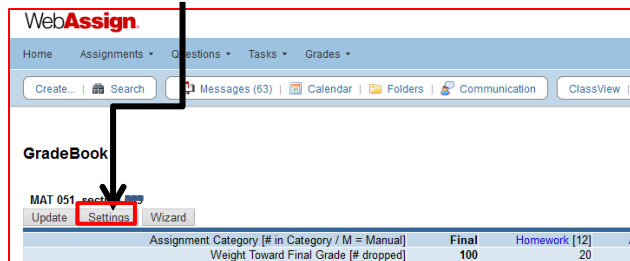
2. Then click on **GRADES**.



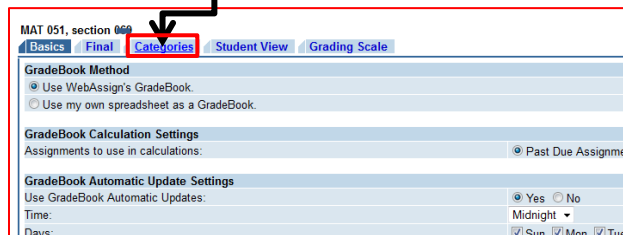
3. From the drop down menu, click on **GRADEBOOK**.



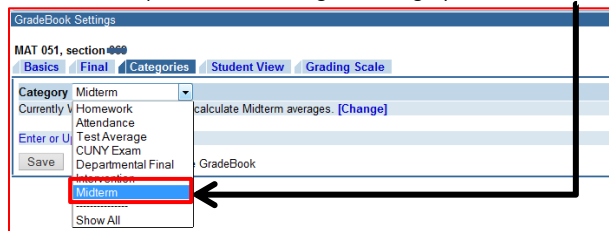
4. Click on **SETTINGS**.



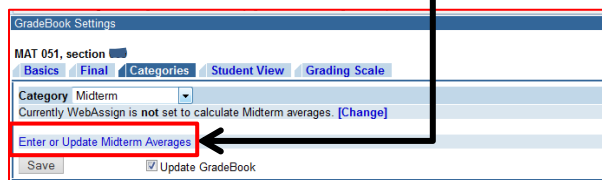
5. Click on **CATEGORIES**.



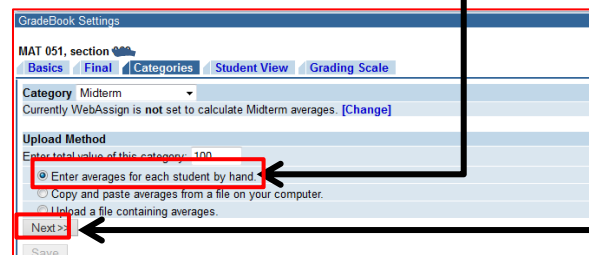
6. From the drop down menu, change the category to **MIDTERM**.



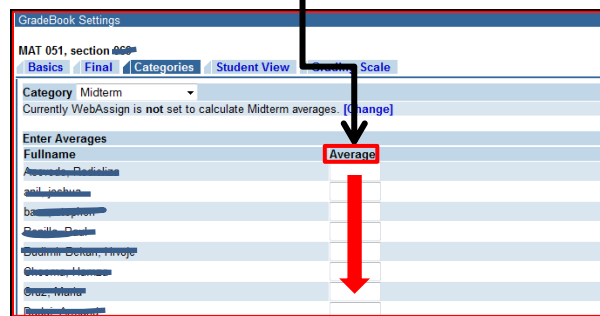
7. Click on **"Enter or Update Midterm Averages"**



8. Click on **"Enter Averages for Each Student by Hand"**, then click on **NEXT**.



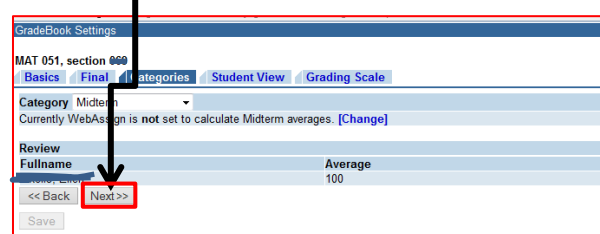
9. Enter midterm scores (in "average" column) by hand.



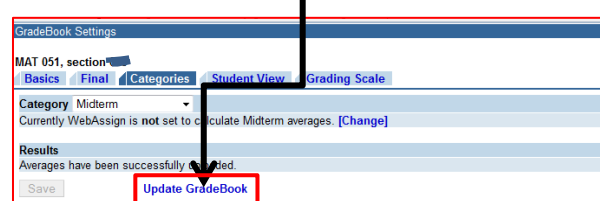
10. Make sure to click on **NEXT** (at the bottom of list of names).



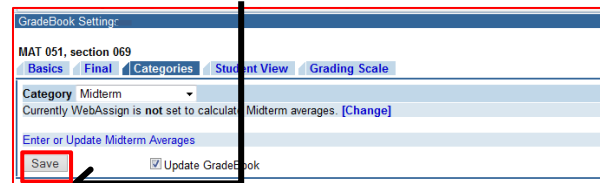
11. Click on **NEXT** again.



12. Click on **UPDATE GRADEBOOK**.



13. And then click on **SAVE**.



To see posted scores, Click on **GRADE** then **GRADEBOOK**

➤ How to Enter Offline Items into the MyMathLab Gradebook

pg 4 of 4

Click **Course Tools** > **HW/Test Assignment Manager** > **Offline Categories**:

MAT 008 - FALL 2014 (MASTER)

course settings

HW/Test Assignment Manager

Coord: MAT 008 - FALL 2014 (MASTER) [0] > HOMEWORK/TEST MANAGER

Manage Course List

Homework/Test Manager: Other Member List Legend ?

Create Assignment Change Dates & Assign Status Set Prerequisites More Assignment Tools

Show All Homework Quizzes & Tests Offline Categories Chapter

Order	Ch.	Assignment Name	Category	Assigned	Start	Due	Actions
20	O-11	Midterm (Offline)	▲				Change Scores -- Choose -- Edit Item Info Copy Delete
38	O-11	Final (Offline)	▲				

This course is based on Borough of Manhattan CC: MAT 008: Basic Math Copyright 2014 Pearson Education

Select the **offline assignment** you need to add scores to and select **Change Scores** from Actions pull-down menu. Click **Go**.

Edit Offline Item Legend ?

1 Start 2 Item Info 3 Enter Scores

Book Borough of Manhattan CC: MAT 008: Basic Math

Gradebook Category Midterm

Item name Midterm

For students enrolled in your course, you can add scores now, or return to this screen later by choosing Manage Items from the Gradebook.

Note: You can enter scores manually or upload them from a spreadsheet. Upload Scores

Student Name	Student ID	Login name	Correct Points (25 points total)	Score
[Redacted]		amw095	<input type="text"/>	
[Redacted]		aphofjess04	<input type="text"/>	
[Redacted]		seinteb	<input type="text"/>	
[Redacted]		reholobritten01	<input type="text"/>	
[Redacted]		monilyn_cacerado@yahoo.com	<input type="text"/>	
[Redacted]		alisonfigueroa45@yahoo.com	<input type="text"/>	
[Redacted]		destiny.garcia40	<input type="text"/>	

Enter your scores and scroll to bottom. Click **Save**.

Click the "?" icon for additional assistance on this topic.
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Legend ?