> <u>ALL</u> 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. <u>Automatically</u> (Scores averages appear in gradebook <u>only</u> 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.

-Legend--

Educator phone support: 888-433-8435

How to Enter Midterm Scores into the WebAssign Gradebook

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

Web Assign .		
Home Assignments • Questions • Tasks •	Grades	
Create # Search Messages (63) [GradeBook	ClassView
	Reports	Colussient
	Class Scores	
ClassView	Class Analysis	
	Add Scores To GradeBook	
	WebAssign. Home Assignments Questions Tasks · Create # Search 4 Messages (63) # ClassView	WebAssign. Home Assignments Questions - Tasks - GradeBook Create

4. Click on SETTINGS.

Web Assign	
Home Assignments • Q	estions + Tasks + Grades +
Create 📸 Search	🕽 Messages (63) 🔟 Calendar 🚘 Folders 🧬 Communication 🛛 ClassView
GradeBook MAT 051 population Update Settings Wizard	
Assign	ment Category [# in Category / M = Manual] Final Homework [12] A
	Weight Toward Final Grade [# dropped] 100 20

5. Click on CATEGORIES

MAT 051, section 059 Bostos Final Categories Student View Grading Scale	
GradeBook Method	
Use WebAssign's GradeBook.	
O Use my own spreadsheet as a GradeBook.	
GradeBook Calculation Settings	
Assignments to use in calculations:	Past Due Assignme
GradeBook Automatic Update Settings	
Use GradeBook Automatic Updates:	Yes O No
Time:	Midnight 👻
Days:	Sun Mon Tue

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

GradeBook	Settings		
MAT 051, s	ection 460		
Basics	Final Categories	Student View Grading Scale	
Category	Midterm -		
Currently V	Homework	calculate Midterm averages. [Change]	
Enter or U	Attendance		
Linter of O	CUNY Exam		
Save	Departmental Final	GradeBook	
	Midterm	/	
	Show All		

7. Click on "Enter or Update Midterm Averages"

GradeBook Settings	
MAT 051, section	
Category Midterm Currently WebAssign is not set to calculate Midterm averages. [Change]	
Enter or Update Midterm Averages	
Save Update GradeBook	

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

GradeBook Settings	
MAT 051, section 🏙	
Basics Final Categories Student View Grading Scale	
Category Midterm -	
Currently WebAssign is not set to calculate Midterm averages. [Change]	
Upland Mathad	
Enter total value of this category 100	
Enter averages for each student by hand.	J
Copy and paste averages from a file on your computer.	
Upload a file containing averages.	
Next>	
Save	

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

GradeBook Settings	
MAI 051, section and a	
Basics Final Categories Student View	w South Scale
Category Midterm -	
Currently WebAssign is not set to calculate Midter	m averages. [Change]
Enter Averages	
Fullname	Average
Anonado, Electioliza	
anil. jochua	
ba	
Beailin-Dealer	
Budimir Bekan, Hivoje	
Cheene, Henze	
Craz, Maria	
Rendering	

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

	Next>>	4
Ī	Save	

11. Click on NEXT again.

GradeBook Settings	
MAI 051, section 🗰	0
Basics Final	A ategories Student View Grading Scale
0 / N° 1	
Category Midtern	•
Currently WebAss	n is not set to calculate Midterm averages. [Change]
, ,	5 1 5 1
Review	
Fullname	Average
	100
<< Back Next>	>
Save	—

12. Click on UPDATE GRADEBOOK.

GradeBook Settings		
MAT 051, section		
Basics Final	ategories Student View	Grading Scale
Category Midterm	*	
Currently WebAssign is	a not set to c Iculate Midterm a	averages. [Change]
Results		
Averages have been su	ccessfully dealed.	
Save	Update GradeBook	

13. And then click on SAVE.

GradeBook Setting:	
MAT 051, section 069	
Basics Final Categories Stud	ent View 🧹 Grading Scale
Category Midterm -	
Currently WebAssign is not set to calculate	Midterm averages. [Change]
Enter or Lindate Midterm Averages	
Enter of Opdate Middenn Averages	
Save Update GradeE	bok

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

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

MAT 008 - FALL 20 course settings ©	014 (M	IASTE	R)						MyMa	thLab®
nodify 🗇 🛃	🖪 HW	//Test	Assignment Manager	r						
 Course Dashboard: Announcements and Calendar 	Coord: Manage	Coord: MAT 008 - FALL 2014 (MASTER) [0] ▼ > HOMEWORK/TEST MANAGER Manage Course List								
ASSIGNMENTS (Homework, Quizzes, Tests)	Creat	te Assigr	ment	Assign Status 🏲 Set	: Prerequisi	tes More	Assignmen	t Tools	Leger	
Personalized STUDY PLAN - Practice & Review	Show	All Ho	omework Quizzes & Tests	Offline Categories	Chapter	·				
Multimedia Library										
Chapter Contents	Order	Ch.	Assignment Name		Category	Assigned	Start. Ø	Due 🕖	Actions	
Course Tools	38	0-11	Final (Offline)						Change Scores	▼ <u>Go</u> Go
Manager	This cou Copyrigi	rse is bas nt 2014 Pe	ed on Borough of Manhattan CC: № earson Education	1AT 008: Basic Math					Edit Item Info	
Announcements Manager									Delete	

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

Edit Offline Item			L	egend-🔑 🕐
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 u	upload them from a spre	adsheet.		▶ <u>Upload Scores</u>
Student Name	Student ID	Login name	Correct Points (25 points total)	Score
		amen9 5		
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Endonce Existin		saintiab		
ning states :		n icholasbritton51		
(Terressing Asterning)		I manily n_coreado@yahoorcom		
		a ileanfigura a 600 y alaraan		
Gardiay Bestiny		deatiny garcia 4 8		
and the second sec				

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

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