

► Login & Turn Editing On	
<ol style="list-style-type: none"> In IE or FireFox, go to : http://smccd.mrooms.net/ Log in using your G number and 6-digit birthdate Select link and click Turn Editing On button 	
► Assignment Features	Podcast 31
<p>Three types of assignments can be set: Offline activity, Online text, Upload a file. Features include:</p> <ul style="list-style-type: none"> specified due dates and a maximum grade. date-stamped "drop-box" for assignments single page assessment (grades and comments) feedback to the assignment & mail notification resubmission of assignments (for re-grading) 	
► Create an Assignment	Podcast 32
<p>Select Assignment from Add an activity menu:</p> <ol style="list-style-type: none"> Assignment Name: name the assignment Description: enter specific instructions Grade- Satisfactory scale / No Grade / Number Available Dates - set dates Assignment type – offline, online – text or upload Group Mode: on/off separate or visible. Save 	
► Other Grade Book Integrated Activities	
<p>Assignments – manual grading Quizzes – automatic grading, manual and re-grading Forums – optional rating by peer or instructor Glossary entries – optional rating by peer or instructor Journal - optional rating by instructor Lesson – optional (Pref.: Practice Lesson yes/no) Workshop - grade for submission and/or assessment</p>	
► Grades Book Features	Podcast 33
<p>Grades can be used for off-line and on-line grading. Use the Grades (link) in the administration block. <i>Each student also has a link to see his own Grades.</i></p> <ul style="list-style-type: none"> Grading by total points or categories and weights Options to drop lowest score or grade to a curve Option to set letter grades (ABCDF, C/NC, etc) An overview of class grades or single student view Grade statistics and export to Excel Direct entry of grades onto the Edit Grades page. 	

► Add Off-line Grades	Podcast 34
<p>Select Grades link. Note class list already appears in grade book. Choose the edit icon of course category:</p> <ol style="list-style-type: none"> View default course category: select Categories and Items from Action-menu. Select edit icon next to course category. Select Aggregation: select a method for calculating course grades. (Use "?" help icon.) <ol style="list-style-type: none"> Weighted mean of grades = category weights Simple weighted mean of grades = total points Save <p>Select Grade Report from Action-menu. Turn editing on and select links to 1) Show Grade Ranges; 2) Show Quick Feedback Enter grades into Grade Book -- Update to Save</p>	
► Set Grades Preferences	Podcast 35
<p>Select Categories and Items from Action-menu. Choose the edit icon of course category:</p> <ol style="list-style-type: none"> Select Aggregation: select a method for calculating course grades. (Use "?" help icon.) <ol style="list-style-type: none"> Weighted mean of grades = category weights Simple weighted mean of grades = total points Aggregate only non-empty grades: check this if you do not want empty cells to be calculated in. Include Outcomes in Aggregation: don't check Aggregate including subcategories: depends on if you want subcategories included in calculation. Drop lowest score: If using categories, drop lowest score within each category. Click Save <p>Select Grade Report from Action-menu. Select My grade report preferences tab. Read, and optionally select, multiple options to toggle settings on or off for the Grade Report display. Select your options.</p>	
► Add Category	Podcast 36
<p>Select Categories and Items from Action-menu. Add Category button is at bottom of page. Follow instructions above to set preferences for the new category. Use up / down arrows to move an activity into the new category.</p>	

► Export and Print Grade Book	Podcast 37
<p>Select Export to from Action-menu. Select Excel or Text File (comma separated): Indicate preferences for export:</p> <ul style="list-style-type: none"> Include Feedback: your option Preview Lines: your option. Include "Real" (actual grade book number), percentages or letters: your option. <p>Submit Preview export Download to desktop or downloads folder. Excel: Select print area: File: Set Print Area; Print Text File: Open in Word: Select text: From Table menu, Convert: Table to Text; Format (optional) then Print.</p>	
► Add Outcome	Podcast 38
<p>Steps: review copy of course outcomes, select one course assignment to link to each course outcome, create scale, create outcome, select and attach one activity to the outcome, select preferences to show outcome column in grade book. Scales - Select from Action-menu. Decide whether to use existing scale or create new one. Add New Scale: Name and enter comma separated text. Click Save Outcome – select from Action-menu (Prepare by having a copy of course or department outcomes.) Add New Outcome: Name an outcome. Select a scale. Enter a description. Click Save Categories and Items - select from Action-menu. Click Add outcome item button.</p> <ul style="list-style-type: none"> Name item Select Outcome Link to one activity <p>Hidden: (optional) Save</p>	
► Calculations	
<p>Calculations can be created for individual assignments They start with an equal (=) sign, and use common mathematical operators and functions to produce a single numerical output. This output is then used as the computed value for the grade item you are editing.</p>	