

How Do I Manage Grades?

In addition to entering and overriding grades, you can perform other grade management tasks from the Grades tab, including:

- releasing grades to students
- viewing column statistics
- viewing audit history

Releasing Grades to Students

If the My Grades tool has been added to the Course Menu, students can access their grades. You determine which grades students can see by releasing the associated columns in Grade Book. You can only release grade-related columns. If you release columns that are not grade-related, students will not see them.

⇒ To release grades:

1. From the Grade Book screen, click **Grade Book Options** and select **Column Settings**. The Column Settings screen appears.
2. Do one of the following:
 - To release a single column, click the **No** in the Released to Students row to change it to **Yes**.
 - To release several columns, select the columns' header check boxes and click **Release** at the bottom on the screen.

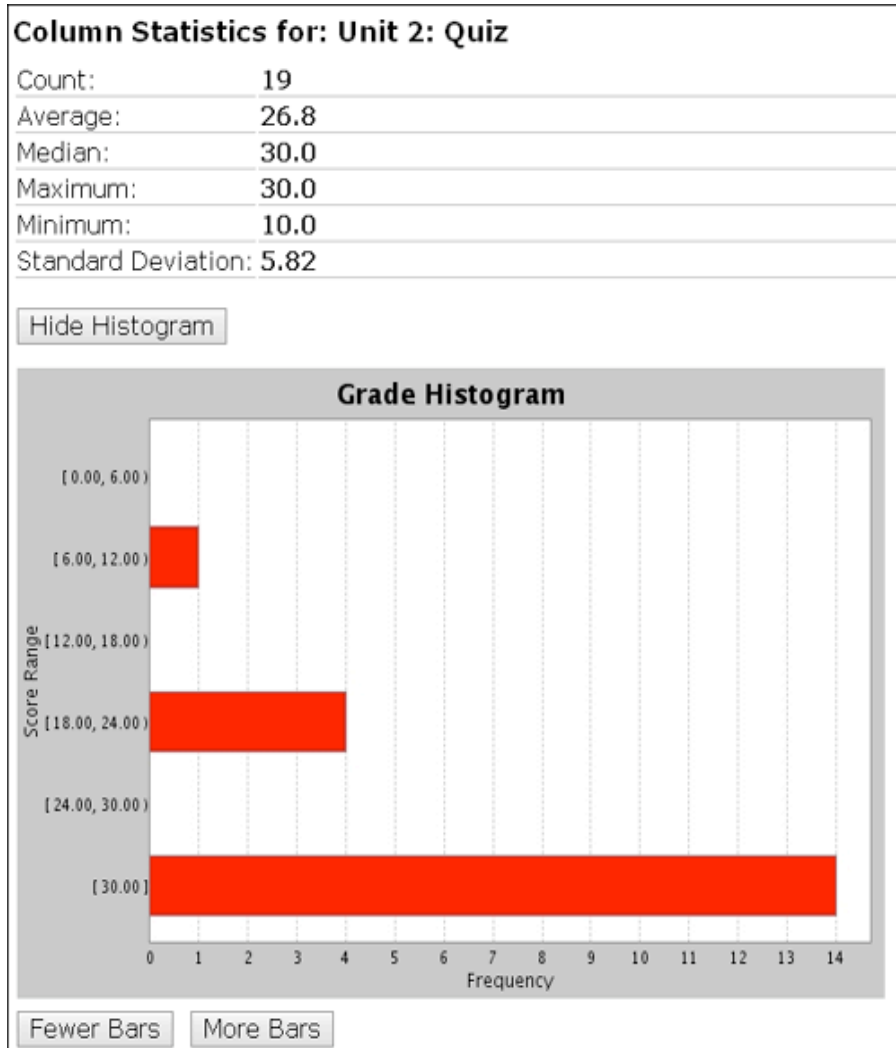
Viewing Column Statistics

You can view the following statistics for calculated, numeric, and alphanumeric columns from the Grades, View All, or Custom View tabs:

Count	total number of values in the column
Average	average value of all values in the column
Median	middle value in a distribution of column values
Maximum	maximum column value
Minimum	minimum column value
Standard Deviation	measure of the variation in a distribution of column values

⇒ To view column statistics:

1. Click the title of the column you want to view statistics for and select **Column Statistics** from the menu that appears. A new window displays the statistics.



2. Adjust the view by using the Fewer Bars and More Bars buttons.
3. Click **OK** to close the window.

Viewing Audit History

You can view a history of all changes to grades. **Audit History** displays the date and time of change and indicates which user made the change.

⇒ To view the audit history for a single student:

1. From any of the Grade Book tabs, click a linked member name and select **Edit Member** in the pop-up window. The Edit Member screen appears.
2. Next to the student's name, click **View Audit History** to display all changes made to all columns for this student.

Grade Audit History Marcia Larousse						
Member	Date/Time	Column	User	Old Grade	New Grade	Comment
Marcia Larousse	March 8, 2005 9:38 AM	Grade	Marcia Larousse (Section Instructor, Section Designer)		C+	
Marcia Larousse	March 13, 2005 4:42 PM	Midterm	Marcia Larousse (Section Designer, Section Instructor)		77	
Marcia Larousse	March 13, 2005 4:43 PM	Final	Marcia Larousse (Section Designer, Section Instructor)		65	
Marcia Larousse	March 13, 2005 4:44 PM	Final Letter Grade	Marcia Larousse (Section Designer, Section Instructor)		B-	
Marcia Larousse	March 15, 2005 1:23 PM	Final	Marcia Larousse (Section Designer, Section Instructor)	65	70	Student submitted extra credit work.

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3. Click **Done**.