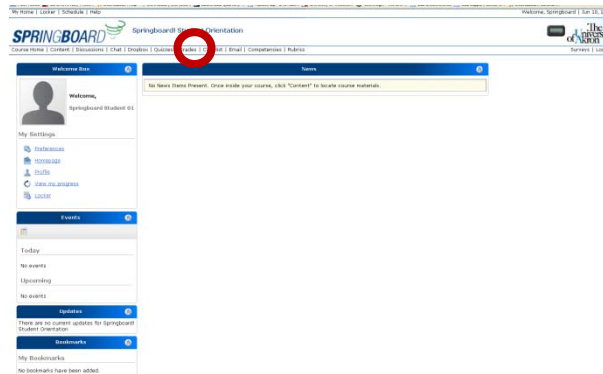


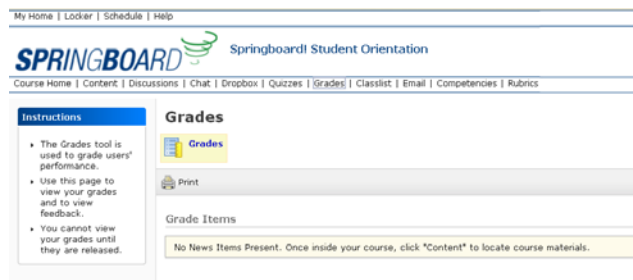
## Locating the Grades Tool

1. Go to the Course Navigation Bar and locate the Grades Tool. Click on Grades.



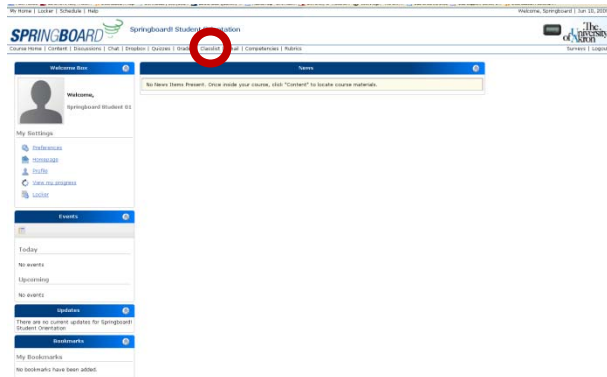
2. In this particular example, the instructor is not using the Grades tool. There are no grade items present.

Now, let's look at this page when an instructor is using the Grades tool.



## Accessing Grade Items

1. Go to the Course Navigation Bar and locate the Grades Tool. Click on Grades.



2. Wow...what a difference! The instructor of this course is providing grades for (a) Assignments, (b) Tests, and (c) Participation.

Let's focus on the **Assignments** category.


Grade Item	Points	Grade	Comments
<b>Assignments</b>	9 / 10		
Homework 1	9 / 10	90 %	Individual Comments: You did a very nice job determining the problem and developing a unique solution.
Homework 2	- / 10	-%	
<b>Tests</b>	82 / 100		
Exam 1	82 / 100	82 %	
Midterm Exam	- / 200	-%	
<b>Participation</b>	5 / 10		
Week 1	5 / 5	100 %	Individual Comments: Student was on time and participated
Week 2	0 / 5	0 %	Individual Comments: Student did not attend class - unexcused absence.

3. There are two grade items listed under the Assignments category at this time, **Homework 1** and Homework 2.

**Homework 1** shows the student that they have achieved nine (9) out of ten (10) possible points for a ninety (90) percent.

The instructor has included feedback on Homework 1: "*You did a very nice job determining the problem and developing a unique solution!*". This comment is only for Student 01 and cannot be seen by any other student. The same is true for the grade and points achieved.


What can be seen is some statistics on the individual homework grade items as well as on the category of Assignments overall.

How did we know that? The bar graph icon  indicates that statistics are available.

Let's click on the statistics for **Homework 1**.

Grade Item	Points	Grade	Comments
<b>Assignments</b>	9 / 10		
Homework 1	9 / 10	90 %	Individual Comments: You did a very nice job determining the problem and developing a unique solution.
Homework 2	- / 10	-%	

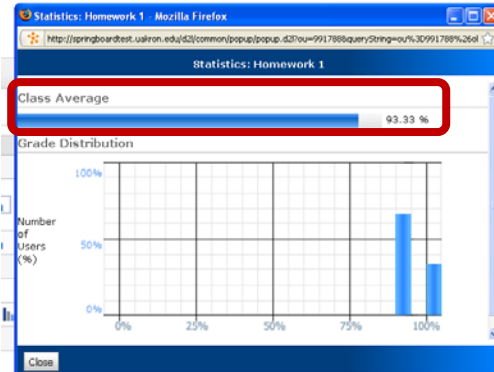
## How to Find and Interpret Class Statistics

- From the previous screen, we knew that statistics were available because of the  bar graph icon. We clicked on the icon and the statistics open in a new window. Remember, if you have pop-up blockers engaged, the new window might get blocked.

In the new window you will see one or two items depending on what your instructor has enabled – (1) *Class Average* and (2) *Grade Distribution*.

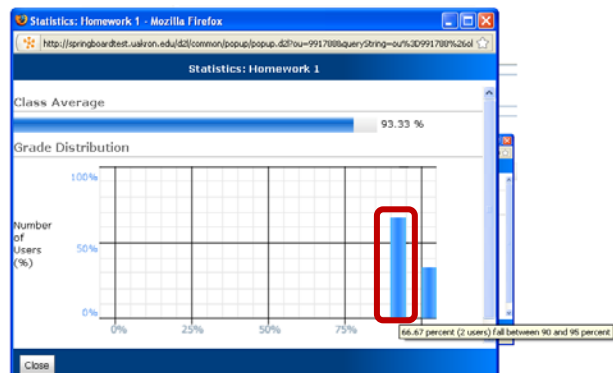
In our example, we can see both the Class Average and the Grade Distribution for Homework one (1).

The *Class Average* is 93.33%. Our grade was a nine (9) out of ten (10) for ninety (90) percent.



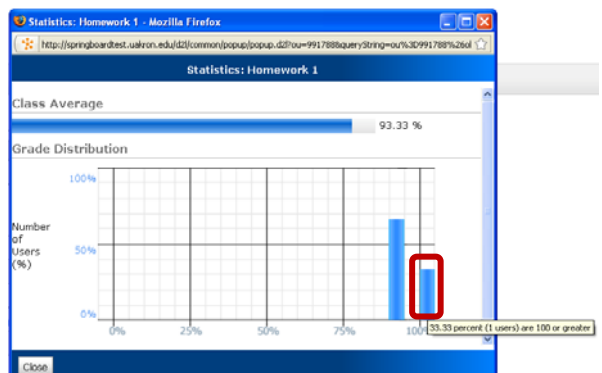
- The **Grade Distribution** enables students to see the overall class achievement on a specific grade item. By resting your mouse a bar within the graph, you can see the range of scores achieved and the number of users.

In this example of Homework 1, two users received scores between ninety (90) and ninety-five (95) percent. Since there are only three (3) users in our course, the overall class percentage is sixty-six point six-seven (66.67) percent. This can be seen by placing the mouse cursor on a bar within the graph as shown.



- On the same screen, the graph shows that one user received a score of 100% on Homework 1 or a class percentage of 33.33% received a perfect score.

Close this window when done reviewing statistics and return to the Grades Tool.



## Final Adjusted Grades and Final Calculated Grades

What if I want to know what my overall grade is in the class right now?

It is always a best practice to check with your instructor if you have questions regarding your course performance.

However, the Grades Tool (if enabled by your instructor) may be able to provide some information.


1. Click on Grades.  
You will note that there is additional information at the top of the screen that was not there before. We are now able to see the **Final Adjusted Grade**.

This is calculated based on the grade items your instructor has in the Gradebook. There may be additional grades outstanding.

In this example, we have no grade recorded for Homework 2 or the Midterm Exam. So, this Final Adjusted Grade is really just a snapshot of our performance-to-date and may change as additional scores are recorded.

The **Final Adjusted Grade** shows the point achieved – in this case, 14 out of a possible 20 (14/20), for an overall grade percentage of seventy (70) percent.

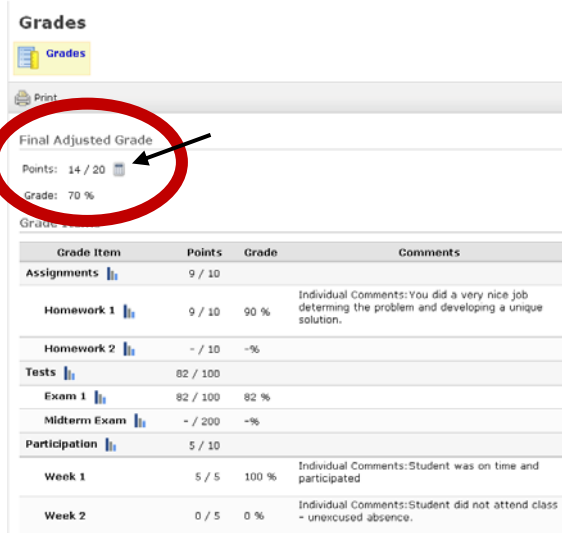
Why is my grade so low – it seems to me that there might be scores missing? How can I tell?

The calculator icon  shows you exactly what grade items were included in the Final Adjusted Grade calculation.

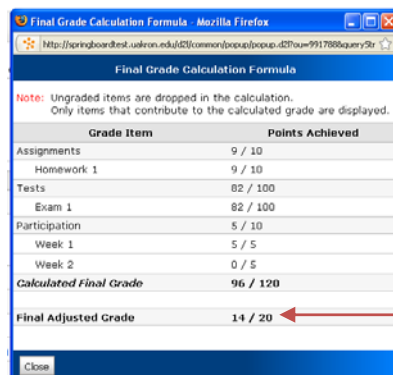
2. Click on the calculator.  
A new pop-up window will open with the details of the **Final Grade Calculation**.

What is missing from our calculation?  
You will notice that there are two final grades shown on this screen.

Option One: The **Final Adjusted Grade** shows only the grades the instructor has selected for calculation – we are missing the Exam 1 score. We achieved 9 points for Homework 1 and 5 points for Week 1 participation which totals 14 out of a possible 20 points total on these grade items.



Grade Item	Points	Grade	Comments
<b>Assignments</b>	9 / 10		
Homework 1	9 / 10	90 %	Individual Comments: You did a very nice job determining the problem and developing a unique solution.
Homework 2	- / 10	-%	
<b>Tests</b>	82 / 100		
Exam 1	82 / 100	82 %	
Midterm Exam	- / 200	-%	
<b>Participation</b>	5 / 10		
Week 1	5 / 5	100 %	Individual Comments: Student was on time and participated
Week 2	0 / 5	0 %	Individual Comments: Student did not attend class - unexcused absence.



Grade Item	Points Achieved
Assignments	9 / 10
Homework 1	9 / 10
Tests	82 / 100
Exam 1	82 / 100
Participation	5 / 10
Week 1	5 / 5
Week 2	0 / 5
<b>Calculated Final Grade</b>	<b>96 / 120</b>
<b>Final Adjusted Grade</b>	<b>14 / 20</b>

3. Option Two: The **Calculated Final Grade** shows total points achieved in **all** grade items. This option does include our Exam 1 score of 82. That score added to the 14 points total from Homework 1 and Week 1 participation totals the 96 points shown.

It is always good practice to review your Gradebook items and if noted, call any discrepancies professionally and politely to the attention of your instructor.

Grade Item	Points Achieved
Assignments	9 / 10
Homework 1	9 / 10
Tests	82 / 100
Exam 1	82 / 100
Participation	5 / 10
Week 1	5 / 5
Week 2	0 / 5
<b>Calculated Final Grade</b>	<b>96 / 120</b>
<b>Final Adjusted Grade</b>	<b>14 / 20</b>

Let's do a quick recap:

1. You located the Grades tool on a Course Navigation Bar.
2. You were able to view instructor released Grades.
3. You were able to access instructor posted Feedback.
4. You were able to view and interpret course statistics.
5. You were able to view and interpret your Adjusted Final Grade and your Final Grade Calculation.

Congratulations! That's all there is to utilizing the Grade tool in Springboard!

