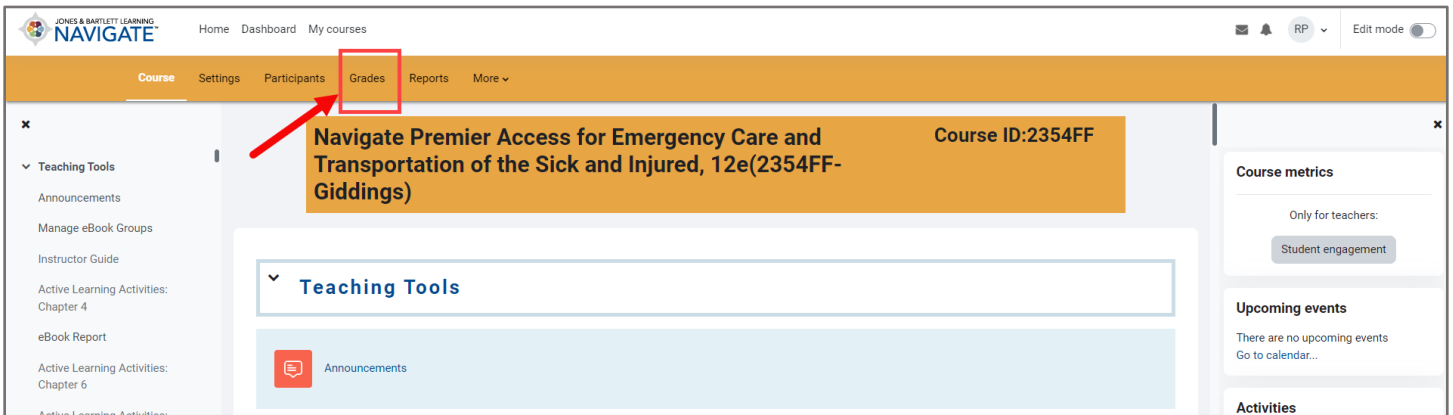


## How to Navigate the Gradebook

*This document contains an overview on navigating the gradebook. The focus is mostly on the Grader report and the options available within the report, including how to filter student results, collapse sections of the report, and access the user report and single view.*

1. After launching your course, click on the **Grades** link in the Navigation drawer on the left side of the course homepage.



2. The gradebook opens in the **Grader report** view, displaying all students and assignments in a grid format. Participant names and email addresses appear vertically on the left, and assignments are listed horizontally across the top.

The screenshot shows a grid interface. A red box on the left highlights the 'First name / Last name' and 'Email address' columns, with a red callout box stating 'Names are listed here.' A red box on the right highlights the assignment columns, with a red callout box stating 'Graded assignments are listed here and extend horizontally across the page.' The grid contains three rows of student data and three columns of assignments: 'Example Exam', 'Soft-Skill Simulations', and 'Interactive Lecture: Chapter 1'. The 'Soft-Skill Simulations' column shows a score of 0.00 for the second student.

3. You may click on any letters in the **First name** and **Last name** rows in the **Filter by name** drop down menu to filter the students displayed based on the selected parameters.

The screenshot shows the 'Filter by name' dropdown menu. A red arrow points to the 'Filter by name' label. The menu is divided into 'First name' and 'Last name' sections. Each section has an 'All' button and buttons for letters A through Z. A red arrow points to the 'Apply' button at the bottom right of the menu.

4. Your course name is the default name of your gradebook displayed at the top of the Grader report. If you create gradebook categories to group and/or weight specific course activities, these are labeled horizontally across the top and list their child activities below.

The screenshot shows the top of a Grader report. At the top left, it says "Grader report" with a dropdown arrow. To its right is a "Search users" input field. Further right is "Select visible groups" with a dropdown menu set to "All participants". To the far right is "Filter by name" with a dropdown arrow. Below this header, the main content area shows a table. The first row is a category header: "Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)". A red box highlights this header, with a red arrow pointing from a red box on the left that says "Course name". Below this header is a sub-section for "Quizzes". A red box highlights this sub-section, with a red arrow pointing from a red box on the left that says "Gradebook categories will display here is applied." Below the "Quizzes" section, there are three items: "Chapter 4 Quiz", "Chapter 6 Quiz", and "Chapter 6 Quiz", each with a small icon and a dropdown arrow.

5. The category totals are displayed to the right of the graded items which they contain in a dedicated column, just as the **Course total** is revealed at the far right of the Grader report.

The screenshot shows a portion of a Grader report table. It features two columns for totals. The first column is labeled "Tests total" with a small icon and a dropdown arrow. A red box highlights this label, with a red arrow pointing from a red box below that says "Category totals are at the end of each category section." The second column is labeled "Course total" with a small icon and a dropdown arrow. A red box highlights this label, with a red arrow pointing from a red box below that says "Course total is at the end of the Grader Report."

6. You may collapse and expand individual category and/or total by clicking the button immediately to the category title's right. This can be helpful in reducing the number of graded items you must scroll through at a time. Note, the collapsed view of a category will remain saved for your subsequent sessions and must be restored by clicking the same button.

Quizzes				
Chapt	Chapter 6 Quiz	Chapter 6 Quiz	Quizzes total	
60.00	-	-	60.00	
60.00	-	-	60.00	
-	-	-	-	
-	-	-	-	
60.00	-	-	60.00	

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7. To the right of each student's name, you will find a menu option for **Single view for this user** and **User report**. Selecting **User report** for the student will display the individual gradebook for the student. Clicking on the arrows at the bottom of the page will allow you to move to another student's gradebook.

		Quizzes ...		
First name / Last name ↑ ...	Email address ...	Chapter 4 Quiz ...	Chapter 6 Quiz ...	Chapter 6 Quiz ...
MG ...		60.00 ...	- ...	- ...
OG ...		60.00 ...	- ...	- ...
CH ...		- ...	- ...	- ...
VL ...		- ...	- ...	- ...
<b>Overall average</b>		60.00	-	-

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
CH ... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings) Quizzes QUIZ Chapter 4 Quiz 0.00 % (Empty) - ... 0-100 - 0.00 % QUIZ Chapter 6 Quiz 0.00 % (Empty) - ... 0-100 - QUIZ Chapter 6 Quiz 0.00 % (Empty) - ... 0-100 - AGGREGATION Quizzes total - - 0-100 - MANUAL ITEM Example Exam - - 0-100 - EXTERNAL TOOL Soft-Skill Simulations - - 0-100 -						

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8. The **Single view for this user** option is an easy way to review their scores and provides the option of manually editing any score as needed.

		Quizzes ...		
First name / Last name↑ ...	Email address ...	Chapter 4 Quiz ...	Chapter 6 Quiz ...	Chapter 6 Quiz ...
MG ...		60.00 ...	- ...	- ...
OG ...		60.00 ...	- ...	- ...
CH ...		- ...	- ...	- ...
VL ...		- ...	- ...	- ...
<b>Overall average</b>		60.00	-	-

Single view for this user  
User report

**Single view** | Select visible groups: All participants | Carole Hackman | Clear | VIEW BY: Users | Grade items

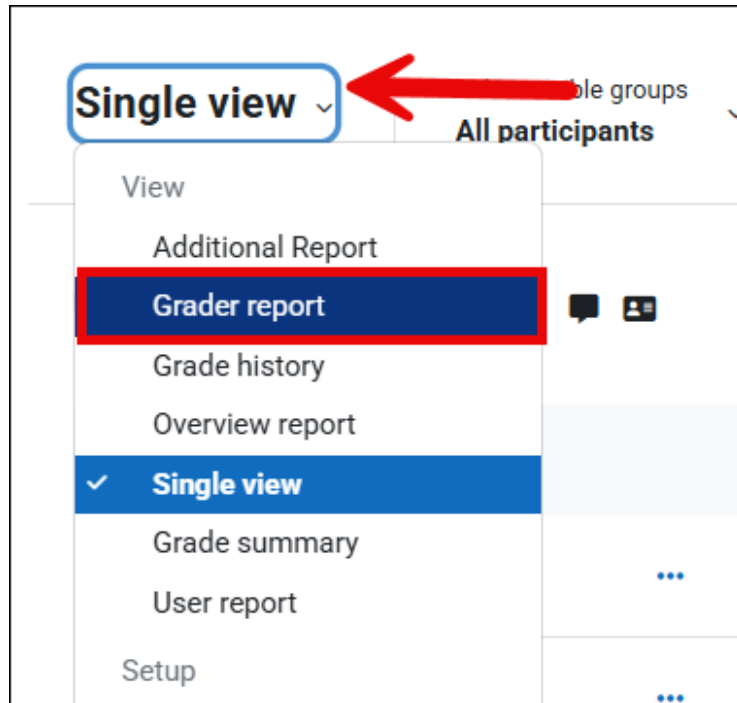
CH

Grade item	Grade category	Grade	Range	Feedback	Override	Exclude
QUIZ Chapter 4 Quiz	Quizzes	...	0.00 - 100.00			
QUIZ Chapter 6 Quiz	Quizzes	...	0.00 - 100.00			
QUIZ Chapter 6 Quiz	Quizzes	...	0.00 - 100.00			
AGGREGATION Quizzes total	Quizzes		0.00 - 100.00			
MANUAL ITEM Example Exam	Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)		0.00 - 100.00			

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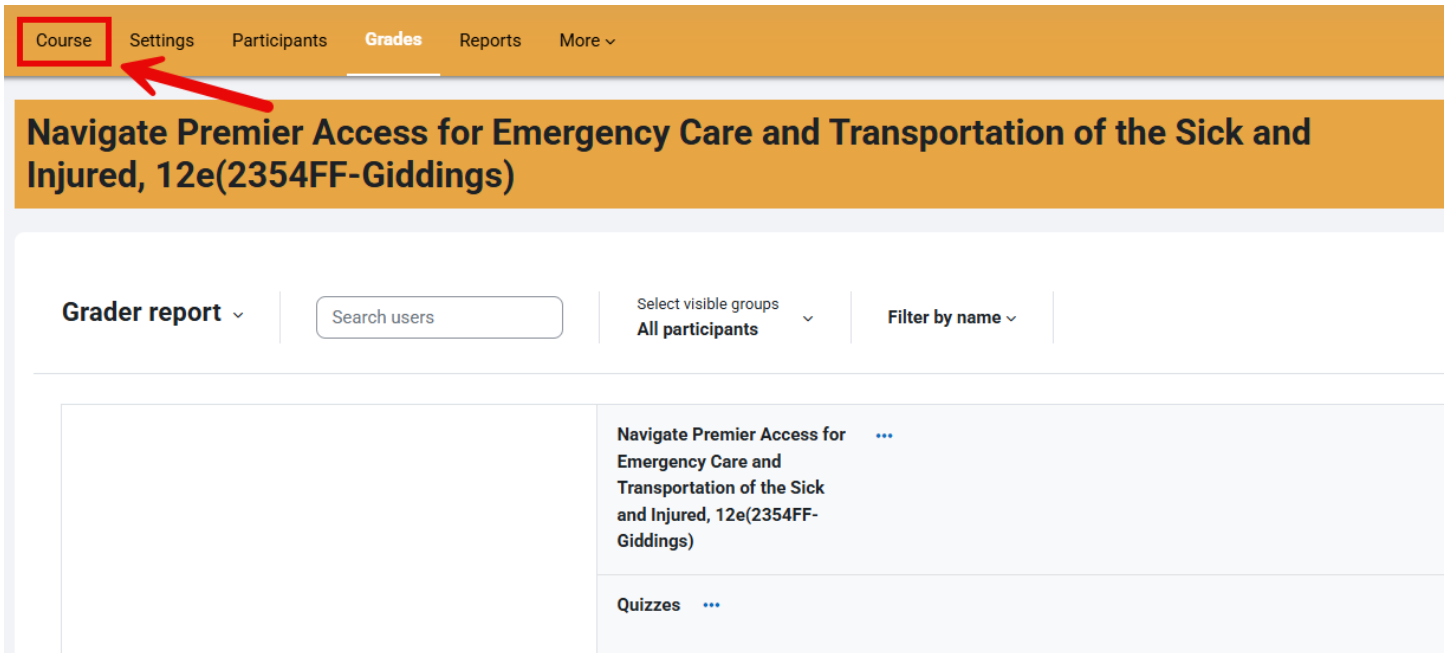
9. After reviewing an individual's User report or scores, you may return to the **Grader report** by clicking the respective option in the top left dropdown on the page.



10. Clicking on the activities themselves within the Grader report brings you to directly to the item's results page. For example, you may quickly review individual student quiz attempts by clicking on a graded quiz.

Chapter 4 Quiz	Chapter 6 Quiz	Chapter 6 Quiz
60.00	-	-
60.00	-	-

11. When you are finished viewing the Gradebook, click **Course** at the top of the menu bar to return to the homepage.



The screenshot shows a navigation menu at the top with the following items: **Course**, Settings, Participants, **Grades**, Reports, and More. A red box highlights the 'Course' item, and a red arrow points to it from the right. Below the menu is a header for the course: **Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)**. Underneath the header is a 'Grader report' section with a dropdown menu, a search box for users, and filters for 'Select visible groups' (set to 'All participants') and 'Filter by name'. The main content area shows a list of items for the course, including 'Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)' and 'Quizzes'.

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