

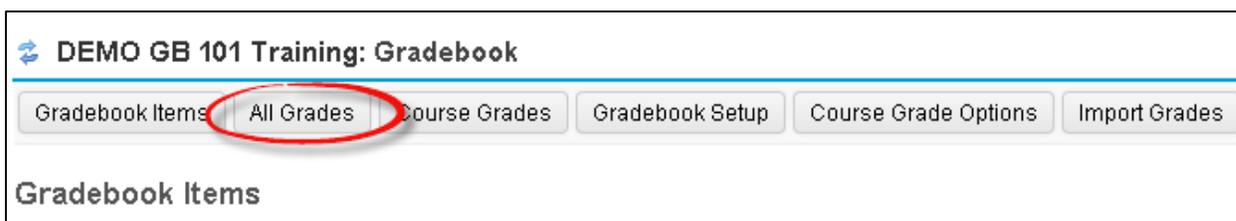
How to View Students' Grades

Sakai's Gradebook tool offers several ways for instructors to view students' grades. In this handout, we'll show you the **All Grades** view. In the *All Grades* view, you can review the Gradebook as a spreadsheet, and view dropped grades. In addition, you can view a specific student's grades, and you can see the gradebook from a student's point of view.

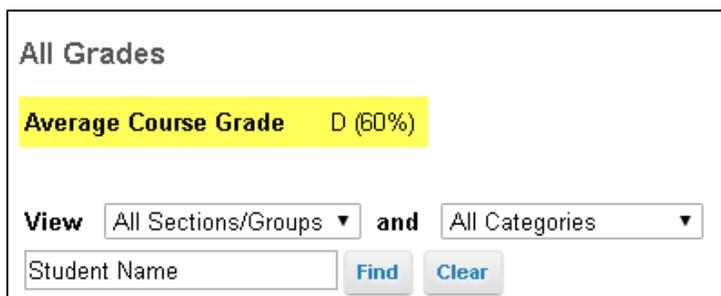
Step 1: Gradebook "spreadsheet" view

Let's look at some of the features you can use in the All Grades view.

1. On the main course menu, click **Gradebook**.
2. Click the **All Grades** button, as shown below.



3. In the sample of *All Grades* below, the **instructor** (not students) can see the *Average Course Grade*, which is an overall average of all students' grades on all items graded so far.



4. In the **All Grades** view, the gradebook is displayed as a spreadsheet. In the sample below:
 - A. Beside each student name, the student's individual course grade is displayed based on the gradebook items graded so far.
 - B. In addition, each student's scores on individual assignments are displayed.
 - C. If using categories, Sakai inserts a column for each category which shows the category average for each student. (In the example below, column C shows that Jane's average for the 3 assignments in the Homework category is 90%.)

Student Name 	Student ID	Course Grade	Homework 1 <small>Details</small>	Assignment 2 (Online) <small>Details</small>	Homework 3 <small>Details</small>	Homework (50%)
East, Jane	jane	A 95%	90	B 80	100	C 90%
South, Ted	ted	0%	0	0	0	0%
West, David	david	86%	80	70	90	80%

Step 2: View Categories with Dropped Grades

When instructors set up their Gradebook and use categories, optionally, they can *drop lowest grades* in a *category*. In the sample Gradebook below, the instructor chose to drop the lowest scores in the *Tests* category.

1. Whenever a *low score is dropped*, it is *crossed out* in the Gradebook. In the sample below, **David West and Jane East** received a zero for one of their tests. Zero is lower than their other test scores of 100, so the zero scores were dropped.
2. **Ted South** has received a zero for both tests. Since one score has to be considered lowest, one of the zero grades is crossed out. He still has a Tests category average of zero.

Student Name ▾	Student ID	Course Grade	Test 1 Details	Test 2 Details	Tests (30%)
East, Jane	jane	95%	100	⊖	100%
South, Ted	ted	0%	⊖	0	0%
West, David	david	86%	⊖	100	100%

Step 3: View a specific student's grades

1. In the **All Grades** area of Gradebook, instructors can click on any student's name to see all grades for that student.

Student Name ▾	Student ID	Course Grade	Test 1 Details	Test 2 Details	Tests (30%)	Discussion 1 Details	Weekly Discussions (20%)
East, Jane	jane	95%	100	⊖	100%	100	100%
South, Ted	ted	0%	⊖	0	0%	0	0%
West, David	david	86%	⊖	100	100%	80	80%

2. In *Jane East's Student Summary* shown below, Jane's Course Grade, and all of Jane's gradebook items, scores and instructor comments will display. For items created in the Gradebook, such as *Homework 1*, the instructor can *update* the grade and *Save the Changes*.

[All Grades](#) > **Grades for Jane East** [Jane East's View](#)

Student Summary

< Save and View Previous Student [Return to All Grades](#) Save and View Next Student >

Name Jane East
 Email [redacted]@gmail.com
 ID jane

Course Grade A (95%) [Save Changes](#)

Grading Table

Title*	Due Date ▾	Weight	Log	Grade	Item Value (Points)	Comments
▼ Homework		50%		90%		
Homework 1	Jun 9, 2015			<input type="text" value="90"/>	100	Jane: You answered all of the questions correctly, except you

Step 4: View the Gradebook from the Student Perspective

Sometimes students state they can't see a gradebook item. You can use the Gradebook's All Grades view to see what your student's see when they view their Gradebook. To do this, an instructor can go to the **Gradebook**, click on the **All Grades** button.

1. In the spreadsheet view, the instructor clicks on a student name, such as **David West's** name

Student Name	Student ID	Course Grade	Test 1 <small>Details</small>	Test 2 <small>Details</small>	Tests (30%)	Discussion 1 <small>Details</small>	Weekly Discussions (20%)
East, Jane	jane	95%	100	0	100%	100	100%
South, Ted	ted	0%	0	0	0%	0	0%
West, David	david	86%	0	100	100%	80	80%

2. In *David West's Student Summary* shown below, on the far right, click on **David West's View of Grades**

DEMO GB 101 Training: Gradebook

Gradebook Items All Grades Course Grades Gradebook Setup Course Grade Options Import Grades

[All Grades](#) > Grades for David West

Student Summary

< Save and View Previous Student Return to All Grades Save and View Next Student >

Name David West

[David West's View of Grades](#)

3. You'll now see the exact information your student **David West** sees, when he clicks on the Gradebook menu item in your course.

Grade Report for David West

Course Grade Not yet available

Gradebook Items

Title	Due Date	Grade*	Weight	Comments
Homework		80%	50%	
Homework 1	Jun 9, 2015	80/100		David: I received your very homework late-I had to deduct the maximum points even though your answers were correct.
Assignment 2 (Online)	Jul 9, 2015	70/100		David, You answered most of the questions, but missed answering question number 5. I've attached a model answer for question 5, to give

[Return to Instructor's View of Grades for David West](#)

from Assignments

4. When done, click on the link at the top right, Return to Instructor's View of Grades for David West

For more info on using Sakai's Gradebook tool visit [Durham Tech's Instructional Technology web site](http://courses.durhamtech.edu/wiki/) [<http://courses.durhamtech.edu/wiki/>]