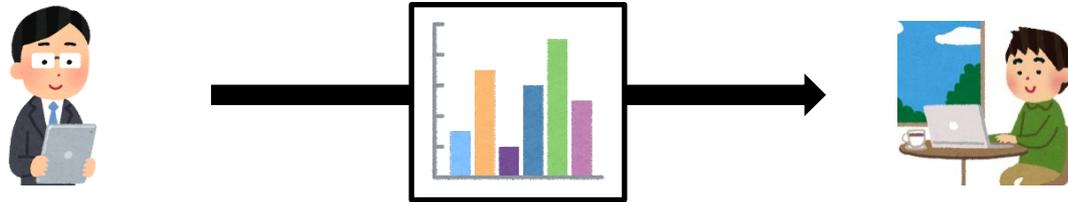


# Tutorial for Instructors

## Gradebook tool



- **Manage grades**
- **Download grades**

# How do I use **Gradebook** tool?

You can manage student grades.

- **How to use**

1. Scores of **Assignments** tool and **Tests & Quizzes** tool will be automatically imported.
2. Enter other grades using **Gradebook tool** of NUCT.
3. Export grade list using **Gradebook tool** of NUCT.

# Gradebook tool

- Manage student grades
  - Add items to the Gradebook
  - Export Gradebook as .CSV files

Click **Gradebook**

Features of **Gradebook** tool are located on the top.

Students	Course Grade
山里 敬也先生の, テスト学生 (nb3923269-0628)	-

There are no Gradebook items

Add Gradebook Item

A list of student grades will be displayed.

# Gradebook tool

- Manage student grades
  - Add items to the Gradebook
  - Export Gradebook as .CSV files

NUCT THE TRAINING SITE OF ...

Announcements

Resources

Assignments

Tests & Quizzes

Site Info

**Gradebook**

Messages

**GRADEBOOK**

Grades Import / Export Permissions Settings

Filter students Showing 1 students

Students	Course Grade
山里 敬也先生の テスト学生 (nb3923269-0628)	

There are no Gradebook items

Add Gradebook Item

Each gradebook item will be shown in columns.

Click Add Gradebook Item

# Gradebook tool

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NUCT THE TRAINING SITE OF ...

Announcements Resources Assignments Tests & Quizzes Site Info Gradebook Messages

GRADEBOOK

Grades Im

Filter st

Students

山里 敬也 (nb39232)

**Add Gradebook Item**

\* Title  Enter a title for the new item.

\* Point value

Extra credit

Due date

Release item to students?

Include item in course grade calculations?

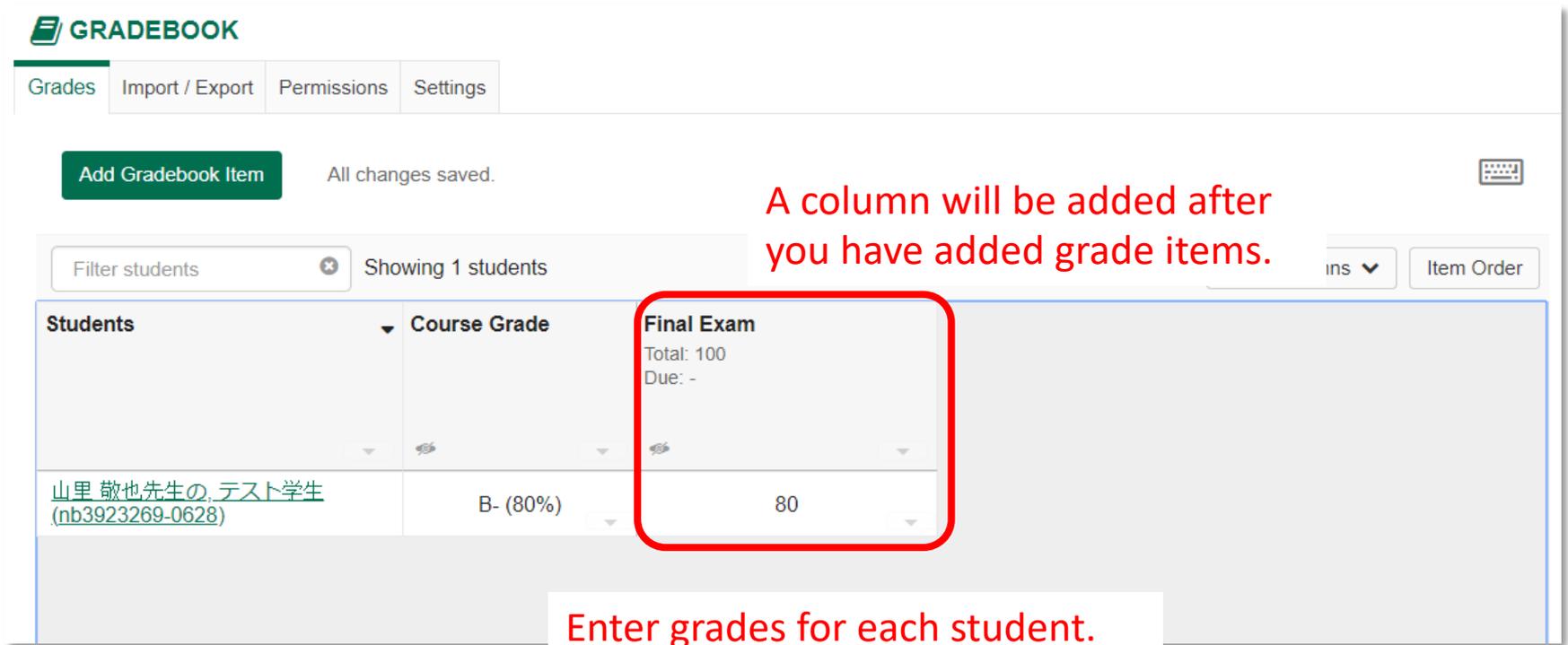
Click the **Create** button.

Set other features, such as release or hide the item from students.

ook Item

# Gradebook tool

- Manage student grades
  - Add items to the Gradebook
  - Export Gradebook as .CSV files



The screenshot shows the Gradebook tool interface. At the top, there is a navigation bar with tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. Below this, there is a green 'Add Gradebook Item' button and a status message 'All changes saved.'. The main area displays a table with columns for 'Students', 'Course Grade', and 'Final Exam'. The 'Final Exam' column is highlighted with a red box. A red text box above the table says 'A column will be added after you have added grade items.' A white text box below the table says 'Enter grades for each student.' The table contains one student entry: '山里 敬也先生の, テスト学生 (nb3923269-0628)' with a 'Course Grade' of 'B- (80%)' and a 'Final Exam' score of '80'.

Students	Course Grade	Final Exam
山里 敬也先生の, テスト学生 (nb3923269-0628)	B- (80%)	80

# Gradebook tool

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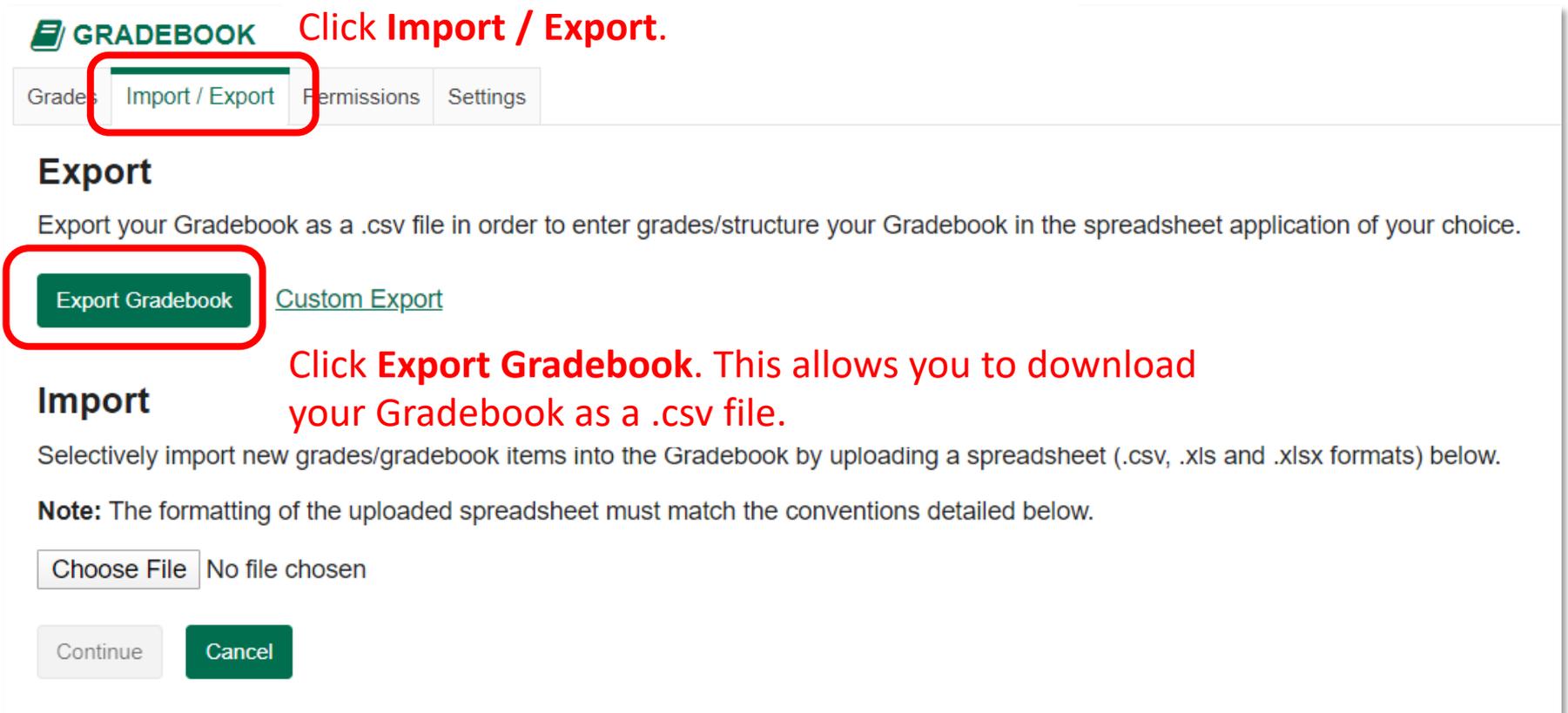
You can check how students view the site by selecting **View Site As** “Student”.

Click **View Columns** to show or hide items.

Open the drop-down menu in each gradebook and click **Edit Item Details**. It allows you to make changes to item settings.

# Gradebook tool

- Manage student grades
  - Add items to the Gradebook
  - Export Gradebook as .CSV files



**GRADEBOOK** Click **Import / Export**.

Grades **Import / Export** Permissions Settings

## Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

**Export Gradebook** [Custom Export](#)

## Import

Click **Export Gradebook**. This allows you to download your Gradebook as a .csv file.

Selectively import new grades/gradebook items into the Gradebook by uploading a spreadsheet (.csv, .xls and .xlsx formats) below.

**Note:** The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen

Continue Cancel