

## Grading and Gradebook

---


### Introduction

This guide explains how to grade assignments on SuccessNet Plus, including automatic and manual grading, viewing student work, and modifying grades. This guide also explains and how to use Gradebook for calculating, exporting, and importing grades.

---

### General Information

The class Gradebook appears in the class view on the Gradebook tab. Every assignment appears in a separate column. Each student appears on a separate row. Preferences and Grade Schemas are set individually for each class. Use the following features to customize the Gradebook display:

- **Advanced Filters:** View grades for specific students or types of assignments
- **Sort column:** Click an assignment name to order scores in an ascending or descending order.
- **Move columns:** Click the double-arrow icon  to reorder columns.
- **Create a custom view:** Select **Save to Custom View** from the Options menu to add the column to the Custom View. The columns added appear in Custom View.



### Automatic Grading

The legend explains common symbols used in Gradebook. On the left side, each student's name appears on a separate row. The class average for each assignment may appear in the first row for each assignment if that feature in Grading Preferences has been enabled.

Assignments appear in separate columns. Homework, quizzes, and tests that contain defined answers are automatically graded in SuccessNet Plus. Question types with defined answers include multiple-choice, true/false, and fill-in-the-blank. Grades for these assignments automatically appear in Gradebook after students submit assignments for grading. The dashed lines mean that the activity has not been started or submitted.

Over the course of the school year, Gradebook will expand in width. Scroll down to find the horizontal scroll bar that allows you to view all assignment columns. To trim the list of displayed assignments, click **Advanced Filters**. Use the search feature to view grades for an individual student or a group of students. Use the filter drop-down menus to display specific assignments or sort the columns by course order, alphabetically, or by due date. Make your selections. Click **View**.

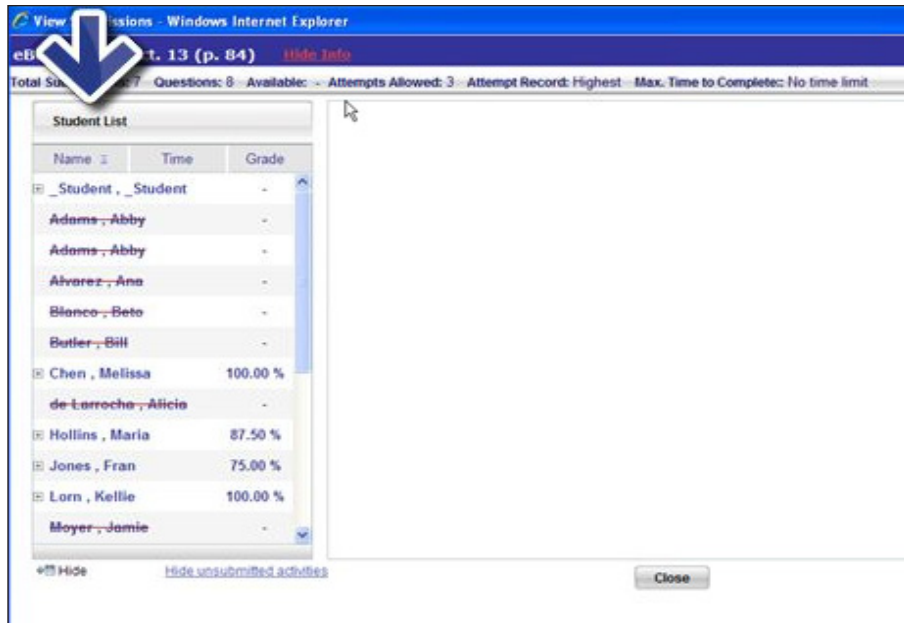
---

## View Student Submissions

To view student submissions, either view all submissions for an assignment or view a single submission. To view all submissions for an assignment, click the assignment Options menu and select **View All Submissions**. The submissions preview pane will appear. If there are late submissions that you decide to accept, click **Accept All Submissions**.

Click **Show Info** to view assignment information, including the total number of submissions, the number of questions, and the number of attempts allowed.

On the left is the Student List. To shorten the list to view only those students who have submitted the assignment for grading, click the **Hide unsubmitted activities** link.



Click a student's name to display the accepted submission. To view all student submissions, click the plus sign. The submission in bold font contains the submission with the grade entered into Gradebook. Assignments that allow multiple submissions may accept the highest score, the average, or the most recent submission. These settings are determined when the content is created or customized.

Above the submission, there are options to delete all submissions for the class, record verbal feedback for the student, send a message, and print. Across from the student's name, the teacher can delete this single submission.

Underneath the student name, there is information such as the date and time submitted, the grade, class average, number of attempts, and time on task. This information may vary for different assignment types. When you have finished viewing all submissions, click **Close**.



To view a student’s individual submission, click the Options menu for the assignment in the student row and select **View Grade/Submission**. If the submission was submitted after the due date and late submissions are acceptable, click **Accept Submission**. After viewing the student’s submission, click **Close**.

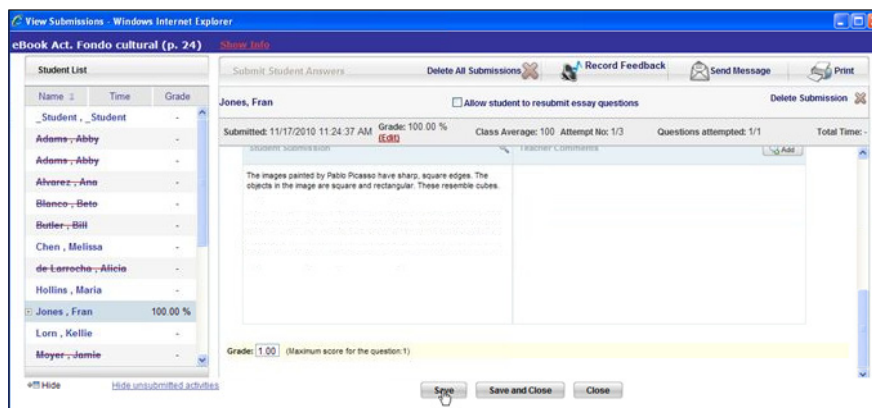
Students can also view their submissions. To hide submissions from students, click the Options menu next to the assignment and select **Hide submissions from students**.

## Manual Grading and Modifying Grades

Gradebook displays the class roster and assignments. The pencil icon indicates that the assignment requires manual grading. Assignments that have been submitted and require manual grading will display Pending.

To grade an individual assignment, select **View Grade/Submission** from the Options menu in the student’s Gradebook row. To grade all submissions, select **View All Submissions** from the assignment Options menu.

Click a student’s name on the Student List to view his or her submission. Read or listen to each response and enter a score for each question. The maximum score is displayed. Once the grading for each question is finished, click **Save**. The grade now appears near the top and next to the student’s name.



If a score is changed, click **Save** again, the overall grade is immediately updated. Finish grading all submissions. Click **Save and Close**.

To modify grades for all submissions, select **Edit Grades** from the assignment Options menu. Enable **Assign global grade** to have all students receive the same grade. Otherwise, enter the number of points earned and the total number of points possible for each student and click **Save**.

Teachers can also edit the grade for an individual student by selecting **Edit Grade** from the Options menu in the student's Gradebook row. Enter the number of points earned and the total number of points possible. The percentage grade appears. Use comments to note why the grade was changed. Students will not see these comments. Now click **Update** to return to Gradebook.



A circular arrow identifies that the grade was modified. To see when a grade was edited or modified and by whom, select **View Grade History** from the Options menu.

---

## Calculate Grades

In Gradebook, there may be a class average column if the feature has been enabled in Grading Preferences. This calculates each student's current average for all class assignments.

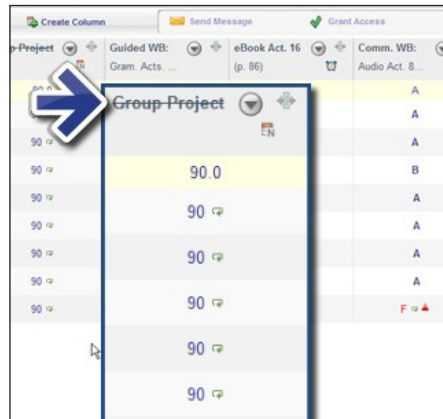
Here are a few important things to consider when using Gradebook to calculate grades. First, past due assignments count as a zero until the teacher accepts the late submissions. Next, assignments requiring manual grading are not included in report calculations until all items are scored. Finally, teachers can display letter grades rather than percentages or raw scores by applying a Grade Schema. Once a Grade Schema is applied, the teacher can modify or remove the Grade Schema from the column at any time.

There are Gradebook features that help calculate grades. Every assignment in SuccessNet Plus appears as a column in Gradebook. In-class assignments, such as oral presentations or group projects, can be added to Gradebook.

First create a custom column. Click **Create Column**. Select **Numeric**. Name the column, select where you want the column inserted, and click **Save**.

Now click the assignment Options menu and select **Edit Grades**. Enter the score or points earned out of the total number possible for all students or complete this for each student and then click **Save**.

The strikethrough means that students will not see the grade column.



To make the grade column appear for students, select **Release Column** from the Options menu. Remember to use the **Student View** to see how changes appear for students on the Grades tab.

To create columns that display grade totals for specific assignment types, first create a calculated column. Click **Create Column** and select **Calculated**. Name the column. To calculate the average for all homework assignments, select **Average**. If a point system is used, these scores may be added rather than averaging them. Next, check the activities to include in this calculation and click **Add**, and then click **Save**.

Complete this process for each assignment type that factors into the overall class grade. Now create a grade total column. Click **Create Column** and select **Total Column**. Name the column and decide where to insert it. Next, find the calculated columns or other grade columns that factor in as a percentage of the overall class grade. Select that column or columns and click **Add**. Now, assign the percentage weight for each column. The values must total one hundred. Click **Save**. A class grade for each student will appear. Release the Grade Total column so that each student sees his or her current class grade.

---

## Export and Import Grades

To export grades from Gradebook, scroll down to the bottom of the page. In the Export drop-down menu in the lower left-hand corner, select **All Grades, Current Display**, or **Student Roster**. Next, choose the export file type and click **Download**.

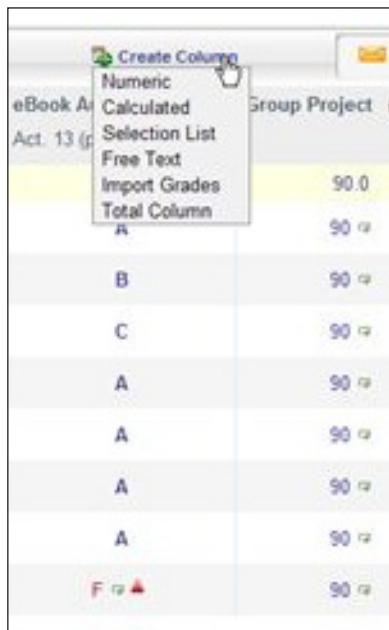


Open the file or save it to the computer. Once grades have been exported, they can be uploaded to a third-party gradebook program or data warehouse.

To import grades, first export your student roster as a CSV file and save it to a local computer. Open the file and enter the score for each student in the Userscore column. Now enter the maximum score possible in the Maxscore column for each student. Be sure to enter numeric scores rather than letter scores.

The import will work even if scores are left blank for one or more students; however, there may be an error message when importing the file. Just ignore the error message. Also, do not alter the UserId, LastName, and FirstName columns. After entering the scores, resave the CSV file.

Click **Create Column**. Select **Import Grades**.



Click **Browse** and navigate to the saved CSV file. Enter a name for the assignment and select where the column inserted should be inserted. Now click **OK**. Imported grades now appear in Gradebook.

---

## Review

This guide explained how to view student work, grade assignments, modify grades, and use Gradebook to calculate, export, and import grades.