

## Gradebook and Grading Assignments

You have completed CTL 202: An Introduction to the CampusWeb LMS, and now it's time to grade students' assignments or submit final grades for the semester. This guide will walk you through the functions and features of the Gradebook within CampusWeb.

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# CTL CampusWeb LMS Guides for Faculty

## Gradebook Overview

The Gradebook in the Course Main Page Menu takes you to the Gradebook homepage. This page contains the (1) student roster with access to (2) grade weighting, (3) evaluations, (4) letter grade ranges, and a (5) link to the full Gradebook display.

The screenshot shows the Gradebook homepage. On the left is a sidebar menu with items: Main Page, Syllabus, Course Information, Email, Collaboration-Forums, Coursework-Assignments, Course Organizer, **Gradebook** (highlighted with a red box and labeled #1), Attendance, Forums, Calendar, and Course Content Import. The main content area has a header with 'Gradebook' and a 'Print this page' link. Below the header, there are two tables: 'Your Students' Grades' and 'Guest Students'. The 'Your Students' Grades table has columns 'Student' and 'Final Grade' and lists: Test, Cin Student (U (5%)), Test, Ima (A (200%)), and Test, Mr (A (105%)). The 'Guest Students' table has columns 'Student' and 'Final Grade' and lists: Baker, Eileen (--). To the right of the tables, there is a 'View the full Gradebook' link (highlighted with a red box and labeled #5). Below this link is a section titled 'Do you want your final grade to include an attendance grade?' with 'Yes' (checked), 'No', and 'More Info' buttons. At the bottom right, there is a section titled 'Other screens' with links: 'Final grade weighting' (labeled #2), 'Evaluations' (labeled #3), and 'Letter grade ranges' (labeled #4).

Student	Final Grade
Test, Cin Student	U (5%)
Test, Ima	A (200%)
Test, Mr	A (105%)

Student	Final Grade
Baker, Eileen	--

## Full Gradebook Display

After clicking View the full Gradebook, the following will display listing all students, grades for each assignment, and overall grades in the course section to date.

The screenshot shows the 'Full 8 Week Template (Temp 00-EB) Gradebook'. It features a table with columns: Student, Final Grade, Homework, Paper, Quiz, Test, and Testing type. The 'Homework' column is highlighted with a red box. To the right of the table, there is a button labeled 'Export to Excel' (highlighted with a red oval and an arrow pointing to it). The table lists students and their grades for each assignment type. Below the table, there is a link 'View guest students'.

Student	Final Grade	Homework	Paper	Quiz	Test	Testing type
Test, Cin Student	U (5%)	U (0%)	--	--	--	--
Test, Ima	A (200%)	U (0%)	--	--	--	--
Test, Mr	A (105%)	A (100%)	--	--	--	--

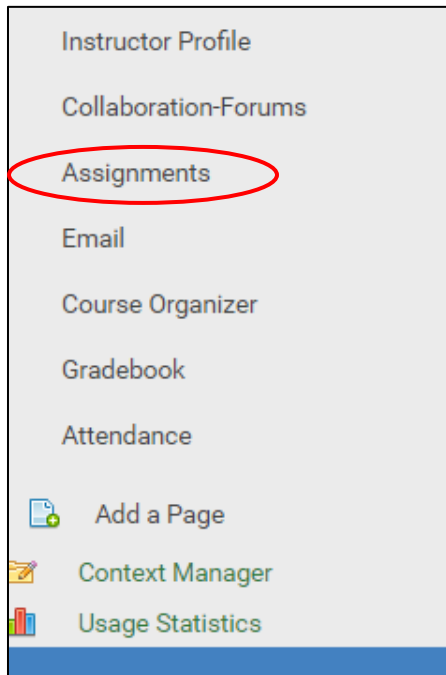
This allows for the Gradebook to be exported to Excel to quickly compare assignment grades.

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## Grading Individual Assignments

Assignments are graded from the Assignments page.

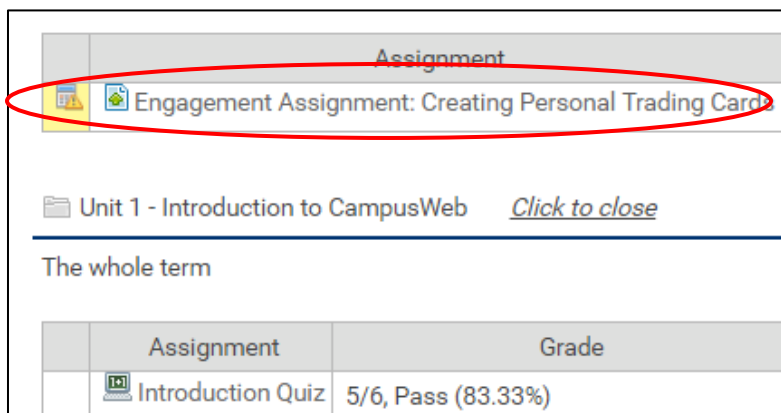
1. Select Assignments from the left Page Menu.



- Assignments that need grading will display an icon that resembles a calculator with exclamation mark.



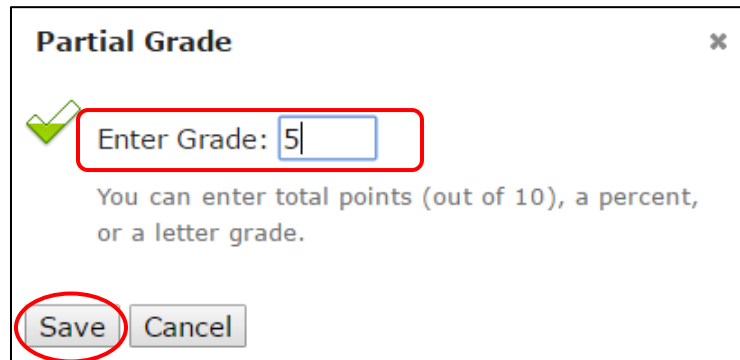
2. Select the name of the assignment to be graded.





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- In this example, the assignment was worth 10 points. I could enter the grade in these ways:
  1. 5 (as shown below)
  2. 50% (5/10 = 50)
  3. F (50% = F grade)
- Click Save.



A dialog box titled "Partial Grade" with a close button (X) in the top right corner. On the left is a green checkmark icon. To its right is a text input field containing the number "5", which is highlighted with a red rectangular border. Below the input field is the text: "You can enter total points (out of 10), a percent, or a letter grade." At the bottom left, the "Save" button is circled in red, followed by a "Cancel" button.

- The score entered will then display in the Gradebook.



A snippet of a gradebook table. The first row has a header "Test, Android". The second row shows the score "5/10, Fail (50%)", which is highlighted with a red rectangular border. To the right of the score are three icons: a green checkmark, a green checkmark, and a red X.


Test, Android	5/10, Fail (50%)	✓	✓	✗
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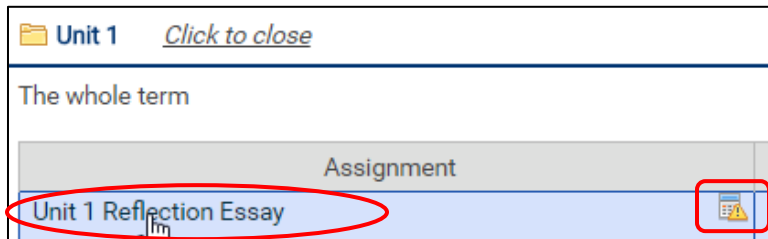
## Grade File Upload Assignments

With a File Upload assignment, there are a few additional steps needed before you are able to enter a grade.

1. Navigate to the Assignments in the left Page Menu.

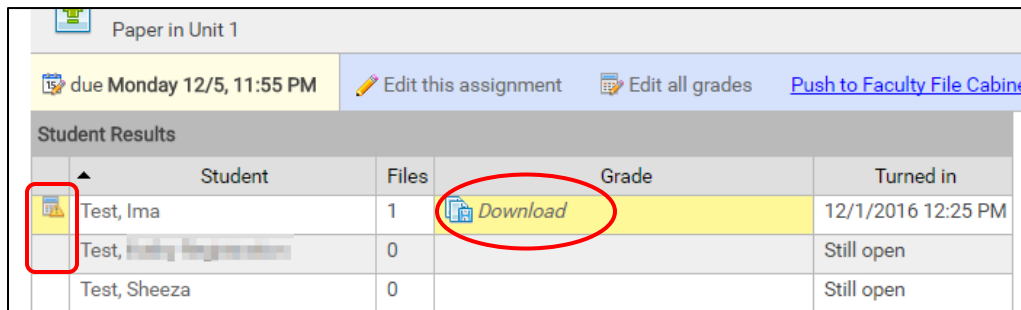
- The 'needs grading' icon () will display next to the names of the students who have submitted the assignment.

2. Click the assignment name.



3. Click Download under the Grade column.

- Notice the 'needs grading' icon is displayed for the student(s) that have submitted the paper, and **not** displayed for those who have not yet submitted.

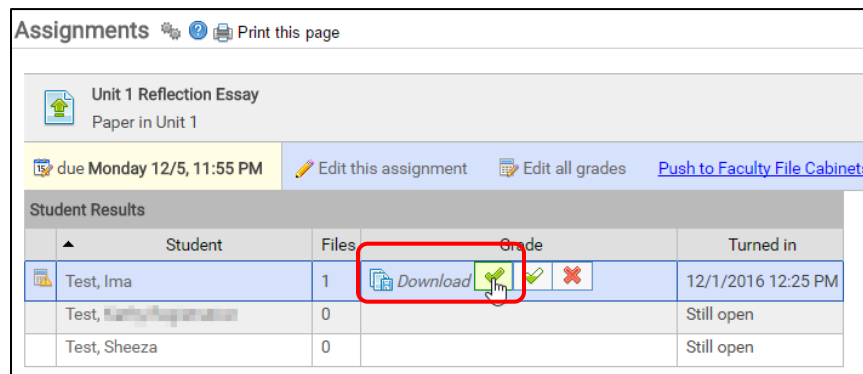


The screenshot shows a 'Paper in Unit 1' header. Below it are links for 'due Monday 12/5, 11:55 PM', 'Edit this assignment', 'Edit all grades', and 'Push to Faculty File Cabinet'. The 'Student Results' table has columns: Student, Files, Grade, and Turned in. The first row for 'Test, Ima' has 1 file and a 'Download' link in the Grade column, which is circled in red. The other two rows have 0 files and 'Still open' in the Turned in column.

Student	Files	Grade	Turned in
Test, Ima	1	<a href="#">Download</a>	12/1/2016 12:25 PM
Test, [redacted]	0		Still open
Test, Sheeza	0		Still open

4. Open the download, review, and grade with the checkmarks as usual.

- The checkmarks become visible as the mouse hovers over the area.



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## Grade Forum Assignments

You are able to grade forum assignments from the Gradebook or directly from the forum topic. The following steps outline the process from the Gradebook, after the deadline for student posting has past.

1. Navigate to the Gradebook.
2. Click the name of the assignment to be graded.

**Assignments** Print this page

Add an Assignment

Student List

Manage Units & Types

Configuration

View the Gradebook

**Recent submissions**

**Sheeza Test** submitted Forum Discussion #1, Yesterday, 11:55 PM

**Ima Test** submitted Forum Discussion #1, Yesterday, 11:55 PM

**Ima Test** submitted Unit 1 Reflection Essay, Yesterday, 12:25 PM

**Unit 1** [Click to close](#)

The whole term

Assignment	Due Date	
Forum Discussion #1	Yesterday, Closed	Forum
Unit 1 Reflection Essay	Monday 12/5, 11:55 PM	Upload

3. Select the student whose post you would like to view.

**Forum Discussion #1**  
Homework in Unit 1

due Yesterday, Closed View the Open Discussion topic Edit this assignment

**Student Results**

Student	Grade	Posts	Replies
Minimum requirements:			
Test, Ima		1	0
Test, Ima		0	0
Test, Sheeza		0	0

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- Click the name of the post (in this example, it would be 'Unit 1 post') to view the student write-up.

The screenshot shows a student's homework status. At the top, a yellow box says "Ima's homework is not yet graded". To the right, an "Enter a Grade" box has a green checkmark for "Full credit" and a red X for "No Credit". Below this, a link says "View Ima's detailed history for this assignment". A "Notes" section states "This homework was turned in on time on Thursday, December 1 at 11:55 PM". A feedback box says "You have not entered any feedback yet." with links for "Add a feedback comment" and "Add a feedback file". Below a dashed line, a "Summary" section shows "Initial Posts" (1 post) and "Replies" (0 replies). At the bottom, under "All Initial Posts", a list shows "Unit 1 post" with a green checkmark icon, which is circled in red.

- The post will display within the grading window.

The screenshot shows a student's post content. At the top, a green checkmark icon is next to the title "Unit 1 post". Below the title, it says "Posted in Discussions > Forums on 12/1/2016 1:04:46 PM". The post content is "I completed the readings and while I was interested, it did not really inspire me to conduct research on my own time." and is circled in red. Below the content, there is a link "Add a private comment". At the bottom, it shows "22 words" and a red circle icon with the text "Disqualify this post from counting toward the requirements".



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5. Provide some sort of feedback or critique on the student post.

- Click 'Add a feedback comment'.
  - Feedback is available from the Assignments feature.
- Click 'Add a private comment'.
  - Comment is available from the Forum feature.
  - A private comment is different from a forum post reply; only the student receiving the comment will be able to see it.

The screenshot displays a Canvas LMS interface for a forum discussion titled "Forum Discussion #1" with the subtitle "Homework in Unit 1". The post is by "Ima Test".

Below the post title, there is a section for grading. It shows "Ima's final grade is Full credit" with a green checkmark icon. To the right, there is a "Enter a Grade" button with a green checkmark for "Full credit" and a red X for "No Credit". A "Hide grade input" button is also present.

Below the grading section, there is a link to "View Ima's detailed history for this assignment".

The "Notes" section indicates that the homework was turned in on time on Thursday, December 1 at 11:55 PM.

Below the notes, there is a feedback section. It contains a message box that says "You have not entered any feedback yet." and two buttons: "Add a feedback comment" (circled in red) and "Add a feedback file".

The "Summary" section shows that the user has made 1 post and has not made any replies.

The "All Initial Posts" section shows a post titled "Unit 1 post" posted on 12/1/2016 at 1:04:46 PM. The post content is: "I completed the readings and while I was interested, it did not really inspire me to conduct research on my own time." Below the post content, there is a button "Add a private comment" (circled in red).

At the bottom of the post, there is a word count of "22 words" and a button "Disqualify this post from counting toward the requirements".

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Feedback screenshot, with a student view:

Welcome back **Ima Test** Personal Info Logout

**UNION** INSTITUTE & UNIVERSITY CampusWeb  
for students, faculty & staff

You are here: Academics > TEST COURSE - TEST > EILEEN CTL TEST COURSE > TEST 303 01 A - EILEEN CTL TEST COURSE > Assignments

**TEST 303 01 A - EILEEN CTL TEST COURSE**

- Main Page
- Syllabus
- Course Information
- Email
- Discussions
- Assignments**
- Gradebook
- Attendance

**Quick Links**

- My Courses
- My Pages
- My Groups
- ADA Services
- Union Library

**Assignments** Print this page

Forum Discussion #1  
Homework in Unit 1

Your final grade is  
**Full credit**

Notes  
This homework was turned in on time on Thursday, December 1 at 11:55 PM

This satisfied the requirement but please use a bit more critical thinking and draw from your text to support your opinion in future posts.

feedback from Eileen Baker, 12/2/2016 10:28 AM

Private comment screenshot, with a student view:

Welcome back **Ima Test** Personal Info Logout

**UNION** INSTITUTE & UNIVERSITY CampusWeb  
for students, faculty & staff

You are here: Academics > TEST COURSE - TEST > EILEEN CTL TEST COURSE > TEST 303 01 A - EILEEN CTL TEST COURSE > Discussions

**TEST 303 01 A - EILEEN CTL TEST COURSE**

- Main Page
- Syllabus
- Course Information
- Email
- Discussions**
- Assignments
- Gradebook
- Attendance

**Quick Links**

- My Courses
- My Pages
- My Groups

**Discussions** Print this page

Search

Show Search Options

Forums > Open Discussion > Unit 1 post

**Unit 1 post**  
Original post and 0 replies:

**Ima Test**  
Students

**Unit 1 post**  
Original Post: Thu 12/1/2016 at 1:04 PM  
I completed the readings and while I was interested, it did not really inspire me to conduct research on my own time.

Edited: Fri 12/2/2016 at 10:27 AM by Eileen Baker

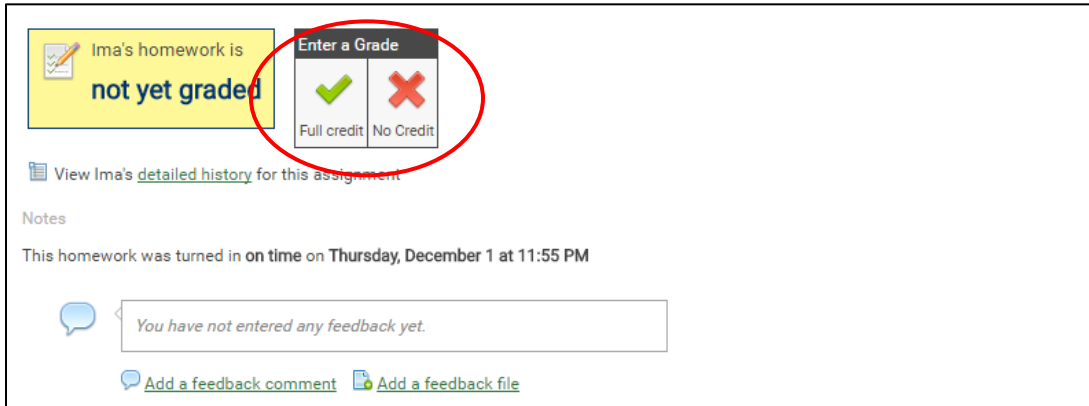
for Forum Discussion #1 View your assignment

**Eileen Baker Commented:**  
While this satisfies the requirements for the assignment please put a bit more critical thinking behind your future posts.

22 words - excluding

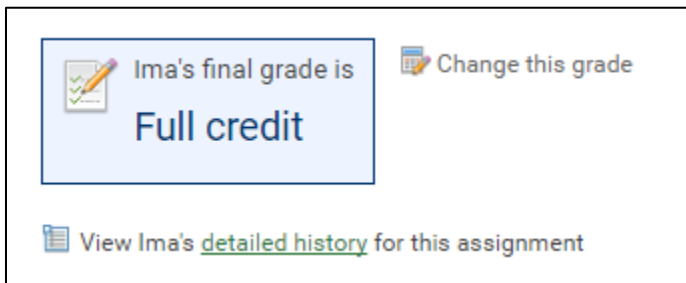
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6. Grade the post by selecting the appropriate checkmark.



The screenshot shows a yellow box with a pencil icon and the text "Ima's homework is not yet graded". To the right, a dropdown menu titled "Enter a Grade" is open, showing two options: "Full credit" with a green checkmark icon and "No Credit" with a red X icon. A red circle highlights the "Enter a Grade" dropdown menu. Below the dropdown, there is a link "View Ima's detailed history for this assignment". Under the "Notes" section, it says "This homework was turned in on time on Thursday, December 1 at 11:55 PM". There is a feedback section with a speech bubble icon and the text "You have not entered any feedback yet." Below this, there are two links: "Add a feedback comment" and "Add a feedback file".

7. The grade will be automatically displayed and saved.



The screenshot shows a blue box with a pencil icon and the text "Ima's final grade is Full credit". To the right of the box is a link "Change this grade" with a pencil icon. Below the box, there is a link "View Ima's detailed history for this assignment".

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## Submit Final Grades

At the end of the semester you will receive an email from the Registrar's Office information you the final grading window is open. Final grades can be submitted directly from the Gradebook.

1. Click Gradebook from the left Course Page Menu.
2. Select 'Submit your grades'.

The screenshot shows the Gradebook interface for the course 'TEST 303 01 A - EILEEN CTL TEST COURSE'. On the left is a navigation menu with options: Main Page, Syllabus, Course Information, Email, Discussions, Assignments, **Gradebook** (highlighted with a red box), and Attendance. The main area is titled 'Your Students' Grades' and contains a table:

Student	Final Grade
Test, Ima	A (100%)
Test, Kathy Registration	--
Test, Sheeza	U (16.67%)

Below the table are buttons for 'Reset Students' and 'Final Grades'. To the right, there is a 'View the full Gradebook' button and a list of 'Other screens' including 'Final grade weighting', 'Evaluations', 'Letter grade ranges', and **Submit your grades** (circled in red).

- The next screen will display your student names.
  - A red circle indicates the student information is **not** ready for submission.
  - A green checkmark indicates the student information is ready for submission.

The screenshot shows the 'Submit Grades' screen for the course 'TEST 303 01 A - EILEEN CTL TEST COURSE (2016 - 8A (Jul - Dec))'. The instructor is 'Eileen Baker' and the grading type is 'Letter Grade'. The screen is divided into two sections: 'Final Grades' and 'Submitted'.

**Final Grades**

	Student Name	Final Grade
<input type="checkbox"/>	Test, Kathy Registration	Select ▼
<input checked="" type="checkbox"/>	Test, Sheeza	U ▼

A red circle highlights the red exclamation mark icon next to 'Test, Kathy Registration'. Below the table is a 'Submit Selected Grades' button.

**Submitted**

	Student Name	Final Grade
<input checked="" type="checkbox"/>	Test, Ima	B ▼

Below the table is a message: 'You don't have permission to update existing grades.'

On the right, a 'Ready to Submit' warning box states: 'Needs Input. Either the student's grade or attendance (or both) from the LMS could not be used. Please enter the missing data manually.'

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3. Check the box to the left of the student name, under 'Not yet submitted'.
  - If you forget to check the box, a reminder message will display.

The screenshot shows the CampusWeb LMS interface. At the top, there is a 'Logout' link. Below it, a green banner displays 'usWeb' and 'faculty & staff'. A red-bordered message box from 'campusweb.myunion.edu' states: 'You must select at least one student.' with an 'OK' button. The breadcrumb trail reads: 'L TEST COURSE > TEST 303 01 A - EILEEN CTL TEST COURSE > Gradebook'. The 'Gradebook' section includes a 'Print this page' link. Below this, the 'Submit Grades' section shows course details: 'Course: TEST 303 01 A - EILEEN CTL TEST COURSE (2016 - 8A (Jul - Dec))', 'Instructor(s): Eileen Baker', and 'Grading type: Letter Grade'. The 'Final Grades' tab is active, showing a table with the header 'Not yet submitted'. The table has columns for checkboxes, status icons, 'Student Name', and 'Final Grade'. Two rows are visible: 'Test, Kathy Registration' with a red exclamation mark icon and a 'Select' dropdown, and 'Test, Sheeza' with a green checkmark icon and a 'U' dropdown. The checkbox for 'Test, Sheeza' is circled in red. A 'Submit Selected Grades' button is at the bottom.

Not yet submitted			
<input type="checkbox"/>		Student Name	Final Grade
<input type="checkbox"/>	!	Test, Kathy Registration <a href="#">i</a>	Select ▼
<input type="checkbox"/>	✓	Test, Sheeza <a href="#">i</a>	U ▼

Submit Selected Grades

4. Click 'Submit Selected Grades'.

This screenshot is a closer view of the 'Final Grades' section. It shows the same table as the previous screenshot. The checkbox for 'Test, Sheeza' is circled in red. Below the table, the 'Submit Selected Grades' button is also circled in red.

Not yet submitted			
<input type="checkbox"/>		Student Name	Final Grade
<input type="checkbox"/>	!	Test, Kathy Registration <a href="#">i</a>	Select ▼
<input type="checkbox"/>	✓	Test, Sheeza <a href="#">i</a>	U ▼

Submit Selected Grades

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- A confirmation message will display that the submission was updated.

The selected items have been successfully updated

**Submit Grades**

Course: TEST 303 01 A - EILEEN CTL TEST COURSE (2016 - 8A (Jul - Dec))  
Instructor(s): Eileen Baker  
Grading type: Letter Grade

**Final Grades**

Not yet submitted		
	Student Name	Final Grade
<input type="checkbox"/>		
<input type="checkbox"/>	Test, Kathy Registration	Select ▼
<input type="button" value="Submit Selected Grades"/>		

**Ready to Submit**

**Needs Input**  
Either the student's grade or attendance (or both) from the LMS could not be used. Please enter the missing data manually.

Submitted		
	Student Name	Final Grade
<input type="checkbox"/>		
<input type="checkbox"/>	Test, Ima	B ▼
<input type="checkbox"/>	Test, Sheeza	U ▼

You don't have permission to update existing grades.

- Continue grading students as needed until all receive a final grade.

## Notes:

- In the above screenshot, the final grade for *Test, Kathy Registration* **can** be submitted manually by using the Final Grade dropdown menu to award a letter grade.
- The final grade for *Test, Ima* and *Test, Sheeza* **cannot** be changed from the Gradebook.

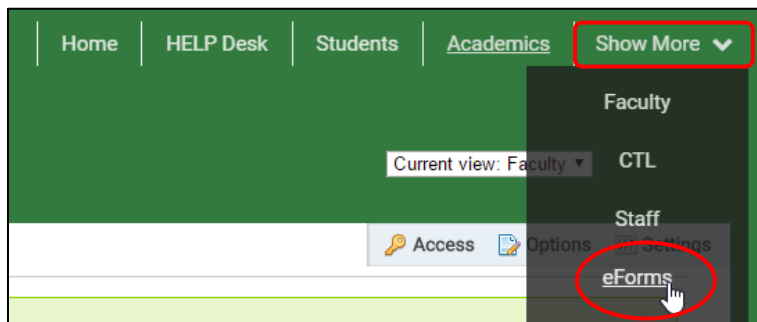
Once a final grade is submitted you are unable to change that grade from the Gradebook; even if the grading window is still open. However, you are able to begin the Grade Change process outlined in the next section.

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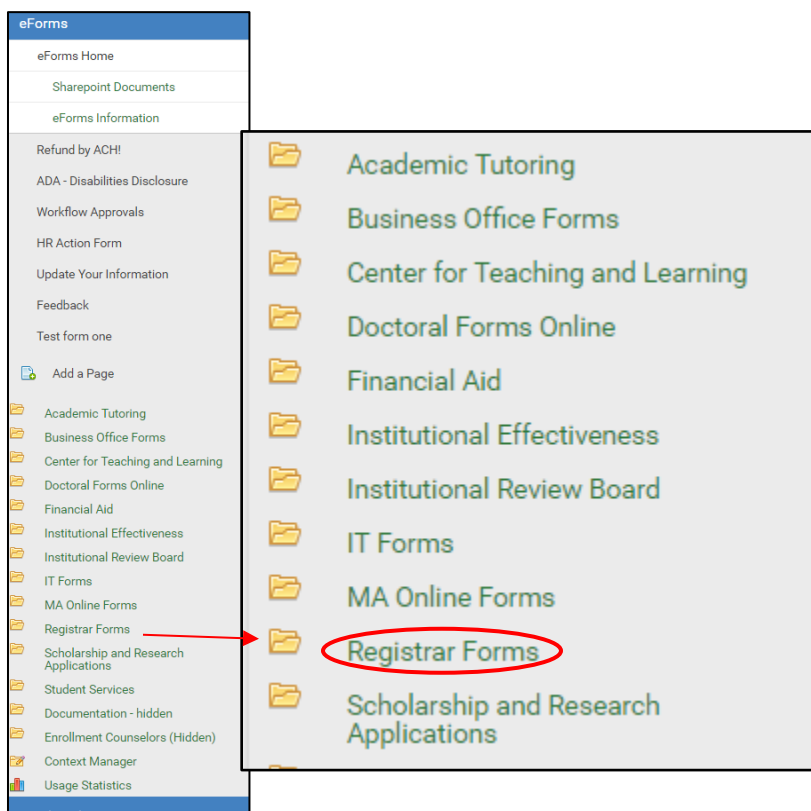
## Change Final Grades after Submission

Once final grades have been submitted you are unable to edit the grade from the Gradebook. However, you are able to initiate the Grade Change process by following these steps:

1. Select Show More.
2. Click eForms.

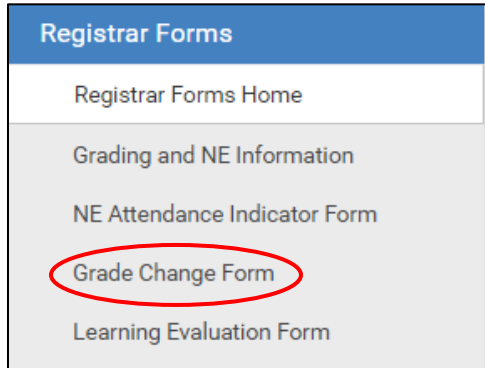


3. Click Registrar Forms from the left Page Menu.



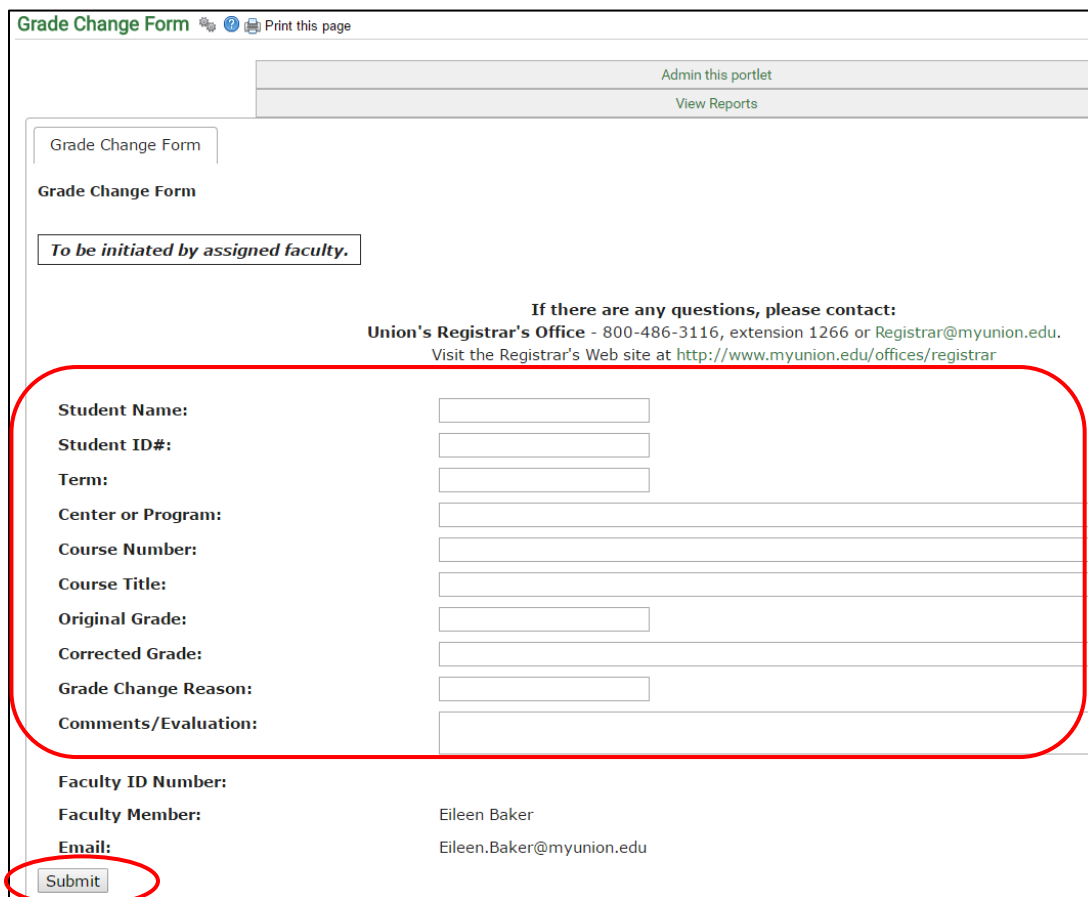
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- Click Grade Change Form from the left.



A vertical menu titled "Registrar Forms" with a blue header. The menu items are: "Registrar Forms Home", "Grading and NE Information", "NE Attendance Indicator Form", "Grade Change Form" (circled in red), and "Learning Evaluation Form".

- Complete the form.
- Click Submit.



The "Grade Change Form" page. At the top, it says "Grade Change Form" with a "Print this page" link. Below this are links for "Admin this portlet" and "View Reports". The main heading is "Grade Change Form". Below it is a box that says "To be initiated by assigned faculty." A note states: "If there are any questions, please contact: Union's Registrar's Office - 800-486-3116, extension 1266 or [Registrar@myunion.edu](mailto:Registrar@myunion.edu). Visit the Registrar's Web site at <http://www.myunion.edu/offices/registrar>". The form fields are: Student Name, Student ID#, Term, Center or Program, Course Number, Course Title, Original Grade, Corrected Grade, Grade Change Reason, and Comments/Evaluation. Below these are Faculty ID Number, Faculty Member (Eileen Baker), and Email (Eileen.Baker@myunion.edu). The "Submit" button is circled in red.

- A copy of the form will be sent to your UI&U email account.

**Note:** Grade changes are manually entered by the Registrar's Office; clicking submit **will not** immediately update the grade in CampusWeb or on the student transcript. Once processed the changed grade will **only** display on the student transcript. The Gradebook will not be updated.