



eLearning Training Manual

13245 CONS - Lorem Ipsum

- 1. Main Page
- 2. Syllabus
- 3. Course Documents
- 4. Assignments
- 5. Calendar
- 6. Interaction
- 7. Attendance
- 8. Gradebook
- 9. Course Details

 Add a Page

 Context Manager

 Usage Statistics

Quick Links

 My Pages

[Carthage E-mail](#)

Finding your course in eLearning

1. Logon to my.carthage.edu and select the **eLearning** tab
2. The default view will show your current courses
3. To see past and future terms, click on **Show: Current Courses**
4. Click on your course and you should see this on the left hand side
5. Don't worry if you are not using all the links, you can remove them later

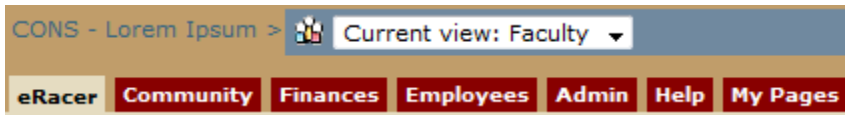
Adding an announcement

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course
3. The first page is the **Main Page** where you can add an announcement
4. Click on **Manage** and choose **New Announcement**
5. Give your announcement a **Title** and add your message in **Details**
6. Check the first box called **All Users in (your course)**
7. Note: this is NOT email. To email, click on the Interaction link.
8. Note that you can apply a date range to the announcement if desired
9. Click on **Save**

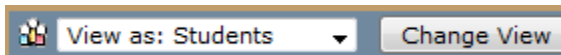
Viewing eLearning pages as a student (Do they see what I see?)

Sometimes it is useful to see how your students can view a page. Your view may differ slightly because you are the administrator of the course.

1. To change a page to student view, look for the drop-down menu at the top of the page.

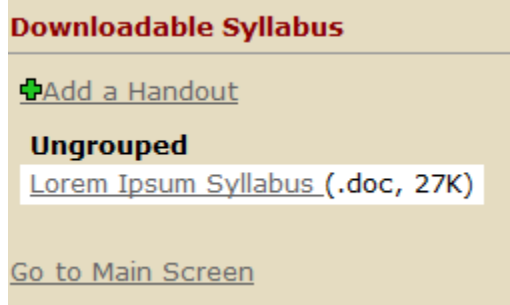


2. Use the drop-down menu to change your view from **Current view: Faculty** to **View as: Students** and click on **Change View**. Remember you need to switch it back to make page changes!

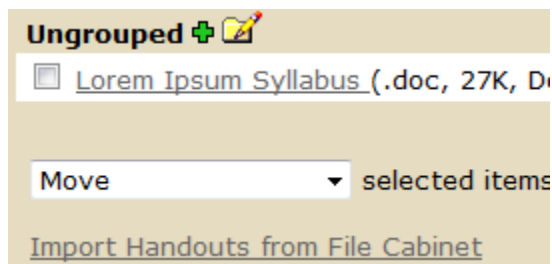


Adding a syllabus

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course and choose **Syllabus** on the left sidebar
3. There are multiple ways to add a syllabus
 - a. To add a downloadable file of your syllabus, click on **Add a Handout** and attach your syllabus
 - b. To add a viewable syllabus on the page, click on **Edit Content** under **Course Syllabus** and cut and paste your syllabus in the content area
 - c. You can also import a syllabus from your file cabinet. To do this, click on **Downloadable Syllabus** in the left hand side bar (or click on **Go to Main Screen** from the Syllabus page)

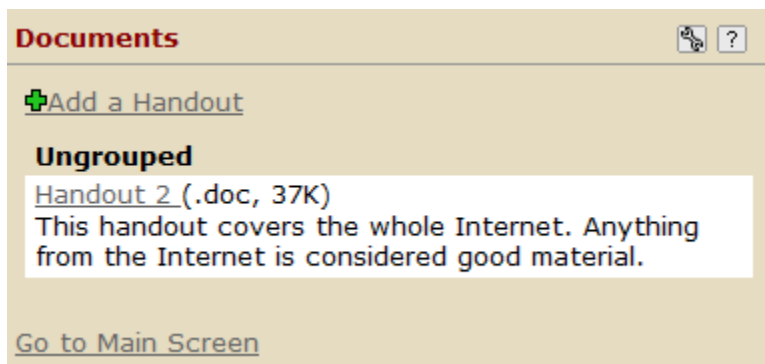


- d. Click on **Import Handouts from the File Cabinet**. (Note: you must have content in the file cabinet to see this!)

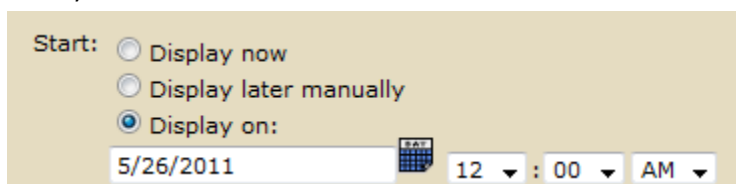


Adding a course document (Handout)

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course and choose **Course Documents** on the left sidebar
3. You have two ways to add a document:
 - a. Click on **Add a Handout** (this is basically a file attachment)
 - b. Or click on **Go to Main Screen** on the left and import it from your File Cabinet



4. Make sure to select a **Display on** date, otherwise students will NOT BE ABLE TO SEE THE HANDOUT. Set it for yesterday's date and click **Save**. (This is an anomaly that will be fixed.)



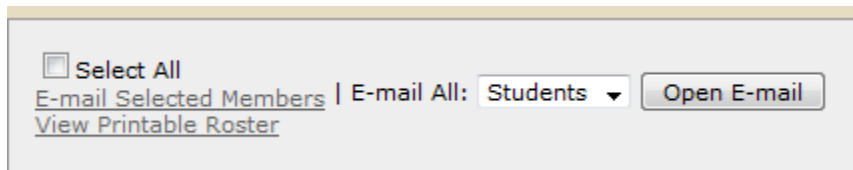
Adding a bookmark (External Link)

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course and choose **Course Documents** on the left sidebar
3. Under **External Links**, click on **Add a Bookmark**
4. Give a name (**Label**) to the bookmark and type in the URL address. Give a description if desired. Click **Save**.



Sending email through eLearning

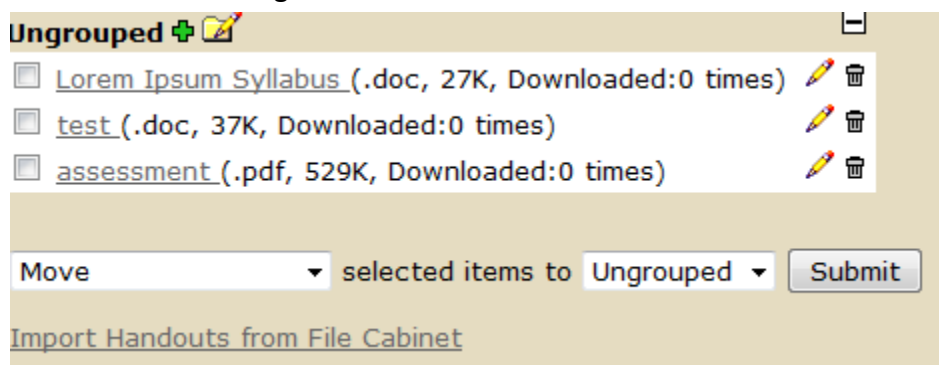
1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course and click on **Interaction** in the left sidebar
3. Click on **Coursemates**
4. Select individuals you want to email or scroll all the way to the bottom to **Select All**



5. Clicking on **Open E-mail** emails all students. Otherwise, click on **E-mail Selected Members**
6. Write your message and click **Send**

Deleting Documents and Items from eLearning

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course that you want to edit
3. From the left hand side bar, navigate to the page you want to edit. Click on **Go to the Main Screen** for the portlet (i.e. Assignments, Course Documents, Syllabus, etc.) You should see something like this:



4. You can delete an item by clicking on the trash can icon
5. Multiple items can be check marked and then deleted by selecting **Delete** from the drop-down menu and clicking on **Submit**.

Context Manager

The context manager allows you to change the name of the course, rearrange and add pages, create subsections, and set permissions for users.

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Choose your course
3. Click on **Context Manager** on the left sidebar

Context Manager




Properties **Pages** **Sub-Sections** **Permissions**

Name: 12345 Your class name

4. **Properties** – Allows you to change the course name. For example, if you need to identify your class as 12345 Heritage Night Class. (Please, do not change the number.)
5. **Pages** – Allows you to reorder the navigation scheme (left sidebar) and add eLearning pages
6. **Permissions**
 - a. Helps you add/hide what can be seen by users on the left side navigation bar. For example, you can hide attendance if you do not want your students to see it.
 - b. You can add a role for a user. For example, when you are co-teaching and want to add permissions for another person.
 - c. You can also add students to your eLearning course. Click on the **Add additional student** link. Students will still need to register if they are to be “officially” registered for the course.
 - d. Then, click the **Add non-roster student** link and choose the correct student.
 - e. Click **Add individual users** and then search for and add the desired students

You are here: eRacer > Library Information Serv - LIS > Instructional Technology 101 > LIS-InstTech-101 01 - Instructional Technology 101 > 3. Course Documents

Context Manager

CONS-LIS-InstTech-101-01 Students		
Student	Status	Action
 Johnson, Jessica	Non-roster	Remove
 Magnuson, Marta		
 Murphy, Michael Joseph	Roster student	

CONS-LIS-InstTech-101-01 has **3 students**

- 2 roster students
- 1 non-roster student

[+ Add a non-roster student](#)

[? About non-roster students](#)

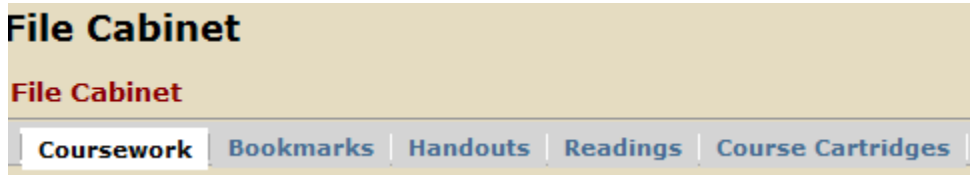
[Back to the permissions screen](#)

[Exit](#)

File Cabinet

The File Cabinet is your personal storage area where you can store coursework, bookmarks (external links), handouts, and readings. You can import material into an eLearning course, as well as export material from an eLearning course into the File Cabinet.

1. Click on **My Pages** on the left hand side bar
2. Click on **File Cabinet** and you should see the following areas:

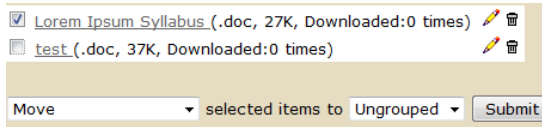


3. You may want to consider creating a folder for each content area corresponding to your class. For example, under **Handouts**, creating a folder for Heritage and a folder for Religion allows you to identify the class in which it belongs. You may wish to do the same for **Coursework** or **Bookmarks**. At this point, we are not using the **Readings** tab.
4. **Coursework** – please note that this is where you can store quiz, exam, or other graded material that you exported from **Assignments**.

Adding material to the File Cabinet

When you are in the **File Cabinet** you can add content two different ways:

1. Adding outside content from your computer or other source
 - a. You use the attachment feature to add content to **Handouts** and **Bookmarks**.
 - b. Click on **Handouts** or **Bookmarks**, and you will see the **Upload Files** button. Click on that button and browse out to the file you want to attach.
 - c. Note that you cannot attach content to be stored in the Course Documents portion of the File Cabinet
2. Exporting content from an eLearning course into the File Cabinet
 - a. From a course in **eLearning**, click on **Go to Main Screen** of the portlet area
 - b. You will see a list of documents that have been added
 - c. Check the documents that you want and click on the down arrow and change **Move** to **Save to File Cabinet**. Click on **Submit**.



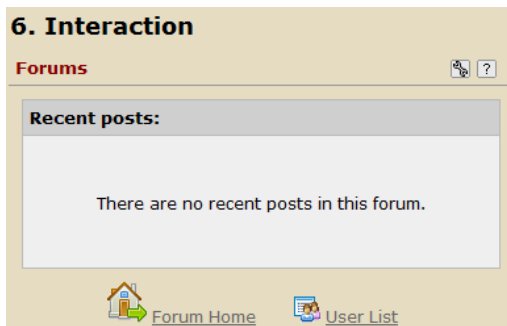
eLearning Discussion Forums

eLearning allows you to create discussion forums that are either public and for the whole class or private and for a select group within a class.

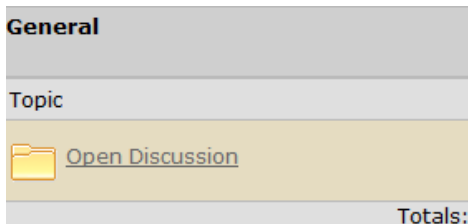
Open discussion forum

Every class, by default, has an open discussion topic in the **General Forum** that anybody in the class can post and read. Unless you change the rights, this forum is not moderated. To access this forum in order to post, read, or reply to messages, do the following:

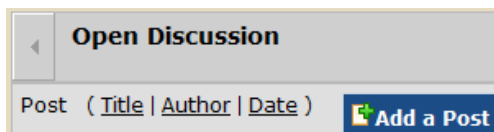
10. Logon to my.carthage.edu and select the **eLearning** tab
11. Select your course
12. Select **Interaction** then **Forums** on the left hand side, or click on **Forum Home**



13. To add a new post, click on the **Open Discussion** link



14. Click on **Add a Post**

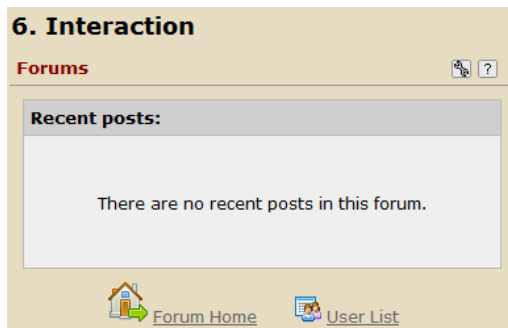


15. Write your post, and click on **Submit**

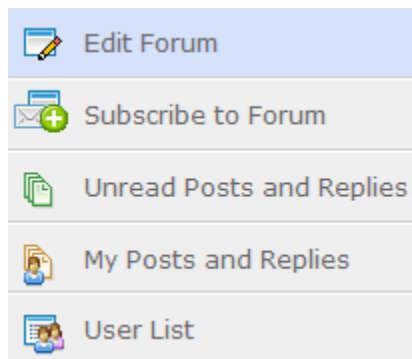
Creating a New Forum and New Topics

The ability to create new forums and additional topics under each forum allows the organization of the discussion to be structured in a manner that can follow the syllabus, assignments, readings, etc. Additionally, you could separate parts of a class into different discussion groups within a forum.









1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course
3. Select **Interaction** then **Forums** on the left hand side or click on **Forum Home**



4. Click on **Edit Forum**. This will give you the ability to add new forums (called categories) and new topics.



5. To add a category (new forum) or a topic to a category click on either **Add a Category** or **Add a Topic** (Note: A category needs a topic in it in order for people to post messages.)

 Add a Category					
General		 Edit Category	 Delete Category		
Topic		Users	Posts	Replies	Access
 Add a Topic					
 Open Discussion	 	1	1	0	
Totals:		1	1	0	

6. Forum and topic attributes:
- Give the topic or category a **Name**
 - Give the topic or category a **Description**
 - Assign an **Activation** date if desired
 - Access** should be left as open unless you want to restrict it to a subset of students
7. Click on **Save** at the bottom of the screen
8. Assigning permissions - You can assign permissions or edit permissions at any point for a category or topic. Remember that the DEFAULT for all forums and topics as that it is open to all users of a course and guests.
- Restrict access for only users in a course, click on **Restricted access** and put a checkmark in the box labeled **All Users "Whatever your course name"**
 - Restrict to individual users – Click on **Restricted access** and then the **Add Individual Users** link and add users as needed.

10

eLearning Assignments

eLearning allows you to create assignments that are either online, basic, or file upload assignments. Assignments can be organized by either Unit or Type, depending on your preference. Note that all assignments need to have a point value assigned to them during their creation.

Adding an online test

Online – An assignment that is generally in the form of a quiz or exam in which you can include multiple choice, true/false, short answer, and essay questions.

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course
3. Select **Assignments** on the left hand side
4. Click on **Add an Assignment**
5. Click on **The Online Test format**
6. Give the assignment a name
7. **Required** - Select either **Required**, **Extra Credit**, or **Optional**
8. Choose the type of assignment (add more types by clicking the green +)
9. Assign a due date
10. Assign a date to **Open** the assignment (this is when students can begin to take the quiz)
11. You must assign a point value to every assignment unless you select Not Graded

12. You can add **Assignment Options**, **Instructions** and attach **Relevant Files** by clicking on the **green arrows** (not required).

The screenshot shows a web interface for creating an assignment. It features two expandable sections: 'Step Two: Online Assignment Options (Optional, Click to expand)' and 'Step Three: Instructions & Files (Optional, Click to expand)'. Below these sections are two buttons: 'Save your assignment' and 'Cancel'. At the bottom, there is a 'Back to Main Screen' link with a left arrow and a 'Help with creating an assignment' link with a question mark icon.

13. **Assignment Options** allows you to add a **Test Review**, **Extra Credit**, **Time Limit** and **Retakes**.

14. Click **Save** button

15. Start adding questions, you can choose from:

- a. Equation
- b. Essay (requires you to assign the grade for this question format)
- c. Matching
- d. Multiple Choice/Answer
- e. Short Answer (requires you to assign the grade for this question format)
- f. True/False

16. Assign a **Point Value** for each question and click on **Save**.

17. Do you want to set time limits or allow multiple attempts? In the Test Builder, click on **Edit**

The screenshot shows the 'Coursework' interface for an 'online test' assignment titled 'Assignment in Final Project Directions'. A red circle highlights the 'Activate Now' button. Below this, there are fields for 'Time limit' (set to 'No time limit'), 'Opens on' (Thu 12/8, 11:55PM), and 'Due on' (Fri 12/9, 11:55PM). There are links for 'Preview this test' and 'Add Section'. The 'Assignment' section shows a table with one question: 'Put numbers in descending order' of type 'Ordering' with a point value of 1. A red circle highlights the 'Edit' button for this question. At the bottom, there are links for 'Edit all points' and 'Manage questions', and a 'Total: 1 Points' summary.

Question	Type	Point Value
Put numbers in descending order	Ordering	1

18. In the Test Builder, click on **Activate Now** to launch the online test. Click **More** to preview a test, add bonus points for the whole class, and edit the test.

Viewing results of your online test

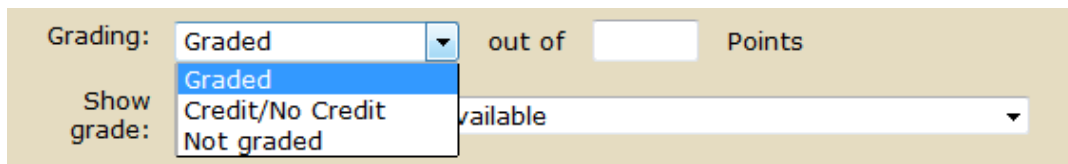
1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course
3. Select **Assignments** on the left hand side
4. Click on the name (link) of the assignment, i.e. Quiz 1
5. You should see a list of your students who have completed the assignment
6. To see how the individual students answered questions, to change a point value, or enter a point value for a short answer/essay question, click on the student's name.
7. Click on **Change this grade** to adjust an individual grade for a student and **Add a feedback comment** to leave feedback.
8. Click on **Reopen the quiz** to have the student retake the quiz or exam.

The screenshot displays the 'Coursework' interface for a 'Quiz for Ch 1'. At the top, it shows navigation links: 'Previous', 'Jessica's assignments', and 'Next'. Below this, the assignment is identified as 'Quiz for Ch 1' with a '1+1' icon and 'Quizzes in Week 1'. The student 'Jessica Johnson' is listed with an information icon and an email icon. To the right, there are links for 'Other students' and 'Next'. The main section shows 'Jessica's final grade is 0/5, F (0%)' with a 'Change this grade' link. Below this, there are two options: 'Reopen the quizzes' with a description 'Jessica did not take the quizzes. Use this option to give another chance to take it.' and 'View Jessica's detailed history for this assignment'. A section titled 'About this grade' states 'Jessica did not take this quizzes'. There is a feedback comment box with the text 'You have not entered any feedback yet.' and links for 'Add a feedback comment' and 'Add a feedback file'. At the bottom, the student 'Jessica Johnson' is listed again with 'Other students' and 'Next' links. The footer repeats the 'Quiz for Ch 1' title and navigation links.

Adding a basic assignment

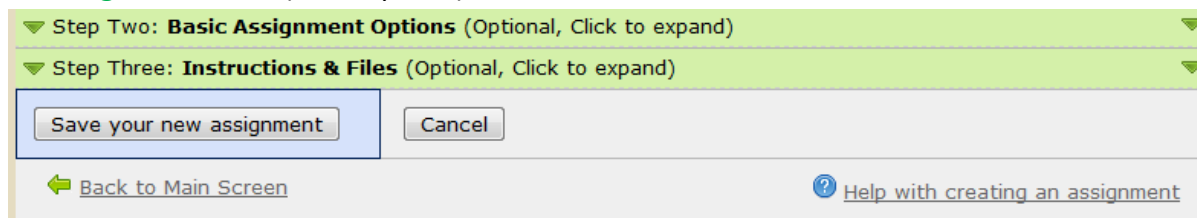
Basic – An assignment that students do and turn in outside of eLearning. Instructor still assigns a point value so that the assignment can be counted in the Gradebook.

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course
3. Select **Assignments** on the left hand side
4. Click on **Add an Assignment**
5. Click on **The Basic format**
6. Give the assignment a name
7. **Required** - Select either **Required**, **Extra Credit**, or **Optional**
8. Choose the type of assignment (add more types by clicking the green +)
9. Assign a due date
10. Assign a date to **Open** the assignment (this is when students can begin to take the quiz)
11. You must assign a point value to every assignment unless you select Not Graded



The screenshot shows a form for setting grading options. It includes a 'Grading:' dropdown menu with 'Graded' selected, a 'Show grade:' dropdown menu with 'Graded' selected, and a 'Points' field with 'out of' and 'Points' labels. A 'Not graded' option is also visible in the 'Show grade:' dropdown.

12. You can add **Basic Assignment Options**, **Instructions** and attach **Files** by clicking on the **green arrows** (not required).



The screenshot shows two expandable sections: 'Step Two: Basic Assignment Options (Optional, Click to expand)' and 'Step Three: Instructions & Files (Optional, Click to expand)'. Below these sections are buttons for 'Save your new assignment' and 'Cancel'. At the bottom, there are links for 'Back to Main Screen' and 'Help with creating an assignment'.

13. Click **Save**

Viewing results and assigning a grade for a basic assignment

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course
3. Select **Assignments** on the left hand side
4. Click on the name (link) of the assignment, i.e. Paper One
5. You should see a list of your students

6. Because this is an offline assignment, enter the **Grade** by clicking on one of the green checkmarks or the red cross.

4. Assignments [Edit page](#)

Coursework

test basic
Assignment in Final Project Directions

◀ Previous Other assignments Next ▶

📅 due **Tomorrow, 11:55 PM** 📊 Edit all grades 🔄 Enter a default grade More ▼

Student Results ✨ Scored out of 12 points

Student	Grade
Johnson, Jessica	✓ ✓ ✗
Murphy, Michael Joseph	✓ ✓ ✗

Results from Student Emulation

Student	Grade
Magnuson, Marta	✓ ✓ ✗

test basic
Assignment in Final Project Directions

◀ Previous Other assignments Next ▶

7. To give feedback or bonus points to an individual student, click on the student's name.
8. If you want to give bonus points to all students in the class for this assignment, click **More** and then click **Give class-wide bonus**.

4. Assignments [Edit page](#)

Coursework

test basic
Assignment in Final Project Directions

◀ Previous Other assignments Next ▶

📅 due **Tomorrow, 11:55 PM** 📊 Edit all grades 🔄 Enter a default grade **More ▼**

Student Results

Student
Johnson, Jessica
Murphy, Michael Joseph

Results from Student Emulation

Student
Magnuson, Marta

[Edit this assignment](#) [Delete this assignment](#)

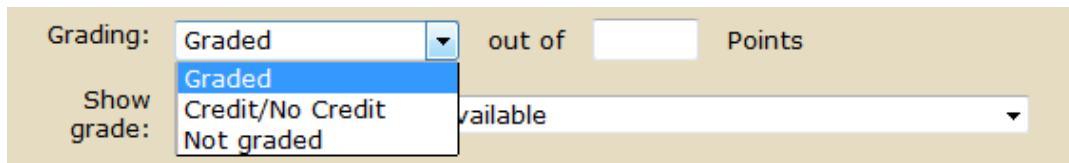
[Give a class-wide bonus](#)

Type: **Assignment**
Unit: Final Project Directions
Scored: **Out of 12**
Due Date: **Tomorrow, 11:55 PM**

Adding a file upload assignment

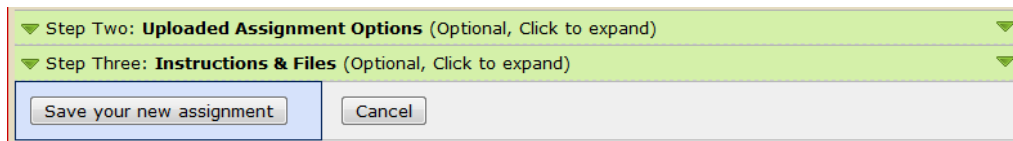
File Upload – An assignment where students send you a document (paper) on eLearning by a selected due date.

1. Logon to my.carthage.edu and select the eLearning tab
2. Select your course
3. Select **Assignments** on the left hand side
4. Click on **Add an Assignment**
5. Click on **The File Upload format**
6. Give the assignment a name
7. **Required** - Select either **Required**, **Extra Credit**, or **Optional**
8. Choose the type of assignment (add more types by clicking the green +)
9. Assign a due date
10. Assign a date to **Open** the assignment
11. You must assign a point value to every assignment unless you select Not Graded



The screenshot shows a form for setting assignment grading. It includes a 'Grading:' dropdown menu with options 'Graded', 'Credit/No Credit', and 'Not graded'. To the right is a text input for 'out of' followed by 'Points'. Below the 'Grading:' dropdown is a 'Show grade:' dropdown menu with the same three options. The form has a light beige background.

12. Change **Assignment Options**, add **Instructions** and attach **Relevant Files** by clicking on the **green arrows** (not required).



The screenshot shows two expandable sections: 'Step Two: Uploaded Assignment Options (Optional, Click to expand)' and 'Step Three: Instructions & Files (Optional, Click to expand)'. Below these sections are two buttons: 'Save your new assignment' and 'Cancel'.

13. Click **Save** button

Viewing results and assigning a grade to a File Exchange assignment

1. Logon to my.carthage.edu and select the **eLearning** tab
2. Select your course
3. Select **Assignments** on the left hand side
4. Click on the name (link) of the assignment, i.e. Paper One
5. You should see a list of your students who have completed the assignment
6. To download all submitted papers by all students, click on the **Download all files** link under **More**:

Coursework

Test file upload
Attendance/Daily Work/Participation in Unit 1

◀ [Previous](#) [Other assignments](#) [Next](#) ▶

due **Tomorrow, 11:55 PM** [Edit this assignment](#) [Edit all grades](#) [More](#) ▼

✿ Scored out of 15

Test file upload
Attendance/Daily Work/Participation in Unit 1

[Download all files](#) [Delete this assignment](#)
[Give a class-wide bonus](#)

Type: **Uploaded Attendance/Daily Work/Participation**

Unit: Unit 1

Scored: **Out of 15**

Due Date: **Tomorrow, 11:55 PM**

Restrictions: Minimum of 1 files

7. From the above screen, you can also **Edit the assignment**, **Edit all grades** for the assignment, and **Give a class-wide bonus** for the assignment.
8. By clicking on an individual student's name in an assignment, you can download files, leave feedback, send the file back with corrections, give a grade and bonus, and change the assignment due date for that specific student.

Coursework

Tech Activity Paper
Technology Activities and Paper in Week 4

◀ [Previous](#) [Jessica's assignments](#) [Next](#) ▶

by **Jessica Johnson**

[Other students](#) [Next](#) ▶

Jessica's final grade is
80/100, B- (80%)

[Change this grade](#)

⊖ Jessica won't be able to see this grade until the due date passes, at 05:00 PM on 07/10/2012

[Reopen the technology activities and paper](#) to let Jessica do more work on it

[View Jessica's detailed history](#) for this assignment

Notes

Jessica did not turn in this technology activities and paper

You have not entered any feedback yet.

[Add a feedback comment](#) [Add a feedback file](#)

eLearning Gradebook

The Gradebook consists of the assignments you creation on the Assignments page and any information you added to the Attendance page. Therefore, it is crucial to add your Assignments before attempting to use the Gradebook. There are several different **Final Grade Weighting** methods from which to choose.

The Points Method



When you choose the Points Method, the weight for each assignment is taken directly from its original point value, which you did when you added the assignment to the Assignments page. Since most assignments already have point values, very little additional set-up work is required when using this option.



1. Click on **Final Grade Weighting** and click on **The Points Method** (you may need to click on the **Change weighting method** link too.)
2. Click on **Gradebook** icon (a book) to see an overview of the Gradebook that shows every student's overall grade.

8. Gradebook [Edit page](#)

Gradebook





   


Your current weighting method: [Back to the Final Grade Weighting screen](#)

Gradebook Overview

8. Gradebook

Gradebook

 **The Full Instructional Technology 101 (LIS-InstTech-101-01) Gradebook**

[Back to scrolling Gradebook view](#)

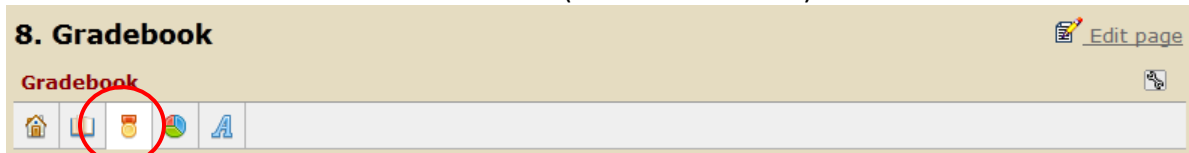
Student	Final Grade	Week 1 Discussions	Week 2 Discussions	test	Week 3 Discussions	Week 4 Discussions	Project Draft and Peer Review
Johnson, Jessica	80/121 (D, 66.1%)	--	--	0/12, F (0%)	--	--	--
Murphy, Michael Joseph	0/121 (F, 0%)	--	--	0/12, F (0%)	--	--	0/100, F (0%)

[Back to scrolling Gradebook view](#)


Week 1 Discussions	Week 2 Discussions	test	Week 3 Discussions	Week 4 Discussions	Project Draft and Peer Review
--------------------	--------------------	------	--------------------	--------------------	-------------------------------

[View guest students](#)

3. If you are using attendance as part of a grade, you will need to set this up.
 - a. Click on the **Evaluation** icon (looks like a medal)




- i. Click on **Attendance** and you will see the option to add or delete attendance from the final grade.
 - ii. If you choose to count attendance, click on the **Attendance Page** link to set up class dates on the attendance page.

4. To view how the individual student has done in your course click the Home icon.  Then, click on the student's name. You will see:

- a. Overall grade result with percentage, points, and grade letter.
 - b. Grade score for both attendance and coursework
 - c. Coursework detail in regards to how the student did on each assignment
 - d. Click on the Give (student's name) extra credit to adjust the final grade. You can use the – sign to lower a grade.

5. To configure attendance, view coursework breakdown, set letter grade values, or change the grade weighting and organization method, do the following:

- a. Click on the Home icon 
 - b. Choose appropriate link to make changes

8. Gradebook


Gradebook

Your Students' Grades




Student	Final Grade
Johnson, Jessica	72/121 (F, 59.5%)
Murphy, Michael Joseph	0/121 (F, 0%)

Guest Students

Student	Final Grade
Magnuson, Marta	0/21 (F, 0%)

 [View the full Gradebook](#)

Other screens

-  [Final grade weighting](#)
-  [Evaluations](#)
-  [Letter grade ranges](#)

The Unit Method

In this grading method, each Unit is weighted equally and assignments are weighted by point value. You should use this method if you set up your Assignments page by Units (as opposed to Types.)



1. Click on **Final Grade Weighting** and click on **The Unit Method** (you may need to click on the **Change weighting method** link too.)
2. Click on **Gradebook** icon (a book) to see an overview of the Gradebook that shows every student's overall grade.

8. Gradebook [Edit page](#)

Gradebook

Your current weighting method:

Gradebook Overview

8. Gradebook

Gradebook

The Full Instructional Technology 101 (LIS-InstTech-101-01) Gradebook

[Back to scrolling Gradebook view](#)

Student	Final Grade	Week 1 Discussions	Week 2 Discussions	test	Week 3 Discussions	Week 4 Discussions	Project Draft and Peer Review
Johnson, Jessica	80/121 (D, 66.1%)	--	--	0/12, F (0%)	--	--	--
Murphy, Michael Joseph	0/121 (F, 0%)	--	--	0/12, F (0%)	--	--	0/100, F (0%)

[Back to scrolling Gradebook view](#)

[View guest students](#)


3. If you are using attendance as part of a grade, you will need to set this up.
 - a. Click on the **Evaluation** icon (looks like a medal)

8. Gradebook [Edit page](#)

Gradebook

- i. Click on **Attendance** and you will see the option to add or delete attendance from the final grade.
- ii. If you choose to count attendance, click on the **Attendance Page** link to set up class dates on the attendance page.



4. To view how the individual student has done in your course click the Home icon.
Then, click on the student's name. You will see:
 - a. Overall grade result with percentage, points, and grade letter.
 - b. Grade score for both attendance and coursework
 - c. Coursework detail in regards to how the student did on each assignment
 - d. Click on the Give (student's name) extra credit to adjust the final grade. You can use the – sign to lower a grade.
5. To configure attendance, view coursework breakdown, set letter grade values, or change the grade weighting and organization method, do the following:
 - a. Click on the Home icon 
 - b. Choose appropriate link to make changes

8. Gradebook

Gradebook

Your Students' Grades


Student	Final Grade
Johnson, Jessica	72/121 (F, 59.5%)
Murphy, Michael Joseph	0/121 (F, 0%)


Guest Students


Student	Final Grade
Magnuson, Marta	0/21 (F, 0%)

 [View the full Gradebook](#)

Other screens

 [Final grade weighting](#)

 [Evaluations](#)

 [Letter grade ranges](#)

The Type Method


In this grading method, assignments are grouped by Type and equally weighted. You chose the type for each assignment when you created the assignment on the Assignments page. The weight of each type is entered manually.



1. Click on **Final Grade Weighting** and click on **The Type Method** (you may need to click on the **Change weighting method** link too.)




2. Click on the icon. You should then see an **Overall Grade Breakdown**. You must in the desired **Weight** for each type.

 **Final Grade Weighting**
 Use this screen to view and adjust the weights of the different categories and assignments that make up your course grade.
[? What is final grade weighting?](#)


Overall Grade Breakdown
 To make a change, just enter new weights in the weight boxes.


Type	Weight
Assignment	5 %
Discussions	5 %
Final Project	10 %
Project	5 %
Quizzes	5 %
Technology Activities and Paper	30 %
Evaluations	40 %
<i>This is your current grade breakdown</i>	100%






 [Change weighting method](#)


Dropping Assignments
☐ Drop each student's **1** lowest scores out of all assignments*
 * You can drop scores on a type-by-type basis from the Type Detail Screen, accessed by clicking an assignment type name in the table above. Scores can also be dropped manually for individual students on the Student Detail screen.

- Click on **Gradebook** icon (a book) to see an overview of the Gradebook that shows every student's overall grade.

8. Gradebook  [Edit page](#)

Gradebook 






    


Your current weighting method:  [Back to the Final Grade Weighting screen](#)

Gradebook Overview

8. Gradebook

Gradebook

 **The Full Instructional Technology 101 (LIS-InstTech-101-01) Gradebook**

[Back to scrolling Gradebook view](#)

Student	Final Grade	Week 1 Discussions	Week 2 Discussions	test	Week 3 Discussions	Week 4 Discussions	Project Draft and Peer Review
Johnson, Jessica	80/121 (D, 66.1%)	--	--	0/12, F (0%)	--	--	--
Murphy, Michael Joseph	0/121 (F, 0%)	--	--	0/12, F (0%)	--	--	0/100, F (0%)






[Back to scrolling Gradebook view](#)

[View guest students](#)


7. If you are using attendance as part of a grade, you will need to set this up.
 - a. Click on the **Evaluation** icon (looks like a medal)

8. Gradebook [Edit page](#)

Gradebook


    

- i. Click on **Attendance** and you will see the option to add or delete attendance from the final grade.
 - ii. If you choose to count attendance, click on the **Attendance Page** link to set up class dates on the attendance page.

8. To view how the individual student has done in your course click the Home icon. 

Then, click on the student's name. You will see:

- a. Overall grade result with percentage, points, and grade letter.
 - b. Grade score for both attendance and coursework
 - c. Coursework detail in regards to how the student did on each assignment
 - d. Click on the Give (student's name) extra credit to adjust the final grade. You can use the – sign to lower a grade.
9. To configure attendance, view coursework breakdown, set letter grade values, or change the grade weighting and organization method, do the following:

- a. Click on the Home icon 
 - b. Choose appropriate link to make changes

8. Gradebook

Gradebook

Your Students' Grades




Student	Final Grade
Johnson, Jessica	72/121 (F, 59.5%)
Murphy, Michael Joseph	0/121 (F, 0%)

Guest Students

Student	Final Grade
Magnuson, Marta	0/21 (F, 0%)


 [View the full Gradebook](#)


Other screens

-  [Final grade weighting](#)
-  [Evaluations](#)
-  [Letter grade ranges](#)

The Manual Method


In this grading method, you enter the final grades manually. This means that you calculate final grades somewhere else and then insert the final grades in eLearning.

1. Click on **Final Grade Weighting**  and click on **The Manual Method** (you may need to click on the **Change weighting method** link too.)

2. Next, click on the home  icon
3. You should then see boxes in which to enter final grades.

8. Gradebook

Gradebook


 [Edit page](#)

Your Students' Grades

Student	Final Grade
Johnson, Jessica	<input type="text"/>
Murphy, Michael Joseph	<input type="text"/>

[Save grades](#)

[Cancel](#)

 [Edit all grades](#)


You are using the **Manual Method**, so all Coursework assignments and Evaluations are ignored and grades must be entered manually. If you want to use these individual components to calculate a final grade, choose a different [grade weighting method](#).



The Custom Method


In this grading method, you can configure the grouping and weighting settings however you want them. It is the option with the most flexibility, but is also the most complex.



1. Click on **Final Grade Weighting** and click on **The Custom Method** (you may need to click on the **Change weighting method** link too.)
2. Next, click on **Configure your custom method**

**A Custom Method**
To configure the method you want to use for this course, answer the following three questions. Don't forget to save at the end if you want to use the new method.


Question 1 Assignment Grouping	For the purpose of determining a final grade, how do you group your assignments? <div><div>By Unit</div><div>By Type</div><div>All Together</div></div> <div><div>e.g. "Unit 3: Moby Dick"</div><div>e.g. "Exam"</div><div>No sub-grouping</div></div>
Question 2 Group Weighting	 You must answer Question 1 first
Question 3 Assignment Weighting	 You must answer Question 1 first

 [Cancel and return to the Final Grade Weighting screen](#)

3. Under **Assignment Grouping**, chose how you would like your assignments grouped – **By Unit**, **Type**, or **All Together**.
4. If you chose Unit or Type, you will be asked about **Group Weighting**. Your options are to weight **Evenly**, **Manually**, or by **Point Value**.
5. **Assignment Weighting** will ask whether you would like assignments weighted **Evenly**, **Manually**, or by **Point Value**.



6. Click on the icon. You should then see an **Overall Grade Breakdown**. If you have chosen to manually weight groups, you will want to fill in the desired percentages for each type or unit.



Final Grade Weighting

Use this screen to view and adjust the weights of the different categories and assignments that make up your course grade.

[? What is final grade weighting?](#)

Overall Grade Breakdown

To make a change, just enter new weights in the weight boxes.

Type	Weight
Assignment	5 %
Discussions	5 %
Final Project	10 %
Project	5 %
Quizzes	5 %
Technology Activities and Paper	30 %
Evaluations	40 %
<i>This is your current grade breakdown</i>	100%

[Change weighting method](#)

Dropping Assignments


☐ Drop each student's 1 lowest scores out of all assignments*










- If you have chosen to weigh assignments manually, click on a unit or type (i.e. Quizzes) and then enter the weight for each assignment.

Quizzes

This assignment type is worth **5%** of the final grade.
Assignments of this type are weighted **manually**.
(If these assignments should be handled differently, you can make an exception [here](#).)

Enter the relative percent weight (within this type) for each assignment in the table below.

 One or more of your assignments do not have a weight. Please address this below and save.

Assignment	Points	Weight	Final Grade %
 new quiz to test beta	4	<input type="text"/> % 	0%
 Quiz for Ch 1	5	<input type="text"/> % 	0%
 Quiz One	8	<input type="text"/> % 	0%
 Quiz Two	6	<input type="text"/> % 	0%
 Please enter the missing value	23		

[? Too much micromanagement?](#)

Dropping Assignments

☐ Drop each student's 1 lowest scores out of all assignments of this type*

* You can drop scores on a full-course basis from the [Final Grade Weighting](#) screen. Scores can also be dropped manually for individual students on the Student Detail screen.

8. If you want to weight assignments equally for most groups, but have one group that needs to be graded manually, you can make exceptions. Go in to a type, click on **here**.

Gradebook

Discussions

This assignment type is worth **14.29%** of the final grade.
Assignments of this type are weighted **equally**.
(If these assignments should be handled differently, you can make an exception [here](#).)

Assignment	Points	Weight	Final Grade %
Week 1 Discussions	2	16.67%	2.38%
Week 2 Discussions	2	16.67%	2.38%
test	12	16.67%	2.38%
Week 3 Discussions	2	16.67%	2.38%
Week 4 Discussions	2	16.67%	2.38%
Leading Discussion	100	16.67%	2.38%
<i>This is your current grade breakdown</i>	120	100%	14.29%

9. You will then see this pop-up which will allow you to weight assignments for one type differently.

Gradebook

Special Type Weighting Method

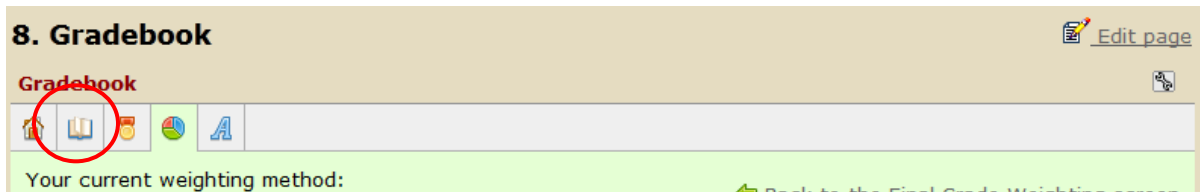
With your current grade weighting method, the assignments within your types are weighted equally. If you want to make an exception for this type, you can do so here.

- Weight these assignments manually
- Weight these assignments by point value

If you want all (or most) of your assignment types to be weighted this way, you should adjust your grade weighting method to change the setting for all types.

Close

10. Click on **Gradebook** icon (a book) to see an overview of the Gradebook that shows every student's overall grade.



Gradebook Overview

8. Gradebook

Gradebook

The Full Instructional Technology 101 (LIS-InstTech-101-01) Gradebook

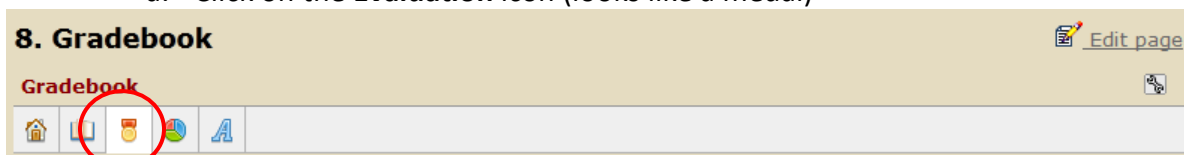
[Back to scrolling Gradebook view](#)

Student	Final Grade	Week 1 Discussions	Week 2 Discussions	test	Week 3 Discussions	Week 4 Discussions	Project Draft and Peer Review
Johnson, Jessica	80/121 (D, 66.1%)	--	--	0/12, F (0%)	--	--	--
Murphy, Michael Joseph	0/121 (F, 0%)	--	--	0/12, F (0%)	--	--	0/100, F (0%)

[Back to scrolling Gradebook view](#)

[View guest students](#)

11. If you are using attendance as part of a grade, you will need to set this up.
- Click on the **Evaluation** icon (looks like a medal)



- Click on **Attendance** and you will see the option to add or delete attendance from the final grade.
- If you choose to count attendance, click on the **Attendance Page** link to set up class dates on the attendance page.

12. To view how the individual student has done in your course click the Home icon.
- Then, click on the student's name. You will see:



- Overall grade result with percentage, points, and grade letter.
 - Grade score for both attendance and coursework
 - Coursework detail in regards to how the student did on each assignment
 - Click on the Give (student's name) extra credit to adjust the final grade. You can use the – sign to lower a grade.
13. To configure attendance, view coursework breakdown, set letter grade values, or change the grade weighting and organization method, do the following:



- a. Click on the Home icon
- b. Choose appropriate link to make changes

8. Gradebook

Gradebook

Your Students' Grades


Student	Final Grade
Johnson, Jessica	72/121 (F, 59.5%)
Murphy, Michael Joseph	0/121 (F, 0%)


Guest Students


Student	Final Grade
Magnuson, Marta	0/21 (F, 0%)

 [View the full Gradebook](#)

Other screens

 [Final grade weighting](#)

 [Evaluations](#)

 [Letter grade ranges](#)

**For further assistance, please call the MyCarthage Resource Center
at 262-551-5950 or stop by their desk in the Hedberg Library.**