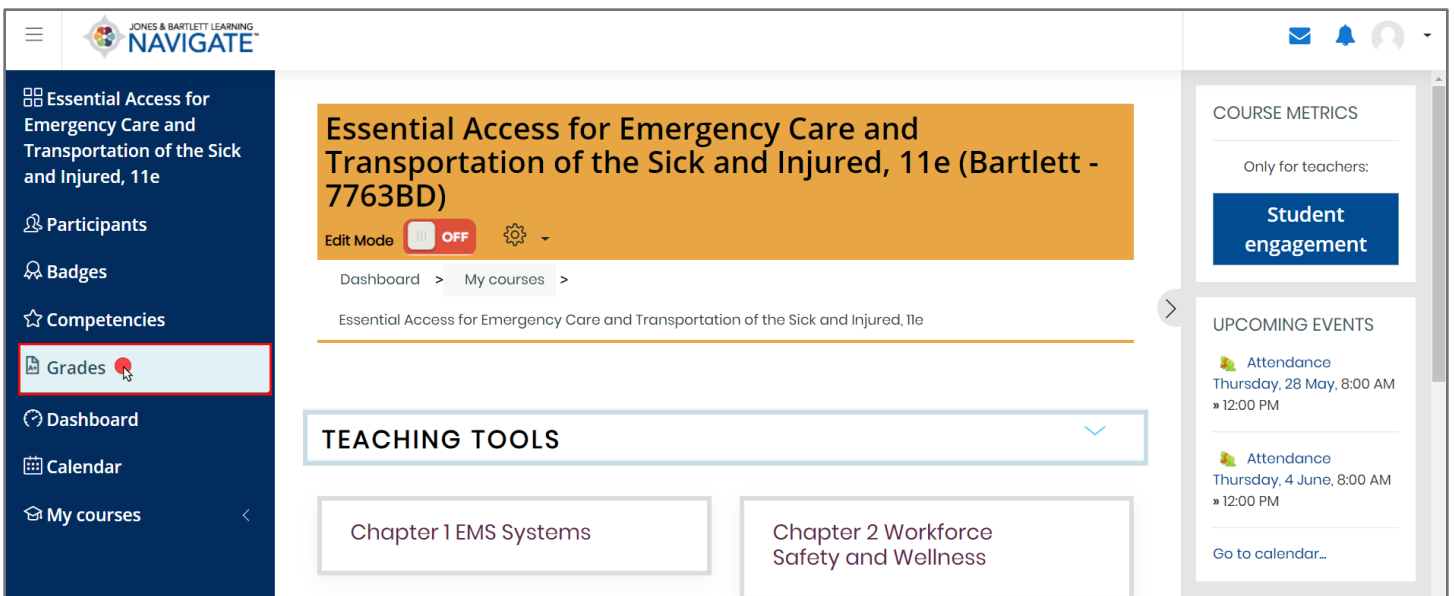


How to View the Gradebook

This document contains an overview on navigating the gradebook. The focus is mostly on the Grader report and the options available within the report, including how to filter student results, collapse sections of the report, and access the user report and single view.

1. After launching your course, click on the **Grades** link in the Navigation drawer on the left side of the course homepage.



The screenshot shows the course homepage in the NAVIGATE system. The left navigation drawer is open, displaying various course management options. The 'Grades' link is highlighted with a red box. The main content area displays the course title 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)' and a 'TEACHING TOOLS' section with two buttons: 'Chapter 1 EMS Systems' and 'Chapter 2 Workforce Safety and Wellness'. The right sidebar shows 'COURSE METRICS' with a 'Student engagement' button and 'UPCOMING EVENTS' with two 'Attendance' events.

- The gradebook opens in the **Grader report** view, displaying all students and assignments in a grid format. Participant names and email addresses appear vertically on the left, and assignments are listed horizontally across the top.

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

Visible groups All participants ▾

All participants: 4/4

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Students are listed here.

Graded assignments appear here and extend horizontally across the top of the page.

First name / Surname		Email address	Module 1 Test	Chapter 2 Exam	Practical Exam
Lisa Adams	ladams@ascendlearning.com	20.00	84.00	80.00	
Michelle Doe	mdoe@ascendlearning.com	-	-	90.00	
John Smith	jsmith@ascendlearning.com	-	86.00	86.00	
David Williams	dwilliams@ascendlearning.com	-	-	-	
Overall average			20.00	85.00	85.33

- You may click on any letters in the **First name** and **Surname** rows above the grid to filter the students displayed based on the selected parameters.

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

Visible groups All participants ▾

All participants: 1/4

First name All A B C D E F G H I **J** K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname ^		Email address	Module 1 Test	Chapter 2 Exam	Practical Exam
John Smith		jsmith@ascendlearning.com	- 🔍	86.00	86.00
Overall average			20.00	85.00	85.33

- Click **All** in the same rows to remove the filter and display all students.

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

Visible groups All participants ▾

All participants: 4/4

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname ^		Email address	Module 1 Test	Chapter 2 Exam	Practical Exam
Lisa Adams		ladams@ascendlearning.com	20.00 🔍	84.00	80.00
Michelle Doe		mdoe@ascendlearning.com	- 🔍	-	90.00
John Smith		jsmith@ascendlearning.com	- 🔍	86.00	86.00
David Williams		dwilliams@ascendlearning.com	- 🔍	-	-
Overall average			20.00	85.00	85.33

5. Your course name is the default name of your gradebook displayed at top of the Grader report. If you create gradebook categories to group and/or weight specific course activities, these will be labeled horizontally across the top and list their child activities below.

Essential Access for Emer... ⊖							
Exams ⊖					Forum Participation ⊖		
First name / Surname ⬆	Module 1 Test ⬇ ✎	Chapter 2 Exam ⬇ ✎	Practical Exam ⬇ ✎	Σ Exams total ⬇ ✎	Chapter 1 Discussion ⬇ ✎	Σ Forum Participation tot... ⬇ ✎	
Lisa Adams	20.00 🔍	84.00	80.00	184.00	-	-	-
Michelle Doe	- 🔍	-	90.00	90.00	-	-	-
John Smith	- 🔍	86.00	86.00	172.00	-	-	-
David Williams	- 🔍	-	-	-	-	-	-
Overall average	20.00	85.00	85.33	148.67	-	-	-

6. The category totals will be displayed to the right of the graded items which they contain in a dedicated column, just as the **Course total** is revealed at the far right of the Grader report.

Attendance ⊖				
Attendance ⬇ ✎	Attendance ⬇ ✎	Σ Attendance total ⬇ ✎	Course total ⬇ ✎	
-	100.00	100.00	86.83	
-	-	-	90.00	
-	0.00	0.00	37.18	
-	-	-	-	
-	50.00	50.00	71.33	

Category totals are at the end of each category section.

Course total is at the very end of the grader report.

7. You may collapse and expand any individual category's items and/or total by clicking the button immediately to the category title's right. This can be helpful in reducing the number of graded items you must scroll through at a time. Please note, the collapsed view of a category will remain saved for your subsequent sessions and must be manually readjusted when required.

		Essential Access for Emer... ☯				
		Exams ☯	Module 1 Test	Chapter 2 Exam	Practical Exam	Exams total
First name / Surname ^	Email address		Module 1 Test	Chapter 2 Exam	Practical Exam	Exams total
Lisa Adams	ladams@ascendlearning.com		80.00	84.00	80.00	81.33
Michelle Doe	mdoe@ascendlearning.com		-	-	90.00	90.00
John Smith	jsmith@ascendlearning.com		-	86.00	86.00	86.00
David Williams	dwilliams@ascendlearning.com		-	-	-	-
Overall average			80.00	85.00	85.33	85.78

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8. Scrolling in search of specific results you need can become cumbersome. To the right of each student's name, you will find two button options for individual grading review. The gradebook button will open the **User report** for the student, which is the individual gradebook that the student sees.

Essential Access for Emer... ⌵		Exams ⌵			
First name / Surname ▲	Email address	Module 1 Test ⌵ ✎	Chapter 2 Exam ⌵ ✎	Practical Exam ⌵ ✎	Exams total ⌵ ✎
Lisa Adams	ladams@ascendlearning.com	80.00 🔍	84.00	80.00	81.33
Michelle Doe	mdoe@ascendlearning.com	- 🔍	-	90.00	90.00
John Smith	jsmith@ascendlearning.com	- 🔍	86.00	86.00	86.00
David Williams	dwilliams@ascendlearning.com	- 🔍	-	-	-
Overall average		80.00	85.00	85.33	85.78

Lisa Adams Message Add to your contacts

View
Setup
Scales
Letters
Import
Export

Grader report
Grade history
Outcomes report
Overview report
Quiz Analytics
Single view
User report

Visible groups All participants ⌵
Select all or one user Lisa Adams ⌵

View report as User ⌵

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)						
Exams						
Module 1 Test	33.33 %	80.00	0-100	80.00 %		6.67 %
<input type="checkbox"/> Chapter 2 Exam	33.33 %	84.00	0-100	84.00 %		7.00 %
<input type="checkbox"/> Practical Exam	33.33 %	80.00	0-100	80.00 %		6.67 %
Exams total <small>Simple weighted mean of grades.</small>	25.00 %	81.33	0-100	81.33 %		-

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9. The pencil button to the right of the student's name in the Grader report will open a **Single view** of that student's scores automatically. The Single view is an easy way to review his/her scores, and it provides the option of manually editing any scores as needed.

Essential Access for Emer...		Exams				Quizzes	
First name / Surname	Email address	Module 1 Test	Chapter 2 Exam	Practical Exam	Exams total	Chapter 1 Quiz	
Lisa Adams	ladams@ascendlearning.com	80.00	84.00	80.00	81.33	41.94	
Michelle Doe	madoe@ascendlearning.com	-	-	90.00	90.00	-	
John Smith	jsmith@ascendlearning.com	-	86.00	86.00	86.00	28.13	
David Williams	dwilliams@ascendlearning.com	-	-	-	-	-	
Overall average		80.00	85.00	85.33	85.78	35.03	

Lisa Adams Message Add to your contacts

View
Setup
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Grader report
Grade history
Outcomes report
Overview report
Single view
User report

Michelle Doe

Visible groups All participants

Select grade item...
Select user...

Save

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
Module 1 Test	Exams	0.00 - 100.00	80.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chapter 2 Exam	Exams	0.00 - 100.00	84.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical Exam	Exams	0.00 - 100.00	80.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exams total	Exams	0.00 - 100.00	81.33	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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10. After reviewing an individual's User report or scores, you may return to the **Grader report** by clicking the respective tab at the top of the page.

Lisa Adams Message Add to your contacts

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

Michelle Doe ▾

Visible groups All participants ▾

Select grade item... ▾ Select user... ▾

Save

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
Module 1 Test	Exams	0.00 - 100.00	80.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Chapter 2 Exam	Exams	0.00 - 100.00	84.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Practical Exam	Exams	0.00 - 100.00	80.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exams total	Exams	0.00 - 100.00	81.33	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. The two tiers of tabs displayed across the top of the Grade page persist throughout the gradebook and provide options for navigating and managing it.

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

Visible groups All participants ▾

All participants: 4/4

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

12. Clicking on the activities themselves within the Grader report will bring you to directly to the item's results page. For example, you may quickly review individual student quiz attempts by clicking on a graded quiz.

		Essential Access for Emer... ⊖				
		Exams ⊖				
First name / Surname ▲	Email address	Module 1 Test 📄 🔍	Chapter 2 Exam ⬇ 🔍	Practical Exam ⬇ 🔍	Exams total ⬇ 🔍	
Lisa Adams	ladams@ascendlearning.com	80.00 🔍	84.00	80.00	81.33	
Michelle Doe	mdoe@ascendlearning.com	- 🔍	-	90.00	90.00	
John Smith	jsmith@ascendlearning.com	- 🔍	86.00	86.00	86.00	
David Williams	dwilliams@ascendlearning.com	- 🔍	-	-	-	
Overall average		80.00	85.00	85.33	85.78	

13. When you are finished viewing the Gradebook, click the course name at the top of the **Navigation drawer** to return to the homepage.

Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e: View: Preferences: Grader report

Home > My courses > Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e > Grades >

Grade administration > Grader report

Turn editing on

Grader report

All participants: 2/2

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		Premier Access for Emerg... ⊖				
First name / Surname ▲	Email address	Chapter 1 Quiz ⬇ 🔍	Allergic Reaction ⬇ 🔍	Lecture: Chapter 1 ⬇ 🔍	Atter	
Lisa Adams	ljones@ascendlearning.com	40.00 🔍	-	-	-	
John Smith	ismith@ascendlearning.com	80.00 🔍	-	-	-	
Overall average		60.00	-	-	-	