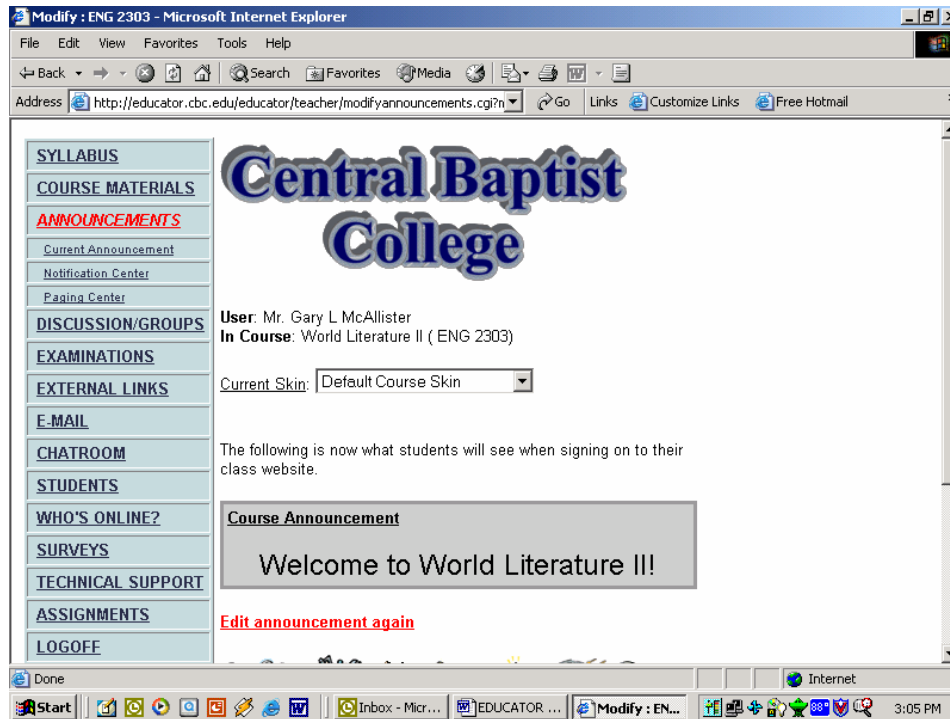


# EDUCATOR QUICK START GUIDE

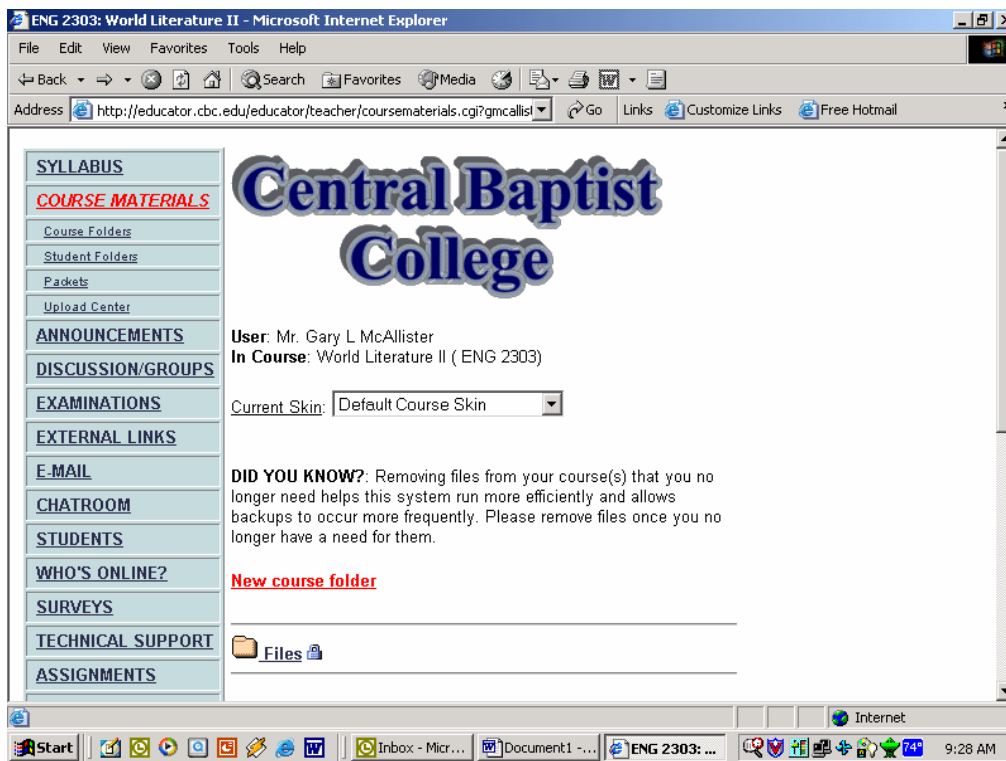
## STEP 1: CREATE A FOLDER

Create a folder to store all the files you plan to use in the course.

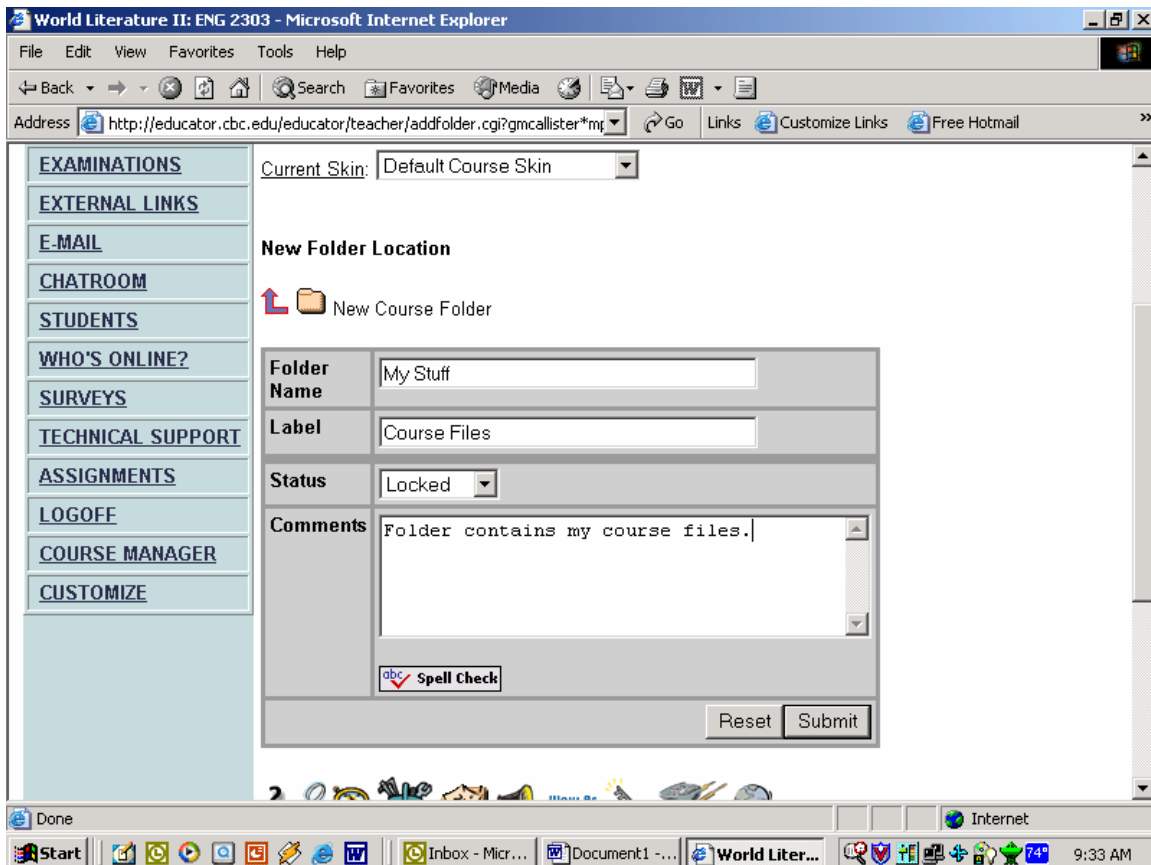
1. Notice the navigation bar on the left side of the screen. Click on the **COURSE MATERIALS** link.



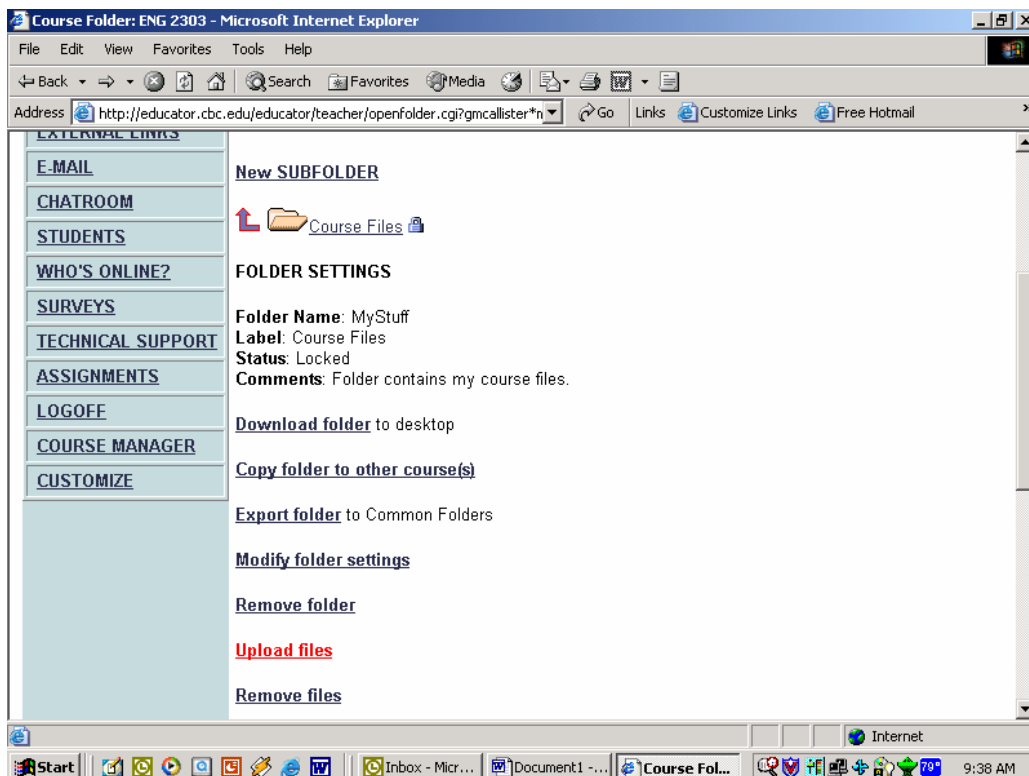
2. Click on **Course Folders** under **COURSE MATERIALS** in the navigation bar. Next, click on the link called **New course folder** to the right of the navigation bar.



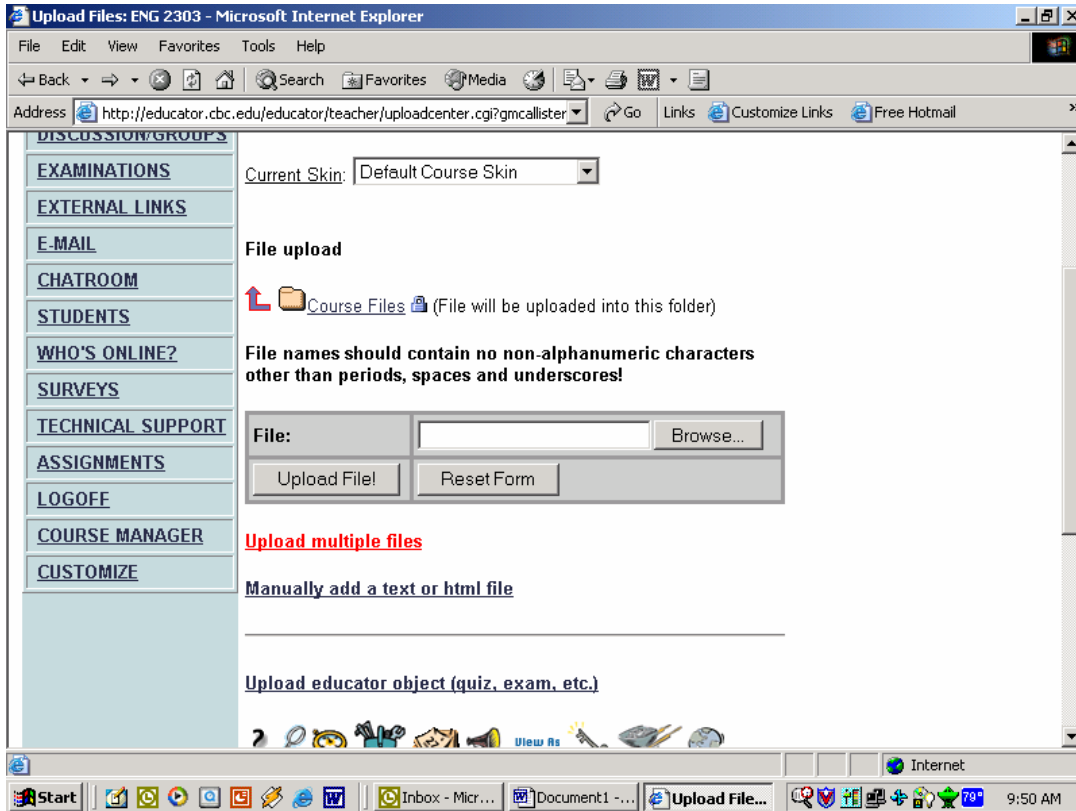
3. Give a name to the folder you are creating. It can be called anything. The label name will be the one that you see. If you select **Locked** Status (recommended for this folder), students cannot access its contents. Press the **Submit** button.



4. The folder, Course Files, has been created. Now upload a file to the folder by clicking on the **Upload Files** link.



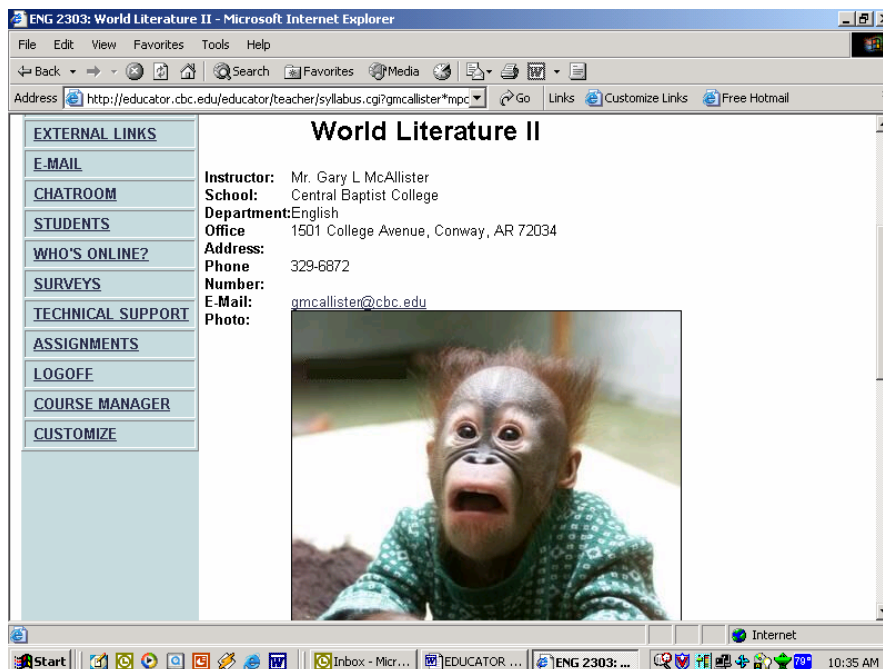
- Click the **Browse** button and locate the file that you want to upload from your computer. Next, press the **Upload File** button.



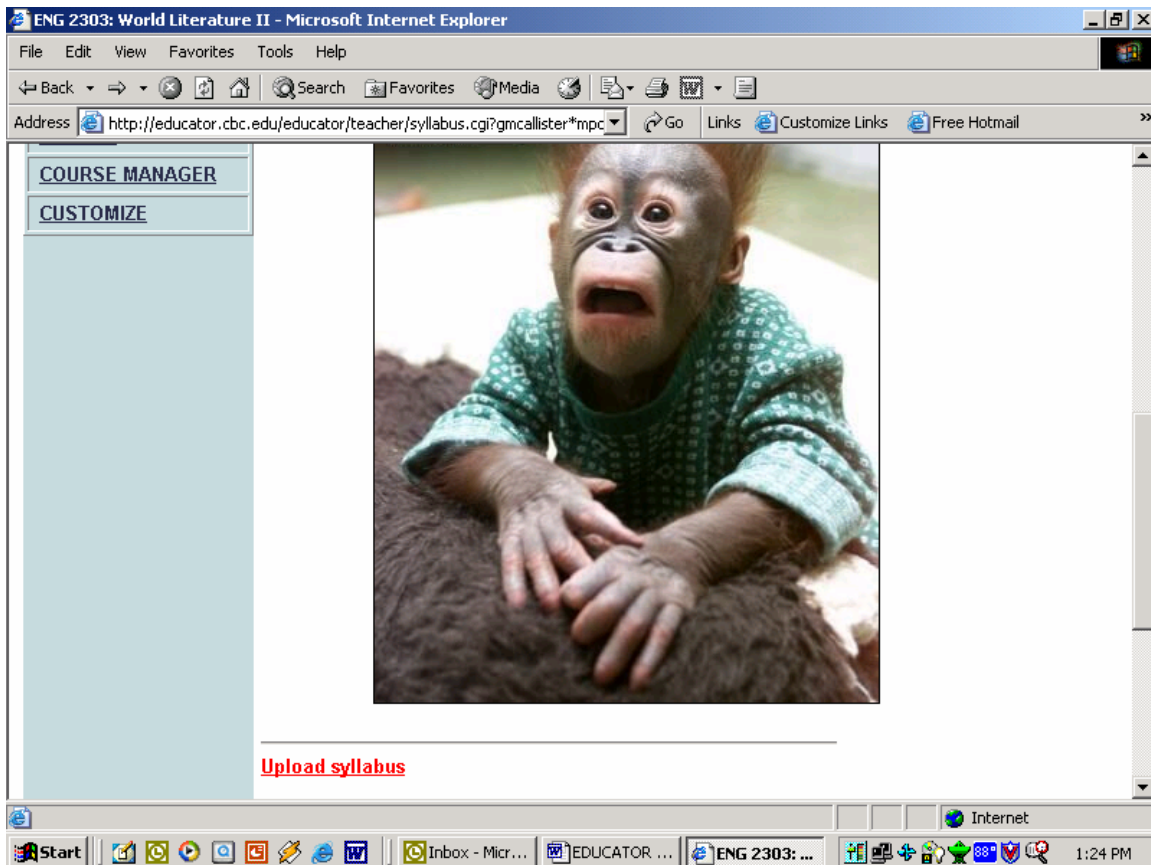
- Upload all the files you plan to use. You can upload multiple files by clicking on the **Upload multiple files** link.

- If you would like for students to see your picture, simply upload a picture file.

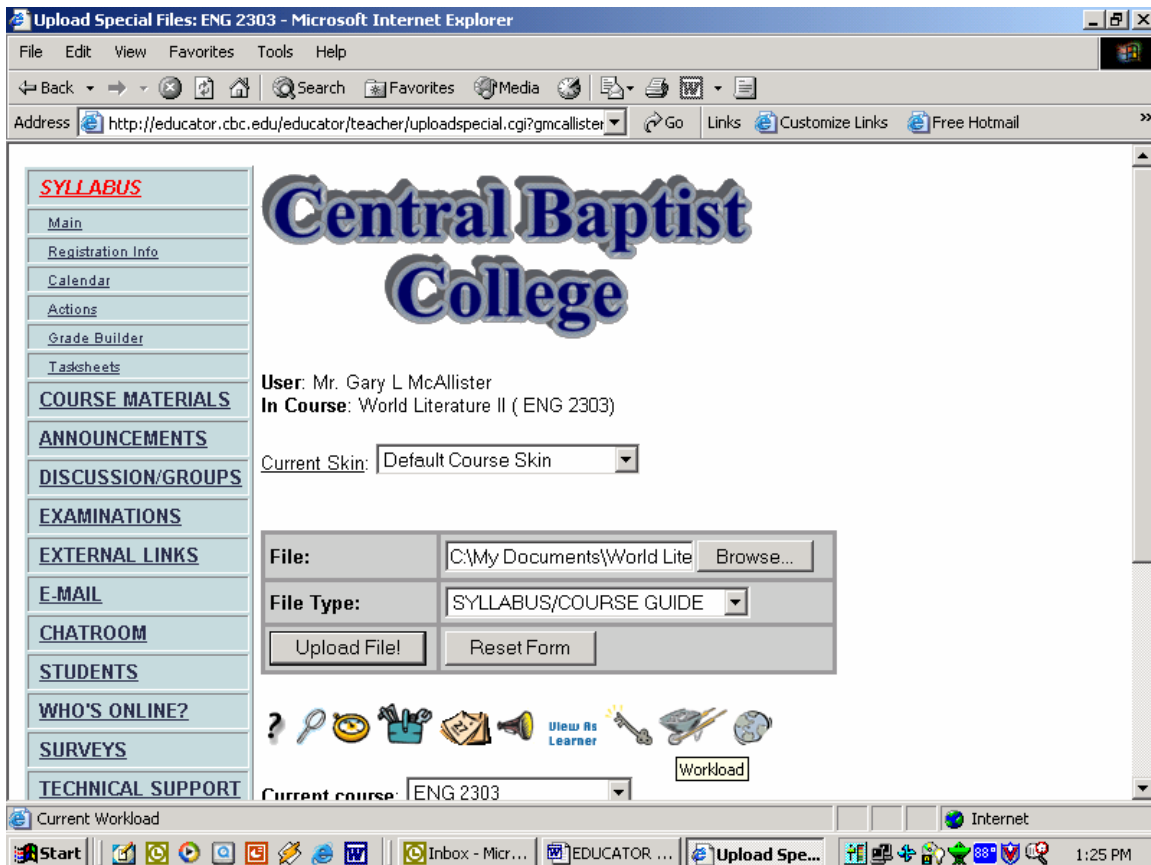
Once the file had been submitted, scroll down, check the box ( **display this picture in my area**), and click the **Submit** button at the bottom of the page. Now click on the **SYLLABUS** link in the Navigation Bar. There's your picture!



8. Now, click on the **Upload syllabus** link located below the picture.

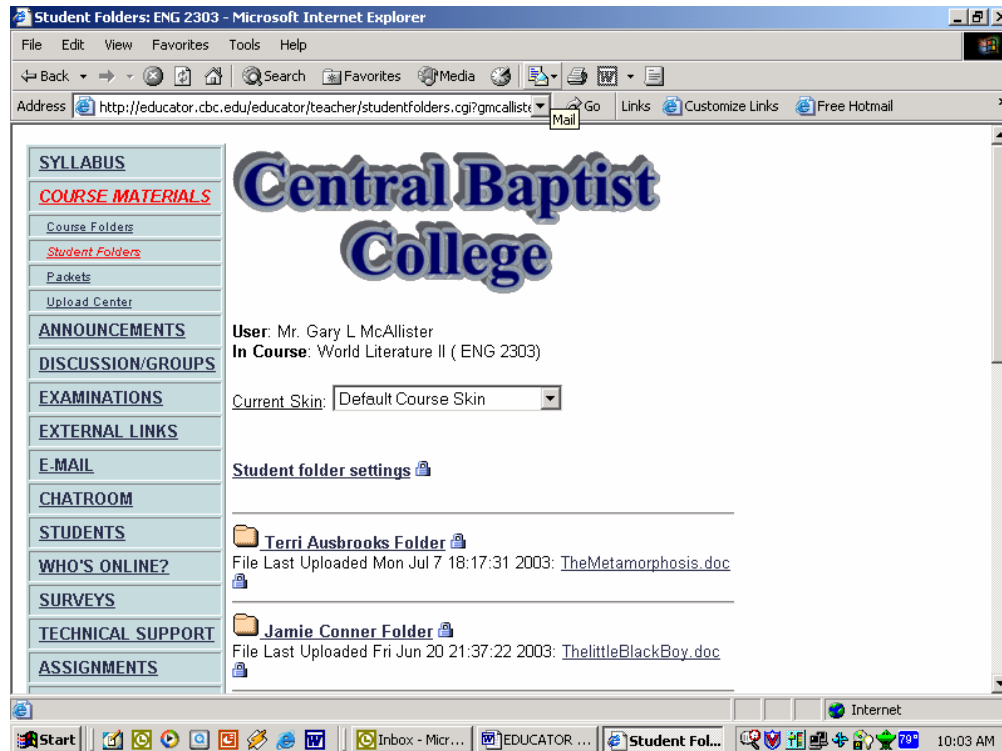


Using the **Browse** button, locate your syllabus file, and press **Upload File!**

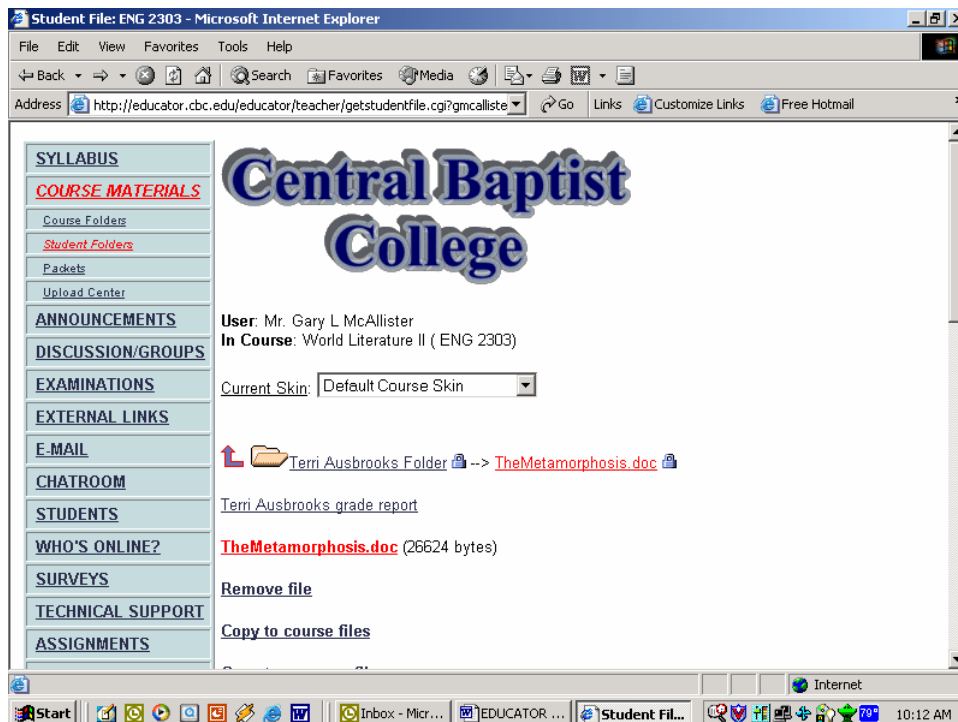


## Student Folders

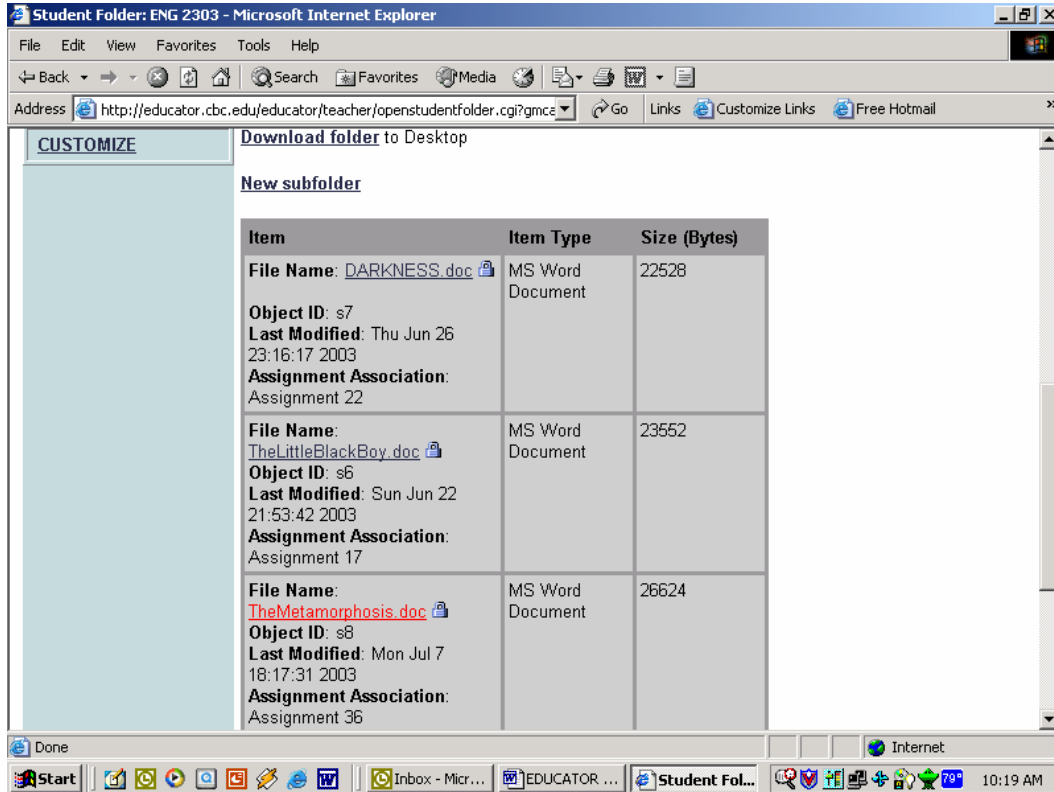
1. **Student Folders** can be found under **COURSE MATERIALS** in the Navigation Bar. As students are added to your course, a student folder is automatically created for each student. Students can upload files to this folder for grading. Notice that Terri Ausbrooks and Jamie Conner have uploaded a file. Terri uploaded TheMetamorphosis.doc, and Jamie uploaded ThelittleBlackBoy.doc.



2. If you would like to view the submitted document (The Metamorphosis.doc), click on the document link. Next click on the link **TheMetamorphosis.doc** (26624 bytes), and it will open.



3. If you click on the student's folder (📁 **Terri Ausbrooks Folder** 📁), you can see all the files that the student has uploaded, not just the most recent one. Click on a file to open it.



The screenshot shows a Microsoft Internet Explorer browser window titled "Student Folder: ENG 2303 - Microsoft Internet Explorer". The address bar displays the URL: <http://educator.cbc.edu/educator/teacher/openstudentfolder.cgi?gmce>. The main content area features a "CUSTOMIZE" sidebar on the left and a "Download folder to Desktop" link at the top. Below this is a "New subfolder" section and a table listing files.

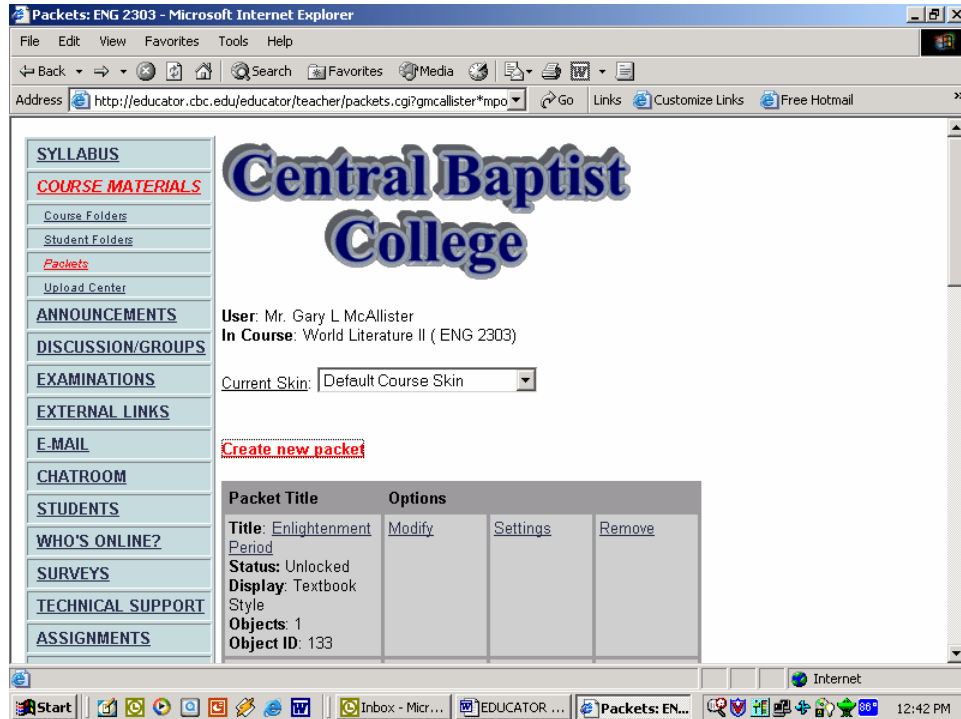
Item	Item Type	Size (Bytes)
<b>File Name:</b> <a href="#">DARKNESS.doc</a> 📁 <b>Object ID:</b> s7 <b>Last Modified:</b> Thu Jun 26 23:16:17 2003 <b>Assignment Association:</b> Assignment 22	MS Word Document	22528
<b>File Name:</b> <a href="#">TheLittleBlackBoy.doc</a> 📁 <b>Object ID:</b> s6 <b>Last Modified:</b> Sun Jun 22 21:53:42 2003 <b>Assignment Association:</b> Assignment 17	MS Word Document	23552
<b>File Name:</b> <a href="#">TheMetamorphosis.doc</a> 📁 <b>Object ID:</b> s8 <b>Last Modified:</b> Mon Jul 7 18:17:31 2003 <b>Assignment Association:</b> Assignment 36	MS Word Document	26624

The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 10:19 AM and temperature 70°.

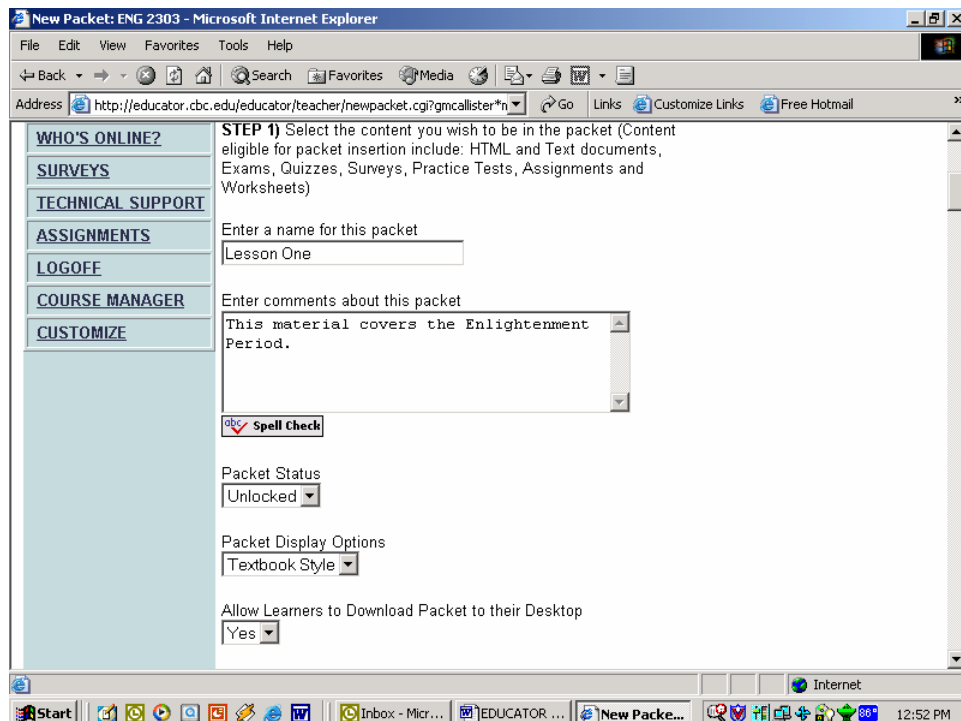
## STEP 2: CREATE A PACKET

Now that you've uploaded all your course files, it's time to arrange them into learning packets.

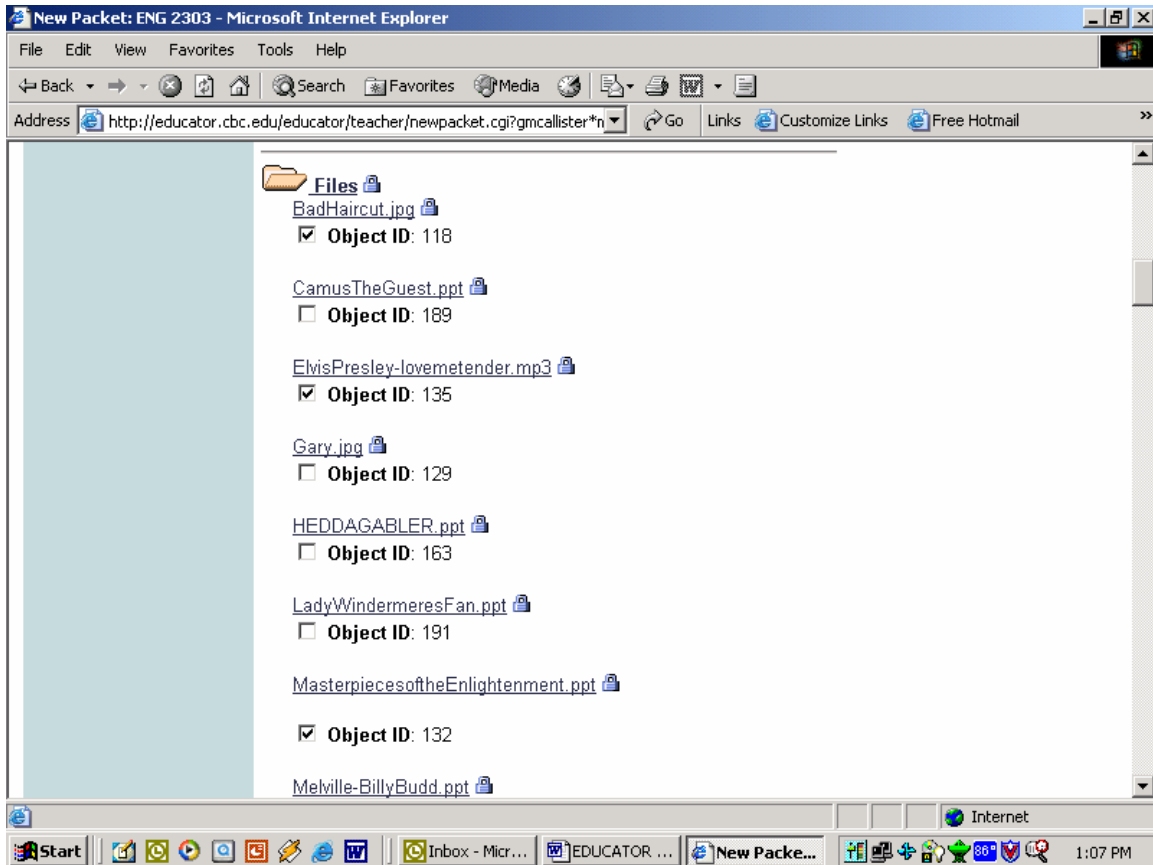
1. Click on **COURSE MATERIALS** in the navigation bar. Select **Packets** under **COURSE MATERIALS**, and click on **Create new packet** to the right of the navigation bar.



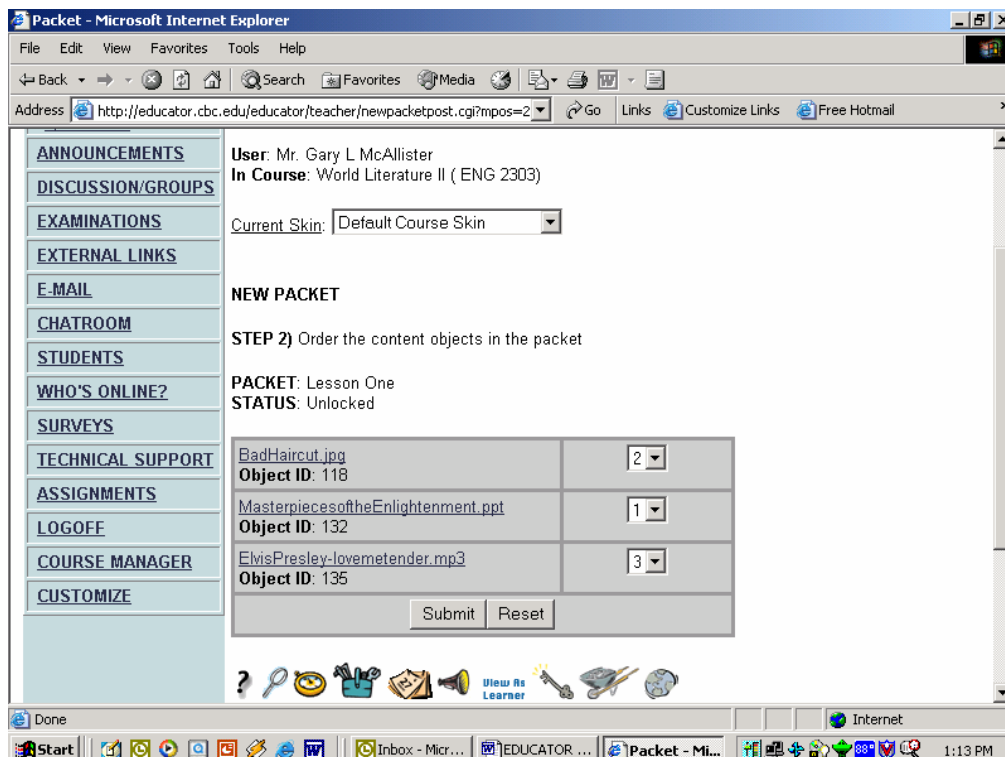
2. Enter the name for your packet and a description of the contents. The Packet Status should be **Unlocked** so that students can access the files. Choose how you want to display the materials; I've chosen **Textbook Style**. If you want the students to have the ability to download the packet, choose **Yes**.



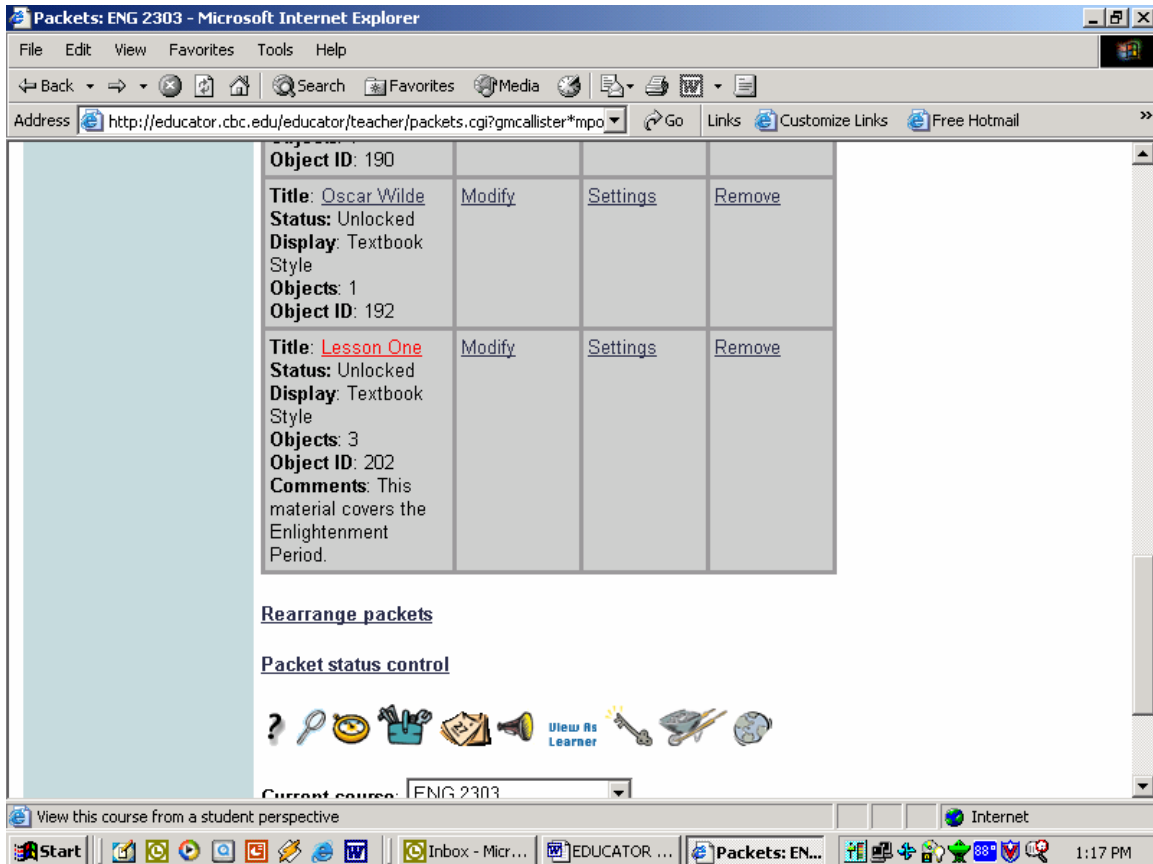
Now, scroll further down the screen and select the files you want to include in this learning packet. I have selected three files: a jpg file (picture), an mp3 file (music), and a ppt file (PowerPoint). Next, scroll to the bottom of the screen, and click the **Submit** button.



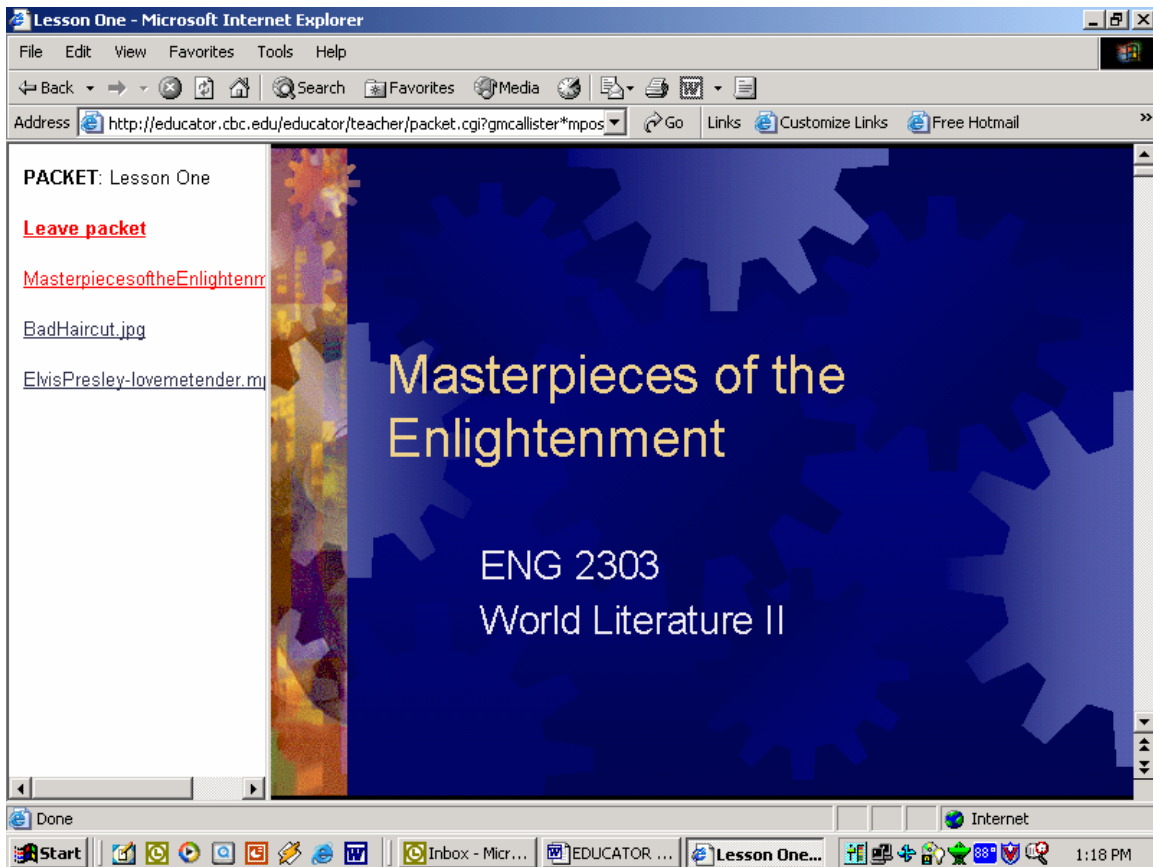
- Place the files you have selected in the order you want them presented. Select **Submit**.



The learning packet is ready! Click on the name of the packet, and it will open.



Students can view items in the packet by clicking on the links in the left column.



### STEP 3: CREATE ASSIGNMENTS

It's time to put the students to work! Let's create an assignment. Assignments can be created under **SYLLABUS** in **Tasksheets** or under **ASSIGNMENTS** in the navigation bar. For this example, I will use **ASSIGNMENTS**.

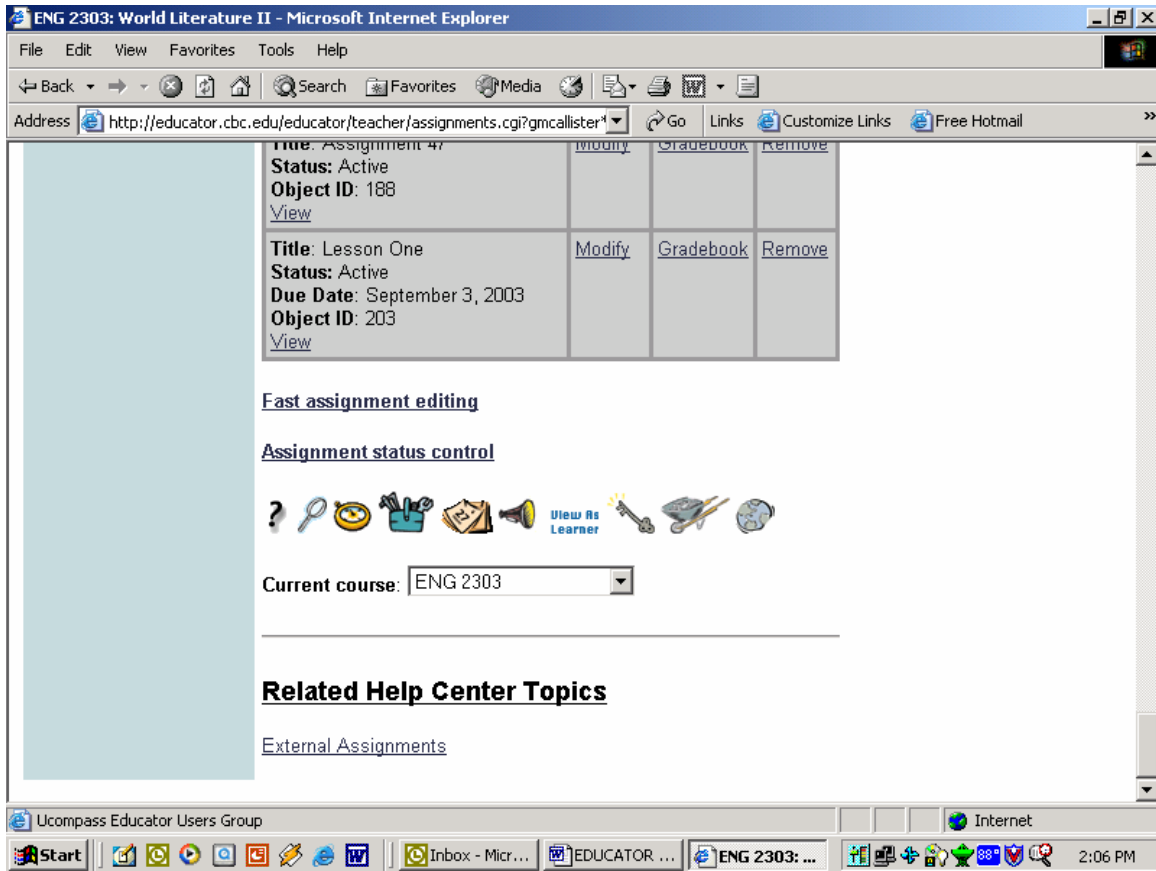
1. Click on **ASSIGNMENTS** and select **New Assignment**. Enter the name of the assignment, due date, and assignment details. If you would like to assign a point value, enter it in the **Point Value** box. Leave **Grade builder** blank. It will be discussed later. If you are ready for students to view the assignment, choose **Active** status. Click **Submit**.

The screenshot shows a Microsoft Internet Explorer browser window titled "New : ENG 2303 - Microsoft Internet Explorer". The address bar shows the URL: <http://educator.cbc.edu/educator/teacher/newassignment.cgi?gmcalled>. The page content is a form for creating a new assignment. On the left, there is a navigation menu with links: **ASSIGNMENTS** (highlighted), Main Menu, New Assignment, Worksheets, LOGOFF, COURSE MANAGER, and CUSTOMIZE. The main form area contains the following fields and controls:

- Title:** Lesson One
- Due Date:** September 3, 2003
- Point Value:** (empty text box)
- Grade builder:** (empty text box)
- Submissions Allowed:** Unlimited (dropdown menu)
- Rubric Categories:** 0 (dropdown menu)
- Assignment Details:** Please review materials in the Lesson One Packet. (text area)
- Spell Check:** abc ✓ Spell Check (checkbox)
- Status:** Active (dropdown menu)
- Buttons:** Clear Form, Submit

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 1:57 PM.

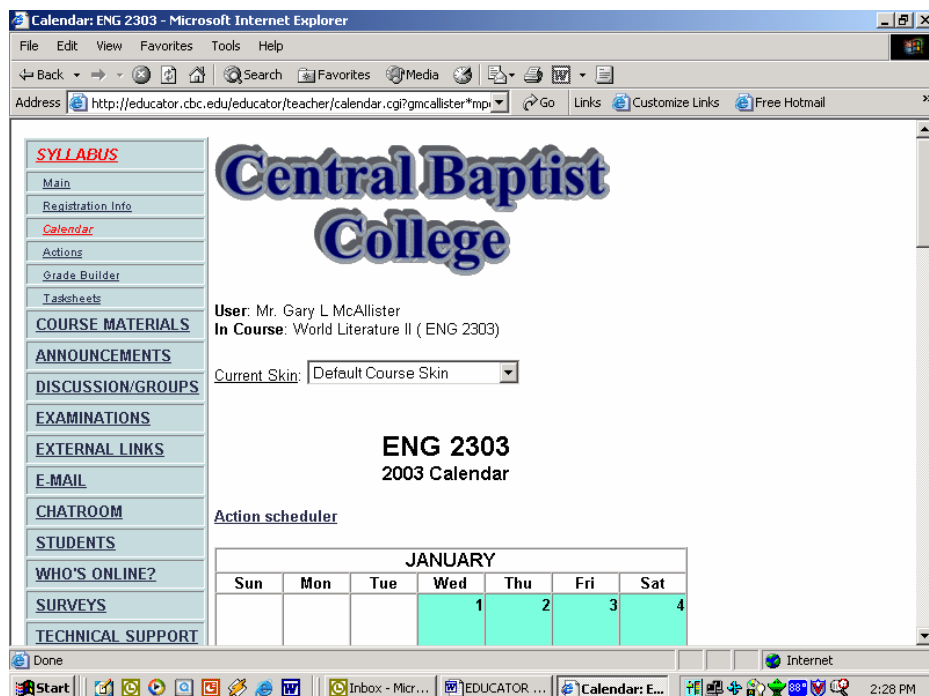
It's done! Click **Main Menu** under **ASSIGMENTS** to see it listed.



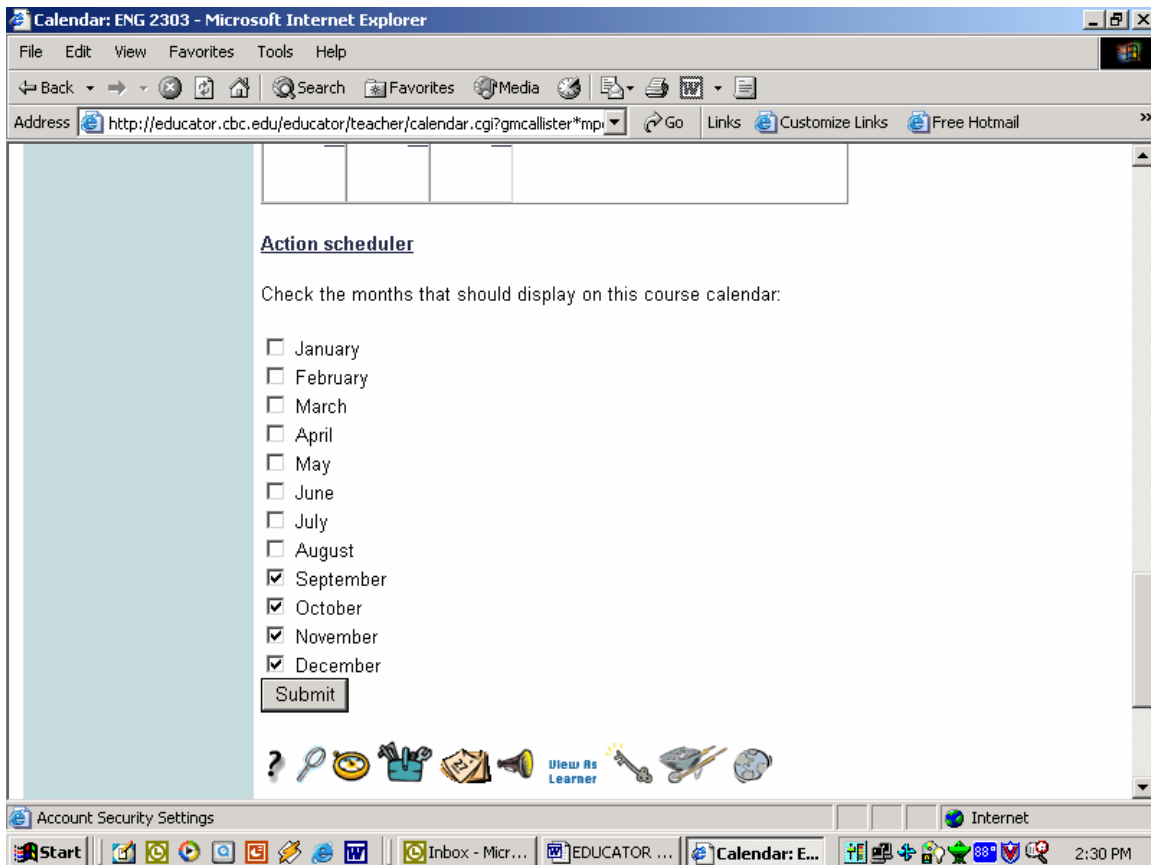
Select **View** to read it...**Modify** to edit it...**Gradebook** to grade it...and **Remove** to delete it.

#### STEP 4: USING THE CALENDAR

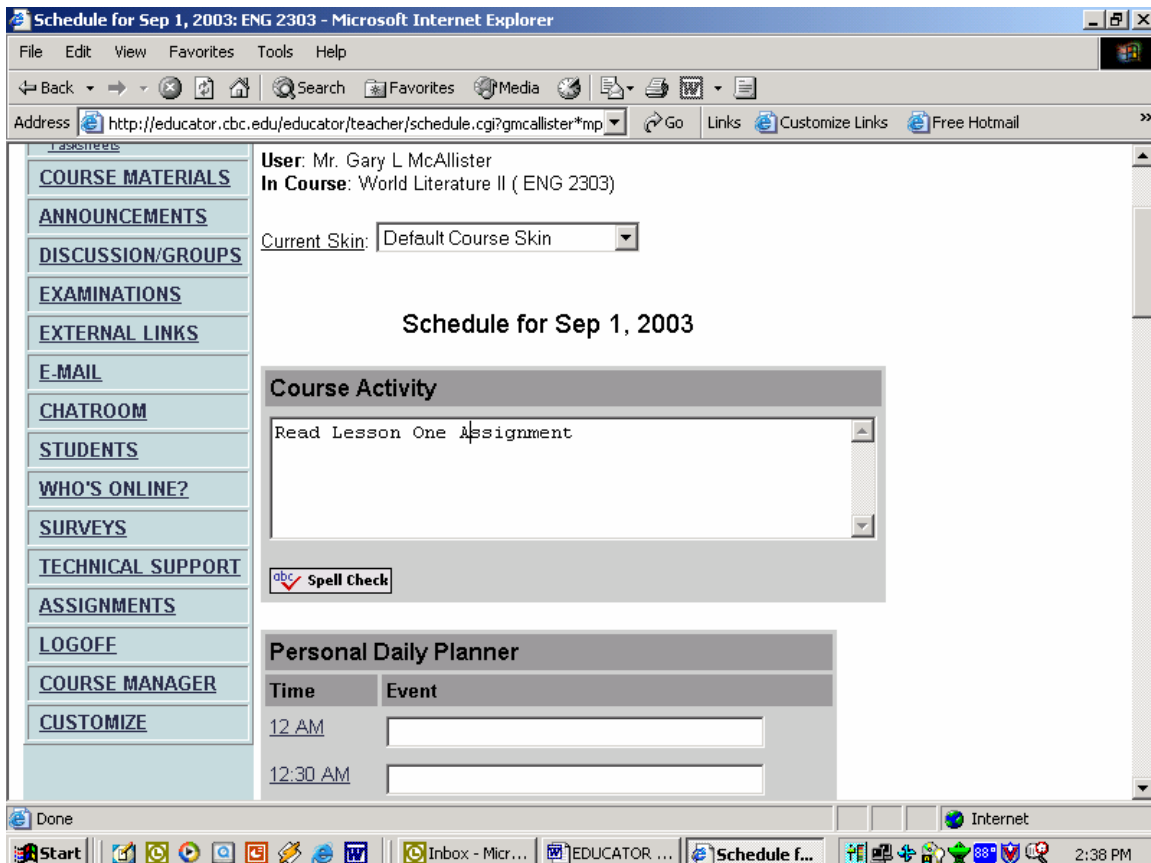
After making an assignment, you can place it on the class calendar. Select **SYLLABUS** in the navigation bar and **Calendar**.



1. Scroll down the screen and indicated which months you would like the calendar to show. Select **Submit**.



2. Next, click on the date for the assignment. Enter instructions then press **Submit**.



The “R” underneath the date indicates a posting. Click on it to read the assignment.

Calendar: ENG 2303 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://educator.cbc.edu/educator/teacher/calendar.cgi?gmcallsister\\*mp](http://educator.cbc.edu/educator/teacher/calendar.cgi?gmcallsister*mp)

User: Mr. Gary L McAllister  
In Course: World Literature II ( ENG 2303)

Current Skin: Default Course Skin

## ENG 2303 2003 Calendar

Action scheduler

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 R	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Start | Internet | 2:40 PM

## STEP 5: EDITING COURSE ANNOUNCEMENTS

The course announcement feature is an effective way of communicating with your students. It's the first thing they see when they enter the course.

1. Click on **ANNOUNCEMENTS** in the navigation bar.

ENG 2303: World Literature II - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://educator.cbc.edu/educator/teacher/announcements.cgi?gmcalls>

SYLLABUS  
COURSE MATERIALS  
**ANNOUNCEMENTS**  
Current Announcement  
Notification Center  
Paging Center  
DISCUSSION/GROUPS  
EXAMINATIONS  
EXTERNAL LINKS  
E-MAIL  
CHATROOM  
STUDENTS  
WHO'S ONLINE?  
SURVEYS  
TECHNICAL SUPPORT  
ASSIGNMENTS  
LOGOFF

# Central Baptist College

User: Mr. Gary L McAllister  
In Course: World Literature II ( ENG 2303)

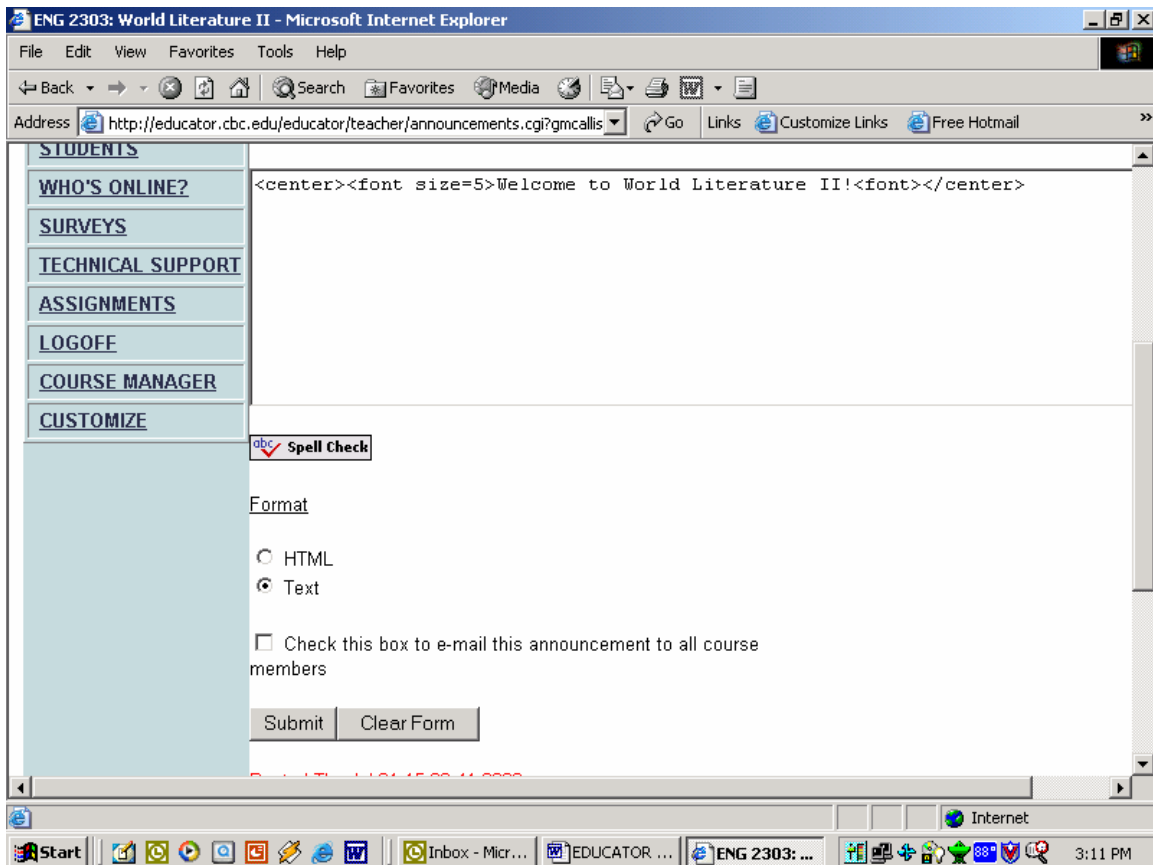
Current Skin: Default Course Skin

Below are your current announcements students in your course see when they sign on to the website. Modify as needed.

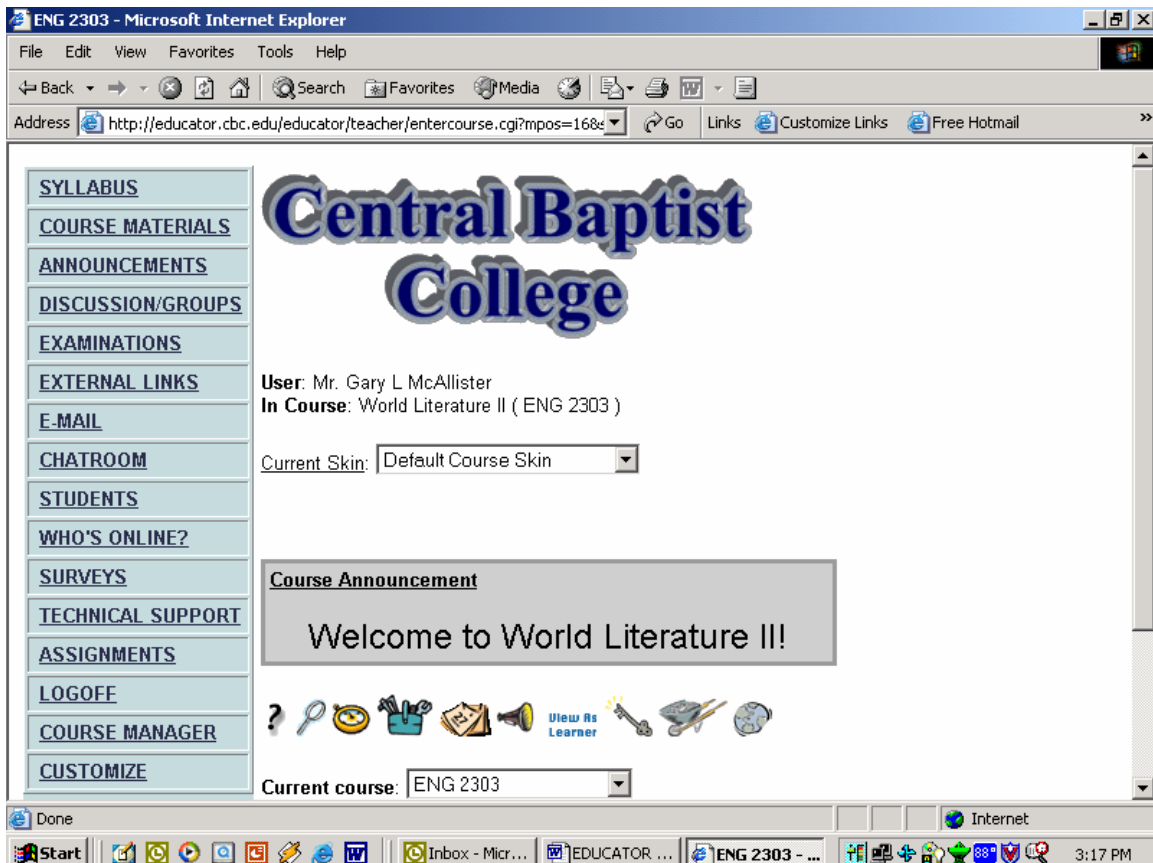
<center><font size=5>Welcome to World Literature II!<font></center>

Start | Internet | 3:06 PM

2. Type your message between the HTML codes and press **Submit**: `<center><font size=5>Put Your Announcement Here<font></center>`



Here it is!



## STEP 6: TAKING CLASS ATTENDANCE

1. Click on **STUDENTS** in the navigation bar and **Take Attendance**. Enter the date then mark present, tardy, or absent for each student and press the **Take Attendance** button. If you have good students who attend regularly, change the **Default Attendance to Present**; it will save you some time.

Take Attendance: ENG 2303 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print

Address http://educator.cbc.edu/educator/teacher/takeattendance.cgi?gmcalls Go Links Customize Links Free Hotmail

**STUDENTS**

Student Management

Profile Fields

**Take Attendance**

Find Students

Home Pages

Usage Log

**WHO'S ONLINE?**

**SURVEYS**

**TECHNICAL SUPPORT**

**ASSIGNMENTS**

**LOGOFF**

**COURSE MANAGER**

**CUSTOMIZE**

What is the date of this attendance check?  
Jul 31

Default Attendance Upon Loading This Page:  
Blank

Student	Present	Tardy	Absent
Terri Ausbrooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jamie Conner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harvey Gomillion	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Charlotte Harper	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Dr. Wilda Head	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mr. Gary Mcallister	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharon Robertson	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Mr. Henry Smiley	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Take Attendance Clear Form

Start | Internet | 3:22 PM

## STEP 6: ADDING A DISCUSSION GROUP

Get students talking about course material! Provide thought provoking questions and require everyone to respond.

1. Click on **DISCUSSION/GROUPS** and select **Add Group**. Enter a group name and topic of discussion. Select **Active** status if you're ready to open the discussion. Click **Submit**.

World Literature II: ENG 2303 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://educator.cbc.edu/educator/teacher/addgroup.cgi?gmcallister\\*mr](http://educator.cbc.edu/educator/teacher/addgroup.cgi?gmcallister*mr)

**Central Baptist College**

User: Mr. Gary L McAllister  
In Course: World Literature II ( ENG 2303)

Current Skin: Default Course Skin

Group Name: Lesson One Discussion

Topic: Enlightenment Period

Do you wish this group to be open to the entire class or do you wish to specify which class members should have access?  
Open to all

Group status: Active

Clear Form Submit

Account Security Settings

Start | Inboxes - Micr... | EDUCATOR ... | World Liter... | 3:44 PM

2. Select the **Begin posting messages** link.

World Literature II: ENG 2303 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://educator.cbc.edu/educator/teacher/addgrouppost.cgi?mpos=48>

**Central Baptist College**

User: Mr. Gary L McAllister  
In Course: World Literature II ( ENG 2303)

Current Skin: Default Course Skin

The Activity Group **Lesson One Discussion** has been created.

**Begin posting messages**

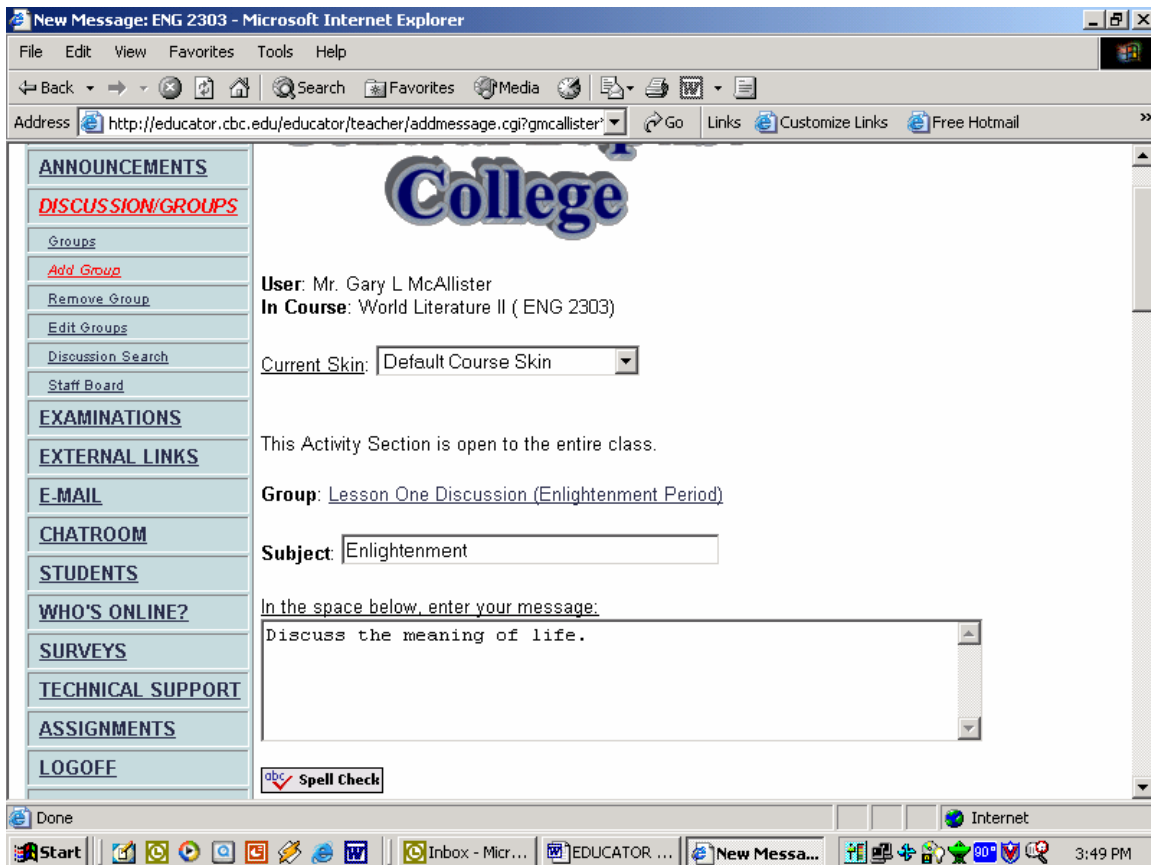
Utopia As Learner

Current course: ENG 2303

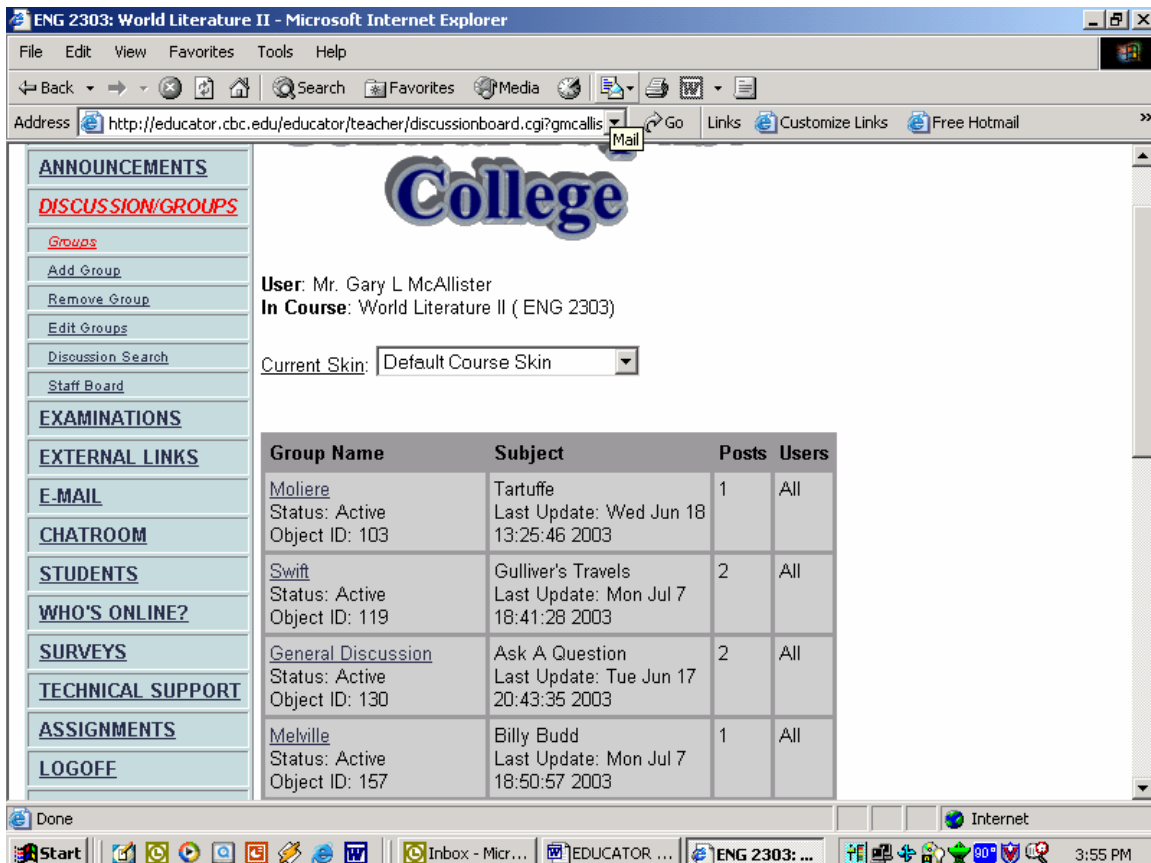
Ucompass Educator Users Group

Start | Inboxes - Micr... | EDUCATOR ... | World Liter... | 3:48 PM

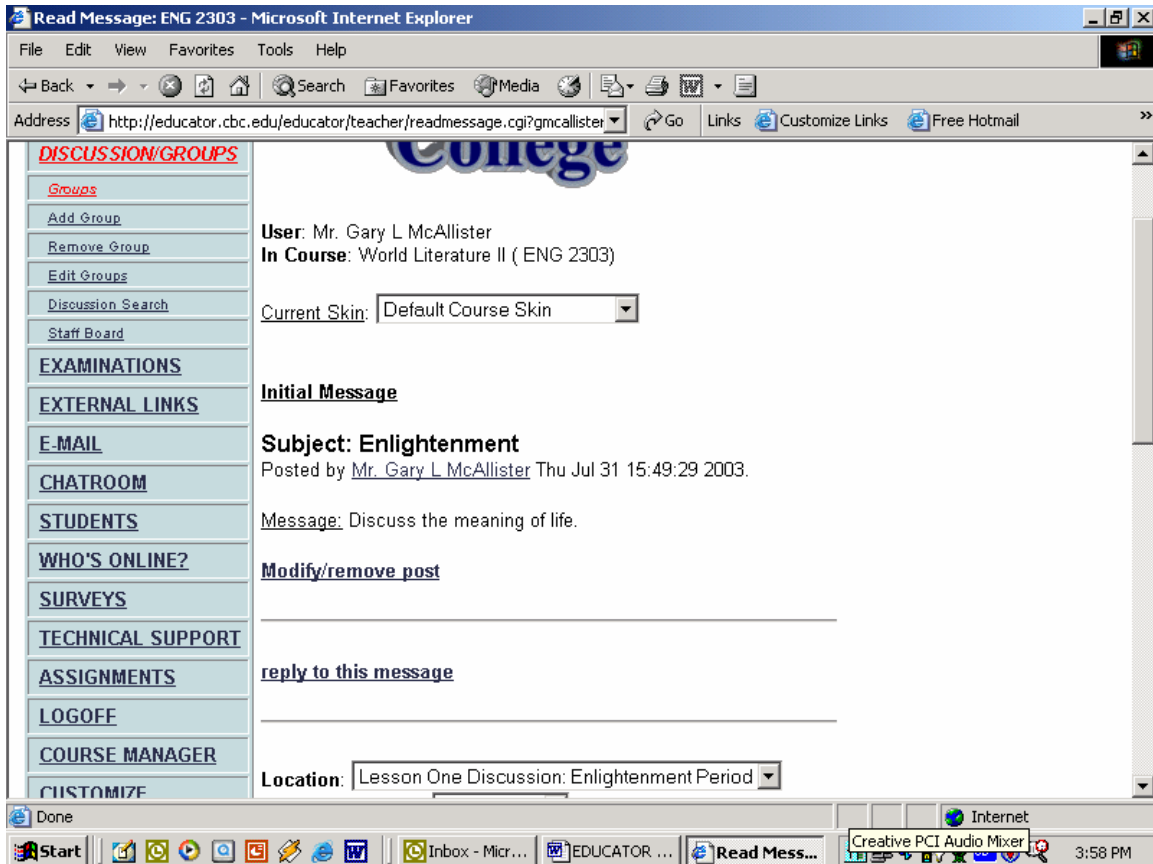
2. Enter the subject and the discussion question. Scroll down the page and click **Submit**.



3. View the posts by clicking **DISCUSSION/GROUPS** and selecting **Groups**.



4. Click on the **Group Name**...then the subject name. Your post appears!

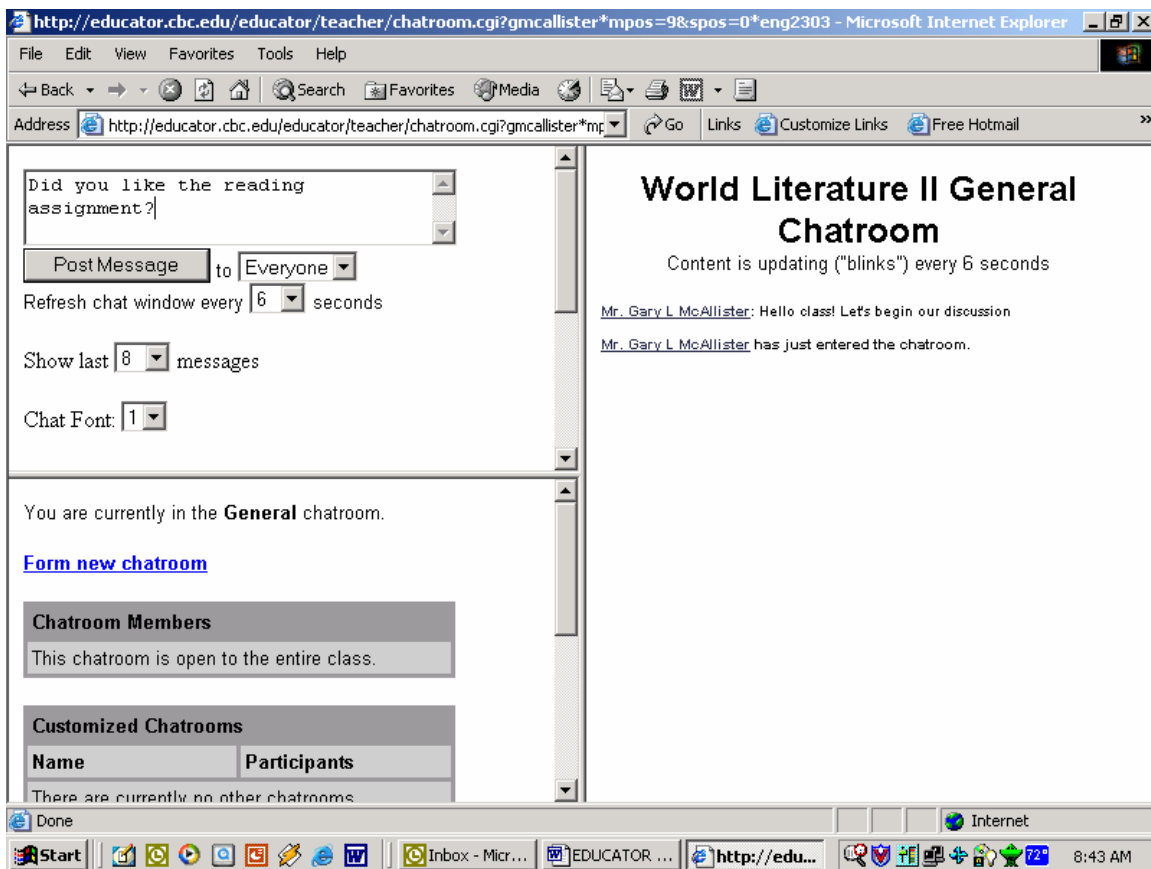


Students can reply to this message by clicking the **reply to this message** link. You can change your post by clicking **Modify/remove post**. If you would like to reply to a student's post, select the link **Form a subthread** located beneath the student's message.

## STEP 7: CONDUCT A CHAT SESSION

Students love to chat! Augment class discussions by adding a chat session.

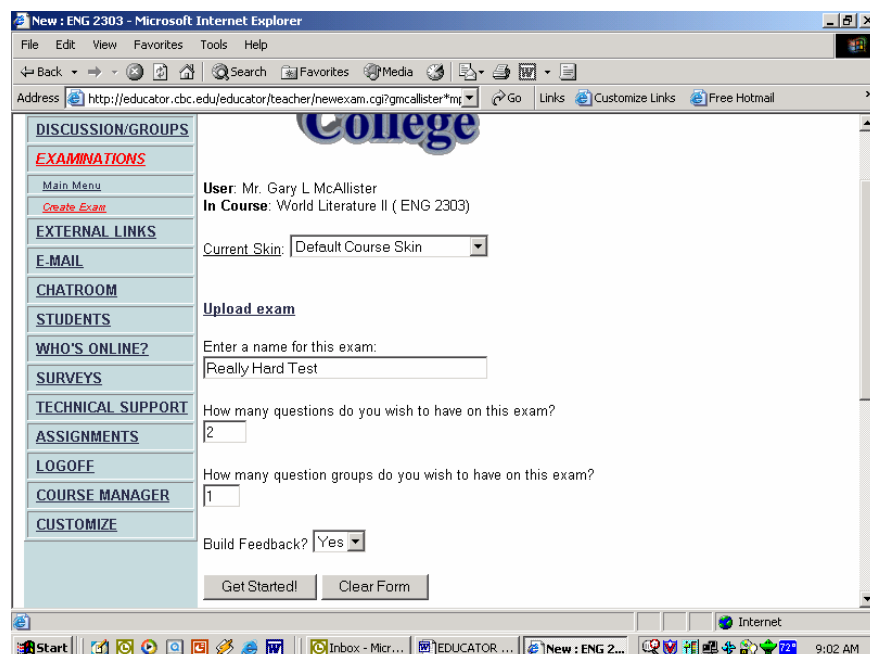
1. Click on the **CHATROOM** in the navigation bar. The chat session begins as each person clicks on that link. To speak, just type a message in the box (top left-hand corner of the screen). Press **Post Message**. Your message will appear in the chatroom to the right.



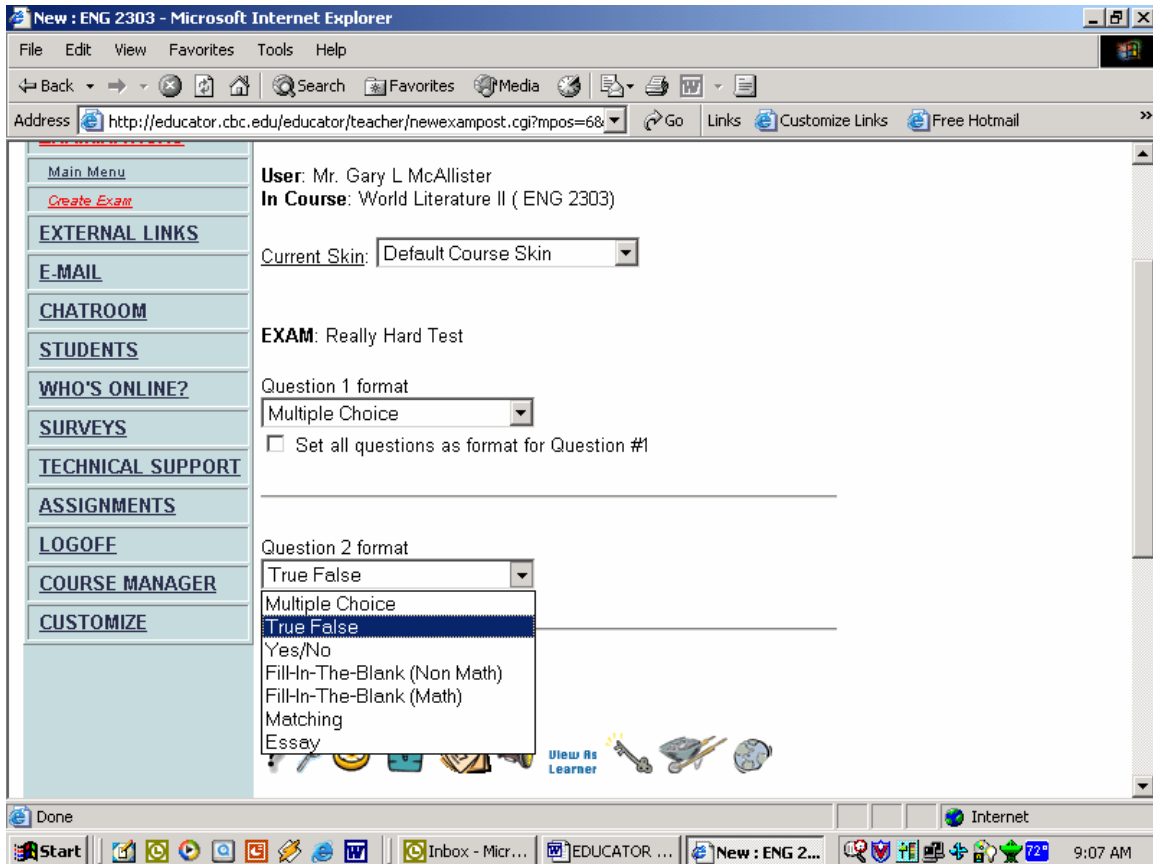
## STEP 8: CREATE AN EXAM

Exams and quizzes can be created in **QUIZZES** or **EXAMINATIONS**. I recommend using the **EXAMINATIONS** feature for both because it is more robust.

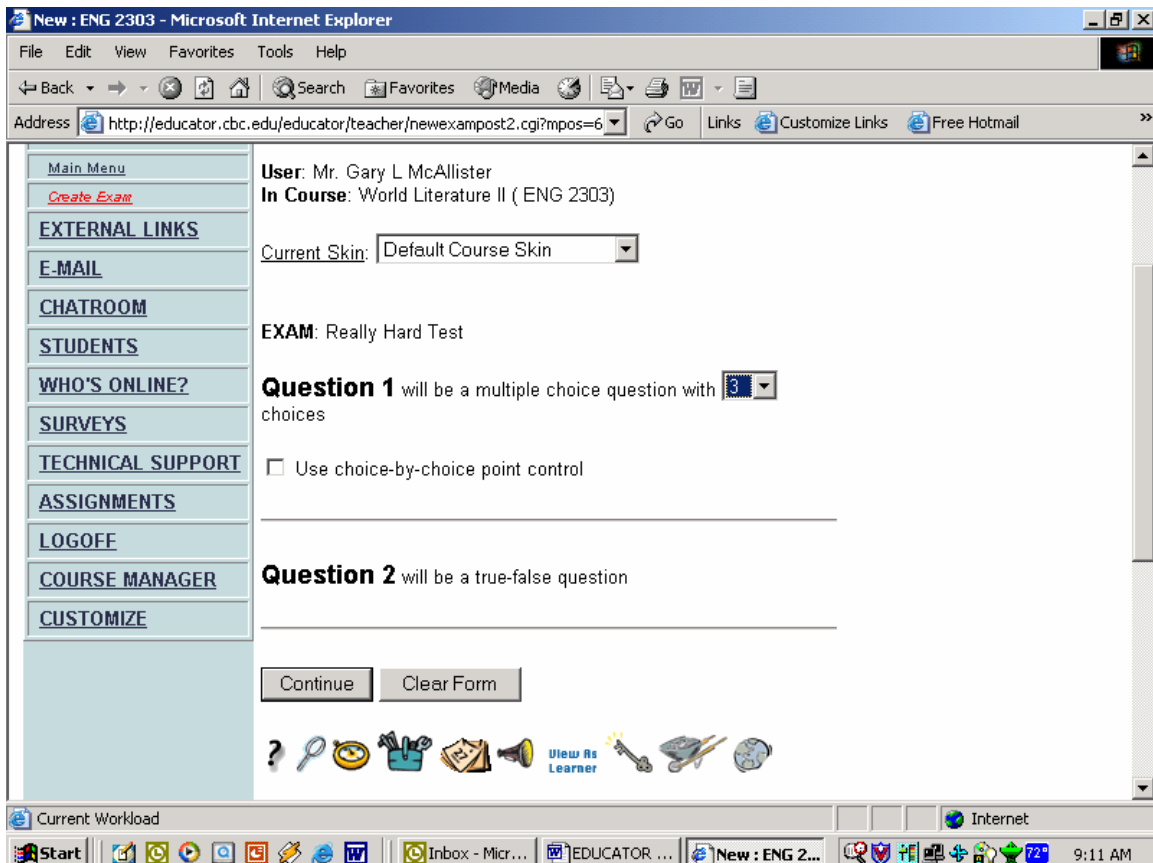
1. Click on the **EXAMINATIONS** link in the navigation bar, and select **Create Exam**. Enter a name of the test and the he number of questions to be asked. If you have questions that need to be grouped, enter the number of groups. Otherwise, just enter **1**. If you would like to enter a response to the student's answer, enter **Yes** for Build Feedback. Press the **Get Started!** Button.



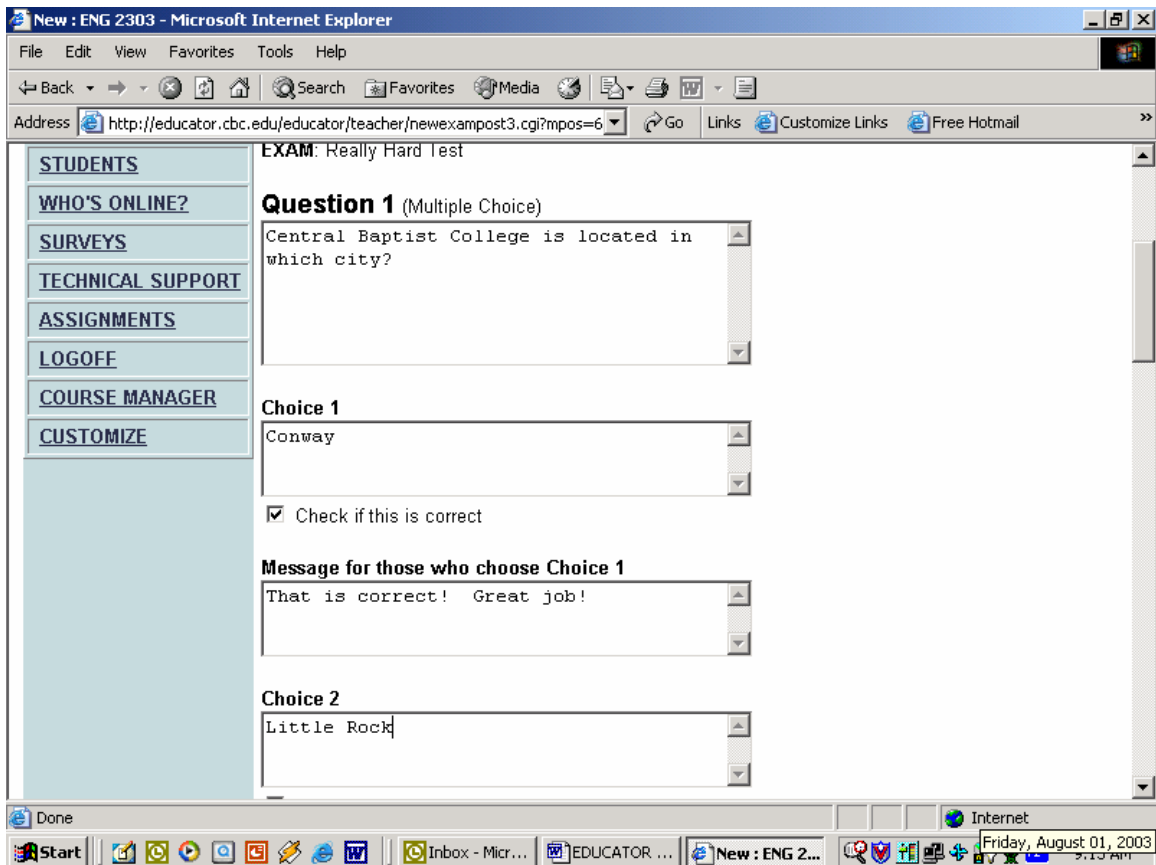
2. Select the type of questions to be asked. Press **Continue**.



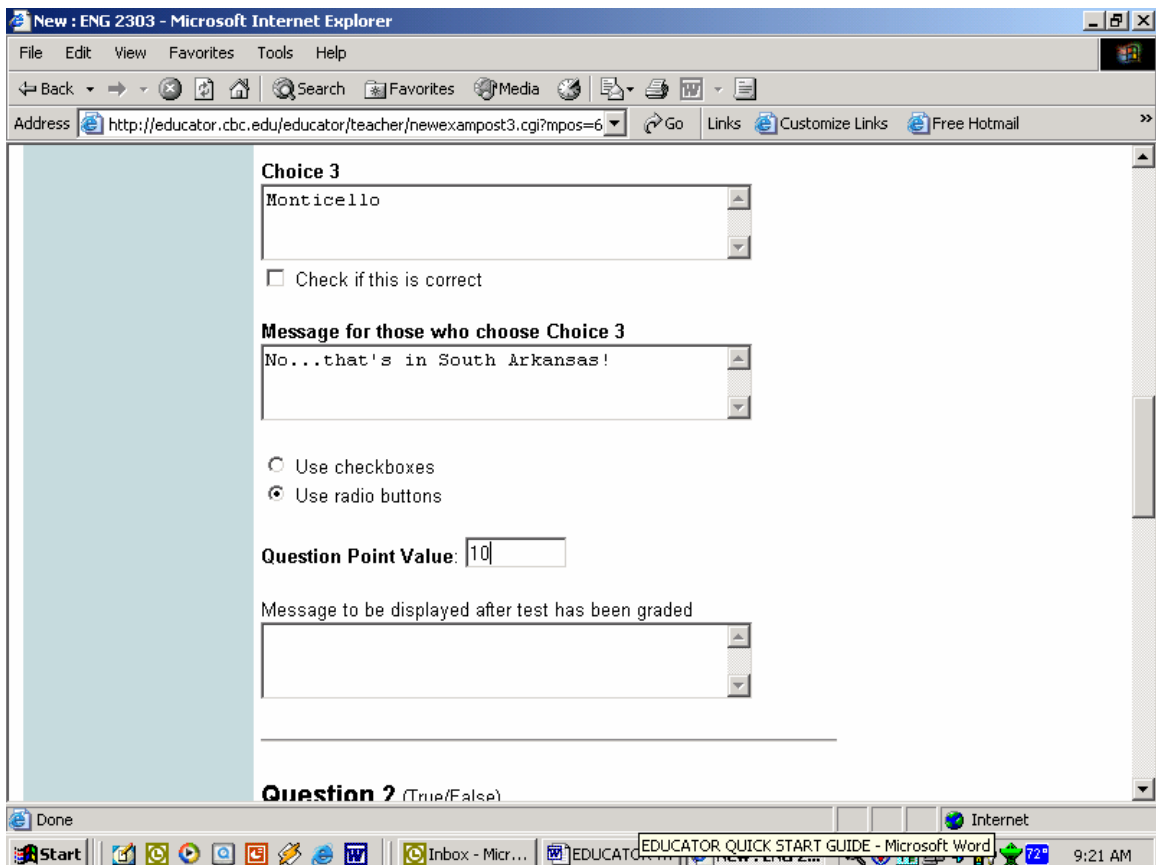
3. Next, select the number of choices for the multiple choice question. Press **Continue**.



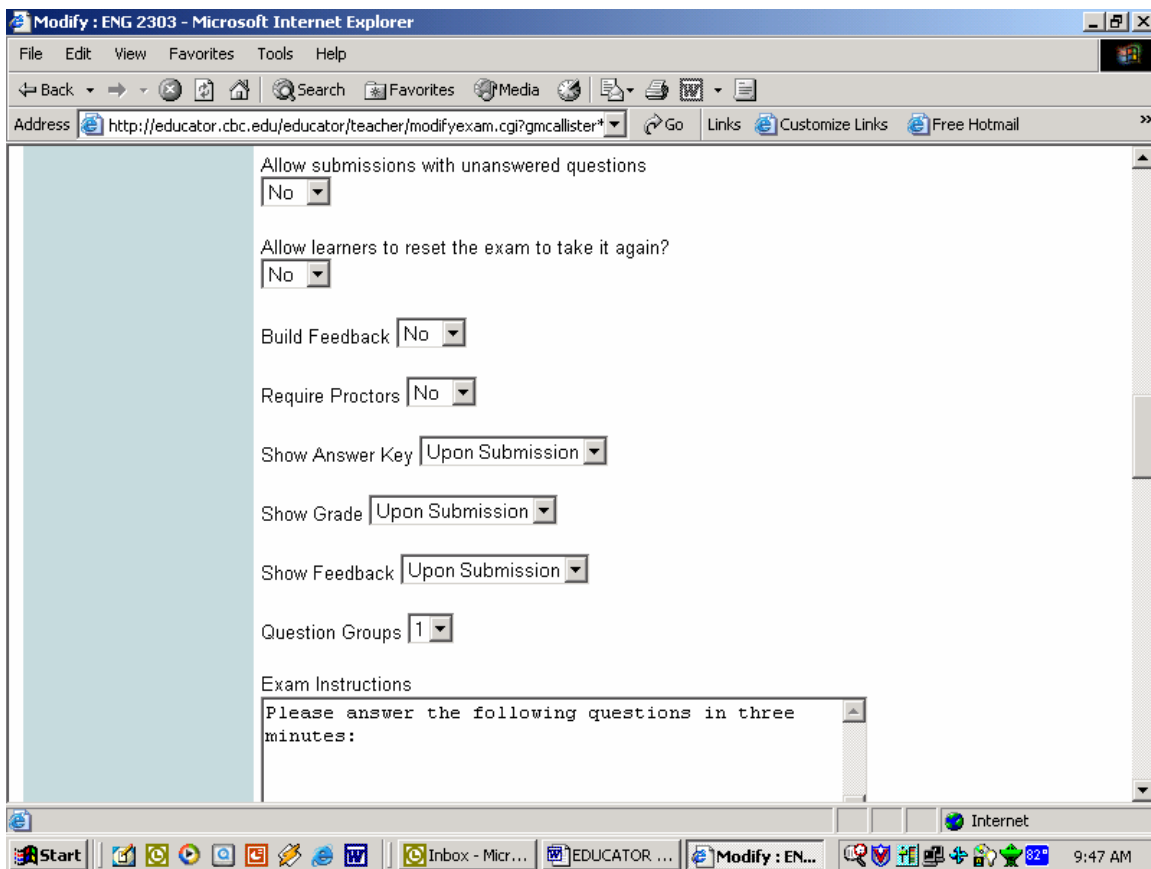
4. Type the question in the **Question 1** box. Enter the choices; check the box under the correct answer. Enter a response to the student for each choice.



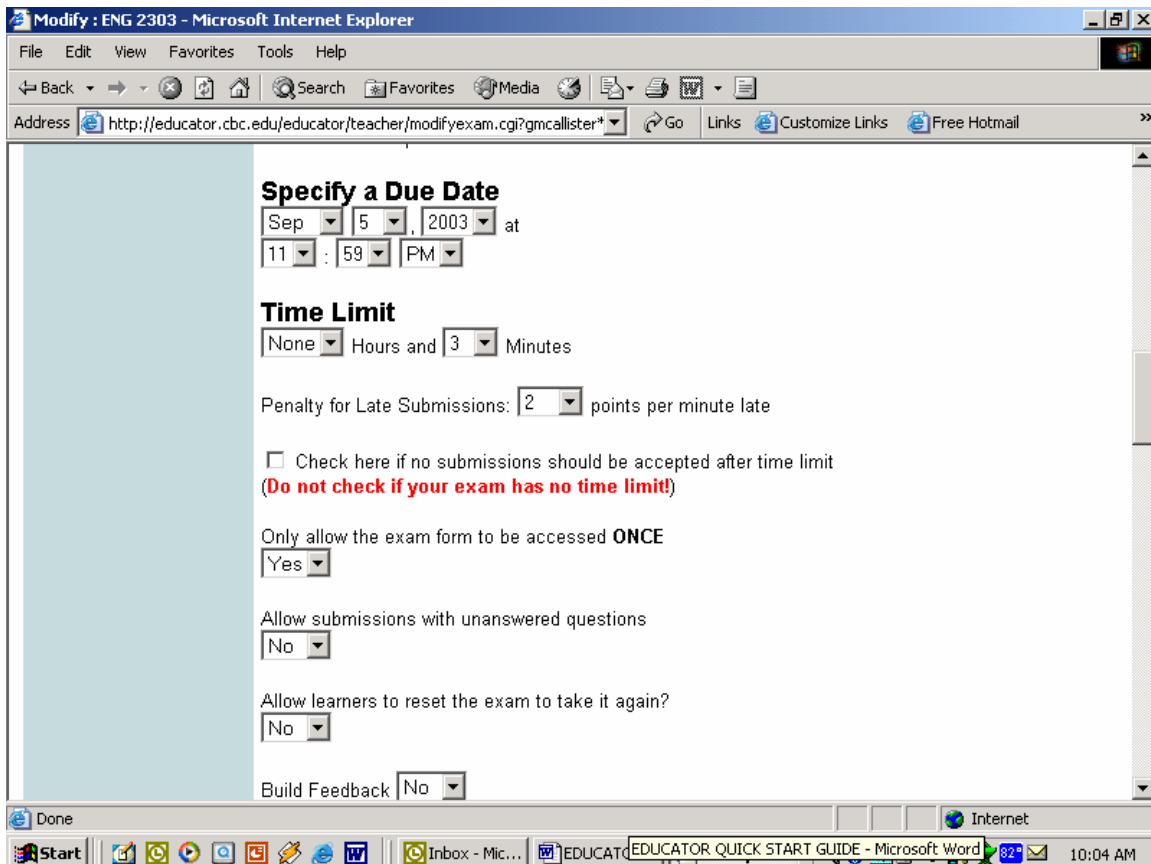
5. After adding the choices for question 1, select the format for a response. I selected radio buttons. Enter a point value for this question. I selected 10 points.







7. Since I've selected a time limit for the exam, I need to determine if I want to accept a late submission. I've decided to accept it, but there will be a penalty for late submissions (2 points per minute). Press **Format Exam**. It's ready!



## STEP 9: GRADE BUILDER

Patrick Houlihan, an instructor at Ouachita Baptist University, developed the following tutorial:



### Grading in Educator

Educator can help you organize your course grades...

Your **ENROLLMENT OPTIONS** are currently set as C

Click on a student's name to bring up their records.

Name	User
<a href="#">Student No. 1</a> Points Earned: 92.65 Total Percent: 92.65 % Letter Grade: A	<a href="#">studentno...</a>
<a href="#">Student No. 2</a> Points Earned: 73.31 Total Percent: 73.31 % Current Percent: 81.45 % Letter Grade: B	<a href="#">studentno...</a>
<a href="#">Student No. 3</a> Points Earned: 88.66 Total Percent: 88.66 % Letter Grade: B	<a href="#">studentno...</a>

and allows you to provide password-protected grade records to each student on a 24/7 basis throughout the semester.

GRADE BUILDER SUMMARY			
Item	Weight	Student Score	Points Earned
<a href="#">First-week quiz</a>	20	90 / 90	60
Exam 1	60	28 / 90	18.66
<a href="#">1st assign</a>	10	11 / 15	7.33
<a href="#">2nd assign</a>	10	10 / 15	6.66
Percentage thus far: 92.65 / 100 = 92.65 %	100		92.65

Letter grades based on **Current Percent (92.65)**

GRADES RANGES	
<b>A</b> Score	90
<b>B</b>	80
<b>C</b>	70
<b>D</b>	60
<b>F</b>	

QUIZZES	
Quiz Title	Grade
<a href="#">First-week quiz</a>	90

EXAMS	
Exam Title	Grade
Exam 1	28

ASSIGNMENTS		
Assignment Title	Grade	Interactivity
<a href="#">1st assign</a>	11 / 15	EPDF/DOC/COMMENTS

This tutorial is designed to help you get started. The steps to organizing your grades in Educator are:

1. Create items to be graded, such as assignments and quizzes. (You do not have to create all of them ahead of time, but you'll need to have at least one item in order to start setting up your grading scale.)
2. Assign values to the items (for example, "Exam = 40 points")
3. Optional: Specify your letter grading scale (A=90-100, B=80-89, etc.)
4. Do some grading. (Of course, Educator can do much of this for you.) Then, you can view the grade reports.



## Something to Grade

If you haven't added an item that can be graded, you will need to do so before you can get started with the gradebook. Graded items include exams, quizzes, assignments, and worksheets. These can be used for grades involving online as well as offline work.

If you're not ready to create quizzes, assignments, etc., you can create a "dummy" item as a temporary placeholder. Create an assignment or a simple quiz with one question and lock it. You can use it in the Grade Builder, and then delete it once you've added "real" assignments and tests.

By the way: At Ouachita, we created placeholder assignments, quizzes, and exams (with names such as "Assignments R Us") and put them in a common folder. That way, everyone can use them and we only had to create them one time.

Item	Item Type	Size
<b>File Name:</b> <a href="#">Assignments R Not Us</a> <b>Label:</b> Assignments R Not Us <b>Last Modified:</b> Thu Jan 23 17:46:29 2003 <b>Created by:</b> PATRICK HOULIHAN <b>Course Origination:</b> ORCHESTRATION	Assignment	44 Bytes
<b>File Name:</b> <a href="#">Assignments R Us</a> <b>Label:</b> Assignments R Us <b>Last Modified:</b> Thu Jan 23 17:45:58 2003 <b>Created by:</b> PATRICK HOULIHAN <b>Course Origination:</b> ORCHESTRATION	Assignment	65 Bytes
<b>File Name:</b> <a href="#">Exams R Us</a> <b>Label:</b> Exams R Us <b>Last Modified:</b> Thu Jan 23 17:45:53 2003 <b>Created by:</b> PATRICK HOULIHAN <b>Course Origination:</b> ORCHESTRATION	Exam	1 Questions

## The Grade Builder

To see the Grade Builder in your course, click the Syllabus link, and then the Grade Builder sublink.

**GRADE BUILDER**

Specify the grade contribution of each of the following items currently in the course

The layout option lets you customize the arrangement of the Grade Builder in Student Grade Reports

Item	Points	Layout
<b>QUIZZES</b>		
<a href="#">First-week quiz</a> Max score: 30 Object ID: 140	20 <input type="checkbox"/> Extra Credit	1
<b>EXAMS</b>		
<a href="#">Exam 1</a> Object ID: 131	60 <input type="checkbox"/> Extra Credit	2
<b>ASSIGNMENTS</b>		
<a href="#">first assign</a> Max score: 15 Object ID: 118	10 <input type="checkbox"/> Extra Credit	3
<a href="#">2nd assign</a> Max score: 15 Object ID: 119	10 <input type="checkbox"/> Extra Credit	4

Check here and Grade Builder will be displayed to students in their grade reports

**Submit** **Reset**

To set the weight of each graded item, type a number in the Points column and click Submit. In the example above, there are four items for grading: a quiz (worth 20 points), an exam (60 points), and two assignments (10 points each). The sum of the points is 100, therefore, the quiz is worth 20%, the exam is 60%, etc. Remember: If the sum of the points = 100, then the points for the individual items will be percentages, as in the example above.

Please note that the **maximum score** of an assignment or test **does not need to equal** the value you set for the **weight** in the Grade Builder. In the example above, the first item ("First-week quiz") has a maximum score of 30 (indicated below the item's name); that is, it's a 30-point quiz,

perhaps with 15 questions worth 2 points each. Regardless of the maximum number of points, the Grade Builder weight can be any number; I selected 20 for this example.

You are not limited to using 100 as your sum of Grade Builder points. For an example, see the next page...



## A Second Example

In the following Grade Builder diagram, the quiz is has a weight of 30 points, the exam is 90 points, and each assignment is 15 points, for a total of 150 points. Because the sum does not equal 100, these numbers **do not represent percentages**, as in the example on the previous page.

Item	Points	Layout
<b>QUIZZES</b>		
<a href="#">First-week quiz</a> Max score: 30 Object ID: 140	30 <input type="checkbox"/> Extra Credit	1
<b>EXAMS</b>		
<a href="#">Exam 1</a> Object ID: 131	90 <input type="checkbox"/> Extra Credit	2
<b>ASSIGNMENTS</b>		
<a href="#">first assign</a> Max score: 15 Object ID: 118	15 <input type="checkbox"/> Extra Credit	3
<a href="#">2nd assign</a> Max score: 15 Object ID: 119	15 <input type="checkbox"/> Extra Credit	4
<input checked="" type="checkbox"/> Check here and Grade Builder will be displayed to students in their grade reports		
<b>Submit</b> <b>Reset</b>		

## Bonus Credit

Click the Extra Credit box for bonus credit. In the following example, the last assignment is bonus work.

Item	Points	Layout
<b>QUIZZES</b>		
<a href="#">First-week quiz</a> Max score: 30 Object ID: 140	30 <input type="checkbox"/> Extra Credit	1
<b>EXAMS</b>		
<a href="#">Exam 1</a> Object ID: 131	90 <input type="checkbox"/> Extra Credit	2
<b>ASSIGNMENTS</b>		
<a href="#">first assign</a> Max score: 15 Object ID: 118	15 <input type="checkbox"/> Extra Credit	3
<a href="#">2nd assign</a> Max score: 15 Object ID: 119	15 <input type="checkbox"/> Extra Credit	4
<a href="#">Assignments R Us</a> Max score: 100 Object ID: 179	5 <input checked="" type="checkbox"/> Extra Credit	5
<input checked="" type="checkbox"/> Check here and Grade Builder will be displayed to students in their grade reports		



## Letter Grade Builder

Adding letter grades is optional. With the Grade Builder page open, click "CLICK HERE for a letter grade builder" to reveal the following:

Options include Current Percent, Total Points, and Total Percent.

Type the letters you want to use and their lowest boundaries.

GRADE	LOW BOUNDARY	OPTION
A	90	<a href="#">Remove</a>
B	80	<a href="#">Remove</a>
C	70	<a href="#">Remove</a>
D	60	<a href="#">Remove</a>
F	0	<a href="#">Remove</a>

Submit Reset

Simply type the letters and their corresponding lowest values. In the example, A = 90 and above, B = 80-89, etc.

Click the "ADD LETTER" button to include more levels. For instance, you could add letters for a more specific grading scale: A+ = 97-100, A = 93-96, A- = 90-92, etc.

The three options under "Base Letter Score" allow you to select Current Percent, Total Percent, and Total Points.

Current Percent ignores nonrecorded grades, such as when a student has overdue work or when you have dropped a grade. **It is the best choice for most situations.** If you are unsure of which setting to select, choose Current Percent.

In the example above, a 100-point scale is used. You may use whatever scale you would like, such as A=275 points, B=235, etc.



## Assigning Grades

Online quizzes and other items will be automatically graded (except essay questions). You may manually override the computer-generated grade. You may also include grades for offline assignments and tests in your classroom. To insert grades manually:

1. Click the **EXAMS, ASSIGNMENTS, or QUIZZES** link. For Worksheets, click the **ASSIGNMENTS** link and then click the **Worksheet** sublink.
2. Click **Gradebook** in the table that appears.
3. Click the appropriate link. For quizzes, click **Manage Quiz Scores**. There are similar links for exams and worksheets. For assignments, click **CLICK HERE for fast gradebook entry**.
4. You will see a complete list of students with fields for their grades. Type the grades and click **Submit**.

Exam:	
Name	Score
<a href="#">Student No. 1</a>	Manual Score: <input type="text" value="90"/> <input type="checkbox"/> Remove Record
<a href="#">Student No. 2</a>	Manual Score: <input type="text" value="75"/> <input type="checkbox"/> Remove Record
<a href="#">Student No. 3</a>	Manual Score: <input type="text"/> Raw Score: 90 <input type="checkbox"/> Remove Record

Alternate method: After clicking **Gradebook** in step 2 above, you'll see a list of student names. You can click on a student's name to enter one grade, but this would be a very time-consuming method if you have more than a few grades to enter.

Yet another way to enter grades is to click **STUDENTS**, then click the **Edit All Grades** link. The screen will show every grade of every item for every student. As you can imagine, after you've created a few tests and assignments this window can be unmanageable because of the sheer amount of data.



### Viewing Grades

Educator gives you several ways to view grades. To see the following chart in your course, click the **Students** link on the left, and then click **VIEW ALL GRADES**.

In the example below, notice that Student No. 2 has not completed one of the items. Instead of penalizing him, the item is not calculated and his letter grade is based only on the work completed because "Current Percent" was selected by the instructor in the Letter Grade Builder. In such situations, the instructor may leave the grade field empty for a "dropped" grade, or may make an appropriate manual entry at a later date.

Student	<a href="#">First-week quiz</a> Object ID: 140	<a href="#">Exam 1</a> Object ID: 131	<a href="#">first assign</a> Object ID: 118	<a href="#">2nd assign</a> Object ID: 119	Score
<a href="#">Student No. 1</a>	28	90	Score: 11	Score: 10	A 92.65
<a href="#">Student No. 2</a>	22	75	Score: No Grade	Score: 13	B 73.31 Percentage based on work completed: 73.31 / 90 = 81.45 %
<a href="#">Student No. 3</a>	21	90	Score: 10	Score: 12	B 88.66

To see the following page, click the **Students** link on the left, and then select **CLICK HERE for a grade report**.

Click on a student's name to bring up their records.

Name	Username	Last Signed In
<a href="#">Student No. 1</a> <b>Points Earned:</b> 92.65 <b>Total Percent:</b> 92.65 % <b>Letter Grade:</b> A	<a href="#">studentno.1</a>	Jan 26 18:30:29 2003
<a href="#">Student No. 2</a> <b>Points Earned:</b> 73.31 <b>Total Percent:</b> 73.31 % <b>Current Percent:</b> 81.45 % <b>Letter Grade:</b> B	<a href="#">studentno.2</a>	Jan 28 10:28:30 2003
<a href="#">Student No. 3</a> <b>Points Earned:</b> 88.66 <b>Total Percent:</b> 88.66 % <b>Letter Grade:</b> B	<a href="#">studentno.3</a>	Jan 26 19:25:26 2003

Click on a student's name in a grade report to see a complete report on that student:

GRADE BUILDER SUMMARY			
Item	Points	Student Score	Points Earned
<a href="#">First-week quiz</a>	20	90 / 30	60
<a href="#">Exam 1</a>	60	28 / 90	18.66
<a href="#">first assign</a>	10	11 / 15	7.33
<a href="#">2nd assign</a>	10	10 / 15	6.66
Total Percentage: 92.65 / 100 = 92.65 %	<b>100</b>		<b>92.65</b>

Letter grades based on **Current Percent** (92.65)

GRADES RANGES	
<b>A</b> Score	90
<b>B</b>	80
<b>C</b>	70
<b>D</b>	60
<b>F</b>	

QUIZZES	
Quiz Title	Grade
<a href="#">First-week quiz</a> Status: Active	90

EXAMS	
Exam Title	Grade
<a href="#">Exam 1</a> Status: Active	28

ASSIGNMENTS		
Assignment Title	Grade	Interactivity
<a href="#">first assign</a> Status: Active	11 / 15	• <a href="#">FEEDBACK/COMMENTS</a>



### Grading Summary

You can customize Educator to manage your grades and to report them to your students:

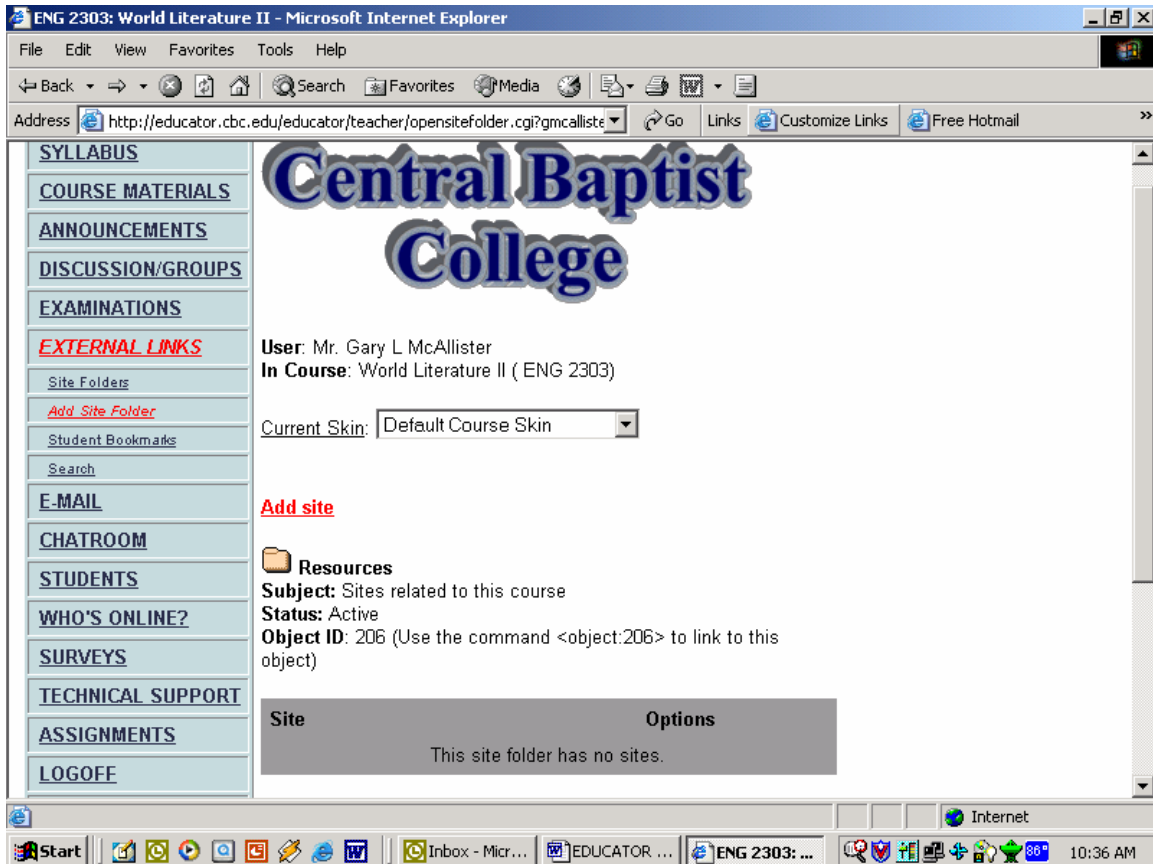
1. Create items to be graded (quizzes, assignments, etc.).
2. Open the Grade Builder and assign points to the items.
3. If desired, open the Letter Grade Builder and assign values for letter grades.
4. Do some grading. Remember, Educator can grade the online work, except essay questions.

### STEP 10: CREATING EXTERNAL LINKS

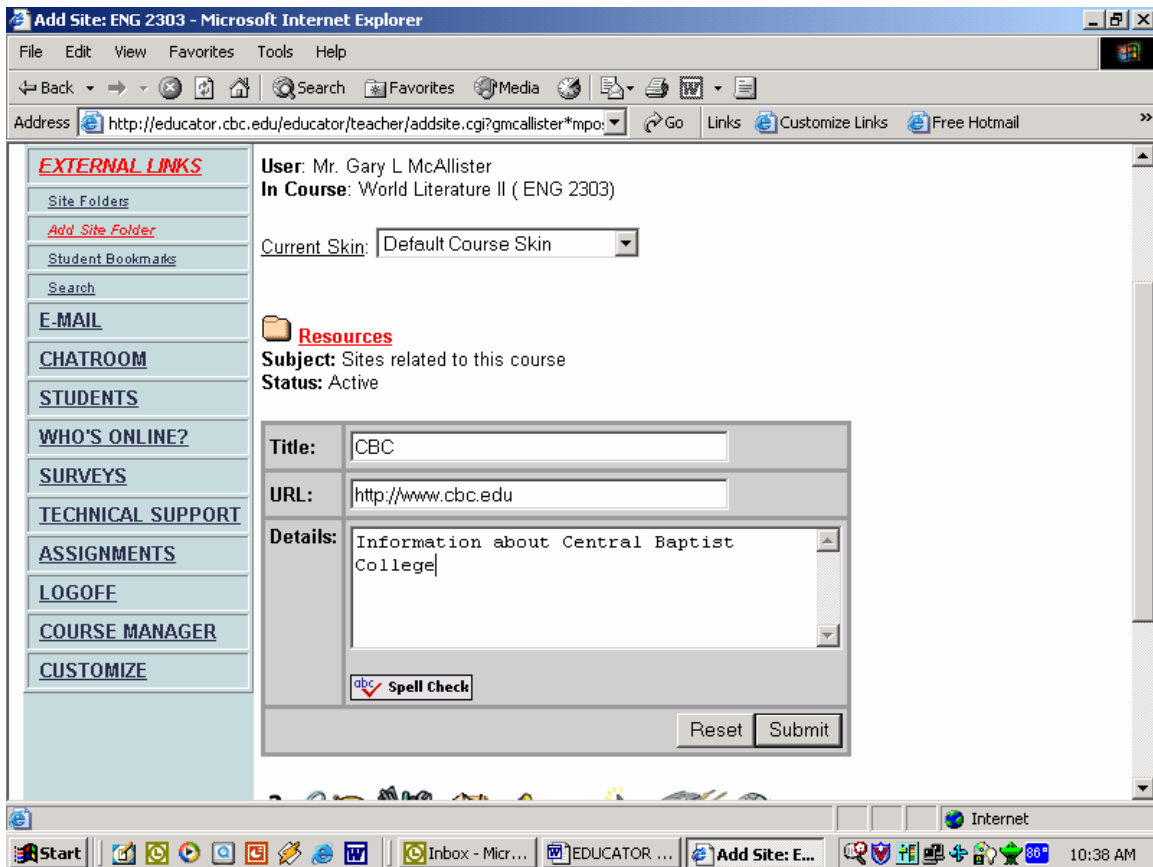
1. Click on **EXTERNAL LINKS** and **Add Site Folder**. Enter a name for the folder and description of the contents. If you are ready for the students to view this resource, choose **Active** status. Press **Submit**.



3. Next, click Add Site.



4. Enter the title and address of the site along with a description. Press **Submit**.



It's done!