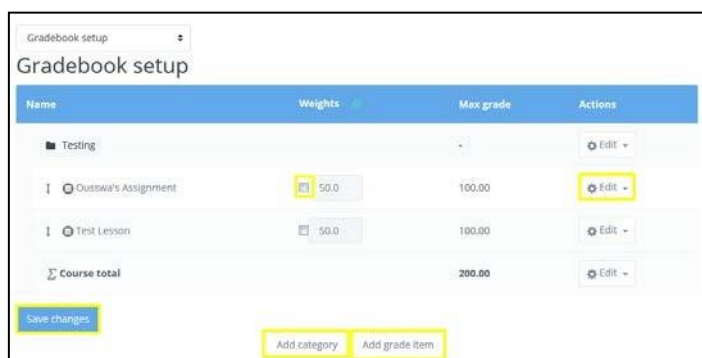# Set Up Gradebook & Manage Course Grades

After creating a new course, teachers and managers can set up a gradebook in order to monitor students' grades. If the course is a pass-or-fail course, teachers and managers can view that information as well.

Set Up a Gradebook

1. Log in to STC|U.

2. Under My Courses on the left, select the course for which you want to set up a gradebook.

3. Click the gear button ⚙ ▾ and select **Gradebook Setup**.

4. On the Gradebook Setup page, you'll see the activities, resources, and quizzes for the course. To set up the gradebook, you can:

   - **Edit Existing Grade Items:** Click the **Edit** button and select **Edit Settings**.

   - **Enable Weights:** This feature allows items to be graded with a weight, which is used in the category aggregation to influence the importance of the item compared to other grade items in the same category. To enable this feature, click the checkbox next to the weighted value.

   - **Add Grade Items:** To add more items to use for grading students, click the **Add grade item** button, located at the bottom center of the page.

   - **Add Category:** To group grade items within categories, you need to first add the categories. Click the **Add Category** button, located at the bottom center of the page.

   - **Activity Completion:** This report displays the activities that have been completed by enrolled students. The report can be downloaded as an Excel spreadsheet.

5. Click **Save changes** when finished.

Manage Course Grades

If your course includes a SCORM activity, additional reports can be found within the activity.

1. First, select the course.

2. Select **Grades** from the left navigation menu.
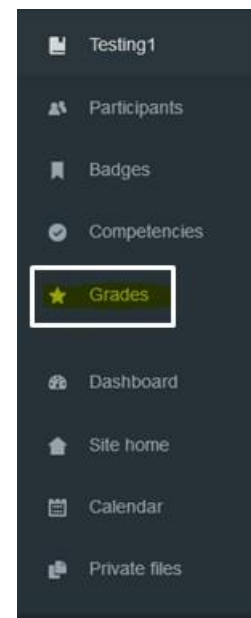
3. The Grade Report page opens. To navigate to other pages in the Grades section, click the drop-down menu and select one of the options:

   - **Grader Report:** All of the students in the course are displayed on this page, along with all graded material and the overall average grade for the course. Grades can be edited from this page.

   - **Grade History:** Instructors can view student course grade histories on this page by selecting a specific date range.

   - **Outcomes Report:** Used to monitor student progress via outcomes. It lists site-wide outcomes and custom outcomes, along with their overall average.

   - **Overview Report:** Reports all grades for each student in all enrolled courses.

- **Single View:** Allows the instructor to view an individual student's grade for a specific grade item (by selecting from drop-down lists).

- **User Report:** Provides a student's grades in a selected course, including calculated weights for each grade item, instructor feedback, and the overall course grade.

- **Setup:** Allows instructors to set up a gradebook, set up preferences, and edit gradebook settings.

- **Scales:** Allows instructors to evaluate or rate a student's performance in a course. Standard scales can be used site-wide, or instructors can create customized scales for each course.

- **Letters:** Allows the instructor to edit the range percentage associated with the letter grade.

- **Import:** Allows the instructor to import grades from a CSV, XML, or spreadsheet file.

- **Export:** Allows the instructor to export grades to an OpenDocument spreadsheet, an Excel spreadsheet, an XML file, or a plain text file.
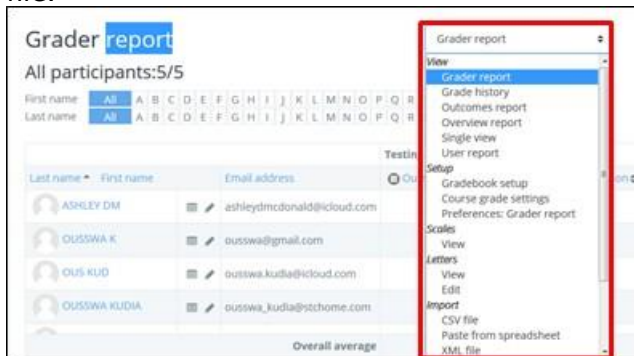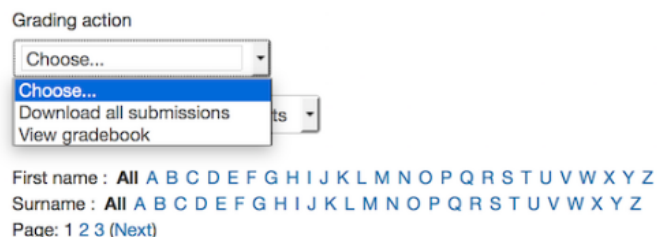

## Grading from the Assignment Page

1. From the assignment, click on **View/Grade All Submissions**.
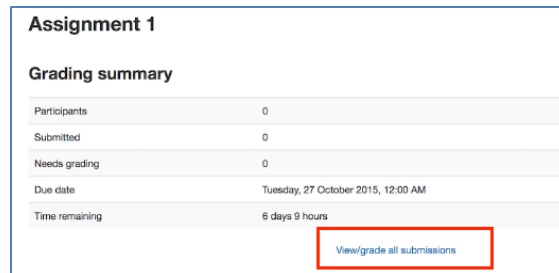
2. On the following page, you will see where you can edit grades/add feedback and review the students' work. At the top of the page is a dropdown list.

3. To find the submissions that are ready to be graded, the table of students can be sorted by clicking on the column headings. If you click on the Status column title twice, it will put all of the assignments that need to be graded at the top of the page.
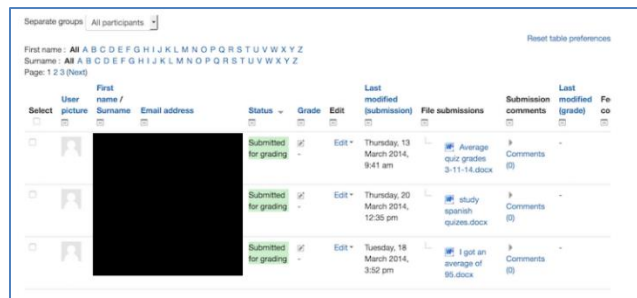
4. Then use the pencil icon in the Grade column or click on Edit and Edit Grade to get to the grading page for that student.