



Assignment & NEW Grade Book Basics Exercises

1. What is the only way to create a column in the grade book?
2. Use Student View in your course. Observe that you now can see a Test Student in your grade book.
3. Under Assignments, change the name of the Assignments group to Exams.
4. Under Assignments, create:
 - Exam 1, Exam 2, Exam 3 and Exam 4.
 - Each worth 100 points.
 - Enter a due date for each exam

Remember to use Due Dates on your assignments!

5. For Exam 1, enter a grade of 90 for your Test Student.
 - Use Student View to see student's subtotal and total score.
6. **Recommend you enter a zero for students who do not submit assignment.**
7. For Exam 2, set a Default grade of 0 for your Test Student.
For Exam 3 and 4 enter a grade of 90
8. Verify the Exams Subtotal for the Test Student.
Verify the Total score.
9. Change the Test Student's grade for Exam 2 from 0 to 90.

(OVER)

10. For the Exam 3 column, set Grade Posting Policy to “Manually”.
Use Student View to verify scores in column are hidden from students.

11. View Menu
Arrange by: View assignment name Z – A.
Filters: View by Exams assignment group.
Statuses: Change *Late* = *Yellow*: #FFFF66 *Missing* = *Red*: #FF5874

12. Hide the grade book Totals from students.
-Use Student View to verify Totals are hidden.
-Make Totals visible again to students.

13. Rubrics:
-Create an assignment called Paper 1
-Submission type: Online, Points: 10
-Build and Assign a basic rubric to the assignment

14. Export / download a copy of your course grade book.