

An Instructor's Overview to <u>MyBusCommLab</u>

Part 2 - Getting Going
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II - Getting Going

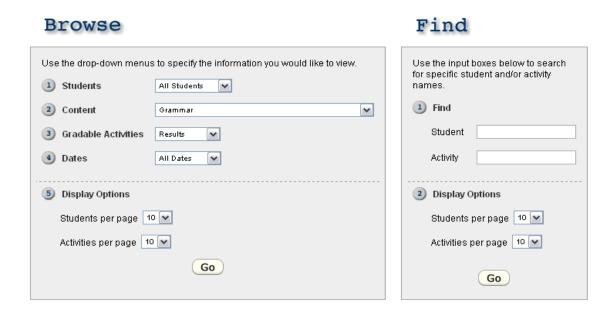
II-i) Accessing the Gradebook

Grade Tracker offers two methods of accessing a gradebook: Browse and Find. Having used one, you can return to the home page later to switch to the other. Both options appear when you click on the **Grade Tracker** tab in the upper right hand corner of your screen, or when you click the **Grades button** in class manager.



Either of these options will result in the screen shown below:

Grades for Business Communications



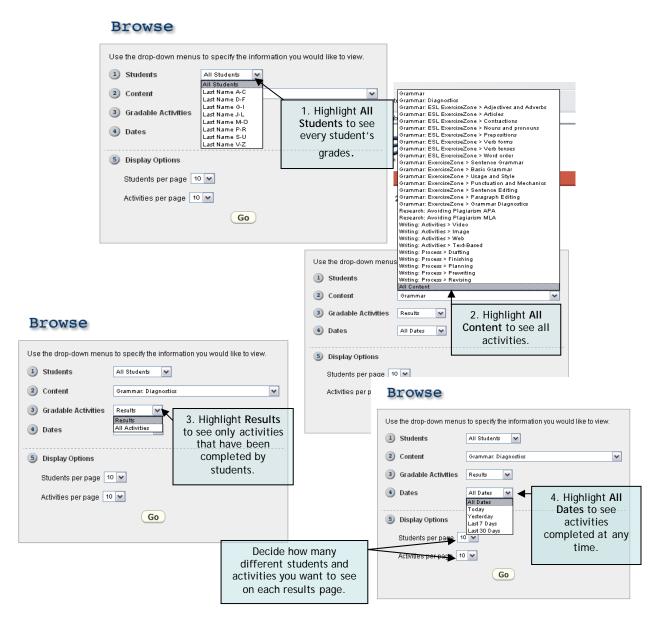
The Browse feature on the left provides a general search method to find a group of grades or students with similar characteristics. The Find feature on the right, however, is a method of searching for a specific student or activity.

Note: When you download grades from your gradebook, only the results of your most recent Browse or Find action will be downloaded.

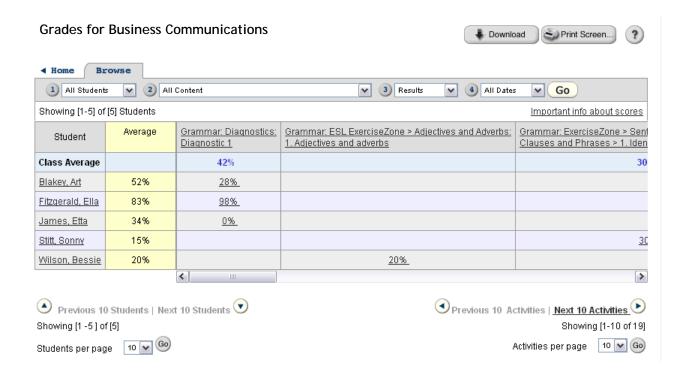
Using Browse

You can browse results that match any number of the following criteria:

- 1. All students, or students whose last names begin with letters in a range (for example, "Last Name P-R").
- 2. Activities from all content areas of the site, or from specific areas (for example, "Grammar: Diagnostics" or "Writing: Process > Revising"). You must scroll to the bottom of this list to select All Content.
- 3. The results for activities submitted by students, or all activities regardless of whether there have been any submissions.
- 4. Activities that have been completed within a certain range of dates.



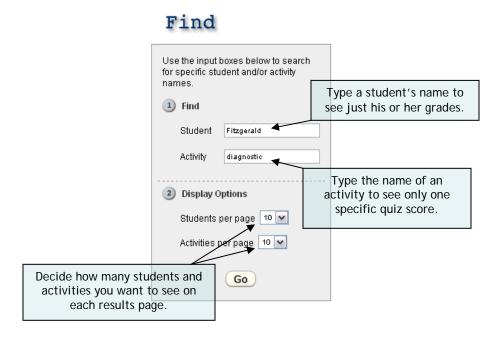
After you click Go, your results display on a Browse tab as shown below.



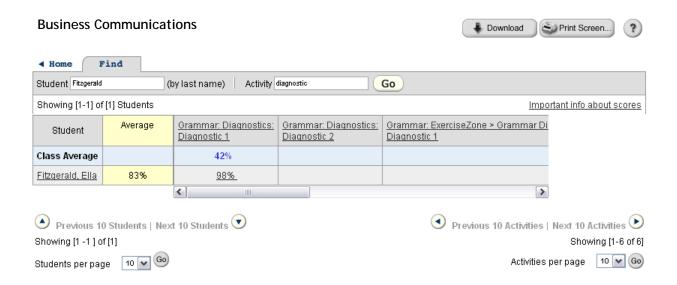
From here, you can perform additional Browse operations, using the search menus described in **Using the Gradebook** on page 19, or click **Home** to return to the gradebook homepage and perform a Find operation.

Using Find

You can find results by student last names and activities with titles containing specific letters.



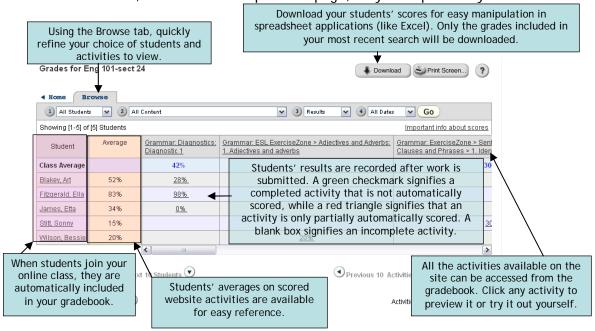
After you click Go, your results display on a Find tab, as shown below.



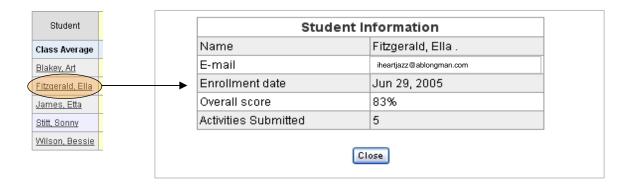
As with the Browse tab, you can perform additional Find operations or click **Home** to return to the gradebook home page and perform a different operation.

II-ii) Using the Gradebook

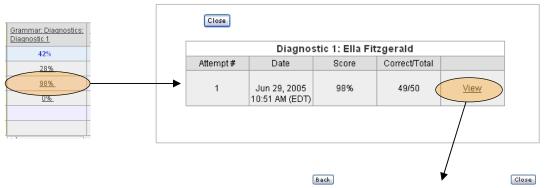
The following is a sample instructor gradebook with information about the gradebook columns and entries, and descriptions of the gradebook menus and buttons. It shows a Browse tab, which in some cases, as shown on the previous page, may be replaced by a Find tab.



For detailed information about an individual student (but not specific scores) from either the Browse or the Find tabs, click on his or her name in the leftmost column.



The same can be done with individual scores for specific activities. Click on the grade displayed next to a student's name.



Your Results for "Diagnostic 1"
Student results on this activity were sent to the Grade T

Print this page

Student results on this activity were sent to the Grade Tracker. Note that it may take a few moments for the score to appear. <u>Go to Grade Tracker.</u>

You can also see a detailed, question-by-question view of your student's results by clicking View in the detailed score chart shown above.

Summary of Results for James Doe			
Site Title: MyCompLab 2.0 + GradeTracker			
Location on Site: Grammar: Diagnostics > Diagnostic 1			
Date/Time June 29, 2005 at 10:48 AM (EDT) Submitted:			
OVERALL SCORE: 98% of 50 questions			
Group	Score	Proficient	
Sentence Grammar	17 of 17	Yes	
Basic Grammar	8 of 9	Yes	
Punctuation and Mechanics	18 of 18	Yes	
Usage and Style	6 of 6	Yes	
National States and Control of the C			

More information about scoring

1. CORRECT

When they reached the summit of Haleakala it was almost dawn, they took pictures of the sun rising over the volcano rim.

Your Answer: When they reached the summit of Haleakala, it was almost dawn, and they took pictures of the sun rising over the volcanic rim.