



An Instructor's Overview to
MyBusCommLab
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

Browse

Use the drop-down menus to specify the information you would like to view.

1 Students: All Students

2 Content: Grammar

3 Gradable Activities: Results

4 Dates: All Dates

5 Display Options

Students per page: 10

Activities per page: 10

Go

Find

Use the input boxes below to search for specific student and/or activity names.

1 Find

Student:

Activity:

2 Display Options

Students per page: 10

Activities per page: 10

Go

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.

Browse

Use the drop-down menus to specify the information you would like to view.

1. **Students**: All Students

2. **Content**: Grammar: Diagnostics

3. **Gradable Activities**: Results

4. **Dates**: All Dates

5. **Display Options**: Students per page: 10, Activities per page: 10

Go

1. Highlight All Students to see every student's grades.

2. Highlight All Content to see all activities.

3. Highlight Results to see only activities that have been completed by students.

4. Highlight All Dates to see activities completed at any time.

Decide how many different students and activities you want to see on each results page.

Browse

Use the drop-down menus to specify the information you would like to view.

1. **Students**: All Students

2. **Content**: Grammar: Diagnostics

3. **Gradable Activities**: Results

4. **Dates**: All Dates

5. **Display Options**: Students per page: 10, Activities per page: 10

Go

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

Grades for Business Communications



Home Browse

Showing [1-5] of [5] Students [Important info about scores](#)

Student	Average	Grammar: Diagnostics: Diagnostic 1	Grammar: ESL ExerciseZone > Adjectives and Adverbs: 1. Adjectives and adverbs	Grammar: ExerciseZone > Sentences: 1. Identifying Sentences > 1. Identifying Sentences
Class Average		42%		30
Blakey, Art	52%	28%		
Fitzgerald, Ella	83%	98%		
James, Etta	34%	0%		
Stitt, Sonny	15%			30
Wilson, Bessie	20%		20%	

Previous 10 Students | Next 10 Students

Previous 10 Activities | **Next 10 Activities**

Showing [1 -5] of [5]

Showing [1-10 of 19]

Students per page Go

Activities per page Go

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.

Find

Use the input boxes below to search for specific student and/or activity names.

1 Find

Student

Activity

2 Display Options

Students per page

Activities per page

Type a student's name to see just his or her grades.

Type the name of an activity to see only one specific quiz score.

Decide how many students and activities you want to see on each results page.

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

Business Communications



[Home](#) **Find**

Student (by last name) | Activity

Showing [1-1] of [1] Students [Important info about scores](#)

Student	Average	Grammar: Diagnostics: Diagnostic 1	Grammar: Diagnostics: Diagnostic 2	Grammar: ExerciseZone > Grammar Di Diagnostic 1
Class Average		42%		
Fitzgerald, Ella	83%	98%		

|

Showing [1 - 1] of [1]

Students per page

|

Showing [1-6 of 6]

Activities per page

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.

Using the Browse tab, quickly refine your choice of students and activities to view.

Download your students' scores for easy manipulation in spreadsheet applications (like Excel). Only the grades included in your most recent search will be downloaded.

Grades for Eng 101-sect 24

Download Print Screen... ?

Student	Average	Grammar: Diagnostics: Diagnostic 1	Grammar: ESL ExerciseZone > Adjectives and Adverbs: 1. Adjectives and adverbs	Grammar: ExerciseZone > Sentences and Phrases > 1. Identifying
Class Average		42%		30%
Blakey, Art	52%	28%		
Fitzgerald, Ella	83%	98%		
James, Etta	34%	0%		
Stitt, Sonny	15%			
Wilson, Bessie	20%			

When students join your online class, they are automatically included in your gradebook.

Students' averages on scored website activities are available for easy reference.

Students' results are recorded after work is submitted. A green checkmark signifies a completed activity that is not automatically scored, while a red triangle signifies that an activity is only partially automatically scored. A blank box signifies an incomplete activity.

All the activities available on the site can be accessed from the gradebook. Click any activity to preview it or try it out yourself.

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.

Student
Class Average
Blakey, Art
Fitzgerald, Ella
James, Etta
Stitt, Sonny
Wilson, Bessie

Student Information	
Name	Fitzgerald, Ella .
E-mail	iheartjazz@ablongman.com
Enrollment date	Jun 29, 2005
Overall score	83%
Activities Submitted	5

Close

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

The screenshot shows a grade chart for 'Grammar: Diagnostics: Diagnostic 1'. The scores are 42%, 28%, 98%, and 0%. The 98% score is circled in orange. An arrow points from this score to a detailed view window titled 'Diagnostic 1: Ella Fitzgerald'. This window contains a table with columns: Attempt#, Date, Score, and Correct/Total. The first row shows Attempt # 1, Date Jun 29, 2005 10:51 AM (EDT), Score 98%, and Correct/Total 49/50. A 'View' button is circled in orange next to the score.

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.

The screenshot shows a detailed results page titled 'Your Results for "Diagnostic 1"'. It includes a 'Back' button, a 'Close' button, and a 'Print this page' link. The page text states: 'Student results on this activity were sent to the Grade Tracker. Note that it may take a few moments for the score to appear. [Go to Grade Tracker.](#)' Below this is a 'Summary of Results for James Doe' section with the following information: Site Title: MyCompLab 2.0 + GradeTracker; Location on Site: Grammar: Diagnostics > Diagnostic 1; Date/Time: June 29, 2005 at 10:48 AM (EDT); Submitted: [blank]. A yellow banner displays 'OVERALL SCORE: 98% of 50 questions'. Below this is a table with columns: Group, Score, and Proficient.

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

A link for 'More information about scoring' is located below the table.

- 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.