

Use Gradebook as a Communication Tool Only

Create the Grade Entry

Click on the Gradebook Tab (left side of course)

Click on setup

Choose Points and follow the tutorial to finish

Click on the Coursework Tab (left side of course)

Click on Add an Assignment

Name the assignment: Current grade as of (date)

Choose for Assignment Type: Offline

Enter in 100 points

Due Date: Put end of the semester

*Make sure you change the option for when students can view to...**As Soon as Grade is Available**

Click on Save

Enter the Current Grades

Click on the Coursework Tab (left side of course)

Click on the current grade link

Enter student grades. (i.e. if a student is getting 86% type in 86)

Change the Date in the Title

Click on the Coursework Tab (left side of course)

Click on the pencil next to the current grade link

Type in a new date in the title



Click on Save

Repeat steps above to enter current grades

Coursework

Coursework - Add an Assignment

New Assignment

Name:	<input type="text" value="Current Grade as of Jan 15"/>
Format:	<input type="button" value="Offline"/>
Type:	<input type="button" value="Homework"/> + Add an Assignment Type
Required:	<input type="button" value="Required"/>
Grade Method:	<input type="button" value="Graded"/>
	Out of: <input type="text" value="100"/> points
This is a point value for the assignment; it is not related to the weight of the assignment. To manage relative weights of assignment	
Unit:	<input type="button" value="Unit 1"/> + Add a Unit
Description:	<div><div>Default Font <input type="button" value="Size"/></div><div></div><div></div><div><input type="button" value="Normal"/> <input type="button" value="HTML"/></div></div> <div>Description: The description of an assignment</div>
Instructions:	<div><div>Default Font <input type="button" value="Size"/></div><div></div><div></div><div><input type="button" value="Normal"/> <input type="button" value="HTML"/></div></div> <div>Instructions: The instructions for an assignment</div>
Start:	<input checked="" type="radio"/> Active Now <input type="radio"/> Activate Later Manually <input type="radio"/> Active From: <input type="text" value=""/> <input type="button" value="Calendar"/> <input type="text" value="12"/> : <input type="text" value="00"/> <input type="button" value="AM"/> <input type="button" value="PM"/> <input type="checkbox"/> Display While Inactive
Due:	<input type="text" value=""/> <input type="button" value="Calendar"/> <input type="text" value="5"/> : <input type="text" value="00"/> <input type="button" value="PM"/> <input type="button" value="AM"/> <input type="checkbox"/> Include this assignment's due date in the course calendar
Show Grade:	<input type="button" value="As soon as grade is available"/>
Relevant Files:	<div><div>Add a File</div><div>File: <input type="button" value="Choose File"/> No file chosen</div><div>Label: <input type="text"/></div><div>Description: <input type="text"/></div><div><input type="button" value="Upload"/></div><div><input type="button" value="Save"/> <input type="button" value="Cancel"/></div></div>