

# WebCT 4.1: Gradebook Column Management

Choose **Control Panel** →

Choose **Manage Course** →

Under Manage Students, click-on Manage columns →

Columns view →

**Control Panel** | Lea's Experimental Course | View | Designer Options

Course Menu - | Homepage

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Course Menu - | View | Designer Options

Homepage > Basic Control Panel

Basic Control Panel | Expanded Control Panel

Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course
Add tools to your course to evaluate, communicate with, and provide course content to students. Develop course content for students with Tools such as syllabus and Content Module. Group course content and tools using Organizer Pages.	Customize the Homepage and change course content. Update the student view of the Content Modules in your course. Update student view	Add, download, change, and organize the files in your course.	Manage student and teaching assistant records. Track student progress. Course backups. Import and export content.

**Manage Course**

**Manage Students**

You can manage student information and grades.

- Add or Import students
- View some students
- Search records
- Change settings
- Manage columns
- Show update log

**Manage Teaching Assistants**

You can manage teaching assistant information.

Add or Import TAs

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Course Menu - | View | Designer Options

Homepage > Basic Control Panel > Manage Course > Manage Students > **Manage Columns**

**Columns**

Select	Last Name	First Name	User ID	Midterm Grade	Final Grade	Lesson 1	Quiz 1	Chapter 1
Type	A*	A*	A*	A	A	E	Q	Q
Alignment	Left	Left	Left	Left	Left	Right	Right	Right
Hidden	No	No	No	No	No	No	No	No
Released	No	No	No	No	No	No	No	No
Statistics	---	---	---	---	---	None	None	None
Decimals	---	---	---	---	---	2	2	2
Self-registration	Required	Required	Required*	Not Shown	Not Shown	---	---	---

\*This column value is not editable.

**Legend of column types**

A = Alphanumeric	L = Letter Grade	S = Selection Box
C = Calculated	N = Numeric	M = Text
E = Assignment	Q = Quiz	



Decide whether to move the column left or right, then select how many columns to move

Choose

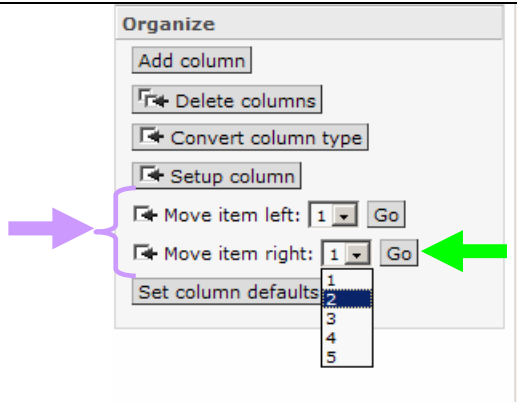
### Delete a Column

To delete a column, select the  for the column to delete

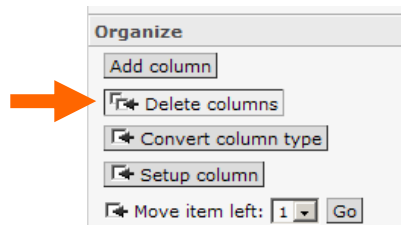
Choose

### Edit a Numeric Column

From Manage Students, in the Student table, under the column name,



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quiz 1	Chapter 1	Lesson 1	Report_1
Q	Q	E	N
Right	Right	Right	Right
No	No	No	No
No	No	No	No
None	None	None	None
2	2	2	2
---	---	---	Not Shown



Manage Students

Actions


Options: Records    Options: Advanced    Organize


Select action - Go    Select action - Go    Select action - Go

Page: All    Records 1 - 3 of 3 [Total: 3]


Last Name	First Name	User ID	Midterm Grade	Final Grade
Edit	Edit	Edit	Edit	Edit
Liscolis	Abraham	gamma	---	---
Todd	Mary	epsilon	---	---
Washington	Martha	beta	---	---


choose **Edit** 


In the Out of: box, enter the total possible points 


To enter student scores, enter the score in the box 

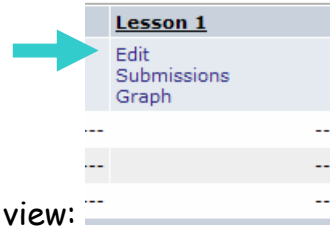
### Letter Grade Columns

Choose **Add column** 

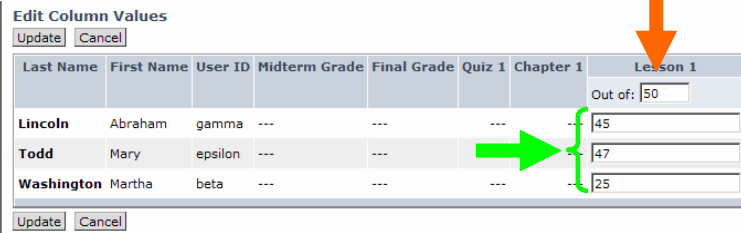
Add a letter grade column 

**Note:** Use a name similar to the numeric, calculated, or quiz column for the label to which it will be associated. 

Choose **Add** 

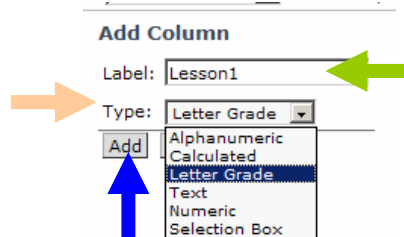
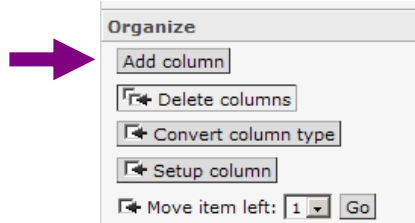


Enlarged view:



A screenshot of the "Edit Column Values" dialog box. It contains a table with columns: Last Name, First Name, User ID, Midterm Grade, Final Grade, Quiz 1, Chapter 1, and Lesson 1. The Lesson 1 column has an "Out of:" field with the value 50. Below the table, there are input fields for scores: 45 for Lincoln, 47 for Todd, and 25 for Washington. A green arrow points to the score input fields, and an orange arrow points to the "Out of:" field.

Last Name	First Name	User ID	Midterm Grade	Final Grade	Quiz 1	Chapter 1	Lesson 1
Lincoln	Abraham	gamma	---	---	---	---	Out of: 50 45
Todd	Mary	epsilon	---	---	---	---	47
Washington	Martha	beta	---	---	---	---	25



Using the breadcrumbs, click-on **Manage Students** →

In the letter grade column, click-on **Grade Scheme** →

Select the column that the letter grade is associated with →

To apply the WebCT default grading scheme, choose **Use WebCT default** (shown) →

**Note:** To create a new grading scheme, in the table, change the lower limit and/or letter grade of each **Range %**, choose **Refresh ranges** →

To make this the new course default, choose **Set as course default** →

Choose **Update** →

View Designer Options  
Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns

Lesson 1  
Grading Scheme  
Graph  
Error: Out of value is undefined.

Letter Grade Editor Lesson 1  
Default options: Use WebCT default Use course default Set as course default  
Apply the grading scheme to: Chapter 1 Chapter 1 Lesson 1

<input type="checkbox"/>	Lower Limit %	Range %	Letter Grade
<input type="checkbox"/>	100	100 and above	A+
<input type="checkbox"/>	90	90 and above, less than 100	A+
<input type="checkbox"/>	85	85 and above, less than 90	A
<input type="checkbox"/>	80	80 and above, less than 85	A-
<input type="checkbox"/>	76	76 and above, less than 80	B+
<input type="checkbox"/>	72	72 and above, less than 76	B
<input type="checkbox"/>	68	68 and above, less than 72	B-
<input type="checkbox"/>	64	64 and above, less than 68	C+
<input type="checkbox"/>	60	60 and above, less than 64	C
<input type="checkbox"/>	55	55 and above, less than 60	C-
<input type="checkbox"/>	50	50 and above, less than 55	D
<input type="checkbox"/>		less than 50	F(Fail)

Update Cancel Add row Delete row Refresh ranges

## Overriding a Letter Grade

From [Manage Students](#), select the student whose grade is to be overridden →

In the grade column, click [Override](#) →

Enter the new letter grade in the text box →

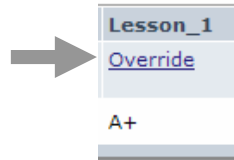
Choose  →

**Note:** To return to the original grade, choose  →

## Releasing Information to Students

**Note:** In order for students to see grades such as quiz results and assignment grades, the *My Grades* tool must be added to the course. The column containing the information then needs to be released.

Last Name	First Name	User ID
Edit	Edit	
Lincoln	Abraham	gamma
Todd	Mary	epsilon
Washington	Martha	beta








**Letter Grade Override: Lesson\_1**  
Enter the new letter grade. Click **Override** button to

User ID: gamma  
Current letter grade: A+ (100)  
New letter grade:



My Grades Tool

Select the  for the column(s) to release   
 At Release columns: select Yes from the drop-down menu   
 Choose  

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quiz 1	Chapter 1	Lesson 1	Lesson_1
Q	Q	E	L
Right	Right	Right	Left
No	No	No	No
No	No	No	No
None	None	None	None
2	2	2	---
---	---	---	---


**Actions**  
 indicates a selection is required from the main frame.  
 indicates multiple selections are allowed.


**Options**

Change column label:

Align column:

Hide columns:


Release columns:   



Show statistics:   

Show decimals:

Allow self-registration:

### Hide Student Information

Select the  for the column(s) to hide 

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quiz 1	Chapter 1	Lesson 1	Lesson_1
Q	Q	E	L
Right	Right	Right	Left
No	No	No	No
No	No	No	No
None	None	None	None
2	2	2	---
---	---	---	---

At Hide columns: select Yes from the drop-down menu →

Choose  →

**Actions**  
☒ indicates a selection is required from the main frame.  
☒ indicates multiple selections are allowed.

**Options**

☒ Change column label:

☒ Align column: Center

☒ Hide columns: No  ←

☒ Release column: No  
Yes  ←

☒ Show statistics: None

☒ Show decimals: 2

☒ Allow self-registration:  
Required