

## INSTRUCTOR TRAINING & SUPPORT RESOURCES

### GRADEBOOK OVERVIEW



The **Gradebook** for LingroHub tracks scores for any items/activities marked as GRADED in Activity Settings.

As a **default**, the Gradebook:

- reports the student attempt with the **highest** score (if the student is allowed to submit multiple attempts)
- calculates a **0%** when a student *does not* complete an item that has been marked as GRADED or completes it *after* the Due Date has passed (except if an Auto-late deduction has been established in Activity Settings or if the instructor accepts the late submission).

Click **Gradebook** in the left navigation menu.

The image shows a screenshot of the Lingro Learning Instructor Dashboard. On the left is a dark navigation menu with the 'Gradebook' option highlighted with an orange border. The main content area shows the 'Instructor Dashboard' for '¡Anda! Curso elemental, Version 1.0'. It features a table of assignments with columns for 'Due Today (1)', 'Submitted', and 'Avg Score'. The table lists two assignments: 'SAM A-5' due on Jul 15 at 10:59 PM with 0/0 submitted and 0% score, and 'TXT A-6' due on Jul 16 at 10:59 PM with 0/0 submitted and 0% score. A 'View Calendar' link is visible next to the 'Assignments' header. Other elements include a 'Submit' button and a 'Performance' section partially visible on the right.

There are three views of the Gradebook:

1. **Activity** - Select Group by **Activity** to see all activities that have been assigned (or set to GRADED) in one continuous view.

2. **Lesson** - Select Group by **Lesson** to see the scores by chapter or unit. In this view, if you click on a chapter/unit column header and click on the + sign next to it, the column will expand and you will see all the items being counted in that chapter/unit.
3. **Custom** - (shown in image below) Select Group by **Custom** to see the Custom view for your program created based on your or your coordinator's specifications (e.g., Homework, Participation, and Tests were created as Custom groups for the Gradebook shown below). NOTE: The Custom view may not be available in your course if your coordinator has not set one up. If you have Edit Rights and would like to create your own Custom view, refer to the tutorial [Gradebook: Creating Custom View](#) for more information.

**Gradebook**

Actions ▾

Points Percentage

Group by: Custom ▾

Activity  
Lesson  
Custom

Search...

Student Name	Total Grade	Homework 25 items in group Out of 386	Participation 5 items in group Out of 56	Test 1 item Out of 49	Out of 280
Class Average	761	386	56	49	280
<input type="checkbox"/> Alducin Justine	43	0	0	0	43 ✎
<input type="checkbox"/> Garcia Marife	23	0	0	0	23 ✎

There are two views of the scores:

1. You can view scores as Points (default).
2. Or, you can view scores as Percentages.
3. We always recommend clicking on **RELOAD** every time you enter the Gradebook or make any updates to ensure you are looking at the most updated scores.

Points Percentage

Group by: Custom ▾

Reload

Homework	Participation	Test	Un-Grouped
25 items in group	5 items in group	1 items in group	items in group
386	Out of 56	Out of 49	Out of 280

Each **column** shows the individual assignment or group title, the due date, the total points possible, and the average score achieved by the class.

**NOTE:** Columns with a dash in the score area indicate that these items have not yet been submitted and are not yet due.

ns		Points		Percentage		Group by: Les	
ch...	1: Mo... ><	Capítulo 2: Po... ><	15 items	Due Aug 30 TXT 2-2	Due Aug 30 SAM 2-1	Due Aug 30 SAM 2-2	
Student Name	7	Out of 253	Out of 9	Out of 5	Out of 5	Out of 5	
Class Average		253	7.50	1.00	5.00		
Lucin, Justine		43	-	-	-	-	
Lucia, Marife		17	7	2	5		

Now, let's look at the operations available in the Gradebook.

The **Search** bar allows you to filter the Gradebook so that you can only see the grades for a specific student or assignment. Simply type in the name of the student or assignment you wish to view.

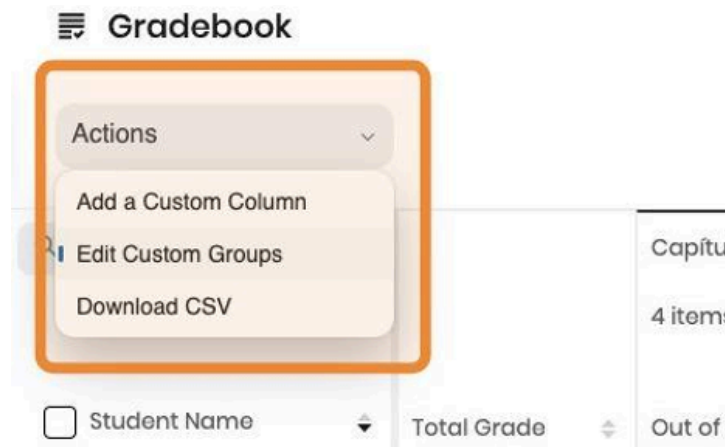
Gradebook		Points	
Actions			
<input type="text" value="Search..."/>		Capítulo Preli... ><	Capítuk
		4 items	74 items
<input type="checkbox"/> Student Name	Total Grade	Out of 30	Out of 11
Class Average	1485	30	1197

The **Actions** dropdown box gives you 3 options for Actions to perform:

- **Add a Custom Column** - You can add your own custom column to the Gradebook for graded items outside of LingroHub (e.g. Participation).

NOTE: Only one custom column can be added to each chapter/unit and only one at the course level.

- **Edit Custom Groups** - You can create custom groups (or categories) to group your assignments into your own custom groups (e.g. Homework, Tests, etc.).
- **Download CSV** - You can download a CSV file of all your scores to be used in Google Sheets or Excel.



When your Gradebook shows Groups (either grouped by Lesson or Custom groups) you have the option to expand the group to see the individual activities in that group. Click on the **expand icon** next to the group title to expand it.

A screenshot of the Gradebook table. At the top, there are buttons for 'Points', 'Percentage', 'Group by: Lesson', and a 'Reload' button. Below these, there is a table with columns for 'Total Grade', 'Out of 30', 'Out of 10', 'Out of 5', 'Out of 10', and 'Out of 5'. The first row shows a total grade of 1485 and scores of 30, 0.00, 0.00, 0.00, and 0.00. The second row shows a total grade of 43 and scores of 0, 0, 0, 0, and 0. The third row shows a total grade of 17 and scores of 0, 0, 0, 0, and 0. An orange arrow points to the 'Capítulo Preli...' group title, which has an expand icon next to it.

Total Grade	Out of 30	Out of 10	Out of 5	Out of 10	Out of 5
1485	30	0.00	0.00	0.00	0.00
43	0	0	0	0	0
17	0	0	0	0	0

To change an individual grade, hover your mouse over the grade cell and three dots will appear. Click the three dots, and you will see two options: Adjust Grade and Manage Overrides.



By clicking on **Adjust Grade**, a new window will appear so you can review the student submission again and adjust their grade, if so desired. Scroll down to see the Adjust Grade box to update the grade. Remember to click Save Changes when finished.

A screenshot of the 'Adjust Grade' window for a student named Casey Parker. The window title is 'Casey Parker' and the activity is 'TXT P-3'. At the top right, there are 'Cancel' and 'Save Changes' buttons. Below is a table with columns: Attempt, Date Submitted, Date Started, Duration, Grade, and Scoring needed. The first row shows Attempt 1, Date Submitted 08/14/2024 8:09 AM, Date Started 08/14/2024 8:05 AM, Duration 02:52 mins, Grade 5.4, and Scoring needed. Below the table is a list of questions. Question 5: 'Solo 5 agregar a mis mejores amigos a mi red social.' Question 6: 'Es divertido 6 subir fotos y videos a mi red social.' Question 7: 'Una vez 7 bajé un programa que tenía un virus que me infectó la computadora.' Question 8: 'Cuando me conecto a Internet, veo mi 8 página de inici en Google.' Question 9: 'Mi banco insiste en que cambie mi 9 contraseña cada seis meses para mantener segura mi cuenta.' Question 10: 'La universidad acaba de agregar un filtro en nuestro correo electrónico para impedir que recibamos tanto 10 correo basura.' Below the questions is a 'Correct answers:' section with a list of items: 2 muro, 3 etiquetar, 5 agrego, 8 página de inicio. At the bottom, there is an 'Adjust Score' field with the value '6' and a 'Save Changes' button.

By clicking **Manage Overrides**, you can adjust any activity settings for this particular student on this activity, such as changing the Due Date or giving the student extra time (i.e. increasing Time Limit).

This window will show any **Course Setting** that exists, any **Student-specific Setting** that you have previously set, and the area for you to update the **New Student-specific Setting**.

Be sure to click **Save Changes** when finished making changes.

	Course Setting	Student-specific Setting	New Student-specific Setting
Open Date	-	-	MM/DD/YYYY HH:MM
Due Date	August 13 2024 11:59 PM	-	MM/DD/YYYY HH:MM
Close Date	-	-	MM/DD/YYYY HH:MM
Submission Attempts (0 = unlimited)	0	-	- 1 + <input type="checkbox"/> Override number of submission attempts for this student.
Time Limit (in minutes)	-	-	<input type="checkbox"/> Override time limit for all activities for this student.

There are also several **Gradebook icons** that alert you to various submission statuses. Simply hover over the icon to view the status alert.



**Overrides Applied** means you have overridden the activity settings for this student's submissions (e.g. accepted their late work, given them extra attempts, etc.) To view the overrides applied to this submission, click on the three-dots and then "Manage Overrides".

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Grading Required

**Grading Required** alerts you to instructor-graded assignments (or a Group that contains instructor-graded assignments) that still need to be graded. Go to the Grading Center to grade instructor-graded assignments. Or, if you only need to grade this single assignment, click on the three-dots and then “Adjust Grade”. Once graded, this icon will disappear.

14.4



Late Submission available

**Late Submission available** alerts you that some students have submitted this assignment late. Check the **Late Work Manager** to manage late submissions.

5.4



Auto-deduction of Late Work applied

**Auto-deduction of Late Work applied** indicates that the student has submitted the assignment late and the late penalty you have set up in Activity Settings Defaults is in effect.