

Overview

Monitoring student progress and grading assignments is easier than ever with the new Edgenuity Gradebook. At a glance, you can see test, quiz, or activity scores for an entire class, or for a group that you define. You can see when a student is out of retakes, has submitted an assignment for you to grade, or has reached an assessment that must be unlocked by a teacher. You can easily view and grade assignments, change a score, and reset or bypass an assignment.

To access the Gradebook, navigate to **Courses > Gradebook**

Gradebook







The screenshot shows the Edgenuity Gradebook interface. At the top, there's a navigation bar with 'Students', 'Courses', 'Reports', 'Communication', 'Administration', and 'Support'. The main area is titled 'Gradebook' and includes a gear icon (1) and a link to 'Learn about managing grades'. Below this are filters for Subject (2) 'Math', Course 'Mathematics 6 - MA3106', and Group. A 'List' section (3) allows navigation between 'Test Scores', 'Quiz Scores', and 'Activities', with sub-filters for Unit ('Relationships on the Coordinate Plane') and Lesson ('Distance between Two Points'). A table (4) lists students with columns for Overall Progress (5), Overall Grade, Overall Active Time (6), and Last Activity. A detailed view (7) shows scores for Warm Up, Instruction, Summary, Assignment, and Quiz, with a red circle (8) highlighting a score in the 'Instruction' column.

Student Name	Overall Progress	Overall Grade	Overall Active Time	Last Activity	Warm Up	Instruction	Summary	Assignment	Quiz
Abraham, Jane	53%	79%	2h 18m	4 days ago	100%	100%	100%	✎	🔒
Adams, Aya	53%	73%	2h 16m	1 days ago	100%	100%	100%	68%	🔒
Bates, William	53%	76%	2h 20m	2 days ago	100%	100%	100%	✎	60%
Fantama, Brian	53%	70%	2h 2m	1 days ago	🚫	🚫	🚫	🚫	🚫
Gonzales, Arturo	53%	80%	2h 26m	3 days ago	B	B	B	B	100% P
Griffen, Christopher	38%	74%	2h 2m	5 days ago					
Gruber, Mary	53%	76%	1h 56m	1 days ago	100%	100%	100%	92%	🔒
Guy, Buddy	53%	81%	1h 55m	7 days ago	100%	100%	100%	84%	60%

- Click the gear icon to choose the course-level columns you want to see. Show or hide Overall Grade, Relative Grade, Actual Grade, Active Time, or Last Activity.
- Select the subject and course you want to manage. Optionally, select one or more Groups.
**Users with access to multiple schools will also see a school dropdown field here.*
- Navigate between units, topics, and lessons.
- View the class list.
- View overall course progress as compared to target progress.
- View course-level metrics.
- View the structure of the selected unit, topic, or lesson.
- View scores, alerts, and status indicators.

Gradebook Icons

The icons below provide information about specific activities in the new Gradebook.

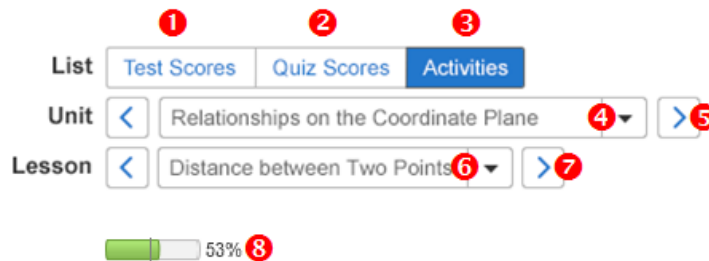
	This student's course has been customized to add additional content that is not shown in the Gradebook course structure. To view the student's activity in the added content, visit the student's individual grades page.
	This student is out of retakes.
	This activity needs teacher grading.
	This is the student's current activity or an activity the student has already started but not completed.
	This assessment is locked pending teacher review.
60.1%	A score displayed in red text is below the passing threshold, and is calculated towards the overall grade.
	This content has been customized out of the student's course.
B	This activity has been bypassed via pretesting or a manual bypass.
P	This student has passed the pretest for this lesson.

NOTE: Courses with more than 999 enrollments will not appear in the drop-down list. To use the Gradebook, please enroll students in smaller sections.

Navigating the Course Structure

You can choose to view the Gradebook at multiple levels. If you choose **Test Scores** view, you will see all the units or topics in the course and the unit or topic test scores for each student. If you choose **Quiz Scores** view, you will see all the lessons in the selected unit or topic and the lesson quiz scores for each student. **Activities** view will display all activities in the selected lesson.

NOTE: In **Test Scores** view, the scores displayed represent unit or topic test scores, not weighted averages for the unit or topic. Likewise, in **Quiz Scores** view, the scores displayed represent quiz scores, not weighted averages for the lesson.

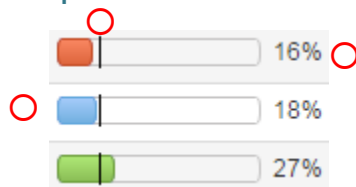


- Click Test Scores to see all Unit or Topic Test scores, as well as the Exam scores.
- Click Quiz Scores to see all Lesson Quiz scores in the selected unit, as well as the unit/topic test scores.
- Click Activities to see all activity scores in the selected lesson.
- Select a unit. (If the course includes a topic level, a Topic selection will display.)
- Click the left- and right-arrow buttons to navigate between units.
- Select a lesson.
- Click the left- and right- arrow buttons to navigate between lessons.
- Click a student's Overall Progress indicator to navigate to the student's current lesson.

Student Progress and Pacing

The progress bars in the Gradebook tell you whether a student is making adequate progress as compared to his or her target pace.

NOTE: If no target date is set for a student's course, no vertical line will appear, and progress will always appear in blue. To set target dates for enrollments, visit the [Manage Enrollments](#) page or edit the student's [Course Options](#).



- A blue progress bar indicates that the student is on track. Red indicates that the student is 3% or more behind target progress. Green indicates that the student is 3% or more ahead of target progress.
- The vertical line is the target progress indicator.
- The student's overall progress metric is expressed as a percent.

NOTE: Clicking a student's progress bar will update the Gradebook to display that student's current unit and lesson for all students.

Action Menu

To take action or view more detail on a particular assignment for a specific student, click the appropriate cell in the Gradebook. This will bring up a menu of options.

1 Current Activity

Student: Abraham, Jane
 Unit: Relationships on the Coordinate Plane
 Lesson: Distance between Two Points
 Current Activity: Exam [Open Preview](#) **2**

[Add Retakes](#) [Bypass Activity](#) [Change Score](#) [Reset Activity](#) **3**

Recent Attempts

Attempt	Score	Start of Attempt	Time Spent	Action
+ Attempt 5	20%	5/20/2016 2:19:50 PM	00:00:22	View 4
+ Attempt 4	10%	5/20/2016 2:19:31 PM	00:00:14	View
+ Attempt 3	20%	5/20/2016 2:19:50 PM	00:00:22	View
+ Attempt 2	10%	5/20/2016 2:19:31 PM	00:00:14	View
+ Attempt 1	10%	5/20/2016 2:19:31 PM	00:00:14	View

- From the Gradebook, click any cell to launch the action menu.
- Click Open Preview to view the activity content.
- Depending on context, appropriate action buttons will display.
- Each activity attempt will display. Click View to view the student's work.

User Permissions

The Gradebook is governed by the following permissions.

Permission	
Add or Remove Bypasses	Allows user to assign or remove bypasses for specific activities on student course enrollments
Add Retakes	Allows user to increase the number of assessment retakes offered to a student
Change Grades	Allows user to view and alter assignment grades
Reset Assignments	Allows user to give a student another attempt at an activity
Complete Teacher Review	Allows user to unlock an assessment that requires Teacher Review before the student can attempt the assessment