

# LearningHub

## Instructor-Led Course Shell – Gradebook Feature

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### Gradebook Overview:

The Gradebook feature within the Instructor-Led course shell is to be used to grade learners once a session has been completed. **All sessions must be graded by Course Managers as soon as possible once a session has ended.** Sessions left ungraded will be indicated as “Grade Pending” under the learners’ Learning History and will restrict learners from any future registration into the course.

The Gradebook will open in a new window and allows for multiple/all learner records within a session to be graded and changed. Course Managers can also grade learners individually.

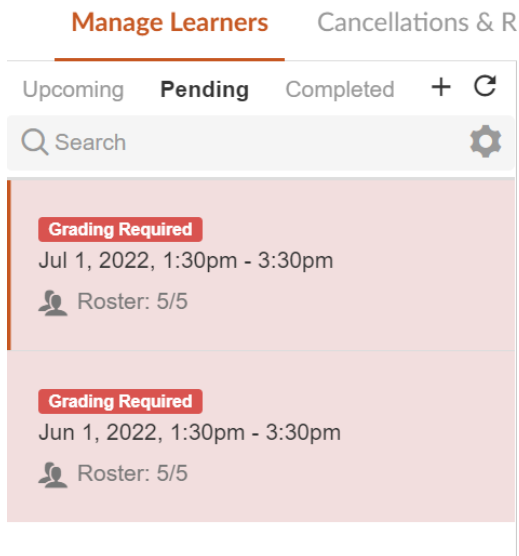
The tabs under the Instructor-Led course shells are titled **Upcoming**, **Pending**, and **Completed**. The Upcoming tab will host all future sessions. The Pending tab will host all sessions that have ended and will indicate the grading process, i.e. “Grading Required”. The Pending tab is where all grading and grading changes can occur. Once all learners within a session have been graded, the session can be completed and moved to the Completed tab.

**Any changes required to completed sessions can be made by moving the session from the Completed tab back to the Pending tab.**

## Gradebook Instructions – Grading Process:

Once a session has ended, Course Managers are responsible for grading all learners within the session. All sessions and learners must be graded.

Open the LearningHub course shell and go to the **Manage Learners** tab. Once a session has ended, it will appear under the **Pending** tab. This tab refers to the completion status of the session, which is “Pending”, as all learners have yet to be graded. During this time, the course will appear as “Grade Pending” under the learner’s Learning History.



Under the Pending tab, if a session has yet to be fully graded, a banner will appear above the session stating “**Grading Required**”.

To begin grading, select the session under the Pending tab, and on the right side, select “**Open Gradebook**”. After selecting “Open Gradebook”, please wait for the new window to open.

### Classroom: Gradebook Demonstration

The screenshot shows the 'Classroom: Gradebook Demonstration' interface. The 'Manage Learners' tab is selected, and the 'Pending' tab is active. A session for 'Jul 1, 2022, 1:30pm - 3:30pm' is highlighted with a red 'Grading Required' banner. A yellow banner above the session states 'This session has ended. Use the Gradebook to update learners' status' and includes an 'Open Gradebook' button. Below the banner, there are buttons for 'Enrolled', 'Waitlisted', 'Email Learners', 'Forms', 'Manage Session', and 'Register Learner'. A table lists learners with columns for 'Learner', 'Organization', 'Registered Date', and 'Status'. The table shows five learners, all registered on July 15, 2022, with a status of 'Registered'.

Learner	Organization	Registered Date	Status
Account, Test lhdevs@phsa.ca	PHSA All Employees	July 15, 2022	Registered
Account, Test lhdevs@phsa.ca	FHA All Employees	July 15, 2022	Registered
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Registered
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Registered
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Registered

To select all learners, select the top checkbox in the column section. A checkmark will then appear beside all learner records. Then, please select the grading status for the learners by using the top drop down menu.

The screenshot shows a gradebook for a session on July 1, 2022, from 1:30pm to 3:30pm. At the top right are 'Close' and 'Save Grades' buttons. Below the header is a search bar and a 'Change grades' button. A dropdown menu is open, showing options: 'Mark as Completed', 'Mark as Absent', 'Mark as Incomplete', 'Mark as Course Cancelled', and 'Mark as Completed'. A green circle with the number '1' highlights the top checkbox in the 'Learner' column, and a green circle with the number '2' highlights the 'Mark as Completed' option in the dropdown menu. The table below has columns for 'Learner', 'Organization', and 'Registered Date'. There are five rows, each with a checked checkbox in the 'Learner' column, indicating all learners are selected. Each row has a 'Grade' button.

Learner	Organization	Registered Date	Grade
Account, Test lhdevs@phsa.ca	PHSA All Employees	July 15, 2022	Grade
Account, Test lhdevs@phsa.ca	FHA All Employees	July 15, 2022	Grade
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Grade
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Grade
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Grade

Once a grade has been selected, all of the learners selected will be graded accordingly. Select "Save Grades" to complete the grading.

The screenshot shows the same gradebook interface. At the top right, the 'Save Grades' button is now highlighted with a green circle and the number '3'. Below the header, there are statistics: '0 To be graded', '5 Pending', and '0 Grade Completed'. The table below has columns for 'Learner', 'Organization', and 'Registered Date'. There are five rows, each with an unchecked checkbox in the 'Learner' column. Each row has a dropdown menu set to 'Complete' and a 'Grade' button. A yellow box highlights the 'Complete' dropdown menus for all five rows.

Learner	Organization	Registered Date	Grade
Account, Test lhdevs@phsa.ca	PHSA All Employees	July 15, 2022	Grade
Account, Test lhdevs@phsa.ca	FHA All Employees	July 15, 2022	Grade
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Grade
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Grade
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Grade

If not all learners will be given the same grade, select the learners individually and grade them accordingly using the drop down menu beside each learner record. Select **“Save Grades”** to complete the grading.

Gradebook for session Jul 1, 2022, 1:30pm - 3:30pm Close **Save Grades** <sup>3</sup>

Search  Mark as Completed  Change grades Showing 1-5 of 5

<input type="checkbox"/>	Learner	Organization	Registered Date		
<input checked="" type="checkbox"/> <sup>1</sup>	Account, Test lhdevs@phsa.ca	PHSA All Employees	July 15, 2022	<input type="text"/> <input type="button" value="v"/> <sup>2</sup>	<input type="button" value="Grade"/>
<input type="checkbox"/>	Account, Test lhdevs@phsa.ca	FHA All Employees	July 15, 2022	<input type="text"/> <input type="button" value="v"/>	<input type="button" value="Grade"/>
<input type="checkbox"/>	Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Complete <input type="button" value="v"/>	<input type="button" value="Grade"/>
<input type="checkbox"/>	Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Complete <input type="button" value="v"/>	<input type="button" value="Grade"/>
<input type="checkbox"/>	Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Complete <input type="button" value="v"/>	<input type="button" value="Grade"/>

If you need to make changes to the grades you have just provided, while under the session, select **“Manage Session”**, and **“Open Gradebook”** to re-open the Gradebook. Please wait for the Gradebook window to open.

Upcoming **Pending** Completed

Search

Jul 1, 2022, 1:30pm - 3:30pm Roster: 5/5

**Grading Required**  
Jun 1, 2022, 1:30pm - 3:30pm Roster: 5/5

Jul 1, 2022, 1:30pm - 3:30pm Roster: 5/5 Waitlisted: 0

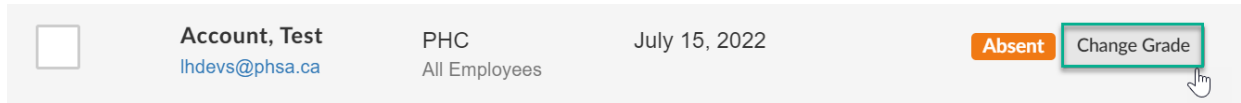
**This session has been fully graded.**  
All learners have been graded and this session can be completed.

Enrolled Waitlisted  Forms  **Manage Session** <sup>1</sup>

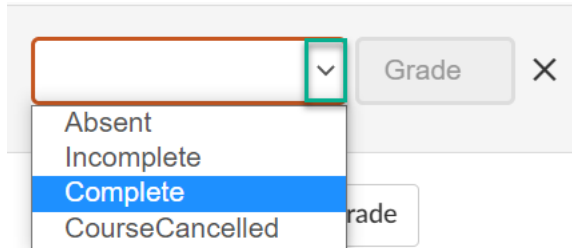
Session Info  
Edit Session  
Complete Session  
**Open Gradebook** <sup>2</sup>

Learner	Organization	Registered Date		
Account, Test lhdevs@phsa.ca	PHSA All Employees	July 15, 2022	Incomplete	...
Account, Test lhdevs@phsa.ca	FHA All Employees	July 15, 2022 Completed on Jul 1, 2022	Completed	...
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Incomplete	...
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Absent	...
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022 Completed on Jul 1, 2022	Completed	...

In the Gradebook, you can use the select all box, or individually update grades by selecting “Change Grade” beside the learner record.

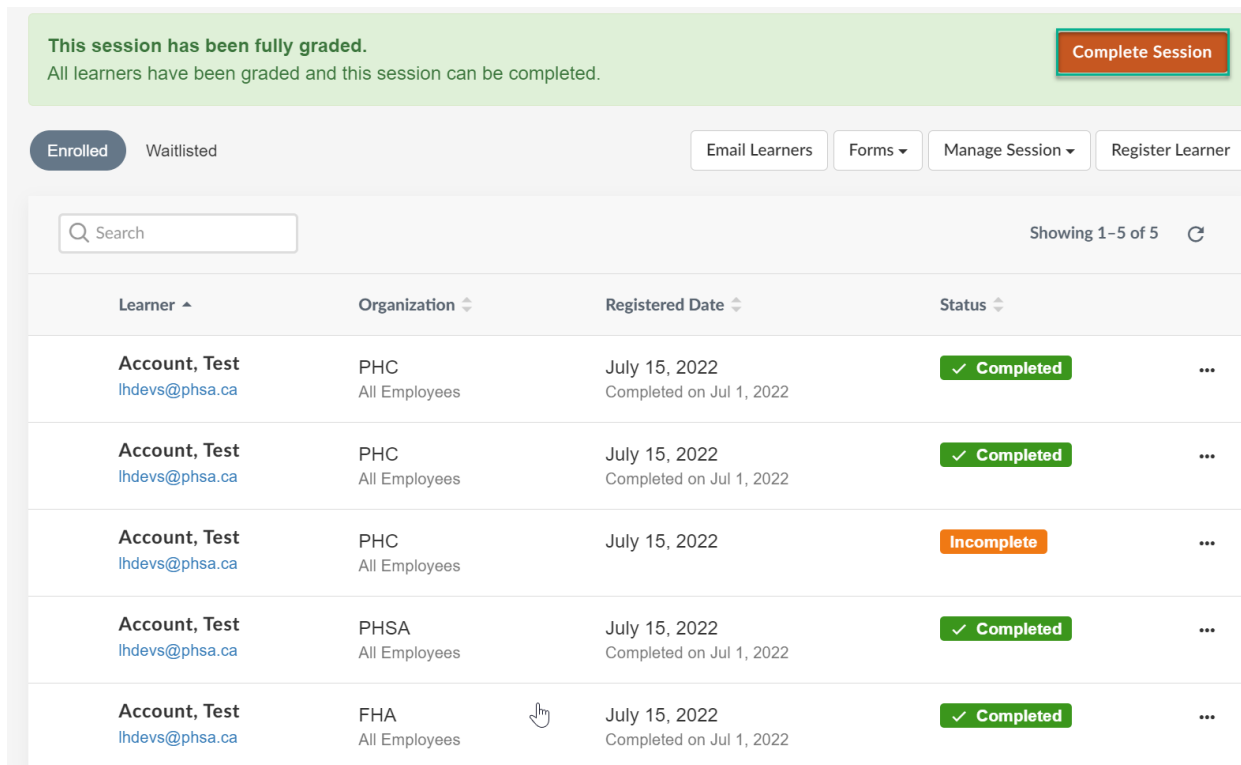


After selecting “Change Grade”, you will then be able to use the drop down menu to select a new grade.



Select “Save Grades” once all changes have been made. The session records will then be updated.

After you have graded a session, the “Grading Required” banner will be removed from above the session on the left side panel. Now, select “Complete Session” to move the session to the “Completed” tab and complete the session grading process.



## Updating a Graded Session:

If you need to update a session that has already been completed, it will need to be moved back under the Pending tab. To update a completed session, locate and select the session under the **“Completed”** tab. Then, under **“Manage Session”**, select **“Move to Pending”**.

The screenshot shows the 'Completed' tab selected in the top navigation bar. A session for 'Jul 1, 2022, 1:30pm - 3:30pm' is highlighted. The 'Manage Session' dropdown menu is open, showing options: 'Session Info' and 'Move to Pending'. The main table lists learners with their status: 'Incomplete' and 'Completed'.

Learner	Organization	Registered Date	Status
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Incomplete
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022 Completed on Jul 1, 2022	Completed
Account, Test lhdevs@phsa.ca	PHSA All Employees	July 15, 2022 Completed on Jul 1, 2022	Completed
Account, Test lhdevs@phsa.ca	FHA All Employees	July 15, 2022 Completed on Jul 1, 2022	Completed
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022 Completed on Jul 1, 2022	Completed

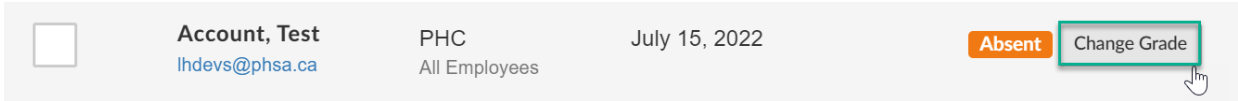
Please wait for the session to then appear under the Pending tab for grading. While under the session, select **“Manage Session”**, and **“Open Gradebook”** to re-open the Gradebook. Please wait for the Gradebook window to open.

The screenshot shows the 'Pending' tab selected. A message states: 'This session has been fully graded. All learners have been graded and this session can be completed.' The 'Manage Session' dropdown menu is open, showing options: 'Session Info', 'Edit Session', 'Complete Session', and 'Open Gradebook'. The main table lists learners with their status: 'Incomplete', 'Completed', and 'Absent'.

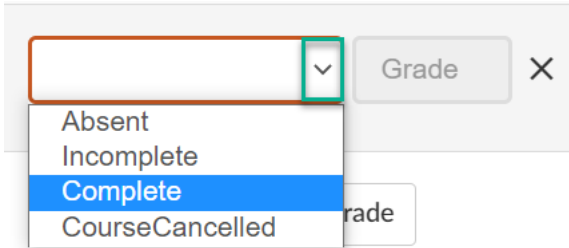
**This session has been fully graded.**  
All learners have been graded and this session can be completed.

Learner	Organization	Registered Date	Status
Account, Test lhdevs@phsa.ca	PHSA All Employees	July 15, 2022	Incomplete
Account, Test lhdevs@phsa.ca	FHA All Employees	July 15, 2022 Completed on Jul 1, 2022	Completed
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Incomplete
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022	Absent
Account, Test lhdevs@phsa.ca	PHC All Employees	July 15, 2022 Completed on Jul 1, 2022	Completed

In the Gradebook, you can use the select all box, or individually update grades by selecting “**Change Grade**” beside the learner record.



You will then be able to use the drop down menu to select a new grade.



Select “**Save Grades**” once all changes have been made. The session records will then be updated. Once you have made changes to the grading, select “**Complete Session**” to move the session back to the Completed tab.

