

Instructions: Manual Method



GO TO LINK

MY.TOCC.EDU/ICS/

LOGIN WITH CREDENTIALS

User Name: Password: [I forgot my password](#)

- HOME
- WELCOME
- FUTURE STUDENT
- CURRENT STUDENT
- ACADEMICS

You are here: Home

Welcome to TOCC
Home

Welcome to TOCC

Tohono O'odham Community College



- Quick Links
- Canvas
 - TOCC Website
 - TOCC Email

Apply Online

There are currently no active applications in this portlet.

Calendar

< August 2016 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

[Full Size Calendar](#)

2. "QUICK LINKS"

+ MY COURSES

LISTED ARE THE COURSES YOU ARE CURRENTLY TEACHING.

LEFT CLICK ON CLASS

The screenshot shows a course management system interface. At the top is a navigation bar with tabs: HOME, WELCOME, FUTURE STUDENT, CAMPUS LIFE, ACADEMICS, and MY PAGES. Below this is a breadcrumb trail: You are here: Academics > Writing - WRT > Writing I > WRT 101 1 - Writing I > Overview. A search bar and utility icons (Access, Options, Settings) are also present.

On the left side, there is a vertical menu with the following items: Attendance, Chat, Course Calendar, Course Information, Coursework, Discussion Forum, Gradebook, News and Announcements, Overview, Resources, Roster, and Syllabus. Below this menu is a 'Quick Links' section containing: My Courses, My Pages, Copy Courses, Canvas, TOCC Website, and TOCC Email.

The main content area displays 'Course Overview' with a 'Latest News' section stating 'There is no latest news.' and a 'Next Event' section for 'Class Session (WRT 101 1)' on '8/31/2016 3:30 PM' with a 'View this event' link.

The 'Unit in detail' section shows 'Unit 1' (Unit 1 of 1) for the period '8/15/2016 thru 12/2/2016'. Below this is a 'Calendar' section listing 17 class sessions, each with a date and time (e.g., 'Class Session (WRT 101 1) (TOCCM GSK A1 -8/31/2016 3:30 PM)'). A 'Show 17 More' link is provided. Below the calendar are sections for 'Coursework' (stating 'There are no assignments.') and 'Resources' (stating 'There are no resources.').

Annotations include a blue box at the top with instructions: '2. "QUICK LINKS" + MY COURSES LISTED ARE THE COURSES YOU ARE CURRENTLY TEACHING. LEFT CLICK ON CLASS'. A blue arrow points from the 'Gradebook' link in the left menu to the 'Unit in detail' section. Another blue box at the bottom contains the instruction: '3. LEFT-CLICK ON GRADEBOOK'.

3. LEFT-CLICK ON GRADEBOOK

****Students who are enrolled into the course, will appear.**

Note: If there are any students missing, please let me know. It is important to report them to me so we can get them into system to retrieve their grades at the end of the semester.

HOME WELCOME FUTURE STUDENT CAMPUS LIFE ACADEMICS MY PAGES

You are here: Academics > Writing - WRT > Writing I > WRT 101 1 - Writing I > Gradebook

Current view: Faculty

Gradebook

Access Options Settings

Your Students' Grades

Student	Final Grade
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--	--
--	--
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--	--
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--	--
--	--
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--	--
--	--
--	--
--	--

View the full Gradebook

Other screens

- Final grade weighting
- Evaluations
- Letter grade ranges

Attendance
Chat
Course Calendar
Course Information
Coursework
Discussion Forum
Gradebook
News and Announcements
Overview
Resources
Roster
Syllabus
Add a Page
Context Manager
Usage Statistics

Quick Links

- My Courses
- My Pages
- Copy Courses
- Canvas
- TOCC Website
- TOCC Email

**4. LEFT-CLICK ON
"FINAL GRADE
WEIGHTING"**

- Attendance
- Chat
- Course Calendar
- Course Information
- Coursework
- Discussion Forum
- Gradebook
- News and Announcements
- Overview
- Resources
- Roster
- Syllabus
- Add a Page
- Context Manager
- Usage Statistics

- Quick Links**
- My Courses
 - My Pages
 - Copy Courses
 - Canvas
 - TOCC Website
 - TOCC Email

Gradebook

Access Options Settings

Your current weighting method:
The Point Method

Change weighting method



Final Grade Weighting

Use this screen to view and adjust the weights of the different categories and assignments that make up your course grade.

What is final grade weighting?

Dropping Assignments

Drop each student's 1 lowest scores out of all assignments*

* Scores can also be dropped manually for individual students on the Student Detail screen.

5. LEFT-CLICK ON
"CHANGE WEIGHTING
METHOD"

- Attendance
- Chat
- Course Calendar
- Course Information
- Coursework
- Discussion Forum
- Gradebook
- News and Announcements
- Overview
- Resources
- Roster
- Syllabus
- Add a Page
- Context Manager
- Usage Statistics

Quick Links

- My Courses
- My Pages
- Copy Courses
- Canvas
- TOCC Website
- TOCC Email

Gradebook

Access Options Settings



Your current weighting method:

The Manual Method

Final Grade Weighting: Weighting Method

Use this screen to choose the method you want to use to determine the final grade for this course. Usually this method is based on what you have outlined in your syllabus.

What is a final grade weighting method?

For this course I'd like to use:

- The Point Method**
All assignments are weighted based on their point value.
- The Unit Method**
Grouped by Unit, with each Unit weighted equally and its assignments weighted by point value.
- The Type Method**
Grouped by Type, with each Type weighted manually and its assignments weighted equally.
- The Manual Method**
You enter each student's final grade by hand.
- A Custom Method**
Configure the grouping and weighting settings however you want them.

6. "SELECT MANUAL METHOD"

*****IMPORTANT*****

AN ADDITIONAL STEP HAS BEEN ADDED TO THE INSTRUCTIONS, PLEASE FOLLOW THOROUGHLY.

- Attendance
- Collaboration
- Course Information
- Coursework
- Gradebook
- Main Page
- Syllabus
- Add a Page
- Course Manager

Quick Links

- My Pages
- My Courses
- TOCC - Email
- TOCC - Home
- Canvas
- Library

Gradebook

7. - SELECT "LETTER GRADE RANGES"



Your current weighting method:
The Manual Method



Final Grade Weighting: Weighting Method

Use this screen to choose the method you want to use to determine the final grade for this course. Usually this method is based on what you have outlined in your syllabus.

[What is a final grade weighting method?](#)

For this course I'd like to use:

- The Point Method**
All assignments are weighted based on their point value.
- The Unit Method**
Grouped by Unit, with each Unit weighted equally and its assignments weighted by point value.
- The Type Method**
Grouped by Type, with each Type weighted manually and its assignments weighted equally.

The Manual Method
You enter each student's final grade by hand.

- Attendance
- Collaboration
- Course Information
- Coursework
- Gradebook
- Main Page
- Syllabus
- Add a Page
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Quick Links

- My Pages ▼
- My Courses ▼
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- Library



Letter Grade Configuration

You can use this screen to configure letter grades that are used for final grades and assignment grades in this course.

Change to:

Select a global grade scale to use for this course. The selected grades will not be saved until the "Save" button is pressed.

The current grade scale

The current grade scale

Basic ABCDF

Pass / Fail

New grade name:

This grade starts at: %

Add / Edit

Add / Edit a grade to start

8. SELECT "BASIC 'ABCDF' OPTION AND "SAVE"

Save [Cancel](#)

- Attendance
- Collaboration
- Course Information
- Coursework
- Gradebook
- Main Page
- Syllabus
- Add a Page
- Course Manager

Quick Links

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Gradebook



Letter Grade Configuration

You can use this screen to configure letter grades that are used for final grades and assignment grades in this course.

Change to:

Select a global grade scale to use for this course. The selected grades will not be saved until the "Save" button is pressed.

The current grade scale

Add / Edit a grade

New grade name:

This grade starts at: %

Add / Edit

9. CLICK ON "MAIN SCREEN" BUTTON.

- Attendance
- Chat
- Course Calendar
- Course Information
- Coursework
- Discussion Forum
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- News and Announcements
- Overview
- Resources
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- Usage Statistics

Quick Links

- My Courses
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- TOCC Website
- TOCC Email

Gradebook

[Access](#) [Options](#) [Settings](#)

Student	Final Grade
	<input type="text" value="A"/>
	<input type="text" value="B"/>
	<input type="text" value="C"/>
	<input type="text" value="A"/>
	<input type="text" value="B"/>
	<input type="text" value="C"/>
	<input type="text" value="A"/>
	<input type="text" value="B"/>
	<input type="text" value="C"/>
	<input type="text" value="A"/>
	<input type="text" value="B"/>
	<input type="text" value="C"/>
	<input type="text" value="A"/>

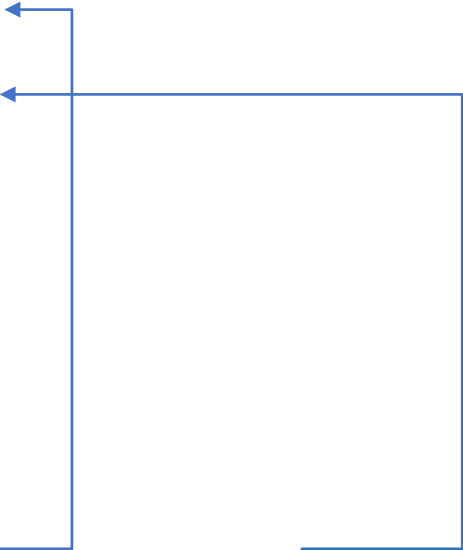
Edit all grades

You are using the **Manual Method**, so all Coursework assignments and Evaluations are ignored and grades must be entered manually. If you want to use these individual components to calculate a final grade, choose a different grade weighting method.

- Other screens
- Final grade weighting
 - Letter grade ranges
 - Submit your grades

10. ENTER IN THE LETTER GRADE FOR EACH STUDENT.

11. "SAVE GRADES"



- Attendance
- Chat
- Course Calendar
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- Coursework
- Discussion Forum
- Gradebook
- News and Announcements
- Overview
- Resources
- Roster
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- Add a Page
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- Usage Statistics

- ### Quick Links
- My Courses
 - My Pages
 - Copy Courses
 - Canvas
 - TOCC Website
 - TOCC Email

Gradebook

Access Options Settings

Your Students' Grades

Student	Final Grade
	A (95%)
	B (85%)
	C (75%)
	A (95%)
	B (85%)
	C (75%)
	A (95%)
	B (85%)
	C (75%)
	A (95%)

Save grades Cancel

Edit all grades

You are using the **Manual Method**, so all Coursework assignments and Evaluations are ignored and grades must be entered manually. If you want to use these individual components to calculate a final grade, choose a different grade weighting method.

- Other screens
- Final grade weighting
 - Letter grade ranges
 - Submit your grades

12. LEFT-CLICK ON SUBMIT GRADES

