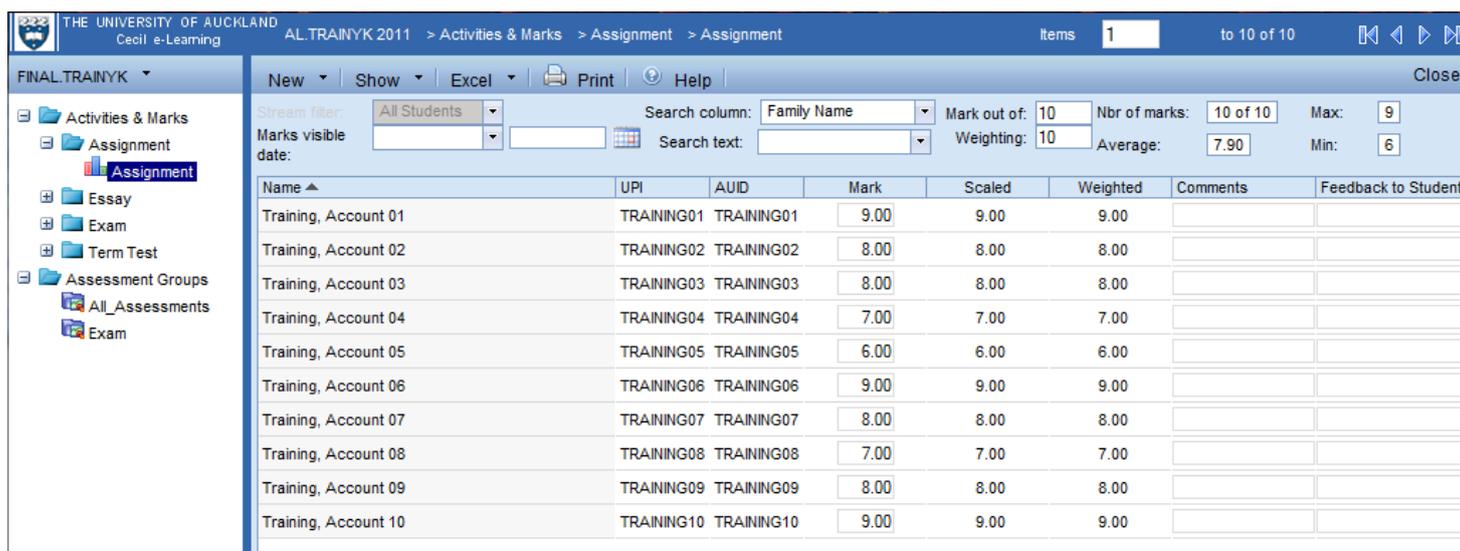## QUICK GUIDE TO THE CECIL WEB GRADEBOOK:

The Web Gradebook streamlines the process of inputting marks against assessable activities in your course, and removes the necessity to maintain separate spreadsheets or other stand-alone solutions. Using the Cecil Gradebook function, you can monitor student progress, and at the end of the semester you can securely submit your final grades to SSO.

Here are the important functions you'll want to review:

- You can set up separate grade sheets for each assessable activity, and then collate them into a Final Grade calculation based upon any scaling you choose. A default grade scale (based on %) is included.
- Marks for assessable activities can be immediately available to students via Cecil.
- Any time prior to final submission to SSO, Marks entry errors or changes can be made by authorized staff in your course. Audit trails are recorded for all changes, and you can record specific notes about any changes you make.
- If you choose not to set up separate grade sheets for your assessable activities you can simply enter Final Marks (or Final Grades) into a spreadsheet-like table at the end of the semester, and transmit those to SSO directly through Cecil.
- There are several reports available at the close of the semester, including the required *Final Grades Report to Registry.*

INPUTTING STUDENT MARKS:

1. Select the course from the navigation pane on the left of the screen.
2. Click on the **Activities & Marks** function for the course.
3. Click on the **+** next to the **Activity Type**. This will list your activity types, and within each of those will be the assessable activities you have previously set up.
4. Click on the activity for which you need to input marks.
5. On the toolbar, click the **Marks** button. A grade sheet for that activity will pop up, pre-populated with the list of your students. You have the option of viewing the list one page (25 students) at a time, or with a scrolling window. Click the **List** box on the toolbar if you want this second option.
6. Click in the **Mark** column where you want to enter a mark, and do so. The column heading will show the maximum score you have set for this activity (e.g. **Mark/100**).
7. Cecil Gradebook saves each mark you enter, automatically.
8. When you are finished inputting your marks in the grade sheet, simply close the window or tab.
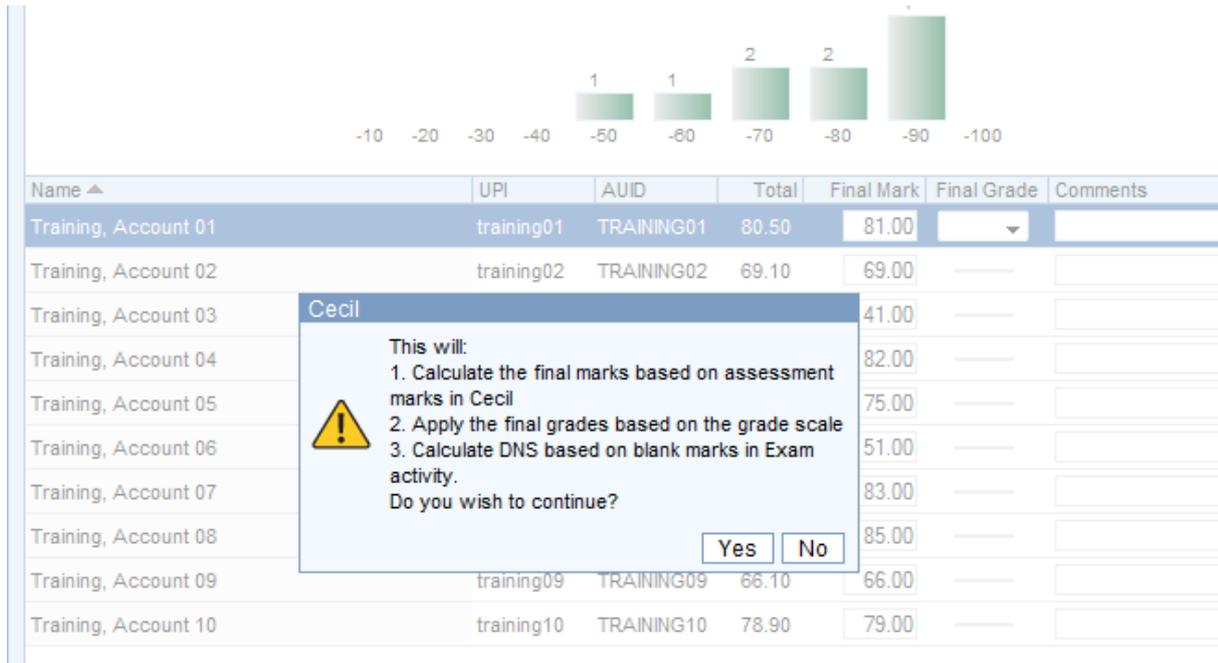

Please note: A blank mark in an Exam activity means did not sit the exam, whereas zero means completed the exam but got 0 as a mark for it. If there are multiple exam activities, all of them has to be blank for a DNS to be calculated.
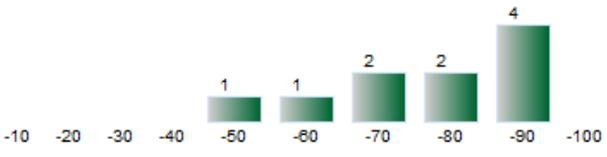
CALCULATING FINAL GRADES:

1. Select the course from the navigation pane on the left of the screen.
2. Click on the **Activities & Marks** function for the course.
3. On the toolbar, click the **Final Grades** button. The Final Grade Sheet will pop up with two main tabs: **Final Grades** and **Grade Scale**.
4. Before you calculate the final grades ensure that:
   - Students who are no longer in the course are removed. During the semester they can dropped off SSO but not removed from Cecil automatically, if they have mark(s) or are in any streams.
   - Student weighting for any assessment needing adjusting for aegrotat or other reasons are done. This can be done through any student list and select **Show** -> **Details**.
   - All assessable activities have been marked
   - You have verified the grade scale used in the final calculations
   - You don't have any assessment groups with Final Grade purpose if you are not using it
5. Click on the **Calculate** button on the toolbar and follow the instructions in the pop-up boxes that follow. This will calculate all the final marks, apply the final grades based on the grade scale specified and calculate DNS based on any blank marks for Exam activities.
6. Review the calculated grades for accuracy. You can reset the Grade Scale and recalculate as necessary.

ENTERING FINAL MARKS AND/OR GRADES (WITHOUT CALCULATIONS)

1. Select the course from the navigation pane on the left of the screen.
2. Click on the **Activities & Marks** function for the course.
3. On the toolbar, click the **Final Grades** button. The Final Grade Sheet will pop up with two main tabs: **Final Grades** and **Grade Scale**.
4. Before you calculate the final grades ensure that:
   - You have all the final grades ready to be entered
   - You have verified the grade scale used in the final calculations
5. Click in the **Final Mark** column where you want to enter a mark, and do so. The **Final Grade** field will have the appropriate grade populated for you as you enter the final marks, based on the grade scaled specified. Or alternatively, simply click on the little arrow in the **Final Grade** column to select a grade for the student.
6. Review the grades for accuracy.

SUBMITTING FINAL GRADES:

1. Select the course from the navigation pane on the left of the screen.
2. Click on the **Activities & Marks** function for the course
3. On the toolbar, click the **Final Grades** button. The Final Grade Sheet will pop up with two main tabs: **Final Grades** and **Grade Scale**.
4. Before you submit final grades, ensure that:
   a. All final grades have been entered or calculated
   b. You print a draft *Final Grades Report to Registry* and review for accuracy
5. Click the **Submit** button on the toolbar and follow the instructions in the pop-up boxes that follow.

Please note: Once Final Grades have been submitted, the gradebook is locked. You will no longer be able to edit or modify marks or grades for this course.