

The iLearn Gradebook can be a useful tool for storing and managing student grades. Use this checklist to ensure your Gradebook is set up accurately. It is also strongly recommended that you book a one to one consultation with faculty Learning Designer to ensure your settings are appropriate for your unit. Contact ilearn.help@mq.edu.au to arrange a consultation.

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| Browser | <ul style="list-style-type: none">• Work with a Firefox browser. |
| Design and Layout | <ul style="list-style-type: none">• Are you happy with the order of your columns? (Go to <i>Setup / Gradebook Setup Tab</i> and use the arrow icons to move them).• Are you happy with the number of students you see per page? (Go to <i>Setup / Preferences: Grader report Tab – General – Students per page</i>).• Delete any unnecessary columns that may confuse students and make your Gradebook lengthy and unmanageable). Note that if the column has been created manually, you can delete it straight from the Gradebook. If it is an automatically created column from an activity in iLearn such as a quiz or assignment, you will need to delete the actual activity from the unit homepage.• If you have columns for ungraded activities appearing, you can put them in a separate <i>Category</i> or exclude them from the Gradebook by assigning <i>No grade</i> for <i>Grade</i> in the activity settings.• Check for consistency with your Unit guide in iTeach. |
| Settings | <ul style="list-style-type: none">• If you are using the Gradebook to calculate a <i>Unit total</i> that will become students' final grades, consult your faculty Learning Designer to double check your settings (ilearn.help@mq.edu.au).• Have you selected the correct <i>Aggregation methods</i> if you are weighting activities? Refer to the Use categories to weight grade items quick guide.• Does <i>Unit total</i> equal 100?• <i>Exclude empty grades</i> should be unticked.• Decide on what type of grade you want displayed to students. Select from <i>Real grade</i>, <i>Percentage</i>, <i>Letter</i> or a combination of these. (Go to <i>Setup / Unit grade settings Tab – Grade item settings – Grade display type</i>). Refer to the Manage grade display types.• Decide on what other information you want students to see in their own <i>Grades User report</i> such as <i>average</i>, <i>percentage</i>, <i>range</i> and <i>rank</i>. (Go to <i>Setup / Unit grade settings Tab – User report – Show/Hide</i> for each of these settings) |
| Good Practice | <ul style="list-style-type: none">• Hide the <i>Unit Total</i> column so students do not get confused between this and their overall grade for the unit. Refer to the Hide and show grades to Students quick guide.• Hide the columns for grades you do not wish students to see (e.g. leave the column hidden until you have finished marking for all students). Refer to the Hide and show grades to Students quick guide. |

Testing

- You can add short comments for students next to the grade (e.g. for feedback, to record extensions or special consideration) but note that students will see these once the column is not hidden.
- Add test students to your unit to check that grades add up and display correctly to students. Follow the [Test students: Testing your unit as a student](#) quick guide.
- Always do a check of final calculations, particularly *Unit total* if you are using it to calculate a final grade.