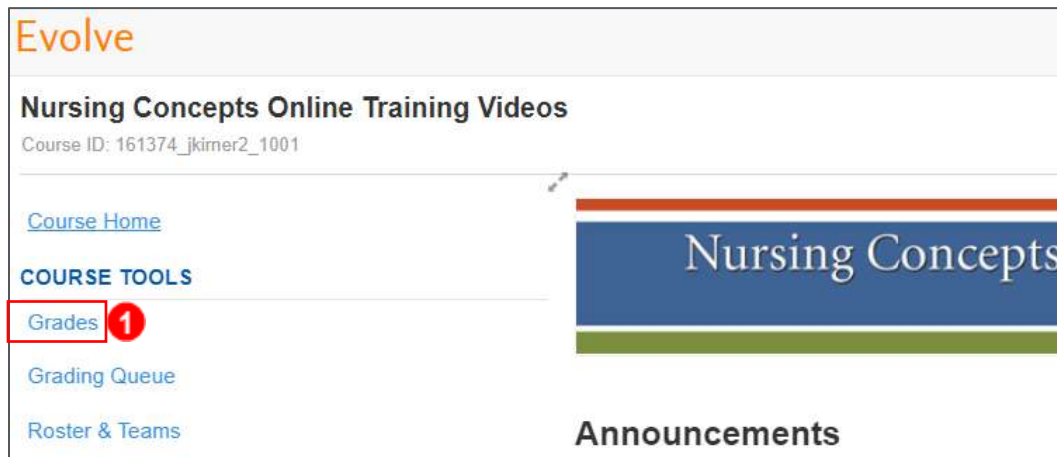


# Nursing Concepts Online – Gradebook

This guide will explain the basic functionality for the Nursing Concepts Online (NCO) Gradebook.

**NOTE:** The Nursing Concepts Online course comes with an empty gradebook. Columns will be created when you adjust settings on assignments to turn them into graded assignments.

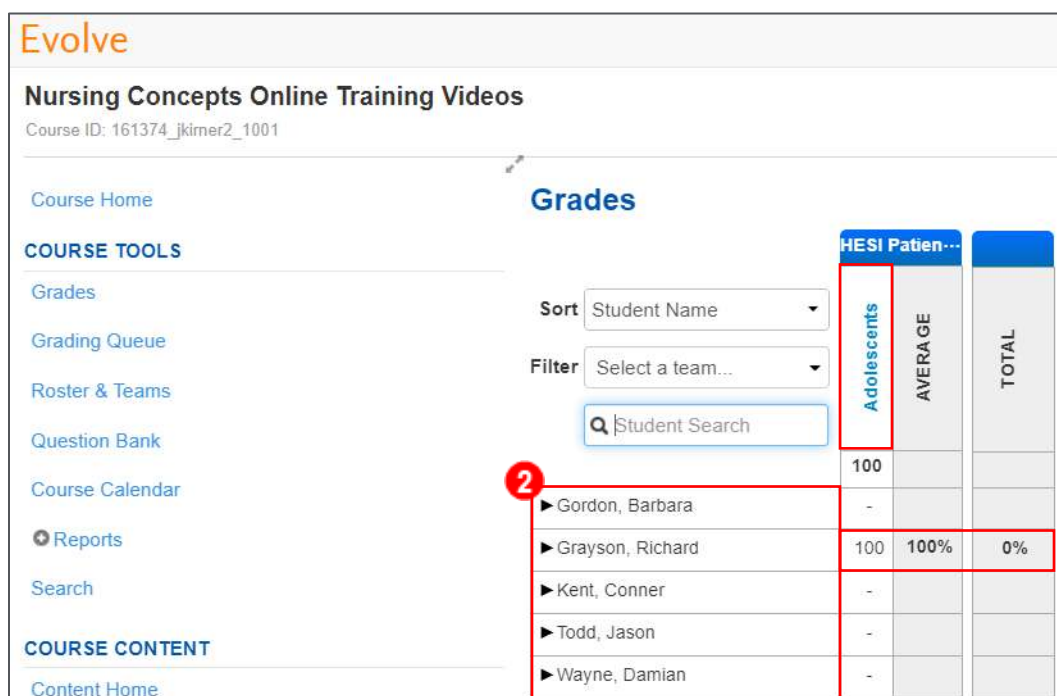
1. To access the gradebook, click **Grades** under Course Tools.



The screenshot shows the Evolve course interface for 'Nursing Concepts Online Training Videos'. The course ID is 161374\_jkimer2\_1001. In the 'COURSE TOOLS' menu, the 'Grades' link is highlighted with a red box and a red circle containing the number 1. Other links in the menu include 'Course Home', 'Grading Queue', and 'Roster & Teams'. A banner for 'Nursing Concepts' and an 'Announcements' section are also visible.

2. Here you will see a list of Students as rows, and the assignments organized by assignment type as Columns. When a student completes an assignment that is auto-graded, prior to the due date, their score will automatically appear in the gradebook under the appropriate column.

**NOTE:** SimChart assignments are not auto-graded and will not report to the gradebook.



The screenshot shows the 'Grades' page in the Evolve course interface. The course ID is 161374\_jkimer2\_1001. The 'Grades' link is highlighted in the 'COURSE TOOLS' menu with a red box and a red circle containing the number 2. The page displays a table of student scores for the 'HESI Patient...' assignment. The table has columns for 'Adolescents', 'AVERAGE', and 'TOTAL'. The rows list students: Gordon, Barbara; Grayson, Richard; Kent, Conner; Todd, Jason; and Wayne, Damian. The scores are: Gordon, Barbara (100); Grayson, Richard (100, 100%, 0%); Kent, Conner (-); Todd, Jason (-); and Wayne, Damian (-). The 'Adolescents' column is highlighted with a red box.

	HESI Patien...		
	Adolescents	AVERAGE	TOTAL
	100		
▶ Gordon, Barbara	-		
▶ Grayson, Richard	100	100%	0%
▶ Kent, Conner	-		
▶ Todd, Jason	-		
▶ Wayne, Damian	-		



3. If you wish to manually make an adjustment to a grade you can click on the cell and enter the number of points you desire.

The screenshot shows the 'Grades' page with a table of student scores. The table has columns for 'HESI Patient', 'Adolescents', 'AVERAGE', and 'TOTAL'. The row for 'Kent, Conner' is highlighted, and the cell in the 'Adolescents' column is marked with a red box and the number 3, indicating a manual adjustment.

	HESI Patient...	Adolescents	AVERAGE	TOTAL
▶ Gordon, Barbara	-	-	-	-
▶ Grayson, Richard	100	100%	0%	-
▶ Kent, Conner	-	3	-	-
▶ Todd, Jason	-	-	-	-
▶ Wayne, Damian	-	-	-	-

4. You are also able to view the Assignment Details by clicking on the **Assignment Title**.
  - a. A pop-up window will appear that displays the *Name*, *Points possible*, and *Due Date*.
  - b. You can click **View Submissions** to view the submissions for each individual student (see step 5).
  - c. In the Assignment Details you can also click **Student Performance** to see the Class statistics for the assignment as well as each student’s individual score (see step 6).

The screenshot shows the 'Grades' page with the 'Adolescents Details' pop-up window open. The 'Adolescents' column in the table is marked with a red box and the number 4. The 'Adolescents Details' window shows fields for Name, Assignment Points, and Due Date, with 'View Submissions' highlighted by a red box and the letter b.

	HESI Patient...	Adolescents	AVERAGE	TOTAL
▶ Gordon, Barbara	-	-	-	-
▶ Grayson, Richard	100	100%	0%	-
▶ Kent, Conner	90	90%	0%	-
▶ Todd, Jason	-	-	-	-
▶ Wayne, Damian	-	-	-	-

5. The **View Submissions** page will show first submission with buttons to look at next or previous submissions if applicable.
  - a. There will also be the list of students with their score on the left.

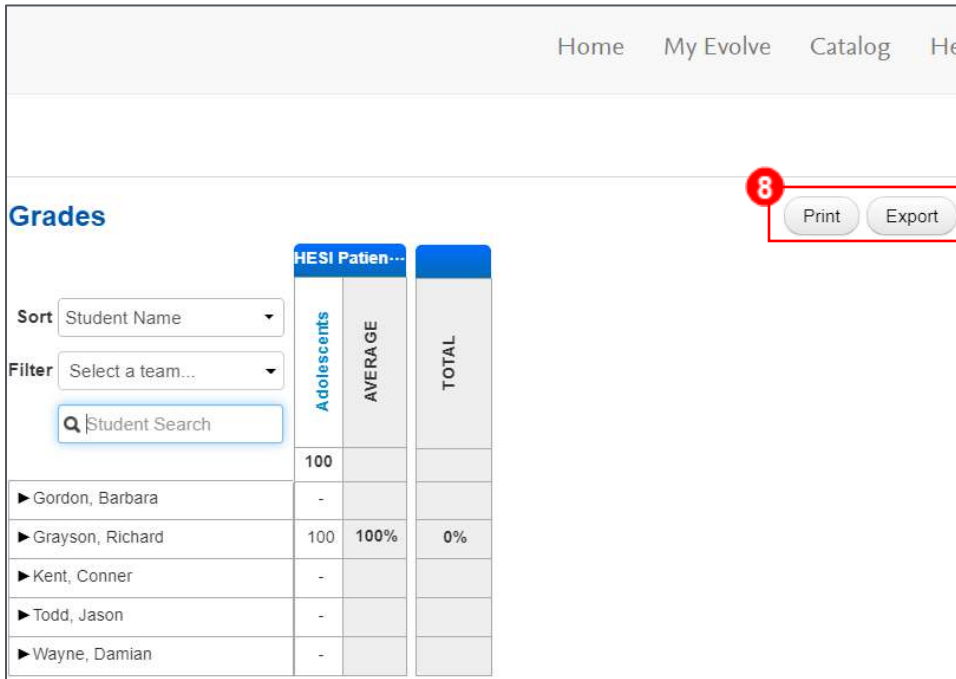
6. The **Student Performance** pop-up windows shows the Class statistics for the assignment as well as each student's individual score.

Student	Grade
Gordon, Barbara	100
Grayson, Richard	100
Kent, Conner	90
Todd, Jason	
Wayne, Damian	

7. You can filter and search the gradebook using the tools in the upper-left, *Sort*, *Filter* and *Student Search*.

	Adolescents	AVERA GE	TOTAL
	100		
▶ Gordon, Barbara	-		
▶ Grayson, Richard	100	100%	0%
▶ Kent, Conner	-		
▶ Todd, Jason	-		
▶ Wayne, Damian	-		

8. There are two buttons in the upper-right of the gradebook: **Print** and **Export**.
  - a. **Print** will allow you to print the gradebook where each page has the list of students going down and the assignments going across.
  - b. **Export** will download the gradebook as a CSV file to allow for a copy of the gradebook that you can adjust and edit outside of the course.



The screenshot shows a web interface for a gradebook. At the top right, there are navigation links: Home, My Evolve, Catalog, and He. Below this is a 'Grades' section. On the right side of the 'Grades' section, there are two buttons: 'Print' and 'Export', which are highlighted with a red box and a red circle containing the number '8'. On the left side, there are controls for 'Sort' (set to 'Student Name'), 'Filter' (set to 'Select a team...'), and a search box labeled 'Student Search'. Below these controls is a table with the following data:

	HESI Patien...		
	Adolescents	AVERAGE	TOTAL
	100		
▶ Gordon, Barbara	-		
▶ Grayson, Richard	100	100%	0%
▶ Kent, Conner	-		
▶ Todd, Jason	-		
▶ Wayne, Damian	-		

END OF GUIDE