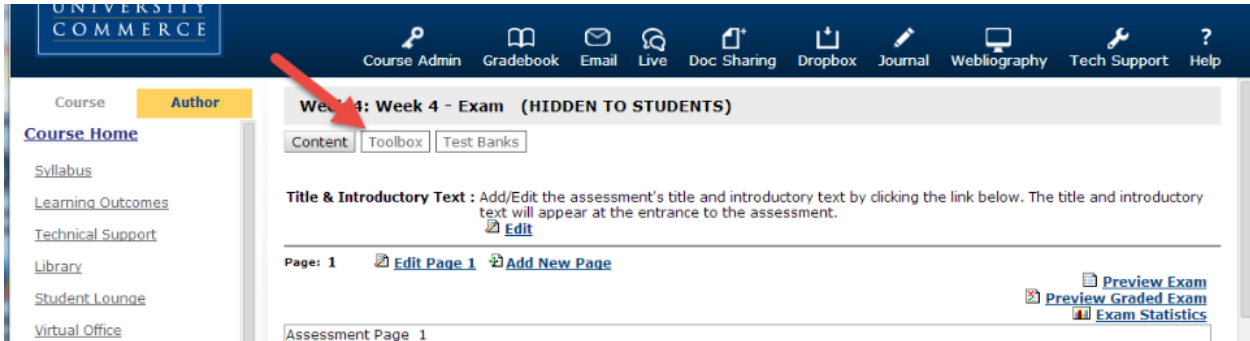


OAT Gradebook Review Advisory

The Gradebook Review Tool

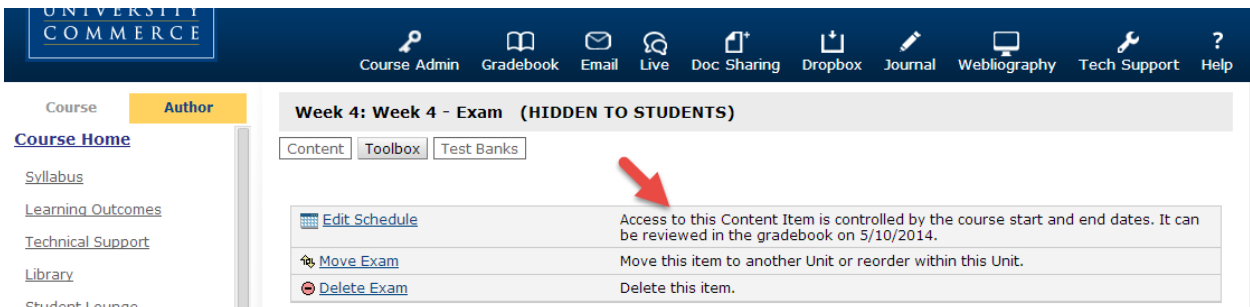
When grading quizzes and exams, eCollege is automatically set to avoid allowing students to review their grades until the end of the semester. To enable students to see their exam scores as soon as you have them graded, complete the following steps.

First, go to the Exam Toolbox:



The screenshot shows the eCollege interface. At the top, there is a navigation bar with icons for Course Admin, Gradebook, Email, Live, Doc Sharing, Dropbox, Journal, Weblogography, Tech Support, and Help. Below this, the 'Author' tab is selected. The main content area displays 'Week 4: Week 4 - Exam (HIDDEN TO STUDENTS)'. There are three tabs: 'Content', 'Toolbox', and 'Test Banks'. A red arrow points to the 'Toolbox' tab. Below the tabs, there is a section for 'Title & Introductory Text' with an 'Edit' link. At the bottom right, there are links for 'Preview Exam', 'Preview Graded Exam', and 'Exam Statistics'.

Once inside the Exam Toolbox, you'll see this message:



The screenshot shows the eCollege interface with the 'Toolbox' tab selected. Below the tabs, there is a message: 'Access to this Content Item is controlled by the course start and end dates. It can be reviewed in the gradebook on 5/10/2014.' A red arrow points to the 'Edit Schedule' link. Below the message, there are three links: 'Move Exam', 'Delete Exam', and 'Delete this item.'

As you can see, the date is set for 5/10/2014, near the end of the semester. Hit the "Edit Schedule" link.



SCHEDULE FOR WEEK 4 : EXAM

Access by date/time is absolute (the same point in time across time zones). Dates and times will be displayed to students in the student's time zone.

Start and End Dates:

- Use Week 4 start and end dates
- Use the following dates:

Start: 1/13/2014 1:00 AM *

End: 5/10/2014 12:59 AM *

Gradebook review date: 5/10/2014 12:59 AM *

Due Date (optional): 11:59 PM *

Restrict access before

Restrict access after

Save & Close Cancel

* Times are displayed in (GMT-06:00) Central Time (US & Canada)

The pop-up box will have both Start and End dates for the exam itself, and a "Gradebook Review Date" area. Change the Gradebook Review Date to the date you'd like for students to be able to see their exam grades. Save, and students should no longer have a problem accessing their exam scores.

Week 1: Introduction 1/20-1/25 - Quiz or Exam	
Access dates:	1/20/2015 1:00:00 AM to 5/15/2015 1:00:00 AM
Can be reviewed in Gradebook on:	5/15/2015 6:59:00 PM
Number of times this exam can be taken:	1
Time allowed to complete:	1h

Begin Quiz or Exam

[Review in
Gradebook Date](#)