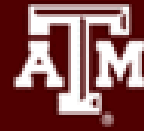

Web**Assign**.[®] at



TEXAS A&M
UNIVERSITY

Posting Non-WebAssign Scores in your GradeBook

Adding Assignments

- From the home page, click 'Grades' at the top of the page then click 'Add Scores to GradeBook'

The screenshot shows the WebAssign interface. At the top, the 'WebAssign' logo is visible. Below it, a navigation bar contains 'Home', 'Assignments', 'Questions', 'Tasks', and 'Grades'. The 'Grades' menu is open, showing options: 'GradeBook', 'Reports', 'Class ScoreView', 'Class Analysis', and 'Add Scores To GradeBook'. A red arrow labeled 'Click Here' points to the 'Grades' menu. Another red arrow labeled 'Click Here' points to the 'Add Scores To GradeBook' option. Below the navigation bar, there are search and message icons, and a section titled 'My Classes' with a sub-section for 'Current Classes'.

- This will redirect your page to allow you to select your upload method

Selecting Upload Method

- Select which upload method* you will be using (*this tutorial instructs selecting 'add a single assignment')
- After you have selected your preferred method, click next

Upload Method

I want to add a single assignment using the assignment editor.

I want to upload a set of assignments from a file.

Select Here

Next >>

Click Here

Assignment Info

- You will be redirected to a page titled 'Assignment Info' where you may specify all the details of the assignment you are adding. Note: it automatically starts with category as homework, points as 100, due date as date and time of addition, and available to students.

Assignment Info

Enter the details of your assignment below.

You may enter scores now or just save the assignment now and enter scores later.

Assignment Name

Category

Fill in Information

Description

Points

Due

Available to Students

Homework

100

Jan 13 2009 01:54 PM

[calendar](#)



Selecting Upload Method

- After all Assignment Info has been enter, you will again need to select an upload method (this tutorial uses the first method: 'Enter scores by hand')
- You may then Save without adding scores or Add scores

The screenshot shows a form titled "Upload Method" with three radio button options. The first option, "Enter scores for each student by hand.", is selected and highlighted with a pink box. A red arrow points from the text "Select Here" to this option. Below the options are two buttons: "Add Scores >>" and "Save without adding scores". Both buttons are highlighted with pink boxes, and a red arrow points from the text "Click Here OR Click Here" to both buttons.

Upload Method

Select Here Enter scores for each student by hand.

Copy and paste scores from a file on your computer.

Upload a file containing scores.

Click Here OR Click Here

Adding Scores

- After clicking 'Add scores', you will be redirected to a page listing everyone with access to the assignment (including instructors)

GradeBook

Math 131 Spring 2009, section 200

Add Scores

Fullname	Score
John David	<input type="text"/>
Allen, Angela	<input type="text"/>
Allen, Don	<input type="text"/>
Aurispa, Benjamin	<input type="text"/>
Austin, Amy	<input type="text"/>
Bollinger, Kathryn	<input type="text"/>
Hester, Yvette	<input type="text"/>
Kilmer, Kendra	<input type="text"/>
Whitfield, Jennifer	<input type="text"/>

Input Here

Review >>

Adding Scores

- After the desired scores have been entered, click 'Review'

Austin, Amy	<input type="text"/>
Bollinger, Kathryn	<input type="text"/>
Hester, Yvette	<input type="text"/>
Kilmer, Kendra	<input type="text"/>
Whitfield, Jennifer	<input type="text"/>

Review >>

← Click Here

Reviewing and Saving

- Once redirected to the review page, you will be able to see all scores that were added.
- If you do not save, you will have to do all that again, so make sure you save!

GradeBook

Math 131 Spring 2009, section 200

Review Scores

Fullname	Score
John David	45

Click Here



Save