

Changing your Gradebook to show total points or averages:

- Open your gradebook
- >Select View
- >Subtotals

		Facts-1	Facts-2	Apply	Compare	Test-1	SubTotal	Avg	Grade		
	Basic math f	Basic math f	Apply math f	Compare wh	Mathematics				Yr		
		1	1	1	1	1	1				
Category		Test	Test	Quiz	Homework	Test					
Date		07/07/03	07/14/03	07/18/03	07/21/03	07/24/03					
Possible		100	100	50	50	100	400				
1.	Adler, Leslie	1	100	**	45	✓	92	279	A	93.16	A
2.	Boyd, Jerry	18	**	75	32	ok	75	219	C	73.16	C
3.	Chang, Julia	5	94	97	49	Good	91	371	A	92.75	A
4.	Cohen, Josh	6	100	100	X	✓	99	341	A	97.57	A
5.	Denton, Bill	14	90	81	48	A	86	352	B	88.12	B
6.	Flaherty, Sarah	7	88	84	45	Fail	**	229	C	76.50	C

- Select Total Points
- Select OK

***Suggestion: When printing weekly reports to students, it is typically better to use averages because students often do not understand the total points if they have any assignments in which they are exempt (the exempt points are not figured in).