

Gradebook Overview

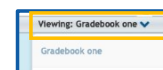
- The gradebook is a live view that allows students and Learning Coaches to track their current grades
- If you have any questions on your grades, please reach out to your teacher

Accessing the Gradebook

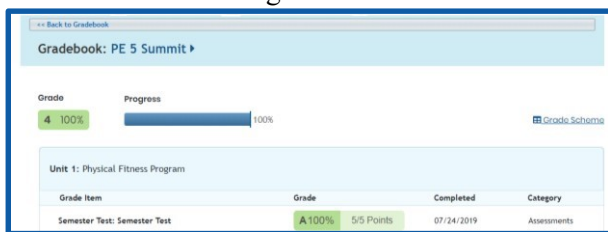
- The gradebook can be accessed from the OLS as either a Student or Learning Coach
 - o Log into the OLS
 - o Select **Gradebook** under the **Quick Links** or under the **Progress > Gradebook** area to view a summary view with current overall grade to date and progress for each course



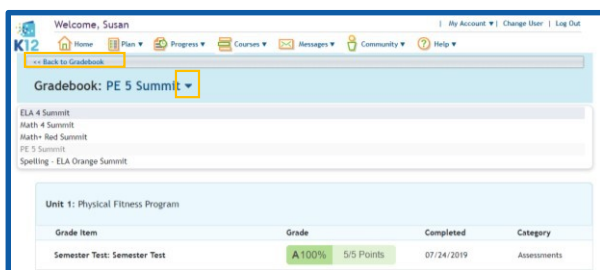
- If logged in as a Learning Coach, you can toggle between your student's by selecting the student's name at the top of the page



- o Select the individual course name to view the gradebook details for each course, only graded items will show in this view
 - The **Completed** date is the last date the student completed the grade item, or the teacher updated a score for that grade item



- o You can toggle between courses by selecting the arrow next to the course name or return to the gradebook summary by selecting **Back to Gradebook** at the top of the page



- o Select the **Progress** bar to view the details of the progress for that course, the shaded portion is the progress the student has completed so far and the vertical line represents where the student is expected to be today
 - **Actual Progress:** Current progress to date in the course
 - **Expected Progress:** Progress Goal for the course to date
 - **% of Expected Progress:** Actual Progress/Current Expected Progress
 - % of Expected Progress is capped at 100

