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1. Create Your Gradebook Items

1.1 Login your SUCourse Application

1.2 Select Your Course
1.3 Check your “Resources”, “Gradebook” and “New Tool “Learning Outcome Links”

Tools Appearance
1.4 If you haven't got these tools, please select “site info” tool, then select your related tools and press the continue button.
1.5 When you select “Learning Outcome Links” tool, you will see your “assignments methods” and “Learning Outcomes” from your course syllabus. These come automatically from your syllabus.
1.6 If you want to change your “course assignments methods and their figures” or “learning outcome”, please click for the notification part and select the “click here” button.

1.7 Create your gradebook items which will evaluated your learning outcomes. These are assessments and/or specifically a group of questions of these assessments.

1.7.1 Select “Gradebook” tool
1.7.2 Click the “Add Gradebook Item(s)” button
1.7.3 Create your “gradebook title” and “total evaluated point”

1.7.4 Define your “release status” to the students. If you create a question type gradebook item for your evaluation, may be you don’t want to release your results to students!

1.7.5 For each new gradebook item, please click the “Add Another Gradebook Item” button.

1.7.6 If you finish to add the gradebook items, please do not forget to click the “Add Item(s)” button.

Gradebook Items Sample1:
The case which the students will be informed about the gradebook item results (see 1.7.4)
Gradebook Items Sample 2
The case which the students will NOT be informed about the gradebook item results (see 1.7.4)

1.8 After click “Add Item(s)” button you will see your gradebook items list.
2. Match The Course Learning Outcomes with Gradebook Items

2.1 Match your gradebook items with the related assessments from dropdown box, (see 2.1.1).

2.2 Link your learning outcomes with the related gradebook items.

2.3 Each learning outcome should be linked at least one gradebook item. If you don’t click at least one box, this area will be shown as light green.
2.4 When you finish the linking the course learning outcomes with the gradebook items, please return the gradebook tool page.
3. **Point Scoring**

3.1 **Point Scoring - Method 1**

3.1.1 Click your related gradebook "title" for point scoring

3.1.2 You will see your course students list. You can enter your point scores

3.1.3 At the end, click the "save changes" button.
3.2 Point Scoring - Method 2:
3.2.1 If you want to enter your scoring on the excel sheet, please click the “Import Grades” button.
3.2.2 Select download files type

3.2.3 Create your gradebook file on your computer
3.2.4 Open your gradebook file then enter your point scores on the table.

3.2.5 After finishing students point scoring, save your document.
3.2.6 Return your SUCourse Gradebook Tool, then click the "Import Grades" Button

3.2.7 Click the "Choose File" button at "3. Import Spreadsheet" Section

3.2.8 Find your gradebook file on your computer, then select “open” button
3.2.9 Click “Continue” button.

3.2.10 When you see your file in the “3. Import Spreadsheet” Section, please click “Import Spreadsheet” button.
3.2.11 When you see the point scoring table, click “ok” button
4. Attaching the scanned best-worst-average assessment papers of your course

4.1 Select your “Resources” tool, you will see “Accreditation” folder as automatically. (This folder is NOT being released to students. It’s hidden folder for your accreditation documentation.)

4.2 Click “Add” button to complete the attachment of the documents.

4.3 After click the “Add” button, you will see the uploaded documents alternative links, select for your documents link.
4.4 Find your gradebook file on your computer, then click the "open" button.

4.5 Click "Upload Files Now" button.
4.6 Attached documents are located in the "Accreditation" folder. Please do this action for each scanned document.

4.7 If you want to remove your document, please click the box of document, then click "Remove".

1. step
2. step
3. step
5. See your data analyses on “Faculty Member Course Evaluation Report”

5.1 Select “Learning Outcome Links” tool
5.2 Click the “Reports” button and then see your data analyses
6. Write your remarks and suggestions on the comment area at the end of the report.

6.1 Select “Learning Outcome Links” tool
6.2 Click the “Reports” button
6.3 After click the “Reports” button, you will see the comments area at the end of the report.
6.4 When you click the “Enter/Update Comment” button, your comment areas will be open for your remarks and suggestions.
6.3 Please click the “Save” button end of your process.