

Faculty can access students' grades for courses by selecting the desired course offering and navigating to the Gradebook under Learning Activities.

1. Select “Courses” from the dashboard.

The dashboard contains the following tiles:

- Profile:** Create your professional portfolio including teaching responsibilities, scholarly productivity and service activities.
- Courses:** Manage details and documents for the coursework you contribute to. **7 Associated course(s)**
- Advisees:** View profiles for the students you advise. **5 Associated student(s)**
- Resources:** Review content provided by your academic program to help you along the way. **0 Resource(s) shared**
- School Contacts:** Learn how to reach the faculty and staff at your school. **3 Contact(s) shared**
- Compliance:** Upload documents needed for clearance to participate in clinical education. **0 Document(s) need attention**
- Student Placements:** Review your students rotation and clinical coursework details.
- Curriculum Mapping:** Build your curriculum, map it with standards, and get insightful reports.
- Help:** Get assistance from the Exxat team.

2. Select the “Course Offering” for which you want to see the Gradebook view.

Course Catalog **Course Offerings**

Search

COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	TERM	COHORT	PROFESSIONAL YEAR	FACULTY/STAFF	REGISTERED STUDENTS	ACTION
OT Demo 485	Didactic Course (Non-Placement Forms)*	2023 - 2024	Fall	Class of 2025*	2nd Year	Tianna* Atkinson	4	
OT-GE 2703	Fieldwork II a in Occupational Therapy P	2022 - 2023	Spring	Class of 2027	-	Alistair* Clarke, Tianna* Atkinson	7	
OT-GE 2722	Fieldwork I b in Occupational Therapy P	2022 - 2023	Spring	Class of 2027	-	Alistair* Clarke, Tianna* Atkinson	7	
OT Demo 932	Fieldwork II B (Timesheets, Wishlists)* P	2023 - 2024	Spring	Class of 2025*	-	Tianna* Atkinson	8	
OT Demo 657	Fieldwork II A (Level 2 Forms, Timesheets)* P	2023 - 2024	Fall	Class of 2025*	-	Tianna* Atkinson	8	
OT Demo 593	Fieldwork I (Level 1 Forms, Timesheets)* P	2023 - 2024	Spring	Class of 2025*	-	Tianna* Atkinson	8	
OT Demo 583	Fieldwork I and II (All Forms, Timesheets)* P	2022 - 2023	Fall	Class of 2025*	-	Tianna* Atkinson	8	

3. On the next page click on “Gradebook” under Learning Activities to view the final score of each student across different activities.

OT Demo 583 Fieldwork I and II (All Forms, Timesheets)*
Class of 2025* | Fall | 2022 - 2023 | 8 registered students

Grade editing is temporarily unavailable. We are working to restore this feature soon. Thank you for your patience.

Gradebook

Search by first name/last name

STUDENT NAME ↑	FINAL SCORE	TIMESHEET (50%)	SITE SPECIFIC OBJECT... (50%)
Brown, Janet*	92.5	95/100	47.5 (W) 9/10 45 (W)
Burnett, Isai	92.5	95/100	47.5 (W) 9/10 45 (W)
David, Rylee	92.5	95/100	47.5 (W) 9/10 45 (W)
Ellison, Sheldon	92.5	95/100	47.5 (W) 9/10 45 (W)
Evans, Kevin	92.5	95/100	47.5 (W) 9/10 45 (W)
Fritz, Sidney	92.5	95/100	47.5 (W) 9/10 45 (W)
Villegas, Piper	92.5	95/100	47.5 (W) 9/10 45 (W)
Watts, Jakob	92.5	95/100	47.5 (W) 9/10 45 (W)

Gradebook

4. Click on pencil icon to edit any scores