What is Gradebook Classic?

The *Gradebook Classic* is a tool for instructors to calculate and store grade information and distribute it to students online.

Instructors can view information in *Gradebook Classic* in different ways, including an item detail, all grade listing, course grade listing.

Students can view their scores for all items, once an instructor releases them; and sort their items by title, due date, grade, and weight, where applicable.

Using *Gradebook Classic*, instructors can:

- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades based on a 100% scale (*Course Grade Thresholds*).
- Choose between point- or percentage-based grading.
- Add *Gradebook* items for manually graded or offline activities.
- Create categories to organize items and allow for weighting of grades.
- Enter, view, edit, and release to students scores, grades, and comments.
- Collect and display scores from other tools such as *Tests & Quizzes, Assignments*, and *Forums*.
- Export scores and grades to Microsoft Excel (in XLS format).
- Import item scores from spreadsheet (CSV) files.
- Export a printer-friendly (PDF) version of student grades.
- Drop grades or keep the highest grades in a category.
- Specify items or categories as extra credit.
- Viewing scores: *Gradebook Classic* lets students view their own scores and grades once instructors have released them.

Note: For instructions on how to add this or any other tool to your site, see [How do I add tools to my site?](#)

To access this tool, select Gradebook Classic from the Tool Menu of your site.