

Grading the practical procedures submitted by students.

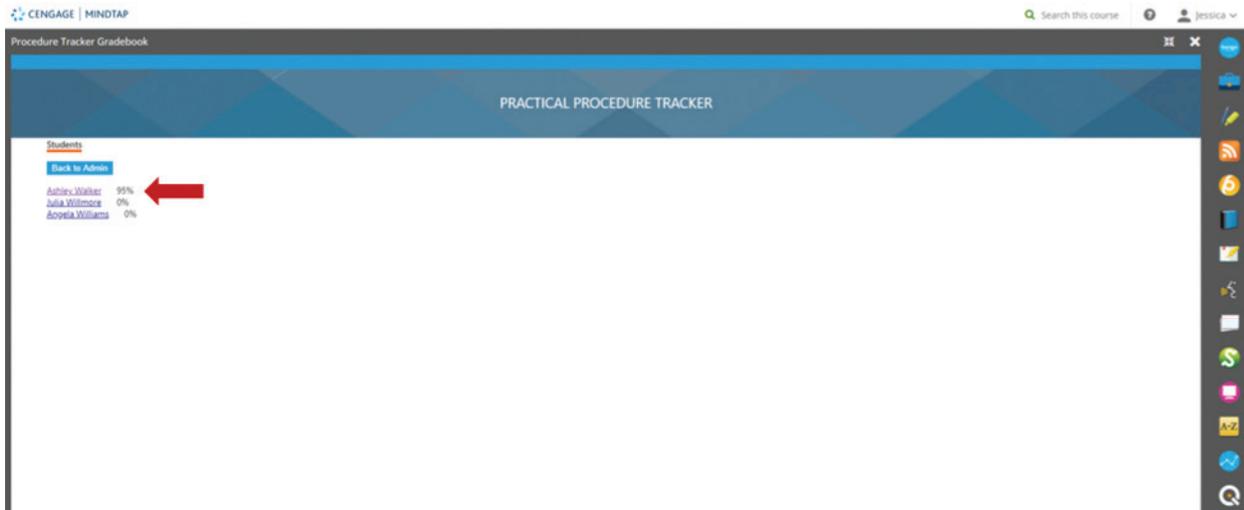
- 1 The instructor will click the Procedure Tracker Gradebook app icon to grade the procedure.

The screenshot shows the Milady Standard Cosmetology course interface. On the left, there is a navigation menu with sections like 'Getting Started', 'Part 1: History & Career Opportunities', 'Part 2: General Sciences', 'Part 3: Hair Care', 'Part 4: Skin Care', 'Part 5: Nail Care', and 'Part 6: Business Skills'. At the bottom of this menu, the 'Practical Procedure Tracker' is listed with a 0% submission rate and 0.0% average score. On the right, there is a 'Recent Activity Scores' chart showing a class average of 20.17%. A red arrow points to the 'Open Gradebook' button at the bottom of the chart area.

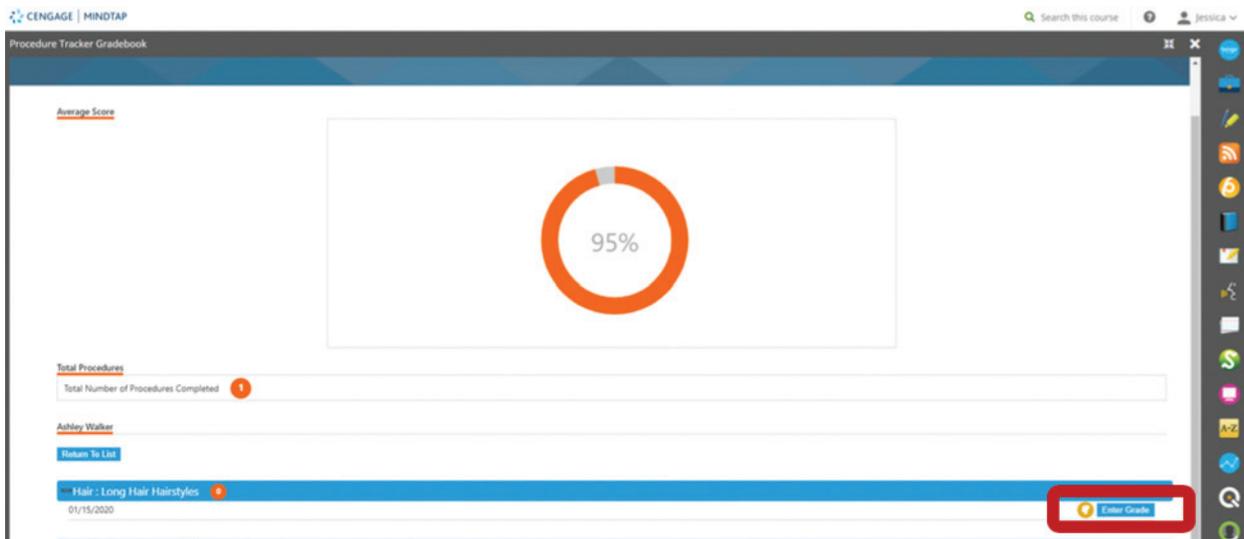
- 2 Click "View Students."

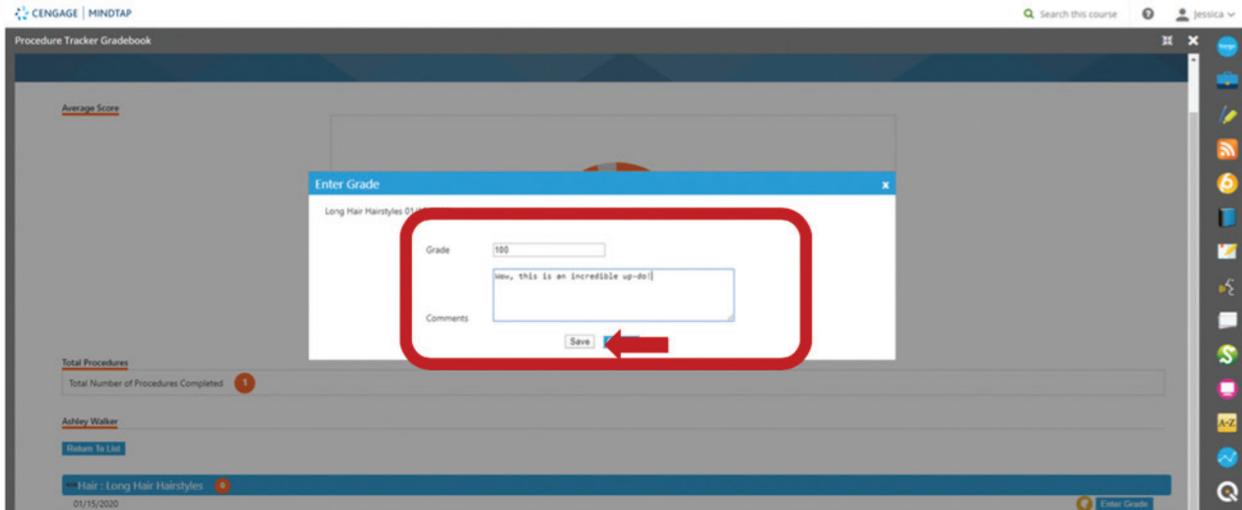
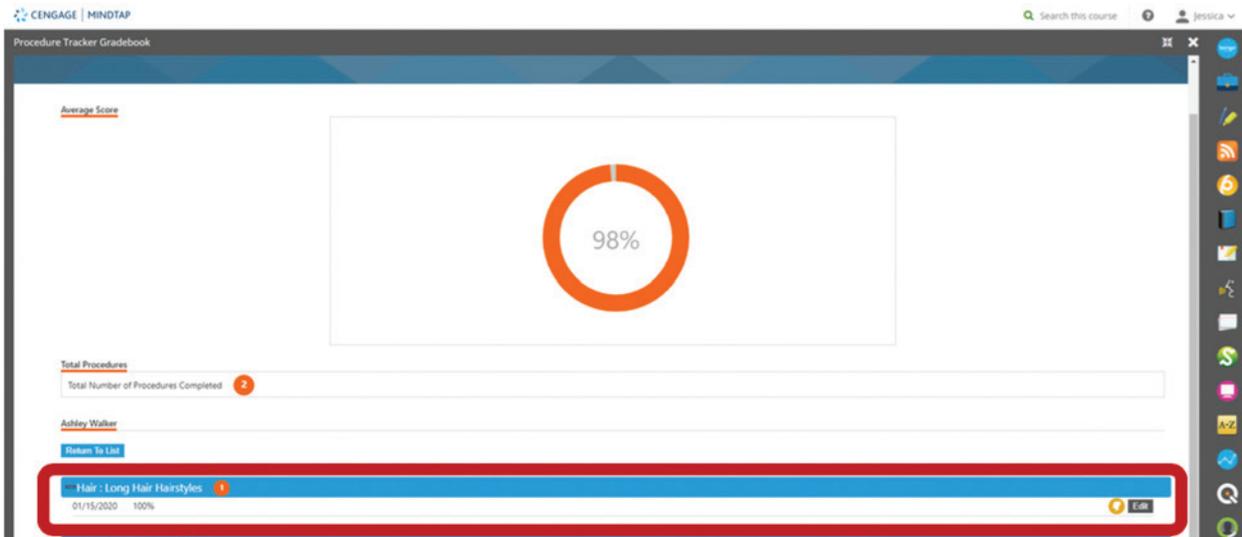
The screenshot shows the 'Procedure Tracker Gradebook' interface. At the top, it says 'PRACTICAL PROCEDURE TRACKER'. Below that, there are 'Admin Links' including 'View Students' and 'Manage Library'. A red arrow points to the 'View Students' button.

3 Select the desired student.

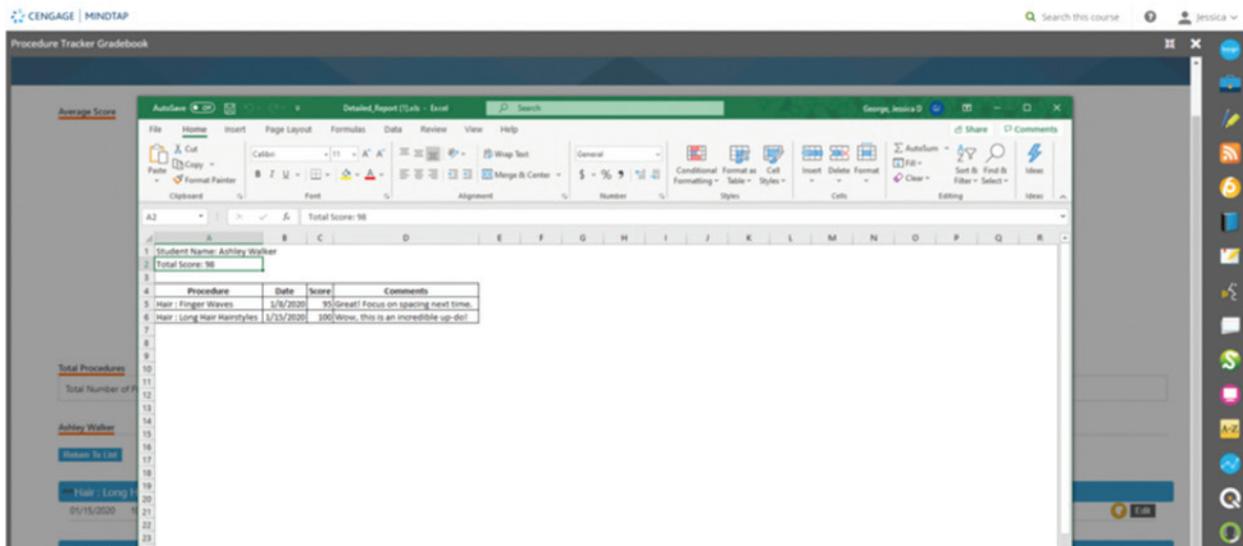
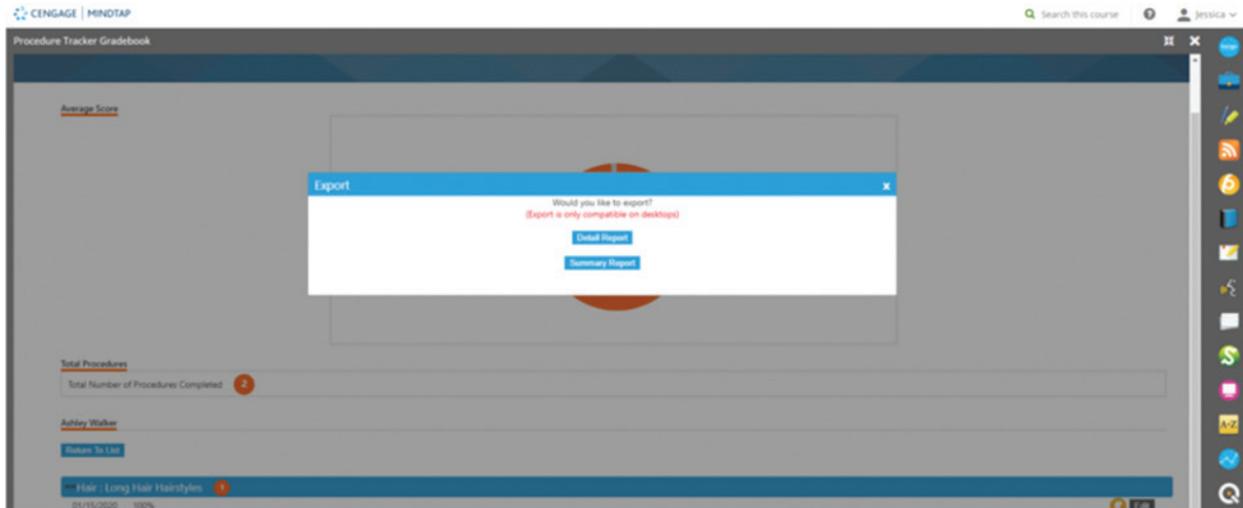


4 Locate procedures that need to be graded. These procedures will be labeled "Enter Grade." If a student uploaded an image it will display next to the procedure with the face silhouette icon. Click the silhouette icon to view the shared image.

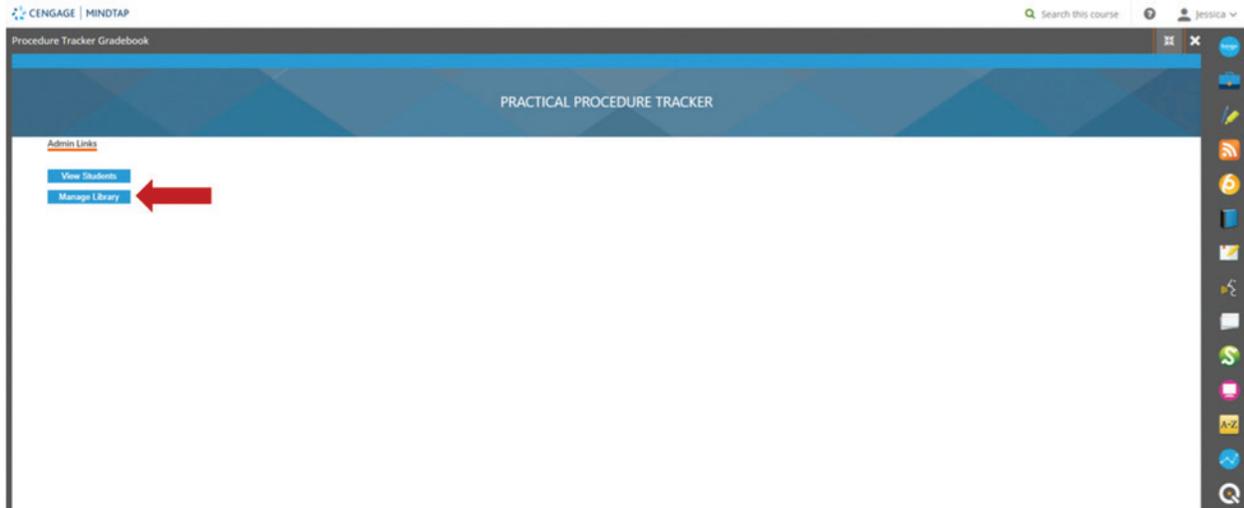


5 Enter a grade and desired comments. Click “Save.”**6** The graded procedure will display on instructors Procedure Tracker Gradebook dashboard. You will have the option to “Edit.”

Please Note: To export a report of the recorded procedures, select “Export Report.” Select either detailed report or summary report. Both report types will open as an Excel file.



7 To manage procedure category and/or procedure type, click “Manage Library.”

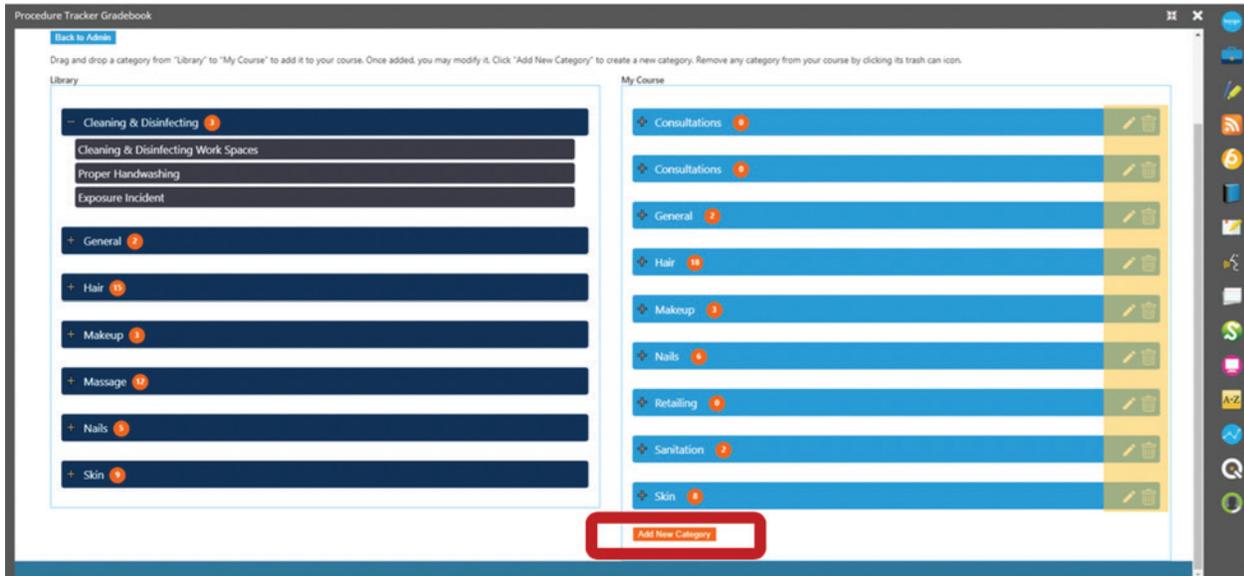


8 The items that are found under “Library” come pre-populated within your MindTap course.



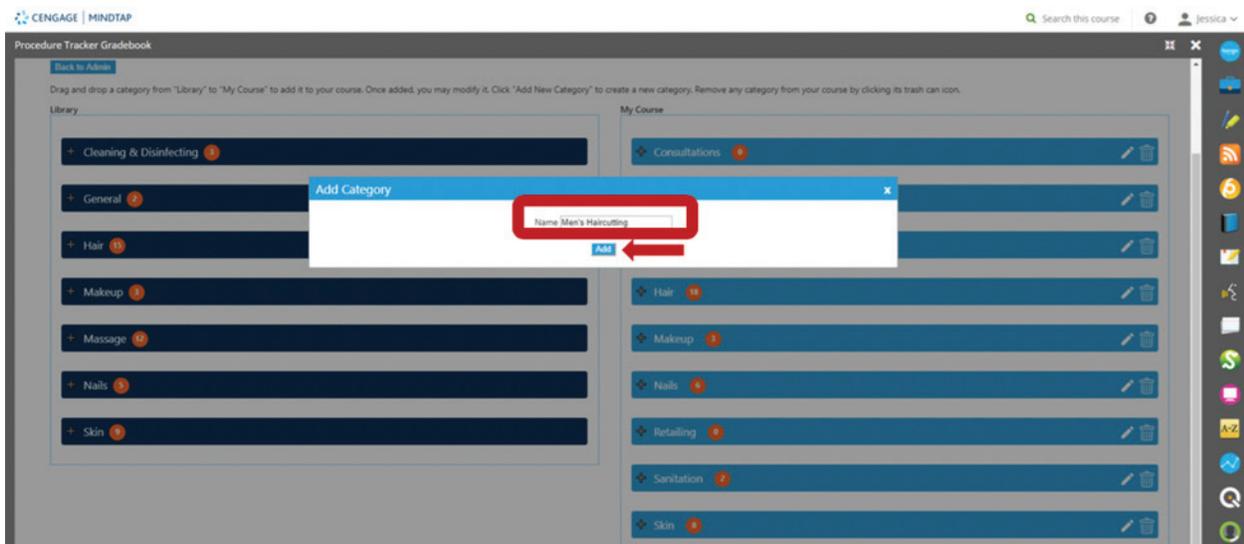
9

To make edits to your “My Course” procedure categories you can remove the procedure category using the trash can icon. Use the pencil icon to edit procedure name. To add a new procedure category, click the “Add New Category” button.



10

Enter the category name. Click “Add.”



6

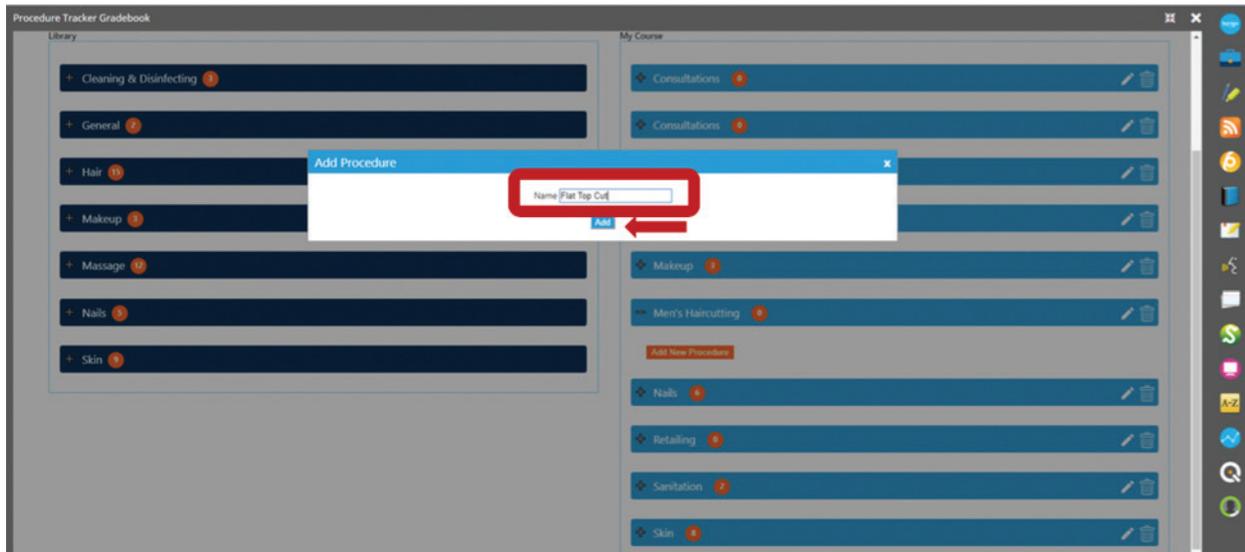
11

To add new procedure expand the desired procedure category. Click “Add New Procedure” button.

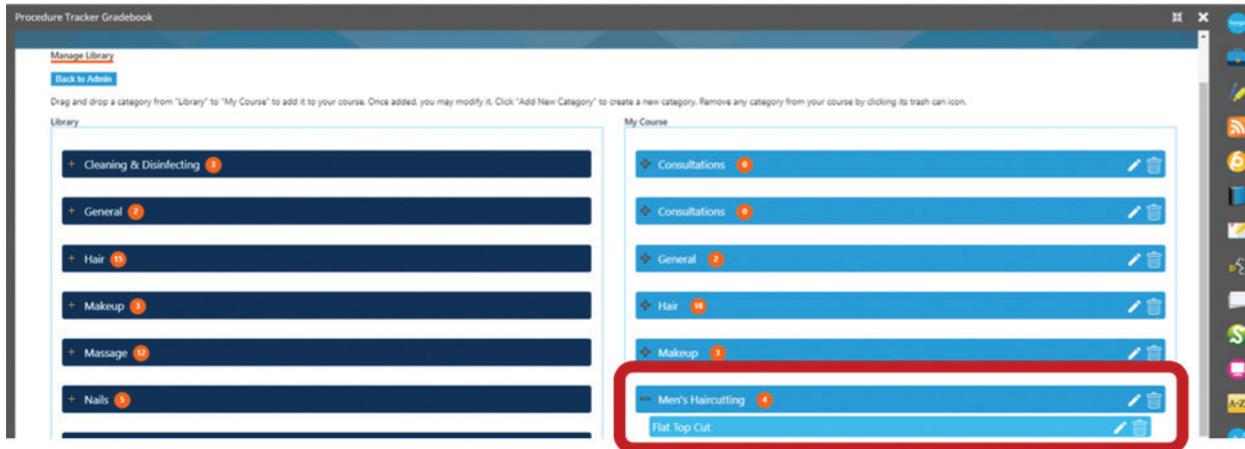


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Enter the procedure name. Click “Add.”



- 13 The procedure will populate under the category. The added category and procedure will now show in students' options.



- 14 Click the "X" to close.

