Grading the practical procedures submitted by students.

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

2   **Click "View Students."**

Topic: Using the Procedure Tracker Gradebook
Level: Intermediate
Intended For: Instructors, Lead Instructors/MindTap Admins

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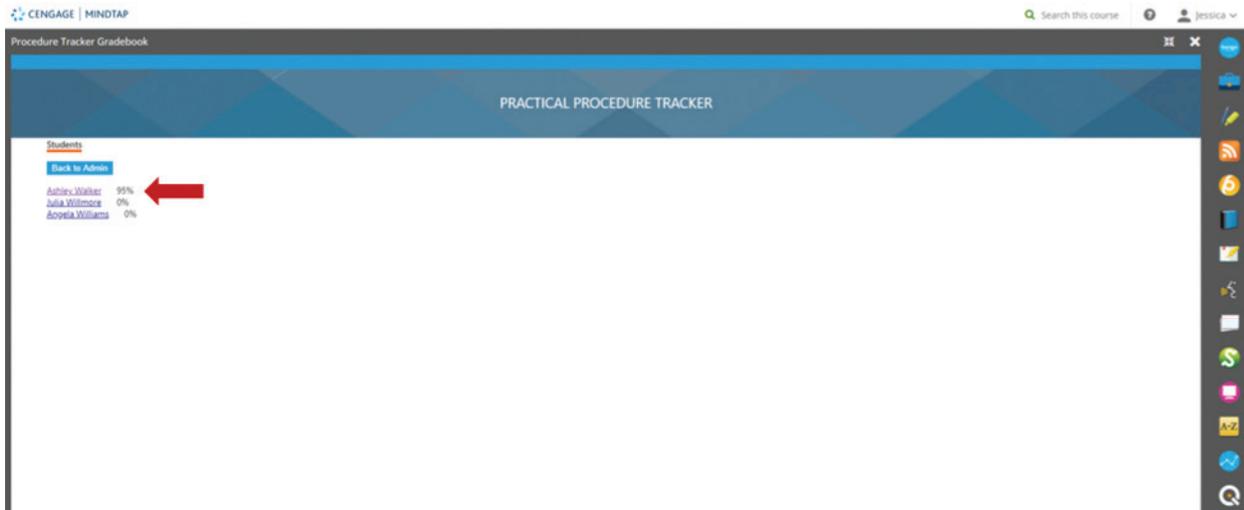
4 Locate procedures that need to be graded. These procedures will be labeled "Enter Grade." If a student uploaded an image it will display next to the procedure with the face silhouette icon. Click the silhouette icon to view the shared image.

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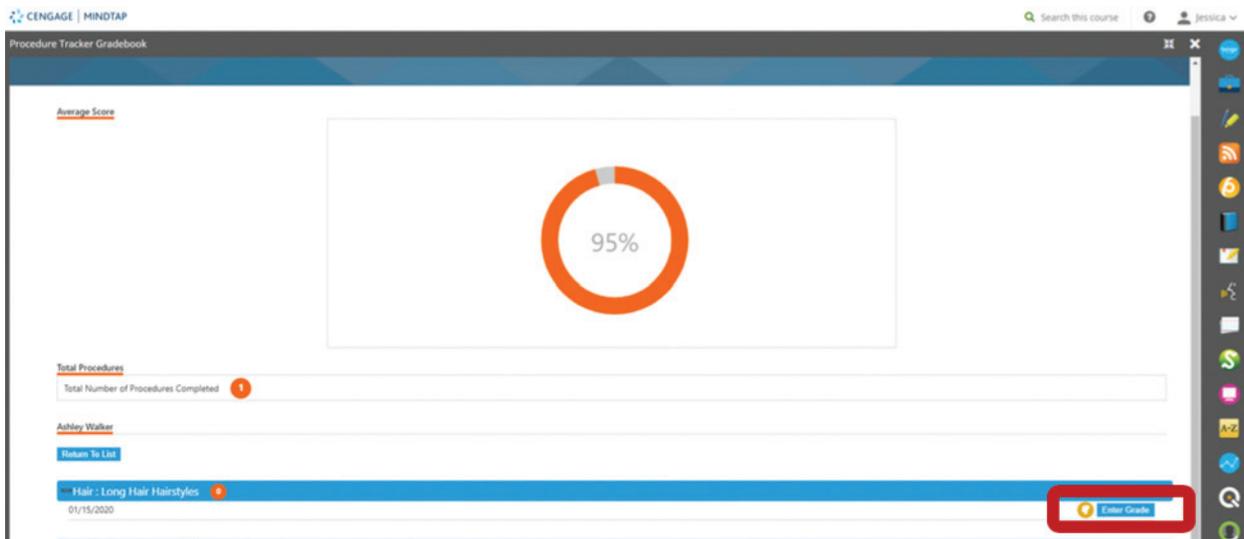
5   Enter a grade and desired comments. Click "Save."
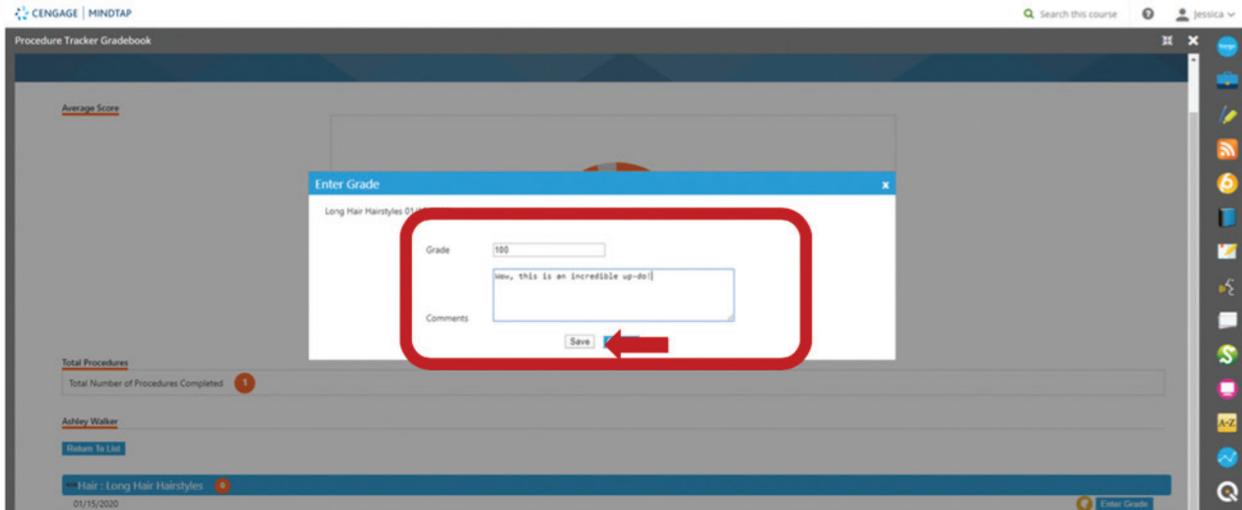
6   The graded procedure will display on instructors Procedure Tracker Gradebook dashboard. You will have the option to "Edit."

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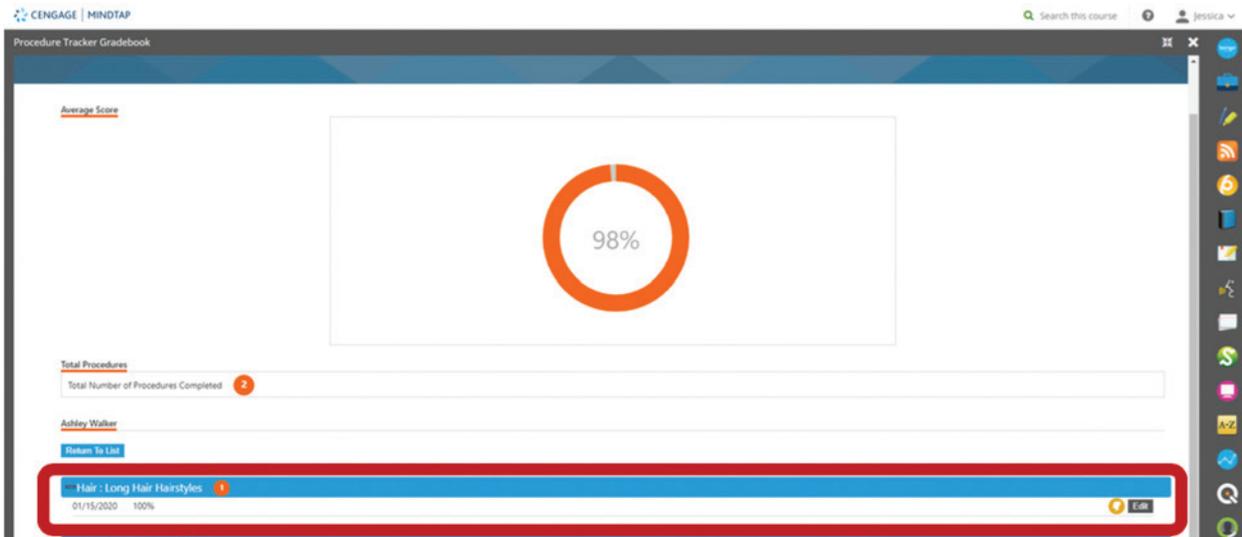
Please Note: To export a report of the recorded procedures, select "Export Report." Select either detailed report or summary report. Both report types will open as an Excel file.
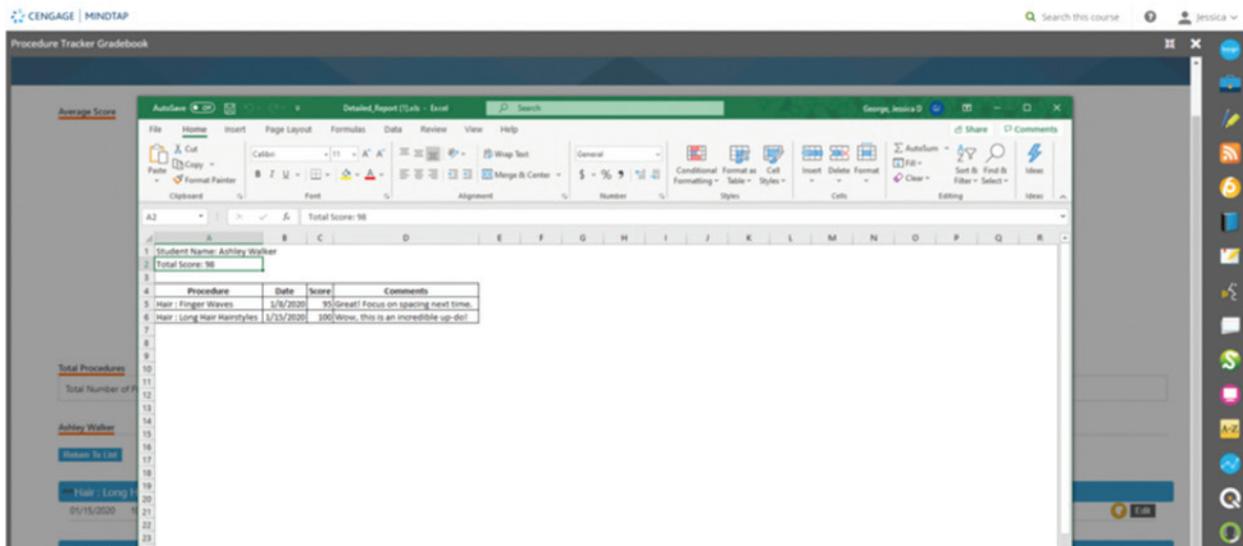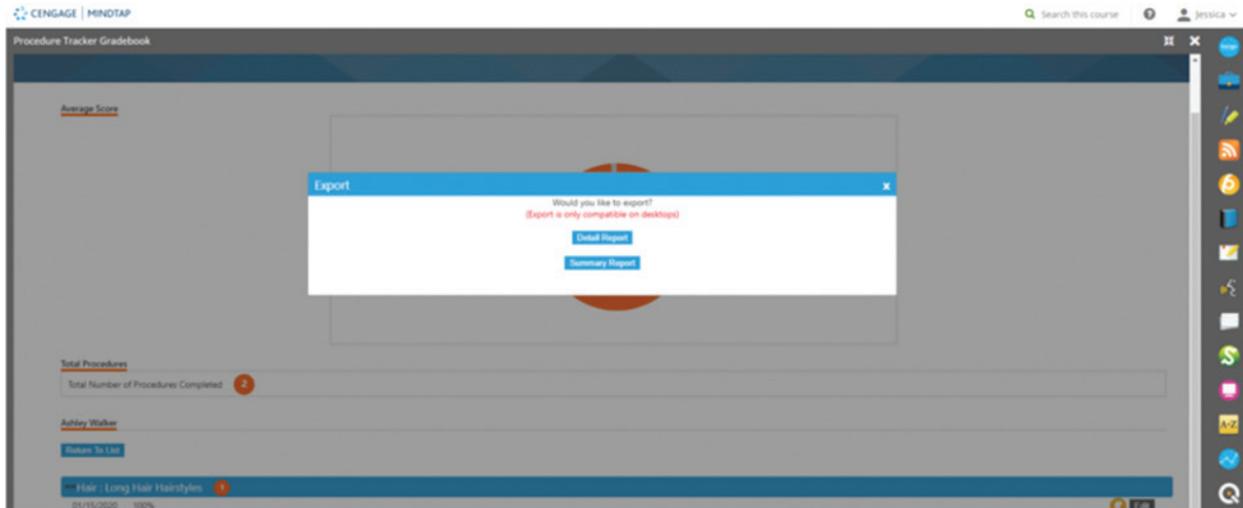
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7 To manage procedure category and/or procedure type, click "Manage Library."
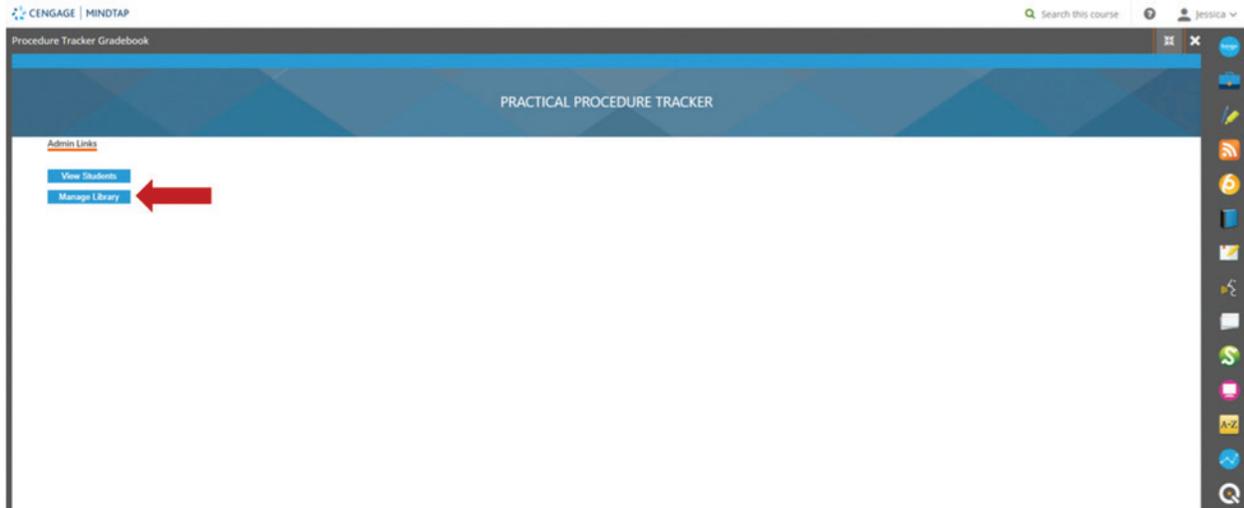
8 The items that are found under "Library" come pre-populated within your MindTap course.

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.
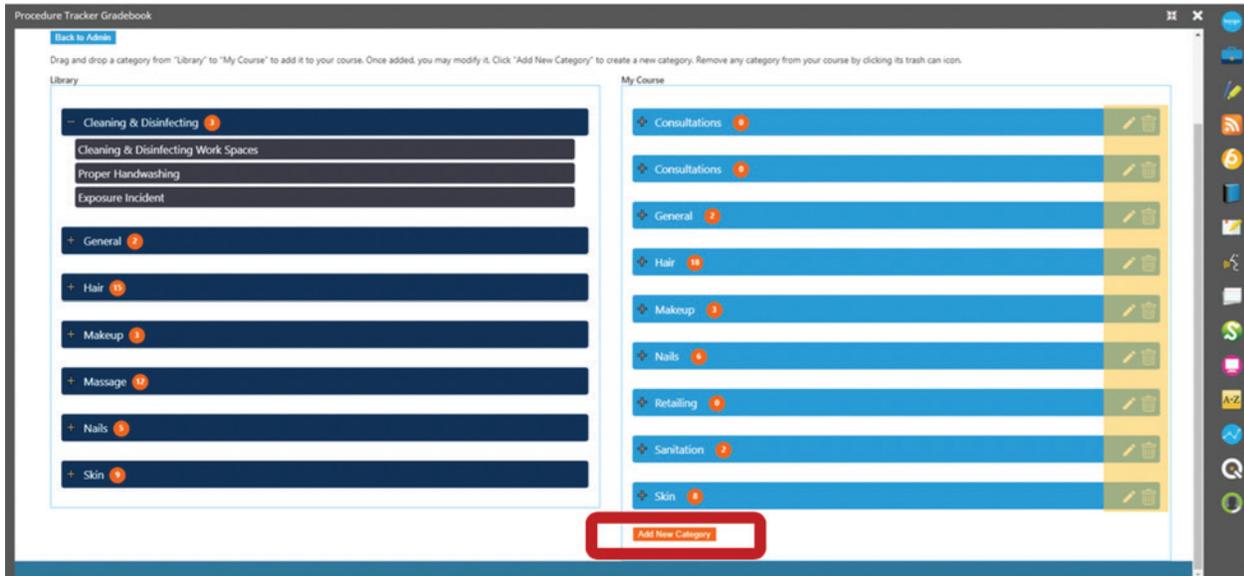
10 Enter the category name. Click "Add."

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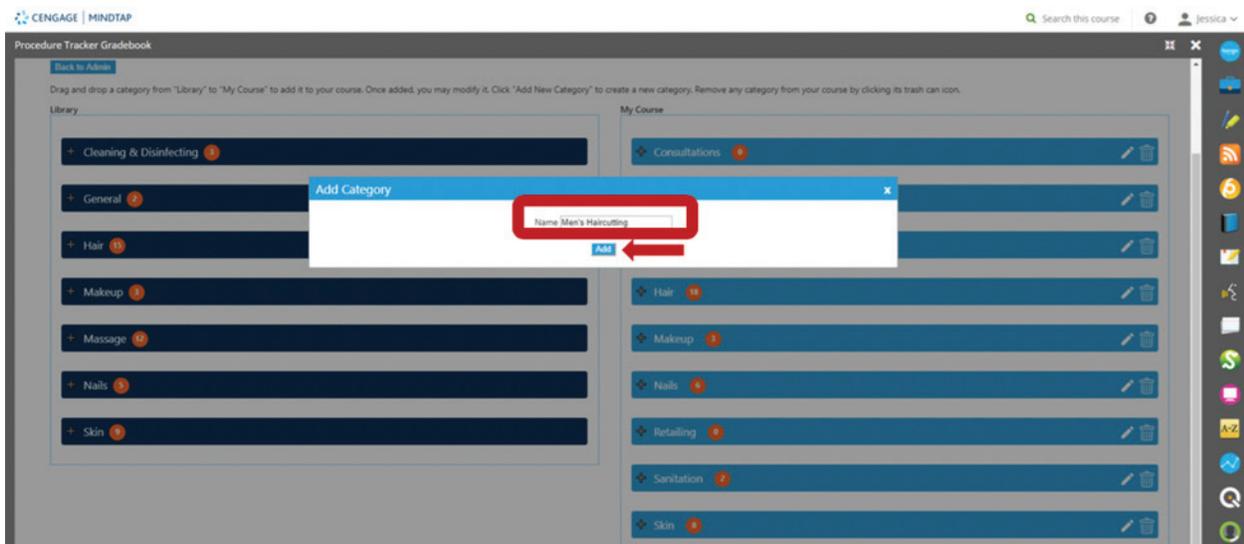
11 To add new procedure expand the desired procedure category. Click "Add New Procedure" button.

12 Enter the procedure name. Click "Add."

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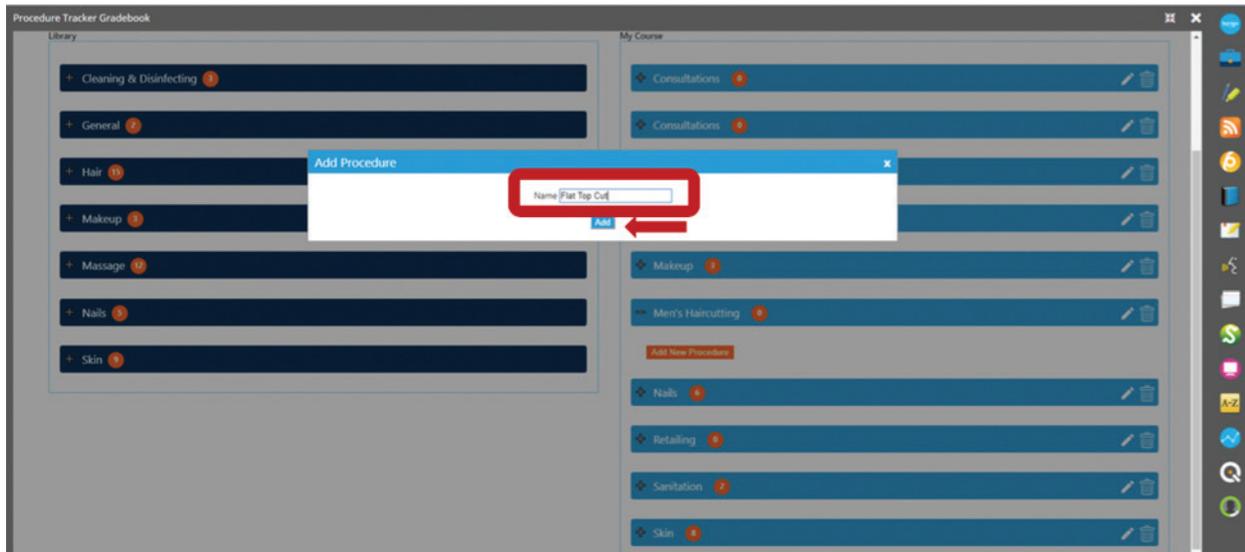
13 The procedure will populate under the category. The added category and procedure will now show in students' options.

14 Click the "X" to close.

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