Using the Norton Gradebook

What is the Norton Gradebook?

The Norton Gradebook is a web-enabled database that allows instructors to easily track the practice quizzes, exercises and activities students complete on the Norton Studyspaces as students submit them.

Once a student submits their work from a Studyspace, the entry is waiting for the instructor to view at http://www.wwnorton.com/web/gradebook/ once the instructor has created a Gradebook account.

The Norton Gradebook is designed so there is no complex set-up process. An instructor creates a log-in account using his or her email address. The instructor provides this email to students who will enter it in the "instructor" field when submitting a quiz or activity. The same email is used by the instructor to log into the Norton Gradebook to view quiz results.

Students in the same class should use the same email address for their instructor.
- **That is the one requirement of the Norton Gradebook – the whole class must use the same instructor email address.**
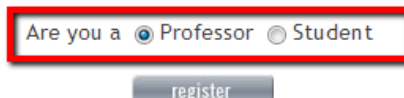
Instructor Use of the Norton Gradebook

Instructors must first register for the Norton Gradebook before they can view any student results. To register:
1. Go to Gradebook homepage: wwnorton.com/web/gradebook.
2. Enter the email address you want students to use in the bottom field and click the register button. A new window will open where you select the type of user for whom to create a Gradebook account.
3. Select **Professor** where asked, "Are you a Professor / Student."
4. The registration system sends a message to your email account that includes a password to the Gradebook. (You may change this password once you've logged in.)
5. After receiving your password, log into your Norton Gradebook with your email address and that password.

Register to use the Norton Gradebook

A new User Id will be created for email@email.com

Are you a ⦿ Professor ◯ Student

register

Registration window

When instructors first log into the Gradebook, they may not see a textbook title listed. The Norton Gradebook populates the text title and chapters as results are sent to it. To test this process, instructors can "take a quiz" on the Studyspace and use a personal email address as a student would.

The textbook title field is on the left hand side, and chapters will appear on the right side in the gray menu box. If students haven't yet submitted results for a particular chapter, that chapter will not be listed.

Search menu box

To view specific data:
*   Select your book title in the left hand box, and one or more chapters in the right hand box. To select multiple chapters, hold down the Shift key or Control (Windows) / Command (Mac) while clicking on additional chapter numbers.
*   Set your date parameters, or search by a specific student's name.
*   Change the number of rows that are visible to an appropriate range.
*   Click the Search button to bring up your data.

A summary of students' results appears. You can sort this list by chapter number, last name, first name, and date.
*   To see the details for a particular student, click on the Details link.
*   This will display the question asked and how the student responded to the question in a pop up window.
*   You can close this window by clicking on the Close button or you can display another student's details by clicking on the Details link for that student.
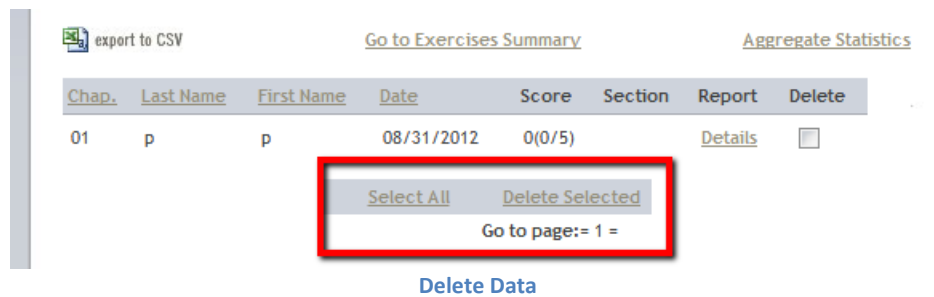
Aggregate Data

Instructors can also view aggregate statistics, which shows you how your class preformed relative to other classes around the country.

- To view the aggregate statistics, click on Aggregate Statistics.
- You will be taken to a new screen where you pick a chapter and book.
- Click Refresh, and the Gradebook will show you those questions that your students have answered, and questions that all students have answered.
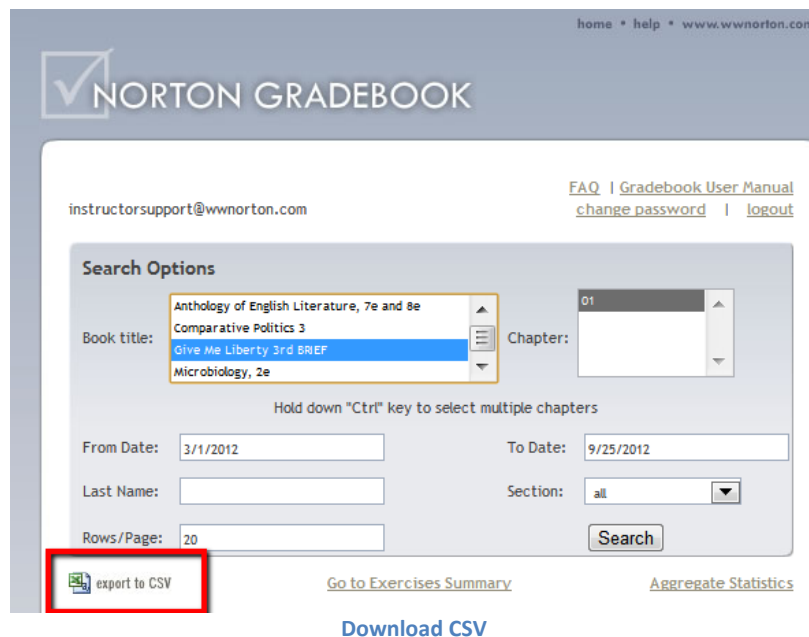
Making Changes

- You can change your password by clicking on the change password link.
- You can delete student data at the end of a term or after a midterm by selecting specific data or date ranges and clicking the delete button at the bottom of the page.

Delete Data

Download Data

If you are using the Studyspace in conjunction with an online course, you can download all of your results by clicking on the Export to CSV button. This will produce a file that can be opened in most spreadsheet software - such as Excel. It can be uploaded to your online course management system gradebook.
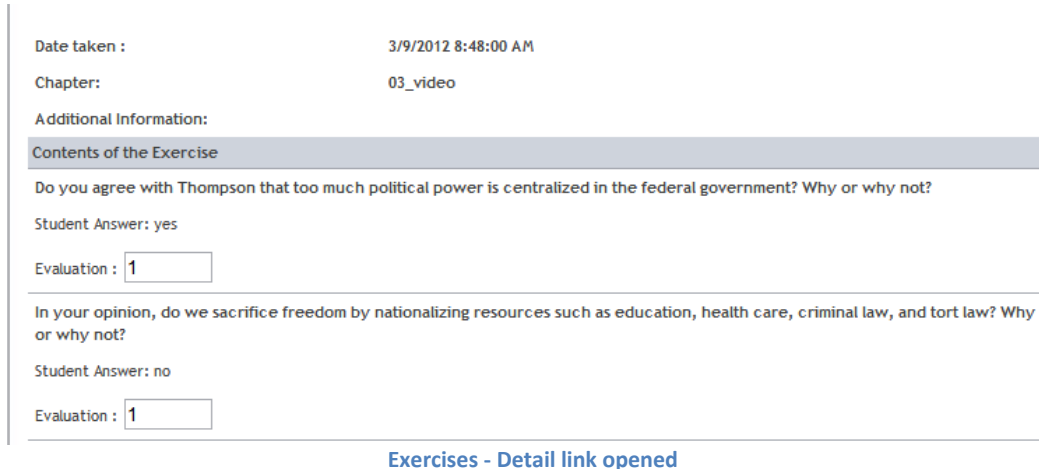

Download CSV

Where to locate Exercises

If your students submitted exercises, you will click on the link titled "Go to Exercises Summary".

- In the next frame, you'll click on the detail link to view the constructed responses your students have written.
- Manually enter a score for each question and then submit scores for each student.
- Students will be able to view their own work and your scores in their Norton Gradebook.

Date taken :	3/9/2012 8:48:00 AM
Chapter:	03_video
Additional Information:	

Contents of the Exercise

Do you agree with Thompson that too much political power is centralized in the federal government? Why or why not?

Student Answer: yes

Evaluation : 1

In your opinion, do we sacrifice freedom by nationalizing resources such as education, health care, criminal law, and tort law? Why or why not?

Student Answer: no

Evaluation : 1

Exercises - Detail link opened

NOTE:
→ A student can submit chapter quizzes, exercises and activities more than once, and the Studyspace is not considered a secure testing environment. Chapter quizzes are designed to maximize student mastery of the material and offer immediate feedback.

Student Use of the Norton Gradebook

- After a student completes a quiz, exercise, or activity on a Norton Studyspace, the student fills in the fields for their first name, last name, their email, their professor's email and section.
- If the class does not have sections, the student may leave the field blank.
- The student clicks on the Send Results button to send the quiz to the Gradebook.
- After the button is clicked, two things happen: the results are posted to the Gradebook, and the student is sent an email message with a summary of the results.
- The professor is not sent any email.

- It is important that the student use the correct instructor email address to submit results since the instructor email address is the primary means of organizing the quiz results.

- When a student submits work from a Studyspace, the instructor's email address is compared to a list of instructor email addresses on file in the Norton Gradebook database. If there is no match, then the student is prompted to confirm the email address.

- If the student confirms an instructor's email address, then the instructor's email address is added to the email list, even if it is misspelled. Students will not be prompted again, and if they have the wrong email address, all their future results will be sent to this (wrong) email. This is the most common cause of "missing" student data. The good news is that we can move student data from a wrong email to the correct one if the student opens a help desk request and asks us to make the change.

Students may also register a Norton Gradebook account with their own email address.
- They will select "Student" during the registration process.
- Students log in using their email address and the password sent to them; this gives them immediate access to their own results.

Still need help? Submit a support request at support.wwnorton.com.