



Adding Columns to the Gradebook

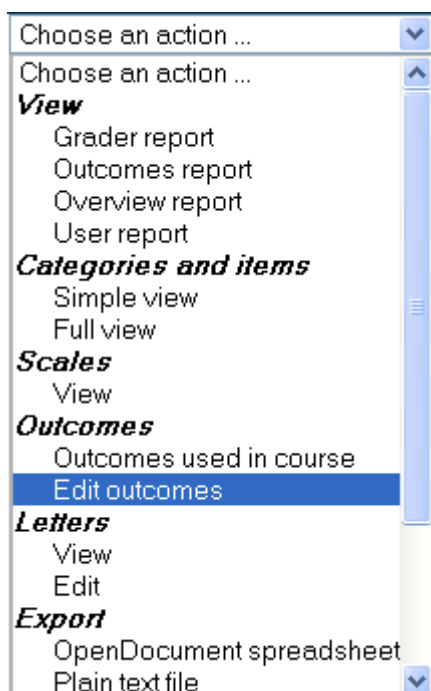
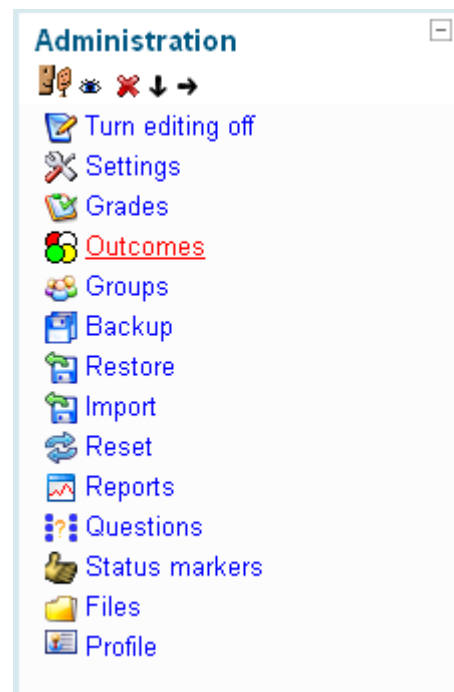
You can add columns to the eLearn gradebook to give feedback to students.

Establish an outcome

You can add outcomes to some eLearn activities.

Instructions

- Click on **Outcomes** which is in the **Administration** block in the left hand column.
- You will be taken to the Outcomes screen below where you can add outcomes. Please note that once you add an outcome to an eLearn subject it cannot be removed.
- You will see a list of CIT wide outcomes in the right hand column.
- To add a new outcome, choose **Edit Outcomes** from the **Choose an action** drop down list.



- Click on **Add a new outcome**.
- Enter the name for your Outcome.
- Choose a scale that suits your purpose.

Scale	Values you can use
First-attendance	No attendance, Attended
Second-attendance	Did not attend, Attended
Competence	C or NYC
Final result	UP, P, CR, D, HD, WW, WA, F

- Click on **Save changes**.

Please note you can add your own scale by choosing **View Scales/ Add a new scale** from the **Choose an action** drop down menu.

Apply your Outcome to an activity or assessment

- Create an eLearn activity such as a forum post (or use one you have already created).
Please note you need to create a new outcome for each activity.
- Edit this activity but clicking on the small hand to the right of the activity.
- Scroll down and click on the outcome you have created in the **Outcomes** section.

Outcomes

- First attendance
- Second Attendance
- Checklist
- Revision
- Test
- Resit
- Unofficial Final Result

Enter a result.

- Click on **Grades** in the **Administration** block.
- **Turn editing on.**
- Choose your result from the drop down list. When complete, **Update** and **Turn editing off.**

