Grading the practical procedures submitted by students.

1

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

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Milady Standard Cosmetology				
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C Getting Started	3	activities	~	Recent Activity Scores
Think Beyond Getting Licensed	0% submitted	85% avg score	100 paints	This chart shows the average scores for activities that recently reached their due date. Hover over an activity dot for more information.
While your primary focus right now is to complete this program and attain a license, this activity will encourage you to the	hink beyond that	t and pla	~	100%
🗅 Part 1: History & Career Opportunities	82	activities	~	• 20% 20%
Part 2: General Sciences	222	activities	~	50%
🗅 Part 3: Hair Care	271	activities	~	
🗅 Part 4: Skin Care	87	activities	~	
Part 5: Nail Care	104	activities	~	First graded
Part 6: Business Skills	85	activities	~	
Practical Procedure Tracker Due Nov 14, 2019 @ 2:00 AM EST COUNTS TOWINDS GRADE	0% submitted	0.0% avg score	100 points	C C C C C C C C C C C C C C C C C C C

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Click "View Students."

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Select the desired student.

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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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Enter a grade and desired comments. Click "Save."

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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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To manage procedure category and/or procedure type, click "Manage Library."

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





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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.

ary	My Course	
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Enter the category name. Click "Add."

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



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Enter the procedure name. Click "Add."

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

Back to Admin		
Arag and drop a category from "Library" to "My Course" to add it to your course. Once a	dded, you may modify it. Click "Add New Category" to create a new category. Remove any category from your course by clicking its trash	can icon.
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Click the "X" to close.

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Drag and drop a category from "Library" to "My Course" to add it to your course. Once added, you may modify it. Click: "Add New Category" to co Library	eate a new category. Remove any category from your course by clicking its trash can icon. My Course	
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