

iCEV TUTORIAL
**FILTERING GRADES
BY DATE**



iCEV Grade Reports now feature the ability to filter activity and assessment grades submitted during a specific date range.

STEP 1

Access Lesson & Course Grade Reports

a | Access Course Grade Reports

To access grades from all lessons within a course, navigate to the course page and click the “Course Grades Report” link in the right-hand column to see recorded grades for all lessons within a course.

b | Access Individual Lesson Grade Reports

To view grades for each lesson, click the green “View” button beside the lesson you would like to access. Next, from the lesson page, click the green “Student Grades Report” button on the right above the lesson.

a

b

STEP 2

Enter Dates

From the grades report page, click on the “Start Date” field and select your start date from the calendar. Next, click on the “End Date” field and choose an end date.

My iCEV Professional Communications

Teamwork & Collaboration: Student Grades Report

Student Name: All Students Report Mode: Last Score Score Mode: Percentage Start Date: 07/01/2018 End Date: 07/31/2018

Filter Report Download Report

Student	Teamwork & Collaboration - Teamwork - Student Notes	Teamwork & Collaboration - Individual Skills, Style & Roles - Student Notes	Teamwork & Collaboration - Working in Teams - Student Notes	Teamwork & Collaboration - Vocabulary	July 2018							Teamwork & Collaboration - Assessment III
					Su	Mo	Tu	We	Th	Fr	Sa	
Student 1	90%	93%	90%	87%	1	2	3	4	5	6	7	85%
Student 2	87%	85%	90%	87%	8	9	10	11	12	13	14	85%
Student 3	72%	75%	75%	80%	15	16	17	18	19	20	21	72%
Student 4	98%	96%	98%	100%	22	23	24	25	26	27	28	96%
Student 5	95%	100%	100%	98%	29	30	31					94%
Student 6	84%	87%	86%	84%								82%

STEP 3

Filter or Download Report

Choose “Filter Report” to view grades of activities and assessments submitted within your desired dates, or choose “Download Report” to download a csv file of the grades report.

My iCEV Professional Communications

Teamwork & Collaboration: Student Grades Report

Student Name: All Students Report Mode: Last Score Score Mode: Percentage Start Date: 07/01/2018

Filter Report Download Report

Student	Teamwork & Collaboration - Teamwork - Student Notes	Teamwork & Collaboration - Individual Skills, Style & Roles - Student Notes	Teamwork & Collaboration - Working in Teams - Student Notes	Teamwork & Collaboration - Vocabulary	Teamwork & Collaboration - Assessment I
Student 1	90%	93%	90%	87%	78%
Student 2	87%	85%	90%	87%	88%
Student 3	72%	75%	75%	80%	72%



NEED ADDITIONAL HELP?

Contact Our Dedicated Customer Support Team

customersupport@cevmultimedia.com

800.922.9965