To access the Gradebook, click on **Gradebook** from the top menu bar.

A warning message will appear, click **Yes, show grades**

This report will put student grades on your screen. This is not recommended if you are connected to a projector. Continue?

- Yes, show grades
- No, get me out of here!

1. **Course Content** will show all the polling questions, their correct point value, their participant point value and average scores for both points. For more details on a specific polling question, click on **Details**.

   To adjust the score value, click in the box

   Click Details to view specific information on this question
2. Click Student from the top menu bar to see information broken down by student.

3. A summary will appear for each student, click Details to view specific polling responses, attendance record and overall grade for a specific student.

4. To sync total score with Sakai, click on LMS Sync.
5. Click on the Sakai course you want to sync.

![Image of Sakai course selection]

6. Enter the max grade value (this will change each time you sync the gradebook) and click **Sync your Course Data with Sakai**.

![Image of grade input and sync button]

7. A pop-up box will appear showing the syncing status, once completed click **Close**.