



Entering Grades

Grades allow instructors to view, enter, and modify students' grades. Spreadsheet view allows instructors to enter grades on the main gradebook page. Alternatively, faculty can enter scores by grade item.

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Enter Grades in Spreadsheet View

The spreadsheet view allows for easy adjustments to grades across all students and assignments simultaneously. Feedback cannot be added in this view.

1. Go to **Grades** (ensure **Enter Grades** is selected at the top)
2. Select **Switch to Spreadsheet View**. All the fields in the grade book will become text boxes.

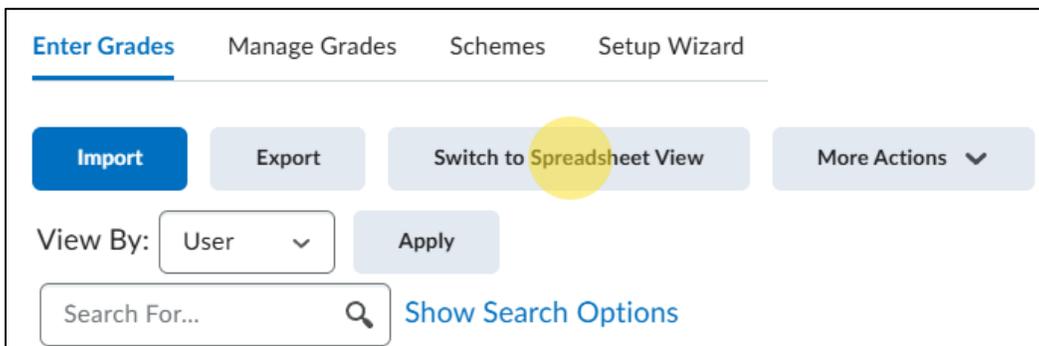


Figure: Click Switch to Spreadsheet View button

3. Enter scores in the textboxes.
4. Select **Save**.

Enter Grades by Grade Item

Instructors have the option to open and grade one item at a time for each student. Feedback can be added in this view.

1. Go to **Grades**.
2. Select the dropdown arrow next to the grade item.
3. Select **Enter Grades**.
4. Enter scores in the textboxes in the Grade column for each student.

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5. Select the comment icon in the Feedback column to leave feedback.
6. Select **Save and Close**.

Give Multiple Students the Same Grade at the Same Time

If several students earned the same grade on an assignment, they can be given the same grade at once to save entry time.

1. Go to **Grades**.
2. Select the dropdown arrow next to the grade item.
3. Select **Enter Grades**.
4. Select the **checkboxes** next to the names of the students. (Select all students at once by selecting the checkbox above the list of students.)
5. Select **Set Grades**.

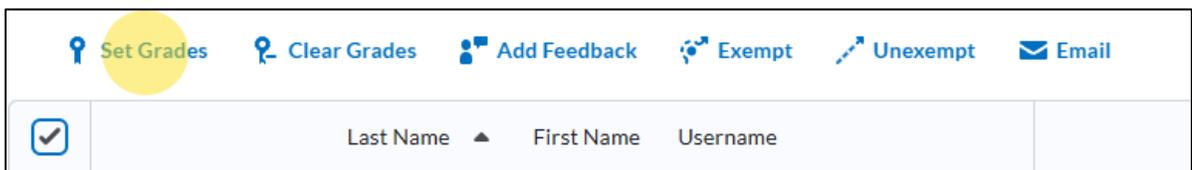


Figure: Select Set Grades

6. Enter a value in the Grade textbox.
7. Select **Save**.
8. Select **Save and Close**.

Give Multiple Students the Same Feedback at the Same Time

If the same feedback needs to be given to multiple students at once, you can do so in the Grades area to save time.

1. Go to the **Grades** area.
2. Select the dropdown arrow next to the grade item.
3. Select **Enter Grades**.
4. Select the **checkboxes** next to the names of the students you are giving the same feedback. (Select all students at once by selecting the checkbox above the list of students.)
5. Select **Add Feedback**.

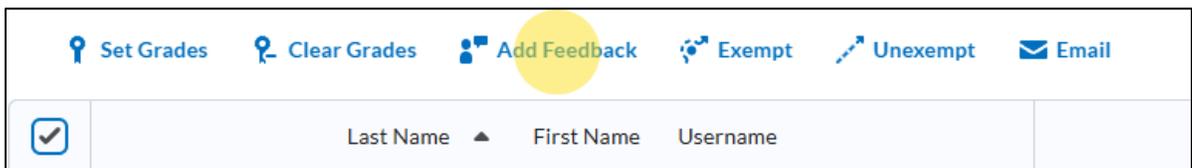


Figure: Select Add Feedback

6. Enter feedback in the textbox.
7. Select **Save**.
8. Select **Save and Close**.

Exempt Students from Grade Item

Students who need to be exempt from a particular grade item can be designated as "exempt." This grade will not count for or against the students in the final grade calculation.

1. Go to the **Grades** area.
2. Select the dropdown arrow next to the item you'd like to grade.
3. Select **Enter Grades**.
4. Select the **checkboxes** next to the names of the students to exempt for the selected grade item. (Select all students at once by selecting the checkbox above the list of students.)
5. Select **Exempt**.

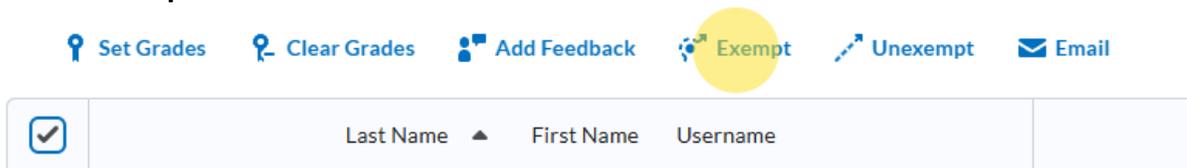


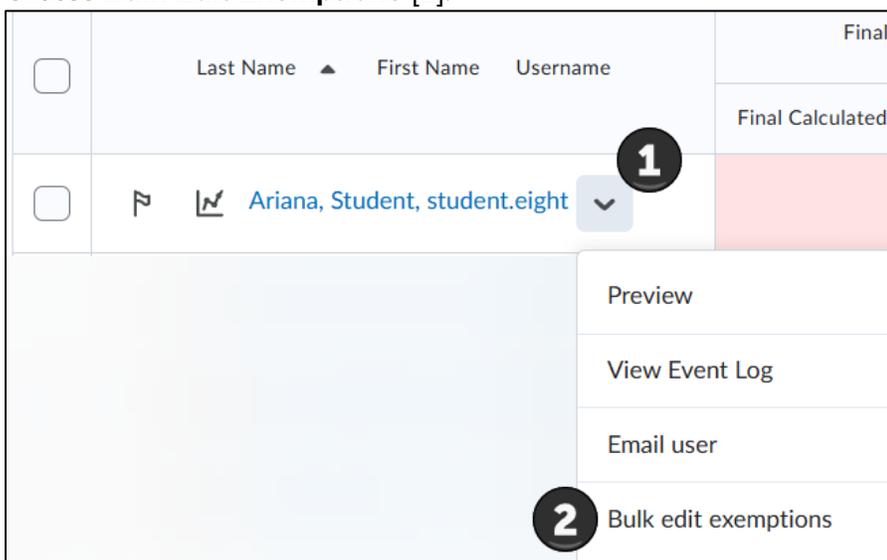
Figure: Select Exempt

6. Select **Save and Close**.
7. Select **Yes**.

Exempt Student from Multiple Grade Items

If there are students who require exemption from multiple grade items, they can be granted "exemption" status across those items simultaneously.

1. Go to the Grades area.
2. On the Enter Grades screen, select the **dropdown arrow** [1] next to the appropriate student.
3. Choose **Bulk Edit Exemptions** [2].



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Figure: Click the drop down beside student's name, then Bulk Edit Exemptions

4. Select the **checkboxes** next to the grade items to exempt for the student. Select or unselect all of the grade items at once by selecting **Select / Unselect All** at the top of the list.
5. Select **Save and Close**.

Preview Grades for a Student

Instructors can preview the Grades section from the perspective of an individual student.

1. Navigate to **Grades**.
2. On the Enter Grades screen, select the **dropdown arrow** [1] next to the student to preview.
3. Select **Preview** [2].

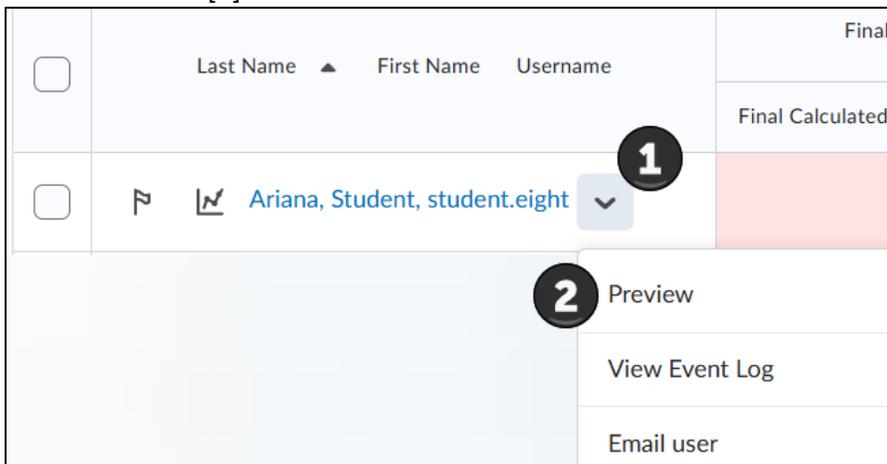


Figure: Click the drop down beside student's name, then Preview

4. A preview of the Grades area will open in a new window.