

How Do I Enter Grades?

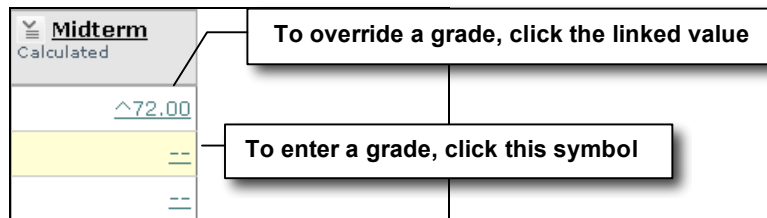
You can enter grades directly into manually created columns, which are not automatically filled in by a tool. For example, you can enter grades into columns you created to record grades for overall participation.

You can override grades for columns that contain data that has been automatically filled in for a quiz, assignment, or gradable discussion. You may also override values in calculated or letter grade columns.

For example, you can override values for a quiz if you've determined the quiz was too difficult. When you override a grade, a caret symbol (^) is added to the cell to indicate the data has been overridden.

⇒ To enter or override a grade for a single student:

1. Locate the student and then the corresponding grade.



The Edit Value screen appears.

2. In the *Change To* box, enter the value.

The image shows a dialog box titled 'Edit Value for: Midterm'. It contains the following elements: 'Member: Vikram Jarul', a radio button for 'Revert to Original', a radio button for 'Change To' which is selected, a text box containing the value '80', a 'Comment:' label followed by a text area, and three buttons at the bottom: 'Save', 'Cancel', and 'View Audit History'.

3. Enter a Comment to appear in the Audit History (optional).
4. Click **Save**. The new grade appears in the Grade Book screen.



An alternative way to edit grades for individual students is by clicking the linked member name and selecting Edit Member in the menu that appears.

⇒ To enter or override grades for multiple students:

1. Click the title of the column you are overriding grades for and select **Edit Values** from the menu that appears. The Edit Column screen appears.

Edit Column: Midterm					
Members 1-6 of 6					
First Name	Last Name	User Id	Current Value	Change to	Comment
Michael	Fiennes	MichaelF	72.00	<input type="text" value="72.00"/>	<input type="text"/>
Vikram	Jarul	VikramJ		<input type="text" value="N/A"/>	<input type="text"/>

2. Enter the grade for each student.
3. Add a comment to appear in the Audit History (optional).
4. Click **Save**.