


## GRADES: Entering Grades

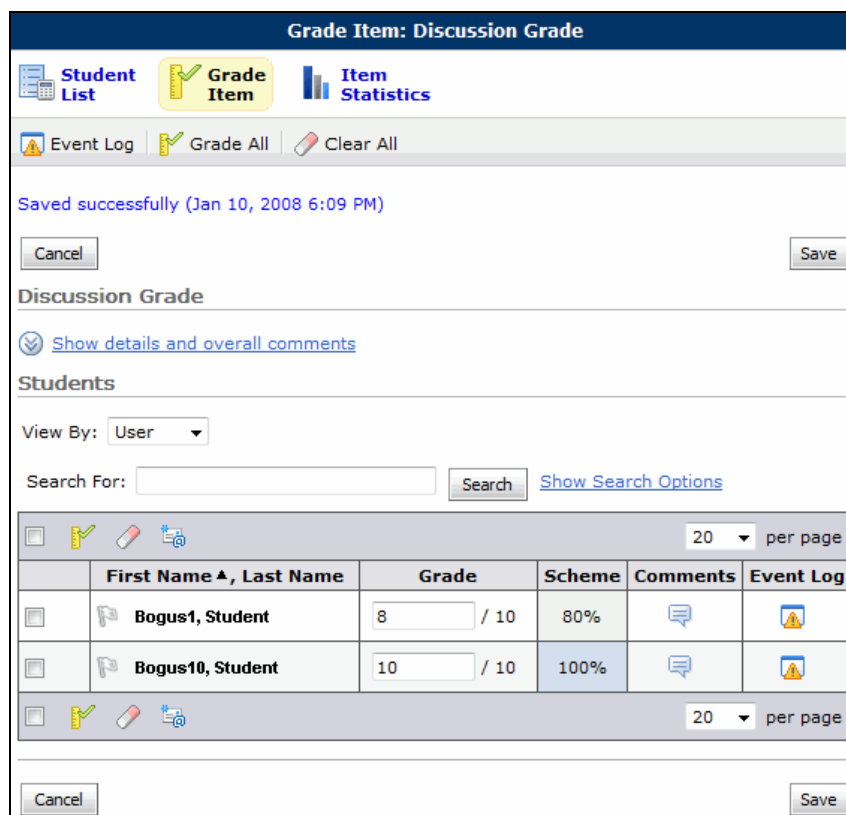
### Entering Grades

Now that your gradebook is in place, you are ready to enter grades. You have three options for entering grades into the gradebook: enter grades by item, enter grades by student, or enter grades using the spreadsheet version.

### Enter Grades by Item

Entering grades by item allows you to enter the scores of multiple students for a single grade item. You would most likely use this option if you plan to enter scores for assignments as they are completed.

1. From the **Enter Grades** screen, click the  **Grades** icon to the right of the Grade Item name.
2. Enter the scores for each student.
3. Click **Save** to save your changes.



**Grade Item: Discussion Grade**

Student List | **Grade Item** | Item Statistics

Event Log | Grade All | Clear All

Saved successfully (Jan 10, 2008 6:09 PM)

Cancel Save





**Discussion Grade**

Show details and overall comments

**Students**

View By: User


Search For: Search Show Search Options

	First Name ^, Last Name	Grade	Scheme	Comments	Event Log
<input type="checkbox"/>	Bogus1, Student	8 / 10	80%		
<input type="checkbox"/>	Bogus10, Student	10 / 10	100%		

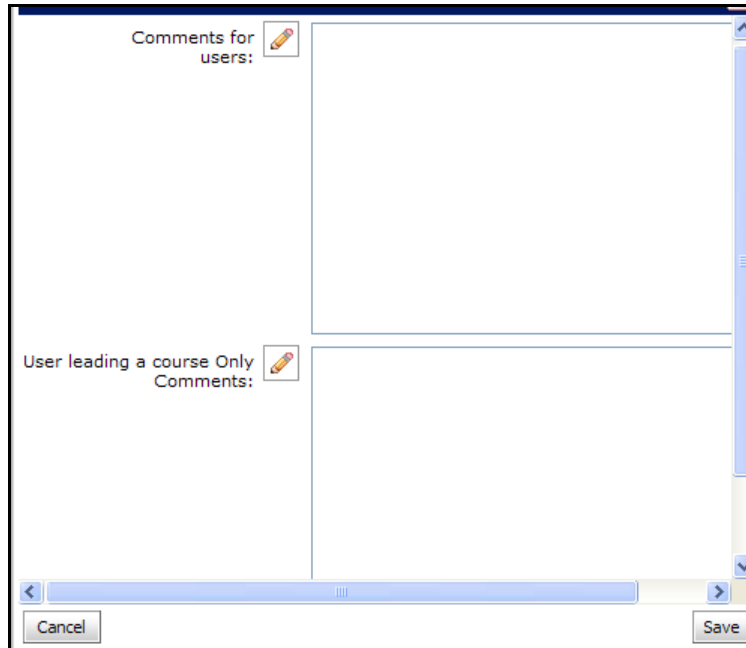
20 per page

Cancel Save

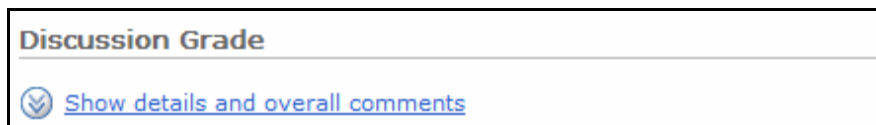
## Adding Comments

In addition to entering scores for each student, you can add comments by clicking the  **Comments** icon to the right of each score.

A new window will open, allowing you to enter **Comments for users** (comments visible to you and the student) and/or **User leading a course Only Comments** (comments visible only to you).

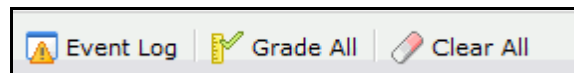


You may also want to include Overall Comments. Overall Comments will be displayed to all users enrolled in your course and can be added by clicking **Show details and overall comments**.



## Additional Tools

Toward the top of the Grade Item screen you will see the following three icons:



**Event Log** allows you to see who has modified scores for students, what was done, and when. This is especially helpful when there are Teaching Assistants or more than one Teacher enrolled in the course. You will also see this icon to the right of each student's name. This gives you the ability to check the log for an individual student rather than searching for the student's name in the Grade Item log.

**Grade All** allows you to enter one score for all users.

**Clear All** will PERMANENTLY DELETE any scores that have been entered.

## Enter Grades by Student

If you have a student who turns in several assignments at once, you may want to **Enter Grades by Student**. This will eliminate the need to go in and out of grade items.

1. From the **Enter Grades** screen, click a student's name. The **Grade User** screen that appears will contain all of the grade information for that student.
2. Enter the scores for each grade item.
3. Click **Save** to save your changes.





Grade Items	
<a href="#">Expand/Collapse Categories</a>	
<b>Discussion Grade</b>	8 / 10 points
Grade: <input type="text" value="8"/> / 10	Scheme: 80%
Associated with the discussion topic 'Group 1 Topic'	
<a href="#">Show Comments</a>	
<b>Homeworks</b>	- / - points
<b>Homework 1</b>	- / 10 points
Grade: <input type="text" value="7"/> / 10	Scheme: -%
<a href="#">Show Comments</a>	
<b>Homework 2</b>	- / 10 points
Grade: <input type="text" value="9"/> / 10	Scheme: -%
<a href="#">Show Comments</a>	

## Adding Comments

In addition to entering scores for each grade item, you can also add comments for each score by clicking the **Show Comments** link under each grade item. [See above for instructions on this.]

## Additional Options

Other options that can be found on the **Grade User** screen include:

-  Flagging a user to identify them for future reference. Students cannot see flags.
-  Emailing a student by clicking on the **Email user** icon.
-  Recalculating a student's Final Grade.
- Entering an Adjusted Final Grade.
- Releasing a student's Final Grade.
-  Previewing to see how students view their own grades.

## Spreadsheet View


A final option for entering grades is to use the **Spreadsheet View**. This view allows you to enter grades for all grade items and all students on one screen by using the Tab and Enter keys on your keyboard.

1. From the Enter Grades screen, click on **Switch to Spreadsheet View**. (If you are already in the Spreadsheet View, you will see **Switch to Standard View**.)
2. Enter the scores for each Grade Item and for each student. Use the cursor to move from grade box to grade box. **OPTION:** You can move horizontally through the gradebook by using the **Tab** key or vertically by using the **Enter** key.
3. Click **Save** to save your changes.

**Note:** Use this option carefully. If you miss one grade, you can potentially enter all grades incorrectly from that point on. Be sure to save often.

## Re-Ordering Grade Items and Categories


When a new Grade Item or Category is created, it is automatically placed at the end of the Grades List. To re-order grade items or categories:

1. On the **Manage Grades** screen click  **Re-Order** icon located near the top of the screen.
2. Use the **Sort Order** drop down menus to select the order for each grade item and category.  
**Note:** If you choose to move a category, all grade items associated with that category will be moved.
3. Click **Save** to save your changes.

## Deleting Grade Items and Categories

\* **WARNING:** Deleting a grade item will permanently delete all students' grades that have been entered for that item. \*

To delete Grade Items and Categories:

1. Click the  **Delete** icon located near the top of the Manage Grades screen.
2. Select the items and/or categories that you would like to delete.  
**Note:** Deleting a category will **NOT** delete the associated grade items. These items will be moved to the end of the Grades List and will no longer belong to a category.
3. Click **Delete Selected** to complete the process.