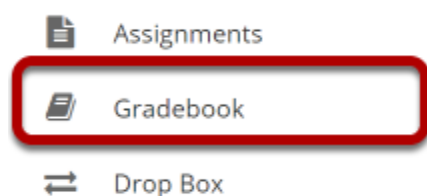


How do I enter and/or edit grades in Gradebook?

Gradebook allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook interface.

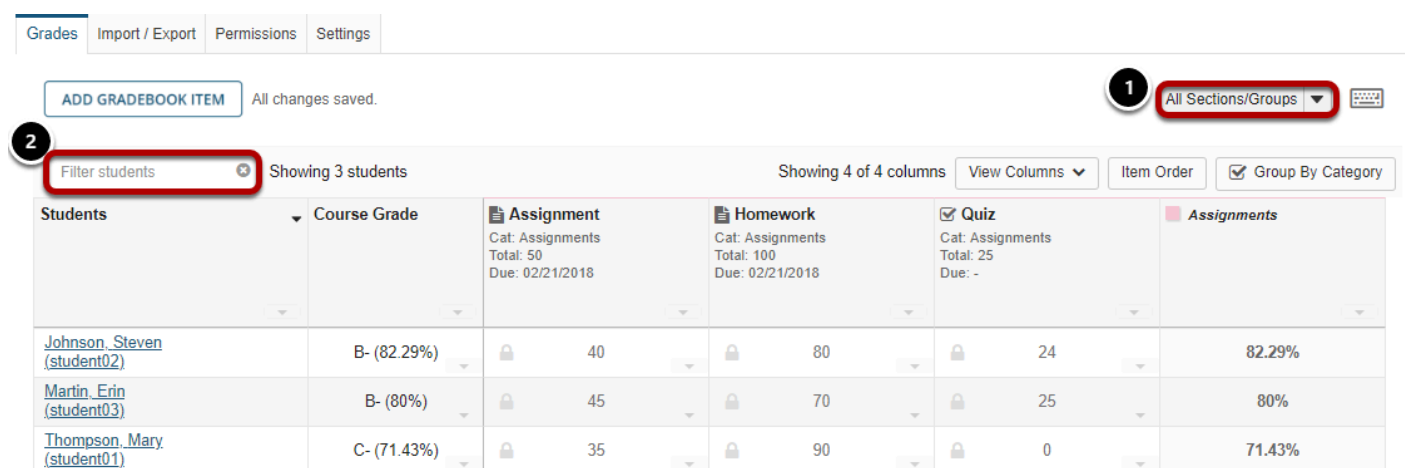
Note: Grades that are being sent to the Gradebook from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via the Gradebook.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Search or filter your list of students. (Optional)



The screenshot shows the Gradebook interface. At the top, there are tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. Below the tabs, there is a button 'ADD GRADEBOOK ITEM' and a status message 'All changes saved.'. On the right, there is a dropdown menu 'All Sections/Groups' with a red box around it and a '1' in a circle. Below this, there is a search bar 'Filter students' with a red box around it and a '2' in a circle. The search bar shows 'Showing 3 students'. To the right of the search bar, there are options for 'Showing 4 of 4 columns', 'View Columns', 'Item Order', and 'Group By Category'. The main table has columns for 'Students', 'Course Grade', 'Assignment', 'Homework', 'Quiz', and 'Assignments'. The table lists three students: Johnson, Steven (student02), Martin, Erin (student03), and Thompson, Mary (student01). Each student row shows their course grade and scores for each category.

Students	Course Grade	Assignment Cat: Assignments Total: 50 Due: 02/21/2018	Homework Cat: Assignments Total: 100 Due: 02/21/2018	Quiz Cat: Assignments Total: 25 Due: -	Assignments
Johnson, Steven (student02)	B- (82.29%)	40	80	24	82.29%
Martin, Erin (student03)	B- (80%)	45	70	25	80%
Thompson, Mary (student01)	C- (71.43%)	35	90	0	71.43%

Gradebook displays a list of all the students enrolled and active in your site. You may also filter the Gradebook to view students by the following:

1. **Sections/Groups** - Select the desired section or group from the drop-down menu.
2. **Filter students** - Type all or part of a student's name to filter the results.

Click in the appropriate cell to enter a grade.

Students	Course Grade	Assignment Cat: Assignments Total: 50 Due: 03/14/2020	Homework Cat: Assignments Total: 100 Due: 03/04/2020	Quiz Cat: Assignments Total: 25 Due: -	Discussion Cat: Discussions Total: 100 Due: -
Johnson, Steven (student02)	B- (82.29%)	40	80	24	<input type="text" value="/100"/>
Martin, Erin (student03)	B- (80%)	45	70	25	
Thompson, Mary (student01)	C- (71.43%)	35	90	0	

You will see a spreadsheet view of all the existing Gradebook items in your course.

Click within the appropriate cell to enter a grade. The cell contents will change to show a score entry field out of the total number of points for that item. You may click out of the cell, select the **Enter** key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

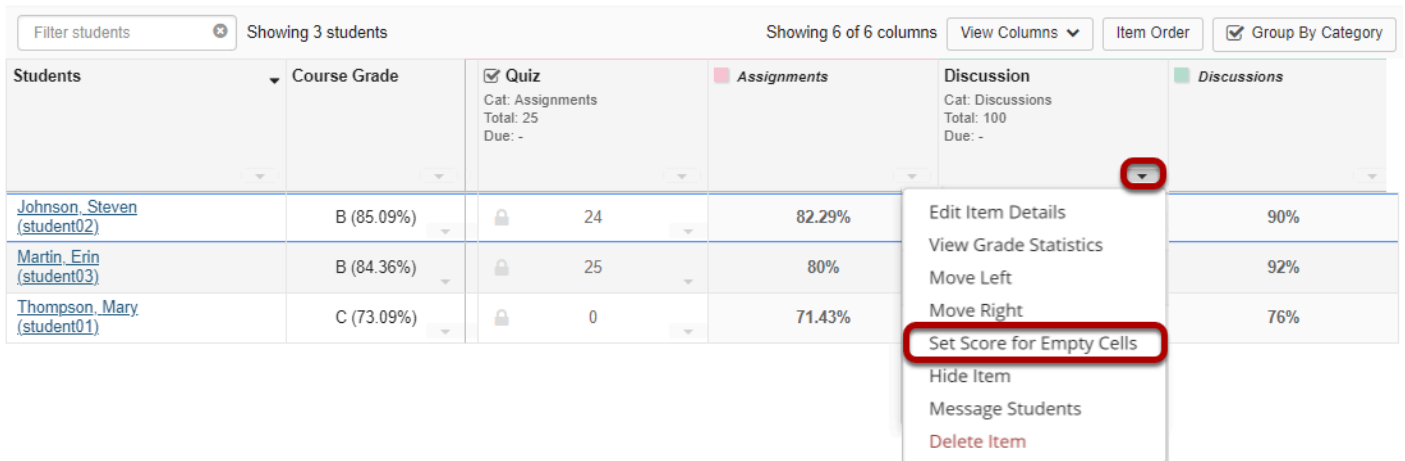
Note: Items with the tool icon in the column header and grayed-out padlock icons in the cells (highlighted in yellow in the image above) are being sent to the Gradebook from other tools. You cannot edit those grades from the Gradebook, although you can view them from here.

Saved Grades

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	92	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	76	76%

You will see a green check mark and highlighted cells displaying your changes to indicate when a grade has been saved.

Set score for empty cells.

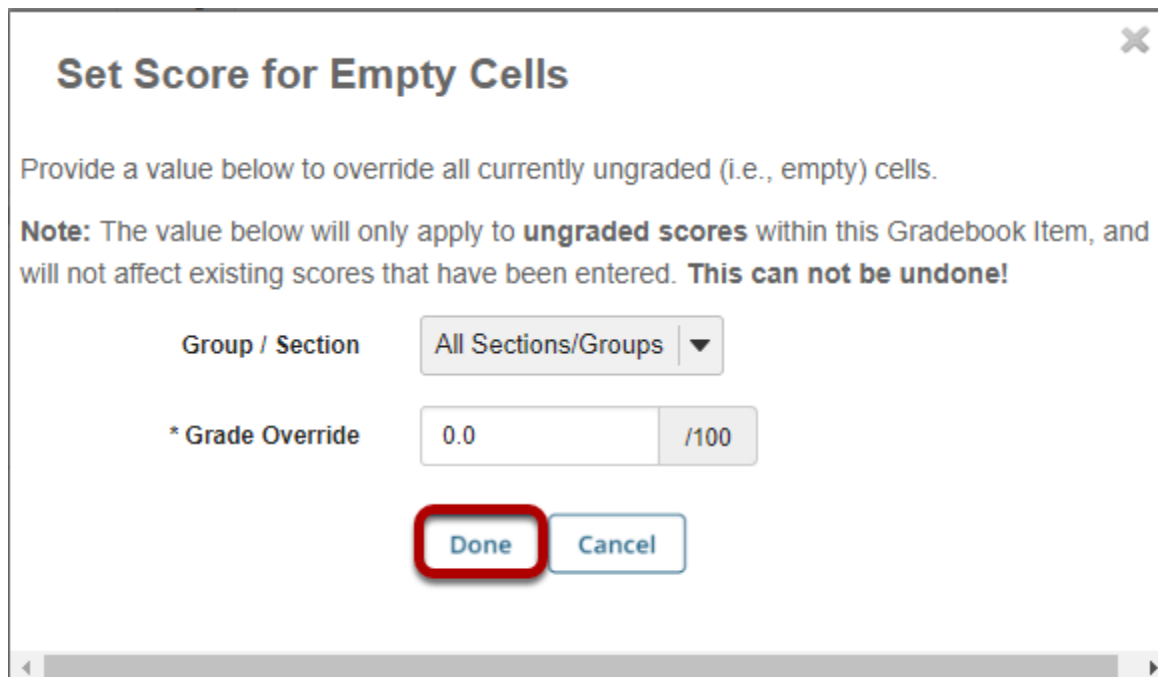


The screenshot shows a gradebook interface with columns for Students, Course Grade, Quiz, Assignments, Discussion, and Discussions. A context menu is open over the 'Discussions' column header, with the 'Set Score for Empty Cells' option highlighted in red. The menu also includes options like 'Edit Item Details', 'View Grade Statistics', 'Move Left', 'Move Right', 'Hide Item', 'Message Students', and 'Delete Item'.

Students	Course Grade	Quiz	Assignments	Discussion	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%		90%
Martin, Erin (student03)	B (84.36%)	25	80%		92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%		76%

If you would like to set a score for all empty cells for a specific Gradebook item, select the down arrow within the column header row and then choose the **Set Score for Empty Cells** option.

Enter the desired score and click Done.



The dialog box is titled 'Set Score for Empty Cells' and contains the following text: 'Provide a value below to override all currently ungraded (i.e., empty) cells.' and a note: 'Note: The value below will only apply to ungraded scores within this Gradebook Item, and will not affect existing scores that have been entered. This can not be undone!'. There is a dropdown menu for 'Group / Section' set to 'All Sections/Groups' and a text input field for '* Grade Override' with the value '0.0' and a '/100' label. At the bottom, there are two buttons: 'Done' (highlighted with a red box) and 'Cancel'.

View grade log.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	Grade Log	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	Add/Edit Comment	76%
				Excuse/Include Grade	

To view the grade log, select the down arrow within the cell for a particular student score and then choose the **Grade Log** option.

The Grade Log Will Display

Grade Log for Steven Johnson (student02)

02/14/2018 10:04 - Score set to **90** by ktistructor

Done

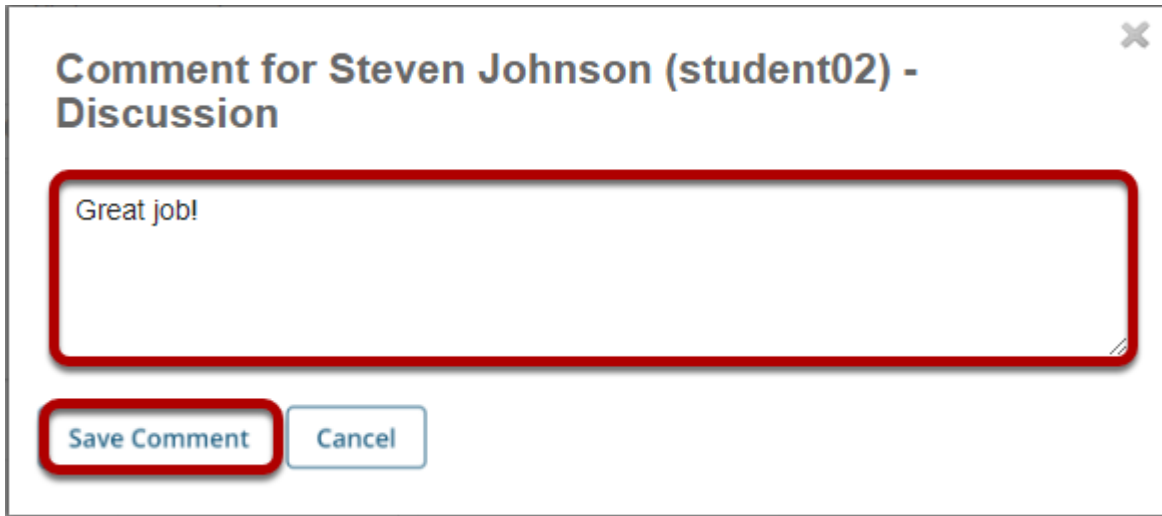
The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the username of the user that made the change.

Add/edit comments.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	Grade Log	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	Add/Edit Comment	76%
				Excuse/Include Grade	

If you would like to enter comments along with the score, select the down arrow within the cell for a particular student score and then choose the **Add/Edit Comment** option.

Enter your comment and click Save Comment.

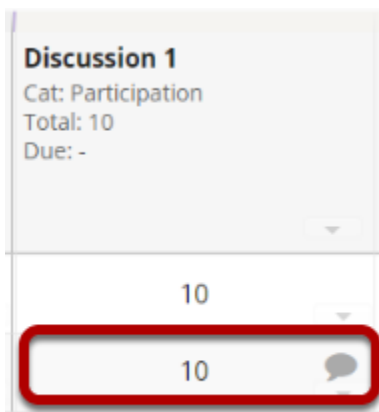



Comment for Steven Johnson (student02) - Discussion

Great job!

Save Comment Cancel

View comment icon.



Discussion 1
Cat: Participation
Total: 10
Due: -
10
10 


The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Click on the comment icon to view the comment.

Excuse grade.

Students	Course Grade	Discussion 1 Cat: Participation Total: 10 Due: -
_student1 (student1)	A+ (100%)	10
Albertson, Albert (student0011)	F (50%)	5
Anderson, Zachary (student0012)	A+ (100%)	
Bhayakridbhayanashanachar, Bha (student0014)	A+ (100%)	
de l'Aigle Aimee		

Grade Log
Add/Edit Comment
Excuse/Include Grade

If you would like to excuse a student's grade for a specific item, select the down arrow for the student's grade cell and choose **Excuse/Include Grade**.

Discussion 1 Cat: Participation Total: 10 Due: -
10
 5

The crossed-out calculator icon will appear in the cell, and the score will have a strike-through, indicating that the score is not being calculated in the student's course grade. An item can be added back in the grade calculation by again selecting **Excuse/Include Grade** from the cell's drop-down menu.

Discussion 1	
Cat: Participation	
Total: 10	
Due: -	
	10
✔	5