Enter Grades

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This area displays your gradebook sorted by student name by default. You can switch between the standard view of the gradebook and a spreadsheet view that allows you to enter grades directly into the gradebook list.

Show Video Walkthrough

Enter Grades Using the Spreadsheet View of the Student List

1. Click **[Grades],** then **[Enter Grades].**
2. Click the **[Switch to Spreadsheet View]** button at the top of the screen
3. Enter grades in the input fields in the Student List.
4. Click the **[Save]** button at the bottom left of the screen.

Enter Grades or Provide Feedback for Multiple Students at Once

1. Click **[Grades],** then **[Enter Grades].**
2. Click the **[Down Arrow]** next to the grade item and select **[Enter Grades]**.
3. Select the **Checkbox** for the desired students and click **[Set Grades],** then enter the desired grade; or
4. Select the **Checkbox** for the desired students and click **[Add Feedback].**
5. Click **[Save]** or **[Save and Close]**.

Enter Grades by Student

1. On the **Enter Grades** page, click on the name of a student.

   TIP: Use the Search for and View By fields, or the Next Page icon to locate a student.

2. On the student's page, enter grades for the appropriate Grade Items.
3. Click the **[Show Comments and Objective Based Assessments]** link to add feedback for the student or for your own personal records.
4. Click the **[Down Arrow]** next to the student's name to access the student's Action Menu to perform additional tasks as required:
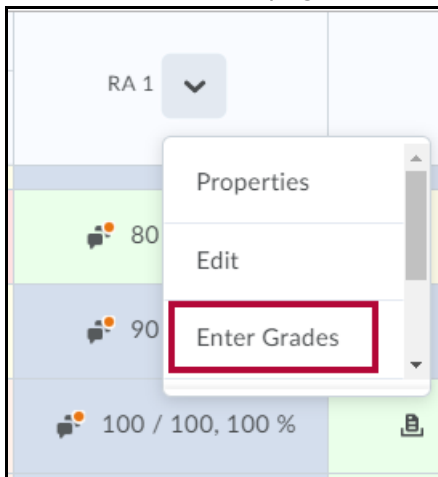
Optional Tasks to be Performed

To...	Do This...
Flag student for future reference	Click the **[Flag icon]** beside the student's name.
Preview the student's grades	Click **[Preview]** in the student's action menu.
View the event log for the student's grades	Click **[Event Log]** in the student's action menu.

To...	Do This...
Email the student	Click **[Email User]** icon in the student's action menu.

5. Click **[Save].**

Enter Grades by Category

1. On the Enter Grades page, click **[Enter Grades]** from the grade item's context menu.

2. Enter grades in the Grade fields.
3. Click the **[Pencil Icon]** to leave feedback on a student's performance.
4. Click the **[Save]** button.
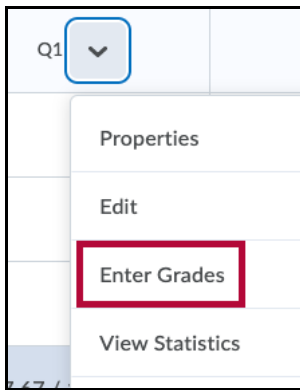5. Perform additional tasks as required:

Optional Tasks to be Performed

To...	Do This...
Flag student for future reference	Click the **[Flag Icon]** beside the student's name.
Email students	Select the **Checkboxes** for the students you want to email and click the **[Email icon].**
Clear all grades in the category for selected students	Select the **Checkboxes** for the students whose grades you want to clear and click **[Clear Grades].**

5. Click **Save**.

Enter Grades by Grade Item

1. On the Enter Grades page, click **[Enter Grades]** from the Grade Item's context menu.

2. Enter grades in the Grade fields.
3. If you want to add feedback on the student's performance, click the **[Pencil Icon]** in the Feedback field.
4. Perform additional tasks as required:

Optional Tasks to be Performed

To...	Do This...
Flag students for future reference	Click the **[Flag icon]** beside the students' names.
Apply a common grade to all students	1. Click the **[Checkbox]** to select all students. 2. Click **[Set Grades]** at the top or bottom of the student list. 3. Enter the grade. 4. Click **[Save].**
Apply a common grade to selected users	1. Select the students by clicking the checkbox next to their names. 2. Click **[Set Grades]** at the top or bottom of the student list. 3. Enter the grade. 4. Click **[Save].**
Email selected students	Select students using the checkboxes next to their names and click **[Email].**
Clear grades for selected students	Select students using the checkboxes next their names and click **[Clear Grades].**
View the Event Log for the grade item for all students	Click the **[Down Arrow]** next to the grade item and select **[Event Log].**

5. Click **[Save]**.

Enter Grades for Items Associated With Quizzes, Dropbox Folders, or Discussion

You can associate quizzes, assignment folders, discussions and third party tools with grade items and grade them directly from the respective tools. If a grade item has not already been created in the Grades tool, it can be created at the same time as when setting up a Quiz, Assignment Folder, or Discussion Topic.