

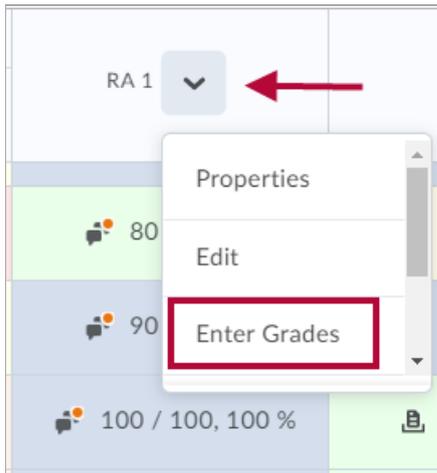
Assign the Same Grade to Multiple Students

Last Modified on 03/13/2026 4:29 pm CDT

The following article explains how to simultaneously assign the same grade for multiple students.

▶ Show Video Walkthrough

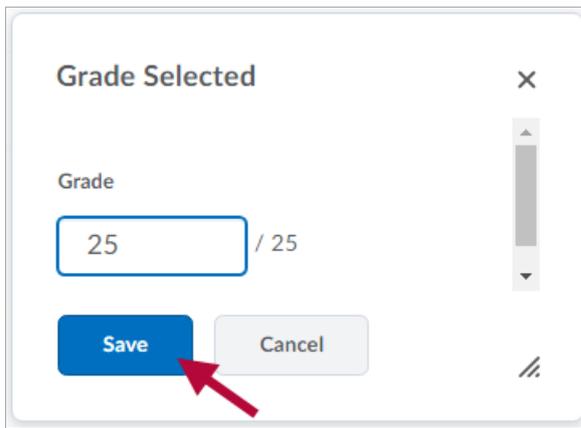
1. Within the course, click **Grades** > **Enter Grades**.
2. Click on the arrow next to a grade item title.
3. Select **Enter Grades** from the drop down menu.



4. Make sure all your students are listed on one page.
5. Click on the Select All checkbox at the top left corner of the student list.

A screenshot of a student list table. At the top left, there is a 'Set Grades' button with a question mark icon, which is highlighted with a red box. To its right are 'Clear Grades', 'Add Feedback', and 'Email' buttons. The table has columns for 'Last Name', 'First Name', 'Submission', 'Grade', 'Scheme', and 'Feedback'. There are two rows of student data. The first row shows a grade of 83.33166683 / 100 and a scheme of 83.33%. The second row shows a grade of 100 / 100 and a scheme of 100%. Each row has a checkbox in the first column and a feedback icon in the last column.

6. Deselect the checkboxes next to any students you do not wish to give the common score.
7. Click on the **Set Grade** link above the list of students. A new window pops up.
8. Enter the common score in the Grade field box. Click **Save**.

A dialog box titled "Grade Selected" with a close button (X) in the top right corner. Below the title, the word "Grade" is displayed above a text input field containing the number "25" followed by a slash and the number "25". To the right of the input field is a vertical scrollbar. At the bottom of the dialog, there are two buttons: a blue "Save" button and a grey "Cancel" button. A red arrow points to the "Save" button. In the bottom right corner of the dialog, there is a small icon consisting of two parallel diagonal lines.

9. Click **Save and Close** to record the scores in the gradebook.

NOTE: The process can be repeated as many times as needed by clicking **Save** and repeating the process with a new selection of students if some students earn a different number of points.