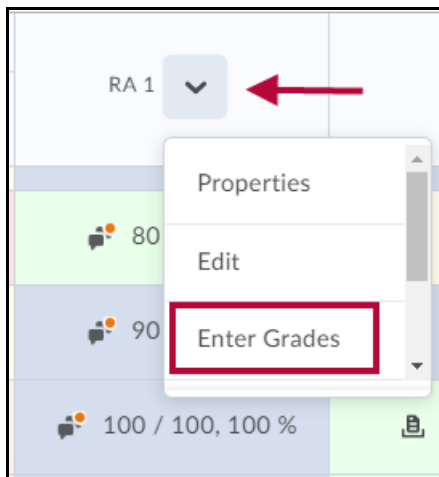


# Assign the Same Grade to Multiple Students

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

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 screenshot of a "Grade Selected" dialog box. It has a title bar with "Grade Selected" and a close button (X). Below the title, there is a "Grade" label and a text input field containing "25 / 25". At the bottom, there are two buttons: "Save" (highlighted with a red arrow) and "Cancel".

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.

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