GRADES – ENTERING GRADES

Remain up-to-date on assessments and evaluation in your course by entering grades in your grade book. This tutorial shows how to enter grades in your grade book.

Spreadsheet View

You have different options when entering grades in your grade book. One way is to enter grades for any or all items or learners by switching to spreadsheet view. Consider this option when entering grades for many grade items and learners at once.

Step 1.
Navigate to your **Grades** tool, and click the **Enter Grades** tab.

Step 2.
Click on **Switch to Spreadsheet View**.

Step 3.
Enter grades for the desired learners and grade items and click **Save**. Saved grades are shared with learners.

Standard View

In the standard view, you have the option to view additional icons, such as view submission and view discussion posts. You can also enter grades for learners indiviudally, this can be helpful if received late submissions.

Step 1.
Navigate to your **Grades** tool, and click the **Enter Grades** tab.

Step 2.
Click the **learner's name** that you want to enter the grades for.

Step 3.
Enter the learner's grade for the desired grade item. Once you are ready, click **Save and Close**.

Grade Individual Items or Categories

Done also in the standard view, you can enter grades for a specific grade item or categories separately.

Step 1.
Navigate to your **Grades** tool, and click the **Enter Grades** tab.

Step 2.
Click the **context menu** for the item or category you want to grade and select **Grade All**.

Step 3.
Enter the learner's grade. Once you are ready, click **Save and Close**.

The grades will then be displayed. You can identify whether grades are released to learner or not by observing the Open and Closed Eye icons, respectively, in the Final Grades column on your grade book.
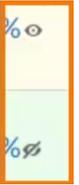
If you have associated a grade item with a course activity (discussions, assignment submission folders, or quizzes) you can also grade the activity right in that tool and then publish the grades to your grade book.