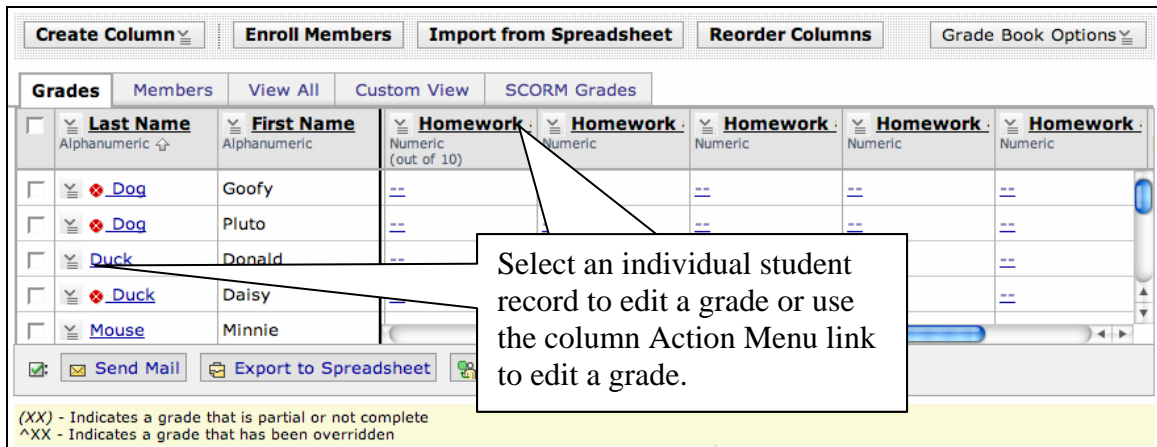


## Updating Grades in the Grade Book

Students will only be able to see their row of grades and nobody else's. To edit a grade, you can either click the hyperlinked student name to see that student's **Grade Book** entries, OR you can click on the **Actions Menu** link at the top of a column that you created (alphanumeric or numeric).



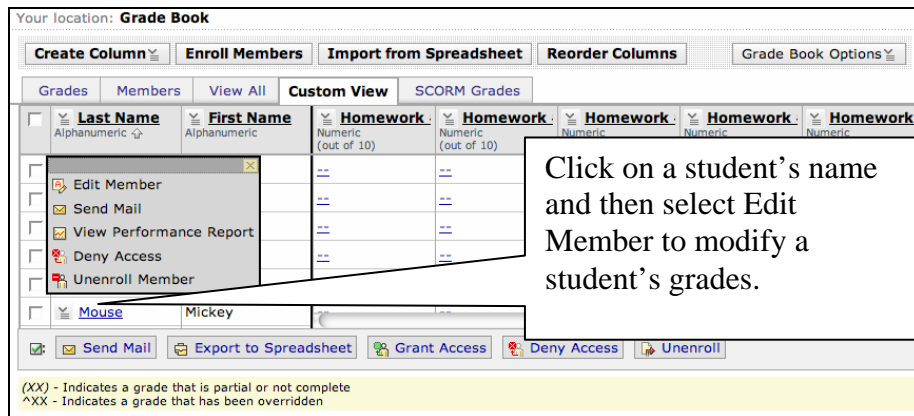
*Note: Columns that are associated with online quizzes (which are automatically graded) can be edited in the Grade Book.*

## Modify a single student's grade(s)

**Step 1.** Click the **Teach** tab.

**Step 2.** Click the **Grade Book** button in the menu bar.

**Step 3.** Click a **student's name** and then select **Edit Member**.



**Step 4.** Modify the grade(s) you wish to edit by modifying the text shown in the textboxes for the appropriate columns.

The screenshot displays a table with six rows, each representing a homework assignment. The columns are labeled 'Homework #', 'Change to:', and 'Comment:'. The rows are numbered #5 through #10. Below the table are 'Save' and 'Cancel' buttons. Two callout boxes are present: one pointing to the 'Change to:' field of Homework #8 with the text 'Modify the student record (in this case grades) by editing the **Change to** text box.', and another pointing to the 'Save' button with the text 'Click Save to record your changes.'.

**Step 5.** Once the changes have been made, click **Save**. The **Grade book** will now reflect your changes.

### **Modify all students' grade(s)**

**Step 1.** Click the **Teach** tab.

**Step 2.** Click the **Grade Book** button in the menu bar.

**Step 3.** Click a **Column's** title and then select **Edit Values**.

**Step 4.** In the **Change to** field enter a value.

Your location: **Grade Book**

[Create Column](#)
[Enroll Members](#)
[Import from Spreadsheet](#)
[Reorder Columns](#)
[Grade Book Options](#)

[Grades](#)
[Members](#)
[View All](#)
[Custom View](#)
[SCORM Grades](#)

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	Homework Numeric	Homework Numeric	Homework Numeric	Homework Numeric	Homework Numeric
<input type="checkbox"/>	<a href="#">Dog</a>	Goofy	--	--	--	--	--
<input type="checkbox"/>	<a href="#">Dog</a>	Pluto	--	--	--	--	--
<input type="checkbox"/>	<a href="#">Duck</a>	Donald	--	--	--	--	--
<input type="checkbox"/>	<a href="#">Duck</a>	Daisy	--	--	--	--	--
<input type="checkbox"/>	<a href="#">Mouse</a>	Minnie	10.00	9.00	10.00	10.00	10.00
<input type="checkbox"/>	<a href="#">Mouse</a>	Mickey	8.00	8.00	7.00	8.00	10.00

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[Grant Access](#)
[Deny Access](#)
[Unenroll](#)

(XX) - Indicates a grade that is partial or not complete  
 ^XX - Indicates a grade that has been overridden

**Step 5.** Click **Save** when are finished changing values.