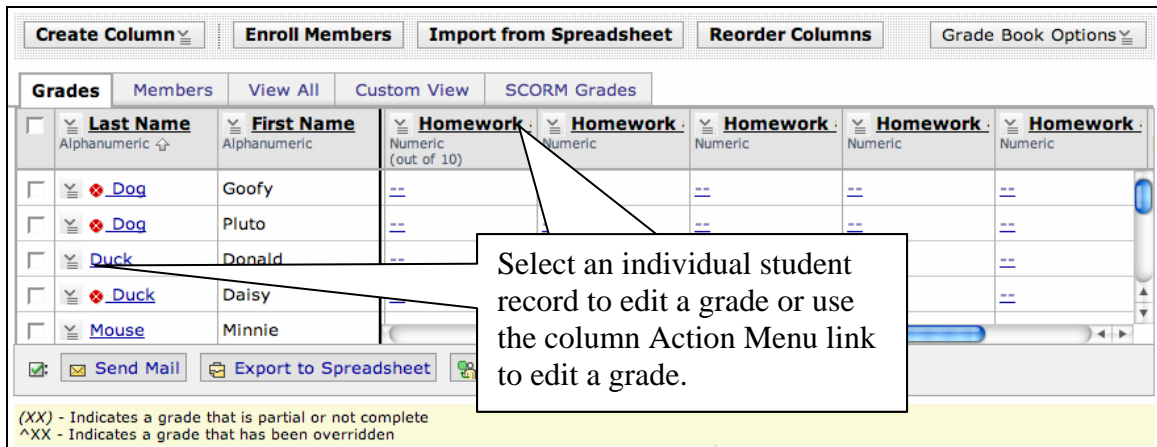## *Updating Grades in the Grade Book*

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).
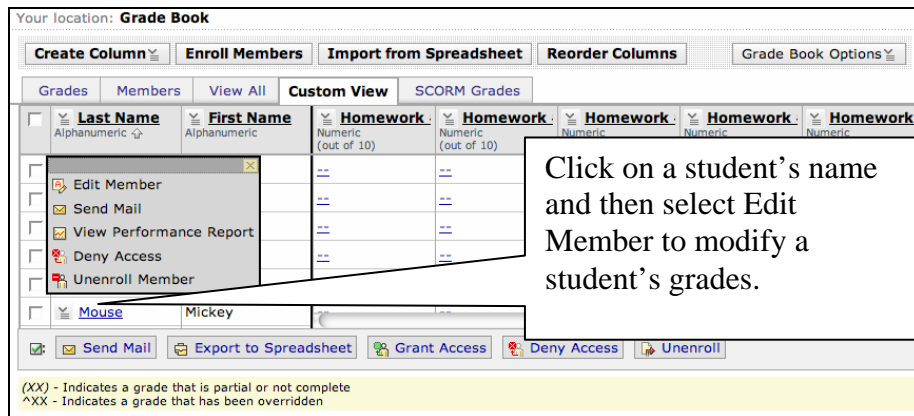

Note: Columns that are associated with online quizzes (which are automatically graded) can be edited in the Grade Book.

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.

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

☐	**Last Name** Alphanumeric △	**First Name** Alphanumeric	**Homework** Numeric	**Homework** Numeric	**Homework** Numeric	**Homework** Numeric	**Homework** Numeric
☐	Dog	Goofy	--			--	--
☐	Dog	Pluto	--			--	--
☐	Duck	Donald	--			--	--
☐	Duck	Daisy	--			--	--
☐	Mouse	Minnie	10.00	9.00	10.00	10.00	10.00
☐	Mouse	Mickey	8.00	8.00	7.00	9.00	10.00

☒ Sort Column
▦ Hide Column
✎ Edit Values
Σ Column Statistics

☑: | ✉ Send Mail | 🗒 Export to Spreadsheet | 🔓 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.