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).

Create	Column≚	Enroll Member	rs Impo	rt from Spreadsheet	Reorder Colun	nns	Grade B	ook Options≚
Grades	Members	View All Cu	stom View	SCORM Grades				
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⊘ : ⊠ S	iend Mail	Export to Spread	lsheet 🐕	to edit a grade.				
(XX) - India ^XX - India	ates a grade th ates a grade th	nat is partial or not co nat has been overridd	mplete en					

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.

Your location: Grade	Book							
Create Column≚	Enroll Members	Import fro	om Spreadsheet	Reorder Columns Grade Book Options				
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☐ 🗗 Edit Member ☐ Send Mail ☐ View Perforn	× nance Report			Click on a student's name and then select Edit Momber to modify a				
Deny Access Deny Access Mouse	nber			student's grades.				
y: ⊠ Send Mail	Export to Spread	dsheet 🛛 😭 G	Grant Access	Deny Access Denroll				
(XX) - Indicates a grade ^XX - Indicates a grade	e that is partial or not co e that has been overridd	mplete en						

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

Homework #5:	Change to:	Comment:	Modify the student record
Homework #6:	Change to:	Comment:	(in this case grades) by editing the Change to text
Homework #7:	Change to:	Comment:	box.
Homework #8:	Change to:	Comment:	View Audit History
Homework #9:	Change to:	Comment:	View Audit History
Homework #10:	Change to:	Comment:	Click Save to record your changes.
Sa ve Cuncer			

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.

Create Column≚ Enroll Members		Import from Spreadsheet			Reorder Columns			Grade Book Optio		ns`			
Gr	ades	Members	View All	Cu	stom View	SC	ORM Grades						
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T	Image: Dog Pluto Image: Dog Donald		Pluto								Sort Column Hide Column		
			Donald				Edit Values						
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T	≚ <u>Mo</u>	use	Mickey		e nn e n/		e nn	00 5		0.00		10.00	
2:	🖂 Se	nd Mail	Export to S	oread	sheet 😤	Gran	t Access 🛛 😤 De	eny Ac	cess 🕞 Un	enroll			

Step 5. Click Save when are finished changing values.