ENTERING GRADES

You can enter grades in the Grade Center in the following ways:

- Scores are entered automatically into the Grade Center for course items you create such as online tests, exams, and surveys.

- You can upload grades from an external source, such as a comma separated values (CSV) file or an Excel spreadsheet, eliminating the need for double entry.

- You can manually enter grades into the Grade Center using any of the views of the Grade Center.

AUTOMATICALLY ENTERED GRADES

Tests you add to your course are scored automatically and recorded in the corresponding Grade Center column. Some questions require manual grading such as Essay questions. You can manually edit grades that are scored automatically.

To edit grades, see Overriding Grades.

MANUALLY ENTERED GRADES

You can manually enter grades in the following ways:

- On the main Grade Center page.

- Anonymously from the main Grade Center page.

- On the **Grade Details** page.

- Anonymously from the **Grade Details** page.

- Grading tests by question.

You can enter grades for certain tools without having to navigate to the Grade Center. You complete grading within the tool if the item is set for grading. After you assign grades, you can change them.

You can add comments while using any method of assigning grades.

UPLOADING GRADES FROM EXTERNAL SOURCES

To eliminate repeated entry of Grade Center data in several tools, you can work offline and then upload grades into the Grade Center. You can upload grades from external sources such as a comma separated values (CSV) file or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data.

HOW TO ENTER GRADES FROM THE GRADE CENTER PAGE

You can assign grades in any cell in the Grade Center or from the Grade Details page. When you type directly in a Grade Center cell, the grade may be an override grade. To learn about what qualifies as an override grade, see Overriding Grades.

1. Click within the cell you want to type a grade in.

2. Type the value.

3. Press the **Enter** key.

4. Click **OK** to save the grade.

    NOTE: If you do not press **Enter** and you attempt to leave the entry cell or Grade Center, a dialog box asks if you want to save the grade entry.

HOW TO ENTER GRADES ANONYMOUSLY FROM THE GRADE CENTER PAGE

You can grade items in the Grade Center without viewing user information. The students appear in a random order without any identifying information to you or your designated grader during grading. Anonymous grading is helpful to reduce bias from an instructor or TA when grading. This option is available in the column header's contextual menu.

1. Access a column header's contextual menu and click Grade Anonymously.

2. Type a grade in the text box for each question.

3. Click **Save and Exit** to return to the main Grade Center page.

    -OR-

    Click **Save and Next** to show the next student.

    -OR-

    Click the arrows on the action bar to navigate to the next or previous student.

HOW TO ENTER AN ATTEMPT GRADE FROM THE GRADE DETAILS PAGE

1. Access a grade cell's contextual menu and select **View Grade Details**.

2. On the **Grade Details** page in the **Attempts** tab, click **Grade Attempt**.

3. Type a grade in the **Grade** text box.

4. Click **Save and Exit** to return to the main Grade Center page.

    -OR-

    Click **Save and Next** to display the next attempt.

HOW TO GRADE AND MANAGE MULTIPLE ATTEMPTS FROM THE GRADE DETAILS PAGE

You enable multiple attempts during test or assignment creation or by later editing the test or assignment's options. The **Attempts** tab on the **Grade Details** page lists all submitted attempts so that you can grade, clear, and ignore attempts. Grades for all attempts are tracked in the Grade History log.

1. Access a grade cell's contextual menu and select **View Grade Details**.

2. On the **Grade Details** page, the **Attempts** tab lists all completed attempts.

3. For each attempt, you can **Grade Attempt**, **Clear Attempt** to remove it, or **Ignore Attempt** to keep it but omit the score from Grade Center calculations and not count it toward the number of allowed attempts. Assignment attempts also have an **Edit Grade** function.

4. You can use the **Delete** drop-down list to delete the first or last attempt, highest or lowest scoring attempt, attempts in a date range, or all attempts.

You can also view a list of completed attempts from the contextual menu for a grade in the Grade Center grid. When you access attempts in this way, you do not have the options for clearing and deleting attempts.

NOTE: If you allowed multiple attempts for a test or assignment when you created it, the most recent graded attempt's score appears in the Grade Center and appears to students in My Grades by default. To change the attempt used for the score, access the test or assignment's column header to access the contextual menu. Select Edit Column Information and select from the options in the Score Attempts Using drop-down list.

HOW TO ENTER AN ATTEMPT GRADE ANONYMOUSLY FROM THE GRADE DETAILS PAGE

You can hide user information on the Grade Details page. After you select an attempt, you can hide the student information before grading the attempt.

1. Access a grade cell's contextual menu and select an **Attempt**.

2. Click **Hide User Names**.

3. Click **OK**. This action opens a new attempt with all student identification removed. Any unsaved changes to the current attempt will be lost.

4. Type a grade in the **Grade** text box.

5. Click **Save and Exit** to return to the main Grade Center page.

   -OR-

   Click **Save and Next** to display the next student.

   -OR-

   Click the arrows on the action bar to navigate to the next or previous student.

HOW TO GRADE TESTS BY QUESTION

You can grade all of the responses for a specific question at one time by using the **Grade Questions** option. Use this for assigning new grades or changing grades. You can assign grades anonymously by clicking **Hide User Names** on the Grade Responses page.

The test remains in needs grading status until you grade all of the responses for all of the questions.

1. Access a column header's contextual menu and select **Grade Questions**. On the **Grade Questions** page, you can select the option to grade responses anonymously.
2. Click the number in the **Responses** column to access the question.
3. Click **Edit** next to the score for a user.
4. Type a new grade in the **Score** text box, or if you associated a rubric with an Essay, File Response, or Short Answer question, click **View Rubric** to grade the question using the rubric.
5. Click **Submit**.
6. Click **Back to Questions** to return to the **Grade Questions** page to select the next question to grade.