

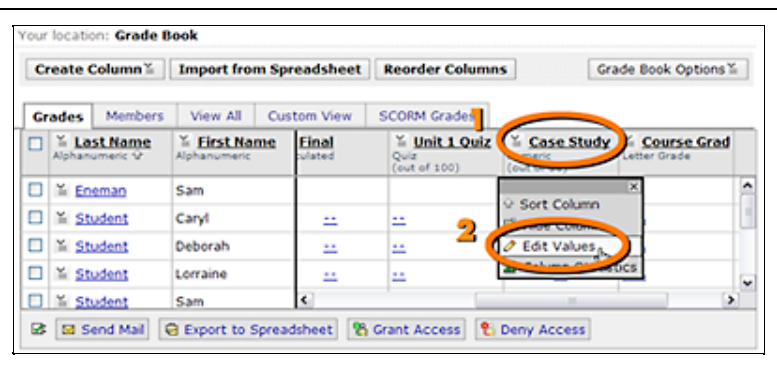
You can perform a number of grade management tasks from the Grades tab, including entering or overriding grades and releasing grades to students.

You can enter grades directly into columns that are not automatically filled in, such as a Numeric column. You can also override grades for columns that contain data that has been automatically filled in. For example, you might want to override quiz scores if you determine that the quiz was too difficult. You can enter or override grades for a single student or for multiple students.

If the My Grades tool has been added to the Course Menu, students can view their grades. You determine which grades students can see by releasing the associated columns in the Grade Book. You can release only grade-related columns.

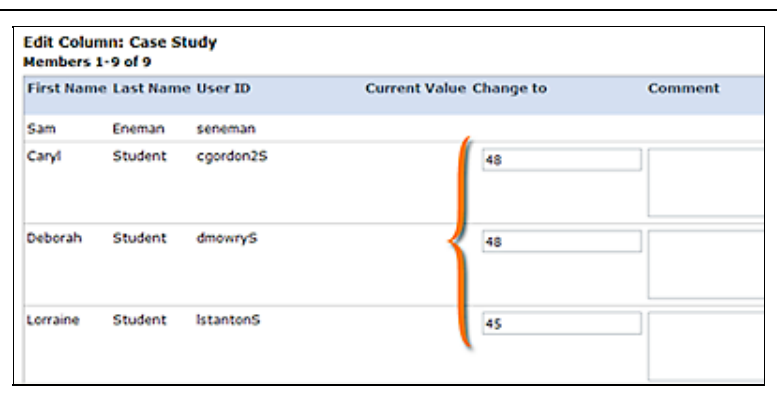
**Step 1: Enter Grades for Multiple Students**

1. Click on the label for the column in which you want to enter grades for multiple students.
2. In the Action Links drop-down menu, click **Edit Values**. The Edit Column screen is displayed.



**Step 2: Edit Column Values**

1. For each student, enter the grade and, if you want, a comment to appear in the Audit History.



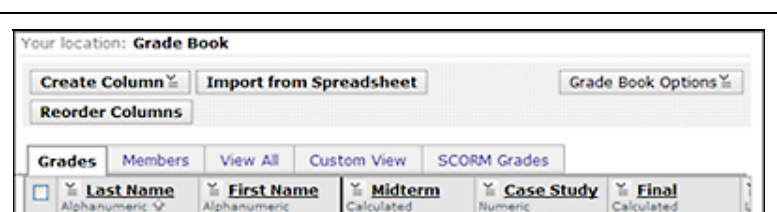
**Step 3: Save the Changes**

1. Scroll to the bottom of the screen. Click **Save**. The entered grades appear on the Grade Book screen (not illustrated).



**Step 4: Enter a Grade for One Student**

1. Locate the student and the column in which you want to enter the grade. Click on the link. The Edit Value screen is displayed.



**Step 5: Add the New Grade**

1. In the Change To: text box, enter the grade. If you want, in the Comment text box, enter a comment to appear in the Audit History.
2. Click **Save**. The entered grade appears on the Grade Book screen (not illustrated).

**Edit Value for: Case Study**

**Member:** Sam Student **1**

**Current Value:**

**Change To:**

**Comment:**

**2**

**Step 6: Override a Grade for one Student**

1. Locate the student and the automatically graded quiz in which you want to override a grade. Click on the current grade. The Edit Value screen is displayed.

Your location: **Grade Book**

Create Column Import from Spreadsheet Grade Book Options

Reorder Columns

Grades	Members	View All	Custom View	SCORM Grades	
<input type="checkbox"/>	<input type="checkbox"/> Last Name <small>Alphanumeric *</small>	<input type="checkbox"/> First Name <small>Alphanumeric</small>	<input type="checkbox"/> Case Study <small>Numeric (out of 50)</small>	<input type="checkbox"/> Quiz 1 <small>Quiz (out of 50)</small>	<input type="checkbox"/> Final <small>Calculated</small>
<input type="checkbox"/>	<input type="checkbox"/> Student	Deborah	48	..	..
<input type="checkbox"/>	<input type="checkbox"/> Student	Lorraine	45	..	..
<input type="checkbox"/>	<input type="checkbox"/> Student	Sam	40	30	..
<input type="checkbox"/>	<input type="checkbox"/> Student	Zhiviaga	47	..	..
<input type="checkbox"/>	<input type="checkbox"/> Student	Ronnie			

Send Mail Export to Spreadsheet Grant Access Deny Access

**Step 7: Change the Grade**

1. Select the **Change To:** radio button and in the text box, enter the new grade. If you want, in the Comment text box, enter a comment to appear in the Audit History.
2. Click **Save**.

**Edit Value for: Quiz 1**

**Member:** Sam Student

**Revert to Original:** 30

**1**  **Change To:**

**Comment:**

**2**

## Step 8: New Grade Appears

1. The new grade is displayed on the Grade Book screen with a “^” next to it indicating that it has been overridden.

Your location: **Grade Book**

[Create Column](#) [Import from Spreadsheet](#) [Grade Book Options](#)

[Reorder Columns](#)

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

<input type="checkbox"/>	<a href="#">Last Name</a> Alphanumeric	<a href="#">First Name</a> Alphanumeric	<a href="#">Case Study</a> Numeric (out of 50)	<a href="#">Quiz 1</a> Quiz (out of 50)	<a href="#">Final</a> Calculated	
<input type="checkbox"/>	<a href="#">Student</a>	Deborah	48	--	--	
<input type="checkbox"/>	<a href="#">Student</a>	Lorraine	45	--	--	
<input type="checkbox"/>	<a href="#">Student</a>	Sam	40	<b>^40</b>	--	
<input type="checkbox"/>	<a href="#">Student</a>	Zhiviaga	47	--	--	
<input type="checkbox"/>	<a href="#">Student</a>	Ronnie				

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Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte