

Entering Grades

Overview

In order to provide the most flexibility for instructors and other users, grades can be entered into the Grade Center in a variety of ways. Scores from gradable items that have been added to the content of a course such as online tests, exams, and surveys are automatically entered into the Grade Center. Grades from an external source, such as a Comma-separated Value File or an Excel spreadsheet, can be uploaded to the Grade Center, eliminating the need for double entry. Other grades can be manually entered into the Grade Center using any of the views of the Grade Center.

Automatically Entered Grades

Assessments that are added to the content of a Course and are scored online, automatically record the grade for that assessment in the corresponding Grade Center column. Grades that are automatically scored can be modified manually. To modify grades see [Changing Grades](#).

Assessments that are added to the content of a Course can be modified to allow students to have multiple attempts to take the assessment. The instructor can allow unlimited attempts or enter the number of allowable attempts under **Modify Test > Test Options** within the course.

Instructors define the way multiple attempts are scored in the Grade Center by modifying the properties of the column that corresponds to that assessment.

To utilize the multiple attempts by modifying the properties of a column, follow these steps:

1. From the Grade Center locate the column to be modified.
2. Move the cursor over the column header and click the Action Link.
3. In the menu, select **Modify Column**.
4. From the **Score attempts using** drop-down menu select the method to score multiple attempts.

Attempts can be scored using one of the following options:

Attempt Type	Description
Latest Attempt	This is the default value and shows the score for the latest attempt in the Grade Center View Spreadsheet.
First Attempt	Shows the score for the first attempt in the Grade Center View Spreadsheet.
Highest Attempt	Shows the score for the highest scoring attempt in the Grade Center View Spreadsheet.
Lowest Attempt	Shows the score for the lowest scoring attempt in the Grade Center View Spreadsheet.
Average of Attempt	Shows the average of all attempts in the Grade Center View Spreadsheet. The average is calculated by dividing the number of attempts into the sum of all attempts. When necessary, the average will be rounded to two (2) decimal places.

5. Click **Submit** to save changes.

If secondary display values exist, they will be updated when multiple attempt grades change.

Instructors can access all attempts for the assessment from the Grade Center through the Grade Details page. For more information on the Grade Details page, see [Using the Grade Center](#). Grades for all attempts are tracked in the Grade History.

Uploading Grades from External Sources


To eliminate repeated entry of Grade Center data in several tools, Instructors can do off-line grading, and then upload grades into Grade Center. Instructors can upload grades from external sources such as a Comma-separated Value or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synched with existing Grade Center data. For in depth information on uploading grades see [Uploading External Grade Center Items](#).

Manually Entering Grades

Grades can be entered in any Grade Center cell in the Grade Center or any Smart View of the Grade Center or from the Grade Detail page.

To enter a grade from the Grade Center, follow these steps:

1. Move the cursor over the desired cell and click.
2. Type the value.
3. Press Enter.

	<p>Note: If Enter is not pressed, and the user attempts to exit the entry cell or Grade Center, a dialog box will appear asking if the user would like to save the grade entry. If so, in the dialog box, select OK to save the grade.</p>
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To enter an Attempt Grade from the Grade Detail page, follow these steps:

1. Move the cursor over the desired cell.
2. Click the Action Link to activate the menu.
3. Click **Grade Details**.
4. Click **Edit Attempt**.
5. In the Current Grade text box, enter a score.
6. Add any **Feedback to User** or **Instructor Notes**.
7. Click **Save**.
8. Click **OK** to return to the Grade Center page.

To enter an Override Grade from the Grade Detail page, follow these steps:

1. Move the cursor over the desired cell.
2. Click the Action Link to activate the menu.
3. Click **Grade Details**.

4. Click **Override Grade** or **Edit Override**.
5. In the Current Grade text box, enter a score.
6. Add any **Feedback to User** or **Instructor Notes**.
7. Click **Save**.
8. Click **OK** to return to the Grade Center page.



Note

Note: The latest or only Override grade takes precedence over all other grade entries, including grades entered for multiple attempts, and will display in the Grade Center. Any grade entered into the Grade Center for an automatically generated Grade Column, such as an Assessment, Assignment or Discussion Board grade, will be considered an Override grade.