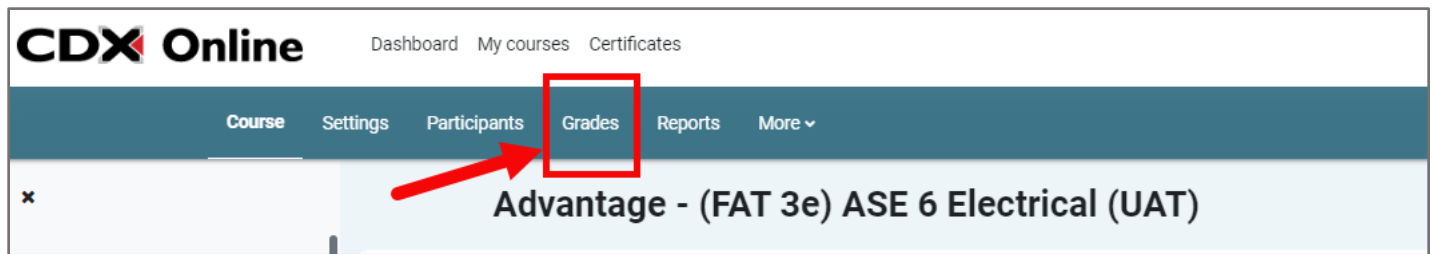


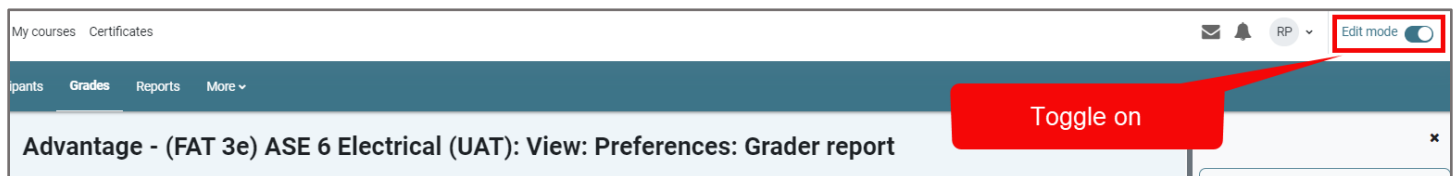
# How to Enter or Changes Grades in the Gradebook

*This document contains instructions on how to manually enter or change grades in the Grader Report and Single View.*

1. There are two options for manually adjusting or entering grades in your Navigate course's gradebook. Both are covered in this document.
2. On the course page, click the **Grades** button in the navigation bar at the top of the screen.



3. To make changes to the Grader report, switch the **Edit mode toggle on** in the top-right corner of the page to enable Edit mode. The page will refresh and display editable fields for entering or changing each student's score for any graded activity.



- Locate the grade you want to enter or change by scrolling vertically to locate the desired student's name, then scroll horizontally to display the desired activity. Both the student name column and activity name row remain fixed, so you will always see the student when scrolling to locate an individual grade. You may click the letters to the right of **First name** or **Last name** at the top of the **Grader report** to help narrow your scope.

**Grader report**

Separate groups

**All participants:1/1**

First name

Last name

		Advantage - (FAT 3e) ASE 6... --			
		Pretests--			
		Course Pretest--		Chapter Pretest--	
First name / Last name ^	Email address	Course Pretest	Course Pretest total	Chapter 56 Pretest	Chapter 57 Pretest
<b>Controls</b>					
MB Mel Brooks	mbrooks@jblearning.com	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Overall average</b>		-	-	-	-

		Objective Quiz--							
First name / Last name ^		Chapter 63 Test	Chapter 64 Test	Chapter 65 Test	Chapter Test total	56-1 Quiz	56-2 Quiz	56-3 Quiz	56-4 Quiz
<b>Controls</b>									
MB Mel Brooks		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="60.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Overall average</b>		-	-	-	-	60.00	-	-	-

- To edit or enter a grade, click in the **Grade** field for the desired student and activity, then type in the desired score.

		Objective Quiz--							
First name / Last name ^		Chapter 63 Test	Chapter 64 Test	Chapter 65 Test	Chapter Test total	56-1 Quiz	56-2 Quiz	56-3 Quiz	56-4 Quiz
<b>Controls</b>									
MB Mel Brooks		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="70"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Overall average</b>		-	-	-	-	60.00	-	-	-

Type in desired score.

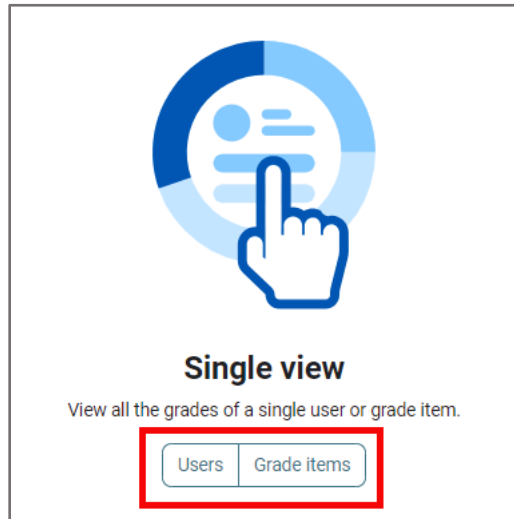
6. When you are satisfied with your entries or changes, scroll to the bottom of the grader report, if necessary, and click **Save Changes**. Your changes will be saved to the gradebook.

The screenshot shows the 'Grader report' interface. At the top, there is a 'Separate groups' dropdown set to 'All participants'. Below this, it says 'All participants:1/1'. There are two rows of filters for 'First name' and 'Last name', each with an 'All' button and a grid of letters A-Z. The main area contains a table with columns for 'First name / Last name', 'Email address', 'Course Pretest', and 'Course Pretest total'. A row for 'Mel Brooks' is visible with an email address 'mbrooks@jblearning.com'. Below the table, there is a 'Save changes' button highlighted with a red box.

7. Alternatively, you may choose the **Single view** option from the **Grader report** dropdown menu.

The screenshot shows the 'Grader report' dropdown menu. The menu is open, showing options: 'View', 'Grader report' (checked), 'Grade history', 'Overview report', 'Quiz', 'Analytics', 'Single view' (highlighted with a red arrow), 'Grade summary', and 'User report'. The background shows the same grader report interface as in the previous screenshot.

8. After choosing Single view, choose to view by **Users** or **Grade items**.



9. You can switch between these two options at any time, and, depending on which view by option you choose, you can then use the **Select a grade item** or **Select a user** dropdowns to jump to a specific activity or student, respectively.

Select a user (or select Grade Item) to jump to that user/grade item.

VIEW BY Users Grade Items

Click to switch between Users and Grade Items.

Select a user above to view all their grades

In single view you can override or exclude selected grades and bulk insert grades.

10. Click the checkbox to the right of the student's or activity's name under the **Override** column. This will unlock the field under the **Grade** column, where you may now enter in a score of your choosing. This will override any past or future grades for this activity with the grade you enter.

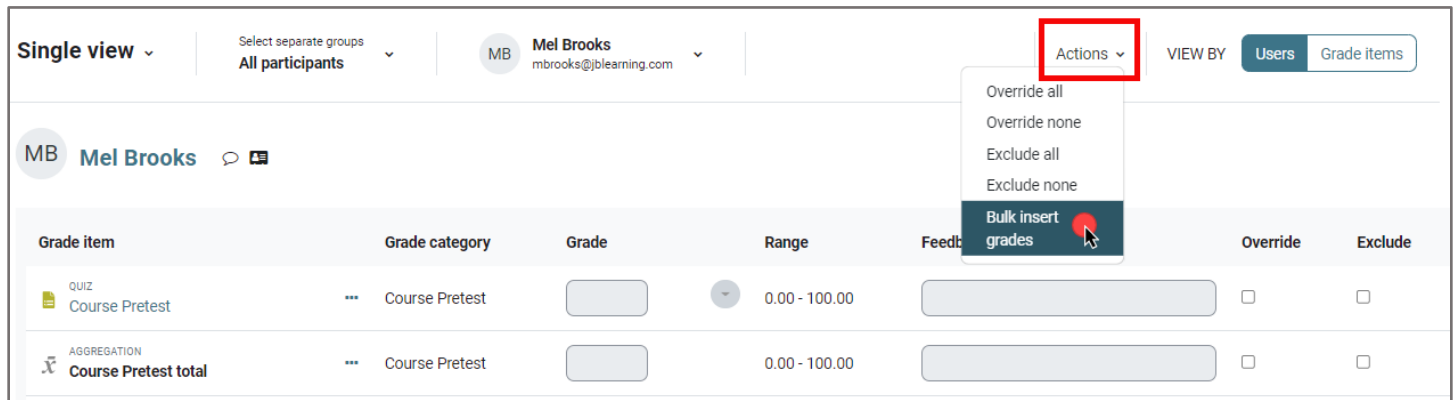
Grade item	Grade category	Grade	Range	Feedback	Override	Exclude
QUIZ Course Pretest	Course Pretest	<input type="text"/>	0.00 - 100.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
AGGREGATION Course Pretest total	Course Pretest	<input type="text"/>	0.00 - 100.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUIZ Chapter 56 Pretest	Chapter Pretest	<input type="text"/>	0.00 - 100.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUIZ Chapter 57 Pretest	Chapter Pretest	<input type="text"/>	0.00 - 100.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUIZ Chapter 58 Pretest	Chapter Pretest	<input type="text"/>	0.00 - 100.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUIZ Chapter 59 Pretest	Chapter Pretest	<input type="text"/>	0.00 - 100.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

QUIZ 56-1 Quiz	Objective Quiz	<input type="text" value="60.00"/>	0.00 - 100.00	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QUIZ 56-2 Quiz	Objective Quiz	<input type="text"/>	0.00 - 100.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Make any additional changes as needed and then click the **Save** button at the bottom of the page to apply your changes.

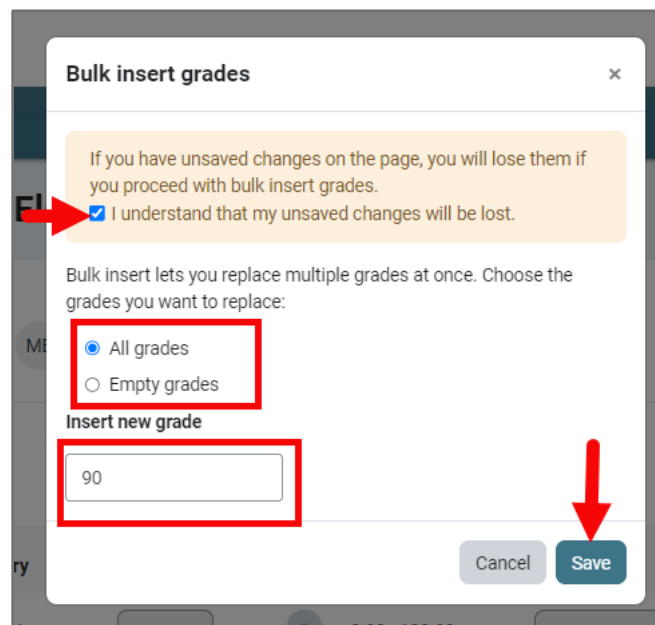
QUIZ 65-2 Quiz	Objective Quiz	<input type="text"/>	0.00 - 100.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUIZ 65-3 Quiz	Objective Quiz	<input type="text"/>	0.00 - 100.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. You may also choose to automatically assign a score to all students or activities on the page by choosing the **Bulk insert grades** action in the **Actions** dropdown menu.



The screenshot shows a course management interface. At the top, there is a navigation bar with 'Single view', 'Select separate groups', 'All participants', a user profile for 'Mel Brooks', and a 'VIEW BY' dropdown set to 'Users'. Below this is a table with columns: 'Grade item', 'Grade category', 'Grade', 'Range', 'Feedback', 'Override', and 'Exclude'. The table contains two rows: 'Course Pretest' (QUIZ) and 'Course Pretest total' (AGGREGATION). A red box highlights the 'Actions' dropdown menu, which is open and shows options: 'Override all', 'Override none', 'Exclude all', 'Exclude none', and 'Bulk insert grades'. A red arrow points to the 'Bulk insert grades' option.

13. After checking the acknowledgement that any unsaved changes will be lost, choose whether the change should apply to **All grades** or **Empty grades**, followed by entering the desired score in the **Insert new grade** field, and then click **Save** to apply your entry to the applicable students or activities.



The screenshot shows a 'Bulk insert grades' dialog box. It contains a warning message: 'If you have unsaved changes on the page, you will lose them if you proceed with bulk insert grades.' Below this is a checkbox labeled 'I understand that my unsaved changes will be lost.' which is checked. There are two radio button options: 'All grades' (selected) and 'Empty grades'. Below these is a text input field labeled 'Insert new grade' containing the number '90'. At the bottom right, there are 'Cancel' and 'Save' buttons. Red arrows point to the checkbox, the 'All grades' radio button, the 'Insert new grade' field, and the 'Save' button.