

## How Do I Manually Enter Grades in the Gradebook?

You can manually enter grades in the gradebook if you need to change a grade that was entered automatically or if you need to add a grade.

1. On the course page, click the Grades icon in the system drawer on the left side of the screen.
2. To make changes to the gradebook, click the **Turn editing on** button in the upper right corner of the Grader Report . Each grade now displays tools for editing or analyzing the grade, including a field for entering or editing each student's score for any graded activity.



4. Locate the grade you want to enter or change by scrolling vertically to display 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 always see names when scrolling to locate an individual grade.
5. To edit or enter a grade, click in the grade field for the desired student and activity and type in the desired score.
6. When you're done entering and editing grades, scroll to the bottom of the grader report if necessary. Then, click **Save Changes**. Your changes will be saved to the gradebook.
8. Finally, click the **Turn editing off** button to close editing mode.

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The screenshot shows the CDX Online interface. On the left is a dark sidebar with navigation options: ASE 7: CDX Heating and Air Conditioning [Test Course-DG], Participants, Badges, Competencies, Grades, Dashboard, Calendar, My courses, and ASE 7: CDX Heating and Air Conditioning [Test Course-DG]. The main content area is titled 'ASE 7: CDX Heating and Air Conditioning [Test Course-DG]: View: Preferences: Grader report'. Below the title are breadcrumb links: Dashboard > My courses > ASE 7: CDX Heating and Air Conditioning [Test Course-DG]. A blue callout box with a speech bubble points to a 'Turn editing off' button. Below this is the 'Grader report' section with tabs for View, Setup, Scores, Letters, Import, and Export. Under 'View', there are sub-tabs: Grader report, Grade history, Outcomes report, Overview report, Quiz Analytics, Single view, and User report. The text 'All participants: 5/5' is displayed. Below this are two rows of filters for 'First name' and 'Surname', each with an 'All' button and a grid of letters A-Z.