

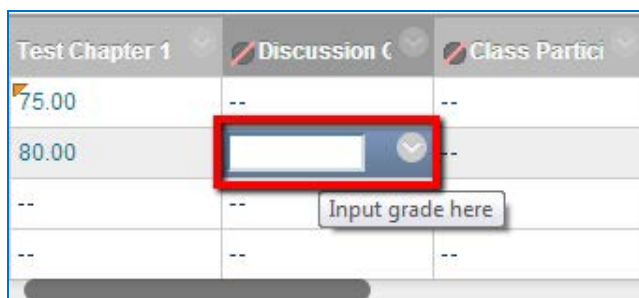
Entering Grades on the Grade Center Grid

Grades can be entered in any Grade Center cell in the Grade Center grid, any Smart View of the Grade Center, or from the View Grade Details page. This tutorial covers the simplest method, typing grades directly into the grid.

Entering New Grades in the Grid

For any assessment not graded automatically by Blackboard, you can type grades directly into cells in the grid. Find the cell at the intersection of the correct row for a student and the correct column for the assessment, and type the grade in the appropriate format.

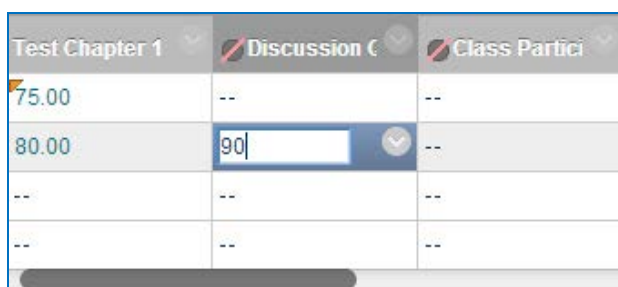
1. Move the cursor over the desired cell, and click directly into the cell to open a textbox.



The screenshot shows a grid with three columns: 'Test Chapter 1', 'Discussion C', and 'Class Partici'. The first row has a grade of 75.00 in the first column and '--' in the others. The second row has 80.00 in the first column and '--' in the others. A red box highlights a cell in the second row, second column, which is currently empty and has a dropdown arrow. A tooltip below the cell says 'Input grade here'.

Test Chapter 1	Discussion C	Class Partici
75.00	--	--
80.00	<input type="text"/>	--
--	--	--
--	--	--

2. Type the value, and then press the Enter key. The grade will appear in the cell; the cursor will move down to the next row (if there is one) or the top cell of the next column (if at the bottom).



The screenshot shows the same grid as the previous one, but now the grade '90' has been entered into the cell in the second row, second column. The dropdown arrow is still visible to the right of the input field.

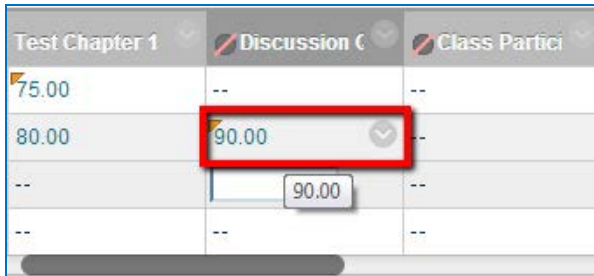
Test Chapter 1	Discussion C	Class Partici
75.00	--	--
80.00	90	--
--	--	--
--	--	--

Manually Changing or Overriding Grades

Grades can be overridden manually from the Grade Center or from the View Grade Details page, or they can be overridden by uploading an external file containing new data.

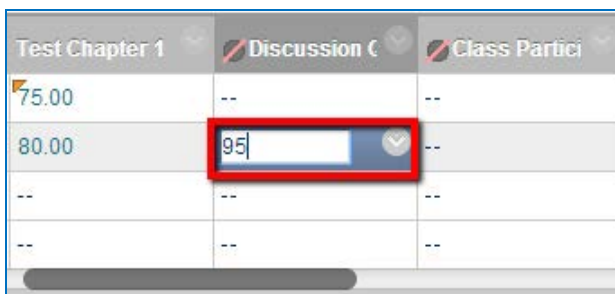
To change or override a grade directly in the Grade Center grid, follow these steps:

1. Click into the cell where the grade is to be changed.



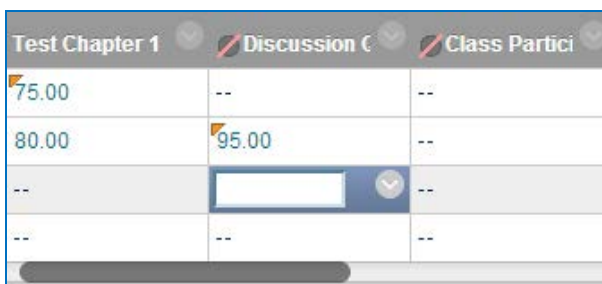
Test Chapter 1	Discussion C	Class Partici
75.00	--	--
80.00	90.00	--
--	90.00	--
--	--	--

2. Enter the new value.



Test Chapter 1	Discussion C	Class Partici
75.00	--	--
80.00	95	--
--	--	--
--	--	--

3. Press the Enter key. The new grade will appear in the cell, and the cursor will move to the next row (if there is one) or the top cell of the next column (if at the bottom).



Test Chapter 1	Discussion C	Class Partici
75.00	--	--
80.00	95.00	--
--	--	--
--	--	--