The Grade Details page permits the Instructor to enter more than just a numeric grade for an assessment. It provides a place to type constructive feedback, or an explanation of why a grade might have been changed. There are also buttons to remove or ignore attempts at assignments that are obviously incorrect—e.g., the student has uploaded the wrong document.

To enter grades from the Grade Details page, follow these steps:

1. Move the cursor over the desired cell, and click the contextual arrow in the right-hand portion of the cell.

2. Select View Grade Details from the menu.

3. The Grade Details page appears, with different features depending on the type of assessment to be graded and how many attempts are permitted. In this example, a student has satisfied the criteria for Discussion Board activity to be placed in the Needs Grading category. Clicking one of the Grade User Activity buttons takes you to the page displaying the attempt; the Edit Grade button takes you to a page to enter a score, feedback, and grading notes.
4. The page under the Attempts tab expands to display some text boxes. Enter a numeric grade in the Current Grade Value textbox. Add Feedback to User or Grading Notes as desired. The text in Grading Notes is for only the Instructor and Teaching Assistants to see.

5. Click **Save** to complete the process.
6. Click **Return to Grade Center** to return to the Grade Center page.