

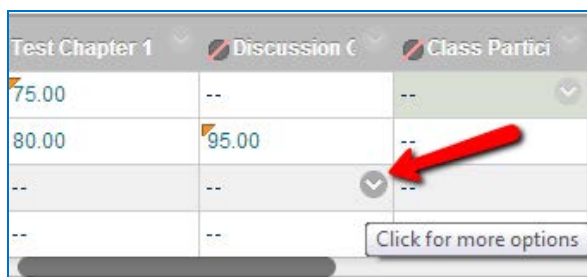


Entering Grades from Grade Details

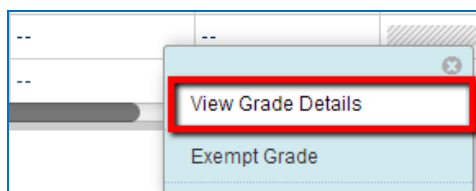
The Grade Details page permits the Instructor to enter more than just a numeric grade for an assessment. It provides a place to type constructive feedback, or an explanation of why a grade might have been changed. There are also buttons to remove or ignore attempts at assignments that are obviously incorrect—e.g.,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

User **Test Student (collindb_s)** < > Column **Discussion Question 2 (Discussion)** < >

Current Grade: Needs Grading ⚠ out of 25 points Exempt
 Grade based on Last Graded Attempt
 Due: None
 Grade User Activity

Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Mar 31, 2014 3:20:29 PM	Mar 31, 2014 3:20:29 PM (Needs Grading)	⚠			Grade User Activity Clear Grade Edit Grade

Icon Legend

- 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.

Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes
<p>Current Grade Value <input type="text"/> ← Type the score here.</p> <p>Feedback to User</p> <p>Type comments for the student or students here.</p> <p>Path: p Words:0</p> <p>Grading Notes</p> <p>Type notes for the Instructor or TA here.</p> <p>Path: p Words:0</p> <p>Cancel Save</p>				

- Click **Save** to complete the process.



6. Click **Return to Grade Center** to return to the Grade Center page.

