



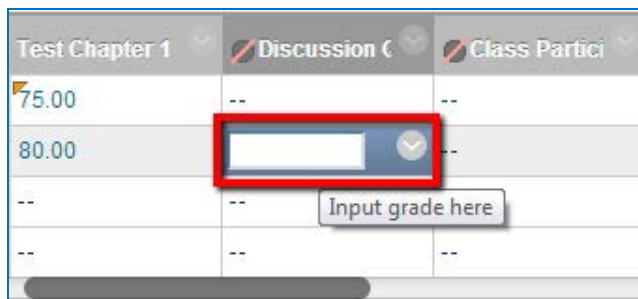
Entering Grades on the Grade Center Grid

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.

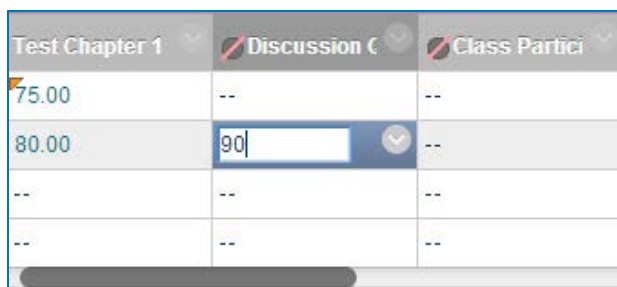
Entering New Grades in the Grid

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.



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).

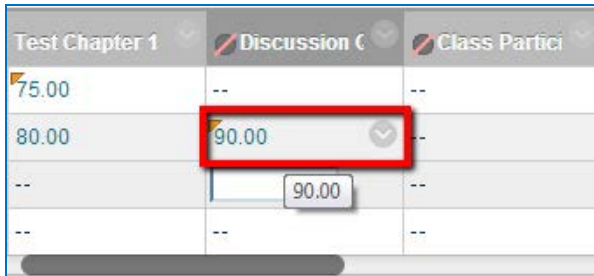


Manually Changing or Overriding Grades

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.

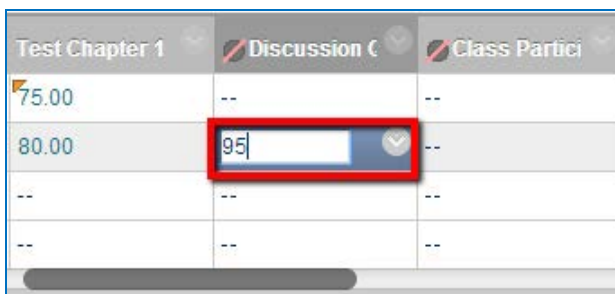
To change or override a grade directly in the Grade Center grid, follow these steps:

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



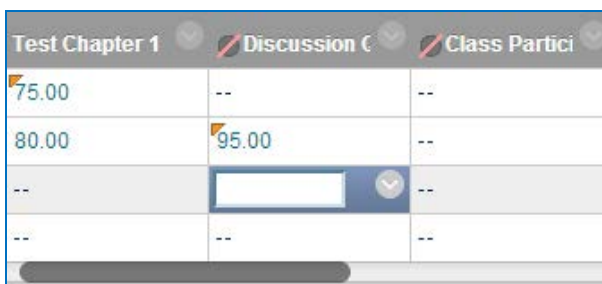
Test Chapter 1	Discussion C	Class Partici
75.00	--	--
80.00	90.00	--
--	90.00	--
--	--	--

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	--
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