

Oncourse: Gradebook, Entering and Editing Grades

The Gradebook allows you to add and edit grades.

Entering Grades

To add student grades:

1. In the menubar, **Click Gradebook**.
2. If necessary, **Click the Gradebook Items link**.
3. In the list of gradebook items, under **Title**, **Click the title of the item** you wish to add grades for.
4. **Scroll** as necessary to find the student name(s).
5. **Enter the grade** in the text box in the Grade column.
6. Optionally, to add comments, **Click the Edit Comments button** and **Add any desired comments**.
Note: To remove a gradebook item and all related scores from the gradebook, Click the Remove gradebook item from gradebook link.
7. To confirm the grade entered, **Click Save Changes**.

Editing Grades

To edit grades:

1. If necessary, **Click the Gradebook Items link**.
2. **Click the title of the Gradebook item** in the Title column under the named category that you want to edit.
3. In the Grade column for the appropriate student, **Change the grade** as desired.
Note: To edit comments, Click the Edit Comments button and edit any desired comments.
4. **Click Save Changes**.

Viewing or Editing Course Grade Information

To view or edit the students' current course grade, near the top of the page in the tool function links:

1. **Click Course Grades**.
You will see a course summary as well as individual course grades for each student.
2. In the **View drop-down box**, you can **Choose to view** all sections/groups or specific groups,
Or you can search for a student name by entering a student name in the text box and then Click Find.
3. Optionally, in the **Grade Override column**, you can **Enter a grade override** for a student.
4. Optionally, in the **% Adjustment column**, you can **Enter a positive or negative number** to adjust a student's grade – for example, adjusting for a penalty or extra credit.
5. **Click Save Changes**.
Note: If you want to see all grades for each student, Click the All Grades link near the top of the page.