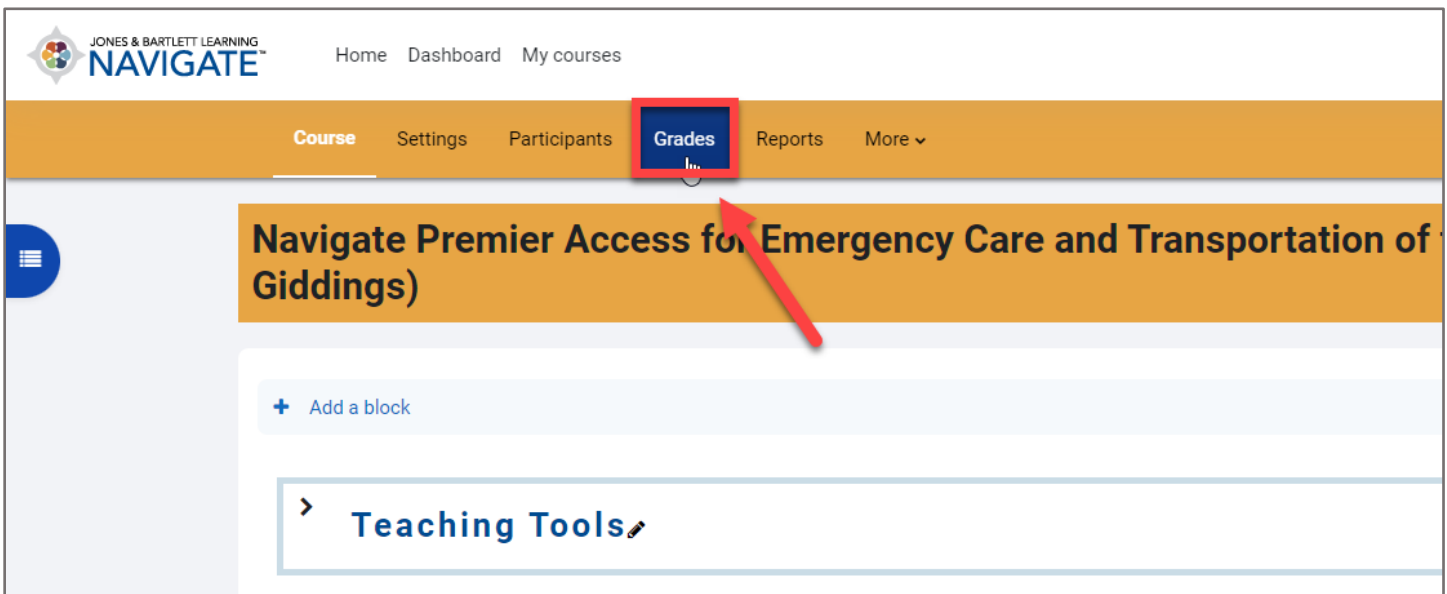# How to Manually Enter or Change Grades in the Gradebook

This document contains instructions on how to manually enter or change grades in the gradebook through the Grader report and Single View.

1. There are two options for manually adjusting or entering grades in the course's gradebook. Both are covered in this document.

2. On the course page, click the **Grades** button in the **menu bar** on the top of the screen.

3. To make changes to the **Grader report**, switch the **Edit mode toggle** in the top-right corner of the page to enable Edit mode. The page will refresh and display editable fields for entering or changing each student's score for any graded activity.
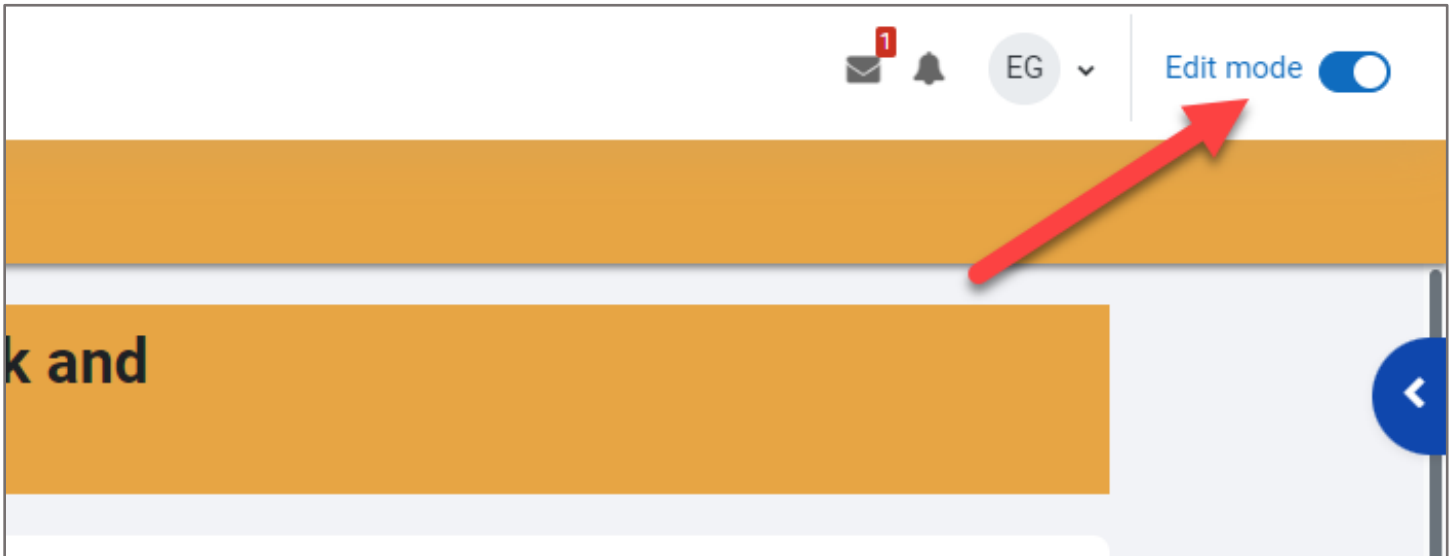
4. Locate the grade you want to enter or change by scrolling vertically to locate the desired student's name, then scroll horizontally to display the desired activity. Both the student name column and activity name row remain fixed, so you will always see the naming when scrolling to locate an individual grade. You may also click the letters to the right of **First name** or **Last name** at the top of the Grader report to help narrow your scope.

5. To edit or enter a grade, click in the grade field for the desired student and activity, then type in the desired score.
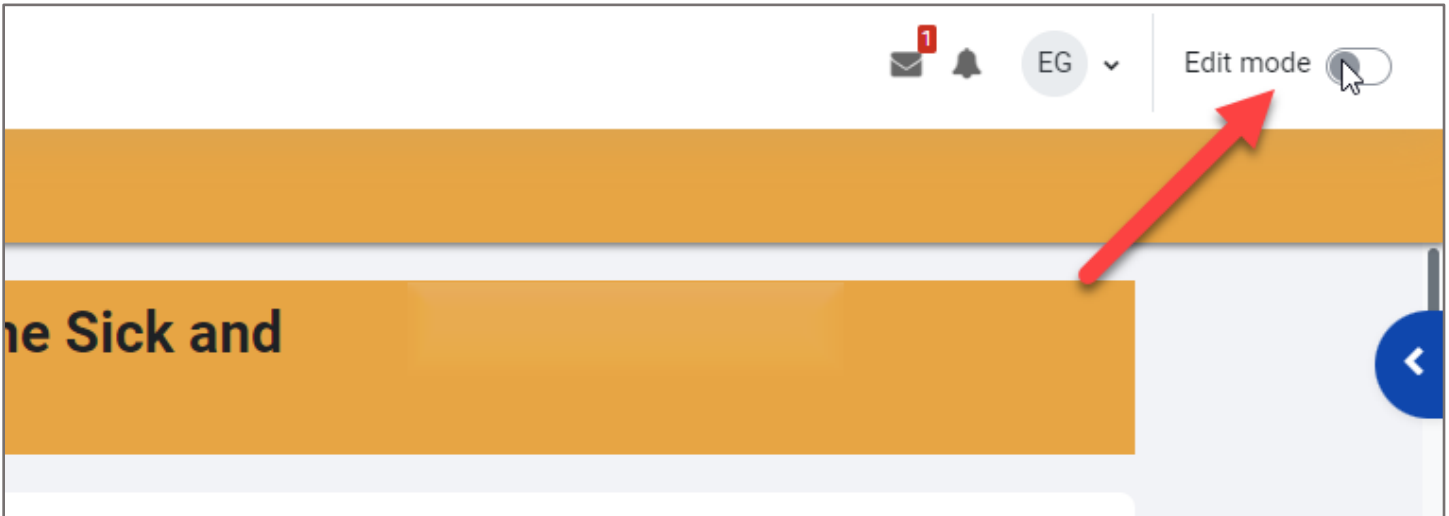

6. When you are satisfied with your entries or changes, scroll to the bottom of the grader report, if necessary, and click **Save Changes**. Your changes will be saved to the gradebook.
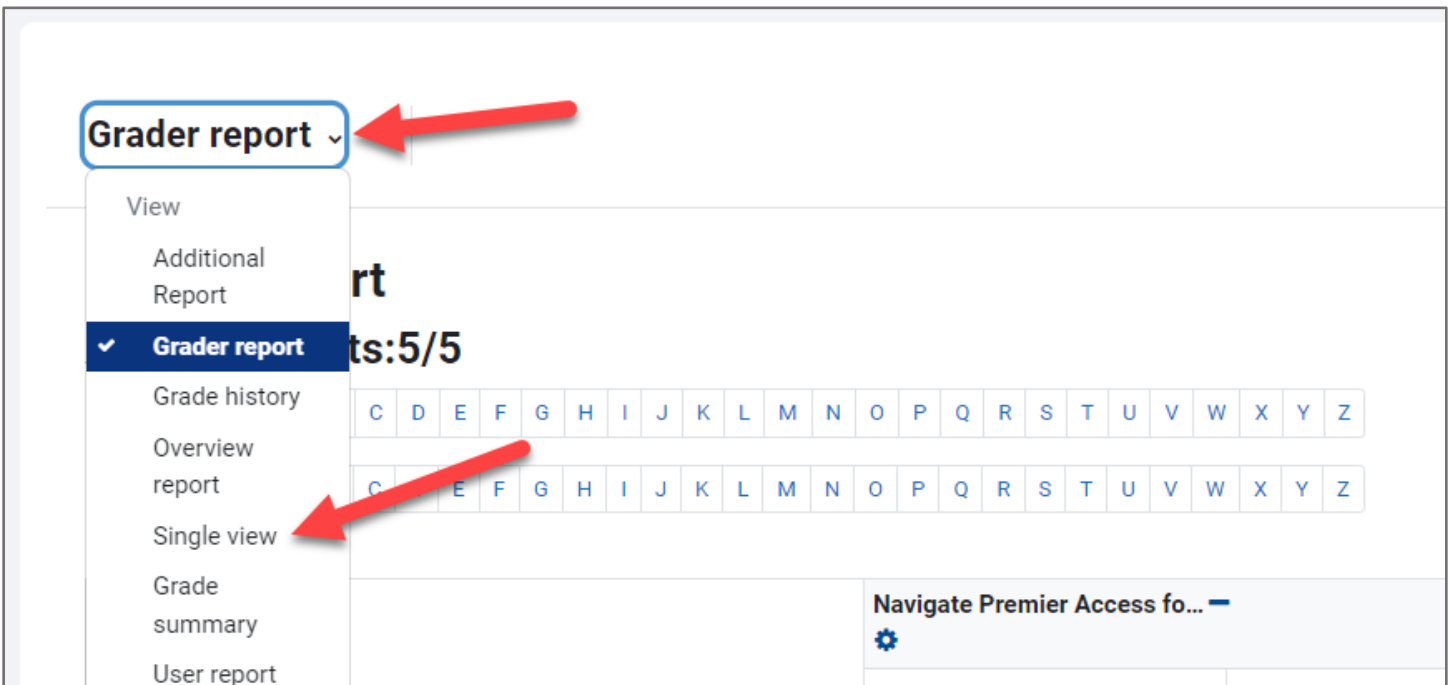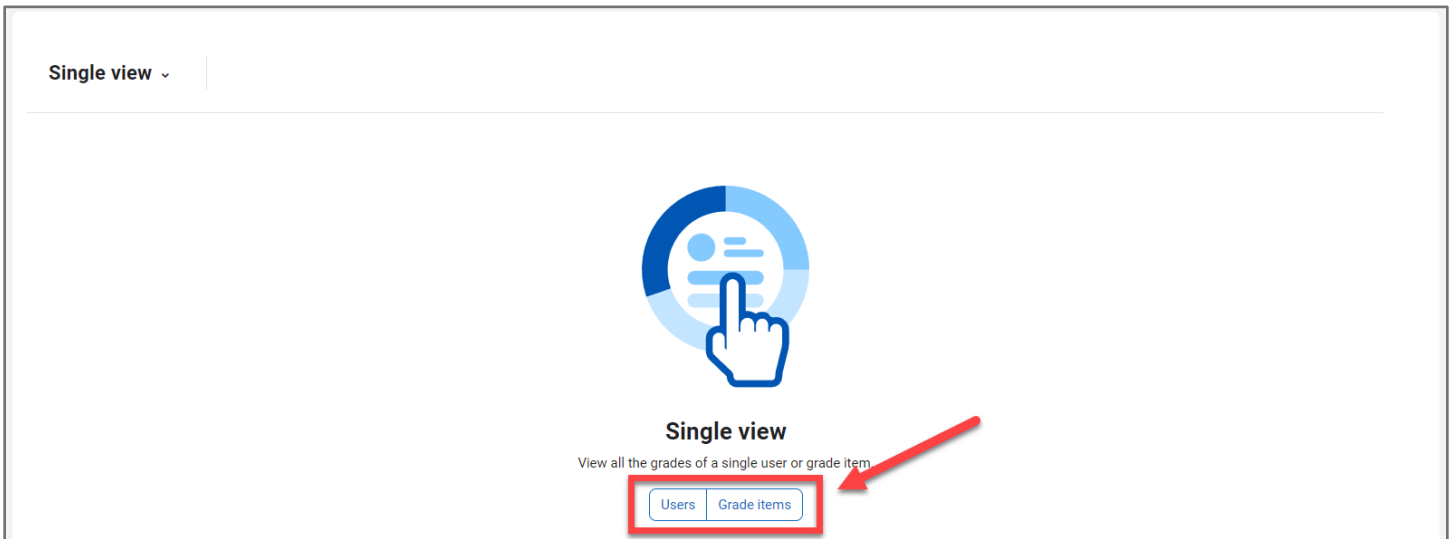
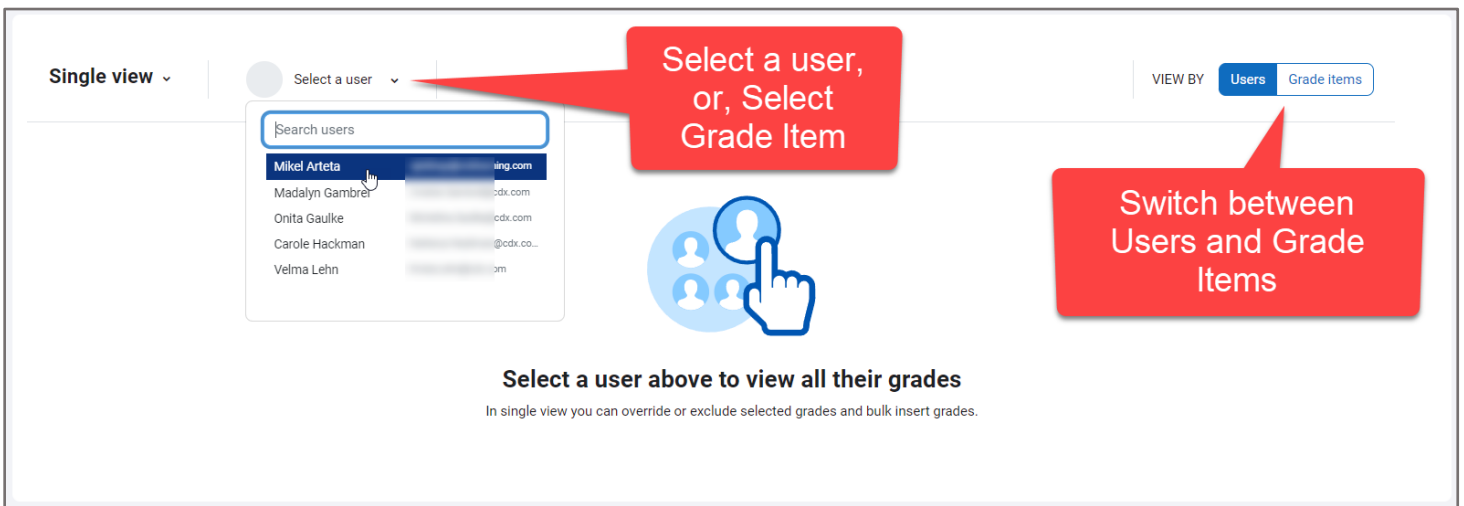7. Finally, switch the **Edit mode toggle** in the top-right corner of the page to disable Edit mode.

8. Alternatively, you may choose the **Single view** option from the **Grades drop down menu** page.

9. After choosing Single view, you can choose to view by Users or Grade Items.

Single view ⌄

Single view

View all the grades of a single user or grade item

Users | Grade items

10. You can switch between these two options at any time, and, depending on which view by option you choose, you can then use the **Select grade item…** or **Select user…** to jump to a specific activity or student respectively.

Single view ⌄   Select a user ⌄

Search users

Mikel Arteta ......ing.com
Madalyn Gambrel ......cdx.com
Onita Gaulke ......cdx.com
Carole Hackman ......@cdx.co...
Velma Lehn ......om

Select a user, or, Select Grade Item

VIEW BY   Users | Grade items

Switch between Users and Grade Items

Select a user above to view all their grades

In single view you can override or exclude selected grades and bulk insert grades.

JONES & BARTLETT LEARNING
An Ascend Learning Company

PUBLIC SAFETY GROUP
A DIVISION OF JONES & BARTLETT LEARNING

CDX Learning Systems

11. Click the checkbox to the right of the student's or activity's name under the **Override** column. This will unlock the field under the **Grade** column, where you may now enter in a score of your choosing. This will override any past or future grades for this activity with the grade you enter.

12. Continue to make any additional changes as needed and then click the **Save** button at the bottom of the page to apply your changes.

13. You may also choose to automatically assign a score to all students or activities on the page by choosing the **Bulk insert grades** action found in the **Actions** drop down menu.

14. After checking the acknowledgement that any unsaved changes will be lost, choose whether the change should apply to **All grades** or **Empty grades**, followed by entering the desired score in the **Insert new grade** field, and then click the **Save** button to apply your entry to the applicable students or activities on the page.