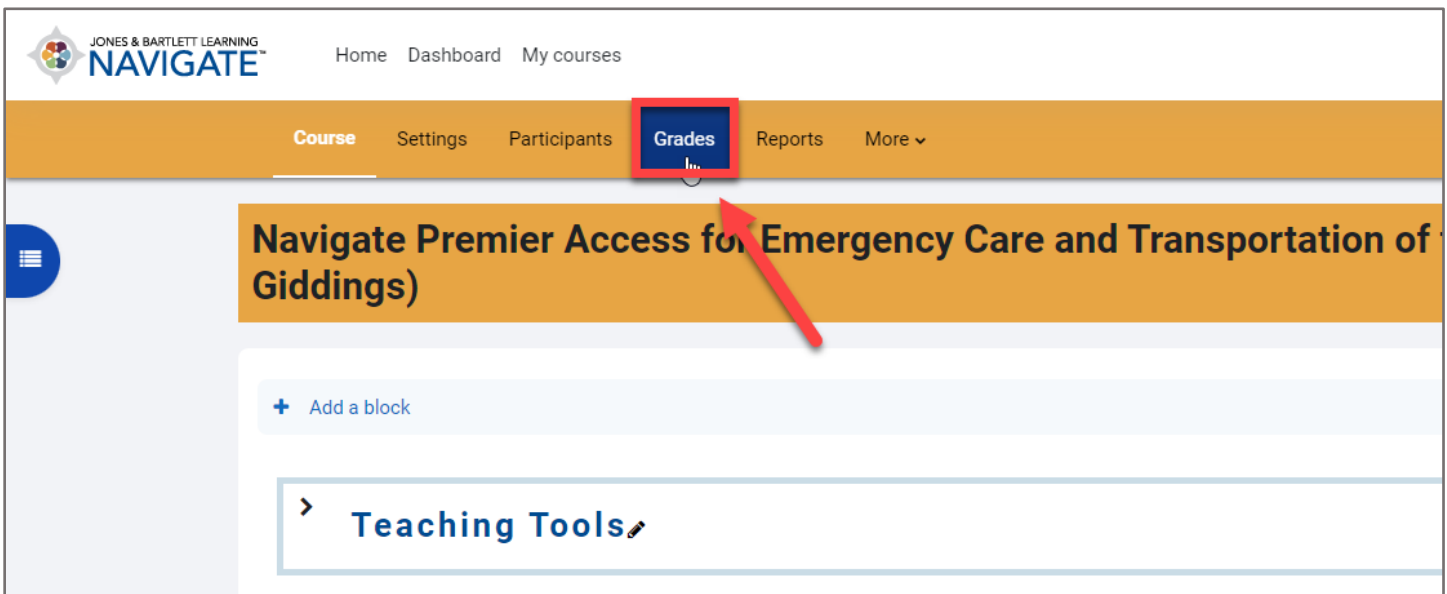


How to Manually Enter or Change Grades in the Gradebook

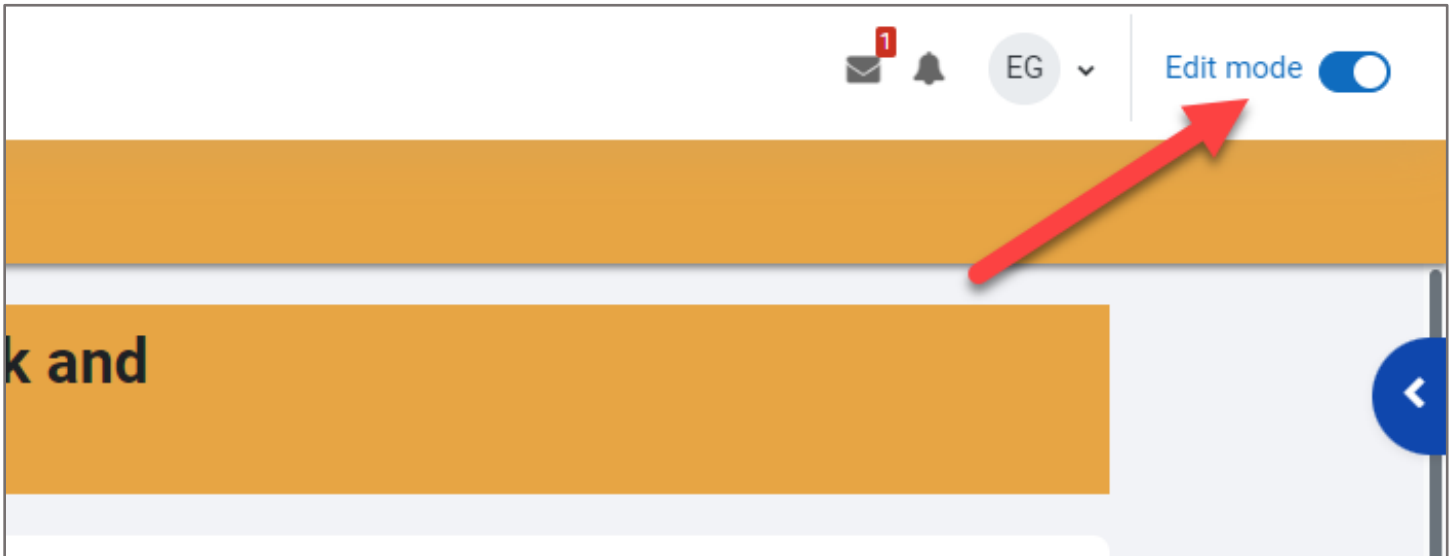
This document contains instructions on how to manually enter or change grades in the gradebook through the Grader report and Single View.

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.



The screenshot shows the top navigation bar of the Navigate Premier interface. The 'Grades' button is highlighted with a red box and a red arrow pointing to it. The menu bar includes 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below the menu bar, there is a banner for 'Navigate Premier Access for Emergency Care and Transportation of Giddings)' and a 'Teaching Tools' section.

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.



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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.

Grader report ▾

Grader report

All participants:5/5

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Use to help narrow down the displayed names.

Manually enter grades here

| First name / Last name | Email address | Soft-Skill Simulations | Interactive Lecture: Chapte... | Interactive Lecture: Chap... | Interactive Lecture: Chapte... |
|------------------------|---------------|------------------------|--------------------------------|------------------------------|--------------------------------|
| MA Mikel Arteta | ing.com | | | | |
| MG Madalyn Gambrel | cdx.com | | | | |
| OG Onita Gaulke | cdx.com | 0.00 | | | |
| CH Carole Hackman | @cdx.com | | | | |
| VL Velma Lehn | om | 0.00 | | | |
| Overall average | | 0.00 | | | |

Save changes

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

| Navigate Premier Access fo... | | | | | |
|-------------------------------|---------------|-----------------------------------|----------------------------------|--------------------------------|----------------------|
| First name / Last name | Email address | Soft-Skill Simulations | Interactive Lecture: Chapte... | Interactive Lecture: Chapte... | Int... |
| Controls | | | | | |
| MA Mikel Arteta | ...arning.com | <input type="text"/> | <input type="text" value="94"/> | <input type="text"/> | <input type="text"/> |
| MG Madalyn Gambrel | ...@cdx.com | <input type="text"/> | <input type="text" value="100"/> | <input type="text"/> | <input type="text"/> |
| OG Onita Gaulke | ...@cdx.com | <input type="text" value="0.00"/> | <input type="text" value="89"/> | <input type="text"/> | <input type="text"/> |
| CH Carole Hackman | ...an@cdx.com | <input type="text"/> | <input type="text" value="97"/> | <input type="text"/> | <input type="text"/> |
| VL Velma Lehn | ...com | <input type="text" value="0.00"/> | <input type="text" value="100"/> | <input type="text"/> | <input type="text"/> |
| Overall average | | 0.00 | | | |

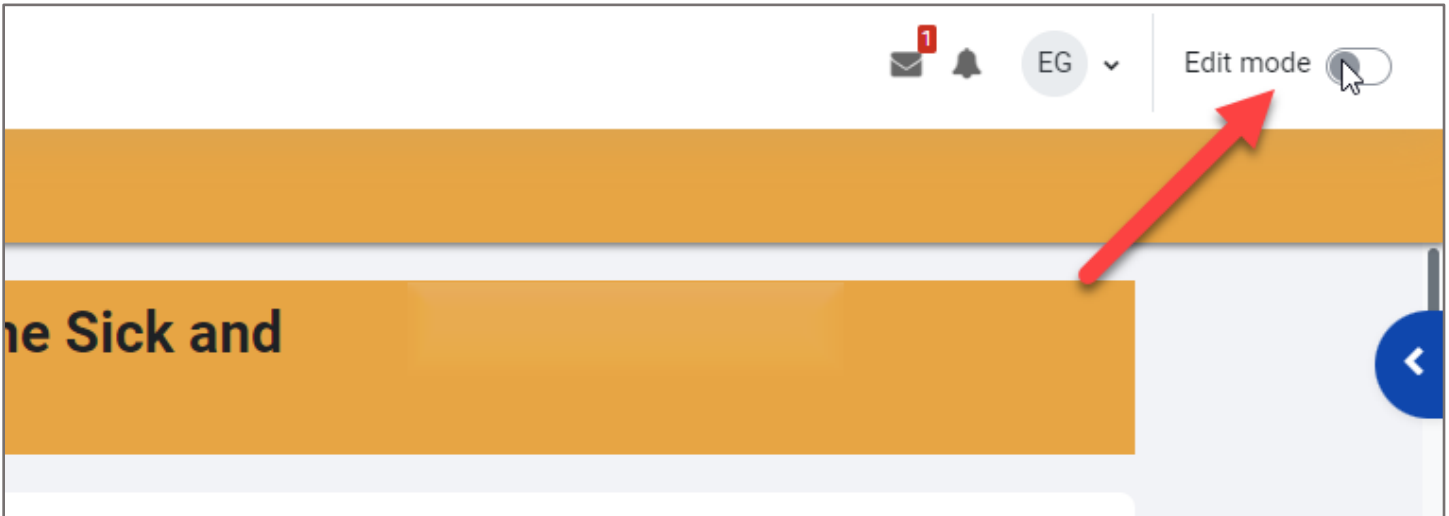
[Save changes](#)

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.

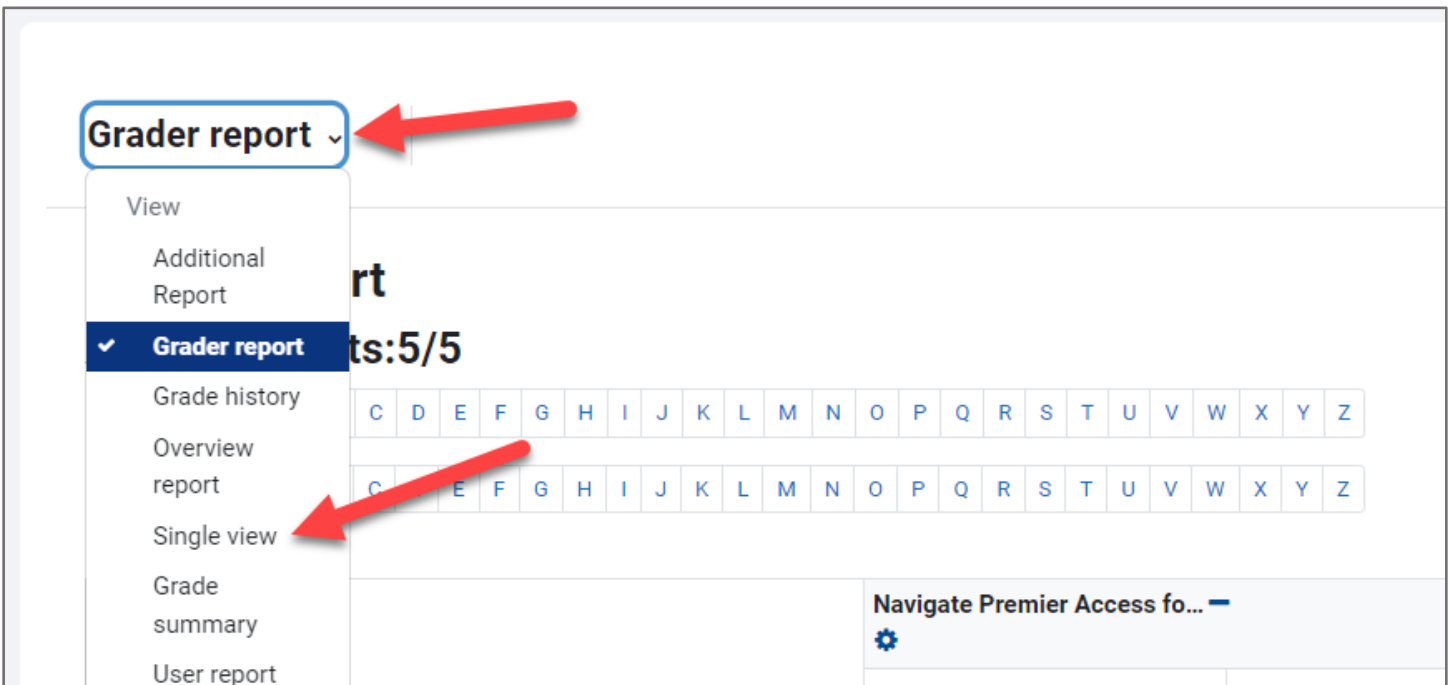
| Navigate Premier Access fo... | | | | | |
|-------------------------------|---------------|-----------------------------------|----------------------------------|--------------------------------|----------------------|
| First name / Last name | Email address | Soft-Skill Simulations | Interactive Lecture: Chapte... | Interactive Lecture: Chapte... | Int... |
| Controls | | | | | |
| MA Mikel Arteta | ...arning.com | <input type="text"/> | <input type="text" value="94"/> | <input type="text"/> | <input type="text"/> |
| MG Madalyn Gambrel | ...@cdx.com | <input type="text"/> | <input type="text" value="100"/> | <input type="text"/> | <input type="text"/> |
| OG Onita Gaulke | ...e@cdx.com | <input type="text" value="0.00"/> | <input type="text" value="89"/> | <input type="text"/> | <input type="text"/> |
| CH Carole Hackman | ...an@cdx.com | <input type="text"/> | <input type="text" value="97"/> | <input type="text"/> | <input type="text"/> |
| VL Velma Lehn | ...t.com | <input type="text" value="0.00"/> | <input type="text" value="100"/> | <input type="text"/> | <input type="text"/> |
| Overall average | | 0.00 | | | |

[Save changes](#)

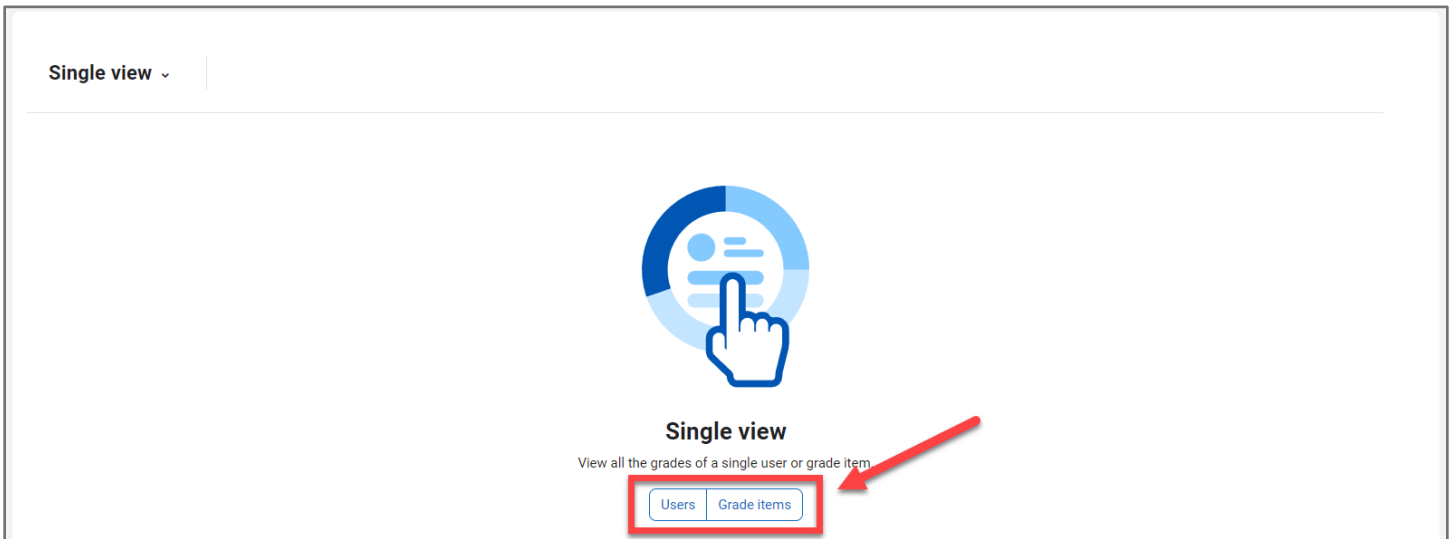
7. Finally, switch the **Edit mode toggle** in the top-right corner of the page to disable Edit mode.



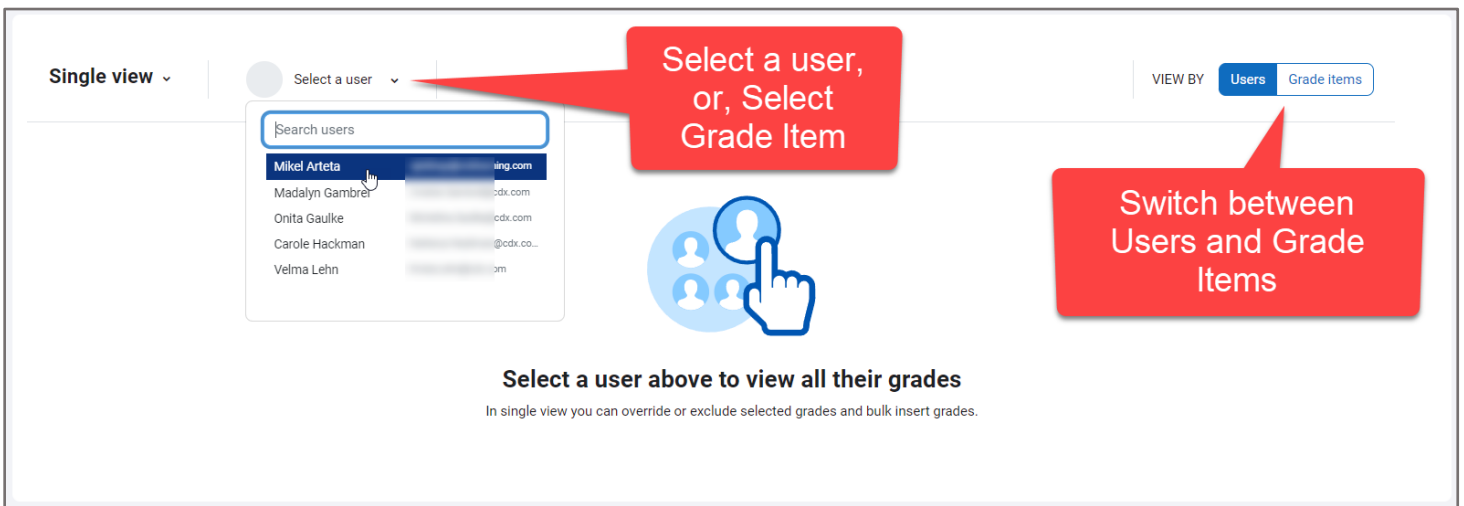
8. Alternatively, you may choose the **Single view** option from the **Grades drop down menu** page.



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



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.



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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.

Single view | MA Mikel Arteta | Actions | VIEW BY Users Grade items

MA Mikel Arteta

| Grade item | Grade category | Grade | Range | Feedback | Override | Exclude |
|---|--|-------|---------------|----------|-------------------------------------|--------------------------|
| EXTERNAL TOOL Soft-Skill Simulations | ... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings) | 98 | 0.00 - 100.00 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SCORM PACKAGE Interactive Lecture: Chapter 1 | ... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings) | | 0.00 - 100.00 | | <input type="checkbox"/> | <input type="checkbox"/> |
| SCORM PACKAGE Interactive Lecture: Chapter 2 | ... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings) | | 0.00 - 100.00 | | <input type="checkbox"/> | <input type="checkbox"/> |

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.

| | | | | | | |
|-----------------------------|--|-------|---------------|--|--------------------------|--------------------------|
| QUIZ Chapter 1 Quiz | ... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings) | 80.00 | 0.00 - 100.00 | | <input type="checkbox"/> | <input type="checkbox"/> |
| AGGREGATION Course total | ... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings) | 80.00 | 0.00 - 100.00 | | <input type="checkbox"/> | <input type="checkbox"/> |

Save

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.

Single view | MA Mikel Arteta | Actions | VIEW BY Users Grade items

MA Mikel Arteta

| Grade item | Grade category | Grade | Feedback | Override | Exclude |
|---|--|-------|---------------|-------------------------------------|--------------------------|
| EXTERNAL TOOL Soft-Skill Simulations | ... Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings) | 98 | 0.00 - 100.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Actions

- Override all
- Override none
- Exclude all
- Exclude none
- Bulk insert grades**

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.

