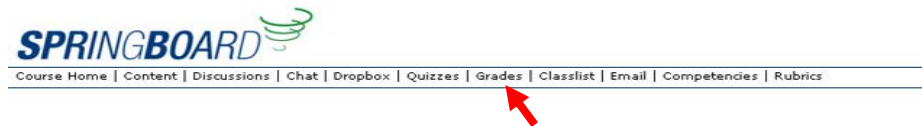


In this Quick Reference Guide:

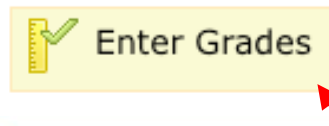
- How to Create and Enter Grades
  - Numeric Grade Items
  - Pass/Fail Grade Items
  - Text Grade Items
- How to Enter Grades using the Spreadsheet View


## How to Create and Enter Grades - Numeric Grade Items

1. Click Grades on the Course navbar.





2. Click Enter Grades




3. Click the Measurement Icon  in the appropriate Grade Item Column.

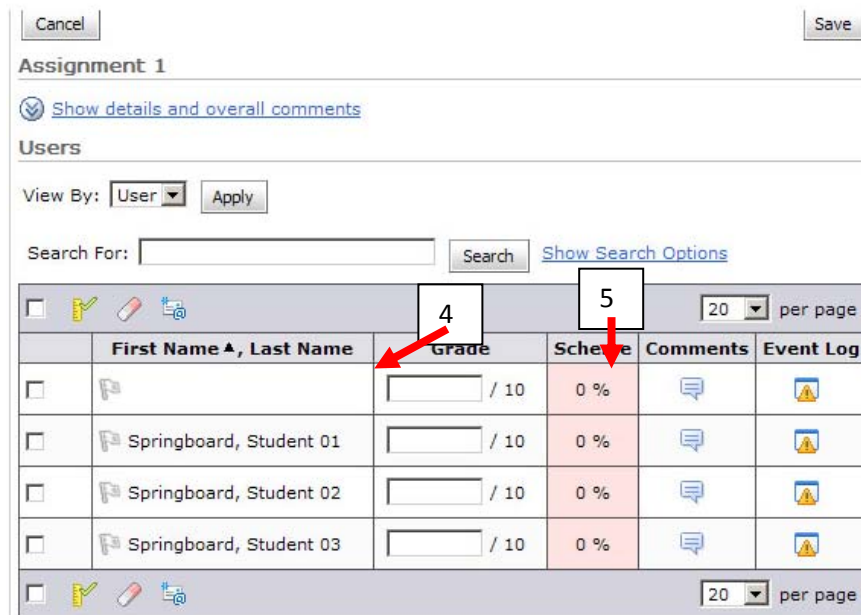
This will open a new page with only that Grade Item Displayed.

 A screenshot of the 'User List' page. The page has a blue header with 'User List' and buttons for 'User List', 'Import Grades', and 'Export Grades'. Below the header are 'Display Options' and 'Switch to Spreadsheet View'. A 'View By' dropdown is set to 'User'. A search bar is present. The main table has columns: 'First Name ▲, Last Name', 'Assignment 1' (with a red arrow pointing to a measurement icon), and 'Final Grades' (with a red arrow pointing to a measurement icon). The 'Final Grades' column has sub-columns 'Final Calculated Grade' and 'Final Adjusted Grade'. The table shows four rows of students, all with '0 %' in the 'Assignment 1' column.
 

	First Name ▲, Last Name	Assignment 1 	Final Grades 	
			Final Calculated Grade	Final Adjusted Grade
<input type="checkbox"/>		0 %	0 %	-%
<input type="checkbox"/>	Springboard Student 01	0 %	0 %	-%
<input type="checkbox"/>	Springboard Student 02	0 %	0 %	-%
<input type="checkbox"/>	Springboard Student 03	0 %	0 %	-%

4. Enter the numeric grade value for each student.

5. If applicable, click on the Comments Icon  to open the Grade Comments window.











Assignment 1

[Show details and overall comments](#)

Users

View By: **User** [Apply](#)

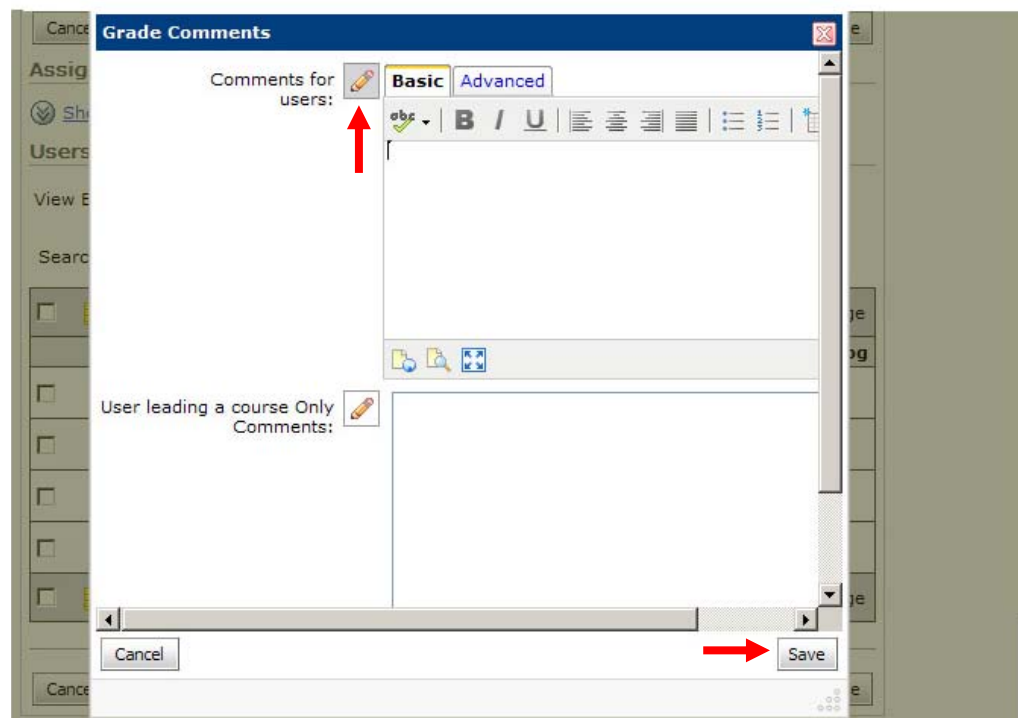
Search For:  [Search](#) [Show Search Options](#)

	First Name ▲, Last Name	Grade	Score	Comments	Event Log
<input type="checkbox"/>		<input type="text"/> / 10	0 %		
<input type="checkbox"/>	Springboard, Student 01	<input type="text"/> / 10	0 %		
<input type="checkbox"/>	Springboard, Student 02	<input type="text"/> / 10	0 %		
<input type="checkbox"/>	Springboard, Student 03	<input type="text"/> / 10	0 %		


20 per page


6. Click the pencil to activate the HTML editor and enter comments.


Once comments have been entered, click Save to close the Grade Comments window and return to Enter Grades.



Grade Comments

Comments for users:  **Basic** **Advanced**



User leading a course Only Comments: 

[Cancel](#) [Save](#)

7. Click Save.

View By: User Apply

Search For:  Search [Show Search Options](#)

	First Name ▲, Last Name	Grade	Scheme	Comments	Event Log
<input type="checkbox"/>		10 / 10	0 %		
<input type="checkbox"/>	Springboard, Student 01	10 / 10	0 %		
<input type="checkbox"/>	Springboard, Student 02	10 / 10	0 %		
<input type="checkbox"/>	Springboard, Student 03	10 / 10	0 %		

Cancel Save


## How to Enter Grades - Pass/Fail Grade Items

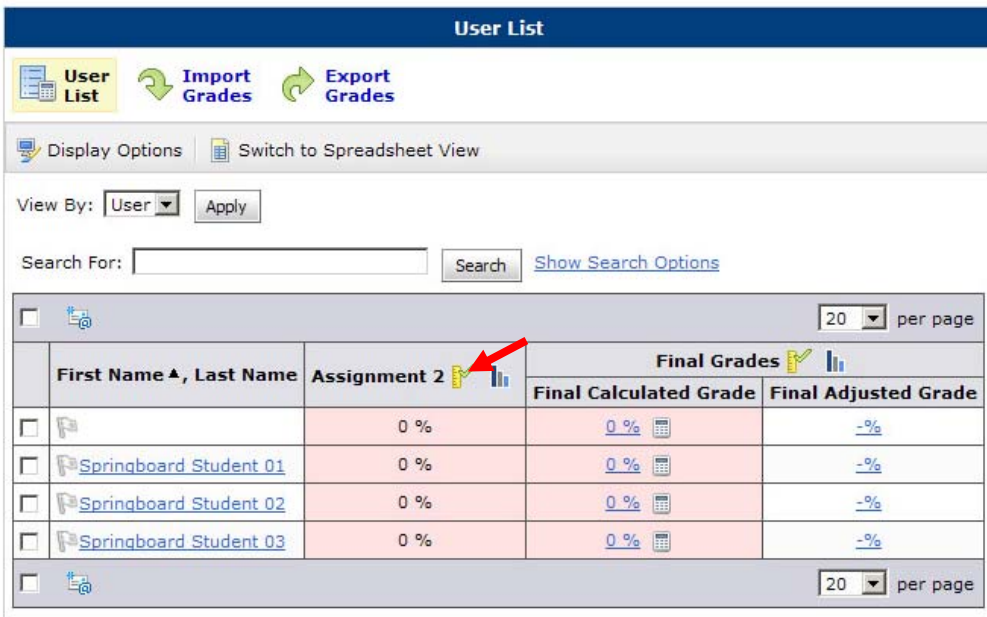




1. Click Grades in the Course navbar.










2. Click Enter Grades.




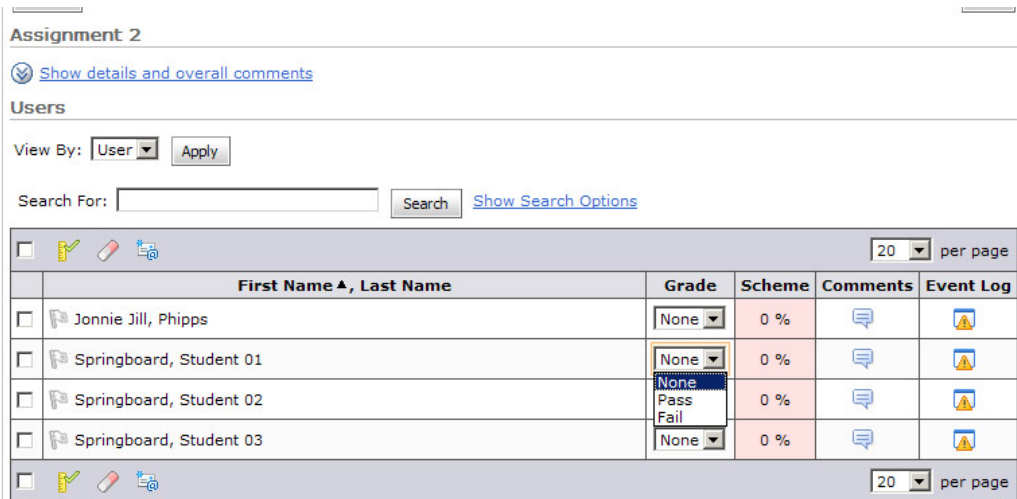
3. Click the Measurement Icon  in the appropriate Grade Item column.










 The 'User List' interface shows a table with columns: First Name ▲, Last Name, Assignment 2   Final Grades  . The table lists four students: Springboard Student 01, Springboard Student 02, and Springboard Student 03, all with 0% in Assignment 2. A red arrow points to the measurement icon in the 'Assignment 2' column header.
 

	First Name ▲, Last Name	Assignment 2  	Final Grades  	
			Final Calculated Grade	Final Adjusted Grade
<input type="checkbox"/>	Springboard Student 01	0 %	0 % 	-%
<input type="checkbox"/>	Springboard Student 02	0 %	0 % 	-%
<input type="checkbox"/>	Springboard Student 03	0 %	0 % 	-%

4. Select Pass or Fail from the drop down list located in the Grade Column.

If applicable, click on the Comments Icon  to open the Grade Comments window.


 The 'Assignment 2' interface shows a table with columns: First Name ▲, Last Name, Grade, Scheme, Comments, and Event Log. The table lists four students: Jonnie Jill, Phipps; Springboard, Student 01; Springboard, Student 02; and Springboard, Student 03. The 'Grade' column has a dropdown menu open, showing options: None, Pass, and Fail. A red arrow points to the 'Pass' option.
 

	First Name ▲, Last Name	Grade	Scheme	Comments	Event Log
<input type="checkbox"/>	Jonnie Jill, Phipps	None	0 %		
<input type="checkbox"/>	Springboard, Student 01	None	0 %		
<input type="checkbox"/>	Springboard, Student 02	None	0 %		
<input type="checkbox"/>	Springboard, Student 03	None	0 %		

5. Click on the pencil icon to activate the HTML editor and enter comments.

7. Once comments have been entered, Click Save to close the Grade Comments window and return to Enter Grades.

8. Click Save to finish.

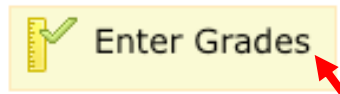
<input type="checkbox"/>						20 per page
	First Name ▲, Last Name	Grade	Scheme	Comments	Event Log	
<input type="checkbox"/>		Pass ▼	0 %			
<input type="checkbox"/>	Springboard, Student 01	Pass ▼	0 %			
<input type="checkbox"/>	Springboard, Student 02	Pass ▼	0 %			
<input type="checkbox"/>	Springboard, Student 03	Pass ▼	0 %			
<input type="checkbox"/>						20 per page
<input type="button" value="Cancel"/>						<input type="button" value="Save"/>


## How to Enter in Grades - Text Grade Items

1. Click Grades in the Course navbar.



2. Click Enter Grades



3. Click the Measurement Icon  in the appropriate Grade Item column.















**User List**

User List Import Grades Export Grades

Display Options Switch to Spreadsheet View

View By: User Apply

Search For: Search Show Search Options

	First Name ▲, Last Name	Assignment 3 	Final Grades 	
			Final Calculated Grade	Final Adjusted Grade
<input type="checkbox"/>		-	0 % 	-% 
<input type="checkbox"/>	 Springboard Student 01	-	0 % 	-% 
<input type="checkbox"/>	 Springboard Student 02	-	0 % 	-% 
<input type="checkbox"/>	 Springboard Student 03	-	0 % 	-% 

20 per page

4. Enter the Text Grade in the Grade column.

If applicable, click the

Comment Icon  to enter a comment on the Grade Item.

Cancel Save










**Assignment 3**

[Show details and overall comments](#)

**Users**

View By: User Apply

Search For: Search Show Search Options

	First Name ▲, Last Name	Grade	Comments	Event Log
<input type="checkbox"/>		<input type="text"/>		
<input type="checkbox"/>	 Springboard, Student 01	<input type="text"/>		
<input type="checkbox"/>	 Springboard, Student 02	<input type="text"/>		

20 per page

5. Click on the pencil to activate the HTML editor and enter comments.

6. Once comments have been entered, Click Save in the Grade Comments window to return to Enter Grades.

7. Click Save to finish.

<input type="checkbox"/>				20 per page
	First Name ▲, Last Name	Grade	Comments	Event Log
<input type="checkbox"/>		Good!		
<input type="checkbox"/>	Springboard, Student 01	Needs Improvement!		
<input type="checkbox"/>	Springboard, Student 02	Good!		
<input type="checkbox"/>	Springboard, Student 03	Good!		
<input type="checkbox"/>		20 per page		
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>		



## How to Enter in Grades using the Spreadsheet View



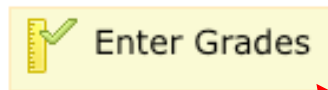
**Note of Caution:** This view exposes all grades in the Grade Book! Using this method increases the chance of making errors. It is strongly recommended that you make a copy of the current Grade Book before utilizing this feature.

1. Click **Grades** in the Course navbar.



Course Home | Content | Discussions | Chat | Dropbox | Quizzes | **Grades** | Classlist | Email | Competencies | Rubrics

2. Click **Enter Grades** located on the left



3. Click **Switch to Spreadsheet View**

**User List**

Display Options Switch to Spreadsheet View

View By: User Apply

Search For:  Search [Show Search Options](#)

	First Name ▲, Last Name	Assignment 1	Assignment 2	Assignment 3
<input type="checkbox"/>		0 %	0 %	-
<input type="checkbox"/>	Springboard Student 01	0 %	0 %	-
<input type="checkbox"/>	Springboard Student 02	0 %	0 %	-
<input type="checkbox"/>	Springboard Student 03	0 %	0 %	-

4. Enter the grades for each Grade Item. Then click **Save**.

5. Click on the **Switch to Standard View** to return to the Standard View of the Grade Book

20 per page

	First Name ▲, Last Name	Assignment 1	Assignment 2	Assignment 3	Final Grades	
					Final Calculated Grade	Final Adjusted Grade
<input type="checkbox"/>		<input type="text"/> / 10	<span>None</span>	<input type="text"/>	0 %	<input type="text"/> / <input type="text"/>
<input type="checkbox"/>	Springboard Student 01	<input type="text"/> / 10	<span>None</span>	<input type="text"/>	0 %	<input type="text"/> / <input type="text"/>
<input type="checkbox"/>	Springboard Student 02	<input type="text"/> / 10	<span>None</span>	<input type="text"/>	0 %	<input type="text"/> / <input type="text"/>
<input type="checkbox"/>	Springboard Student 03	<input type="text"/> / 10	<span>None</span>	<input type="text"/>	0 %	<input type="text"/> / <input type="text"/>

20 per page

Cancel Save