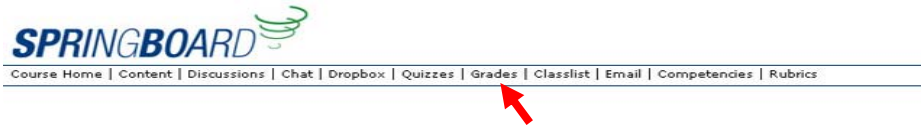
In this Quick Reference Guide:

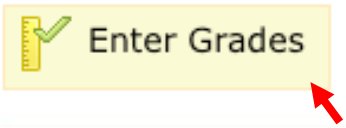
- How to Create and Enter Grades
  - Numeric Grade Items
  - Pass/Fail Grade Items
  - Text Grade Items
- How to Enter Grades using the Spreadsheet View

How to Create and Enter Grades - Numeric Grade Items

1. Click Grades on the Course navbar.

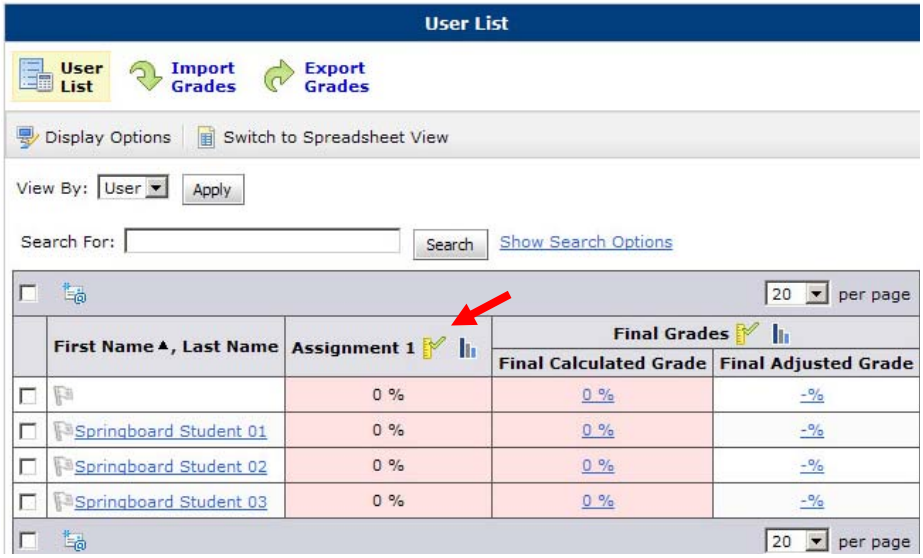


2. Click Enter Grades



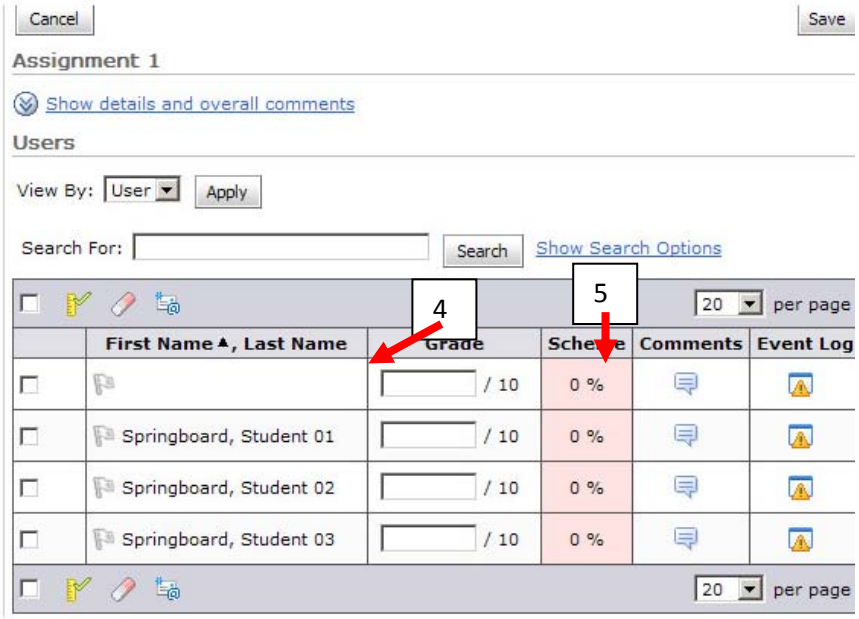
3. Click the Measurement Icon in the appropriate Grade Item Column.

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



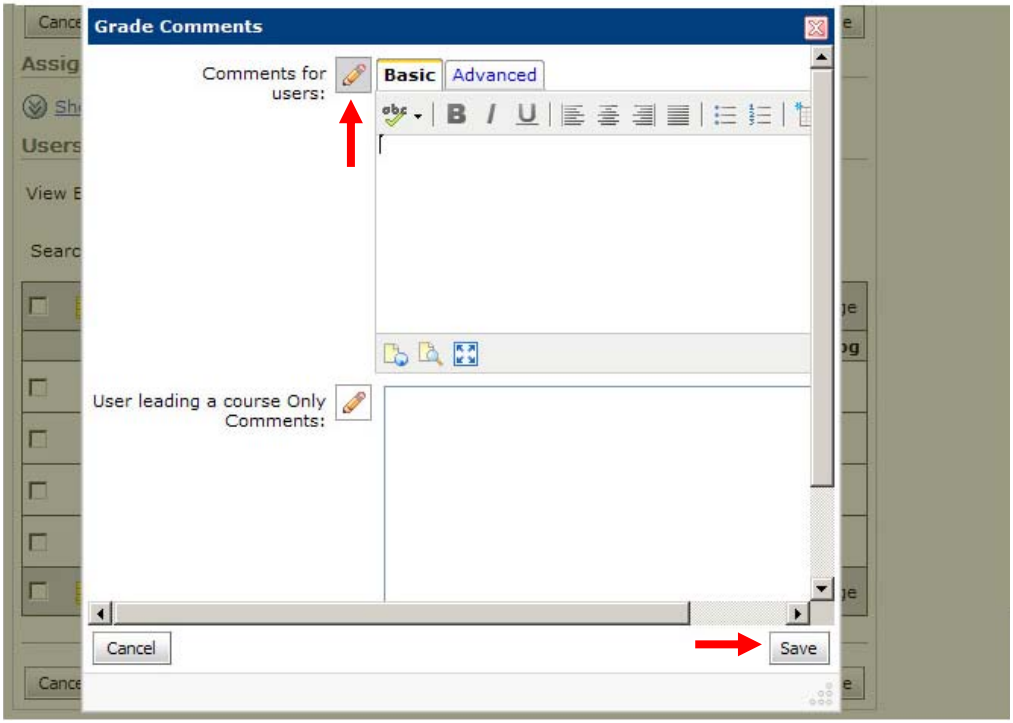
4. Enter the numeric grade value for each student.

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

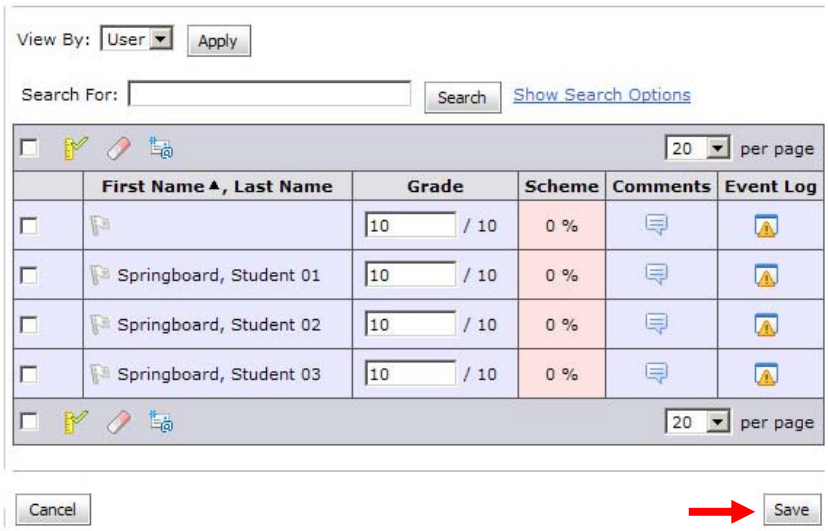


6. Click the pencil to activate the HTML editor and enter comments.

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

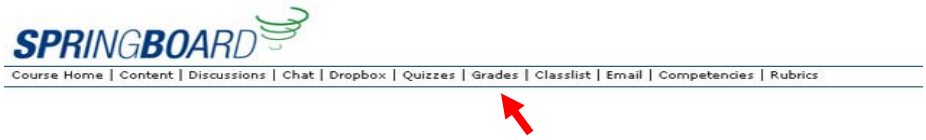


7. Click Save.

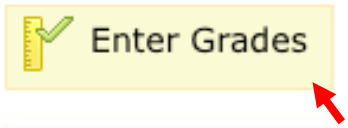

View By: User Apply
Search For: Search Show Search Options
20 per page
First Name ▲, Last Name
Grade
Scheme
Comments
Event Log
10 / 10 0 %
Springboard, Student 01 10 / 10 0 %
Springboard, Student 02 10 / 10 0 %
Springboard, Student 03 10 / 10 0 %
20 per page
Cancel
Save

How to Enter Grades – Pass/Fail Grade Items

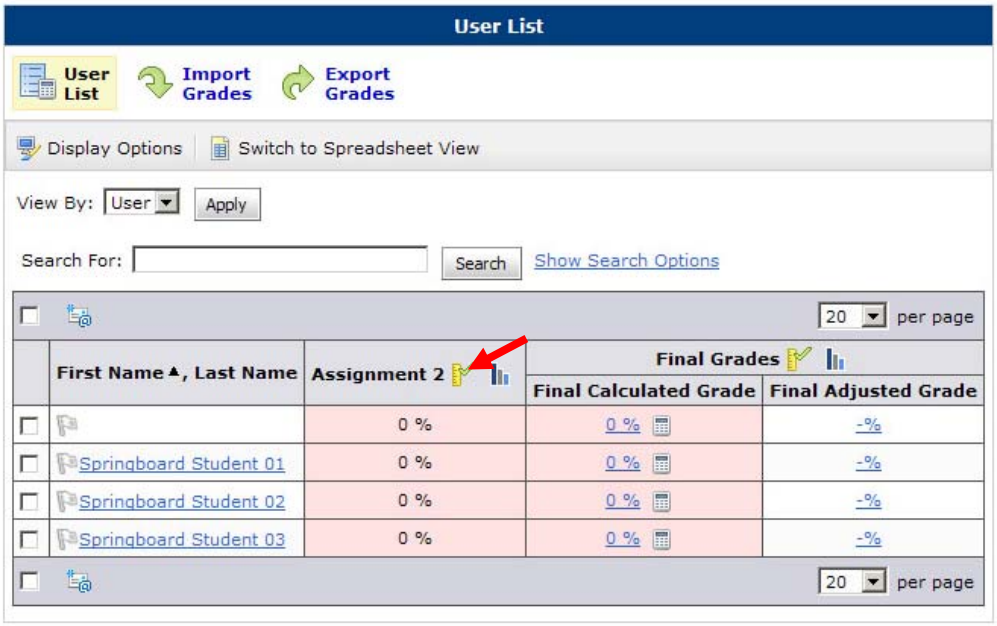
1. Click Grades in the Course navbar.



2. Click Enter Grades.

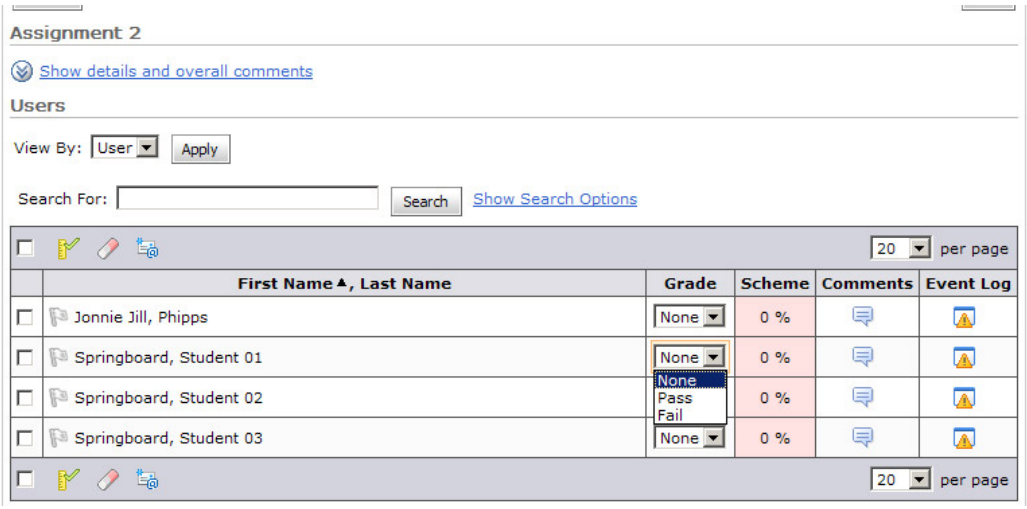


3. Click the Measurement Icon in the appropriate Grade Item column.

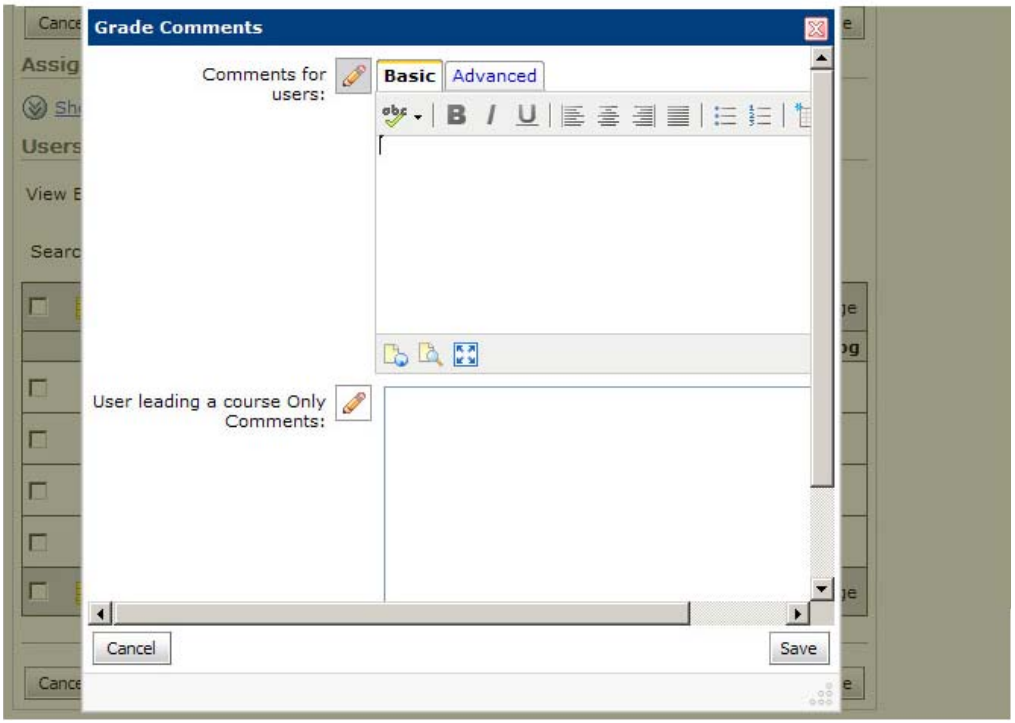


4. Select Pass or Fail from the drop down list located in the Grade Column.

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

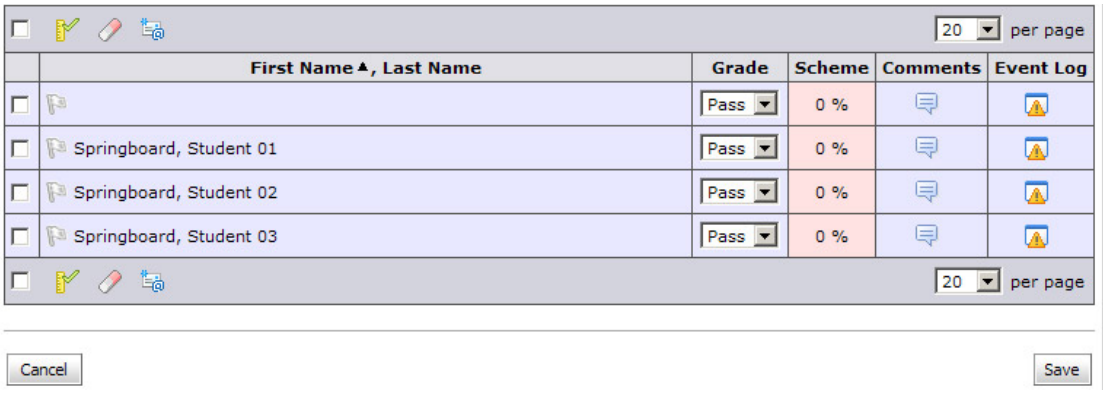


5. Click on the pencil to activate the HTML editor and enter comments.



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

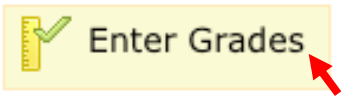
8. Click Save to finish.



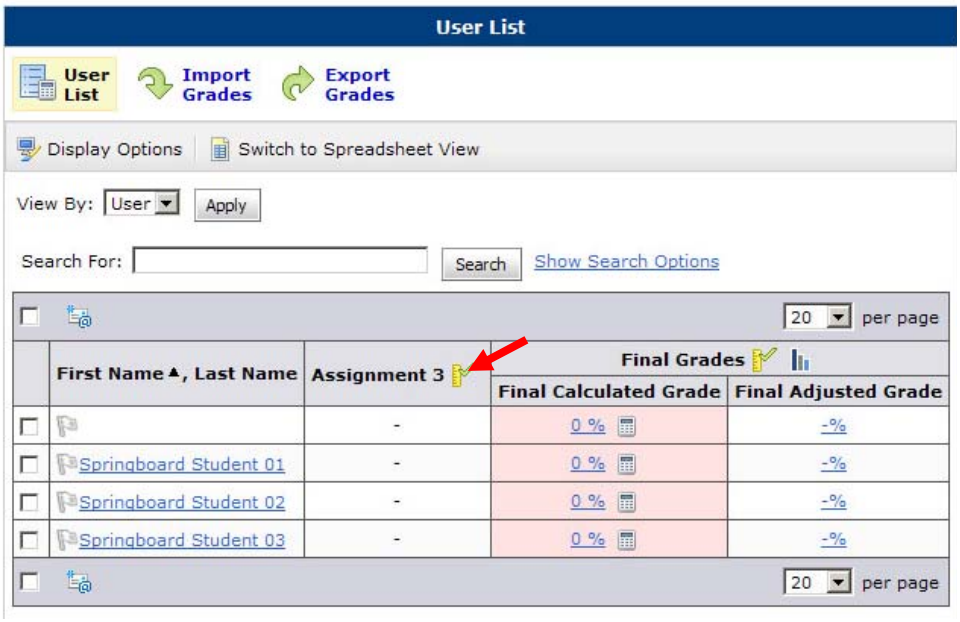
How to Enter in Grades – Text Grade Items

1. Click Grades in the Course navbar.

2. Click Enter Grades

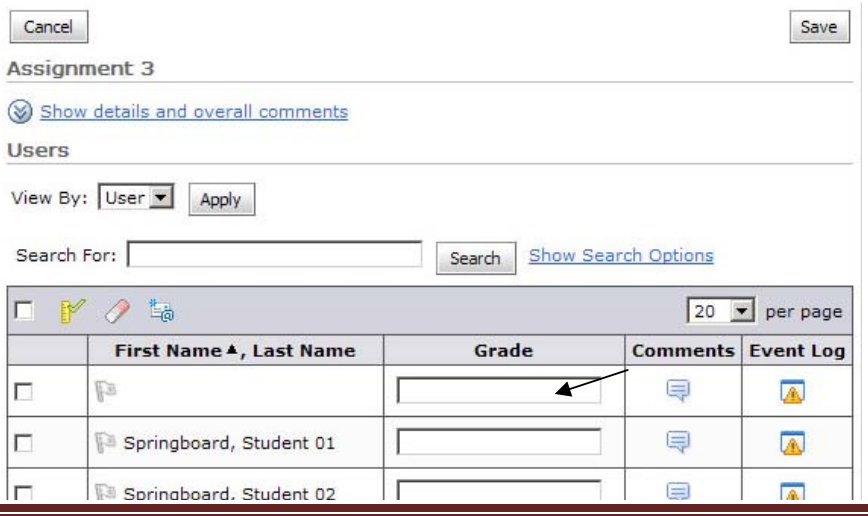


3. Click the Measurement Icon in the appropriate Grade Item column.

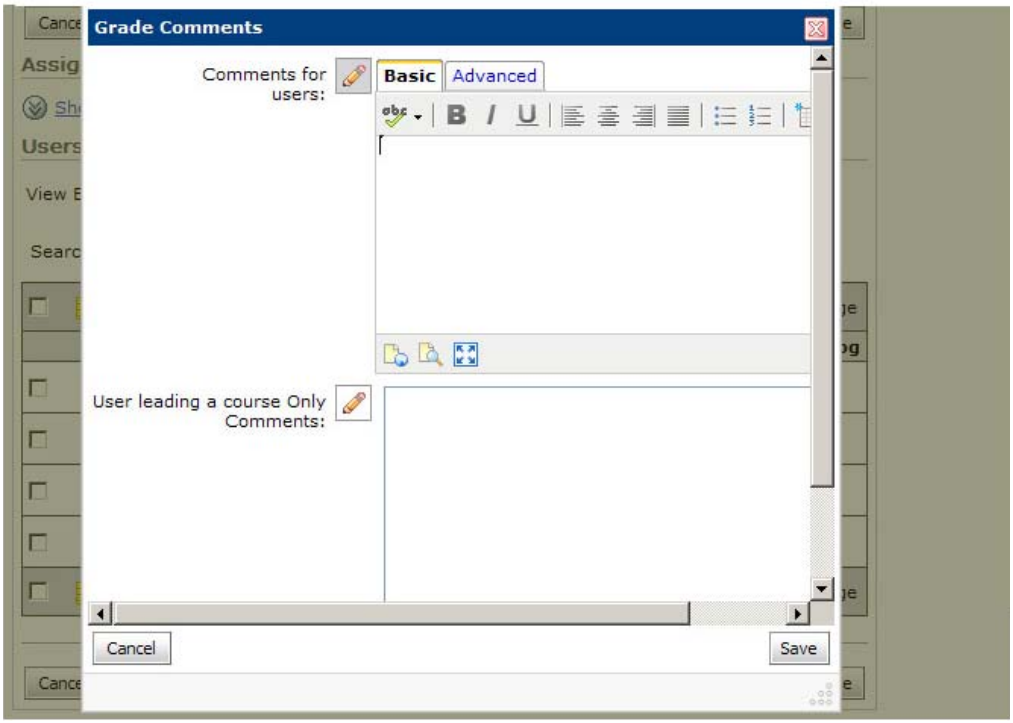


4. Enter the Text Grade in the Grade column.

If applicable, click the Comment Icon to enter a comment on the Grade Item.

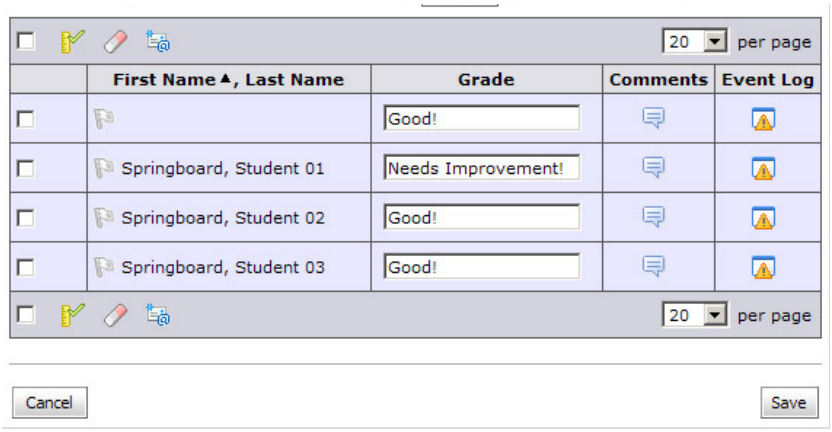


5. Click on the pencil to activate the HTML editor and enter comments.



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

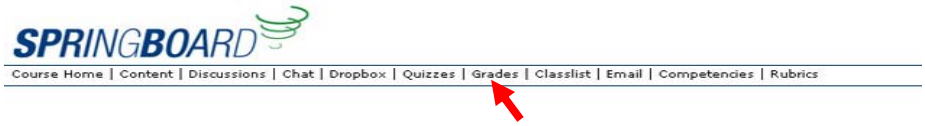
7. Click Save to finish.



How to Enter in Grades using the Spreadsheet View

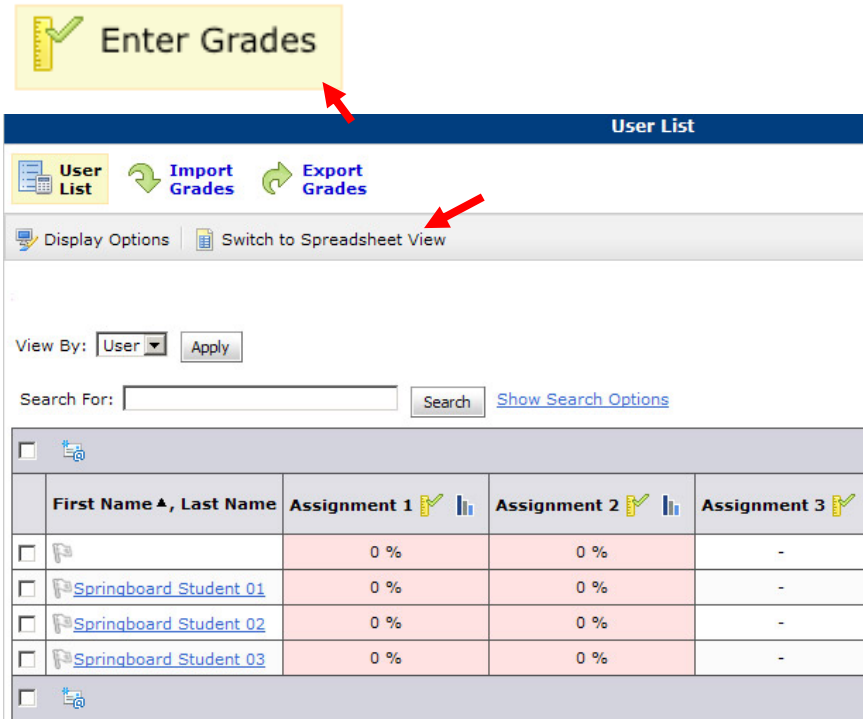
F.Y.I. Note of Caution: This view exposes all grades in the Grade Book! Using this method increases the chance of making errors. It is strongly recommended that you make a copy of the current Grade Book before utilizing this feature.

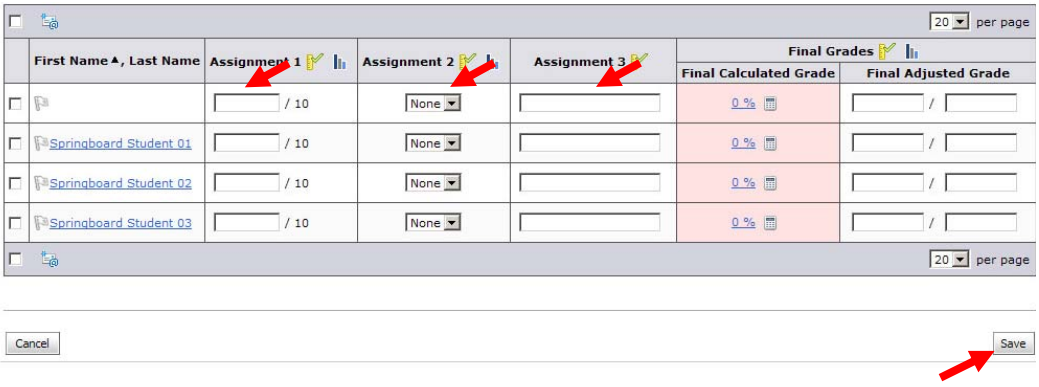
1. Click **Grades** in the Course navbar.



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

3. Click **Switch to Spreadsheet View**



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

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